

Lay Ministry Roles

Ministry of All the Baptized:

Using Your Gifts for God's Mission

A Document of the Episcopal Church in Minnesota

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Hello,

In the Episcopal Church in Minnesota, it's our dream that all the baptized have been given the opportunity to discern and be equipped to use their gifts in partnership with others in their neighborhood.

The life that God is calling us to live together as Episcopalians requires something of each of us. Phrased another way, God uses each of us to bring to life God's good will and way in the world.

According to the Book of Common Prayer, "the Mission of the Church is to restore all people to unity with God and each other in Christ," and we do this work together.

We all hold a piece of this restoration and unity work in us. We have been given gifts by God, and we are called to discern what those gifts are, to put them to use in our life in a way that glorifies God and brings God's kingdom closer.

What sits before you is a handbook. It's imperfect and incomplete, but it acts as a starting point in a journey that is never over.

Hopefully, before you open these pages and move too quickly to deciding what you could do, you have taken the time to truly sit with God and discern the gifts that God has put in you - the passions, the holy discontent, the talent, the energy, the drive. Hopefully, when you look at this, you find something that speaks to the deep places in you. Hopefully, you give from a place of abundance, of God's abundance in you and through you, that it may be a blessing to you and to those you serve.

This guide has many lay ministry roles that could be of service and use in a faith community. There are many that are not here that your faith community might need. There are many here that your faith community may not need. As in all things, may the Holy Spirit guide you into this work.

Blessings,

The Rt. Rev. Brian N. Prior

IX Bishop of the Episcopal Church in Minnesota

Before you move forward

Stop, and consider taking the FREE Discernment course here:

<https://schoolforformation.expertlearning.net/course/index.php?categoryid=25>

It's important to come to this work with an understanding of your gifts and interests before you decide on a role!

As you begin, consider...

1. What are some of the gifts God has given me?
2. How am I using those gifts now?
3. Are there ways I could deepen and form those gifts even more fully?
4. What gifts does my faith community most need?

How to use this resource

For each role, we offer the following headings:

Call: What is the essence of how God is inviting you to use a gift?

On Ramp/Growing Into: How can you practice this gift or grow into it without necessarily committing to something more formal like being licensed or commissioned? The vast majority of people use their gifts in this way – and for many, this works well.

What does this look like?: What kinds of things would you actually do in using this gift?

Gifts/Skills/Interests: What are some of the various attributes you might possess already? Pay close attention to the items you listed on your Discernment Wheel and other aspects of the Gifts Identification resources. Look for areas of alignment within the various roles.

Formation: What are some of the ways you can learn more and be even more deeply formed? You can choose to take courses or workshops just for the sake of learning more, or you can choose to enter paths for licensing or commissioning. Both ways are equally valid.

Licensed or Commissioned?

Each role is described as either being licensed or commissioned. Those that are licensed are required to be by Episcopal Church Canons and the recommended formation should be used – or include a description of the comparable formation that was used when the applications for licensing are sent in to the ECMN office.

In terms of commissioning – that is a decision that is entirely up to the faith community and the individual. Being commissioned is not required to serve in those roles. Our hope is that all people choose to use their gifts!

Our hope is that this list will expand – please let us know what's missing! There's even a "Don't See a Role – Create One" role!

Roles: Table of Contents

Acolyte Assists the clergy in a liturgical service	10
Administrator Assists parish leadership and business of the parish	11
Altar Guild Cleans, sets up and changes the alter for Sunday services	12
Buildings/Grounds Caretaker (Sexton) Operates, maintains and secures all buildings, grounds and furnishings of the parish	13
Camp Counselor/Staff Walk alongside children and youth in a camp setting	14
Catechist Prepares persons for Baptism, Confirmation, Reception and the Reaffirmation of Baptismal Vows	15
Children Ministry Coordinator Oversees faith formation programming for children of the parish	16
Clerk of the Vestry/Bishop's Committee Maintains accurate documentation of church proceedings, membership and business transactions	17
Communications Coordinator Organizing, coordinating and generating communications internally or externally	18
Communion Bread Baker	19
Community Engagement Coordinator Connecting faith communities to the neighborhood	20

Roles: Table of Contents

Discerner Supports deep listening in concert with the holy spirit	21
Environmental Minister/Green Team	22
Eucharistic Minister Administers the consecrated elements at a Celebration of Holy Eucharist	23
Eucharistic Visitor Brings and shares the consecrated elements to members unable to attend services	24
Evangelist Presents good news of Jesus in a way that people are led to know Christ and join fellowship of Church	25
Faith Formation Coordinator Oversees formation programming for the church	26
Healing Minister Called to prayer in response to specific requests from members or visitors	27
Hospitality Coordinator Organizes and coordinates fellowship events for the church	28
Liturgist Organizes, prepares and plans liturgies for the church	29
Musician Uses musical gifts to offer music in worship services	30
Parish Nurse Identifying and meeting the health education and support needs of the church	31

Roles: Table of Contents

Pastoral Care Minister/Coordinator	32-33
Pastoral Leader Exercises pastoral or administrative responsibility under special circumstances as defined by the Bishop	34
Peer Minister A youth who offers faith filled resources and support for other youth in the community	35
Prayer (Intercessor) One who leads, reads, writes or teaches prayers in and outside of services	36
Preacher Authorized to preach and deliver sermons and homilies based on scripture	37-38
Spiritual Director Accompanies others on their spiritual journeys	39
Stewardship Coordinator Assists faith community in naming and sharing gifts for the common life of the church	40
Sunday School Teacher Teaches religious education to children or adults	41
Treasurer Manages the financial activities of the church	42
Usher	43
Vestry/Bishop's Committee Provides oversight of the life and ministry of the faith community	44-45

Roles: Table of Contents

Warden Leads vestry in overseeing and managing the affairs of the church	46-47
Worship Leader Regularly leads public worship for the church	48
Young Adult Ministry Coordinator Walks with young adults as they navigate the transition from youth to adulthood	49
Youth Ministry Coordinator Oversees the faith formation programming for the youth of the church	50
Don't see a role? CREATE ONE!	51
Licensed Lay Ministry Guidelines	52
Application for Licensed Lay Ministries	53
Application for Renewal of License	54

Acolyte

Call: An acolyte is one who assists the clergy in a liturgical service. An acolyte sets the tone for the procession and recession, the reading of the Gospel, and performs many tasks throughout the service as directed by the celebrant or deacon.

On Ramps/Growing Into: Are you interested in participating in the rhythm of the liturgy of the people? Would you like to carry the cross, light candles, help bring a warm, welcoming atmosphere to the service? Would you like to help prepare the celebrant and the faith community for celebrating Eucharist?

What does this look like? An acolyte assists in worship by carrying a processional cross, lighting candles, holding the Gospel book, holding "torches" for Gospel reading, assisting a deacon or priest set up at the altar, handing the offering plates to ushers, and carrying the cross out at end of the service. During festivals or holy days, acolytes can be thurifers and carry the boat, or carry the bell tree, etc. The acolyte sets the "pace" for worship and often the acolyte's actions bring us from one part of the service to the next.

Gifts/Skills/Interests:

- Welcoming presence
- Able to follow service bulletin and take lead to move into parts of service
- Able to take direction
- Perform tasks as assigned by celebrant/deacon
- Able to interface with others and share tasks
- Along with clergy, lead the faith community through the stages of service

Formation Opportunities:

- Under the direction of priest, deacon or lay leader, learn and practice tasks to assist with the liturgical service
- Knowledge of Eucharist services
- Practice doing the tasks involved in the service (lighting candles, holding the Gospel book, carrying the cross, preparing to wash clergy's hands, etc.)
- Practice interfacing with others during the service
- Care of albs, etc for wearing for the service

Administrator

Call: An administrator is a lay person who wants to assist the vestry/bishop's committee, lay and ordained leadership, and ECMN administer the business of the parish.

On Ramp/Growing Into: Many lay persons have basic skills for organizing, correspondence, record keeping and communication. This can be a call to order and completeness. The vestry can call a person to this position distinct from Vestry Clerk, Treasurer or bookkeeper. Demonstrated effectiveness of this call can lead to more responsibility or executive positions.

Gifts/ Skills/ Interests:

- Communicate through speaking and writing
- Complete tasks and assignments on time
- Maintain confidentiality of communication
- Facilitate communication of faith community needs between individuals and groups within the faith community and between the faith community and the larger local community and ECMN

Formation Opportunities:

- Clarify expectations and boundaries with respect to Vestry Clerk, Clergy, Treasurer/Bookkeeper e.g. The parish newsletter will you write, edit, print and mail/email/publish online or will you communicate with Clergy, Vestry Clerk and others for contributions, arrange into document, circulate for approval and distribute.
- Become familiar with the unique organization of your parish
- Become familiar with parish records/ website/ Facebook page and their organization, storage and security.
- Attend ECMN and School for Formation training on parish business practices. Possible courses to consider:
 - Facilitating Community
 - Missional Leadership I: Participating in God's Life and Love for the World
 - Christian Spirituality
 - Canons Training
 - Prayer Book II: Call and Identity
 - Family Systems and Human Awareness
 - Missional Management
 - Preparing Faith Communities for Mission: Moving from Reflection to Action
 - Missional Leadership II: Practices and Habits that Let God Lead
 - Supervised practicum/project with your faith community
 - Community Organizing

Altar Guild

Call: An Altar Guild is a lay person who cleans, setup and changes the altar for Sunday service according to the church calendar/season.

On Ramp/Growing into: You might find yourself draw closer to God by preparing his table for his people every week.

What does this look like?: The duty of an Altar Guild is to change the altar according to the church calendar/season, prepare and setup the gifts for services. They make sure there are extra wafers, wine, candles, etc. for the altar. They would also wash and clean the altar linens and clothes. An Altar Guild normally acts under the direction of a Deacon, and is responsible to make sure the altar is ready weekly.

Gifts/Skills/Interests:

- Drawn to setting up God's table
- Organized
- Train others
- Sewing skills – to fix or make new altar clothes
- Decorating ideas

Formation Opportunities:

- Studying with a priest, deacon or other lay person with gifts/skills to teach this content:
- Church Calendar and colors
- The meaning of the Eucharist
- Structure/setting up the altar table on a regular Sunday or special services
- Understand the names and functions of the stack and how it's put together.
- The names and functions of liturgical vessels, linens, and furnishings.
- Practical skills where elements are placed at the altar.
- What do we do with consecrated elements used/not used during service?

Buildings/Grounds Caretaker (Sexton)

Call: The Building & Grounds Caretaker oversees all activities associated with the operation, maintenance, safety and security of all buildings, grounds, furnishings and equipment owned by the church, except items expressly the responsibility of another committee. As needed, a Building Committee assists the Vestry on matters relating to the building, facilities, and grounds.

On Ramp/Growing Into: The work relating to the caretaker covers a wide variety of functions and activities that help make ministries possible at this faith community and in the wider world. The Building & Grounds Caretaker will exercise initiative and independent judgment to ensure the proper management and on-going maintenance and repair of the church's facilities and grounds, through her/his own skills and abilities, and through the use of and relationship with staff, outside contractors, and consultants as needed.

What does this look like?: Some ideas, but not limited to these:

- Takes care of all areas of property – inside and out.
- Report activities and needs to the Vestry.
- Ensure that appropriate contracts are in place
- Keep record of maintenance expenses make sure they are supported in the budget
- Keep appropriate records – including an up to date maintenance manual and an inventory of all church properties and their contents
- There is a planning for routine, major, and emergency repairs – such as a new roof or a replacement heating and air conditioning etc.
- Safety is monitored, safety equipment maintained, and environmental hazards eliminated. Safety and security procedures are in place.
- Insurance is adequate and reviewed and updated annually
- Carefully considered policies for free and rental use of building space are in place.
- Host an "All Church Work Day" as needs require.

Gifts/Skills/Interests:

- Able to handle simple maintenance fixes (or see to it that they are done).
- Enjoys manual work
- Enjoys seeing the accomplishment of tasks

Formation Opportunities:

- Safe Church training
- Special licensing ideas: boiler, electrician, plumbing, etc.

Camp Counselor/Staff

Call: Camp Staff have the opportunity to walk alongside children and youth as they grow in God's unconditional love in a camp setting.

On Ramp/Growing Into: You are a part of a team creating a safe space for others to grow in faith and in community.

What does this look like?: There are different roles on a camp staff as staff members attend to different spiritual, physical, and community needs of the camp session. Reach out to a Camp Dean for an interview and application if you feel that your gifts may align with one of the camp ministries offered. The Camp Dean will help you discern if and where you may fit as a member of the team offering this kind of ministry.

Gifts/Skills/Interests: Thankfully, camping ministry is one place where gifts and skills are varied. Some staff may be gifted in music, some staff may be gifted in filling a medical position, and others may be good at helping campers feel at home when they are away from home. Most camps have a gift inventory that allows staff members to indicate areas where they feel comfortable to lead. General skills that many staff members either have or grow into:

- Faith Formation
- Community Building
- Small Group Facilitating
- Relational Ministry

Formation Opportunities: Camp Staff must have up to date Safe Church training and a recent background check. Most of the camp programs have a staff training day or days to help staff understand expectations and receive the support needed to feel successful in this ministry. Some camp programs also have adult mentors who mentor in new staff members as they grow in their leadership skills.

Catechist

Call: A Catechist has a love of learning and teaching, as well as the ability to teach. They are authorized to prepare persons for Baptism, Confirmation, Reception, and the Reaffirmation of Baptismal Vows, and function under the direction of the Member of the Clergy or other leader exercising oversight of the faith community.

On Ramp/Growing Into: You will share with children, youth and adults the meaning and the responsibilities of the sacrament they will commit to on their faith journey.

What does this look like?: 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.

Gifts/Skills/Interests:

- 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.

Formation Opportunities: Via School for Formation

- Anglican Approach to the Bible
- Prayer Book I: The Sacraments
- Anglican Approach to Theology
- Prayer Book II: Call and Identity
- The Creeds and Practical Theology
- Prayer Book III: Holy Week and the Liturgical Year
- Christian Spirituality and Practice
- Supervised teaching practicum/teaching project within your faith community

Per Title III, Canon 4, Section 8 of the Episcopal Church Canons, this is a licensed role. Please see the instructions for licensure at the back of the handbook.

Children Ministry Coordinator

Call: A Coordinator of Children's' Ministry is the person who oversees the faith formation programming for the children of the parish, supports and equips those who feel called to this work, and helps create safe spaces for children to grow in God's love.

On Ramp/Growing Into: You may find yourself growing closer to God as you learn from and with God's children.

What does this look like?: Depending on the faith community, this may be a paid position, a position with a stipend, or a volunteer position. This coordinator serves as the point person to other parishioners giving of their time and talents to serve the educational needs of the children. This person may help pick the curriculum, may help recruit and train those working in the nursery or in faith formation classrooms, and may be asked to help create and nurture liturgical experiences that better serve children. One wonderful thing about working in faith formation is that the teachers often learn more from their students than they ever expected to learn.

Gifts/Skills/Interests:

- Desires to help children grow spiritually
- Gifted in discerning talents and equipping staff
- Team Builder
- A good listener - especially to the voices and opinions of the children
- Sometimes this person has a background in education or child development

Formation Opportunities:

This individual may have received a degree in education, child development, and/or youth ministry. This individual may receive training or be a trainer for a specific way of doing ministry such as the Godly Play curriculum. The person may also not have a degree in those areas, but has a gift in growing a program for children and supporting other staff or volunteers.

There is a network in ECMN of those doing children's ministry. This network meets regularly and stays connected via email. Please connect with Missioner Sarah Barnett to be included in this supportive network.

Any person in this kind of leadership role should be Safe Church trained with a recent background check on file with the congregation.

Clerk of the Vestry/Bishop's Committee

Call: A Clerk is familiar with the faith community and has

- the willingness and ability to complete tasks
- an eye for detail
- an understanding of bookkeeping
- have a knack for time management
- the ability to take notes quickly and accurately
- legible handwriting and/or basic computer skills

On Ramp/Growing Into: A clerk enjoys working with details, performing such tasks as keeping records, attending to correspondence, and working with people. Church clerks make sure that all records are accurate, copied, and published or posted for church members and the general public.

What does this look like?: The Clerk records, processes and maintains accurate and timely documentation of church proceedings, membership and business transactions.

The clerk (along with possible church office personnel) is responsible for accurate church membership changes and communication of membership transitions.

Gifts/Skills/Interests:

- Detail oriented
- Able to take minutes/notes and distribute in a timely fashion
- Likes history and research
- Understands that good record keeping is a critical piece of telling the story of the faith community.

Formation Opportunities:

- Canons of the Episcopal Church and the Episcopal Church of Minnesota
- The Vestry Resource Guide
- Faith Community Bylaws
- Tools and resources from the Episcopal Church Foundation

Communications Coordinator

Call: Organizing, coordinating and generating communications internally for the congregation or externally for the community.

On Ramp/Growing Into: Talk to someone in your faith community to learn more about what's being done currently, how those efforts are being organized, and where the needs are.

What does this look like?: Faith communities organize this work in MANY different ways - sometimes with a team, sometimes with church staff. Communications can take the form of creating or updating, it can be online or in print, it can involve websites, paper newsletters, social media platforms, e-news, video storytelling, written storytelling and as much more as your imagination can create!

Gifts/Skills/Interests:

- Strategic thinking
- Writing skills
- Skills experimenting and figuring out tech and online software
- An interest and passion for learning new things
- A connector
- Creativity
- An interest in evangelism

Formation Opportunities:

- caffeinatedchurch.org is a great place to start - it was generated by the Episcopal Church in Colorado for use by faith communities.
- Your Missioner for Communication is also a resource for problem solving, strategy and as a creative companion: Kelsey Schuster kelsey.s@episcopalmn.org
- There's lots of online resources that can help you figure things out - strategic googling can be really helpful.
- Lynda.com has lots of training resources that you can use as well!

Communion Bread Baker

Call: A Communion Bread Baker has a passion for baking, especially knowing that the outcome (bread) will be used in faith community's Eucharist service. It's holy baking!

On Ramp/Growing Into: There are several different recipes and methods for making communion bread, so the first step is to identify which recipe to use and to try them out. It's possible that your faith community already has a tried and true preferred recipe. It's a great idea to work with someone else at first to get the hang of it.

What does this look like?: You might do the baking at your own home, or else maybe a small group might do it in the church kitchen. You can decide whether you make it fresh each week or whether you make up a big batch and freeze some. Just remember to take it out of the freezer to give it enough time to thaw!

Gifts/Skills/Interests:

- Love of baking and working with your hands
- Prayerful approach to the work
- Enjoy knowing that you're an active and integral part of the worship
- Have access to an oven and the necessary ingredients

Formation Opportunities: The primary need around doing this or learning to do this is to have (or have access to) the equipment you need. You might want to either serve on the Altar Guild or at least work with them as bread baking ministry is an important part of the worship experience – but also one you can do at home on your own time. It might be helpful to you and your own prayer life to take the Christian Spirituality course through the School for Formation, or any other course that calls your name, to deepen your own sense of love and wonder in the mysteries of our Christian faith.

Community Engagement Coordinator (Mission/Outreach)

Call: A lay leader who desires to connect the faith community beyond the red doors to meet where God is at work in the neighborhood. A lay leader who enjoys connecting faith community members to places in the community that matches their passions and the needs of the community they live in.

On Ramps/ Growing Into: Do you have a desire to connect members of your faith community to places in the community that would help them to live into their gifts? Do you like to start conversations with others about needs in community and ask “what can we do?” or “what is God calling us to do?” and assist them in connecting and sorting out a ministry? Do you enjoy searching out new opportunities for the faith community to engage in mission?

What does this look like? Within the context of mission/outreach, a community engagement coordinator always encourages us to think beyond what we are doing inside the faith community and move towards connecting with organizations in the community who work to meet the community’s needs. A community engagement coordinator may seek to create events that bring the community’s needs and the faith community together. (e.g. group outing to learn about the community foodshelf).

Gifts/Skills/Interests:

- Grounded in scripture, prayer and ministry supports for their work (not a lone ranger)
- Receives joy from connecting people to opportunities in mission/ministry.
- Knowledge of community organizations, needs, and resources (or curious enough to do some research)
- Interested in mission
- Heart for seeing people identify passions and connect to what God is doing in the world
- Connector between faith community/community at large.
- Creator of places for connection, discerning, engage, being, and build mission in community
- Comfortable, genuine, faithful presence standing in the gap between faith community and community at large
- Resilient, forward looking, has nimble flexibility to lead as ministry is developed
- Able to organize people and resources

Formation Opportunities:

- Grounded in scripture, Theology, BCP, Episcopalian “middle way”.
- Knowledge of community organizing and community asset building
- Missional Leadership
- Pastoral Care Basics
- Education in use of community organizing tools

Discerner

Call: A Discerner is a person who has a deep and abiding love for prayer, listening to others, and listening in concert with the Holy Spirit.

On Ramp/Growing Into: You are the person others go to for being a good listening ear. You sometimes surprise yourself when God's wisdom reveals itself through you because of your deep listening.

What does this look like?: Imagine that there are three trained discerners in each faith community (or in each Mission Area) – where people could bring a burning question (what to do in retirement, whether or not to move or accept a new job or volunteer opportunity, etc.) and they could sit with others who ask prayerful, thoughtful questions without giving advice but rather creating a space for discovery.

Gifts/Skills/Interests:

- Committed to an intentional prayer life
- Excellent listener
- Expects the Holy Spirit to be present when invited
- Kind, caring, gracious demeanor

Formation Opportunities: Listening Hearts retreat facilitated by Karen Olson, 4 consecutive days or spread out over a longer period of time.

Environmental Minister/Green Team

In process.

Eucharistic Minister

Call: A Eucharistic Minister is a lay person who wants to administer the consecrated elements at a Celebration of Holy Eucharist.

On Ramp/Growing into: Do you feel drawn to the mystery and sacredness and absolute regular-ness of offering the elements to others? Do you feel drawn to welcoming others to the table?

What does this look like? The responsibilities of the Eucharistic Minister are to assist in the distribution of the elements in a Celebration of the Holy Eucharist. A Eucharistic Minister should normally act under the direction of a Deacon, if any, or a Member of the Clergy, or other leader exercising oversight of the faith community.

Gifts/Skills/Interests:

- Drawn to being an agent for distributing the elements
- Spirit of grace
- Ability to go with the flow and expect the unexpected

Formation Opportunities:

- Studying with a priest, deacon or other lay person with gifts/skills to teach this content:
- The basic content of the Book of Common Prayer.
- The meaning of the Eucharist.
- The structure of the Eucharistic liturgies used in the faith community 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.

Per Title III, Canon 4, Section 6 of the Episcopal Church Canons, this is a licensed role. Please see the instructions for licensure at the back of the handbook.

Eucharistic Visitor

Call: A Eucharistic Visitor is a lay person who may bring and share the consecrated elements with members of his/her faith community. When directed by clergy exercising oversight of the congregation, the Eucharistic Visitor may take the consecrated elements to persons who are not members of the faith community.

On Ramp/Growing Into: Are you feeling drawn to visit those you know in your congregation who may not be able to come regularly or to encourage those who are ill, shut in or lonely? Would you not only like to bless them with your presence and pray with them, but also bring and share the holy sacraments which sustain us?

What might this look like? The tasks carried out by the Eucharistic Visitor are to bring the consecrated elements to persons in their faith community who have requested this ministry. The training and duties carried out by the Eucharistic Visitor are supervised /monitored by the Deacon, if there is one, or another Member of the Clergy or a person as designated by the Deacon or Member of the Clergy.

Gifts/Skills/Interest:

- Compassion for those not able to receive the Holy Eucharist in church
- Willing to create time/space to visit those unable to attend church at their place of residence
- Flexibility—go with the flow
- Communication of needs of prayer to the church/clergy and the church's prayers to the person in need
- Giver of prayer and hope

Formation Opportunities:

- Studying with a priest or deacon or other leader with gifts/skills to teach this content:
- The basic content of the Book of Common Prayer
- The meaning of the Eucharist
- The structure of the Eucharistic liturgies of the faith community
- Practical skills needed in the distribution of the sacraments
- How to respond with dignity to situations as they come up during administration
- The names and functions of the liturgical vessels, linens and furnishings
- The role of the Eucharistic Visitor
- Practical considerations related to meeting with members where they are at: at home or another setting
- Pastoral care skills and safe church training

Per Title III, Canon 4, Section 7 of the Episcopal Church Canons, this is a licensed role. Please see the instructions for licensure at the back of the handbook.

Evangelist

Call: An Evangelist presents the good news of Jesus Christ in such a way that people are led to know Christ as Savior and follow Christ's example in the fellowship of the Church and the wider community.

On Ramp/Growing Into: You have an interest in talking opening about Jesus and Scripture and are able to tell the story of being a person whose faith guides their life. By your nature, you are an inviter – and you love being in settings that provide opportunities for you to invite others into lives of faith.

What does this look like?: An Evangelist assists with the community's ministry of evangelism in partnership with the priest, deacon or other leader exercising oversight of the faith community, or as directed by the Bishop.

Gifts/Skills/Interests:

- An Evangelist is expected to be able to:
- Equip faith communities to engage God's mission in their neighborhood.
- Tell the Christian story and invite others to name, claim and tell their story, as well.
- Infectious in their desire to share Christ's call to us to be disciples in this time and place.

• **Formation Opportunities:** via School for Formation:

Facilitating Community

Missional Leadership I: Participating in God's Life and Love for the World

Christian Spirituality

Prayer Book II: Call and Identity

Family Systems and Human Awareness

Missional Management

Preparing Faith communities for Mission: Moving from Reflection to Action

Missional Leadership II: Practices and Habits that Let God Lead

Additional/Recommended:

Supervised practicum/project with your faith community

Community Organizing

Anti-Racism Training

Per Title III, Canon 4, Section 9 of the Episcopal Church Canons, this is a licensed role. Please see the instructions for licensure at the back of the handbook.

Faith Formation Coordinator

Call: A Faith Formation Coordinator is the person who oversees the faith formation programming for the church, supports and equips those who feel called to this work, and helps create safe spaces for all to grow in God's love.

On Ramp/Growing Into: This person is drawn to supporting others as they grow in their faith.

What does this look like?: In some churches, this person helps to equip all of those working in faith formation ministries as they serve in educational programs: multi-generational, senior opportunities, adult education, youth ministry, young adult ministry, and children's ministry. In other churches, the scope can be smaller, but the role still is vital. This role may be a paid role, a stipend role, or a role for a volunteer. This person helps recruit, train, and equip a staff to create safe spaces to grow and enrich each person's journey of faith.

Gifts/Skills/Interests:

- Desires to help others grow spiritually
- Gifted in discerning talents and equipping staff
- Team Builder
- A good listener - especially to the voices and opinions of those benefiting from the ministries and opportunities provided
- Sometimes this person has a background in education or youth ministry

Formation Opportunities: This person may have a degree in adult education, youth ministry, education, child development, or a related field. The person may also not have a degree in those areas, but has a gift in growing a educational programs and opportunities for others. There are many different opportunities for this individual to grow in their own formation as they work to help others grow, both through the Episcopal Church of Minnesota and through classes, retreats, and workshops put on by other ecumenical groups.

There is a network in ECMN of those doing faith formation work. Please connect with Missioner Sarah Barnett to be included to receive resources.

Any person in this kind of leadership role should be Safe Church trained with a recent background check on file with the congregation.

Healing Minister

Call: A healing minister is called to convey God's deep and abiding presence to those seeking comfort and hope. The tools of a healing minister are presence, attention, intention, prayer, and holy touch, if desired.

On Ramp/Growing into: You are drawn to promoting healing and wholeness within your circles of family, friends, and faith community. You have a strong prayer life and seek to deepen it.

What does this look like? A healing minister ideally is part of a healing ministry team. Team members offer spiritual support and guidance to each other and help deepen each other's spiritual journeys. Ministers are called to pray, usually spontaneously and aloud, in response to a specific request from a faith community member or visitor. Such prayers can be offered during a liturgical service but are possible at other times and in other places, including homes and medical facilities. Prayers can be accompanied by laying on of hands and anointing. In non-liturgical settings, others types of holy touch, such as healing touch techniques, may be used.

Gifts/Skills/Interests:

- Non-anxious, non-judgmental, prayerful presence
- Humble and compassionate heart
- Ability to keep confidentiality
- Deep prayer life and desire to deepen prayer practices
- Ability to pray spontaneously
- Ability to listen deeply, both to those in need and to God as God directs the minister's words and actions
- Commitment to promoting healing and wholeness

Formation Opportunities:

- Information/guidance from one or more faith communities where a healing ministry is established
- Scripture study, particularly stories of healing
- Workshops/retreats on healing and wholeness
- Development of holy friendships, particularly within a healing ministry team
- Variety of expressions of spirituality, Christian and non-Christian

Hospitality Coordinator

Call: A Hospitality Coordinator is a lay person who is called to organized and coordinate fellowship events for the church.

On Ramp/Growing into: You might find yourself drawn to making sure fellowship events are run smoothly with extra help, plenty of food, comfortable gathering space and well attended with people.

What does this look like?: The hospitality coordinator will over see the fellowship events with making sure there are people available to help setup tables, people to make or bring food, entertainment if needed, and people to clean up after the event. This planning needs to start early to gather everything that is needed for the event.

Gifts/Skills/Interests:

- Leadership to coordinator or gather people together and plan the event
- Organized and prepare for the event
- Enjoys cooking, friendly, patient, passionate and willing to work with people
- Ability to adapt and change if needed

Formation Opportunities::

- Study/read scripture passages related to hospitality and reflect on the scriptures
- How to minister hospitality to love ones, families, neighbors, and community.
- Leadership training/coordinating event
- Relationship building

Liturgist

Call: A Liturgist is a person called to organize, prepare and plan the liturgies for a faith community because they have a love of worship and a passion for planning worship so that others can experience worship.

On Ramp/Growing Into: Do you find yourself seeing mistakes in bulletins and you wish you could help correct that? This may be the role for you! You have a deep passion for helping others have a truly worshipful time in Church. You may have a heart for creativity and a mind for order.

What does this look like?: May chair or organize the planning process for worship with priests, deacons, musicians and altar guild; may coordinate scheduling of worship leaders, lectors and acolytes.

Gifts/Skills/Interests:

- Good organizational skills
- Enjoy researching
- Love creating prayerful, engaging worship for others
- Collaborative and a good team player – may work with liturgy committees, priests, deacons and musicians in partnership

Formation Opportunities:

- School for Formation:
- Facilitating Community
- Prayer Book I: The Sacraments
- Missional Leadership I: Participating in God's Life and Love for the World
- Christian Spirituality
- Liturgical Practicum
- Prayer Book II: Identity and Call
- Missional Leadership II: Habits and Practices that Let God Lead
- Prayer Book III: Holy Week and the Liturgical Year
- Liturgical Practicum

Musician

Call: A musician is called to use the musical gifts given by God and the skills learned along the way to prepare and offer music in the worship service to the Glory of God.

On Ramp/Growing Into: You may have been a musician your whole life, or you may be thinking that it's something you'd like to try. Most faith communities have several entry points for getting involved in a choir or an instrumental ensemble.

What does this look like?: You might be a singer in the choir, you might play the organ or piano or guitar, you might offer special music as a soloist or part of an ensemble, or you might be the person who oversees all the music in the liturgy.

Gifts/Skills/Interests:

- Love of making music
- Skills in singing and/or playing an instrument
- Enjoy being a part of offering musical enrichment within worship

Formation Opportunities:

There is a wide girth of skill building (formation) for both vocal and instrumental music that range from private study to degree programs in conservatories or colleges. Additional recommendations for formation through a faith-based lens could include courses in liturgy, missional identity and Episcopal history and theology.

Parish Nurse

Call: A Parish Nurse is called through the understanding that the faith community, following Jesus' example, has a role in healing. The very nature of the faith community is to be a healing community in the holistic concept of recognizing health as encompassing body, mind and spirit

On Ramp/Growing Into: You might find yourself drawn to making sure your faith community and neighbors are healthy in body, mind and spirit and would like to embody this concept in your nursing care and ministry in the community, stressing health maintenance and illness prevention.

What does this look like?: The position is designed to provide leadership in identifying and meeting the health education and support needs of the members of your faith community.

May visit shut-ins and/or parishioners in the hospital, or other parishioners as need arises. Pastoral Care Ministers communicate with one another regarding the sick and shut-ins and notify appropriate clergy or Eucharistic Visitors.

Gifts/Skills/Interests:

- Strong Christian faith
- Able to work collaboratively as a member of a ministry team
- Self-motivated and self-directed
- Commitment to wellness promotion as a special ministry
- Good communication skills
- Interest, experience or willingness to learn how to teach, health education and health promotion to intergenerational groups using age appropriate learning principles
- Ability to provide a needs assessment and evaluation of individuals and groups
- Commitment to maintain confidentiality

Formation Opportunities:

- Current license as Nurse in the state of Minnesota
- Parish Nurse training as available
- Valid driver's license and reliable transportation
- Recommend Christian Spirituality course from the School for Formation

Pastoral Care Minister/Coordinator

Call: Pastoral Care Ministers are called to provide spiritual presence and listening ears to individuals, families, and groups within the context of a faith community's overall mission and ministry. They prayerfully assist members of the congregation and strangers in their midst as they make meaning of life crises, difficulties, losses, and thanksgivings. In partnership with clergy, other pastoral care personnel, and lay leaders, they ensure that pastoral companionship is available to those in need.

Pastoral ministers nurture and equip members of the faith community to use their gifts in becoming authentically present and receptive to their brothers and sisters. They guide others in listening and praying with and for one another, sharing in grief and delight, and offering spiritual help and support.

Growing Into: Are you drawn to “holy listening”, listening deeply to others’ concerns and stories? Is prayer a part of your routine? Do you experience God’s presence and leading when praying with or for others? Have you felt called to spontaneously lead others in prayer? Do you feel comfortable or have a desire to pray extemporaneously? Do you share Scripture to support others in time of need? Have you served at a prayer or healing station, or participated in the laying on of hands? Are you sought out by others to listen to their spiritual struggles? Are you or have you been a Eucharistic Visitor or guided others in private liturgies and prayers, such as those found in the Book of Common Prayer?

What does this look like?

- Being a gentle, prayerful and calm presence in a wide range of interpersonal situations
- Listening without judgement, advice-giving, or interrupting; asking clarifying questions, inviting exploration of concerns and personal discovery
- Providing spiritual support and encouragement in significant life circumstances without trying to “fix things.”
- Offering a peaceful and calm presence for others as they seek to find meaning in life crises, transitions, and losses, e.g., death, dying, sickness, divorce, estrangement, rehabilitation, isolation, emotional distress
- Lifting up and entering into celebrations such as births, adoptions, anniversaries, recovery, and successes
- Providing spiritual companionship to those who may not be able to participate fully in the life of the faith community due to illness or disability, alienation or distance. Periodically checking in through personal presence, cards, phone, texts, or email.
- Visiting individuals, families and groups in homes, hospitals, rehabilitation centers, long-term care facilities, as well as outreach programs and
- Nurturing and supporting growth among members of the faith community in their ability to listen compassionately, non-judgmentally, and confidentially, as well as providing opportunities for others to learn how to pray with and for each other.
- Offering information and resources for community services, such as counseling, employment assistance, addiction treatment, medical and psychiatric emergency and other services not within the purview of a pastoral minister.
- community settings that serve marginalized people.

Pastoral Care Minister/Coordinator Continued...

- Offering home communion as requested and needed.
- Providing End-of-life pastoral support and funeral planning
- Guiding in the preparation of advance care directives
- Sharing scripture and other spiritually supportive materials befitting a variety of personal needs
- Offering written and spoken extemporaneous prayers and blessings suited to persons' unique circumstances
- Providing healing prayer, anointing, and laying on of hands
- Giving reassurance of God's hope, protection, strength, restoration, forgiveness
- Lay Pastoral Care Ministers preferably carry out their work as members of a team. As a team, they pray and worship together, give and receive mutual support, assure the welfare of each other, engage in continuing education and development, and arrange scheduling and assignments.

Gifts/Skills/Interests:

- Self-awareness and humility
- Management of time and resources (personal and organizational)
- Apostleship
- Discernment
- Encouragement
- Healing
- Helping
- Hospitality
- Knowledge of God's Word
- Committed to a regular prayer life
- Leadership
- Mercy
- Shepherding
- Service
- Teaching

Formation Opportunities:

- Befrienders
- Clinical Pastoral Education
- Community of Hope International
- Spiritual Listening (City House, Minneapolis)
- Stephen Ministries

Pastoral Leader

Call: A Pastoral Leader is a lay person authorized to exercise pastoral or administrative responsibility in a faith community under special circumstances, as defined by the Bishop, for the given context of the faith community.

On Ramp/Growing Into: For someone who has likely served on a bishop's committee or vestry, you are willing to take on an on-going responsibility in order to keep continuity going.

What does this look like?: If a faith community has discerned that a sustainable model of ministry would be to primarily utilize supply clergy and have a lay person serve as the primary administrator and overseer, the Pastoral Leader works closely with the supply clergy and vestry/wardens to organize the faith community with respect to record keeping, administrative calendar, church business practices and communication within the local congregation, and with ECMN and with the community.

Gifts/Skills/Interests:

- Organized
- Keen sense of order with ability to be flexible in working with others
- Able to hold confidentiality and know the difference between that and a secret

Formation Opportunities: via the School for Formation:

- Facilitating Community
- Missional Leadership I: Participating in God's Life and Love for the World
- Christian Spirituality
- Canons Training
- Prayer Book II: Call and Identity
- Family Systems and Human Awareness
- Missional Management
- Preparing Faith Communities for Mission: Moving from Reflection to Action
- Missional Leadership II: Practices and Habits that Let God Lead
- Supervised practicum/project with your faith community

Per Title III, Canon 4, Section 3 of the Episcopal Church Canons, this is a licensed role. Please see the instructions for licensure at the back of the handbook.

Peer Minister

Call: A Peer Minister is a youth who wants to be a faith-filled resource and support for other youth in their community.

On Ramp/Growing Into: You are looked to as a kind friend and someone who leads by example.

What does this look like?: Peer Ministers are youth who are trained and commissioned by the church to be a resource to youth in the world. They meet periodically throughout the year and have adults serving as resource and point people as they live out their Baptismal Covenant in their daily interactions. Peer Ministers are encouraged to practice what they preach so that the skills of inclusion, self-care, and active listening become an ongoing part of living out their ministry.

Formation Opportunities: Peer ministry retreat offered every January, regular involvement in home church programs, and follow up support meetings with the adult leaders.

Prayer (*Intercessor*)

Call: An intercessor is called to a life of prayer and called to bring a wide spectrum of prayer opportunities to others in the community: including leading the Prayers of the People as part of Sunday liturgy.

On Ramp/Growing Into: Do you find yourself often in prayer, being asked to pray for others in private or in public, or want to share how prayer has changed your life with others? Do you love to spend time alone meditating or talking with God about everyday things, world events, or bringing others needs to God ?

What does this look like? An intercessor may be one who leads the prayers of the people, writes the prayers of the people, or teaches others to lead the prayers of the people. An intercessor can be found coordinating a prayer chain and prayer lists, serve as a spiritual friend/prayer partner, and seeks to encourage others in the faith community to pray.

Gifts/Skills/Interests:

- Prayerful presence
- Compassion, hope ,trust in God to answer prayer.
- Seeker of communion with God
- Intercedes with God on behalf of others
- Sensitivity to others and prays when they cannot pray themselves

Formation Opportunities: via School of Formation

- Prayer Book: The Sacraments, Identity and Call, the Church Year
- Missional Leadership: Participating in God's Life and Love for the World and Habits and Practices that Let God Lead
- Christian Spirituality
- Workshops/Retreats on spiritual listening

Preacher

Call: A preacher is a lay person who is authorized to preach, who seeks to learn and share the truths of God's Word for the edification of others. Delivers homilies/sermons based on scripture texts and relevant to the culture and the daily common life of the faith community.

On Ramp/Growing Into: Do you ever hear sermons and think to yourself: "I could do that!" or "I would like to try to learn to do that!?" Do you muse on God's word and want to share your musings with others? Do you love to talk about the things of God and transformation? Do you like to study scripture, seeking further clarification of the truths it holds?

What might this look like? The tasks of a preacher are to study the scripture texts, do research as needed to illuminate those texts, and with the help of the Holy Spirit and inner process, write/speak a sermon to give publicly to the faith community. What does God want us to know on this day, at this time, through this text? What does the faith community need to hear?

Gifts/Skills/Interests:

- Love for learning from God's Holy Scriptures
- Speaking skills, composure, confidence and comfort in sharing learnings in front of the faith community (or willing to learn)
- Knowledge of and sensitivity to the needs of the congregation
- Knowledge and comfort using technology needed for preaching
- Working knowledge of the Bible, theology, spirituality, ethics, liturgies and the Church Year.
- Ability to relate to contemporary life situations and illustrations
- Knowledge of current events and issues
- Ability to express oneself concisely and clearly
- Ability to listen as well as speak
- Ability to receive critique

Preacher (...continued)

Formation Opportunities:

- Working with a priest or other Ministry Developer or with the School for Formation, a Preacher will be trained, examined and found competent in the following areas:
- The Holy Scriptures, contents and background
- Book of Common Prayer
- The liturgy of the people and conduct of public worship
- Use of voice and communication
- Church history, ethics, and theology
- Canons as appropriate
- Pastoral Care and Homiletics
- Cultural variations

(Suggested courses via School for Formation:)

- Facilitating Community
- Anglican Approach to the Bible
- Layers: The Story of the Old Testament
- New Testament
- The Creeds and Practical Theology
- Homiletics: Preaching the Bible
- Christian Ethics
- Prayer Book III: Holy Week and the Liturgical Year
- Supervised preaching practicum/teaching project within your faith community

Per Title III, Canon 4, Section 5 of the Episcopal Church Canons, this is a licensed role. Please see the instructions for licensure at the back of the handbook.

Spiritual Director

Call: A Spiritual Director is a person who accompanies others on their spiritual journeys. Spiritual Direction is an ancient practice that has been part of the Christian tradition since at least the 3rd and 4th centuries. The primary purpose of spiritual direction is to help persons become more aware of God's presence in their daily lives.

On ramp/Growing Into: Being a listening presence for others in pastoral ministry.

What does this look like? A Spiritual Director typically meets with and listens to a person coming for spiritual direction for an hour session once a month. Some Spiritual Directors do group spiritual direction, and in that case the sessions may be two hours or more, depending on the format and the number of persons in the group.

Gifts/Skills/Interests: A desire and ability to listen in a non-judgmental and compassionate way to others' life experiences and perspectives; an ability to listen to others without trying to 'fix' the situation or provide 'answers'; being comfortable with silence; having a regular prayer practice; being in spiritual direction oneself.

Formation: Possible training centers –

- Sacred Ground (sacredgroundspirit.org/),
- St. Kate's (www.stkate.edu),
- Christos (www.christoscenter.org/),
- St. John's/St. Ben's (<https://www.csbsju.edu/sot/academics/spiritual-direction-program>),
- Center for Spiritual Guidance Training Program (www.WomanWell.org).

This is a role that requires certification via numerous non-ECMN formational venues, as listed above. There are other formation programs, but this is a list of a few in Minnesota.

Stewardship Coordinator

Call: A stewardship coordinator is a lay person who assists the priest and/ or leads the faith community in naming and sharing their gifts of time, talent, and treasure for the common life of the faith community, including the operation budget needs and living into God's mission. A stewardship coordinator may take a specific role during the pledge drive time of year by initiating or assisting the priest with programming.

On Ramp/Growing Into: Do you have great concern for the holistic health of the faith community? Do you like to help people see how they can serve through giving of time, talent and treasure? Do you enjoy bringing leaders together to fundraise, go deeper with gifts discernment, or reflect on God's call to us to be stewards?

What might this look like? The stewardship coordinator may do tasks like: discern with the clergy and vestry around giving and stewardship and how to bring that into the faith community honestly with sensitivity to different cultures within the faith community: gather leaders together to do a program for stewardship: create an event that celebrates gifts discernment and talents: help others speak to their faith stories of stewardship.

Gifts/skills/Interests:

- Strong interest in being a steward and sharing experiences with others.
- Strong concern for the health of the faith community in all areas of stewardship—time, talent and treasure.
- Able to speak to how stewardship interacts/ interfaces with mission and vice versa
- Interpersonal skills, knowledge of pledging frameworks, knowledge of processes of giving
- Able to assist others in naming and sharing their stories of faith and stewardship
- Open to collaborating with priest and vestry

Formation Opportunities: (under direction of clergy or vestry)

- Workshops or life experience on stewardship programs
- Gifts discernment training
- Leadership skills
- Studies/background on stewardship and missional management

Sunday School Teacher

Call: A Sunday School Teacher is a lay person who teaches religious education to children of all ages or adult education.

On Ramp/Growing into: You might find yourself drawn to teaching others about God and his message. In the process you are deepening your faith and sharing God with others.

What does this look like?: The Sunday School Teacher will take a curriculum, make lesson plans and teach the content to age appropriate class so that the children can learn about God and the church.

Gifts/Skills/Interests:

- Patient to teach children of all ages
- Teaching skills

Formation Opportunities:

- Studying with a priest, deacon or other lay person with gifts/skills to teach
- The basic content of the Book of Common Prayer
- Church calendar/season – content related
- Church History
- Sacraments
- The structure of the Eucharistic liturgies used in the faith community.
- Making lesson plans
- Curriculum content used in the faith community

Treasurer

Call: Manage the financial activities of the congregation including income and revenue, expenses and disbursements, payroll, assets and investments.

On Ramp/Growing Into: Be knowledgeable or obtain knowledge about church finance and accountability. Oversee and account for assets and liabilities, according to decisions of the faith community, vestry, and Episcopal Church in a reasonable, ethical, and legal manner.

What does this look like?:

- Ensure financial operations are in accordance with the Episcopal church's and ECMN canons, congregational bylaws and state and federal laws.
- Books and accounts are in accordance with standard accounting procedures and the requirements of the canons
- Generation of accounting reports
- Ensure bills are paid in a timely fashion
- Meet regularly with the vestry for planning and evaluation
- Assist the Vestry with financial planning, including preparation of the annual budget.
- Ensure that all financial aspects relating to clergy and staff are duly performed in a correct and timely manner. Such items as pension, health, dental, and life insurance premiums, housing, travel, sabbatical, continuing education, Social Security, and stipends are to be considered.
- Establish and maintain the necessary controls and procedures to prevent the unauthorized use of parish resources.

Gifts/Skills/Interests:

- Understands financial accounting and record-keeping
- Able to keep confidentiality
- Collaborative

Formation Opportunities:

- ECMN Lay Leadership Day
- Mission Area Gatherings
- ECMN Convention
- Vestry Retreat
- Vestry Resource Guide from Episcopal Church Foundation
- Subscribe to:
- ECMN News: <http://episcopalmn.org/ecmn-news/>
- ECF Vital Resources: <http://www.ecfvp.org/user/register>
- Read, mark, learn and inwardly digest the Constitution and Canons of the Episcopal Church, specifically Title I, Canon 7, ECMN Canons and the Faith Community's By-Laws
- The Manual of Business Methods in Church Affairs

Usher/Greeter

Call: If you love making people feel comfortable and know how to navigate a worship service and the space, you are very likely called to serve as an Usher or a Greeter for worship.

On Ramp/Growing Into: It's more than likely that you've been invited to fill in at the last minute for this ministry. The most important gift you will use is that of hospitality. It's not unlike hosting a dinner party at your house (which is kind of what you're doing except in God's House!).

What does this look like?: In keeping with the dinner party analogy, be aware of helping people feel at ease when they arrive, give them the things they will need to make their worship experience be as worshipful as possible, this may include handing them a bulletin, and if you recognize them to be new or visiting, showing them the books they'll need, etc.

At the time of the Offertory, the ushers assist by passing the plate or basket and the ushers also often bring the bread and wine up to the altar from the back of the church, if that is the practice.

Ushers guide the process of taking communion but inviting people to stand and proceed to where the elements are being distributed.

At the close of the service, ushers may greet people again and invite them to a social gathering. Ushers also will help pick up bulletins left behind and straighten out books so the space is ready for future services.

Gifts/Skills/Interests:

- Gracious presence of hospitality
- Enjoys helping people have a meaningful worship experience
- Appreciates a sense of orderliness

Formation Opportunities: Each faith community may have different methods for training those who serve as ushers or greeters. It may be helpful or interesting to take a course in liturgy through the School for Formation in order to better understand

Vestry/Bishop's Committee

Call: The Vestry/Bishop's Committee is called to a sacred ministry in the faith community with the responsibility for oversight of the life and ministry of the faith community. The vestry is called to create a vision and plan of action, balancing God's mission and vision with sound stewardship of the properties and resources of the faith community.

On Ramp/Growing Into: This elected body shares leadership, and works collaboratively with fellow vestry members and the rector to create a vision and plan of action for the faith community.

The Canons of the Episcopal Church and the Episcopal Church of Minnesota give exclusive authority over the fiscal affairs of the faith community to the Vestry. But Vestry/Bishop's Committee members are also spiritual leaders who are committed to building up the body of Christ so that it can be an effective instrument of mission and ministry in the world.

The Vestry/Bishop's Committee determines the policies and goals of the congregation and communicates with the congregation about the goals, concerns, and functioning of the Church.

What does this look like?:

- Support the mission by word and deed – lead by example and to be visible as leaders
- Take part in various ministries and missions of the church
- Share in the social activities of the church
- Regularly prepare for, attend and participate in vestry meetings
- Attend the annual vestry retreat when held
- Help define and articulate the mission of the congregation
- Determine and set the "vision" for the parish
- Oversee the business affairs of the parish
- Prepare an annual budget.
- File the Parochial Report yearly
- See that an annual audit is conducted and reported as required in the Canons (bylaws) of the ECMN.
- Oversee the upkeep of church property and keep this property fully insured
- Ensure that proper records are kept

Vestry/Bishop's Committee (continued)

Gifts/Skills/Interests:

- Work collaboratively to discern God's mission and call for the faith community
- Willing and able to seek input and communicate with wider community
- Ability to balance seeking role in discerning God's mission with sound stewardship of the faith community's property and resources
- Willing and able to work with the Bishop to select a new Rector/Vicar/Priest in Charge, in the event of a vacancy
- Strong interest in building community and networking
- Willing and able to hold the tension of people having varying ideas, values and beliefs
- Commitment to prayer, study of Scripture and worship
- Commitment to recruiting new leaders
- Determine that appropriate programs, policies and procedures have been developed and are followed
- Interpret decisions of the vestry and the Rector/Vicar/Priest in Charge to other parishioners in a supportive way
- Maintain confidentiality on sensitive topics
- Support the mission of the church, putting overall interests of the church above personal or group interests

Formation Opportunities:

- ECMN Lay Leadership Day
- Mission Area Gatherings
- ECMN Convention
- Vestry Retreat
- Vestry Resource Guide from Episcopal Church Foundation
- Subscribe to:
- ECMN News: <http://episcopalmn.org/ecmn-news/>
- ECF Vital Resources: <http://www.ecfvp.org/user/register>
- Read, mark, learn and inwardly digest the Constitution and Canons of the Episcopal Church and the Faith Community's By-Laws

Warden

Call: Lead the vestry, along with the Rector/Vicar/Priest in Charge (if applicable), in overseeing and managing the affairs of the faith community.

On Ramp/Growing Into: The Warden is an elected member of the vestry with leadership responsibilities. The Warden's role is that of lay partner with the Rector to review the life and work of the faith community, to plan ahead, and anticipate and resolve problems.

What does this look like?

- Act as an adviser to the Rector and take an interest in the well-being of the rector and his or her family
- Meet with Rector to plan:
 - Vestry meetings
 - Yearly vestry retreat
- In the absence of a Rector:
 - Function as a communication link with ECMN
 - Convene and preside at the vestry meetings
 - Make provisions for Sunday worship
 - Take responsibility for the administration and maintenance of the congregation's properties
 - Act as custodians of the faith community's registers and records
- Execute canonical responsibilities
- When the rector or priest-in-charge is absent or disabled and unable to give consent to another member of the clergy to officiate at worship services, one of the wardens is responsible for giving consent

Warden (continued)

Gifts/Skills/Interests:

- Shares the Gifts/Skills/Interests listed under the Vestry/Bishop's Committee role
- Provide leadership so the vestry can identify the vision, mission and goals of the congregation
- Demonstrate a consistently positive attitude that seeks to solve problems, recognizes accomplishments and holds up those things that build community and furthers the mission of the Church
- Be available to discuss any concerns with the Rector, maintaining confidentiality as appropriate
- Be available to discuss any concerns with members of the congregation
- Ensure that policies and procedures are in place regarding employee and volunteer misconduct. Take any questions, concerns or complaints to the Rector
- Petition the Bishop in writing on behalf of the vestry to intervene in cases where conflict imperils the pastoral relationship between the rector and the congregation
- Support the Rector in the performance of his or her duties. Encourage the Rector to take corrective action if he or she is overworked or has health or family problems.

Formation Opportunities and Resources:

- ECMN Lay Leadership Day
- Mission Area Gatherings
- ECMN Convention
- Vestry Retreat
- Vestry Resource Guide from Episcopal Church Foundation
- Subscribe to:
 - ECMN News: <http://episcopalmn.org/ecmn-news/>
 - ECF Vital Resources: <http://www.ecfvp.org/user/register>
- Read, mark, learn and inwardly digest the Constitution and Canons of the Episcopal Church and the Faith Community's By-Laws
- School for Formation courses, especially around missional management

Worship Leader

Call: 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 faith community or other community of faith.

On Ramp/Growing Into:

What does this look like?: 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*.

Gifts/Skills/Interests:

- 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 faith community.
- use a public address system when appropriate and available.

Formation Opportunities: via School for Formation:

- Facilitating Community
- Prayer Book I: The Sacraments
- Missional Leadership I: Participating in God's Life and Love for the World
- Christian Spirituality
- Liturgical Practicum
- Prayer Book II: Identity and Call
- Missional Leadership II: Habits and Practices that Let God Lead
- Prayer Book III: Holy Week and the Liturgical Year
- Liturgical Practicum

Per Title III, Canon 4, Section 4 of the Episcopal Church Canons, this is a licensed role. Please see the instructions for licensure at the back of the handbook.

Young Adult Ministry Coordinator

Call: A young adult minister walks with young adults as they navigate the transition from youth to adulthood.

On Ramp/Growing Into: You enjoy listening to other people's stories and reflecting back good questions and where the Holy Spirit might be moving in their story.

What does this look like?: Imagine that every faith community had a person who could engage young adults with Holy Listening/mentorship/etc. in order to help them discern how the Holy Spirit is calling them to be in the world. This person could connect with emerging young adults from the faith community itself as well as in the wider community.

Should there be enough of a critical mass, this person can also invite young adults to consider how they might be in community with each other and what this could look like as a group.

Gifts/Skills/Interests:

- Good mentoring skills
- Non-anxious presence
- Coaching
- Listening
- Asking good questions

Formation Opportunities: There are some great books to read: "Let Your Life Speak" (Parker Palmer), "Designing Your Life" (Bill Burnett), "The Long Haul" (Myles Horton), and for generalized training/formation in mentorship & coaching, reach out to Steve Mullaney, Missioner for Young Adult & College Ministry at steve.m@episcopalmn.org.

Youth Ministry Coordinator

Call: A Coordinator of Youth Ministry is the person who oversees the faith formation programming for the youth of the parish (traditionally seen as 6th-12th grade), supports and equips those who feel called to this work, and helps create safe spaces for these young to grow in God's love and find ways to lead.

On Ramp/Growing Into: You may find yourself growing closer to God as you learn from and with the youth of the parish and as you encourage them in their growth and leadership abilities. What does this look like?: Depending on the congregation, this may be a paid position, a position with a stipend, or a volunteer position. This coordinator serves as the point person to other parishioners giving of their time and talents to serve the educational needs of the youth. This is a team ministry, requiring more than one person to be present at events and projects, so discerning of gifts and equipping volunteers is an important part of this ministry.

This person may help pick the curriculum, may help recruit and train those working on specific faith formation or mentorship opportunities, and may be asked to help create and nurture liturgical experiences that better serve youth. One wonderful thing about working in faith formation is that the teachers often learn more from their students than they ever expected to learn. We know that the youth are the church of today and not the church of tomorrow. This person should be supported as they discern with youth different ways that they may want to grow in leadership within the community.

Gifts/Skills/Interests:

- Desires to help youth grow spiritually and in leadership roles
- Gifted in discerning talents and equipping staff
- Team Builder
- A good listener - especially to the voices and opinions of youth
- Sometimes this person has a background in education or youth development
- Willingness to connect and collaborate with others doing this work in other places

Formation Opportunities:

This individual may have received a degree in education, child development, and/or youth ministry. The person may also not have a degree in those areas, but has a gift in growing a program for youth while supporting other staff or volunteers. There is a network in ECMN of those doing youth ministry. This network meets regularly and stays connected via email. Please connect with Missioner Sarah Barnett at sarah.b@episcopalmn.org to be included in this supportive network. Any person in this kind of leadership role should be Safe Church trained with a recent background check on file with the congregation.

Don't See a Role? CREATE ONE!

Call: You feel called to do this thing that you don't see listed yet. Talk with others in your faith community and write up what the call is!

On Ramp/Growing Into: Here's what you've already been doing or trying...

What does this look like?: Here's what this ministry looks like (or could look like)...

Gifts/Skills/Interests: List a few things here...

Formation Opportunities: Think broadly and faithfully – what do you need to do this even better?

ECMN Guidelines for Licensed Lay Ministries

Enabling Canon From the Canons of the Episcopal Church (2015):

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, Evangelist, 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 or other leader exercising oversight of the faith community or other community of faith may request the Ecclesiastical Authority with jurisdiction to license persons within that faith community 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 faith community.

(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 faith community in which the person is serving.

(c) A person licensed in any Diocese under the provisions of this Canon may serve in another faith community 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.

Individual Licensed Roles cited from the Canons of the Episcopal Church 2015

Application Form for ECMN Licensed Lay Ministries

After training has been accomplished, send completed forms to: **Licensed Lay Ministries, ECMN**
1101 West Broadway, Minneapolis, MN 55411. A License is conferred for a period of 5 years, after which it may be renewed.

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Faith Community/City: _____

Date of Application: _____

Applicant Certification:

I hereby affirm that I am prepared to carry out ministry as a Licensed Lay _____ and will perform this ministry faithfully and to the best of my ability.

Applicant Signature

Faith Community Certification:

I hereby certify that the above named is a duly baptized and confirmed communicant in good standing at above named Faith Community in above name city and has satisfactorily completed training for ministry as a Licensed Lay Minister (check below) as outlined by the Commission on Ministry of the Episcopal Church in Minnesota.

Pastoral Leader Worship Leader Preacher Eucharistic Minister
 Eucharistic Visitor Catechist Evangelist

Trainer (if other than rector/vicar/priest in charge)

Rector/Vicar/Priest in Charge/Ministry Developer

For ECMN Use:

Date License Granted _____ Date License Expires _____

Application Form for **Renewal of** ECMN Licensed Lay Ministries

*After training has been accomplished, send completed forms to: Licensed Lay Ministries, ECMN
1101 West Broadway, Minneapolis, MN 55411. A License is conferred for a period of 5 years, after which it may be renewed.*

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Faith Community/City: _____

Date of Application: _____

Applicant Certification:

I hereby affirm that I am prepared to carry out ministry as a Licensed Lay _____ and will perform this ministry faithfully and to the best of my ability.

Applicant Signature

Faith Community Certification:

I hereby certify that the above named is a duly baptized and confirmed communicant in good standing at above named Faith Community in above name city and has satisfactorily completed training for ministry as a Licensed Lay Minister (check below) as outlined by the Commission on Ministry of the Episcopal Church in Minnesota.

Pastoral Leader Worship Leader Preacher Eucharistic Minister
 Eucharistic Visitor Catechist Evangelist

Trainer (if other than rector/vicar/priest in charge)

Rector/Vicar/Priest in Charge/Ministry Developer

For ECMN Use:

Date License Granted _____ Date License Expires _____

Lay Ministry Roles

For more information, contact your Missioner for Ministry, Karen Olson.

Karen.o@episcopalmn.org | 612-870-3312

