

*The Episcopal Diocese of Montana*

*Lay Ministries Manual*



*September 6, 2021*

## *Forward*

This manual was compiled in accordance with the *2019 Title III Canon on Ministry* of the Protestant Episcopal Church in the United States of America and The Right Reverend Marty Stebbins, Bishop of Montana assisted by the Diocesan Commission on Ministry.

The Bishop of Montana and The Commission on Ministry for the Episcopal Diocese of Montana offers this manual to those lay persons seeking to develop their baptismal call to licensed ministry. It provides for the discernment of the ministry of all the baptized who are actively seeking a role in Christ's service. The discernment process is concerned with the skills, abilities, and spiritual understanding of persons within the context of their call to ministry. It is the responsibility of lay persons, the bishop, Commission on Ministry, and congregations to assist both to understand and implement their mutual mission to proclaim by word and deed the Gospel to the people of Montana.

The directives for licensed ministries in the Diocese of Montana are provided for those seeking to serve as licensed lay ministers. The necessary documents needed to complete the process are found in the Appendices.

## Welcome

Thank you for your interest in serving as a lay licensed minister in your congregation and the Diocese of Montana. The bishop, the Commission on Ministry and those in your faith community are deeply appreciative. Your interest and commitment are shared by all who want to explore how we can best serve one another, as Christ would have us do. Service and ministry are an expression of Christ's love.

As in all relationships, at least two parties are involved. You have expressed an interest in serving. The larger community of the church, through your congregation and the Diocese, wishes to support your interest to our mutual benefit. We will provide encouragement, training, and necessary resources to assist you and your congregation in an ongoing process of community discernment of your call to ministry. (See Appendix II, Sec.I)

Your interest is tantamount to your commitment and spiritual development. Talk to your priest or spiritual guide, persons serving in the ministry in which you would like to serve, and to others in the community. Take the time to thoughtfully meditate and pray on your decision. The answer, turning interest into action, will come. Know that others will be praying for you.

There are many ways for the laity to serve God in the Episcopal Church. They are clearly spelled out in the National Canons of the Episcopal Church, Title III Canon 4: Of Licensed Ministries, Sec. I.

- (a) A confirmed communicant in good standing or, in extraordinary circumstances, subject to guidelines established by the Bishop, a communicant in good standing, may be licensed by the Ecclesiastical Authority to serve as Pastoral Leader, Worship Leader, Preacher, Eucharistic Minister, Eucharistic Visitor, Evangelist, or Catechist. Requirements and guidelines for the selection, training, continuing education, and deployment of such persons, and the duration of licenses shall be established by the Bishop in consultation with the Commission on Ministry.

### **Lay Ministries – all require training, study, and prayer**

Pastoral Leader:	Basic skills and understanding of pastoral relationships.
Worship Leader:	Basic understanding of liturgics, Book of Common Prayer, including Rubrics
Lay Preacher:	Advanced skills in preaching in a particular congregation
Eucharistic Minister:	Sacramental theology, training for Eucharistic duties
Eucharistic Visitor:	Sacramental theology, home communions
Evangelist:	Understanding of church mission and outreach
Catechist:	Understanding of subject, and teaching methodologies

Licensed lay ministers work under the guidance of their rector or priest-in-charge, although their training and direct supervision may be delegated to another person. The rector, and any others who train lay ministers, will support you in your lay ministry journey.

Lay ministry licenses cover a period of four years, and may be renewed at the request of your rector or priest-in-Charge.

For more information:

**Appendix I**

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Title III: Ministries

    Canon 1: Of the Ministry of All Baptized Persons

    Canon 3: Of Discernment

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# *Appendix I*

excerpts from the  
*Canons of The Episcopal Church*  
*Title III: Ministry*

## **Canon 1: Of the Ministry of All Baptized Persons**

**Sec. 1** Each Diocese shall make provision for the affirmation and development of the ministry of all baptized persons, including:

- (a) Assistance in understanding that all baptized persons are called to minister in Christ's name, to identify their gifts with the help of the Church and to serve Christ's mission at all times and in all places.
- (b) Assistance in understanding that all baptized persons are called to sustain their ministries through commitment to life-long Christian formation.

**Sec. 2** No person shall be denied access to the discernment process or to any process for the employment, licensing, calling, or deployment for any ministry, lay or ordained, in this Church because of race, color, ethnic origin, immigration status, national origin, sex, marital or family status (including pregnancy and child care plans), sexual orientation, gender identity and expression, disabilities or age, except as otherwise provided by these Canons. No right to employment, licensing, ordination, call, deployment, or election is hereby established.

## **Canon 3: Of Discernment**

Sec. 1. The bishop and Commission shall provide encouragement, training, and necessary resources to assist each congregation in developing an ongoing process of community discernment appropriate to the cultural background, age, and life experiences of all persons seeking direction in their call to ministry.

## **Canon 4: Of Licensed Ministries**

### **Sec. 1**

- (a) A confirmed communicant in good standing or, in extraordinary circumstances, subject to guidelines established by the Bishop, a communicant in good standing, may be licensed by the Ecclesiastical Authority to serve as Pastoral Leader, Worship Leader, Preacher, Eucharistic Minister, Eucharistic Visitor, Evangelist, or Catechist. Requirements and guidelines for the selection, training, continuing education, and deployment of such persons, and the duration of licenses shall be established by the Bishop in consultation with the Commission on Ministry.

### **Sec. 3 Pastoral Leader**

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

### **Sec. 4 Worship Leader**

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

### **Sec. 5 Preacher**

A Preacher is a lay person authorized to preach. Persons so authorized shall only preach in congregations under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

### **Sec. 6 Eucharistic Minister**

A Eucharistic Minister is a lay person authorized to administer the Consecrated Elements at a Celebration of Holy Eucharist. A Eucharistic Minister should normally act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

### **Sec. 7 Eucharistic Visitor**

A Eucharistic Visitor is a lay person authorized to take the Consecrated Elements in a timely manner following a Celebration of Holy Eucharist to members of the congregation who, by reason of illness or infirmity, were unable to be present at the Celebration. A Eucharistic Visitor should normally act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

### **Sec. 8 Catechist**

A Catechist is a lay person authorized to prepare persons for Baptism, Confirmation, Reception, and the Reaffirmation of Baptismal Vows, and shall function under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

### **Sec. 9 Evangelist**

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

## *Appendix II*

### **Lay Ministry**

### **Requirements and guidelines**

**For a Pastoral Leader, Worship Leader, Preacher, Eucharistic Minister, Eucharistic Visitor, Evangelist, or Catechist:**

- Consultation with rector or priest in Charge  
 Lay Ministry applying for \_\_\_\_\_

Documentation required:

- Proof of Baptism  
 Proof of Confirmation  
 Safeguarding Training from the Diocese  
 Length of congregational membership  
 College transcripts (if applicable)  
 Training, education steps for lay ministry  
 Certificate of Anti-Racism Training  
 Written Endorsement for the Specific Lay ministry to the bishop signed by rector or priest in charge of the sponsoring congregation for License.

***For Lectors:*** Although not specifically mentioned in Title III, they are included.

Documentation suggested:

- Proof of Baptism  
 Basic understanding of Holy Scripture  
 Training on how to effectively read the Bible in church; training in public speaking may be helpful  
 Safeguarding Training from the Diocese

Lectors shall be approved by the rector or priest-in-charge.

Appendix III  
*The Episcopal Diocese of Montana*  
***Request for License for  
new Lay Ministers***

Date: \_\_\_\_\_

To: The Episcopal Diocese of Montana  
P.O. Box 2020  
Helena MT 59624-202

In accordance with Title III, Canon 4 of *The Constitution and Canons* of the Protestant Episcopal Church, I request licenses for the persons listed below.

**Pastoral Leader:** (list names)

**Worship Leader:** (list names)

**Eucharistic Minister:** (list names)

**Eucharistic Visitor:** (list names)

**Evangelist:** (list names)

**Catechist:** (list names)

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

**Signature of rector or priest-in-charge:** \_\_\_\_\_

*The Episcopal Diocese of Montana*

***Request for License Renewal  
for current Lay Ministers***

Date: \_\_\_\_\_

To: The Episcopal Diocese of Montana  
P.O. Box 2020  
Helena MT 59624-202

In accordance with Title III, Canon 4 of *The Constitution and Canons of the Protestant Episcopal Church*, and the practices of the Diocese of Montana, I request renewal of licenses for the persons listed below.

**Pastoral Leader:** (list names) Date of previous license

**Worship Leader:** (list names) Date of previous license

**Eucharistic Minister:** (list names) Date of previous license

**Eucharistic Visitor:** (list names) Date of previous license

**Evangelist:** (list names) Date of previous license

**Catechist:** (list names) Date of previous license

**Name and address of Parish:**

**Signature of rector or priest-in-charge:** \_\_\_\_\_