**Application to be on the Roll of Lay Workers**

The Office of the Bishop maintains a Roll of all Lay Workers currently installed into a defined ministry position by a congregation or agency of the LCA. The position may be a paid one, or occupied on a voluntary basis.

**Prerequisites for listing on the Roll of Lay Workers**

Ministry is varied and takes many forms: Chaplaincy, school ministry, church planting, community care, congregation support etc. New Lay Ministry roles may require new approaches and different skills, but generally, to be eligible for inclusion on the roll, the Lay Worker and the Employer/Calling Body will be working towards having the following items in place:

• a written position description which includes a definition of the ministry, ministry goals, and the specific responsibilities of the position (to establish clear vision, accountability and purpose)

• a signed employment agreement or a volunteer covenant agreement (to provide fair employment conditions that are transparent)

• a public installation into their position (to publicly affirm the position in the community)

• a commitment to identify and undertake training to further develop skills and / or working towards accreditation (to grow the position and the person in skills and ministry)

• be a practising member of the LCA (unless an exception has been granted by the District Bishop)

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| **Name of Lay Worker** |  |
| **Employing Body** |  |
| **Date Service Commenced** |  |
| **Position Title** |  |
| **Specific Areas of Ministry** |

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| **Recommendation of Employing Body****We, [insert employing body name], recommend/do not recommend that [insert lay worker name] be included on the Roll of Lay Workers of the LCA.** |
| **Signed by:** |  |
| **Pastor:** | **Supervising Committee:** |
| **Date:** |

Church Worker Support Department and/or the LCA HRS Department will maintain a personal file on each lay worker on the Roll. The file may contain:

• Personal details

• Position description

• Employment agreement or volunteer covenant

• Employment history

If you have any questions regarding completing this form, contact: churchworkersupport@lca.org.au