



IN ALL THE BAPTISED,  
FROM FIRST TO LAST,  
THE SANCTIFYING  
POWER OF THE SPIRIT IS  
AT WORK, IMPELLING US  
TO EVANGELISATION.

Pope Francis,  
Evangelii Gaudium #119

# LAY ECCLESIAL MINISTERS

## Accreditation Standards

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CATHOLIC ARCHDIOCESE OF MELBOURNE

# Lay Ecclesial Ministers Accreditation Standards Catholic Archdiocese of Melbourne

## Table of Contents

<i>Introduction and Background</i> .....	2
<i>Purpose of Accreditation</i> .....	2
<i>Accreditation Framework</i> .....	3
<i>Section One: Parish Pastoral Practitioners</i>	
1.1 Pastoral Worker.....	5
1.2 Pastoral Associate.....	7
1.3 Senior Pastoral Associate.....	10
1.4 Application process.....	13
1.5 Renewal of Accreditation (Re-Accreditation) .....	14
<i>Section Two: Lay Chaplains</i>	
2.1 Lay Chaplains.....	15
2.2 Application process.....	18
2.3 Renewal of Accreditation (Re-Accreditation) .....	19
<i>Appendix 1</i>	
Accreditation Application Guidelines and Form.....	20
<i>Appendix 2</i>	
Assessment Panel: Terms of Reference.....	23

## Introduction

For more than 30 years Pastoral Associates have been accredited to work in collaborative ministry with Parish Priests and Parish Communities in the Archdiocese of Melbourne. In 2005 the Archbishop's Office for Evangelisation assumed responsibility for this accreditation.

In 2011, a Review of Accreditation Requirements for Pastoral Associates and Lay Chaplains was conducted by Dr Peter Carpenter. A report was then submitted to then Archbishop Denis Hart, outlining the current situation along with recommendations for a process forward. One of the key recommendations from this Review was the use of the term 'Lay Ecclesial Minister' in the Archdiocese of Melbourne. This umbrella term is utilised to bring together different groups of ministers that have existed for many years – including the key groups of Pastoral Associates and Lay Chaplains. The Review also recommended the establishment of a Secretariat for Lay Ecclesial Ministry. Operating within the Archbishop's Office for Evangelisation, the Secretariat is to be both a reference point for Lay Ecclesial Ministers and also seeks to determine, oversee and coordinate all matters associated with the formation, accreditation, the provision of supervision, ongoing support and pastoral enrichment for Lay Ecclesial Ministers, including lay Pastoral Associates, lay Chaplains and others, within the Archdiocese.

At the end of 2014, following Archbishop Hart's approval, a new framework for Accreditation and Accreditation Standards for Pastoral Associates and Lay Chaplains was implemented in early 2015.

In the light of the July 2018 release of ***Faithful Stewards of God's Grace – Lay Pastoral Ministers in the Church in Australia*** by the Australian Catholic Bishop's Conference, we too seek to "promote(s) the vocation of those lay people called to the pastoral ministry of service. [Together we] ...support and encourage those who are called to serve Christ's disciples in this way and acknowledge the theology of communion which underpins ministerial relationships of equality, mutuality and reciprocity."<sup>1</sup>

This document provides updated Accreditation Standards for Lay Ecclesial Ministers as of July 2018.

## Purpose of Accreditation

*"It is the whole person who ministers, so the whole person is the proper subject of formation"*<sup>2</sup>.

The Oxford dictionary defines the verb 'to accredit' as 'to send out with credentials' and the adjective 'accredited' as 'officially recognised'. The Church has always required proper preparation of those who exercise a ministry. In keeping with this tradition CIC, canon 231 states that "lay persons who devote themselves permanently or temporarily to some special service of the Church are obliged to acquire the appropriate formation which is required to fulfil their function properly." Lay Ecclesial Ministers, just like the ordained, need and deserve formation of high standards that will provide them with the necessary skills and resources to adequately minister to the community they serve within.

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<sup>1</sup> Australian Catholic Bishops Conference (2018) *Faithful Stewards of God's Grace – Lay Pastoral Ministers in the Church in Australia: Canberra, ACT: Australian Catholic Bishops Conference, p.7.*

<sup>2</sup> United States Conference of Catholic Bishops (2005) *Co-Workers in the Vineyard of the Lord – A resource for guiding the development of lay ecclesial ministry: Washington, DC: United States Conference of Catholic Bishops, p.33.*

In the professions which require accreditation; for instance, psychology, social work, and teaching there are always two areas under which criteria are established: academic training and experience in the field. So to accredit a person as Lay Ecclesial Minister is to officially recognise the person as having achieved certain minimum standards in theoretical knowledge and practical experience which fit them for their role in ministry. It is both a recognition and affirmation of the professionalism that is required by ministers in contemporary ministry.

Lay Ecclesial Ministers have a privileged position of dealing with the joys and fragilities of people within the ministry community. There is a duty of care to ensure that Lay Ecclesial Ministers are equipped to pastorally support those within the ministry community. Accreditation as a Lay Ecclesial Minister provides an assurance to the ministry community, the employer and the Archdiocese of Melbourne that the accredited minister has achieved a standard of capabilities that are recognised as being important and required in order to have the capacity to adequately minister.

The Secretariat for Lay Ecclesial Ministry concurs with *Faithful Stewards of God's Grace* in recognising that “setting professional standards for the training, selection, and ongoing development of pastoral ministers is necessary to ensure quality pastoral care and to protect the vulnerable.”<sup>3</sup>

Finally, accreditation helps to create a common shared language to develop a mission of Church, a community of practice working with likeminded people, and to help ministers see themselves as part of a larger ‘team’ of pastoral practitioners. Accreditation assists in the formation and ongoing growth of ministers and development of common guidelines to improve ministerial practice.

## Accreditation Framework

In 1992 Pope John Paul II published *Pastores Dabo Vobis*, an Apostolic Exhortation on the Formation of Priests in the Circumstances of the Present Day. In this document Pope John Paul II sets out the parameters of ministerial formation. In line with this teaching the United States Conference of Catholic Bishops endorsed these areas of formation for lay people as well in the development and publication of their document *Co-workers in the Vineyard of the Lord* which provides a framework for the development of Lay Ecclesial Ministers in the United States. The four areas of formation – human, spiritual, intellectual and pastoral – “that provide a framework for the formation of deacons and priests provide a framework for lay ecclesial ministers as well”<sup>4</sup>.

The United States Bishops go on to say that Lay Ecclesial Ministers need:

- **Human** qualities critical to form wholesome relationships and necessary to be apt instruments of God’s love and compassion;
- A **spirituality** and practice of prayer that root them in God’s Trinitarian life, grounding and animating all they do in ministry;

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<sup>3</sup> Australian Catholic Bishops Conference (2018) *Faithful Stewards of God's Grace – Lay Pastoral Ministers in the Church in Australia: Canberra, ACT: Australian Catholic Bishops Conference, p.22.*

<sup>4</sup> United States Conference of Catholic Bishops (2005) *Co-Workers in the Vineyard of the Lord – A resource for guiding the development of lay ecclesial ministry*: Washington, DC: United States Conference of Catholic Bishops, p.34.

- Adequate **knowledge** in theological and pastoral studies, along with the intellectual skill to use it among people and cultures of our country;  
The practical **pastoral abilities** called for in their particular ministry.”<sup>5</sup>

In light of the above, the Archdiocese of Melbourne has adopted the below framework for ministerial formation of Lay Ecclesial Ministers:

**Human:** Lay Ecclesial Ministers demonstrate the qualities of human maturity needed for fruitful ministry with the people of God.

**Spiritual:** Lay Ecclesial Ministers demonstrate Christian spirituality as foundational to ministry, integrated in service with the people of God, and possessing a sacramental view of the world that recognises the world can be a vessel of God’s presence and God’s transforming grace.

**Intellectual:** Lay Ecclesial Ministers demonstrate understanding of the breadth of Catholic theological and pastoral studies as well as the intellectual skill to use that knowledge in the ministry with God’s people from diverse populations and cultures.

**Pastoral:** Lay Ecclesial Ministers demonstrate a range of leadership and pastoral skills needed for functioning effectively in ministry.

Within each framework standard a series of competencies are listed that must be met by a Lay Ecclesial Minister in order to be Accredited. Each group of ministers that fall within the mandate of the Secretariat for Lay Ecclesial Ministry will utilise this framework however they will each have separate competencies that are required for their particular area of ministry (i.e. Pastoral Worker, Pastoral Associate, Senior Pastoral Associate, Lay Chaplain).

Integrating these four aspects of the formation of lay ministers is the work of ongoing formation. This is designed to ensure constant personal growth of the minister and the deepening of each aspect to ensure their integration in practical, pastoral action (n71, *Pastores Dabo Vobis*).

The Australian Catholic Bishops Conference ratifies the necessity of continuous discernment of call, formation, and authorisation consisting of both certification (accreditation) and appointment. In *Faithful Stewards of God’s Grace* these are commended to “become the habit of a lifetime, whereby the lay pastoral minister discerns their ongoing suitability for ministry and deepens their process of learning and growth throughout their time of service”.<sup>6</sup>

Lay Ecclesial Ministers are accredited by the Archbishop of Melbourne to minister within the Archdiocese of Melbourne. LEM’s provide service and pastoral care in parishes, hospitals, juvenile justice, mental health, and HIV AIDS and universities. Accreditation is not for those employees in schools, health and aged care, social and community service and in occupations within Catholic employment that are covered by modern awards.

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<sup>5</sup> United States Conference of Catholic Bishops (2005) *Co-Workers in the Vineyard of the Lord – A resource for guiding the development of lay ecclesial ministry*: Washington, DC: United States Conference of Catholic Bishops, p.34.

<sup>6</sup> Australian Catholic Bishops Conference (2018) *Faithful Stewards of God’s Grace – Lay Pastoral Ministers in the Church in Australia: Canberra, ACT: Australian Catholic Bishops Conference, p.34.*

## 1.1 Pastoral Worker

### *Position Standards*

A Pastoral Worker position has the following characteristics:

- The occupant is appointed by the Parish Priest to assist him in leading the mission and pastoral care of the parish community in accordance with the precepts, teachings and practices of the Catholic Church.
- Every Pastoral Worker position will have roles and responsibilities unique to that position as determined by the employing Parish Priest.

A Pastoral Worker may be an employee who:

- a. is engaged in youth ministry if the focus of the role is spiritual and faith development; or
- b. undertakes some aspects of the role of a Pastoral Associate but is not accredited as a Pastoral Associate; or
- c. undertakes a narrower range of pastoral duties than would otherwise be expected of a Pastoral Associate, such as liturgy and/or music coordination, catechist coordination or sacristan duties.

Only those who hold a current Certificate of Accreditation as a Pastoral Worker or higher, e.g. as a Pastoral Associate, ratified by the Archbishop of Melbourne can occupy these positions.

### *Accreditation Standards*

Pastoral Workers will be expected to provide evidence or examples of how they meet the outlined following Standards and Competencies:

<b>Standards</b>	<b>1. Human</b> <i>Lay Ecclesial Ministers demonstrate the qualities of human maturity needed for fruitful ministry with the people of God.</i>
<b>Competencies</b>	<ol style="list-style-type: none"> <li>1.1 Demonstrate a capacity to build and maintain meaningful, healthy and balanced relationships within the ministry context.</li> <li>1.2 Ability to sensitively listen to both the spoken and unspoken hopes, joys, challenges and crises of individuals and the ministry community and where appropriate, collaborate with other in a response.</li> <li>1.3 Integrity in ministry by maintaining appropriate interpersonal boundaries, understanding the power inherent in positions of pastoral leadership and safeguarding the trust that people place in them as Church ministers.</li> </ol>
<b>Standards</b>	<b>2. Spiritual</b> <i>Lay Ecclesial Ministers demonstrate Christian spirituality as foundational to ministry, integrated in service with the people of God, and possessing a sacramental view of the world that recognises the world can be a vessel of God's presence and God's transforming grace.</i>
<b>Competencies</b>	2.1 Demonstrate an active spiritual life that is expressed through prayer, religious practice and commitment to living the Catholic faith according to the precepts, teachings and practices of the Catholic Church.

	<p>2.2 Bear witness to the profound significance of Eucharist in one's own life, in the life of one's parish, and in the life of the whole Catholic community.</p> <p>2.3 Honour the call to ministry that is rooted in one's baptism by developing ministerial goals in collaboration with others that flow from one's spirituality and reflect an integration of Gospel values.</p> <p>2.4 Discern an ability to reflect on the "signs of the times" and address current realities in the Church and the world in light of the Gospel.</p>
<b>Standards</b>	<p><b>3. Intellectual</b>  <i>Lay Ecclesial Ministers demonstrate understanding of the breadth of Catholic theological and pastoral studies as well as the intellectual skill to use that knowledge in the ministry with God's people from diverse populations and cultures.</i></p>
<b>Competencies</b>	<p>3.1 Participation in a suitable and relevant formation experience in area relevant to area of pastoral ministry (i.e. RCIA, Liturgy, Sacramental preparation, bereavement ministry)</p> <p>3.2 Broad understanding of parish life and the mission of the Archdiocese</p>
<b>Standards</b>	<p><b>4. Pastoral</b>  <i>Lay Ecclesial Ministers demonstrate a range of leadership and pastoral skills needed for functioning effectively in ministry.</i></p>
<b>Competencies</b>	<p>4.1 Involvement in or support of pastoral programs (either paid or volunteer capacity)</p> <p>4.2 Capacity to develop appropriate relationships with parishioners</p> <p>4.3 Provide a presence within the parish community and work in a collaborative way within a pastoral team</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Complete the LEM Accreditation Application Form including two referees who can speak to your experience in a pastoral environment.</li> <li>• Attach a synthesis (of up to 500 words) on your experience of pastoral ministry with reference to the four accreditation standards (human, spiritual, intellectual and spiritual) and competencies.</li> <li>• An assessment panel interview to further explore experience, skills and qualities of the candidate across the four standard areas.</li> </ul>

## 1.2 Pastoral Associate

### *Position Standards*

A Pastoral Associate position has the following characteristics:

- The occupant is appointed by the Parish Priest to assist him in leading the mission and pastoral care of the parish community in accordance with the precepts, teachings and practices of the Catholic Church.
- The appointment reflects engagement in specific areas of Pastoral Associate ministry which will vary depending on the needs of an individual parish, and on the particular qualifications of the Pastoral Associate.

Generally, the position will include some of the following roles:

- Initiating pastoral programs and encouraging the faithful to a deeper spiritual life within the broad constructs determined by the Parish Priest.
- Playing a role in developing, shaping and reinventing the mission of the parish.
- Directing and undertaking specific pastoral programs, e.g. RCIA, sacramental programs for children and adults, youth programs.
- Drawing the faith community into roles within the parish.

In addition, every Pastoral Associate position will have roles and responsibilities unique to that position as determined by the employing Parish Priest.

Only those who hold a current Certificate of Accreditation as a Pastoral Associate or equivalent Lay Ecclesial Minister accreditation or higher (e.g. Lay Chaplain or Senior Pastoral Associate), ratified by the Archbishop of Melbourne can occupy these positions.

### *Accreditation Standards*

Pastoral Associates will be expected to provide evidence or examples of how they meet the outlined following Standards and Competencies:

<b>Standards</b>	<b>1. Human</b> <i>Lay Ecclesial Ministers demonstrate the qualities of human maturity needed for fruitful ministry with the people of God.</i>
<b>Competencies</b>	1.1 Demonstrate a capacity to build and maintain meaningful, healthy and balanced relationships within the ministry context. 1.2 Ability to sensitively listen to both the spoken and unspoken hopes, joys, challenges and crises of individuals and the ministry community and where appropriate, collaborate with others in a response. 1.3 Integrity in ministry by maintaining appropriate interpersonal boundaries, understanding the power inherent in positions of pastoral leadership and safeguarding the trust that people place in them as Church ministers.



<b>Standards</b>	<p><b>2. Spiritual</b></p> <p><i>Lay Ecclesial Ministers demonstrate Christian spirituality as foundational to ministry, integrated in service with the people of God, and possessing a sacramental view of the world that recognises the world can be a vessel of God's presence and God's transforming grace.</i></p>
<b>Competencies</b>	<p>2.1 Demonstrate an active spiritual life that is expressed through prayer, religious practice and commitment to living the Catholic faith according to the precepts, teachings and practices of the Catholic Church.</p> <p>2.2 Bear witness to the profound significance of Eucharist in one's own life, in the life of one's parish, and in the life of the whole Catholic community.</p> <p>2.3 Honour the call to ministry that is rooted in one's baptism by developing ministerial goals in collaboration with others that flow from one's spirituality and reflect an integration of Gospel values.</p> <p>2.4 Discern an ability to reflect on the "signs of the times" and address current realities in the Church and the world in light of the Gospel.</p>
<b>Standards</b>	<p><b>3. Intellectual</b></p> <p><i>Lay Ecclesial Ministers demonstrate understanding of the breadth of Catholic theological and pastoral studies as well as the intellectual skill to use that knowledge in the ministry with God's people from diverse populations and cultures.</i></p>
<b>Competencies</b>	<p>3.1 Satisfactory completion of a qualification in theology, pastoral ministry or religious education gained at a tertiary or adult education institution.</p> <p>3.2 The ability to integrate formal ecclesial studies and sound pastoral praxis.</p> <p>3.3 Broad understanding of parish life and the mission of the Archdiocese</p> <p>3.4 Know and integrate into ministerial practice theologies of liturgy, worship and sacraments.</p>
<b>Standards</b>	<p><b>4. Pastoral</b></p> <p><i>Lay Ecclesial Ministers demonstrate a range of leadership and pastoral skills needed for functioning effectively in ministry.</i></p>
<b>Competencies</b>	<p>4.1. One semester of pastoral placement with a supervisor in a suitable formal process, which has been structured for practical development of pastoral knowledge and skills (e.g. Clinical Pastoral Education unit CPE or other comparable pastoral praxis course).</p> <p>4.2. Satisfactory completion of two semesters training in interpersonal skills such as helping relationships, counselling, leadership, group facilitation, spiritual direction at a tertiary or adult education institution which have an assessment component.</p> <p>4.3. Involvement, support or leadership of pastoral programs (either paid or volunteer capacity)</p> <p>4.4. Capacity to develop appropriate relationships with parishioners in order to draw the faith community into the life and work of the parish</p> <p>4.5. Provide a leadership presence within the parish community and work in a collaborative way within a pastoral team</p> <p>4.6. Ability to work in collaborative partnership with other parish staff and within a pastoral team to assist parishioners to participate in the parish</p> <p>4.7. Foster a pastoral ministry that through collaboration empowers people to</p>

	<p>enculturate the Gospel in their own culture and to foster unity in diversity in the Catholic Church by utilising human, spiritual, theological and pastoral approaches proper to each culture.</p>
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<p><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• Complete the LEM Accreditation Application Form including two referees who can speak to your experience in a pastoral environment</li> <li>• Attach a synthesis (approx. 1000 words) on your experience of integrating theological learnings and pastoral ministry with reference to the four accreditation standards (human, spiritual, intellectual and spiritual) and competencies.</li> <li>• An assessment panel interview to further explore experience, skills and qualities of the candidate across the four standard areas.</li> </ul>
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## 1.3 Senior Pastoral Associate

### *Position Standards*

A Senior Pastoral Associate position has the following characteristics:

- It is located within the area of formal public, responsible leadership in a parish.
- The occupant assists the Parish Priest in leading the mission and pastoral care of the parish community in accordance with the precepts, teachings and practices of the Catholic Church.

The occupants have the following roles and responsibilities:

- As approved by the Parish Priest, and excluding those matters which are the exclusive domain of priests, acting on behalf of the Parish Priest when he is not present.
- Initiating pastoral programs and encouraging the faithful to a deeper spiritual life within the broad constructs determined by the parish priest.
- Playing a key role in developing, shaping and reinventing the mission of the parish.
- Directing and undertaking specific pastoral programs, e.g. RCIA, sacramental programs for children and adults, youth programs.
- Drawing the faith community into roles within the parish.

In addition, every Pastoral Associate position will have roles and responsibilities unique to that position as determined by the employing Parish Priest.

Only those who hold a current Certificate of Accreditation as a Senior Pastoral Associate, ratified by the Archbishop of Melbourne can occupy these positions.

### *Accreditation Standards*

Senior Pastoral Associates will be expected to provide evidence or examples of how they meet the outlined following Standards and Competencies:

<b>Standards</b>	<b>1. Human</b> <i>Lay Ecclesial Ministers demonstrate the qualities of human maturity needed for fruitful ministry with the people of God.</i>
<b>Competencies</b>	1.1 Demonstrate a capacity to build and maintain meaningful, healthy and balanced relationships within the ministry context. 1.2 Ability to sensitively listen to both the spoken and unspoken hopes, joys, challenges and crises of individuals and the ministry community and where appropriate lead a response. 1.3 Integrity in ministry by maintaining appropriate interpersonal boundaries, understanding the power inherent in positions of pastoral leadership and safeguarding the trust that people place in them as Church ministers. 1.4 Actively lead the management and resolution of conflict within the parish community

<b>Standards</b>	<p><b>2. Spiritual</b>  <i>Lay Ecclesial Ministers demonstrate Christian spirituality as foundational to ministry, integrated in service with the people of God, and possessing a sacramental view of the world that recognises the world can be a vessel of God's presence and God's transforming grace.</i></p>
<b>Competencies</b>	<p>2.1 Demonstrate an active spiritual life which is expressed through prayer, religious practice and commitment to living the Catholic faith according to the precepts, teachings and practices of the Catholic Church.</p> <p>2.2 Bear witness to the profound significance of Eucharist in one's own life, in the life of one's parish, and in the life of the whole Catholic community.</p> <p>2.3 Honour the call to ministry that is rooted in one's baptism by developing ministerial goals that flow from one's spirituality and reflect an integration of Gospel values.</p> <p>2.4 Demonstrate an ability to lead their ministry community to discern and respond to the "signs of the times" and address current realities in the Church and the world in light of the Gospel.</p>
<b>Standards</b>	<p><b>3. Intellectual</b>  <i>Lay Ecclesial Ministers demonstrate understanding of the breadth of Catholic theological and pastoral studies as well as the intellectual skill to use that knowledge in the ministry with God's people from diverse populations and cultures.</i></p>
<b>Competencies</b>	<p>3.1 The ability to integrate formal ecclesial studies and sound pastoral praxis.</p> <p>3.2 Broad understanding of parish life and the mission of the Archdiocese</p> <p>3.3 Know and integrate into ministerial practice a theology of revelation as embodied in Scripture, tradition and creation.</p> <p>3.4 Know and integrate into ministerial practice a Trinitarian theology, Christology, pneumatology, missiology, Christian anthropology, and ecclesiology.</p> <p>3.5 Know and integrate into ministerial practice theologies of liturgy, worship and sacraments.</p> <p>3.6 Satisfactory completion of a Graduate Diploma or equivalent tertiary level study (i.e. 8 units at bachelor level study) with 6 units completed across the following study areas:</p> <ul style="list-style-type: none"> <li>a) Scripture</li> <li>b) Christian faith</li> <li>c) Pastoral theology</li> <li>d) Sacramental life</li> </ul>
<b>Standards</b>	<p><b>4. Pastoral</b>  <i>Lay Ecclesial Ministers demonstrate a range of leadership and pastoral skills needed for functioning effectively in ministry.</i></p>
<b>Competencies</b>	<p>4.1 Minimum of 3 years' experience in an appointed formal pastoral leadership position that included working in a pastoral team and leadership of a variety of pastoral programs (i.e. RCIA, sacramental preparation youth leadership, specific needs or groups etc.)</p> <p>4.2 One semester of pastoral placement with a supervisor in a suitable</p>

	<p>formal process, which has been structured for practical development of pastoral knowledge and skills. (e.g. Clinical Pastoral Education unit CPE or other comparable pastoral praxis course).</p> <p>4.3 Completion of two units in interpersonal skills such as helping relationships, counselling, group facilitation, leadership at a tertiary or adult education institute.</p> <p>4.4 Capacity to initiate, direct and deliver appropriate pastoral programs following discernment of parish pastoral needs.</p> <p>4.5 Capacity to develop appropriate relationships with parishioners in order to draw the faith community into the life and work of the parish</p> <p>4.6 Provide a leadership presence within the parish community and work in a collaborative way within a pastoral team</p> <p>4.7 Ability to work in collaborative partnership with other parish staff and within a pastoral team to assist parishioners to participate in the parish</p> <p>4.8 Foster a pastoral ministry that empowers people to enculturate the Gospel in their own culture and to foster unity in diversity in the Catholic Church by utilising human, spiritual, theological and pastoral approaches proper to each culture.</p>
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<p><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• Complete the LEM Accreditation Application Form including two referees who are in public leadership positions within the Church, one of whom must be a currently or previously employing Parish Priest.</li> <li>• Attach a synthesis (approx. 2000 words) on your experience of integrating theological learnings and pastoral ministry with reference to the four accreditation standards (human, spiritual, intellectual and spiritual) and competencies.</li> <li>• An assessment panel interview to further explore experience, skills and qualities of the candidate across the four standard areas.</li> </ul>
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## 1.4 Application process

Those seeking accreditation as a Pastoral Worker, Pastoral Associate or Senior Pastoral Associate must follow the below process:

- Applicant completes the LEM Accreditation Application Form providing evidence of necessary/required qualifications as per the LEM Accreditation Standards, provides two referees and attaches their Synthesis and all supporting documentation.
- Application is submitted to the Secretariat for Lay Ecclesial Ministry to ensure application is complete and necessary documentation supplied with the application.
- The Secretariat for Lay Ecclesial Ministry then forwards completed applications onto the Lay Ecclesial Ministry Accreditation Assessment Panel.
- Assessment Panel contacts referees.
- Assessment Panel meets on scheduled dates to interview applicant and assess application.
- Assessment Panel provides recommendation to approve/not approve application for Accreditation.
- Recommendations on applications are then submitted to the Archbishop of Melbourne for consideration.
- Applicant is notified of the outcome of their application for Accreditation by the Secretariat for Lay Ecclesial Ministry.
- The determination of applications by the Assessment Panel and the Archbishop of Melbourne is final.

Pastoral Associates previously accredited in the Archdiocese of Melbourne may seek re-accreditation under the new *Lay Ecclesial Ministry Accreditation Standards 2015* as their accreditation lapses and requires renewal. The *Lay Ecclesial Ministry Accreditation Standards 2015* has been developed so that any Pastoral Associates previously accredited at Grade 1 or Grade 2 will not be disadvantaged and will meet the Accreditation Standards for new grades of *Pastoral Associate* and *Senior Pastoral Associate*.

## 1.5 Re-Accreditation

Initial formation and training ideally precedes one's exercise of the responsibilities of ministry and prepares one for it. Ongoing formation and training continues the process of learning and growing throughout the time one serves in ministry. It is vital for Lay Ecclesial Ministers to recognise the importance of ongoing formation and that once Accreditation is gained it should not be the end to a Lay Ecclesial Ministers' formation and training. Ongoing formation and training, which strengthens ministerial identity as well as enhances ministerial skills, is not simply a luxury to be pursued when time and resources allow, but rather a permanent necessity for every Lay Ecclesial Minister to ensure they continue to minister well.

Pastoral Workers, Pastoral Associates and Senior Pastoral Associates will have the same process and requirements to be met in order to seek re-accreditation. However, in applying for ongoing accreditation the applicant will be mindful of the position standards as described for their particular accreditation level. Lay Ecclesial Ministers are accredited for a period of three (3) years after initial accreditation and then accredited for a period of five (5) years for each re-accreditation thereafter.

The applicant will provide evidence of meeting the following requirements:

Areas	Employment in Lay Ecclesial Ministry	Per Annum Requirement
<b>Formation and Professional Development</b> Applicants will be expected to demonstrate that formation and professional development undertaken has covered all four Framework Standards (Human, Intellectual, Spiritual and Pastoral) and has application to parish ministry.	Employed Full time or more than 22.5 hours per week	30 hours
	Employed 22.5 hours a week or less	15 hours
<b>Supervision</b> The applicant will be required to provide evidence of ongoing supervision of their pastoral ministry through involvement in individual or group supervision with a recognised supervisor.	Employed Full time or more than 15 hours per week	Minimum 9 sessions per year
	Employed 15 hours a week or less	Minimum 4 sessions per year (attendance every second month)

## 2.1 Lay Chaplains

### *Position Standards*

A Lay Chaplain is accredited by the Archbishop's Office for Evangelisation (AOFE) and employed through (or funding for their position is provided by) CatholicCare and/or the Archdiocese of Melbourne to assist in leading the mission of the Church's pastoral care in prisons, hospitals, youth justice, mental health, and HIV AIDS and university chaplain ministries in accordance with the teachings and practices of the Catholic Church.

Spiritual and Pastoral Care is a ministry of the Church to people who are experiencing a period of personal, intellectual, social, physical, material, mental, spiritual or emotional need. To support this ministry Chaplains will have a strong personal faith nourished by their prayer life, fully embrace and live out the teachings of the Catholic Church, and integrate it into their practice.

Generally, the position will include some of the following roles:

- Working as a member of a chaplaincy team to provide spiritual and pastoral care within the community in which the Chaplain is appointed
- Conducting, attending or supporting prayer and/or liturgical services within the community in which the Chaplain is appointed
- Responding effectively to the diverse spiritual and religious needs of the members of the community in which the Chaplain is appointed
- Collaboratively work within a multi-disciplinary team with divergent views in a multi-faith and/or pluralist environment
- Seek to connect empathically with people, and discern their spiritual resources, needs and respond in ways that enable outcomes for the person which relate to those resources, needs and hopes.

Every Lay Chaplain will have a role and responsibility unique to the position and determined by the organisation in which they minister.

Lay Chaplaincy positions can only be occupied by those who hold or are working towards accreditation as a Lay Chaplain or equivalent Lay Ecclesial Minister accreditation or higher (e.g. Pastoral Associate or Senior Pastoral Associate). Those employed as Pastoral Workers in chaplaincy areas will not be required to seek accreditation.



## Accreditation Standards

Lay Chaplains will be expected to provide evidence or examples of how they meet the outlined following Standards and Competencies:

<b>Standards</b>	<p><b>1. Human</b>  <i>Lay Ecclesial Ministers demonstrate the qualities of human maturity needed for fruitful ministry with the people of God.</i></p>
<b>Competencies</b>	<p>1.1 Demonstrate a capacity to build and maintain meaningful, healthy and balanced relationships within the ministry context.</p> <p>1.2. Ability to sensitively listen to both the spoken and unspoken hopes, joys, challenges and crises of individuals and groups in the ministry context and respond appropriately.</p> <p>1.3. Integrity in ministry by maintaining appropriate interpersonal boundaries, understanding the power inherent in positions of pastoral leadership and safeguarding the trust that people place in them as Church ministers.</p> <p>1.4. Ability to manage one’s own self-care (i.e. tend to own physical, emotional and spiritual well-being).</p>
<b>Standards</b>	<p><b>2. Spiritual</b>  <i>Lay Ecclesial Ministers demonstrate Christian spirituality as foundational to ministry, integrated in service with the people of God, and possessing a sacramental view of the world that recognises the world can be a vessel of God’s presence and God’s transforming grace.</i></p>
<b>Competencies</b>	<p>2.1 Demonstrate an active spiritual life that is expressed through prayer, religious practice and commitment to living the Catholic faith according to the precepts, teachings and practices of the Catholic Church.</p> <p>2.2 Bear witness to the profound significance of Sacraments in one’s own life, in the life of one’s ministry context, and the life of the Catholic community.</p> <p>2.3 Honour the call to ministry that is rooted in one’s baptism by developing ministerial goals in collaboration with others that flow from one’s spirituality and reflect an integration of Gospel values.</p> <p>2.4 Demonstrate an ability to assist (or collaborate with others) to discern and respond to the “signs of the times” and address current realities in the Church and the world in light of the Gospel.</p>
<b>Standards</b>	<p><b>3. Intellectual</b>  <i>Lay Ecclesial Ministers demonstrate understanding of the breadth of Catholic theological and pastoral studies as well as the intellectual skill to use that knowledge in the ministry with God’s people from diverse populations and cultures.</i></p>
<b>Competencies</b>	<p>3.1 Satisfactory completion of a qualification in theology, pastoral ministry or religious education gained at a tertiary or adult education institution with units completed across the following areas: Scripture, Christian Faith, Pastoral Theology, and Sacramental Life.</p>

	<p>3.2 One semester/unit of pastoral placement with a supervisor in a suitable formal process, which has been structured for practical development of pastoral knowledge and skills (e.g. Clinical Pastoral Education unit CPE or other comparable pastoral praxis course).</p> <p>3.3 Competency related to intellectual qualifications to work in the particular area in which they will minister (i.e. prison initiation sessions, hospital safety/healthcare initiation, HIV/AIDS education, etc.)</p>
<b>Standards</b>	<p><b>4. Pastoral</b>  <i>Lay Ecclesial Ministers demonstrate a range of leadership and pastoral skills needed for functioning effectively in ministry.</i></p>
<b>Competencies</b>	<p>4.1 Articulate a theology of spiritual care that is integrated with the theory of pastoral practice.</p> <p>4.2 Understanding of human person and working knowledge of social sciences</p> <p>4.3 Incorporate the spiritual and emotional dimensions of human development in practice of pastoral care</p> <p>4.4 Understanding of group dynamics and ability to work collaboratively in a pastoral team</p> <p>4.5 Ability to minister within a multi-disciplinary team in an environment that is multi-faith and pluralist.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Complete the LEM Accreditation Application Form including two referees from your pastoral experience to can speak to your ability to meet the above standards and competencies.</li> <li>• Attach a synthesis (approx. 1000 words) on your experience of integrating theological learnings and pastoral ministry with reference to the four accreditation standards (human, spiritual, intellectual and spiritual) and competencies.</li> <li>• An assessment panel interview to further explore experience, skills and qualities of the candidate across the four standard areas.</li> </ul>

## 2.2 Application process

Lay Chaplains will be required to seek Accreditation as a Lay Chaplain from the Secretariat for Lay Ecclesial Ministry as part of their employment process. Those employed through Catholic Care do so in accord with their Manager.

- Those seeking accreditation as a Lay Chaplain must follow the below process:
- Applicant completes the LEM Accreditation Application Form providing evidence of necessary/required qualifications as per the LEM Accreditation Standards, provides two referees and attaches their Synthesis and all supporting documentation.
- Application is submitted to the Secretariat for Lay Ecclesial Ministry to ensure application is complete and necessary documentation supplied with the application.
- The Secretariat for Lay Ecclesial Ministry then forwards completed applications onto the Lay Ecclesial Ministry Accreditation Assessment Panel.
- Assessment Panel contacts referees.
- Assessment Panel meets on scheduled dates to interview applicant and assess application.
- Assessment Panel provides recommendation to approve/not approve application for Accreditation.
- Recommendations on applications are then submitted to the Archbishop of Melbourne for consideration.
- Applicant is notified of the outcome of their application for Accreditation by the Secretariat for Lay Ecclesial Ministry.
- The determination of applications by the Assessment Panel and the Archbishop of Melbourne is final.

## 2.3 Renewal of Accreditation

Initial formation and training ideally precedes one’s exercise of the responsibilities of ministry and prepares one for it. Ongoing formation and training continues the process of learning and growing throughout the time one serves in ministry. It is vital for Lay Ecclesial Ministers to recognise the importance of ongoing formation and that once Accreditation is gained it should not be the end to a Lay Ecclesial Ministers’ formation and training. Ongoing formation and training, which strengthens ministerial identity as well as enhances ministerial skills, is not simply a luxury to be pursued when time and resources allow, but rather a permanent necessity for every Lay Ecclesial Minister to ensure they continue to minister well.

Lay Ecclesial Ministers are accredited for a period of three (3) years after initial accreditation and then accredited for a period of five (5) years for each re-accreditation thereafter. In applying for ongoing accreditation, the applicant will be mindful of the position standards as described for Lay Chaplains. The Lay Chaplain will provide evidence of meeting the following requirements:

Areas	Employment	Per Annum Requirement
<b>Formation and Professional Development</b> Applicants will be expected to demonstrate that formation and professional development undertaken has covered all four Framework Standards (Human, Intellectual, Spiritual and Pastoral) and has application to their particular chaplaincy area.	Employed Full time or more than 22.5 hours per week	30 hours
	Employed 22.5 hours a week or less	15 hours
<b>Supervision</b> The applicant will be required to provide evidence of ongoing supervision of their pastoral ministry through involvement in individual or group supervision with a recognised supervisor.	Employed as a Catholic Lay Chaplain	Minimum 9 sessions per year



## *Application Form*



## Lay Ecclesial Minister ACCREDITATION APPLICATION

**QUALIFICATIONS/FORMATION COURSE(S)** *Please list your qualifications/formation course(s). Attach additional page if required.  
(Refer to Intellectual Standard pertinent to your Accreditation type)*

Qualification/Course Name:

Completed at:

Year completed: Supporting Documentation attached:  Yes  No  To be provided

Qualification/Course Name:

Completed at:

Year completed: Supporting Documentation attached:  Yes  No  To be provided

Qualification/Course Name:

Completed at:

Year completed: Supporting Documentation attached:  Yes  No  To be provided

*For Pastoral Associate, Senior Pastoral Associate or Chaplain Applications – Clinical Pastoral Education (CPE) or Equivalent  
(Refer to Intellectual/Pastoral Standard pertinent to your Accreditation type)*

CPE or Equivalent Title:

Completed at:

Year completed: Supporting Documentation attached:  Yes  No  To be provided

**ADDITIONAL REQUIREMENTS** *(Please attach)*

Current Job / Position Description

Synthesis

**SUBMISSION DETAILS**

Please send your completed application to:

Via post: Secretariat for Lay Ecclesial Ministry  
c/o Johanna Carroll  
Archbishop's Office for Evangelisation  
PO Box 146, East Melbourne Vic 8002

Via email (PDF): [ministry@cam.org.au](mailto:ministry@cam.org.au)

For any enquiries please phone: (03) 9926 5765

## Appendix Two: Lay Ecclesial Ministry Assessment Panel

### *Terms of Reference*

#### 1. Role/Purpose

The role of the Lay Ecclesial Ministry Accreditation Assessment Panel (Assessment Panel) is to assess the suitability of applications for Accreditation as a Lay Ecclesial Minister in the Archdiocese of Melbourne.

The Assessment Panel will be required to:

- Read Accreditation Application forms and accompanying paperwork
- Assist with the contacting of Referees
- Interview applicants and determine their suitability for Accreditation
- Assess their application and interview against the LEM Accreditation Framework Standards
- Provide a recommendation on the application to the Archbishop of Melbourne for consideration.

#### 2. Term

The Assessment Panel is appointed by the Archbishop of Melbourne for a period of one year, two Accreditation opportunities, May and October.

#### 3. Membership Suggestions *(for consideration by the Archbishop of Melbourne)*

The Assessment Panel composition may include:

<b>Roles as per the 2011 LEM Review Recommendation</b>	<b>Suggested Names for Consideration</b>
Parish Priest	<ul style="list-style-type: none"> <li>• Fr Mark Reynolds</li> <li>• Fr Steve Rigo</li> </ul>
Staff Member from AOFE or Relevant CAM agency	<ul style="list-style-type: none"> <li>• Cathy Jenkins (AOFE director)</li> </ul>
Experienced Person from Catholic Social Services	<ul style="list-style-type: none"> <li>• Paul Zammit (CatholicCare)</li> </ul>
Person with Pastoral Experience in a Catholic Setting	<ul style="list-style-type: none"> <li>• Joanne Ryan (Accredited Pastoral Associate for 20+ years)</li> <li>• Jacinta Bright (Accredited Senior Pastoral Associate)</li> </ul>
Person with Expertise in Psychological Assessment	<ul style="list-style-type: none"> <li>• Marea Richardson (Human and Spiritual Formator)</li> <li>• Pat Boyhan (Supervisor/Facilitator for Pastoral Associates)</li> <li>• Sue Richardson (Supervisor/tertiary chaplain)</li> </ul>
Secretariat for Lay Ecclesial Ministry <i>(ex-officio)</i>	<ul style="list-style-type: none"> <li>• Jacqui Giuliano</li> </ul>



#### **4. Roles and Responsibilities**

The Assessment Panel members will commit to:

- Representing and providing input regarding their particular areas of ministry and expertise
- Create a meeting environment where perspectives and opinions can be voiced and acknowledged
- Ensuring applications and applicants are treated with respect and professionalism at all times.

The Secretariat for Lay Ecclesial Ministry, ex-officio member commits to:

- each member being provided with complete, accurate and meaningful information to assess applications
- answering questions regarding process, Accreditation Standards and requirements
- to ensure panel maintains interview schedule while allowing time to discuss key issues and points.

All members of the Panel will commit to:

- Containing discussions to within the Terms of Reference
- to participate in open and honest discussions
- respectfully acknowledging the input and experience of others on the panel
- maintain confidentiality of applications, applicants and discussions of panel.

#### **5. Meetings**

- The Assessment Panel is a forum for interviewing and assessing application by Lay Ecclesial Ministers for Accreditation in the Archdiocese of Melbourne. Its purpose is to make a series of recommendations for consideration by the Archbishop of Melbourne. Any recommendations will need to be the agreed position of all members of the Assessment Panel.
- Applications and Assessment Panel meeting papers will be provided by the Secretariat for Lay Ecclesial Ministry.
- The Assessment Panel will meet twice a year from 10am - 4pm at Cardinal Knox Centre, East Melbourne.