

## **ACT FOURTEEN**

### ***Of Lay Ministers***

#### Licensing and Duties of Lay Ministers

- 1** In accordance with Canon 20, the Bishop may grant, revoke or renew a licence to any person whom he/she shall designate to be a Lay Minister. Such licence shall authorise the Lay Minister to carry out one or more of the following duties:
  - (a) Instructing and preparing candidates for Holy Baptism and Confirmation.
  - (b) Preaching.
  - (c) Assisting in the administration of Holy Communion.
  - (d) Performing such other pastoral duties, as the Bishop may determine, which are not reserved to the ordained ministry.

Every Lay Minister shall be publicly admitted to this office by the Bishop or his/her duly authorised deputy. Such admission shall normally take place in the parish to which the Lay Minister is licensed.

#### Delegation

- 2** As provided in Section 1 of Canon 20, the Bishop may delegate his/her authority to grant, revoke or renew such licence (or any one or more of these acts) to a Bishop Suffragan in his Diocese, which delegation he may withdraw at any time. Such a delegation and withdrawal of delegation shall be in writing.

#### Application for Licence

- 3** Any Incumbent may apply to the Bishop for the licensing as a Lay Minister of any person nominated by him/her with the approval of the Parish Council. Such application is to be endorsed by the Archdeacon or by the Theological Tutor or his/her deputy, and shall certify that such persons are adequately equipped by character, devotion and education to hold such an office.

#### Symbol of Office

- 4** When exercising their office as set out in their licence, Lay Ministers may wear a symbol of office issued and authorised by the Bishop.

Licence of Stipendiary Lay Ministers

- 5** The Bishop, at his/her discretion, may licence suitable persons in the Diocese to be Stipendiary Lay Ministers. He/she shall prescribe the duties to be performed by them, in accordance with Canon 20, provided that he/she be assured as to their suitability and competence. The Bishop, in consultation with the Diocesan Board of Trustees must be satisfied that there is adequate financial provision for the support of a stipendiary Lay Minister.

Retirement of Lay Ministers

- 6**
- (a) Lay Ministers are not remunerated by the Diocese nor are they members of an ACSA pension or provident fund. "Retirement" in this Act therefore means the lapsing of the Bishop's licence to a person to be a Lay Minister in this Diocese. The purpose of this section is therefore to put into place procedures for the orderly regulation of this process.
  - (b) When a Lay Minister reaches sixty-five (65) years, her/his Rector/Priest-in-Charge must discuss the Lay Minister's continued ministry with her/him. If the Lay Minister wishes to continue and this is acceptable to the Rector, the Lay Minister's licence remains in force and her/his ministry continues. This situation may be reviewed from time to time at the instance of the Rector-Priest-in-Charge or the Bishop (or his delegate).
  - (c) If the Lay Minister does not wish to continue, he/she resigns and surrenders her/his licence. If the Lay Minister wishes to continue but the Rector/Priest-in-Charge does not agree, the matter must be submitted to the Bishop.
  - (d) The Bishop may grant or refuse the retention of a Lay Minister's licence after such consultations as he/she may deem necessary. If an extension is granted, it shall be for such period and on such conditions as the Bishop may prescribe.

Amplification/Guidelines

- 7** The Bishop may amplify these provisions and provide guidelines for their application. This may include the issue of By-law(s).