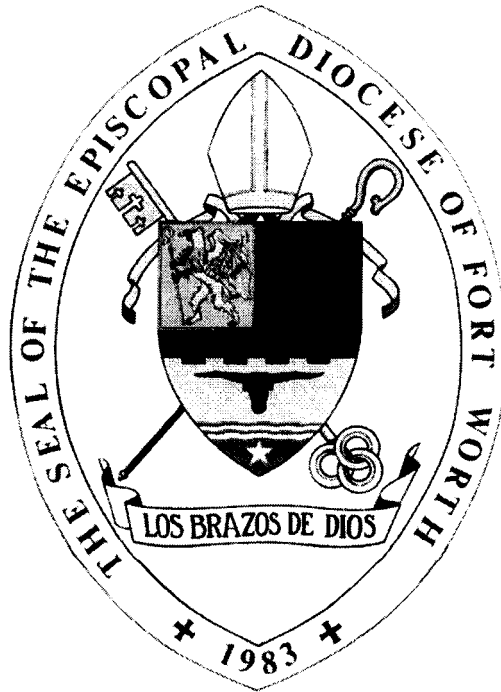


The Handbook on Licensed Lay Ministry



The Episcopal Diocese of Fort Worth

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The Episcopal Diocese of Fort Worth

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Fort Worth, TX 76103

PREFACE

The purpose of "The Handbook on Licensed Lay Ministry" is to provide a resource for clergy and congregations in calling, training, and setting apart lay ministers who wish to serve in the worship of the Church.

The Book of Common Prayer defines four orders of ministers in the Church: lay persons, bishops, priests, and deacons. Baptism into the Covenant Community of Jesus Christ is the primary prerequisite for any ministry in the Church. Ministry in the Church has usually involved some prior training, an examination of life and ability, and a setting apart, or an expression of approval, of the person by the people, the clergy, and the bishop.

The laity is called in the Book of Common Prayer to "take their place in the life, worship, and governance of the Church" (p. 855). This handbook will assist congregations with the training and licensing of lay ministers who are called to serve through the worship of the Church.

A baptized and confirmed adult communicant in good standing may serve as any of the canonical lay ministers if licensed by the Bishop. Forms to request or to renew these licenses are found in the back of this Handbook. Each license is granted by the Bishop at the recommendation of the rector or vicar and vestry of the congregation in which the applicant will serve. Every license will be renewable at a specific period according to the requirements for each ministry. A license can be revoked by the Bishop upon request of the rector or vicar.

References for this Handbook come from:

The Book of Common Prayer, 1979

The Book of Occasional Services

The Constitution and Canons of the Episcopal Church

"In all service, the entire Christian assembly participates in such a way that the members of each order within the Church, lay persons, bishops, priests, and deacons, fulfill the functions proper to their respective orders, as set forth in the rubrical directions for each service" (BCP, p. 13).

Licensed Ministries - 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, Catechist or Evangelist.

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.

Sec. 3. A **Pastoral Leader** is a lay person authorized to exercise pastoral or administrative responsibility in a congregation under special circumstances, as defined by the Bishop.

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.

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.

Sec. 6. A **Eucharistic Minister** is a lay person authorized to administer the Consecrated Elements at a Celebration of Holy Eucharist. A Eucharistic Minister 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.

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.

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.

Sec. 9. An **Evangelist** is a lay person who presents the good news of Jesus Christ in such a way that people are led to receive Christ as Savior and follow Christ as Lord in the fellowship of the Church. An Evangelist assists with the community's ministry of evangelism in partnership with the Presbyter or other leader exercising oversight of the congregation, as directed by the Bishop.

Eucharistic Minister (EM)

Title III Canon 4, Section 6

A Eucharistic Minister is a lay person authorized to administer the Consecrated Elements at a Celebration of Holy Eucharist. A Eucharistic Minister 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.

Note: The Lay Eucharistic Minister should also comply with the general canons regarding licensed lay ministries found in Title III, Canon 4, Sections 1 and 2.

IMPORTANT: “When the celebrant is assisted by a deacon or another priest, it is customary for the celebrant to administer the consecrated Bread and the assistant the Chalice. When several deacons or priests are present, some may administer the Bread and others the Wine. In the absence of sufficient deacons and priests, lay persons licensed by the bishop according to the canon may administer the Chalice.” Book of Common Prayer Page 408

EXPECTATIONS	NOTES
<ul style="list-style-type: none"> • Be a confirmed adult communicant in good standing, prior to licensing. • Demonstrate an understanding of the above passage from the Book of Common Prayer concerning a EM’s role. • Demonstrate respect for the theological mystery of the Sacrament. • Demonstrate familiarity with the Eucharistic liturgy, including the words, the mechanics of the service, and the variety of rites and prayer options. • Demonstrate the ability to administer the chalice appropriately. • Demonstrate the ability to use the approved method of intinction. • Demonstrate the ability to deal appropriately with people who are accustomed to doing intinction differently. • Demonstrate awareness and sensitivity to people with different needs, such as children or handicapped people. • Demonstrate knowledge and respect for local Eucharistic customs. 	

Eucharistic Visitor (EV) Title III, Canon 4, 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.

Since there is a Biblical model of sending out ministers two by two and also reflects the Church’s practice, there should be every attempt to send out Eucharistic Visitors in the same manner. How that is accomplished should be governed by the circumstances of the Congregation. One such way would be to have the licensed Eucharistic Visitor invite someone from the congregation to go along.

In accordance with the appropriate canon, shown above, Eucharistic Visitors should be able to do all items listed for Eucharistic Ministers and meet the following expectations.

EXPECTATIONS	NOTES
<ul style="list-style-type: none"> • Complete a training in Safe Guarding God’s People. • Demonstrate familiarity with and ability to use the authorized liturgy for Eucharistic Ministers. The liturgical form to be used under this license must either be the 1979 Prayer Book or a form specifically approved by the Bishop • Demonstrate appropriate social skills for meeting and dealing with people. • Demonstrate basic pastoral skills such as reflective listening and respect for confidentiality. • Demonstrate knowledge of when and how to report pastoral needs. • Demonstrate appropriate methods of getting assignments and reporting visitations completed. • Demonstrate the proper way to prepare the vessels and Reserved Sacrament for transport and use. • Demonstrate the proper way to care for vessels and unused Reserved Sacrament. 	

Worship Leader Title III, Canon 4, Sec.4

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

Note: The Worship Leader should also comply with the general canons regarding licensed lay ministries found in Title III, Canon 4, Sections 1 and 2.

Prior to licensing, a Worship Leader should be a confirmed adult communicant in good standing. Worship Leaders should be able to demonstrate:

EXPECTATIONS	NOTES
<ul style="list-style-type: none"> • Ability to use effectively the contents of the Prayer Book and the Book of Occasional Services, especially those services which may be led by lay persons. These include Morning and Evening Prayer, Compline, the Great Litany, Ministration to the Sick, Ministration at the Time of Death, Burial of the Dead, • Familiarity with the special forms which are provided for Worship Leaders, such as declarations of forgiveness (BCP 42, 80, 448, 452, etc.). • Ability to read and interpret rubrics. • Ability to determine ecclesiastical dates. • Ability to use the lectionaries of the Prayer Book to find assigned lessons. • Ability to find the assigned lessons in the Bible. • Ability to read liturgy and lessons orally. • Ability to plan a service of worship, with and/or without hymns. • Knowledge of vestments which may be used by lay persons in these services, and their care. • Knowledge and respect for local liturgical customs. • Completion of a Diocesan Workshop on worship. • Completion of a Diocesan program of Safeguarding God's People. 	

Catechist Title III, Canon 4, Section 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.

Note: The Catechist should also comply with the general canons regarding licensed lay ministries found in title III, Canon 4, Sections 1 and 2.

Prior to licensing, a Catechist should be a confirmed adult communicant in good standing called to lead in preparing people for fellowship in the Church.

Catechists shall demonstrate competence in the following subjects and will be examined by the Rector or Vicar in these five areas.

EXPECTATIONS	NOTES
<ul style="list-style-type: none">• The Holy Scriptures• 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	

NOTE

A Catechist may serve only the congregation in which they are licensed. The Catechist, under the direction of the Rector or Vicar, will pursue continuing education.

OTHER CANONICAL LICENCED LAY MINISTRIES
 As the need arises, they will become a visible part of the Diocese.
Lay Preacher - Title III, Canon4, 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 Clergy or other leader exercising oversight of the congregation or other community of faith.

Note: the Preacher should also comply with the general canons regarding licensed lay ministries found in Title III, Canon 4, Sections 1 and 2.

Confirmed adult communicants in good standing, prior to licensing, and in accordance with the appropriate canon shown above, will study and demonstrate knowledge in the following areas:

EXPECTIONS	NOTES
<ul style="list-style-type: none"> • The Holy Scriptures, contents and background • The Book of Common Prayer and the Hymnal • The conduct of public worship • Use of the voice • Church History • Christian Ethics and Moral Theology • The church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism • Appropriate Canons • Homiletics 	

The Preacher should be able to:

- Describe how God is revealed in the scriptures and how God is revealed to us today.
- Read and interpret rubrics.
- Select hymns in relation to the lectionary.
- Describe how Christian ethics can be applied to modern problems.
- Determine ecclesiastical dates.
- Use the lectionaries of the Prayer Book to find assigned lessons.
- Project the voice and use vocal inflections.
- Articulate how a life of prayer affects sermon preparation.
- Prepare two sermons and send copies of both to the Bishop with application for licensing, and for each renewal if requested. The Bishop may require a demonstration of competency in any of the areas mentioned by the Canon, and has the prerogative of requiring further education prior to licensing.
- Upon licensing, Preachers will be prepared to discuss the content of sermons with the appropriate ecclesiastical authority.

Pastoral Leader - Title III, Canon 4, Section 3

A Pastoral Leader is a lay person authorized to exercise pastoral or administrative responsibility in a congregation under special circumstances, as defined by the Bishop.

Note: the Pastoral Leader should also comply with the general canons regarding licensed lay ministries found in title III, Canon 4, Sections 1 and 2.

Expectations

Of all the lay licenses, that of Pastoral Leader requires the most complex qualities. A person given this license is expected to train and demonstrate competence in the following subjects:

The Holy Scriptures, contents and background

The Book of Common Prayer and the Hymnal

The conduct of Public Worship

Use of the voice.

Church History

The church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism

Parish Administration

Pastoral Care

A Pastoral Leader may be appointed to meet two kinds of needs. The first is to serve as a substitute for a priest when other solutions are not possible. That may occur where there is a regional ministry, or in other more conventional circumstances where, for whatever reason, a priest is not available to serve. In a regional ministry, that person would assist the priest-in charge, providing a direct link to the congregation he or she belongs to. The other need is to serve as an executive officer in a large congregation, such as the Cathedral or one of the larger parishes, directly assisting the resident priest and relieving the priest of certain non-priestly duties

The kind of person needed for the first kind of assignment is someone steeped in the Scriptures, skilled in dealing with difficult personal problems, and possessed of the approval and liking of the congregation. That person should possess as nearly as possible all of the qualities desired in an actually ordained priest, with the single exception of attendance at a seminary. The kind of person needed for the second kind of assignment is someone well versed in the affairs and procedures of the Episcopal Church and the administrative and organizational needs of a large parish. That person must be able to retain the confidence of both the rector and the vestry.

A Pastoral Leader, when needed and available, will be appointed by the common consent of the vestry (or mission committee) and the Bishop.

As with all other licensed people, the Pastoral Leader is expected to attend appropriate lay ministry workshops (or equivalents). Because of the exceptional level of skills and qualifications associated with this license, a mentor will be appointed by the Bishop, in consultation with the vestry or mission committee, to supervise the licensee's on-going training and education. The mentor will report periodically, on an agreed schedule, to both the vestry/mission committee and the Bishop, as to the licensee's progress and needs

An Evangelist - Title III, Canon 4, Section 9

Sec. 9. **An Evangelist** is a lay person who presents the good news of Jesus Christ in such a way that people are led to receive Christ as Savior and follow Christ as Lord in the fellowship of the Church. An Evangelist assists with the community's ministry of evangelism in partnership with the Presbyter or other leader exercising oversight of the congregation, as directed by the Bishop.

APPLICATION FOR LICENSED EUCHARISTIC MINISTER

THE EPISCOPAL DIOCESE OF FORT WORTH
4301 Meadowbrook Drive
Fort Worth, TX 76103

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Eucharistic Minister. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Eucharistic Minister in this congregation.

Date: _____ Signature: _____

APPLICATION FOR LICENSED EUCHARISTIC VISITOR

THE EPISCOPAL DIOCESE OF FORT WORTH
4301 Meadowbrook Drive
Fort Worth, TX 76103

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Eucharistic Visitor. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Eucharistic Visitor in this congregation.

Date: _____ Signature: _____

APPLICATION FOR LICENSED WORSHIP LEADER

THE EPISCOPAL DIOCESE OF FORT WORTH
4301 Meadowbrook Drive
Fort Worth, TX 76103

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of worship leader. I thereby recommend him/her to minister in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Worship Leader.

Date: _____ Signature: _____

APPLICATION FOR LICENSED CATECHIST

THE EPISCOPAL DIOCESE OF FORT WORTH
4301 Meadowbrook Drive
Fort Worth, TX 76103

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Catechist. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Catechist in this congregation.

Date: _____ Signature: _____