

**Diocese of Nova Scotia  
and  
Prince Edward Island**

**Licensed Lay Ministers’  
Handbook of  
Standards and Regulations**



**THE 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.*

Updated June 2019

*New Association Logo  
added January 2020*

*[Note: New Lay Readers' Prayer presented and adopted at the Annual Meeting of the Lay Readers' Association of Nova Scotia and Prince Edward Island Tangier Deanery Camp, Ship Harbour, Nova Scotia, May 26, 2007]*

*[Note: Change in name of prayer and title of Association to reflect the approval of Synod May 2019]*

The office of Licensed Lay Minister is intended to be an opportunity for ministry in the Spirit in which an individual can respond to the call to be helpful in building up the Body of Christ. It must be recognized, however, that this ministry is more than solely liturgical. It may involve other areas such as pastoral care, Christian education, social action and parish administration.

#### **A. Licensing of Lay Ministers**

1. The Bishop appoints and licenses Licensed Lay Ministers to serve in a parish under the direction and supervision of the Rector, such license being held at the pleasure of the Priest and the Bishop.
2. Any new candidate for licensing shall normally be required to serve an apprenticeship for a period of up to two years and not less than one year.
3. Installation of Licensed Lay Ministers shall occur at a regular service of worship or in such place as the Bishop shall determine.
4. In the event of revocation by the Bishop, or resignation by the Licensed Lay Minister, the license shall be returned to the Bishop without delay.
5. The license of a Licensed Lay Minister expires with the end of the incumbency of the Rector in a parish. Duties may continue until the appointment of a new Rector under the direction of the Priest-in-Charge or the Bishop.

#### **B. Qualifications for Licensing**

To qualify for licensing, candidates for the Office of Licensed Lay Minister (including Commissioned Lay Ministers-in-Training) must:

1. Be regular communicants over the age of 16.
2. Be recommended by their Rector and members of Parish Council after they have completed the prescribed Basic Education and Training Program (as outlined in Section C below).
3. Be approved by the Bishop on the recommendation of the Warden of Licensed Lay Ministers and the President of the Licensed Lay Ministers' Association. The decision to license Commissioned Lay Ministers-in-Training to the role of Licensed Lay Minister resides with the Bishop.

### **C. Education and Training Program**

1. The basic instruction and training program is designed to give candidates for this ministry a standard level of study and an introduction to a pattern which is expected to guide Licensed Lay Ministers throughout their life and ministry.
2. The instruction will include:
  - a) Attendance at courses given specifically for Licensed Lay Ministers in the following areas of study:
    - (1) Biblical Foundations
    - (2) Doctrine and Church History
    - (3) The Book of Common Prayer and The Book of Alternative Services
    - (4) Basic preaching skills and sermon preparation
    - (5) Spiritual Discipline (prayer and devotional life)
    - (6) Discernment
  - b) Supervised practical training in a Parish setting.
3. Candidates will develop a variety of skills, interests, and sensibilities to assist in their participation in the areas of Christian activity cited below:
  - a) An ability to read and speak in public and to explain spiritual concepts in language suitable to the listening audience;
  - b) An understanding of Christian stewardship;
  - c) A willingness to participate in and to facilitate Christian education;
  - d) An understanding of evangelism, social awareness, and Christian service.

All Licensed Lay Ministers shall respond to the Lord's call to serve the Church.

### **D. Qualifying Procedures**

1. When candidates complete the training program, they shall undergo certification, beginning with an interview by the Rector. This interview is an opportunity for candidates to share their understanding of their faith in our Lord.
2. The Rector shall certify to the Warden of Licensed Lay Ministers and the President of the Licensed Lay Ministers' Association that the prospective Licensed Lay Minister has completed a sufficient level of understanding and, with a letter of reference from the Rector and permission of other members of Parish Council, request the Warden of Licensed Lay Ministers and President of the Licensed Lay Ministers' Association to recommend that the Bishop issue the license.
3. The Rector may petition the Warden of Licensed Lay Ministers to waive the requirement and allow a candidate to forgo the certification interview. In the request, the Rector must express in writing satisfaction with the ability of the candidate to carry out the duties as outlined in Section F below.

### **E. Procedure for Application**

1. Application for a license, together with a letter of recommendation from the Rector, with the concurrence of the Parish Council, is made to the Warden of Licensed Lay

Ministers. The application will be sent to the President of the Licensed Lay Ministers' Association and then to the Bishop.

2. Application for transfer of the license of a Licensed Lay Minister from another parish should be accompanied by a photocopy of the previous license, a letter of commendation from the Licensed Lay Minister's former Rector, and the concurrence of the Rector and Parish Council of the new parish. There should be a three month waiting period before the transfer becomes effective.

#### **F. Duties of a Licensed Lay Minister**

Under the direction of the Rector and/or the Bishop, a Licensed Lay Minister may be called upon to:

1. Read the appointed lessons and prayers in the church;
2. Conduct the Service of Morning or Evening Prayer (not including the Absolution and Benediction);
3. Read the Litany, Order of Compline, and Service for Young People, or other approved Services;
4. Conduct, in case of emergency, the Baptism of any person in danger of death or the Burial of the Dead;
5. Preach a sermon;
6. Gather and prepare candidates for Confirmation who, before they are presented to the Bishop, shall be examined by a Priest;
7. Support the aims and work of the parish (e.g. Christian education, youth work, stewardship);
8. Carry out other duties when specifically requested by the Rector;
9. Exercise responsible stewardship of time, talent and treasure; and
10. Assist in the distribution of the Elements at the Communion Service and to shut-ins when authorized through a special license by the Bishop.

Licensed Lay Ministers may serve in a parish other than their own when requested by the Bishop and/or the Rector/Priest-in-Charge of the parish involved and with the expressed permission of the Rector of their own parish. This option is not available to the Commissioned Lay Minister-in-Training.

Licensed Lay Ministers should always be open to the leading of the Holy Spirit in their ministry.

#### **G. Vestments**

1. Vestments for leading in the service of worship are either:  
(1) A cassock and surplice **or**

(2) An alb.

During non-Eucharistic services, an academic hood may be worn with a cassock and surplice.

2. Licensed Lay Ministers are responsible for the ownership of their vestments.
3. The badge of office is the medallion featuring the Bishop's mitre over the shield of the Diocese of Nova Scotia and Prince Edward Island; attached to a ribbon (blue for a Commissioned Lay Minister-in-Training, purple for a Licensed Lay Minister). Information on purchasing the Medallion/Pin/Ribbons can be found on the Licensed Lay Ministers' Association website [www.nspeilayreaders.ca](http://www.nspeilayreaders.ca) and in the Association newsletter, the Diakonia.
4. The Licensed Lay Minister (and Commissioned Lay Ministers-in-Training) shall wear their badge of office around the neck while participating at public worship.
5. No other adornments or embellishments (e.g. pins, ribbons, medals, etc.), other than the Commissioned and Licensed Lay Minister's medallion, are to be worn with vestments during Public Worship. The only exception may be a poppy.

#### **H. Remuneration**

1. Remuneration is officially set by the Diocese and is to be paid to Licensed Lay Ministers when they conduct church services outside their "home" parish.
2. Parishes benefitting from such services shall be responsible for meeting such cost and should be made aware of their financial obligation by the person securing the services of the Licensed Lay Minister.

#### **I. Warden of Licensed Lay Ministers**

There shall be a Warden of Licensed Lay Ministers who shall be a Priest appointed by the Bishop and have the following duties:

1. Act as the Spiritual Advisor to the officers and members of the Licensed Lay Ministers' Association;
2. Consult with appropriate resource persons regarding course materials for Licensed Lay Ministers;
3. Assist Licensed Lay Ministers in fulfilling their functions; and,
4. Work in conjunction with the Board of Standards in performing its duties.
5. The Board of Standards must approve alterations to the official Licensed Ministers' Training program. Should the Board be unable to meet to approve any alteration to the program, the Warden may act on behalf of the Board.

#### **J. Board of Standards**

1. The Board of Standards shall consist of the following officers:

- a) Warden of the Licensed Lay Ministers' Association of the Diocese of Nova Scotia and Prince Edward Island (the "Association")
  - b) One additional Clergy representative appointed by the Bishop
  - c) The President and Vice President of the Association
  - d) The Immediate Past President of the Association
  - e) Secretary
  - f) Three (3) Licensed Lay Ministers elected at the Association's Annual General Meeting as representatives to the Board
  - g) One (1) Licensed Lay Minister to report to the Diocese.
2. The Board shall be responsible for:
    - a) The maintenance of a high standard of candidates to be licensed;
    - b) Co-operating with Clericus and Regional Councils for the planning, training and program evaluation of candidates to be licensed, and for continuing education of Licensed Lay Ministers.
  3. The Board shall be responsible to the Bishop.
  4. All courses of study for official Licensed Lay Minister programs must be approved by the Board of Standards.
  5. The Board will meet at least semi-annually.
  6. Should a vacancy arise on the Board, the Licensed Lay Ministers' Association Executive can propose a name to the Bishop to fill the vacancy until such time as the next appointment is finalized.

**K. Diocesan Licensed Lay Ministers' Association**

1. All Licensed Lay Ministers and commissioned Lay Ministers-in-Training are members of the Diocesan Licensed Lay Ministers' Association.
2. Every Licensed Lay Minister is expected to pay annual dues, the amount being decided from time to time at the Annual General Meeting.
3. The aims of the Association are to:
  - a) Maintain and upgrade standards;
  - b) Provide an opportunity for meaningful discussion in a Christian community;
  - c) Provide continuing educational opportunities;
  - d) Keep Licensed Lay Ministers informed; and,
  - e) Provide opportunities for personal spiritual growth on an ongoing basis.
4. The Association seeks to accomplish these aims by:
  - a) Organizing and promoting retreats, conferences, seminars, and other learning sessions on parish, regional and diocesan levels;
  - b) Designing reading courses and circulating book lists and reviews; and,
  - c) Circulating a newsletter (DIAKONIA) twice yearly.
5. The Association shall keep a current list of Licensed Lay Ministers and Commissioned Lay Ministers-in-Training.



## Lay Ministers' Association of Nova Scotia and Prince Edward Island

### Archival Policy

#### Preamble:

The purpose of this archival policy is to establish the framework needed for effective records management for the Lay Ministers' Association of NS & PEI (the Association). Every organization should document their purpose, development, and operation and through an "archival policy" know what records should be kept for perpetuity and the Association is no different. With archived documents, the origins and ongoing development of the organization can always be reviewed. Also, because the Association is an organization which receives financial payment for Licensed Lay Ministers from Parishes within the Anglican Diocese of Nova Scotia and Prince Edward Island (the Diocese), it is necessary to keep a record of its financial transactions on file. As well, when there is no specific "head office" for a volunteer organization such as the Association, there needs to be one location where individuals can look to find official records.

The questions which will be answered in the remainder of this document are as follows:

1. Where should the archival records be stored?
2. What documents should be archived?
3. How often should **paper** records be archived?
4. Should **electronic copies** of documents be archived?
5. Who would be responsible for seeing that materials are archived?
6. What happens with documents which are not deemed "archival" worthy?
7. What happens with "sensitive" documents? Are they archived? Are they destroyed?

The following are responses to these questions:

#### 1. **Storage:**

All archival documents are to be organized and submitted to the Archivist of the Diocese.

#### 2. **Documents to be archived:**

The following documents to be submitted to the Archivist of the Diocese for historical purposes:

- a) **Organization** – materials relating to the purpose, development, operations or governance of the Association including, but not limited to, the organization’s By Laws and Constitution, Canon 27 of the Diocese which relates to the Association and the Lay Ministers’ Handbook of Standards and Regulations.
- b) **Minutes and Agendas** – Minutes of all Board of Standards and Association Executive Meetings and all Agendas for Board of Standards, Association Executive Meetings and Annual General Meetings.
- c) **Application Forms** - for Lay Minister in Training and Licensing of Lay Minister , Recognition of Service Certificate and its Guidelines and Application form.
- d) **Correspondence**
- e) **Financial** – Donations documents, financial statements, bank records, bank statements, budgets, General and Annual financial statements, Letter of Review of Financial Records.
- f) **Diakonia** – All issues of the Diakonia, the Association’s newsletter which is published twice yearly.
- g) **Conference materials** – All photographs, conference materials
- h) **Training Materials** – copies of training videos used to prepare individuals to become Lay Ministers in Training.
- i) **Miscellaneous** – Recognition of Service Certificates, brochures, Strategic Plans, Vision Statements, Website guidelines, etc.

### 3. **How often should paper records be archived?**

Materials to be categorized packaged and delivered to the Diocesan Archives every four (4) years. To do this more often would leave an incoming President and Secretary with no records to guide them going forward.

### 4. **Should electronic copies of documents be archived?**

Documents in an electronic format (i.e. flash drive/thumb drive/jump drive) may be submitted to the Diocesan Archives in addition to the preferred paper copies.

### 5. **Who would be responsible for seeing that materials are archived?**

The Secretary, in consultation with the Warden of Lay Ministers and the President of the Association, is to be responsible for this action.

**6. What happens with documents which are not considered “archival” worthy?**

All materials which are not deemed “archival” worthy by the Association should be destroyed (shredded) by those who have them in their possession.

**7. What happens with “sensitive” documents? Are they archived? Are they destroyed?**

All sensitive documents should be destroyed by the Warden or President unless they have some direct effect on the development or ongoing policy of the organization. Most documents in this category likely represent a single issue and may not be significant to the history of the organization.

Documenting the history of the Lay Ministers’ Association of Nova Scotia and Prince Edward Island, its work and the ministry of Lay Ministers in the Diocese is very important. It will highlight the Association’s life in the history of the Anglican Diocese of Nova Scotia and Prince Edward Island and in the Anglican Church of Canada should someone in the future wish to look back.

---

Approved: January 14, 2017 – Boards of Standards meeting

Revised: by motion at February 21, 2024 – Board of Standards meeting