

Licensing Policy

Approval by: The Archbishop

Last updated 6.12.17

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. 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

2. 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)

3. 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'.

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*. Both female and male clergy may be licensed, per the *Ordination of Women to the Office of Priest Ordinance 1990*.

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
<i>(Honorary) Associate Priest</i>	Senior assistant in a Parish or Registered Congregation	Parishes & Registered Congregations
<i>(Honorary) Assistant Priest</i>	Assistant in a Parish or Registered Congregation	Parishes & Registered Congregations
<i>(Honorary) Deacon</i>	Deacon assisting in a Parish or Registered Congregation	Parishes & Registered Congregations
<i>(Honorary) Chaplain</i>	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, Walkerville, Christ Church North Adelaide

Lay Offices and Positions

Office or Position	Description	Scope
[Lay Minister Position] E.g. Youth Minister	A layperson undertaking vocational pastoral ministry and receiving a salary	The Diocese of Adelaide, or Parishes & Congregations (whether Registered or Unregistered)
The Registrar	The Secretary of Synod may perform the duties of the Bishop's Registrar if so appointed 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)

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

4. Duration & Revocation

An Assistant Bishop licence may be “withdrawn, revoked or varied at the discretion of the Bishop” (s.10 of the *Assistant Bishop Ordinance*)

Clergy licences:

- Priest
- Priest-in-Charge
- (*Honorary*) Associate Priest
- (*Honorary*) Assistant Priest
- (*Honorary*) Deacon
- (*Honorary*) Chaplain

... may be revoked by the Bishop giving three months notice, or lesser time pursuant to the *Professional Standards 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*. Further, no licence may be issued for a duration of longer than six-months to a clergyperson over the age of 70 (s.4).

Lay Minister Position licences will be time limited in accordance with the employment contract, and may be revoked upon termination of the contract, or 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

5. Prerequisites

A licence will only be issued to persons who have been granted Safer Ministry Category 1 Clearance for Anglican Ministry and have met the Safer Ministry Training requirements.

Persons who relocate to the Diocese for appointment to an Office may be granted a licence on the condition Safer Ministry Training requirements are met within three months of the licence being issued.

Assistant Bishop

That the requirements of the Assistant Bishop Ordinance are fulfilled.

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 be licensed on the basis of other recognised study or ministry experience at the discretion of the Bishop.

Clergy new to the Diocese must provide:

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

Laity

Lay Reader and Lay Minister Position 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, EFM, Provincial Bishops Certificate or a course of reading approved by the Bishop.

6. Chaplaincy

Defence Forces

Chaplains to the Defence Force posted to military establishments within the Diocese must seek endorsement of their Chaplain Licence (as issued by the Bishop to the Defence Force on behalf of the Primate) 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 in the Diocese may be exercised through a Permission-to-Officiate.

7. Permission-to-Officiate

Clergy who meet the Prerequisites for licensing to the satisfaction of the Bishop and as required by Ordinance 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. A PTO may expedite the issuing of a licence, which is useful for ministries such as Locum Tenens.

- All the Prerequisites for clergy licences must be met before a PTO is granted.
- 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 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 Legislation

- Constitution of the Diocese of Adelaide
- Assistant Bishop Ordinance 2008
- Cathedral Ordinance 2013 (in relation to Canons)
- Clergy Discipline Ordinance
- Elections and Appointments Ordinance (in relation to the Secretary of Synod & Registrar)
- Ordination of Women to the Office of Priest Ordinance 1990
- Parochial Administration Ordinance 1985 (with regards to Priest-Incumbent)
- Professional Standards Ordinance 2015
- Retirement Ordinance 1988
- Status of Clergy Ordinance 2002

Safe Ministry Requirements of the Diocese of Adelaide required for persons to be licensed or granted a PTO can be found here adelaideanglicans.com/saferministry

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