

Handbook for
Licensed Lay Ministries
in the Episcopal
Church in Minnesota:
Definitions, Discernment,
Training and Licensing
Procedures



March 2012

Approved by COM September 2004; updated March 2012

Guidelines for Licensed Lay Ministries In the Episcopal Church in Minnesota

Enabling Canon From the Canons of the Episcopal Church (2009):

Licensed Ministries:

Title III. Canon 4: Of Licensed Ministries

Sec. 1.

(a) **A confirmed communicant in good standing, or in extraordinary circumstances, subject to guidelines established by the Bishop, a communicant in good standing, may be licensed by the Ecclesiastical Authority to serve as Pastoral Leader, Worship Leader, Preacher, Eucharistic Minister, Eucharistic Visitor or Catechist. Requirements and guidelines for the selection, training, continuing education, and deployment of such persons and the duration of licenses shall be established by the Bishop in consultation with the Commission on Ministry.**

(b) [relates to the Armed Forces]

Sec. 2.

(a) **The Member of the Clergy of other leader exercising oversight of the congregation or other community of faith may request the Ecclesiastical Authority with jurisdiction to license persons within that congregation or other community of faith to exercise such ministries. The license shall be issued for a period of time to be determined under Canon III.4.1(a) and may be renewed. The license may be revoked by the Ecclesiastical Authority upon request of or upon notice to the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.**

(b) **In renewing the license, the Ecclesiastical Authority shall consider the performance of the ministry by the person licensed, continuing education in the licensed area, and the endorsement of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith in which the person is serving.**

(c) **A person licensed in any Diocese under the provisions of this Canon may serve in another congregation or other community of faith in the same or**

another Diocese only at the invitation of the Member of the Clergy or other leader exercising oversight, and with the consent of the Ecclesiastical Authority in whose jurisdiction the service will occur.

Personal Qualities Desirable for ANY Licensed Minister:

We look for a person who:

- Demonstrates a commitment to follow Jesus Christ.
- Approaches the Christian way as a continual opportunity for growth.
- Lives by the Baptismal Covenant.
- Is a respected member of the congregation (not necessarily a long-term member)
- Is faithful in prayer and Bible study.
- Is compassionate, committed, dedicated, sensitive, open, not rigid, interpersonally approachable, a good listener, willing to hear different points of view.
- Is faithful in worship.
- Is willing to be a model of Christian living (with vulnerability and humility).
- Has interpersonal skills in stressful situations.
- Responds sensitively in pastoral situations.
- Understands and appreciates the ministry of all baptized persons.
- Is willing to serve as a member of a team and/or under appropriate supervision.

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Episcopal Church in Minnesota Licensed Ministry Guidelines:

Worship Leader

Enabling Canon From the Canons of the Episcopal Church 2009:

Title III, Canon 4, Sec. 4 A Worship Leader is a lay person who regularly leads public worship under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Call: A call to serve as a Worship Leader shall be discerned and affirmed in accordance with the guidelines for discernment of roles within a Total or Shared Ministry Team, or similar guidelines for discernment.

Duties: A Worship Leader may publicly and regularly lead the Daily Offices of Morning Prayer, Order of Service for Noonday, Evening Prayer, and Compline. A Worship Leader may also lead other occasional services provided in the *BCP*.

What a Worship Leader Should Know:

- General content of the Book of Common Prayer, the Bible, the Hymnal, and Church history.
- How to use the lectionary in the *BCP* as well as the Revised Common Lectionary.
- Where to find and how to utilize extra resources in the Book of Common Prayer such as prayers for individual use, catechism, etc.
- National and ECMN Canons and ECMN Guidelines applying to Worship Leaders.
- General content of *Lesser Feasts and Fasts* and *The Book of Occasional Services*.
- How to use the *The Anglican Cycle of Prayer*.
- Basics of the liturgical seasons throughout the church year.

Practical Skills:

A Worship Leader needs to be able to

- read audibly, clearly, and with focus on meaning.
- put a service together, in accordance with *BCP* rubrics.
- work with acolytes and lectors and with the customs of the congregation.
- use a public address system when appropriate and available.

Process of Education and Training:

1. Education and training may take place locally, but may be supplemented with regional and ecumenical resources.

2. Ongoing education with feedback and ministry review is expected on a yearly basis.
3. Rectors, Vicars, Priests-in-Charge and Total Ministry Mentors may train Worship Leaders. In consultation with the Missioner for Total and Shared Ministry, other licensed Worship Leaders may be trainers.
4. A Worship Leader is expected to participate regularly in the life of the congregation where licensed.

Licensing: License applications must be submitted to the Office of the Bishop by the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith. The Bishop's office will issue a license for 5 years, renewable upon the recommendation of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Recommended texts:

1. Hatchett, Marion. *Commentary on the American Prayer Book*. New York: Seabury Press, 1980.
2. Lee, Jeffrey. *Opening the Prayer Book*. The New Church's Teaching Series. Cambridge: Cowley Publications.
3. Mitchell, Leonel L. *Praying Shapes Believing*. Minneapolis: Winston Press, 1985.

Preacher

Enabling Canon From the Canons of the Episcopal Church 2009:

Title III Canon 4 Sec. 5 A Preacher is a lay person authorized to preach. Persons so authorized shall only preach in congregations under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Call: A call to serve as a Preacher shall be discerned and affirmed in accordance with the guidelines for discernment of roles within a Total or Shared Ministry Team, or similar guidelines for discernment.

It is expected that people called to the ministry of preaching will

- Be sure of and emphatic about God's love and forgiveness.
- Be the kind of people who spur others to action.
- Be open to God's leading in their lives and prayerful in their approach to this ministry.
- Be intelligent, open-minded, and committed to lifelong learning.
- Have a sense of humor about themselves and the congregation.
- Have compassion for the oppressed and be tolerant of differences and diversities among people, yet not be afraid to confront in love.
- Be innovative, but afraid neither of simplicity or the hard truths of the Gospel.

Duties:

- Preach sermons in public worship.
- Deliver sermons which are usually based on the assigned Biblical texts for the day and which are relevant to the personal daily life of the congregation.
- Preach on a regular basis (though not necessarily frequently).

What a Preacher Should Know

In keeping with the practice of the ECMN, prior to licensing, the Preacher shall be trained, examined, and found competent in the following subjects:

- (a). The Holy Scriptures, contents and background;
- (b). The Book of Common Prayer and The Hymnal;
- (c). The conduct of public worship;
- (d). Use of the voice;

- (e). Church History;
- (f). Christian Ethics and Moral Theology;
- (g). The Church's Doctrine as set forth in the Creeds and An Outline of Faith, commonly called the Catechism;
- (h). Appropriate Canons;
- (i). Pastoral Care;
- (j). Homiletics;
- (k). Cultural variations and how those influence communication.

Practical skills for a Licensed Preacher:

- Speech skills.
- Composure, confidence, comfort in front of a group.
- Group dynamics (able to respond to what is happening with people).
- Knowledge of and sensitivity to the needs of the congregation.
- Ability to use the Public Address system, if there is one.
- Ability to relate Holy Scriptures to contemporary life situations using appropriate illustrations. This requires a working knowledge of the Bible, theology, spirituality, ethics, liturgics and the Church Year. It also requires a knowledge of current events and of issues in everyday life.
- Ability to express one's self concisely.
- Ability to be a good listener as well as a good speaker.
- Ability to receive critique.

Process of Education and Training:

A Mentor will be provided, along with other training opportunities.

Local resources may be utilized (Toastmasters, speech classes at a nearby college, etc.)

Subject matter can be mastered through:

ECMN approved programs (Church's Teaching Series, EFM, Lichfield,
LifeCycles)
Individual study

A Preacher-in-training will be given opportunities to preach and receive comments from others. A Preacher-in-training is expected to submit to the mentor a proposed draft of a sermon or an outline in draft form for comments on content. Audio or video tapes of preached sermons will be provided to the mentor for comments on content and style. Opportunities for comments and critique from members of the Total or Shared Ministry Team, members of the congregation, and/or members of a Preachers-in-Training group will be provided.

Licensed Preachers are expected to engage in continuing education, with accountability through the license renewal process.

The following elements will be included in the training of a Licensed Preacher, who shall demonstrate competency in accordance with the Canons.

1. Use of lectionary, BCP, and Hymnal.
2. Understanding and preaching in accordance with the liturgical year.
3. Ways of crafting a homily or sermon and understanding basic sermon styles.
4. Use of language, including inclusiveness and God imagery/metaphors.
5. How to do exegesis of a Biblical text.
6. Use of voice and body language.
7. Use of resources.
8. Prayer and the preaching life.
9. Finding one's own unique voice.
10. Practice preaching, at least six sermons, two of which may be given to the formation and training group, and four to the congregation on a Sunday morning. At least two of the four given on a Sunday morning shall be either audiotaped or videotaped for use in critique.

Recommended Texts:

1. Borg, Marcus. *Meeting Jesus Again for the First Time*. San Francisco: HarperSanFrancisco, 1995.
2. Borg, Marcus. *Reading The Bible Again for the First Time: Taking the Bible Seriously but not Literally*. San Francisco: HarperSanFrancisco, 2001.
3. *Church's Teaching Series*- highly recommended for review in various areas of competency.
4. Craddock, Fred. *Preaching*. Nashville, Tennessee: Abingdon Press, 1985, 1990.
5. Edwards, O. C. *Elements of Homiletics*. New York: Pueblo Publishing Co., 1982.
6. Lowry, Eugene L. *The Homiletical Plot*. Atlanta: John Knox Press, 1980; Louisville: Westminster John Knox Press, 2000.
7. *Proclamation*. Minneapolis: Augsburg, annual series. (Or another lectionary based annual series.)
8. Rohrbaugh, Richard. *Interpretation: A Guide to Understanding the Bible Today*. Pittsburgh, Pennsylvania: The Kerygma Program, 1986.
9. Schlafer, David. *Surviving the Sermon: A Guide to Preaching for Those Who Have to Listen*. Cambridge, Massachusetts: Cowley Publishing, 1992.
10. Schlafer, David. *Your Way With God's Word: Discovering Your Distinctive Preaching Voice*. Cambridge, Massachusetts: Cowley Publishing, 1995.
11. Taylor, Barbara Brown. *The Preaching Life*. Cambridge, Massachusetts: Cowley Publishing, 1993.

12. Wilson, Paul Scott. *Four Pages of the Sermon*. Nashville, Tennessee: Abingdon Press, 1999.
13. Articles or essays assigned by mentor.

The Mentor will choose one book that will be read in common by all preachers-in-training on the team, or in preparation. Each preacher-in-training will read one other book, chosen in consultation with the mentor.

Video and audio resources may be utilized for discussion. The list below offers a few suggestions, but there are others that may be used in consultation with the mentor.

Some video resources:

1. Great Preachers series- There are two or more sets of 10 videos. Each video features a well known preacher. The preacher is presented in her or his context, a live sermon is taped, and at the end, the narrator interviews the preacher. Each is about 25 minutes in length.
2. *Preaching: from Text to Sermon* by William Willimon.

Some audio resources:

Home by Another Way by Barbara Brown Taylor.

Licensing: License applications must be submitted to the Office of the Bishop by the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith. The Bishop's office will issue a license for 5 years, renewable upon the recommendation of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

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Episcopal Church in Minnesota Licensed Ministry Guidelines:

Eucharistic Minister

Enabling Canon From the Canons of the Episcopal Church 2009:

Title III, Canon 4, Sec. 6 A Eucharistic Minister is a lay person authorized to administer the Consecrated Elements at a Celebration of Holy Eucharist. A Eucharistic Minister shall act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Call: A call to serve as a Eucharistic Minister shall be discerned and affirmed in accordance with the guidelines for discernment of roles within a Total or Shared Ministry Team, or similar guidelines for discernment.

Duty: The duty of a Eucharistic Minister is to assist in the distribution of the elements in a Celebration of the Holy Eucharist.

What a Eucharistic Minister should know:

- The basic content of the Book of Common Prayer.
- The meaning of the Eucharist.
- The structure of the Eucharistic liturgies used in the congregation where licensed.
- Practical skills needed in the distribution of the elements.
- How to respond with dignity to situations that may arise during administration.
- The names and functions of liturgical vessels, linens, and furnishings.
- What to do with consecrated elements not used in a service.

Process of Education and Training:

The education and training of Eucharistic Ministers may be provided by the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith, by a Deacon, or in a Total Ministry setting, by the Team Mentor.

Licensing: License applications must be submitted to the Office of the Bishop by the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith. The Bishop's office will issue a license for 5 years, renewable upon the recommendation of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

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Episcopal Church in Minnesota Licensed Ministry Guidelines:

Eucharistic Visitor

Enabling Canon From the Canons of the Episcopal Church 2009:

Title III, Canon 4, Sec. 7: A Eucharistic Visitor is a lay person authorized to take the Consecrated Elements in a timely manner* following a Celebration of Holy Eucharist to members of the congregation who, by reason of illness or infirmity, were unable to be present at the Celebration. A Eucharistic Visitor should normally act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

*In the Episcopal Church in Minnesota, “in a timely manner” means by midnight of the Sunday or weekday of the regularly scheduled Eucharist.

Call: A call to serve as a Eucharistic Visitor shall be discerned and affirmed in accordance with the guidelines for discernment of roles within a Total Ministry team, or similar guidelines for discernment.

Duties: Eucharistic Visitors may take the Consecrated Elements to persons in accordance with the above-cited Canon. Eucharistic Visitors are to be supervised by a Deacon if there is one in the congregation, or by the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith. Once licensed, the Eucharistic Visitor shall be scheduled by the Deacon, if there is one, or person exercising supervision, or other person as designated by the Deacon or person exercising supervision.

The Eucharistic Visitor shall take the consecrated elements to members of the congregation or Total Ministry cluster in which the Eucharistic Visitor is licensed. It is not appropriate for the Eucharistic Visitor to take the consecrated elements to persons who are not members of the congregation or cluster, unless specifically directed by the Member of the Clergy or other leader exercising oversight of the congregation or Total Ministry cluster or other community of faith.

If the Eucharistic Visitor is unable, due to unexpected circumstances, to deliver the consecrated elements within the time frame specified above, the Eucharistic Visitor shall return the consecrated elements to the altar or to the Member of the Clergy in charge by noon on the following day.

What a Eucharistic Visitor Should Know:

- The basic content of the Book of Common Prayer.
- The theology and meaning of the Eucharist.
- The structure of the Eucharistic liturgies used in the congregation where licensed.
- Practical skills needed in the distribution of the elements.
- How to respond with dignity to situations that may arise during administration.
- The names and functions of liturgical vessels, linens, and furnishings.
- What to do with consecrated elements not used in a service.
- The nature of the church as community and the need for each member to be included in it.
- The principles and concerns of ministry with the sick, the aging, and the infirm.
- The origin and development of Eucharistic Visitors and the relevant canons.
- The history of this ministry.
- The role of the Eucharistic Visitor.
- The service for Communion under Special Circumstances in the *BCP*.
- How to use the lectionary.
- Practical matters related to visiting a person at home or in another setting.
- Basic matters of Pastoral Care.

Process of Education and Training:

Eucharistic Visitors may be trained by a Deacon, Rector, Total or Shared Ministry Team Mentor, or other designated trainers.

Safe Church training in accordance with the guidelines established by the Episcopal Church in Minnesota is required.

Required text:

Ely, Beth Wickenberg. *A Manual for Lay Eucharistic Ministers*. Morehouse, 1991.

Licensing: License applications must be submitted to the Office of the Bishop by the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith. The application must be signed by the trainer. The Bishop's office will issue a license for 5 years. The license is renewable upon the recommendation of the Deacon (if there be one), and the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith. The Eucharistic Visitor shall make a written report weekly or monthly to the supervising Deacon, or Member of the Clergy in Charge or other leader exercising oversight of the congregation, Total Ministry cluster or other community of faith, using a form provided by this supervisor. Continuing education is expected at the discretion of the supervising Deacon or the Member of the Clergy or other leader exercising oversight of the congregation, Total Ministry cluster or other community of faith.

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Episcopal Church in Minnesota Ministry Guidelines:

Catechist

Enabling Canon From the Canons of the Episcopal Church 2009:

Title III, Canon 4, Sec. 8: A Catechist is a lay person authorized to prepare persons for Baptism, Confirmation, Reception, and the Reaffirmation of Baptismal Vows, and shall function under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Call: A call to serve as a Catechist shall be discerned and affirmed in accordance with the guidelines for discernment of roles within a Total or Shared Ministry Team, or similar guidelines for discernment. A person called to serve as a Catechist is expected to have a love of learning and teaching, as well as the ability to teach.

Duties: In addition to what is stated in the Canon cited above, a Catechist may prepare families and sponsors for infants and young children to be baptized; may prepare children for first communion; may use sermon time on occasional Sundays to present sections of the Catechism, with appropriate commentary.

What a Catechist Should Know:

- The Holy Scriptures, contents and background;
- The *Book of Common Prayer* and *The Hymnal*;
- Church History;
- The Church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism;
- Methods of Catechesis.
- The background and customs of the Episcopal Church in Minnesota and Congregation or Faith Community.
- The connection between Scripture and theology and everyday life.
- Cultural differences and ways to teach in a sensitive and appropriate manner.

Practical Skills for a Catechist:

A Catechist is expected to be able to:

- Encourage questions and sharing.
- Teach different age groups.
- Organize and present materials.
- Find and use appropriate resources.
- Work and function under supervision and as a member of a team.

- Adapt to the learning styles and needs of individuals.

Process of Education and Training for Catechists:

Catechists will be trained locally, regionally, or in other ECMN sponsored workshops.

Safe Church Training is expected.

Licensing: License applications must be submitted to the Office of the Bishop by the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith. The Bishop's office will issue a license for 5 years. Continuing education is expected. The license is renewable upon the recommendation of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.



Licensed Lay Ministries Initial Application

Once training has taken place, complete and sent this form to :

Licensed Lay Ministries
The Episcopal Church in Minnesota
1730 Clifton Place Suite 201
Minneapolis, Minnesota 55403-3232

Please Print:

Applicant's Name:
Street Address:
City/State/Zip:
Home phone: Cell Phone:
Primary email: Other :

Certification Requested: Date of Request:

We hereby certify that is a duly baptized, confirmed communicant in good standing in the community. This member has satisfactorily completed training for following licensed lay ministry(ies) as outlined by the Commission on Ministry of the Episcopal Church in Minnesota and is willing and able to carry out this/these ministry(ies).

(check the box(es) applicable)

- Worship Leader (formerly Lay Reader)
Preacher
Eucharistic Minister
Eucharistic Visitor
Catechist

Signed: Applicant: Date:

Authorized Requestor: Date: (Rector, Vicar, Priest in Charge, Sr. Warden or Team Administrator.)

Trainer: Date: (if other than Authorized Requestor)

A license is conferred for a period of five years after which it may be renewed. Please use a renewal form if this is not an initial application.

For Diocesan Use Only : Form date: 8/1/2013
Date license granted:
Date License expires:
ECMN authorized signer: Date :



Licensed Lay Ministries Application for Renewal

Once training has taken place, complete and sent this form to :

Licensed Lay Ministries
The Episcopal Church in Minnesota
1730 Clifton Place Suite 201
Minneapolis, Minnesota 55403-3232

Please Print:

Applicant's Name:
Street Address:
City/State/Zip:
Home phone: Cell Phone:
Primary email: Other :

Certification Requested: Date of Request:

We hereby certify that is a duly baptized, confirmed communicant in good standing in the community. This member has satisfactorily completed training and is active in the following licensed lay ministry(ies) as outlined by the Commission on Ministry of the Episcopal Church in Minnesota and is willing and able to carry out this/these ministry(ies).

(check the box(es) applicable)

- Worship Leader(formerly Lay Reader)
Preacher
Eucharistic Minister
Eucharistic Vistor
Catechist

Signed: Applicant: Date:

Authorized Requestor: Date: (Rector,Vicar, Priest in Charge, Sr. Warden or Team Administrator.)

Trainer: Date: (if other than Authorized Requestor)

A license is conferred for a period of five years after which it may be renewed again.

For Diocesan Use Only : Form date: 8/1/2013
Date license granted:
Date License expires:
ECMN authorized signer: Date :