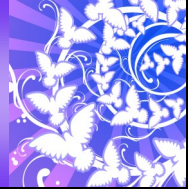




Licensed Lay Ministers'  
Association  
of the  
Diocese of  
NS and PEI

# Diakonia

Fall 2022



## Warden's Message

What are we about? Where do we go from here?

Licensed lay ministers and their equivalents are found everywhere throughout the Anglican Communion. This Diakonia presents information on how other jurisdictions define the role. Hopefully this will serve as a helpful guide as we explore where licensed lay ministry is going. The church is changing. We are changing. Our parishes and our diocese are changing. Jesus Christ is the one constant as He is the same yesterday, today, and tomorrow. As we enter this time of discernment let us pray and reflect on our contributions to the body of Christ and its mission to the world. May God richly bless us as we face the challenges and opportunities ahead.

Peace,

Archdeacon Thomas W. Henderson  
Warden, Association of Licensed Lay Ministers  
Diocese of Nova Scotia and Prince Edward Island

## From the Desk of the Editor

### Inside this issue:

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Lay Ministry in four countries	3-25
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When we began discussions, a few years ago, about changing the name from Lay Reader to Licensed Lay Minister, I gathered information from several sources across our country and the world. Today, as we look at what the future might hold for Licensed Lay Ministry in this Diocese, the Executive felt it

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Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

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PC: \_\_\_\_\_

Parish: \_\_\_\_\_

Region: \_\_\_\_\_

Please mail your changes to: The Editor, C/o I Beck's Way, Dartmouth, NS B2V 2C3





**2022 Fall Conference  
Registration Form**

would be a good idea to place this information in the 2022 Fall issue of the Diakonia for you to have a look at prior to our Fall Conference. We believe it may be useful as we begin discussions at this year's conference, led by The Reverend Tom Henderson, Warden of the Association, about the future of Licensed Lay Ministry in this Diocese.

So, I leave you with these questions as a way for you to look at this material:

- a. What is the current role of a Licensed Lay Minister in this Diocese?
- b. What is the current role of Licensed Lay Ministers in your Parish?
- c. What are the differences in what we do in this Diocese and what they do in other Anglican diocese in this country?
- d. What does it look like in the Church of England?
- e. What does it look like in the Episcopal Church in the USA?
- f. What does it look like in the Scotland Episcopal Church?
- g. What might we dream that Licensed Lay Ministry will look like in the future?

Have a read through this information so you can see what Lay Readers or Licensed Lay Ministers do in each of the Diocese represented. I have also provided the web addresses should you be interested in checking these out on your own because, for the most part, this is a small part of the information which can be found on their websites.

Licensed Lay Ministry is a joy to be a part of and it is so exciting to see it develop as the church is changing and looking to the future. I hope to remain on the journey with all of you to see what God will do with this ministry in the future, and I hope you do as well.

Blessings, Victoria Henrikson  
Diakonia Editor and Member of the Executive



Facilitator: Archdeacon Tom Henderson  
Warden of the Association since 2006

**Date:** September 23<sup>rd</sup> — 25<sup>th</sup>  
[Friday — Sunday]  
**Start Time:** 7:00pm [Friday]  
**End Time:** Sunday Morning following the Eucharist

**Registration/Accommodation:**

\$50 Registration fee covers meals **and** accommodation  
[Please note there is **NO** meal provided on Friday evening. Should you be looking for a place to eat supper, there is a restaurant in Cavendish—Chez Yvonne Postal Code C0A 1N0]

Please bring your Alb (or Surplice & Cassock) & Medallion;  
as well as your Bible, BAS and BCP.

**Location:** Our Lady of Hope Retreat Centre  
Bayview, 67 Reid Road, Stanley Bridge, PE  
C0A 1E0

**Centre's phone #: 1-902-621-2385**



**NOTE: Pre registration is required**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_ PC: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Parish: \_\_\_\_\_ Region: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

List allergies or dietary restrictions

Make your cheque payable to: **Diocesan Licensed Lay Ministers' Association**

Mail your registration form & cheque to: Lois Durant, Treasurer  
1959 East Petpeswick Rd.  
Musquodoboit Harbour, NS B0J 1E0

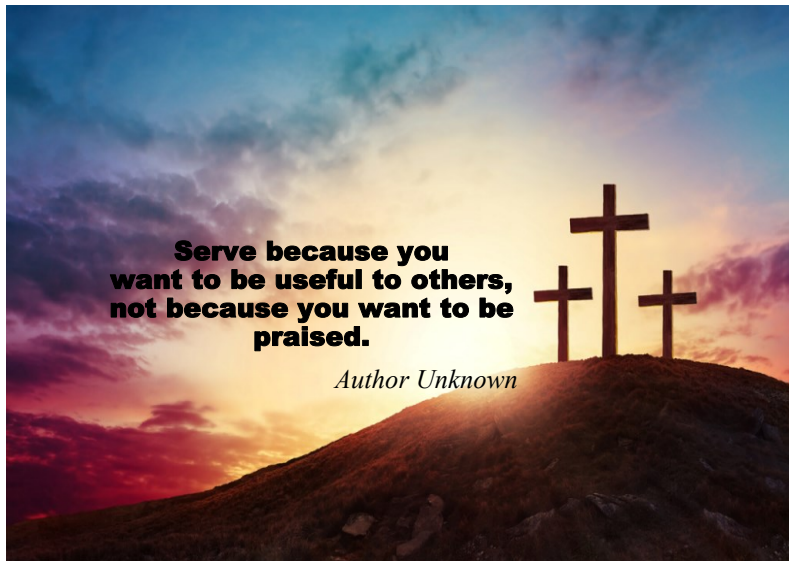
## 2022 Conference Primer in anticipation of the 2023 Conference on Lay Ministry

An in-house Association discussion on what we do? Where do we go from here?

Next year the Bishop Sandra Fyfe, along with Diocesan and formation staff will be with us to discuss the future of lay ministry in the Diocese. Before we meet the wider group, this year's conference is an opportunity to explore where we see ourselves, through the lens of the particular office we serve, moving forward.

Three workshops:

- 1) **The call to discipleship:** How do we define and live out our ministries? As clergy? As laity?
- 2) **The call to fellowship:** How do we describe and live our lives in communion? What does it mean to be church (especially now)?
- 3) **The call to the eighth day:** How do we describe and live out resurrection and renewal? Where do we go from here?



## Diocese of Winchester, England ([www.winchester.anglican.org](http://www.winchester.anglican.org))

Licensed Lay Ministry (LLM) is the oldest recognised lay public ministry in the Church of England. Traditionally called Lay Reader, LLM is often seen as a ministry of leading worship, preaching and teaching. But it's much more than that. LLMs are:

- *called to serve the Church of God and to work together with clergy and other ministers.*
- *They are to lead public worship, to preach and teach the word of God,*
- *to assist at the Eucharist and to share in pastoral and evangelistic work.*
- *They are to encourage the ministries of God's people, as the Spirit distributes gifts among us all.*
- *They are called to help the whole Church to participate in God's mission to the world.*

## Diocese of Leeds, England ([www.leeds.anglican.org](http://www.leeds.anglican.org))

Licensed Lay Ministers (formerly known as Readers) hold a national licence which is transferable between Dioceses. This lay leadership role is focussed on a threefold ministry:

- 1) Teachers of the Faith;
- 2) Enablers of Mission;
- 3) Leaders in Church and Society.
- 4) Lay Leaders work collaboratively with their clergy in leading their parish church, often taking responsibility for lay discipleship courses, catechism or outreach, for example, under the supervision and authority of their incumbent and PCC.

Licensed Lay Ministers can come from any walk of life. They are called by God, their call is confirmed by their local parish church and PCC, and later by a selection committee. Trainee Licensed Lay Ministers spend time in theological training and in a program

of formational activities such as parish placements, in mentor groups and through assessed preaching and worship leading.

On successful completion of their studies, they are commissioned by the Warden of Readers at the end of course. Then, licensed by the Diocesan Bishop at the end of their first year of ministry to:

- a) preach,
- b) teach,
- c) lead worship, and
- d) assist in many other areas of the mission and ministry of church life.

### **Diocese of Salisbury, England** ([www.salisbury.anglican.org](http://www.salisbury.anglican.org))

A Licensed Lay Minister is a lay leader who has been identified, trained, and licensed by the Bishop in order to:

teach the faith  
enable mission  
lead in church and society

Licensed Lay Ministers come from a wide diversity of occupations and backgrounds and provide a vital link to the world of work, witnessing to the unchanging love of God in their communities and in their everyday lives.

How an individual's ministry develops is dependent upon:

- \*His or her individual strengths,
- \*The balance of skills within the ministry team and
- \*The particular needs of the benefice (district).
- \*Some may have a focus on leading worship; others may be more involved in pastoral work or outreach.

Licensed Lay Ministers are enablers and encouragers of other lay Christians helping them to make use of their gifts in the service of God. Some Licensed Lay Ministers are involved in pioneer ministries and growing new worshipping communities.

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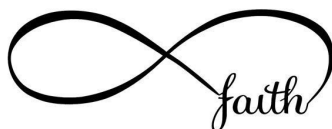
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**WEBMASTER** — David Harrison  
(see contact information above)

Licensed Lay Ministers' Association website address is:  
[www.nspeilayministers.ca](http://www.nspeilayministers.ca)



**Diocese of Western Newfoundland, Canada**  
([www.westernnewfoundland.anglican.org](http://www.westernnewfoundland.anglican.org))

Lay Readers exercise a special and very valuable ministry in our Diocese. Becoming a Lay Reader involves a special calling and commitment. Lay Readers shall be governed by the following regulations:

1. Lay Readers shall be licensed by the Bishop for one parish and under the direction of the Rector. This does not prevent the Lay Reader from being invited to lay read elsewhere. Licenses continue in effect only at the pleasure of the Bishop and new licenses must be issued on the appointment of a new Rector.

2. Lay Readers may:

- a) Lead Morning and Evening Prayer or portions thereof (with the exception of the Absolution and Blessing) and other forms authorized by the Bishop. Instead of the Absolution, after the General Confession, the Lay Reader may use the Collect for the 21st or the 24th Sunday after Trinity (BCP) or the Prayer on Page 46 (BAS) substituting "us" for "you" and "our" for "your".
- b) Deliver, from the Lectern, sermons and addresses authorized by the Rector.
- c) Instruct children in the Church.
- d) Visit and pray with the sick and other parishioners as the occasion may require.

3. In the absence of a clergy person, a Lay Reader may also:

- a) Read the Order for the Burial of the Dead or Funeral Liturgy (and none other) when called upon to do a burial in any cemetery belonging to the Church.
- b) Baptize infants privately at home, but only in case of grave necessity and not otherwise, using the form sanctioned by the Bishop for that purpose.



4. Lay Readers must:  
report to the Rector, immediately, all private baptisms and burials so that proper records may be kept.
5. To be licensed as a Lay Reader, a person must fulfill the following qualifications:
  - a) Be confirmed.
  - b) Be of sound morals.
  - c) Be a regular worshiper and communicant.
  - d) Be instructed in how to lead worship. A part of this training should include assisting the Rector or another Lay Reader in leading worship.
  - e) Be accepted by the vestry or parish council.
  - f) Be recommended by the Rector in written application to the Bishop.
6. During a vacancy in the parish, the Lay Reader may carry on all the foregoing duties until a new Rector is appointed and a new license obtained.

**Diocese of Montreal, Canada**  
**(www.montreal.anglican.ca)**

Lay Readers are a dedicated group of Christian volunteer men and women licensed by their Bishop to assist in Worship Services. They are present in most branches of the Anglican Church, though their mandates may differ in each National Church and Diocese.

Usually, Lay Readers serve not only in their parish, but also in other parts of their Diocese. The actual ministry done by each Reader depends very much on their own calling, their own gifts and their own parish or diocesan requirements and needs. Lay Readers fill a number of these functions:

- reading the lessons at church services;
- leading prayer;
- leading non-sacramental church services such as Morning or Evening Prayer, Burial of the Dead;
- assisting ordained clergy during the Eucharist and other sacramental services; chalice bearing;
- preaching at services;

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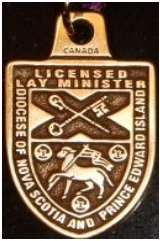
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## Licensed Lay Ministers Ribbons and Medallions



The “NEW” Licensed Lay Minister Medallions can be purchased for \$10.00 each.

Ribbons (blue or purple) are \$5.00 each.

These items can be ordered through Dennis Eisan using any of the following methods:

- a) Canada Post    Dennis Eisan  
1309 Main Street  
Dartmouth, NS B2Z 1B2
- b) Telephone    (902) 435-6217
- c) E-mail    dennislinda@ns.sympatico.ca

**Please note:** A small shipping fee will be added to cover mailing costs, for example, \$2.00 for mailing one medallion and ribbon.

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### *Licensed Lay Ministers’ Prayer*

Loving and eternal God, who through your Son, Jesus Christ, calls your people and sends them forth to witness and serve in your name, bless each member of the Licensed Lay Ministers’ Association of this Diocese. Give us grace that we, walking in the footsteps of your Son, and being filled and strengthened by your Holy Spirit, may serve you and your Church, as faithful stewards in the ministry to which we are called and, by our example, enable others to know and love you, through Jesus Christ our Lord. *Amen*

- offering ministry to the sick, including visitation, prayers and sometimes even liturgy;
- taking care of children's education (adult education, Alpha programs, Bible studies, or organizing these or other programs);
- organizing and maintaining Prayer groups;
- providing ministry not only in their parish, but throughout their Diocese according to the needs.

Lay Readers are much more than just readers. In the modern Anglican Church, they truly are Lay Leaders.

### **Diocese of Worcester, England** ([www.cofe-worcester.org.uk](http://www.cofe-worcester.org.uk))

#### *Guidelines and Expectations for Licensed Lay Ministry:*

This good practice document is intended to assist Licensed Lay Ministers (LLMs), clergy PCGs and chaplaincy teams develop sound patterns of working and creative ministerial relationships. It serves as an introduction to the working agreement which all active LLMs, whether licensed or with permission to officiate, are expected to form with their parish priest or chaplaincy team leader.

#### *Canon Law and Bishop’s Regulations:*

Under Canon Law a licensed Reader (LLM) is authorised to:

- Preach
- Preside at Services of the Word
- Take the traditional role of deacon at the Eucharist
- Distribute the sacrament of Holy Communion in church and/or to the sick at home or in hospital
- Read Banns of Marriage
- Undertake general pastoral and educational ministry.

An LLM must undertake further training and receive permission from the Bishop to preside at:

- A service of Communion by Extension (note that permission to hold such services is given by the Bishop to specific parishes on application; permission is not given to individuals, LLMs or others)
- Funerals

As part of their working agreement an LLM should be offered:

- At least one Sunday per month without liturgical or other duties
- Time for study, retreats and continuing ministerial education
- Opportunity to use their particular gifts and skills in ministry, bearing in mind the needs and mission of the parish, benefice (district) or chaplaincy.

What the parish or chaplaincy might expect from an LLM:

To be a key resource person through:

- Carrying out the ministry of an LLM including, as appropriate, preaching, teaching, leading worship, offering pastoral care and, with the permission of the Diocesan Bishop, conducting funeral services and Communion by Extension.
- An openness to continued learning and development within a collaborative framework.
- A willingness to be accountable to the parish priest/chaplain.
- A commitment to supporting colleagues, both lay and ordained.
- Attendance at meetings and events as agreed and appropriate
- Encouraging other lay people in the development of their Christian life and ministry, and being involved in their training.
- Being an example of committed discipleship.

- Does my relationship with my ministry colleagues encourage mutual growth?
- Are there ways in which we could improve our working relationship and methods of working?
- How have I encouraged others in the sharing and development of their gifts?

7. *Do you believe that God has called you to the office and work of a Lay Reader? (Vocation and ministry within the Scottish Episcopal Church)*

- Am I being true to the vocation that has brought me to this point?
- How have I grown in my understanding of the ways in which doctrine and spirituality shape the life of faith and the practices of the SEC?
- How have I articulated the role of Lay Reader as part of the ministry and mission of the Scotland Episcopal Church?

#### Take My Life and Let It Be

Take my life and let it be  
 Consecrated, Lord, to Thee;  
 Take my moments and my days,  
 Let them flow in endless praise;  
 Take my hands and let them move  
 At the impulse of Thy love;  
 Take my feet and let them be  
 Swift and beautiful for Thee.

Take my voice and let me sing,  
 Always, only, for my King.  
 Take my lips and let them be  
 Filled with messages from Thee.  
 Take my silver and my gold;  
 Not a mite would I withhold.  
 Take my intellect and use  
 Every power as Thou shalt choose.

Take my will and make it Thine;  
 It shall be no longer mine.  
 Take my heart, it is Thine own;  
 It shall be Thy royal throne.  
 Take my love, my Lord, I pour  
 At Thy feet its treasure-store.  
 Take myself, and I will be  
 Ever, only, all for Thee.

—Frances Ridley Havergal (1836-1879)



*ship of Christ as the Scottish Episcopal Church has received them? (Spirituality and worship)*

## **Diocese of London, England** ([www.london.anglican.org](http://www.london.anglican.org))

- What aspects about worship leadership have been revealed from the feedback I have received from colleagues and members of the congregation that need to be addressed?
  - Are there areas of public worship in which I need further training or experience?
  - How have I nourished others' spirituality?
4. *Will you, in your dealings with others, in the life of the Church, in your home and at your place of work, seek to show an example of obedience to the teachings of Christ? (Personality and character)*
- As I reflect on my daily life does it honour the pattern, I know to be true to the Christian gospel?
  - Do I give sufficient opportunity for time and space for myself and my family?
  - How have I demonstrated resilience during this past year?
  - What do I find hard and need to work on?
5. *Will you look for Christ in all others, being ready to help and serve those in need? (Relationships and community)*
- How have I modelled the self-giving love of Christ as a member of his body?
  - How have I seen and responded to Christ in a range of people and circumstances? •
  - How have I handled conflict and disagreement?
  - How have I handled boundary issues?
6. *As a Lay Reader you are to share with the clergy in a ministry of mutual encouragement and support. Will you respect the pastoral direction of your Bishop and other ministers who may have authority over you and your work? (Collaboration and shared leadership)*

In the Diocese of London, individuals may style themselves as either Licensed Lay Minister or Reader.

### **So, what's the big difference between Reader ministry and Licensed Lay Ministry?**

The big difference is one of focus. The idea behind LLM is to broaden out the areas of ministry that LLMs will be involved with. The reality is that many Readers are already undertaking broad ministries, but the clear intention is to encourage this and to ensure that appropriate training, development and support is available.

### **What is meant by a broader focus?**

Traditionally the main focus of Reader ministry has been in preaching and leading worship. Whilst this may well continue to be appropriate for many LLMs, the intention is to give equal focus to other aspects of ministry, including adult education and small group work, mission and evangelism, pastoral ministry, youth and children's ministry, work-place ministry, chaplaincy, etc. It is likely (though not necessary) that LLMs will develop a specialism in one of these ministry areas.

### **How will appropriate ministry focus be decided?**

Each candidate for Licensed Lay Ministry will be able to discuss possibilities in the discernment process and throughout their training. Appropriate specialisms can be agreed and developed, in consultation with the candidate's incumbent. Some examples of ministry include:

- Taking confirmation classes
- Teaching youth and children
- Leading discussion groups
- Preparing couples for marriage
- Visiting the sick
- Conducting funerals

## Areas of Ministry (once Licensed)

- Pastoral Assistants
- Lay Hospital Chaplains
- Evangelists
- Youth Ministers
- Children's Ministers
- Community Ministers
- Lay Ministers who focus on leading worship and/or preaching
- Parish Administrators

Licensed Lay Ministers may also be given Bishop's Permission to carry out other specific ministries such as leading services of Holy Communion by extension, leading worship, preaching and taking of funerals. Each of these ministries may require agreed training.

## Other Lay Ministries

There are a wide range of other lay ministries which people undertake in their parish or local ministry setting. These will be agreed with their incumbent and will not necessarily require any license, commission or permission. There is no hierarchy of ministries, so this in no way suggests that a lack of license, commission or permission undervalues such ministries. Other ministries may include:

- Spiritual direction
- Healing ministry
- Leading small groups
- Parish visiting

**Diocese of Ottawa, Canada**  
([www.ottawa.anglican.ca](http://www.ottawa.anglican.ca))

**Editor's Note:** Information taken from the Job Description on their website.

relationship; the Bishop then examines the issue. In rare cases, where a serious disciplinary issue arises, the Bishop has the right to revoke the Lay Reader's Licence. This will, of course, only be done in extreme circumstances and after considerable discussion.

*[Editor's Note: I have included this next set of questions from the Scotland Episcopal Church website as I thought it would be good for all of us to read through them and just take a moment to reflect on our own responses to these questions].*

## Reflection questions based on the vows made at Licensing:

1. *As a Lay Reader you are to study the Scriptures and model your life upon them. Will you be diligent in prayer, devoting yourself to reading the Holy Scriptures and to all studies that will increase your faith and deepen your understanding of the truth? (Christian tradition, faith and discipleship)*
  - Are my patterns of prayer, personal reflection and study sustaining and challenging me as a minister of Christ?
  - How has my understanding of biblical interpretation grown in the past year? • How have I grown in the skill of communicating the Gospel in way that connects Christian faith to everyday life?
  - How have I enabled others' learning?
2. *As a Lay Reader, you are required to preach, teach and interpret the Word of God. (Mission, evangelism and making disciples)*
  - Have I communicated the gospel effectively for today's world? What methods have I used?
  - How have I brought others to faith and grown new disciples?
  - Do I give enough time and effort to preparation and background reading to preach and teach?
3. *As a Lay Reader you are to assist in the leading of worship. Will you be loyal to the doctrine, discipline and wor-*

Lay Readers work solely with the consent of the Rector of the charge in which they are appointed to serve (see Canon 20, Appendix 1). Within the structures of the Scottish Episcopal Church, the Incumbent has the pastoral charge of a congregation and is thus responsible for the life and wellbeing of the congregation; Lay Readers minister under his or her authority. The Rector will negotiate with the Lay Reader appropriate areas of ministry, taking into consideration the gifts they both bring and the needs of the congregation. To this end, a collaborative approach to leadership is to be expected by both the incumbent and the Lay Reader and for this to work well, an up-to-date Working Agreement, agreed with the incumbent, is required of all Lay Readers (see Appendix 4).

While styles of ministry will differ according to temperament, size of congregation, location, the number of people on the ministry staff and the commitments of the Lay Reader, the following practices are recommended:

- regular staff meetings at which planning of worship services and pastoral issues are discussed
- scheduled supervision meetings in which feedback on ministry, preaching and leading of worship, prayer and theological reflection are the focus of the agenda (see Appendix 9).
- intentional practices to build trust, confidentiality and mutual support between the incumbent and the Lay Reader and a sense of them ministering together (see Appendix 10).

Within this collaborative approach it is expected that differences of role, personality and approach will be managed carefully. However, there may be times when there is a deterioration in the relationship between the incumbent and Lay Reader for whatever reason, or when pastoral issues such as stress or illness arise. In these circumstances it is appropriate to contact the Warden of Lay Readers in order to discuss a way forward.

Where unresolvable breakdown occurs and transfer seems the only viable option, the Incumbent informs the Warden of Lay Readers and the Bishop, setting out the reasons for the breakdown in

## **Purpose of the position**

### **Licensed Lay Readers serve the church by:**

- ◆ Acting as worship leaders, by assisting in and/or conducting services of public worship on a regular basis under the direction of the incumbent, including conducting or assisting in worship in hospitals and nursing homes
- ◆ Visiting the sick, aged, shut-in or bereaved
- ◆ Preparing persons for baptism, confirmation, reception and reaffirmation of baptismal vows, as well as leading Bible studies and other parish educational activities
- ◆ Carrying out administrative responsibilities as may be required from time to time, such as preparing a roster of readers or intercessors.

### **Duties & Responsibilities:**

Lay Readers will meet regularly with the incumbent to determine and schedule their involvement, and clarify duties and expectations, with respect to the areas of ministry that the parish has determined need assistance from a Licensed Lay Reader, and to receive guidance and directions in connection with those duties.

## **Episcopal Church of the Epiphany, Texas ([www.epiphany-hou.org](http://www.epiphany-hou.org))**

The Lay Readers of Epiphany are a dedicated group of men and women who volunteer to assist in our worship service. They are lay persons licensed by the bishop to lead public worship under the direction of the member of the clergy in charge of the congregation. This ministry is licensed under the provisions of the canon for licensed lay persons.

The lay reader must be a confirmed adult communicant in good standing and recommended by the member of the clergy in charge of the congregation. Guidelines for training and licensing of lay readers are established by the bishop. Licensed Lay Readers may

be commissioned for this ministry with a form provided by the Book of Occasional Services.

Lay Readers have traditionally held an important place in the American church, dating from colonial times when clergy were scarce.

There are three orders of lay reader:

- ◆ Worship Leader, reads the lessons and prayers.
- ◆ Eucharistic Minister, reads the lessons and prayers and assists at the Eucharist.
- ◆ Eucharistic Visitor reads the lessons and prayers and assists at the Eucharist, and takes communion to the ill using the reserved Sacrament.

### **Episcopal Diocese of North Carolina** ([www.episdionc.org](http://www.episdionc.org))

#### **Licensed Lay Ministry - WORSHIP LEADER, PREACHER AND CATECHIST**

- ◆ 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.
- ◆ A preacher is a layperson 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.
- ◆ A catechist is a layperson 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.
- ◆ A license is issued for a period of time not to exceed three years.

### **Scotland Episcopal (Anglican) Church** ([www.scotland.anglican.org](http://www.scotland.anglican.org))

Lay Readers are licensed to do the following:

- To Lead Morning and Evening Prayer.
- To Lead the Service of the Word.
- To Lead other informal services of worship including All-age worship.
- To Preach at the Eucharist, Morning or Evening Prayer and any other authorised services.
- To Read the Word of God, and lead intercessions.
- To Administer the elements at the Holy Communion. This includes taking the sacrament of Holy Communion to the sick and housebound at the request of the Incumbent.
- To Officiate at Services of Holy Communion from the Reserved Sacrament.
- To Visit the sick to read and pray with them.
- To Conduct funeral services.
- To Teach, train and nurture adults in Christian education.
- To Teach in Sunday School and elsewhere.
- To Undertake such pastoral and educational work and to give such assistance to any minister as the Bishop may direct.

Working collaboratively *All* ministry should be collegial, with lay and ordained working together. Lay Readers and their Incumbents have a responsibility to model this well.

Lay Readers hold a responsible leadership position and exercise a special role in the life of their charge. They often occupy a middle place in a church community, working in collaboration with the incumbent and other clergy team members as well as being themselves a part of the laity. Likewise, they combine their daytime occupation, be that in the home or workplace, with their lay ministry duties such as preaching and leading worship, pastoral care or taking funerals.

Understands the importance and purpose of preaching in the life of the Christian church and the world;

Has a basic understanding of biblical interpretation (hermeneutics) and its application to preaching;

Is able to articulate their personal interpretive lens, and demonstrates awareness of and sensitivity to other interpretive lenses;

Is aware of exegetical methods and their influence in studying a Biblical text (historical critical, canonical, literary, figural, etc.);

Is able to find suitable preaching resources (commentaries etc.) and knows how to use them;

Understands the ethics of using other sources (i.e. Plagiarism);

Is able to incorporate stories from their personal journey of faith in an appropriate manner;

Distinguishes appropriately between the office of preaching and the opportunity to express publicly their own private opinion;

Is able to compose and deliver a sermon with a clear message that connects Scripture to the journey of faith which is suited to the anticipated ministry context and congregation;

Demonstrates suitable public speaking.

**(Editor's Note** - There is much more information on this website should you be interested in learning more.)



- ◆ A worship leader is someone who has regular responsibility in worship services, i.e. leading Morning or Evening Prayer and Compline in the absence of a clergy person or leads public worship services in hospitals, prisons and other institutions.
- ◆ In the Diocese of North Carolina, the bishop does not license a preacher to preach sermons of their own composition, except in the case of persons who have at least two years of seminary education, successfully completed Education for Ministry through the University of the South, or other equivalent training or preparation accepted by the bishop.
- ◆ A catechist is trained to prepare persons as above.
- ◆ Training is required for worship leaders, preachers and catechists under the direction of a deacon or member of the clergy.

### **Diocese of Central Newfoundland (Constitution-LLM-2015.pdf ([www.centraldiocese.ca](http://www.centraldiocese.ca)))**

Duties that may be performed by Licenced Lay Ministers are:

1. To assist the Rector in conducting these parts of the Church worship not performed by a Priest. To perform such pastoral duties as visitation to the sick and other parishioners.
2. To take Communion to the sick and shut-ins if it has been consecrated by the priest.
3. To prepare candidates for Confirmation, and other duties that may be assigned at the discretion of the Bishop.
4. To read Morning and Evening Prayer or portions thereof and other forms authorized by the Bishop. The Collect for the 21st Sunday after Trinity may be used after the Confession - BCP [pg. 250] and BAS [46].
5. To read the Litany.



6. To read the Penitential Service.
7. To deliver and use prepared sermons or, with the consent of the Rector, to deliver sermons that have been prepared by the LLM.
8. To baptize infants privately at home, but only in the case of grave necessity, and not otherwise. The form sanctioned by the Bishop for that purpose {BCP -541 and BAS - 164}.
9. To read the Order for the Burial of the Dead and none other, when there is a burial in any cemetery belonging to the Church.
10. To receive the offering of the people.
11. To wear a cassock and a white surplice or an alb, an earned Academic Hood, and a Lay Minister's scarf.
12. To be kept informed by reading Christian magazines and current Christian literature.

Licensed Lay Ministers may not:

- a) Pronounce the Priestly Absolution of Blessing
- b) Celebrate the Holy Communion Service
- c) Perform the Solemnization of Holy Matrimony

Licensed Lay Ministers are asked to participate in A Life Long Learning by:

- a) by reading foundational and current Christian literature.
- b) by participating in Bible Study through personal reading and/or group study.
- c) by attending continuing education events provided by the Diocese or LLM Association.

Understands and respects the Diocesan parameters for services with the Reserved Sacrament;

Is able to use authorized service materials, including authorized locally adapted services, in accordance with the policies of the Diocese of Calgary;

Is able to plan a service of worship effectively, taking into account the pastoral context, specific needs of congregants, and the liturgical season:

To select appropriate Propers, acts of praise or penitence, material from For All the Saints, etc.;

- ◆ To locate appointed readings;
- ◆ To choose appropriate hymns;
- ◆ To compose and lead Prayers of the People;
- ◆ To find and select appropriate sermon/reflection resources, and deliver chosen sermons/reflections effectively;

Is able to use practices that reduce the risk of choking when giving communion to people who may have difficulty swallowing, and also people with dementia;

Uses appropriate strategies to navigate unexpected events in worship;

Uses appropriate postures for leading worship;

Understands institutional protocols and regulations in regard to visitors, when leading services in hospitals, nursing and care homes, and other facilities.

Maintains confidentiality appropriately.

### **License C: Preaching in Public Worship, Additional Competencies,**

A Lay Minister with License C:

Is able to make connections between Scripture and the journey of faith;

related skills: risk management, appropriate boundaries regarding confidentiality, and how to navigate ethical challenges.

### **License A: Leading Public Worship in Morning and Evening Prayer, Additional Competencies**

A Lay Minister with License A:

- Has a basic understanding of the theology, structure and purpose of the Offices;
- Employs appropriate services from the Book of Alternative Services (BAS), Book of Common Prayer (BCP) and locally developed service books approved by the Bishop;
- Is able to plan a service of worship effectively, taking into account the context and liturgical season:
  - ◆ to select appropriate Propers, acts of praise or penitence, material from For All the Saints, etc.;
  - ◆ to locate appointed readings;
  - ◆ to choose appropriate hymns;
  - ◆ to compose and lead Prayers of the People;
  - ◆ to find and select appropriate sermon resources, and deliver chosen sermons effectively;

Uses appropriate strategies to navigate unexpected events in worship;

Uses appropriate postures for leading worship.

### **License B: Administering Reserved Sacrament to the Public (and, with permission of the Bishop, at parish services), Additional Competencies**

In addition to the competencies listed in Section 4.1, a Lay Minister with License B:

Demonstrates a basic understanding of the theology and practices associated with the Eucharist;

## **The Calgary Licensed Lay Ministry Program (Taken from the LLM Guidebook - 2019)**

Thank you for your interest in the Licensed Lay Ministry (LLM) Program in the Anglican Diocese of Calgary. In the following pages, you will find information about the process for becoming licensed, the current licences offered, the expectations, competencies and education required for each license, and the ongoing expectations for all LLMs.

### **Licensed Lay Ministry Program – Diocese of Calgary – Licences**

Licensed Lay Ministers (LLMs) are licensed by the Bishop to deliver ministry in the name of the church. They are called to one or more of the following specific ministries under the supervision of a local clergy person. They are locally trained and mentored. These licences are for three years, and are eligible for renewal at that time. The specific ministries are:

- **License A:** Leading Public Worship in Morning and Evening Prayer, including the reading of sermons or homilies approved by the designated local or regional clergy
- **License B:** Administering Reserved Sacrament to the Wider Public (and, with permission of the Bishop, at parish services)
- **License C:** Preaching in Public Worship. This includes the preparation and writing of the sermon as well as delivery

Licensed Lay Ministers perform a valuable and honoured leadership role in the church. As such, their call is discerned and affirmed within the community in which they will serve, while their responsibility to the church is fulfilled under the authority of the Bishop and clergy. Since they undertake the work of the laity in a publicly visible way in the context of the church's worship and work, they are representatives of God's church – in its Anglican aspect in Canada – to the church and the wider-community. The invitation to Licensed Lay Ministry is therefore both a privilege and a relinquishment of some of the freedom of action that is available to Christians who hold no formal office in the church,

just as the ordained are constrained by their vows and licenses.

Preparing to be licensed as a Licensed Lay Minister therefore is a significant process and not to be undertaken lightly. Suitable preparation includes the development of skills and knowledge, in addition to the ministry that all Christians are called to in baptism and ongoing cultivation of personal gifts. The Diocese of Calgary has identified competencies that are necessary to the proper fulfillment of LICENSED LAY MINISTRY responsibilities and assembled a training programme to enable prospective LLMs to attain the relevant competencies. All who are called to become LLMs are invited and required to undertake the discernment process.

Parishes of prospective LLMs are expected to share in the costs of any required training and continuing education, since LLMs discern gifts and offer them in the context of their own congregation. If the Applicant or Parish does not have sufficient financial resources, they should contact the Bishop's Office.

Vocation and information days will be provided by the Diocese periodically in order to aid in the discernment process and help clarify the process and requirements for receiving a licence for lay ministry.

### **Competencies Required of Licensed Lay Ministers**

A Licensed Lay Minister:

Is Biblically literate and demonstrates an understanding of:

- The overarching narrative of Scripture;
- Key themes, people and events in the Old Testament;
- Key themes, people and events in the Gospels and Acts;
- Key themes in the Epistles;
- The different kinds of literature in Scripture (poetry, narrative, census data, etc.);
- The differences and similarities between the four Gospels;
- The relationship between the Old and New Testaments, and an understanding of how the New Testament interprets the Old Testament;

Understands the broad movements of Church history, can identify and explain key conflicts in the history of the Church, and demonstrates a basic awareness of the historical context of the Church today;

Is able to discuss the basic teachings of the Apostle's Creed, Nicene Creed and the Lord's Prayer from an Anglican perspective;

Is able to think and reflect theologically on topics such as The Holy Trinity, Christology, Salvation and Grace;

Is able to identify and explain the characteristics of Anglicanism;

Is informed about the orders of bishops, priests, and deacons in the Anglican Church of Canada as seen in the Services of Ordination, BAS 633 ff; BCP637 ff;

Is convinced that all baptized persons are called to ministry, as per the Service of Holy Baptism, BAS 151 ff; BCP 522 ff; is able to articulate the basis for lay ministry (biblical, historical, and theological);

Understands the Anglican context of lay ministry, including the structure and parameters for lay ministry in the Diocese of Calgary;

Is able to list the sacraments as recognized in the Anglican Church of Canada and able to explain what they mean (BCP 707);

Is able to speak and read clearly in public, and knows how to operate a microphone if one is used;

Is informed about appropriate use of vestments, according to Diocesan norms;

Is respectful of the dignity of all persons;

Is aware of the risks of ministry, the importance of confidentiality, and the ethics of ministry practice; and able to demonstrate