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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**



## WARDEN'S MESSAGE

God grant me—

The serenity to accept the things I cannot change,  
The courage to change the things I can,  
And the wisdom to know the difference.

*From the Serenity Prayer by Reinhold Niebuhr*

Greetings,

The landscape of ministry within the Diocese is undergoing significant change, and the Licensed Lay Ministers Association is committed to equipping our members to navigate these shifts. The training curriculum and syllabus are currently under review by the Board of Standards, and in collaboration with the Dartmouth region, we are exploring new opportunities for future training. What is becoming increasingly clear is that the role of the laity in the life and ministry of our parishes is expected to grow.

Our Annual General Meeting took place at St. James Church in Shubenacadie on June 8, 2024. The Reverend Canon David Fletcher was our guest speaker, offering his views and insights into the nature and importance of a team approach to ministry.

We had initially planned a conference in Prince Edward Island for September, but unfortunately, we had to cancel at the last minute. This decision was financially motivated, stemming from confusion over where to send our annual dues. With rising costs and limited funds, we faced the difficult choice of either limiting attendance or raising fees significantly. Thankfully, those issues have now been resolved, and we are pleased to announce that this year's conference will be held in Debert, from September 26-28.

The Association is fortunate to have excellent leadership. A heartfelt thank you to our President, Barbara Bergeron, for steering us through unexpected challenges. Thanks also to Maxine Simpkin, our Vice President, for her steadfast support, including overseeing our spring newsletter, *The Diakonia*. To Joanne MacDonald, who has graciously taken on the role of Treasurer, to Sherryll Murphy, our scribe and keeper of the minutes, and to our dedicated regional representatives who keep us informed about happenings in their areas. A special thanks to David Harrison, our past president, for his invaluable work as our technology expert and webmaster, maintaining our communication links. To all of you, thank you for your service—well done, good and faithful servants.

Finally, I wish to share that this will be my last report as Warden of Licensed Lay Ministers, as I am stepping down after 19 years. My journey with the Association began long before my ordination, when, as a Lay Reader, I attended fall conferences and served as a regional representative for Dartmouth on the Executive. Many of you have become dear friends, and I am deeply grateful for the time we have shared. I thank God for this chapter of my life, and I pray that He will richly bless each of you and your ministries in the years to come.

Yours in Christ,

Archdeacon Tom Henderson

Warden, Diocesan Licensed Lay Ministers

Diocese of Nova Scotia and Prince Edward Island

## PRESIDENT'S MESSAGE

This is my final annual report as president of the Licensed Lay Ministers Association. I am completing my 2- year term in June. I want to say that it has been a pleasure and an honor to hold this position and to have been a board member for several years prior to that. Before I joined the board I had very little information about its purpose. I strongly encourage any member who has an opportunity to join the board; it is well worth your while. I am not leaving the board, but will stay on as past-president for the next couple of years.

This has been another year with ups and downs. We did manage to maintain some stability as we had fewer turnovers in executive positions. We are still looking for several regional representatives for the Regions of the Valley, South Shore and Chebucto. If you are in any of those regions, or know anyone in those regions who may be interested, please let us know. It will of course be raised for discussion at our upcoming Annual Meeting in June.

On the downside, we had to cancel our Fall Conference due to lack of funds. We discovered that for a number of reasons, many Parishes were not paying annual Fees, an issue we have worked to fix for this year. In addition we have increased the Annual Fee from \$15.00 to \$25.00 per LLM. The fee had not changed for many years. Our Annual Conference will be in Debert this year on the last weekend in September. There will be more to come on that later on.

I want to thank all members of the Executive Committee and Board of Standards for their ongoing dedication. Special thanks to Vice-President Maxine Simpkin and Secretary Sherrill Murphy for their help and support. David Harrison continues to be invaluable on tech support, so huge thanks to him. Jo-Anne MacDonald continues to do a wonderful job managing our finances and I thank her for all her work.

I also want to offer a special thanks to Archdeacon Tom Henderson for so ably leading our Board of Standards Committee and for all his spiritual guidance and leadership.

I hope to see you at our AGM this year. It will be held on June 14 th at Holy Trinity Emmanuel Church, 30 AlfredSt, Dartmouth. The registration form can be found in the Diakonia.

Blessings to you all,  
Barb Bergeron  
President

## **NEW LLM TRAINING CURRICULUM**

Members of the Board of Standards have been auditing the Licensed Lay Ministers' Training course in Dartmouth Region since September 2024 in preparation for an updated comprehensive curriculum suitable for use throughout the Diocese of Nova Scotia and Prince Edward Island. We are happy to note that new people are being called to this ministry and are currently in training in many parishes throughout the Diocese.

As part of Diocesan SafeR Church, all LLMs are required to hold a current Police Criminal Check and Vulnerable Persons Check (renewed every five years) and to have completed the Vector Faith Safe Training (once) as well as the Diocesan Sexual Misconduct Training.

Licensed Lay Ministers are encouraged to engage in lifelong learning by taking part in the variety of educational opportunities offered by our Association at the Spring AGM and Fall Conference, through the Diocese, the Education for Ministry Program, as well as Atlantic School of Theology courses.

## **LICENSED LAY MINISTERS RIBBONS AND MEDALLIONS**



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) Email [dennislinda@ns.sympatico.ca](mailto: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.

## HAPPY 100 TH BIRTHDAY, BETTY!



Betty was born in Swindon, Wilts, U.K. in 1925. She grew up in a Congregational Church. Betty was a WREN from February 1944 to September 1946. She came to Canada in 1948 and became confirmed in the Anglican Cathedral in Calgary . Betty and Petty Officer (A.A.4) John Pitt were married in Swindon, on September, 24, 1946 and raised four daughters, Margaret, Kate, Evelyne and Vicky. Betty has six grandchildren three of whom are happily married. Betty became a member of the I.O.D.E. and held offices at the Primary and Provincial level. She also became a member of the Mothers' Union in May, 1979, where she served in the Branch, Diocesan and National levels.

When John retired from the Navy, he entered A.S.T. and was awarded a B.Th and was subsequently ordained, He spent much of the next 15 years as a Hospital Chaplain. John passed away in 1992.

Betty received a Diploma in Theology and Ministry from A.S.T, in April, 2000. Betty and Ethel Nelson take the Reserved Sacrament to residents in the Berkeley once a month and lead a Service of the Word.

Betty is a long time member of the Church of the Holy Spirit and is a Licensed Lay Minister. In turn she reads the lessons and psalms, proclaims the Gospel, prepares Prayers of the People and occasionally preaches a sermon.

To mark her 100 th birthday, Betty received a letter from King Charles III. She also received a Certificate from the Lay Ministers Association and a certificate from Bishop Sandra Fyfe. We are so grateful for her presence among us and wish her many more birthdays!



# Diocesan Licensed Lay Ministers' Association Annual General Meeting Minutes June 8, 2024

## 1. Welcome/Licensed Lay Ministers' Prayer

Barb Bergeron, President, called the meeting to order at **St James Church, 2856 Main St., Highway 2, Shubenacadie, NS**. She welcomed everyone to the AGM and led attendees in the Lay Ministers prayer.

## 2. Attendance

There were twenty-nine (29) members attending as listed below.

## 3. Regrets

Regrets were received from Marilyn Smith, Karel Van Allen, Louise Christie, and Gail Teixeira

## 4. Approval of Agenda AGM June 8, 2024

The following item was added to the agenda:

11.2 Resigning Representatives

**MOVED by Ted, seconded by Robert MacMillan that the agenda for the June 8, 2024 Annual General Meeting, as amended, be approved. MOTION PUT AND PASSED.**

## 5. Approval of Minutes of June 10, 2023 AGM

Note was made of the following corrections to the June 10, 2023 minutes:

Under the in person attendance the spelling of Twila Robar-Decoste

Under item 9 not should be note

Under item 12 Clare should be Clair

**MOVED by Mike Hobson, seconded by Dave Spencer that the minutes of the Annual General Meeting held on June 10, 2023 be approved as amended. MOTION PUT AND PASSED.**

## 6. Business Arising from the Minutes

### 6.1 Conference

The Fall Conference will be held in PEI on September 13-15, 2024.  
Registration forms will be available shortly through the Diakonia.

## **7. Correspondence – None**

## **8. Reports:**

### **8.1 Warden and Board of Standards**

Reverend Tom Henderson briefly reviewed his report noting that the Fall Conference had been highly successful with the Bishop being present as well as an increased number of attendees. He further noted that the Board of Standards is reviewing the curriculum and hoping to have a new standardized training which is flexible enough to fit into local nuances and practices. The Board is working with the Dartmouth Region who will be running training this fall, and the intent is that this training will help to build the format and content of the new training.

**MOVED by Reverend Tom Henderson, seconded by Ted MacDonald that the report of the Warden and Board of Standards for 2024 be accepted as presented. MOTION PUT AND PASSED.**

### **8.2 President of the Association**

In order to present her report, Barb Bergeron briefly stepped down from the Chair and Maxine Simpkin, Vice President assumed the Chair. Barb then continued as Chair of the meeting,

Barb presented her report briefly reviewing membership changes indicating that Sherryl Murphy had taken on the role of Secretary with Maxine assuming the role of Vice President. Gail Teixeira stepped down as the Diakonia Editor. Maxine has assumed this role in the interim. Barb encouraged members to print the information sent from the Association and share with their parishes. She went on to highlight that the Association has worked on Policy 1.14, Regionalization of Lay Ministers, and standardized training in 2024. Barb resumed the Chair.

**MOVED by Alphonse LeFrense, seconded by Dennis Eisan that the Report of the President for 2025 be accepted as presented. MOTION PUT AND PASSED.**

## **9. Diakonia**

The Diakonia is being prepared and will be distributed shortly.

## **10. Treasurer's Report**

### **10.1 Financial Report Year End 2023**

Jo-Anne MacDonald, Treasurer presented the Financial Report for the year ending December 31, 2023 and responded to questions.

**MOVED by Jo-Anne MacDonald, seconded by John DeCoste that the Financial Report for the year ending December 31, 2023 be accepted as submitted. MOTION PUT AND PASSED.**

### **10.2 Proposed Budget January 1, 2024 – December 31, 2024**

Jo-Anne MacDonald, Treasurer presented the proposed budget for 2024.

**MOVED by Jo-Anne MacDonald, seconded by John DeCoste that the January 1, 2024 – December 31, 2024 budget be approved as submitted.**

### **10.3 Appointment of Individual to Review the Books for 2023**

Efforts are being made to assign someone to review the books. Jordan Waterbury indicated he may have a contact.

## **11. Elections**

### **11.1 Treasurer**

The Chair advised that Jo-Anne MacDonald had been nominated for Treasurer.

The President called three times for further nominations for the position of Treasurer. There being no further nominations, the President declared that **Jo-Anne MacDonald was elected Treasurer by Acclamation.**

### **11.2 Resigning Representatives**

The President advised that Anne Williams representative for the Chignecto Region and Ted MacDonald representative for the Valley Region had resigned their positions. John DeCoste has stepped forward for the Valley Region. She noted that the Chebucto Region has been vacant for some time. Barb further noted that the Fort Sackville Region had undergone a name change to Rivers to Lake Region.

## **12. New Business**

### **12.1 Cost for annual AGM and annual conference**

Barb Bergeron noted that the Association was a non-profit organization and only carried a sufficient amount of money on the books to cover off expenses. Due to COVID the Association had accumulated quite a balance and used that to offset the cost of the 2023 Fall Conference for members. However, costs are rising, and the Executive is

recommending an increase to membership fees from \$15.00 to \$25.00 effective March 2025. She noted that it had been quite some time since there had been any increase to these fees.

**MOVED by John DeCoste, seconded by Ted MacDonald that the membership fees be increased to \$25 effective March 2025. MOTION PUT AND PASSED.**

The President indicated that the \$15 registration fee for the Annual Meeting has covered the costs for the most part and the Executive is not recommending a change.

**MOVED by Stephen Hamlin, seconded by Stephen MacHardy that, in light of increasing costs, the registration fee for the Annual General Meeting be increased to \$20. MOTION PUT AND PASSED.**

Barb noted that the Association had subsidized a larger portion of the Fall Conference costs for members in 2023. This was due as noted above to an accumulation of funds. The Association will not be able to subsidize to that degree in coming years. However, the Association does want to subsidize some of the cost. Barb indicated that members could seek assistance from the Parish and noted that Reverend Tom would be reaching out to the Diocese to see if there are funds available for assistance in this regard. Barb indicated that the Executive is recommending that the cost of the 2024 conference for members be set at \$100 which is an increase of \$50 over 2023.

**MOVED by Lyn Underhill, seconded by Alphonse LeFrense that the registration cost for the 2024 conference be set at \$100. MOTION PUT AND PASSED.**

A discussion regarding the educational component of the Conference and the rising cost of holding a conference arose. Barb noted that at this time there was no program for the Annual Conference established. This will be the work of the Board over the next few months.

**MOVED by Gail Teixeira, seconded by Sherryll Murphy that the Executive investigate, research, and discover various training opportunities that will encourage the professional development of Lay Ministers going forward.**

Regarding the cost of the conference, note was made that there are other formats that could replace the present conference which could be investigated.

A friendly amendment to the motion was proposed that Annual Conference be held every two years. There was no seconder for this amendment.

Anne Williams noted that Parishes should be approached to assist members and/or a fundraiser held to support the Lay Ministers.

Reverend Tom indicated that he valued the Fall Conference and believed others did as well. He noted that other variations could be looked at, but he would not like to see the in person conference disappear.

Clair MacInnis indicated that the opportunity for fellowship, interaction and learning from each other is extremely valuable and she would not like to see the Conference disappear.

**MOTION PUT AND PASSED.**

**13. Members' Concerns**

Concerns relating to the use of reserve sacrament outside of the Church were raised. Reverend Tom noted that the Bishop had held a meeting online with the Licensed Lay Ministers to explain the Diocesan position on this issue. The meeting was recorded, and the Association is waiting for the meeting with Bishop to be uploaded to the web. There will be further information on this at the Fall Conference.

**14. Motion to Adjourn / The Grace**

Barb noted that the afternoon session was on Team Ministry with Reverend David Fletcher presenting.

The meeting adjourned at 12:21 p.m. with members praying the Grace.

**Attendance  
Licensed Lay Minister  
Annual General Meeting  
June 8, 2024**

Joanne Dooley	Stephen MacHardy	Paul Fevens
Alphonse LaFrense	Ted MacDonald	Rose Marie MacDonald
Clair MacInnis	Mike Hobson	Lyda Miller
Dave Spencer	Anne Williams	Jackie Snair
Robert MacMillan	Maxine Simpkin	Twila Robar-Decoste
John Decoste	Reverend Tom Henderson	Billie Myers
Dennis Eisan	Lyn Underhill	Jordan Waterbury
Stephen Hamlin	Sheila Robinson	Brenda Norwich
Barb Bergeron	Jo Anne MacDonald	David Harrison
Sherryll Murphy	Wayne Hamlin	

**Licensed Lay Ministers Association of Nova Scotia and Prince Edward Island**

**Year-End Financial Statement for January 01, 2024 to December 31, 2024**

	<b>Book Balance</b>	<b>Bank Balance</b>
<b>Balance Fwd December 31, 2023</b>		<b>\$1,117.39</b>
<b>Revenue 2024</b>		
Membership Dues	\$4,995.00	
Annual Meeting	\$454.00	
Medallions/Ribbons	\$267.00	
Fall Conference	\$0.00	
Miscellaneous	\$0.00	
<b>Total Revenue 2024</b>	<b>\$5,716.00</b>	<b>\$6,833.39</b>
<b>Expenses 2024</b>		
Annual Meeting	\$545.00	
Annual Fall Conference	\$0.00	
Medalions/Ribbons	\$8.14	
Travel	\$370.00	
Postage	\$143.34	
Printing	\$0.00	
Operational Expense	\$285.92	
Petty Cash	\$100.00	
<b>Total Book Expenses 2024</b>	<b>\$1,452.40</b>	
<b>Book Balance December 31, 2024</b>		<b>\$5,380.99</b>
<b>Bank Balance December 31, 2024</b>		<b>\$5,395.99</b>
less o/s cheque #0701		\$15.00
<b>Adjusted Bank Balance as of December 31,2024</b>		<b>\$5,380.99</b>

Unaudited report

Submitted by Jo-Anne Macdonald  
Treasurer

**The Lay Ministers Association of Nova Scotia and Prince Edward Island**

**Projected Budget for 2025**

<b>Proposed Budget 2024</b>	<b>2024</b>	<b>Actual Budget 2024</b>	<b>Proposed Budget 2025</b>
<b>Revenue 2024</b>			
Membership	\$5,000.00	\$4,995.00	\$8,375.00
Annual Meeting	\$600.00	\$454.00	\$1,000.00
Medallions/Ribbons	\$400.00	\$267.00	\$100.00
Annual Fall Conference	\$3,000.00	\$0.00	\$3,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00
<b>Total Budget Income</b>	<b>\$9,000.00</b>	<b>\$5,716.00</b>	<b>\$12,475.00</b>
<b>Expenses 2024</b>			
Annual Meeting	\$1,500.00	\$545.00	\$550.00
Annual Conference	\$10,000.00	\$0.00	\$10,000.00
Medallions/Ribbons	\$100.00	\$8.14	\$100.00
Travel	\$1,000.00	\$370.00	\$400.00
Postage	\$200.00	\$143.34	\$150.00
Printing	\$200.00	\$0.00	\$0.00
Operational Expenses	\$400.00	\$385.92	\$400.00
<b>Total Budget Expenses</b>	<b>\$13,400.00</b>	<b>\$1,452.40</b>	<b>\$11,600.00</b>

**Budget to be approved by the Executive Members**

**2025 Rates used:**

Membership Registration Fee	\$ 25.00
Conference Registration Fee	\$ 100.00
Annual Meeting Registration Fee	\$ 20.00

**Notes:**

Membership Revenue based on 335 paid memberships.  
 Fall Conference expenses based on 30 Registrations and extra lunches for day guests.

Report submitted February 17, 2025 by Jo-Anne Macdonald, Treasurer

## **Revisions to Licensed Lay Ministers Handbook of Standards and Regulations**

The Handbook is posted on our website <https://nspeilayministers.ca/>

Replace “Rector” with Rector/Incumbent in:

Section A.1, A.5, B.2, D.2, D.3, E.1, E.3, and the introductory and concluding remarks of F and any other instances of “Rector” not identified.

Under section J Board of Standards 1. Officers add:

h. Diakonia Editor (non-voting)

i. Association Webmaster (non-voting)

**The full Bylaws and Constitution document (8 pages) is printed beginning on the next page.**



# **Licensed Lay Ministers' Association**

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

### **By-Laws and Constitution**

#### **A. THE ASSOCIATION**

1. (1) The name of the Association is: Licensed Lay Ministers' Association of the Diocese of Nova Scotia and Prince Edward Island  
  
(2) The Association may also be referred to as the Licensed Lay Ministers' Association
2. The Association is formed under direction from and is governed by the prevailing Canons of the Anglican Church of Canada and the Diocese of Nova Scotia and Prince Edward Island, the official Handbook of Standards and Regulations, and these By-Laws and Constitution. When these By-Laws and Constitution contradict, are in conflict with, or have a discrepancy with the official Canons and Handbook, the Canons and Handbook supersede these By-Laws and Constitution.
3. The By-Laws and Constitution of the Association may be amended from time to time as approved by the membership present at an Annual or Special General Meeting and such changes would take effect immediately.

#### **B. AIMS AND OBJECTIVES**

1. To provide fellowship opportunities for and among its members.
2. To provide educational opportunities for its members.
3. To provide opportunities for personal spiritual growth within its membership.
4. To provide a forum or vehicle for its members to express their concerns, ideas, questions, and suggestions with regards to their ministry.
5. To keep its members informed.
6. To promote the ministry of Licensed Lay Minister within the Church.
7. To encourage the recruitment and support Commissioned Lay Ministers-in-Training.

#### **C. MEMBERSHIP**

1. All Licensed Lay Ministers in the Diocese of Nova Scotia and Prince Edward Island are members.
2. All Commissioned Lay Ministers-in-Training in the Diocese of Nova Scotia and Prince Edward Island are members.
3. The Warden of Licensed Lay Ministers, as appointed by the Diocesan Bishop, is a member.

4. The Immediate Past President of the Association is a member, even if he/she is no longer a Licensed Lay Minister in this Diocese, unless his/her license was revoked.

#### **D. VOTING**

1. All business meetings are to be conducted respecting standard Parliamentary Rules of Order.
2. At all Annual General Meetings and at all Special General Meetings members as identified in Section C.1, all Licensed Lay Ministers in the Diocese of Nova Scotia and Prince Edward Island are entitled to cast one, and only one vote. In the event of a tie, the vote is lost.
3. At all Executive meetings, all Executive officers as members identified in Section E.1, 3, and 4 are entitled to cast one, and only one, vote.
5. At all Annual General Meetings and all Special General Meetings no votes cast by proxy will be accepted or counted.

#### **E. EXECUTIVE**

1. There shall be an Executive consisting of the following officers:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Immediate Past President
  - f. Warden of Licensed Lay Ministers
  - g. Area Representatives (such that there will be a maximum of one representative for each Diocesan Archdeaconry)
  - h. Editor of the Diakonia
  - i. Association Webmaster (ex officio)
2. Only members as defined in Section C.1 can be elected to executive offices as identified in Section E 1.
3. Executive positions listed in Section E1 must be filled by elections at the Annual General Meeting. Area Representatives are to be filled, if at all possible, by elections at the Annual General Meeting. Vacancies may be filled by appointment by the Executive.
4. The Executive may co-opt a member as defined in Section C 1. The co-opted officer will only hold such office for the whole or remainder of the term of the vacant office. The selection of an officer in this manner must be ratified by the membership present at the next Annual General Meeting.
5. The Executive shall meet on a regular basis and as frequently as necessary to conduct the business of the Association. The Executive is to meet no less than (4) times a year.
6. The quorum required to conduct a regular meeting of the Executive shall be the President or Vice President and three other elected officers.

7. The duties of each officer are to be determined, from time to time by the Executive, as necessary. The prevailing description of duties is to be attached to these By-Laws and Constitution.
8. Terms of Office:
  - a) The term for all offices, except that of the Warden of Licensed Lay Ministers and the Immediate Past President of the Association, is to be a period of (2) years beginning and ending at the nearest Annual General Meeting, which may be extended by one two-year term.
  - b) The term of office of the Warden of Licensed Lay Ministers is of such length as is determined by the Diocesan Bishop.
  - c) On resignation of an officer, in the midst of a term, the Executive shall appoint a person to hold the office for the unexpired portion of the term. Such replacement for more than one (1) calendar year is considered a full term in respect of Section E 8 (a).
  - d) The person holding the office of Vice-President is to proceed immediately, without election, to the office of President on the ending of the incumbent's term or upon the incumbent ceasing to hold office. Replacement, due to resignation or otherwise ceasing to hold office for a period of more than one (1) calendar year is to be considered a full term in respect of Section E 8 (a).
  - e) The membership or Executive Officers present at an Annual General Meeting, or at a Special General Meeting called for such purpose, may present a motion, 45 days prior to the meeting in compliance with Section G 5, to remove an officer of the Association, except the Warden, prior to the end of his/her term. Such a vote of non-confidence requires an assent of sixty-six (66%) of the voting members present to be carried. The election of a replacement officer will be as if the officer had resigned.

#### **F. COMMITTEES AND TASK FORCES**

1. The Executive may form committees and task forces they deem necessary to effectively carry out the aims and objectives of the Association.
2. Area Representatives may form regional or local committees and task forces as they deem necessary to carry out their duties and in effect meet the aims and objectives of the Association.
3. All committees and task forces are responsible and accountable to the Executive of the Association. They must provide minutes of meetings, financial statements, meet with, or disclose information to the Executive when requested.

#### **G. ANNUAL GENERAL MEETING**

1. The Annual General Meeting shall be held within three (3) months of the end of the preceding fiscal year.
2. There shall be an educational program held in conjunction with the Annual General Meeting.

3. The date, time, and location of the Annual General Meeting are to be determined by the Executive. Notice of the Annual General Meeting is to be published in the four (4) preceding issues of the Anglican Net News (ANN), in the preceding issue of the Diakonia and posted on the Licensed Lay Ministers' website.
4. The quorum required to conduct an Annual General Meeting shall be twenty (20) members.
5. Business to be conducted at the Annual General Meeting:
  - a. Declaration of Quorum
  - b. Acceptance of the minutes of the preceding Annual General Meeting.
  - c. Reports from the President, Vice-President, Warden of Licensed Lay Ministers, Area Representatives, and any current standing committees.
  - d. Financial report of the previous fiscal year.
  - e. Presentation of a proposed budget for the current year.
  - f. Elections of officers, as required.
  - g. Business that the Executive wishes to bring before the membership
  - h. Business or motions when:
    - i. The Secretary has received written notice of such at least forty-five (45) days preceding the meeting,
    - ii. The Chair accepts such business or motions on request from at least sixty-six percent (66%) of the voting members present.
  - i. Any business the Diocesan Bishop wishes to bring before the membership.

#### **H. SPECIAL GENERAL MEETING**

1. The Executive may call a Special General Meeting to conduct such business as it feels necessary and deemed important that it could not wait until the next Annual General Meeting. Notice for such a Special General Meeting (time, location, and business to be considered) shall be given either by publishing notice in the one preceding issue of the Diocesan Times and two (2) preceding Anglican Net News or by an all member mailing at least three (3) weeks prior to the meeting date.
2. The Diocesan Bishop may call a Special General Meeting to conduct such business as may be deemed necessary. Notice of such a meeting will be as the Diocesan Bishop deems reasonable.
3. The membership may petition the President to call a Special General Meeting. The written petition must contain the names and signatures of members equal to the quorum required to conduct such a meeting and nature of the business they wish to have conducted. The notice of such a meeting will be as described in Section H 1.
4. The quorum required to conduct a Special General Meeting shall be twenty (20) members.

#### **I. MEMBERSHIP DUES**

1. All members are expected to pay annual membership dues.

2. Parishes, any individual or group may pay the dues on behalf of any member.
3. All annual membership dues are due and payable by the first day of the fiscal year of the Association, as described in Section J 6.
4. The amount of the annual membership dues is to be determined, from time to time, by the membership present at an Annual General Meeting.

#### **J. FINANCES**

1. All monies belonging to the Association are to be expended for administrative support or programs meeting the aims and objectives of the Association.
2. The Executive has the right, the power and must practice due diligence in expending, investing, and dispersing any funds and properties of or for the Association in respect of Section J 1.
3. The Executive is to maintain financial records of all transactions made and properties held. These records are to be made available for viewing to any member of the Association, Bishop of our Diocese, or the Diocesan Bishop's appointed agent at a convenient place and at a reasonable time.
4. A financial report including a proposed budget for the Association is to be made at every Annual General Meeting.
5. The Executive is to be prudent in its handling of the Association's funds and therefore it is necessary that all transactions made on behalf of the Association will require signatures of at least two Executive Officers.
6. The fiscal year of the Association is to be from April 1 in a calendar year to March 31 of the succeeding calendar year.
7. The financial records of the Association are to be reviewed and/or audited by an independent body (appointed by the Executive) on an annual basis, following the end of the fiscal year and prior to the presentation of the financial report to the Annual General Meeting.

#### **K. BANNER**

1. The Association shall maintain a banner symbolic of its members' ministries.
2. The banner is to be made visible at every opportune and appropriate time and place.
3. The banner is the responsibility of the President during his/her term of office and may be prominently displayed in the parish church of the President.

## **L. DUTIES OF EXECUTIVE OFFICERS**

The descriptions of duties are prepared in respect of the By-Laws of the Licensed Lay Ministers' Association of the Diocese of Nova Scotia and Prince Edward Island (Section E 7).

It is acknowledged that all people are different and each brings to the Association the gifts they have received from God through the Holy Spirit. Each person is expected only to perform duties that they are comfortable in performing and to the best of their ability. We are all expected to uphold our baptism and minister to God's people in the name of and to the glory of our Lord, Jesus Christ.

### **1. President**

- a. To provide guidance to the membership and the officers of the Association.
- b. To be responsible for the orderly conduct of all Association Annual General, Special General, Executive, and Executive Subcommittee meetings.
- c. To ensure an agenda is prepared for all Executive and Executive Subcommittee meetings.
- d. To prepare an agenda for all annual and special general meetings with the assistance of the Vice-President.
- e. To oversee the performance of the duties of the other officers of the Association.
- f. To represent the Association and its members at events and functions as requested by the membership or Executive.
- g. To communicate with the Bishops and Diocesan Committees and officers as required.
- h. To facilitate in any reasonable way the continuance of and promotion of the Association and Office of Licensed Lay Minister in our Diocese.

### **2. Vice-President**

- a. To shadow the duties of the President and to prepare for the office of President.
- b. To assist the President in the performance of her/his duties.
- c. To assist the President in the preparation of the agenda for all Annual and Special General Meetings.
- d. To perform the duties of the President when the President is incapacitated or temporarily unavailable.
- e. To perform any reasonable task or duty as requested by the President.
- f. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

### **3. Secretary**

- a. To ensure accurate minutes are recorded and maintained for all Association meetings.
- b. To ensure all Association correspondence is received and sent as necessary.
- c. To ensure all printed materials and reports required for Association meetings are prepared and circulated as necessary.
- d. To ensure the appropriate and required notice is given for all meetings of the Association.
- e. To perform any reasonable task or duty as requested by the President.

- f. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

#### **4. Treasurer**

- a. To oversee all monetary and property transactions for the Association.
- b. To ensure a financial report is made available at all Executive, Executive Subcommittee, and Annual General Meetings of the Association.
- c. To ensure accurate financial records are maintained and made available in respect of Section J 3 and 4 of the Association's By-Laws and Constitution.
- d. To ensure the financial records of the Association are audited and/or reviewed by an independent body in respect of Section J 7 of the Association's By-Laws and Constitution.
- e. To ensure the preparation of an annual budget to be presented by the Executive at the Annual General Meeting.
- f. To perform any reasonable task or duty as requested by the President.
- g. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

#### **5. Immediate Past President**

- a. To provide continuity for and act as a resource person to the Executive.
- b. To perform the duties of the Vice-President when the Vice-President is incapacitated or temporarily unavailable.
- c. To perform any reasonable task or duty as requested by the President.
- d. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

#### **6. Warden of Lay Readers**

- a. To perform duties and tasks as prescribed by the Diocesan Bishop.
- b. To perform the duties as set out from time to time in the Licensed Lay Ministers' Handbook of Standards and Regulations
- c. To provide guidance and support to the Executive.
- d. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

#### **7. Archdeaconry Representatives**

- a. To provide a communication link between the Executive and the members in their archdeaconry (i.e. telephone committee).
- b. To communicate with their Archdeacon and the Regional Deans in their area.
- c. To facilitate educational, training, and fellowship opportunities for Licensed Lay Ministers and prospective Licensed Lay Ministers in their Archdeaconry.
- d. To be active with the Executive in planning and staging diocesan events and programs.
- e. To perform any reasonable task or duty as requested by the President.

- f. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

#### **8. Editor of Diakonia**

- a. To ensure the publication of the Association's Newsletter twice yearly; one issue prior to the Annual General Meeting and another, prior to the Fall Conference.
- b. To select a theme for the Fall issue and ensure contributions are received from the Archdeaconry Representatives for the Spring issue.
- c. To collect the materials to appear in the publication and arrange the layout.
- d. To submit a draft of each issue to the Warden and President for review prior to publication.
- e. To maintain an up-to-date Database of Licensed Lay Ministers and Commissioned Lay Ministers-in-Training.
- f. To email the Diakonia to those using technology to receive it.
- g. To arrange for the printing and distribution of copies of the Diakonia by Canada Post to those without email.

#### **9. Association Webmaster**

- a. Maintain the annual domain registration and webhosting
- b. Using current web editing software, regularly updates and maintains the nspeilayminister.ca website (<http://nspeilayministersca/>)
- c. Creates and updates listservers for communicating with various groups within the association as needed.
- d. Maintains the association's Youtube channel. (<https://www.youtube.com/@nspeilicensedlayministers7713> )
- e. Responsible for registering and administering a "Workplace Pro" Zoom Account.

#### **M. BOARD OF STANDARDS**

There shall be a Board of Standards appointed by the Bishop.

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
- h. Diakonia Editor (non-voting)
- i. Association Webmaster (non-voting)

## REGIONAL REPORTS

### Cape Breton Region

First, I must beg the indulgence of the Licensed Lay Ministers' Association Executive. This is my first report as the Cape Breton Regional representative. Probably the only time I will get away with it. It is my strong feeling that as we decrease in numbers (which in our region is the trend) we need to decide where our priorities lie. I was late getting to the report for the Spring Issue of the Diakonia and Maxine was gracious enough to give me a two-week extension. I proceeded to go out to the individual reps within my region for their input. Based on the responses I received I have realized that here on Cape Breton Island we are mostly treading water. So, then I asked myself what do I see as priorities as a Licensed Lay Minister (LLM). I know that for me as a volunteer, I prioritize it this way:

A. God first - (okay that's sort of an obvious one).

B. Congregation Care - my parish along with another is operating with a Priest in Charge living at least two hours away, and in one case no priest at all. So the priority here is ensuring services go on including Holy Communion services.

C. Baptism Prep and Confirmation Prep

D. Funeral Ministry

E. Pastoral Care (this really fell off during Covid and has not returned to previous levels)

F. Reports and Returns (Some are "must be done", and some are "should be done").

G. Extras, for example, Bible Studies, Grief Share Programs, Alpha Programs etc. Funny that this is the last priority but is some of my favourite things to partake in.

Now I know what some of you are thinking. There are a lot of parishes/churches operating under those conditions. And that is exactly my point. I know how important this document is to the LLM community, but I also know that it is not a priority. That is the reason that there are some regions who cannot fill the position of the rep for their area. So having said that, I would like to throw this out there to other reps as a discussion point on how we might do things differently (if that's even possible). I know that there are a few places where things might almost be rosy, but not for all. And where it's "not so rosy" I know my brothers and sisters in Christ are striving to get the must do's done while trying to figure out how to be more relevant in our communities.

I will try to do better for the next issue. And now that I have attended my first meeting and am submitting my first input (whether it gets published or not, that will be up to the President). I have dutifully entered it in my calendar, so I will give LLMs in my area a proper head's up for the next issue. But I will not chase anyone down as I know the challenges they/we are facing. I come from the school of (if you point out a problem, be ready with a solution) so I do have a couple of ideas, but maybe that's for another issue.

As an overall report for the Cape Breton Region, I would say that we are getting things done for most part. Several LLMs have fully retired or at least stepped back from full LLM duties due in the most part to age. We also have attracted one or two new LLMs (in Training) so it is not all gloom and doom. Some of us are running Bible Studies and some are able to participate in Ecumenical led events. Many LLMs have picked up skills in Sermon prep, and a few are doing Funeral Ministry without Clergy involvement. Yes, we have some strong Lay Led Ministry going on here. And I look forward to my time on this committee, and hope that I can make some sort of impact.

Lenten Blessings,

Mary MacDonald  
Collieries Parish of Cape Breton

## **Chignecto**

The Licensed Lay Ministers in the Chignecto region have been active in their parishes, more or less depending on their parish size and Clergy presence. They assist with Eucharist, Readings, Prayers of the People and lead the Morning Prayer Service on a regular basis. Most are also serving on their Parish Councils in various positions as needed.

At Christ Church in Amherst the sewing classes for young people which started last fall are doing well. The ladies Advent Service was enjoyed by many at the beginning of December. There were 50 food boxes donated and given or delivered to the homebound, in the community, mid December and 5 more were donated to the local Food Bank.

St. John's in Truro have several Licensed Lay Ministers assist with the monthly Community free suppers ,in conjunction with the other local churches,and also with the schoolchildren's lunch program. At Christmas they helped to pack and deliver food boxes to people in the community. Some are members of the choir and the Men's Group.

The Churches in Parrsboro and Springhill share a Priest and when there are 5 Sundays in a month they hold joint services. At All Saints in Springhill the licensed lay ministers received their new medallions recently, and are participating in the EFM course.The United Church, Presbyterian Church, the Salvation Army and the Anglican Church each visit the local Nursing home , once a month to lead a worship service.

The 2 Licensed lay Ministers at St. Georges in Parrsboro are fortunate to have some young men to assist them, one who is interested in being ordained. He has cleaned and refurbished the headstone of the founder of St. Georges, James Ratchford, who was a ship building entrepreneur, who built the original Chapel in 786.The chapel was replaced by a church in 1789 and the present church was built in 1865. Unfortunately this building is now deteriorating. The bell tower roof is leaking and rotting causing a problem with the entrance to the church itself, so the services are held in the hall. A Morning service was held at the Moose River Church during the fall. The second young man who is doing a co-op course at school and has set up and runs the live video service each Sunday.

At All Souls in Oxford two services of Lessons and Hymns, similar to the 9 Lessons and Carols for Christmas were held. Originally for Thanksgiving but now for other times too ,which have been well received and enjoyed by the community. This also involves more members of the congregation as readers.

At Holy Trinity in Scotsburn the services are held in alternating Sundays with the Salem United Church to conserve resources. St. James in Shubenacadie, continue with their Friday Games nights, alternating weeks, which are enjoyed by the community-young and old, hosted by the Licensed Lay Ministers. The Bible Studies have been postponed during the winter months. January and February Seniors Lunches have been cancelled in consideration of the weather conditions for our Elderly participants.

Unfortunately many of the older members of the Association are limited in their activities by health issues and are therefore not as involved as they used to be.

Thank you all for your contributions to the activities of your Parish- Faith in Action.

Respectfully submitted,  
Anne Williams  
Regional Representative

## **Dartmouth Region**

The Dartmouth region has 9 parishes and 10 church sanctuaries. In the region there are 47 LLMs at last count which fluctuate by one or two over the past year.

Five reports were received from the 9 parishes. All reporting parishes are back to full functionality since the COVID restrictions. Three of the 4 have continued their on-line services. This last point is important because most parishes have seen a slight increase in attendance which does not include those attending online or later.

Most Licensed Lay ministers are fully active in their parishes and involved in various subcommittees or internal ministries as well. There are some who limit their involvement in accordance with their gifts, confidence or health. Most parishes are including their LLMs to facilitate full worship experience – reading, liturgy, assisting the Eucharist, prayer, Prayers of the People, and reflections. When a priest is absent for whatever reason LLMs are officiating the services. One parish has made the LLMs part of the Service Planning team to plan special services such as Christmas and anniversary celebrations.

There are monthly or quarterly LLM meetings at most parishes. One parish has an active program of guest speakers and best practices at their LLM meetings.

The Guiding Light Funeral Workshop (mostly winter 2024) was well attended. Three Parishes participated in the Connector 5 program last year.

Some of the attendees at the Dartmouth Regional Council are LLMs. The LLM conference in PEI was attended by 6 out of the 9 parishes. Some parishes have midweek services usually weekly and the LLMs assist where required.

One parish has an active Young Persons program (ages 10-12). Two of the five who reported have no Sunday school or youth program.

Other outreach – 3 food banks, knitting club, poppies attached to netting on Remembrance day at Sullivan's Pond, bible studies, organized telephone calls to the ill and shut-ins, weekly seniors lunches, teen dance (ages 8-12) once a month. Included in this report are some best practices to be considered.

Paul Fevens  
Regional Representative

**CONTACT INFORMATION**  
**LLM EXECUTIVE, BOARD OF STANDARDS & REPRESENTATIVES**

**Contact Information Executive and Board of Standards Members as of June 2024**

<p><b>WARDEN/Chair Board of Standards</b>  The Rev. Tom Henderson  76 Old Halifax Road. West  Three Miles Plains, NS B0N 2T0  902-798-8921  <a href="mailto:t_w_henderson@hotmail.com">t_w_henderson@hotmail.com</a></p>	<p><b>CLERGY REP Board of Standards</b>  Rev. Dorothy Miller  128 Foster St. Box 177  Berwick, NS B0P 1E0  902-698-1112  <a href="mailto:dorothybmiller7@gmail.com">dorothybmiller7@gmail.com</a></p>
<p><b>PRESIDENT/Board of Standards Member</b>  Barbara Bergeron  163 Ridding Road  Eastern Passage, NS B3G 0E1  902-462-4885  <a href="mailto:barbarajbergeron@gmail.com">barbarajbergeron@gmail.com</a></p>	<p><b>VICE-PRESIDENT/Board of Standards Member</b>  Maxine Simpkin  25 Coppermoon Court  Halifax, NS B3M 0J7  902-448-6870  <a href="mailto:maxine.simpkin@gmail.com">maxine.simpkin@gmail.com</a></p>
<p><b>PAST-PRESIDENT, BoS Member and Webmaster</b>  David Harrison  3252 Trafalgar Road  Hopewell, NS B0L 1C0  902-759-2767  <a href="mailto:djh@djharrison.ca">djh@djharrison.ca</a></p>	<p><b>DIAKONIA EDITOR</b> - Maxine Simpkin  (as above)</p>
<p><b>SECRETARY for Executive and Board of Standards</b>  Sherryl Murphy  27 Gourok Avenue  Dartmouth, NS B2X 2B1  902-434-1150 (H) 902-499-6242 (C)  <a href="mailto:sherrylmurphy@gmail.com">sherrylmurphy@gmail.com</a></p>	<p><b>TREASURER</b>  Jo-Anne Macdonald  13 Bezanson Drive  Berwick, NS B0P 1E0  Phone: 902-670-0484  <a href="mailto:maryjoannemacdonald@gmail.com">maryjoannemacdonald@gmail.com</a></p>
<p><b>BOARD OF STANDARDS MEMBER AT LARGE</b>  Ted Macdonald  64 Charlet Crescent  RR#1 Ellershuse, NS B0N 1L0  902-757-0416  <a href="mailto:tedandmarie@eastlink.ca">tedandmarie@eastlink.ca</a></p>	<p><b>BOARD OF STANDARDS MEMBER AT LARGE</b>  Janet Tipert  416 HWY #208  RR#4, New Germany, NS B0R 1E0  902-644-2569  <a href="mailto:jtipert@hotmail.com">jtipert@hotmail.com</a></p>
<p><b>BOARD OF STANDARDS MEMBER AT LARGE</b>  Anne Williams  2352 Hwy #2  Milford, NS B0M 1Y0  902-236-2208  <a href="mailto:s.sheck@eastlink.ca">s.sheck@eastlink.ca</a></p>	

**REGIONAL REPRESENTATIVES**

<p><b>PRINCE EDWARD ISLAND</b>  Dawn Upham  110 Hallie Drive  Summerside, PE C1N 5H3  902-436-3256  <a href="mailto:dawn.upham@gmail.ca">dawn.upham@gmail.ca</a></p>	<p><b>CAPE BRETON</b>  Mary MacDonald  115 Wallace Rd  Glace Bay, NS B1A 4N6  902-849-5799  <a href="mailto:marylinamd@gmail.com">marylinamd@gmail.com</a></p>
<p><b>NORTHUMBRIA</b>  Nancy MacDonald  34 Maple Dr  Antigonish NS B2G1G2  902-863-3681  902-867-0632 c</p>	<p><b>CHEBUCTO</b>  VACANT</p>
<p><b>EASTERN SHORE</b>  Brent Boutilier  117 Hwy #224  Sheet Harbour, NS B0J 3B0  902-391-0103  <a href="mailto:brent.boutilier.aa@gmail.com">brent.boutilier.aa@gmail.com</a></p>	<p><b>DARTMOUTH</b>  Paul Fevens  22 Kiel Court  Eastern Passage, NS B3G 1R3  902-818-9454  <a href="mailto:plfevens@gmail.com">plfevens@gmail.com</a></p>
<p><b>RIVERS TO TRAILS</b> (formerly FORT SACKVILLE)  Walter Westwood  2 Jubilee Court  Middle Sackville, NS B4E 1X3  902-864-0657 (prefers text rather than email)  <a href="mailto:walterwestwood1955@yahoo.ca">walterwestwood1955@yahoo.ca</a></p>	<p><b>VALLEY</b>  VACANT</p>
<p><b>CHIGNECTO</b>  Anne Williams  2352 Hwy #2  Milford, NS B0M 1Y0  902-236-2208  <a href="mailto:s.sheck@eastlink.ca">s.sheck@eastlink.ca</a></p>	<p><b>SOUTH SHORE</b>  VACANT</p>

## **UPCOMING EVENTS**

**DIOCESAN RETREAT – Friday, June 6 to Sunday, June 8, 2025**

**Want to bless one of your church leaders for their hard work?**

**Or gift yourself with a refreshing time away?**

**Purchase a registration for:**

**Pathways to Peace: Seeking the Spirit, a springtime retreat taking place in Nova Scotia's Annapolis Valley.**

**DATES: Friday, June 6 to Sunday, June 8, 2025.**

**LOCATION: Acadia University, Wolfville, N.S.**

**INCLUDED: 5 meals (Friday dinner to Sunday breakfast), 2 nights' accommodations, retreat program and materials.**

**SPECIAL EARLY RATE! \$160 / person**

**(Those staying off-site - \$110)**

**REGISTER NOW!**

**<https://dnspeidatabase.elvanto.eu/form/196dfa29-7cb9-4851-9476-78608dbe42ec>**

**LLM FALL CONFERENCE 2025**

**The Conference will be held**

**September 26-28, 2025**

**at the**

**Debert Centre in Debert Nova Scotia**

**2025 Spring AGM  
Registration Form  
DIOCESAN LICENSED LA Y M I N I S T E R S' ASSOCIATION**

**Date: Saturday June 14, 2025**

**Location: Holy Trinity Emmanuel**

**30 Alfred St, Dartmouth**

**Start Time: 9am Registration**

**10 am Eucharist**

**11 am Annual General Meeting,**

**Lunch followed by an afternoon Workshop**

**Closing: 3pm**

**Registration Fee: \$20.00 \* Please note the new rate**

**Registration Deadline is May 31, 2025**

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**NOTE: Pre-registration is required**

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

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

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

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

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

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

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

**Mail your registration form to: Jo-Anne MacDonald**

**13 Bezanson Drive**

**Berwick, NS B0P 1E0**

**Phone: 902-670-0484**

**[maryjoannemacdonald@gmail.com](mailto:maryjoannemacdonald@gmail.com)**