

**CONSTITUTION**  
**OF**  
**LICENCED LAY MINISTERS**  
**Diocese of Central Newfoundland**

**Updated September 2015**

## **PREAMBLE**

“We who have been dedicated as Licenced Lay Ministers are a Lay Priesthood and ought at all times to walk worthy of our calling”

## **THE LICENCED LAY MINISTERS PRAYER**

Almighty God, who by Your Son, Jesus Christ, did call people and send them forth to work and witness for You; bless we beseech you, the Licenced Lay Ministers Association of this Diocese.

Grant that they, ever walking in the footsteps of Your Son, and being endued with power from on high, may serve you and your Church to the salvation and edification of many souls, through Jesus Christ our Lord.

*The articles contained herein, and such amendments as shall be made from time to time, shall comprise the Constitution of the Licenced Lay Ministers Association in the Anglican Diocese of Central Newfoundland, and may hereinafter be referred to by the short title of the LLM Constitution.*

## INDEX

## PAGE

Article I	Name	4
Article II	Aims and Objectives	4
Article III	Purpose	4
Article IV	Membership	4
Article V	Amendments	5
Article VI	Bishop and Clergy	5
Article VII	Executive Council	5
Article VIII	Chaplain	6
Article IX	Auditor	6
Article X	Meetings	6
Article XI	Communications	7
Article XII	Finances	7
Article XIII	Annual Fees	8
Article XIV	Elections	8

## APPENDIX

A	Duties of LLM Executive	10
B	Honorary Membership	12
C	Bishop's Regulations - Licensed Lay Ministers	13
D	Bishop's Regulations - Eucharistic Ministers	15
E	Service of Admission to the Office	16
F	Installation of Officers Service	18
G	Licensed Lay Ministers Prayers	19
H	Commissioning for Lay Ministers	20
I	Declaration by Candidate	22
J	Application for LLM	23

**CONSTITUTION  
OF  
LICENCED LAY MINISTERS  
DIOCESE OF CENTRAL NEWFOUNDLAND**

**ARTICLE I            NAME**

The name of the organization shall be called "Licenced Lay Ministers" (LLM) Association, Anglican Diocese of Central Newfoundland.

**ARTICLE II            AIMS & OBJECTIVES**

- A. To give the opportunity in the Diocese, through which all men and women may be united in worship, learning and offering;
- B. to aid in the training and guidance of LLM within the Diocese of Central Newfoundland;
- C. to provide mutual self-help, support, and fellowship in the exercise of their office;
- D. to promote and sustain the growth and welfare of the Church within the Diocese; and
- E. to provide opportunity for participation of men and women in Parish, and Diocesan programs.

**ARTICLE III            PURPOSE**

- i. To fulfil the aims and objectives of the LLM within its congregation, parish and diocese.
- ii. To organize a Diocesan Annual General Meeting so that members in the diocese can meet and discuss common issues and to share ideas in an atmosphere of community and fellowship.

**ARTICLE IV            MEMBERSHIP**

- A. All Licenced Lay Ministers , male and female, within the Diocese of Central Newfoundland who, when licensed by the Bishop as Diocesan Lay Ministers, shall be deemed to be members of the Association.

All Licenced Lay members must follow a set of Bishop's regulations and requirements [*Appendix C*].

- B. All Honorary Members who have been duly selected after fulfilling the requirements.

[Appendix B].

- C. All Eucharistic Ministers, who are active members of their parish and congregations. [Appendix D].

## ARTICLE V AMENDMENTS

The Constitution may be amended, subject to the approval of the Bishop, by a two-third majority of eligible voting members present at an Annual General Meeting of the LLM, or at a special meeting called for that purpose. Notice of any amendment must be given through the Executive of the LLM at least two weeks prior to the date of the meeting.

## ARTICLE VI BISHOP AND CLERGY

- A. The **Bishop** of the Diocese shall be the **Patron** of the Diocesan Licenced Lay Ministers.
- B. The **Chaplain** of the Association shall be a member of the Clergy, shall be appointed by the Bishop, and shall not serve for more than three years. [See Duties -Article VIII]

## ARTICLE VII EXECUTIVE COUNCIL

The Executive Council shall consist of the officers elected, and those appointed, from among the membership at the Annual Meeting of the Association. All affairs of the Association shall be under the control of, and managed by, the Executive Council. The Program Officer will be Ex-Officio

- A. Officers of Executive Council
  - i. The Patron - the Bishop of the Diocese
  - ii. President
  - iii. Vice President
  - iv. Secretary
  - v. Treasurer
  - vi. The Past President shall serve for one (1) year
  - vii. Chaplain of LLM

- B. Term of Office

The term of office will be two years. No member shall serve on Executive Council for more than two consecutive terms. The members must then step down for at least a period of one year, at which time he/she can be re-elected. [See Elections Article XIV]

- C. Duties of Officers [See Article VIII - Chaplain, and Appendix A for others]

## **ARTICLE VIII**

### **CHAPLAIN**

- A. The Chaplain shall be appointed by the Bishop and shall be a member of Diocesan LLM Executive during his/her term of office with full voting privileges.
- B. Duties of the Chaplain shall be:
  - i. To advise the Association in its work and undertakings.
  - ii. To advise and instruct the members in matters of Faith and Order.
  - iii. To communicate to the priests in the diocese of the necessity to assist LLM in providing sermons and homilies that may be used.
  - iv. In consultation with the Bishop, to supervise and direct courses of study for the better education and enlightenment of members of the Association.
  - v. To assist in preparing worship and to preside at the Eucharist during the LLM conference.
  - vi. To provide pastoral care to members attending the conference.
  - vii. To be the Spiritual Director of the members of the Association.

## **ARTICLE IX**

### **AUDITOR**

The Auditor is to be appointed annually, and approved by the Executive Council.

## **ARTICLE X**

### **MEETINGS**

- i. Meetings shall be held at least annually.
- ii. A quorum at all meetings shall be no less than twenty.
- iii. Notice of each meeting of the Association shall be given not less than ten (10) days before the day on which the meeting is to be held.
- iv. Notice may be sent to each member of the Association as recorded in the books and records.
- v. Voting privileges will be granted to all active members of the LLM Association.
- vi. Special General Meetings of the Association may be held at the call of the President or upon the written request of not less than three members of Executive Council or not less than fifteen

members of the Association. At such meetings, no business shall be considered other than that contained in the notice to call the special meeting.

- vii. Notice of a Special General Meeting shall be given not less than ten (10) days before the day on which the meeting is to be held. The notice shall state the general nature of the business to be transacted at the meeting.
- viii. Meetings of the Executive Council shall be held at the call of the President, or upon the written request of not less than three members of the Executive Council.
- ix. A quorum at all Executive Council meetings shall be three.

## **ARTICLE XI            COMMUNICATIONS**

- i. A list of all who attend meetings may be kept for information.
- ii. Proper minutes, account and receipt books shall be maintained and kept up to date.
- iii. A directory which contains a list of the membership, including Eucharist Ministers, and contact information shall be updated annually.
- iv. After an election of officers, information should be forwarded to the Bishop and to the Synod Office as soon as possible.

## **ARTICLE XII           FINANCES**

- A. The Financial Statement of Licensed Lay Ministers shall be reviewed by a qualified person at arm's length with the LLM Association. The last day of December 31<sup>st</sup> shall be the financial year end.
- B. If as a group, the LLM decide to collect/fund raise monies for a project in the Diocese, a cheque shall be made out to the 'Diocese of Central Newfoundland' and forwarded to Synod Office with reference as to where the monies are to be directed. Any special appeals should be forwarded to the appropriate organizing committee.
- C. Signing Authority shall be given to the Treasurer and any two other members of the Association in close proximity to the Treasurer. Any two of these three signatures shall be sufficient.
- D. Representative to Synod  
The President or designate may attend the Diocesan Synod. The Association will be responsible to fund up to \$100.00 of travel. In the case that it is more than \$100.00 the Diocese will be responsible to refund the remainder. This amount will be subject to change if the Diocesan policy states that parishes and associations should fund a greater amount.

## ARTICLE XIII

## ANNUAL FEES

- i. Shall be due and payable within one month after the invoice is received at the parish.
- ii. The fees may be changed and shall be determined by a resolution at the Annual Meeting of the Association.

## ARTICLE XIV

## ELECTIONS

- A. The Executive Council shall be elected biennially.
  - i. No person shall hold a position on the Executive for more than four (4) consecutive years.
  - ii. If members have served on Executive for four consecutive years, members will be eligible for election to a position on Executive after at least a one (1) year break.
  - iii. If, for some reason, the president cannot complete the two year tenure, the vice president will assume the role until the next biennial election.
  - iv. If, for some reason, the vice president cannot complete the two year tenure, the president will assume both roles until the next biennial election.
  - vii. If, for some reason, the secretary and/or treasurer cannot complete their two year tenure, the President in consultation with the other members of the Executive, shall appoint a member to fill the position until the next biennial election.
  - viii. To have continuity with a changing executive, the past president will be a member of Executive Council for a period of one year.
- B. The Executive of the Licenced Lay Ministers may appoint a Nominating Committee if so desired:
  - i. Such committee must be formed not less than three (3) months prior to the election. Every effort should be made to contact and inform the members as found on the most recent updated list.
  - ii. Nominations from the floor of those present at the AGM are to be accepted.
  - iii. Under normal circumstances, nominations will not be accepted for members not present at the AGM. However, a member absent due to a sickness or immediate family death, shall submit in writing their willingness to offer their name for a specific position on Executive.



- C. To be eligible for an office at the Annual Meeting of the Licenced Lay Ministers, the person shall be an active member of the LLM Association.

## **APPENDIX A            DUTIES OF THE LLM EXECUTIVE**

### **President**

- i.        Shall be familiar with the history of the LLM.
- ii.       Shall have a clear understanding of the Diocesan LLM Constitution.
- iii.      Shall have an understanding of the duties of the various offices of the LLM.
- iv.      Shall preside at all meetings of the Association and of the Executive.
- v.        Shall supervise the business and affairs of the Association.
- vi.      Shall, in consultation with members of the Executive, plan annual meetings that are well balanced in worship, study, work activities, and fellowship.
- vii.     As a member of the Diocesan Executive, the president shall submit a written or oral report at Diocesan Executive meetings.
- viii     Shall submit a written annual report to the AGM.
- ix.      Shall communicate regularly with the Vice President and if necessary to other members of the Executive.

### **Vice President**

- i.        Shall be responsible for public relations.
- ii.       Shall preside over meetings in the absence of the president.
- iii.      Shall exercise the duties of the president, if the president is absent.
- iv.      Shall fulfil other duties as requested by the President.

### **Secretary**

- i.        Shall be responsible for keeping full and accurate official records and minutes of all meetings.

- ii. Shall ensure that a written copy of minutes is provided for all Executive members in a timely fashion following any meeting.
- iii. Shall provide minutes of any meeting to any person not on Executive but who is a member of the association and may have taken a role during that meeting.
- iv. Shall ensure that written minutes of the Annual meeting are provided and approved at the AGM.
- v. Shall keep an accurate and up-to-date list of all members of the Association.
- vi. Shall be responsible for the general correspondence.
- vii. Shall give notices or ensure that they are given, to the membership.
  - vi. Shall be the Custodian of all books, papers, records, documents, and any other correspondence belonging to the Association.
  - vii. Shall ensure that a complete copy of minutes and important correspondence are kept for archival information.

#### **Treasurer**

- i. Shall be responsible for keeping full and accurate financial records.
- ii. Shall collect and receive all annual fees and dues as well as any monies payable to the Association.
- iii. Shall receive, record, and disburse by cheque all income as authorized.
- iv. Shall control the deposit of money, and disbursements with the approval of the Executive.
- v. Shall provide an audited financial statement at the annual meeting.



## APPENDIX C      BISHOP'S REGULATIONS

### Licensed Lay Ministers

1. All Licensed Lay Ministers shall be licenced by the Bishop.
2. Requirements needed to be licenced:
  - i. A person desiring to be a Lay Minister shall be a baptized and confirmed member of the Anglican Church and normally nineteen [19] years or older.  
  
Upon the recommendation of the rector with the strong support of the Parish Council, the Bishop may consider an application from a younger applicant who meets all other requirements.
  - ii. A person must be in good standing with his/her Parish Church, an active parishioner, a regular communicant, and regular attendance at other Services.
  - iii. To be considered, the person must meet with the Rector. The Rector will consult with the Parish Council and then contact the chaplain of the LLM and make an application.
  - iv. After examination, and being satisfied with the qualifications of the applicant, the Chaplain will recommend the individual to the Bishop for approval and Diocesan licencing.
  - v. The Licence of the Diocesan Lay Ministers is at the pleasure of the Bishop. It is subject to review at the request of the Rector or the Chaplain.
  - vi. Lay Ministers shall be licenced and admitted to their office by the Bishop or a priest representing him/her. It is desirable to do this at a main service.
  - vii. Licenced Lay Ministers may officiate in any Parish in the Diocese of Central Newfoundland at the invitation of the Bishop, or the Rector who in his/her absence, may delegate that authority to the Church Wardens.
3. Duties that may be performed by Licenced Lay Ministers are:
  - i. To assist the Rector in conducting these parts of the Church worship not performed by a Priest.
  - ii. To perform such pastoral duties as visitation to the sick and other parishioners.
  - iii. To take Communion to the sick and shut-ins if it has been consecrated by the priest.
  - iv. To prepare candidates for Confirmation, and other duties that may be assigned at the discretion of the Bishop.

- v. To read Morning and Evening Prayer or portions thereof and other forms authorized by the Bishop. The Collect for the 21<sup>st</sup> Sunday after Trinity may be used after the Confession - BCP [pg 250] and BAS [46].
  - vi. To read the Litany
  - vii. To read the Penitential Service.
  - viii. To deliver and use prepared sermons or, with the consent of the Rector, to deliver sermons that have been prepared by the LLM.
  - viii. To baptize infants privately at home, but only in the case of grave necessity, and not otherwise. The form sanctioned by the Bishop for that purpose {BCP -541 and BAS - 164}.
  - ix. To read the 'Order for the Burial of the Dead' and none other, when there is a burial in any cemetery belonging to the Church.
  - x. To receive the offering of the people.
  - xi. To wear a cassock and a white surplice or an alb, an earned Academic Hood, and a Lay Minister's scarf.
  - xii. To be kept informed by reading Christian magazines and current Christian literature.
4. Licenced Lay Ministers may not:
- i. Pronounce the Priestly Absolution of Blessing
  - ii. Celebrate the Holy Communion Service
  - iii. Perform the Solemnization of Holy Matrimony.
5. Licensed Lay Ministers are asked to participate in "Life Long Learning"
- i. by reading foundational and current Christian literature.
  - ii. by participating in Bible Study through personal reading and/or group study.
  - iii. by attending continuing education events provided by the Diocese or LLM Association.

## APPENDIX D

## BISHOP'S REGULATIONS

### Eucharistic Ministers

1. All Eucharistic Ministers shall be licenced by the Bishop
2. Requirements needed to be licenced:
  - a. A person desiring to be a Eucharistic Minister shall be a baptized and confirmed member of the Anglican Church and normally nineteen [19] years or older.  
  
Upon the recommendation of the rector with the strong support of the Parish Council, the Bishop may consider an application from a younger applicant who meets all other requirements.
  - b. A person must be in good standing with his/her Parish Church, an active parishioner, a regular communicant, and in regular attendance at other Services.
  - c. To be considered, the person must meet with the Rector and express the desire to be a Eucharistic Minister; or the Rector may approach the person and ask for permission to submit the person's name to the Vestry and to the Bishop. The Rector will submit the application to the Bishop for approval.
  - d. The Licence of the Eucharistic Minister is at the pleasure of the Bishop. It is subject to review at the request of the Rector or members of the Diocese if they feel that the licence is in need of a review.
  - e. Eucharistic Ministers shall be given their licences by the Rector preferably at a main service of the day.
3. Duties of a Eucharistic Minister
  - a. To assist in the Administration of Holy Eucharist upon the request of the Rector after receiving approval of Vestry and authorization by the Bishop.
  - b. To receive the offering if there is no server present and at the direction of the Rector.
4. Eucharistic Ministers:
  - a. May wear an alb but there is no scarf to denote the position.
  - b. May not administer in any other parish other than the one they have been licenced to administer unless it is with special permission of the Rector and/or Bishop.
  - c. Do not have any authority to perform any office of the church.

**The Service for the Admission of Persons  
to the Office of Licenced Lay Ministers  
and the Commissioning for that work in the Parish**

*{This service may also be used for those already licensed but beginning the work of LLM in a new Parish. It may be performed by the Bishop, the Chaplain, or Rector as the Bishop's representative. The President of the Association and any Lay Minister shall robe in support of this ministry. The congregation may be seated while the Candidates stand before the Bishop or his/her representative}*

Some person chosen may present the Candidates saying:

I present to you these persons to be admitted to the Office of Diocesan Licenced Lay Minister and to be Commissioned for Service as a Licenced Lay Minister in the Parish.

*Bishop:* Brothers and Sisters in Christ, it has been the custom of the Church to set apart certain persons for special work of Ministry within the Christian fellowship. This is done in response to our belief that the Church is the Body of Christ, and that all members of this body have different gifts according to the grace given them. For some of the work it is required that the Church give its authority in order that these persons may perform their ministries. It is our intention today to admit -----to the office of Licenced Lay Ministers and to Commission them to act as such in this Parish.

*Bishop:* Do you wish to be admitted to the Office of Diocesan Lay Minister in this Diocese? (*Omit if already licenced*)

Answer: **I do**

*Bishop:* Is it your desire to take on the responsibilities of Lay Minister in this Diocese?

Answer: **That is my desire**

*Bishop:* Will you observe the due order and discipline of the Church, and obey those who are set in authority over you?

Answer: **I will.**

*Bishop:* Will you endeavour to fashion your lives so as to be wholesome examples to the people among whom you live?

Answer: **I will do so by the help of the Lord**

*Bishop:* Brothers and sisters in Christ, I do commend these persons to your prayers and ask for your support and encouragement to them as they exercise their Office.

*( A period of silence is observed as the Candidates kneel before the Bishop)*

God, who did teach the hearts of the faithful people by sending to them the light of Your Holy Spirit. Grant unto these your servants, by the same Spirit, to have a right judgement in all things and evermore to rejoice in His Holy Comfort, through the merits of Christ Jesus our Saviour, who lives and reigns with You, in the unity of the same Spirit, one God world without end. **AMEN**



\_\_\_\_\_, I admit you to the Office of Diocesan Lay Minister in the Diocese of Central Newfoundland, in the name of the Father, of the Son, and of the Holy Spirit. **AMEN**  
We do commission you to act as Lay Minister in this Parish and confer on you your Badge of Office.  
(Here the badge of Office is placed on the candidate.)

Then shall the Bishop say:

V. The Lord be with you.

**R. And with your spirit.**

Let us pray.

Almighty and Everlasting God, by whose Spirit the whole body of the Church is governed and sanctified: Receive our supplications and prayers, which we offer before You for all estates of men and women in Your holy Church, that all members of the same, in their vocation and ministry, may truly and godly serve You, through our Lord and Lord and Saviour Jesus Christ. **AMEN.**

Almighty and merciful God, of whose only gift it cometh that your faithful people do unto You true and laudable service: Grant, we beseech You, that we may so faithfully serve You in life, that we fail not finally to attain Your heavenly promises: through the merits of Jesus Christ our Lord. **AMEN.**

*(Then shall the Bishop bless the newly admitted Lay Minister in the form following:)*

May the Lord give you wisdom, courage, strength, and love, to do His will. And the blessing of God Almighty, the Father, the Son, and the Holy Spirit, rest upon your work done in His name, now and always. **AMEN.**

*(This Service may be taken after the hymn following the third Collect of Matins Or Evensong, Or after the Creed in the Service Of Holy Communion. A Suitable Psalm to use is # 121 With The Lessons Isaiah 55:6-13 and Ephesians 4:7-16)*

**APPENDIX F**

**INSTALLATION OF OFFICERS**

**Form of Service For the Installation of Officers  
Licenced Lay Ministers Association**

*(To be done preferably at a Public Service following the election)*

The officers elected shall be presented to the Bishop or the Chaplain of the Association by the Past President or some other member appointed by the president.

**P.P.** My Lord Bishop, I present to you these persons to be installed as officers of the Licenced Lay Ministers Association of Central Newfoundland.

Bishop: Have they been full elected as required by the Constitution of the Association?

**P.P.** **They have.**

Bishop: As elected officers of the Licenced Lay Ministers Association of the Central Diocese of Newfoundland, will you be faithful in your duties as laid down in your Constitution?

**Answer:** **I will, with God's help.**

Bishop: *(Installs each officer individually).* I do now install you (name of the officer) in your office as \_\_\_\_\_ In the name of the Father, and of the Son and of the Holy Spirit.

**Prayers Suitable to be used for Licenced Lay Ministers**

Look, we beseech You, merciful Father, upon those whom You have called to be readers in Your Church; and grant that they may be so filled with Your Holy Spirit that, seeking only Your glory and the salvation of souls, they may read Your Word with steadfast devotion, and by the constancy of their faith and the innocency of their lives may adorn the doctrine of Christ our Saviour in all things; through the same Jesus Christ our Lord.

God Almighty bless you, and grant you such a measure of His Grace that you may keep these promises, and ever remain His faithful soldiers and servants, through Jesus Christ our Lord. **AMEN.**

Heavenly Father, we ask your guidance upon our efforts done in Your name. Teach us to give of ourselves so that we may glorify Jesus. Fill us with Your Spirit that we may rejoice in our calling, through Jesus Christ our Lord. **AMEN.**

Almighty God, our heavenly Father, who did send Your blessed Son into the world to become the Saviour of mankind; grant to us a deep sense of gratitude for Your grace and mercy towards us; enable us by Your spirit to reveal Your love in prayer and work and stewardship; so that Your salvation may become known to all peoples, and Your name glorified throughout all the earth; through Jesus Christ our Lord. **AMEN**

*(Other suitable prayers may added.)*

## APPENDIX H

### Commissioning for Lay Ministries in the Church

*The presiding minister says in these or similar words*

Brothers and sisters in Christ, we are all baptized by the one Spirit into one body, and given gifts for a variety of ministries for the common good.

Our purpose today is to recognize and affirm the *ministry* for which *this person has* offered *himself/herself*.

*The presiding minister describes the ministry and then continues.*

Is it your will that N (or NN) fulfil this ministry?

People: **It is**

*The presiding minister addresses those to be commissioned.*

*N or (NN), you have been called to ministry.*

Will you, as long as you are engaged in this work, perform it with care, to the honor of God and the benefit of the Church?

Answer: **I will**

*The presiding minister addresses the congregation.*

Minister: Will you uphold him/her in this service?

People: **We will.**

*The presiding minister continues,*

Let us pray.

Blessed are you, gracious God, our creator and redeemer. In every age you call people to minister in your name. May the work of *this your servant* so build up your Church, that we may faithfully serve you and show your love in all the world. Blessed are you, O God, now and for ever. **Amen**

*Symbols appropriate to the ministry may be presented.*

*The presiding minister may say,*

*N (or NN), the Lord enable and uphold you in this ministry.*

*The service continues with the Prayers of the People, or the Intercessions and Thanksgivings, during which prayer may be offered for the ministry of the congregation, and for those newly commissioned. Litany 3 or Litany 6 in the Book of Alternative Services (pp. 112, 116) is appropriate.*

*(In Litany 3 the following may be inserted after the first petition ).*

We pray for this parish and for all who minister here (and especially for *N or NN*), that we may find joy in your service.

**Lord hear our prayer.**

*(In Litany 6 the following may be inserted after the first petition).*

For the ministry of this *parish*, (and especially for *N or NN*), that we may bear faithful witness to the gospel of Christ, let us pray to the Lord.

**Lord have mercy**

*The prayers may conclude with this collect.*

Almighty God, by your grace alone we are accepted and called to your service. Strengthen us by your Holy Spirit and make us worthy of our calling; through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, now and for ever. **Amen**

*At the exchange of the Peace, the presiding minister and others may greet the newly commissioned ministers(s).*

**APPENDIX I**

**Licensed Lay Ministers Association  
of  
The Diocese of Central Newfoundland**

**Declaration By Candidate**

I do hereby declare that I have been baptized and confirmed, that I am a regular communicant, and that I will abide by the doctrine of the Anglican Church of Canada as set forth in the Book of Common Prayer and of the Ordering of Bishops, Priests and Deacons.

I have read the regulations and I do hereby promise to conform in my ministry to such regulations as are, or may be, laid down by the authority of the Bishop of the Diocese, to act in obedience to the Bishop and to the Rector in those Parishes in which I may minister, and to conduct myself as becomes a worker for Christ, for the good of His Church and for the spiritual welfare of my brothers and sisters.

I further promise to give up my license and to cease from the exercise of my office whenever I may be required to do so by my Bishop.

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Present: \_\_\_\_\_

Signature Witnessed by: \_\_\_\_\_

**APPENDIX J**

**Licensed Lay Ministers Application**

**Diocese of Central Newfoundland**  
**Application for a Lay Ministers' License**

Name in Full \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone {H} \_\_\_\_\_ {W} \_\_\_\_\_

{C} \_\_\_\_\_

email address \_\_\_\_\_

Date Of Birth \_\_\_\_\_

Date of Baptism \_\_\_\_\_

Date & Place of Confirmation \_\_\_\_\_

Name and Place of Church you attend  
\_\_\_\_\_

Have you been licensed as a Lay Minister before? \_\_\_\_\_

If so, Where \_\_\_\_\_ When \_\_\_\_\_