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# Licensing Policy

**Noted by:** Diocesan Council

**Approval by:** The Archbishop

**Last updated:** 6<sup>th</sup> February 2022

## Context

The issuing of licences to clergy and laypeople is the exclusive prerogative of the Bishop, to confirm and recognise a calling to a particular ministry. A licence may be issued on conditional terms, specifying the functions and obligations of the particular ministry to be undertaken, and where it is to be exercised. This policy communicates the intent of the Bishop with regards to the exercise of the prerogative. With the exception of requirements specified by Ordinance, it is not binding on the Bishop.

## 1. Policy Principles

- Only persons holding a current licence are permitted to undertake the particular ministry within the specified scope.
- Where more than one distinct ministry is exercised concurrently, a licence will be issued for each ministry (e.g. Priest-in-Charge and Chaplain).

## 2. Form of Licences

Licences are issued using a descriptive name using the following format:

*[Office or Position] [Scope]*

The two sections may be joined by an appropriate form of words such as 'of the' or 'to the'.

## 3. Offices, Positions and Ministries requiring a Licence

- Clergy holding an Office or Position
- Clergy undertaking pastoral ministry in a specific context
- Locum Tenens
- Lay Ministers
- The Registrar
- Lay Readers
- Lay Home Communion Ministers
- Lay Chaplains

## Assistant Bishop

Pursuant to the *Assistant Bishop Ordinance 2008* s.10 the Bishop may issue a licence to an Assistant Bishop, including placing conditions on "duration, area or function".

## Clergy Offices and Positions

The general functions and obligations of clergy are described in the Schedule to the Status of Clergy Ordinance 2002.

Office or Position	Description	Scope
Parish Priest	Incumbent of a Parish or Registered Congregation, receiving the benefit of a full stipend	Parishes & Registered Congregations
Priest-in-Charge	Incumbent of a Parish or Registered Congregation, receiving the benefit of less than a full stipend	Parishes & Registered Congregations
Priest	Clergyperson exercising priestly ministry amongst a congregation that is in a formative stage	Unregistered Congregations approved by Diocesan Council
<i>(Honorary)</i> Associate Priest	Senior assistant in a Parish or Registered Congregation	Parishes & Registered Congregations
<i>(Honorary)</i> Assistant Priest	Assistant in a Parish or Registered Congregation	Parishes & Registered Congregations
<i>(Honorary)</i> Deacon	Deacon assisting in a Parish or Registered Congregation	Parishes & Registered Congregations
<i>(Honorary)</i> Chaplain	Exercising chaplaincy ministry in a specific context	Chaplaincy contexts
Locum Tenens	Exercising Priestly ministry in a Parish or Registered Congregation during an interregnum	Parishes & Registered Congregations
Archdeacon	Clergyperson appointed by the Bishop to exercise Diocesan Pastoral Leadership	Archdeaconry Region or Portfolio
Area Dean	Clergyperson elected to convene ordained members of a Deanery for collegiality and pastoral care	Deanery
Canon	Member of the Cathedral Chapter of the Cathedral Church of St Peter	Special Ministry or Office per the Cathedral Ordinance
Rector	Incumbent of a non-Model Trust Parish	One of: Holy Trinity Adelaide, Kensington, Norwood, Walkerville, Christ Church North Adelaide

## Lay Offices and Positions

Office or Position	Description	Scope
Lay Minister	A layperson undertaking vocational pastoral ministry and receiving a salary e.g. Youth Minister	The Diocese of Adelaide, Parishes & Congregations (whether Registered or Unregistered)
The Registrar	A person appointed as Bishop's Registrar by the Bishop.	The Diocese of Adelaide
Lay Canon	Member of the Cathedral Chapter of the Cathedral Church of St Peter	Office per the Cathedral Ordinance
Lay Reader	A layperson who may lead Morning and Evening Prayer, conduct funeral services, and/or exercises preaching ministry	The Diocese of Adelaide, Parishes & Congregations (whether Registered or Unregistered)
Lay Home Communion Minister	A layperson who may administer Extended Communion with the permission of the parish priest	Parishes & Congregations (whether Registered or Unregistered)
Lay Chaplain	A layperson who in the chaplaincy context may lead Morning and Evening Prayer, administer Extended Communion with the permission of the parish priest/senior chaplain, and/or who exercises preaching ministry.	Hospital, aged care facilities and/or schools

The Bishop retains the right to issue licenses in different forms as need arises.

## 4. Duration & Revocation

### 4.1. Clergy licences

An Assistant Bishop licence may be "withdrawn, revoked or varied at the discretion of the Bishop" (s.10 of the *Assistant Bishop Ordinance*).

Locum Tenens licences may be revoked with immediate effect at the discretion of the Bishop.

Clergy retire from office at age 70, per the *Retirement Ordinance 1988*.

All other Clergy licences may be revoked by the Bishop giving three months' notice, or lesser time if implementing a recommendation made pursuant to the *Professional Standards Ordinance*.

When a person's Safe Ministry Clearance expires, that person's licence will be suspended with immediate effect. The suspension will be automatically lifted when the person obtains Safe Ministry Clearance from the Diocese.

#### **4.2. Lay licences**

Lay Minister licences will be granted for the employment contract term, as stipulated in the letter of appointment, and will be automatically revoked upon termination of employment, and will be subject to implementation of recommendations made pursuant to the *Professional Standards Ordinance*

Lay Reader and Lay Home Communion Minister licences have a duration of three years and may be revoked with immediate effect at the discretion of the Bishop.

When a lay person's Safe Ministry Clearance expires, that person's licence will be suspended with immediate effect. The suspension will be automatically lifted when the person obtains Safe Ministry Clearance from the Diocese.

### **5. Prerequisites for Licensing**

#### **5.1. Safe Ministry Clearance**

Licences and Permission to Officiate will only be issued to persons who hold current Safe Ministry Clearance for Anglican Ministry in the Diocese.

#### **5.2. Supervision**

From 1 January 2023 all licensed clergy and licensed lay ministers must undertake mandatory professional supervision that satisfies the requirements of the *Clergy and Lay Ministers: Professional Supervision Policy* adopted by the Diocesan Council. Where a person fails to provide satisfactory evidence of compliance with that Policy, that person's licence may be suspended until the situation is rectified.

#### **5.3. Training and qualifications**

##### **5.3.1. Assistant Bishop**

That the requirements of the *Assistant Bishop Ordinance* are fulfilled.

##### **5.3.2. Clergy**

It is a requirement of the *Constitution* of the Diocese of Adelaide that clergy assent to the Third Schedule thereof prior to being licensed.

Clergy will not normally be licensed unless:

- they have a recognised tertiary qualification in theology (E.g. B.Th, B.Min, ThL, ThDip) and;
- have in the course of their study completed the subjects normally required for ordination in the Diocese of Adelaide or equivalent.

Clergy without this qualification, or the required subjects, may at the discretion of the Bishop be licensed on the basis of

- other recognised study; or
- ministry experience; or

an undertaking from the person to the effect that the person will study subjects approved by the Bishop.

Clergy new to the Diocese must provide:

- evidence of good standing in their previous diocese;
- original Letters of Orders for sighting; and
- original academic transcripts or certified copies for sighting

### 5.3.3. Laity

Lay Reader and Lay Minister licences will not normally be granted unless the person has completed appropriate study to prepare them for this ministry.

Examples of appropriate study include a B.Th or equivalent, Education For Ministry (also known as Exploring Faith Matters), Provincial Bishop's Certificate or a course of reading approved by the Bishop. Ideally, people seeking authority to preach will have completed at least Introduction to Old Testament, Introduction to New Testament, Introduction to Christian Theology and Homiletics units.

## 6. Chaplaincy: Defence Forces

Chaplains to the Defence Force posted to military establishments within the Diocese must seek endorsement of their Chaplain Licence from the Bishop within one month of deployment.

The Defence Force Chaplain Licence restricts the ministry of the chaplain to the Defence Force establishment. Ministry at other settings in the Diocese may be exercised provided they obtain a Permission-to-Officiate from the Bishop.

## 7. Permission-to-Officiate

Clergy who meet the Prerequisites for Licensing to the satisfaction of the Bishop and as required by Church law may be granted Permission-to-Officiate (PTO). A PTO is not a licence, and it does not recognise or confirm a call to a particular ministry.

- Clergy with a PTO may only minister within the scope of the Diocese, a Parish, or a Registered Congregation at the invitation of a clergyperson who holds a licence or authority for that scope.
- A PTO is granted for a period of three years.

## 8. Administration

The Registrar will maintain a Register of Licences, and provide procedures for the administration of licences.

## 9. Relevant Church Law

### 9.1. General Synod

*Safe Ministry to Children Canon 2017*

### 9.2. Diocesan

*Constitution of the Diocese of Adelaide*

*Assistant Bishop Ordinance 2008*

*Cathedral Ordinance 2013 (ss23 -28)*

*Clergy Discipline Ordinance 1983*

*Elections and Appointments Ordinance 1980 (s21)*

*Ordination of Women to the Office of Priest Ordinance 1990*

*Parochial Administration Ordinance 1985 (ss53-63)*

*Professional Standards Ordinance 2015*

*Retirement Ordinance 1988*

*Status of Clergy Ordinance 2002*

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*Safe Ministry Policy*  
*Clergy and Lay Ministers: Professional Supervision Policy*

Safe Ministry Clearance requirements are regularly updated on the Diocesan website:  
[adelaideanglicans.com](http://adelaideanglicans.com)