



*Diocese of Missouri*  
THE EPISCOPAL CHURCH

# Licensed Ministries in the Diocese of Missouri

## Guidelines

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# Licensed Ministries in the Diocese of Missouri

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## General Licensing Expectations

**ACTIVE PARTICIPANTS.** Licensed individuals are expected to be active participants in their faith communities (i.e. “confirmed communicants in good standing” Title I.17(3)). This includes, but is not limited to, regular attendance in Sunday worship and making a financial pledge. Some licenses require a deeper knowledge of how a faith community, the Diocese, and the Episcopal Church USA function. Where additional participation would be beneficial, recommendations are listed within the details of these guidelines under a specific license.

**FAITH COMMUNITY ENDORSEMENT.** The individual seeking licensure must receive the formal endorsement of his or her faith community (vestry, bishop’s committee or other governing body, and resident clergy, if any) which includes verification that he or she is an upstanding example of Christian living, is believed to have a call to said ministry and is demonstrating competency for said ministry. This formal endorsement shall be communicated to the Bishop at the time of the request for licensure.

**TERMS AND RENEWAL.** A license is valid for one year and may be renewed. The Lay Licensure Committee recommends a sabbatical after a license has been renewed three times. During the sabbatical, the licensed individual is encouraged to reflect upon his/her ministry and to explore other ministries to which God may be calling him or her.

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## General Licensing Suggestions and Assumptions

**TRAINING.** The clergy-in-charge or other leader exercising oversight of the faith community (“other leader”) is charged with overseeing the design and implementation of training for licensure. The assumption here is that trainings may take place on a congregational, convocation, or diocesan level at the initiation of local clergy-in-charge or other leaders. The following pages contain resources for initial and continued formation. Requests for additional or assistance with training resources may be made of the Commission on Ministry by contacting Emily Peach in the Offices of the Bishop.

**EXPECTATIONS OF SERVICE.** A licensed individual and clergy-in-charge (or other leaders) are encouraged to discuss the licensed individual’s role and expectation of service (how, when, and with what frequency) for exercising the licensed ministry.

**COMMUNITY OF MINISTERS.** Ministries are not carried out in a vacuum but, rather, occur in the context of a community. A licensed individual is encouraged to meet with fellow ministers, a certain type of study group, or with a member of the clergy for support, feedback, and continued formation.

**CULTURE OF FORMATION.** Licensed individuals are encouraged to seek out continuing formation and educational opportunities in a commitment to life-long Christian formation. Clergy-in-charge or other leaders are encouraged to provide for such continuing formation opportunities through identifying applicable grants (i.e. diocesan lay continuing education grants, locally budgeted funds, et al), coordinating local training, communicating availability of applicable diocesan trainings/events, and/or coordinating the establishment of focus groups.

## Definitions of Licensed Ministries

by Title III, Canon 4 of the 2003 Constitution and Canons of the Episcopal Church USA

"A **Worship Leader** is a lay person who regularly leads public worship under the direction of the [clergy-in-charge or other leader]." A Worship Leader was formerly titled "Lay Reader." A Worship Leader is not licensed to function as the lector. No license is required for an individual to be a lector.

"A **Preacher** is a lay person authorized to preach. Persons so authorized shall only preach in congregations under the direction of the [clergy-in-charge or other leader]." A Preacher was formerly titled "Lay Preacher."

"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 [clergy-in-charge or other leader]." A Eucharistic Minister was formerly title "Chalice Administrator" and/or "Lay Eucharistic Minister B."

"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 [clergy-in-charge or other leader]." A Eucharistic Visitor was formerly titled "Lay Eucharistic Minister" and/or "Lay Eucharistic Minister A."

"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 [clergy-in-charge or other leader]." A Catechist is a new category of licensure for the Diocese of Missouri.

The Bishop is not currently issuing licenses for "**Pastoral Leader**" as defined by the Canons.

**Specific Licensure Expectations and Guidelines and Resources  
for Training and Continuing Formation**

## Worship Leader

**DEFINITION:** Title III.4.4: "A Worship Leader is a lay person who regularly leads public worship under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith."

**REQUIREMENTS:** Expectations for a Worship Leader in the Diocese of Missouri in addition to the *General Licensing Expectations*:

Clergy Mentor. A Worship Leader is expected to serve under the direction of the clergy-in-charge. In the case where there is no resident clergy person the Worship Leader should be assigned a clergy mentor with whom he or she will meet regularly.

Report to the Bishop. A Worship Leader shall make an annual report to the Bishop about his or her activities by Advent I.

**SUGGESTED GUIDELINES FOR COMPETENCY:** The Worship Leader will demonstrate the ability to articulate a working knowledge of the theology of worship or be taking steps in this direction. This includes the workings of the church calendar and rubrics of the Book of Common Prayer pertinent to the services that the Worship Leader will be using, the possible worship resources available for use in those services, and the effective use of the voice. The Worship Leader will be involved in continuing education opportunities to strengthen his or her grasp of these matters. Whenever possible a licensed Worship Leader will meet with others in this ministry to explore matters of mutual interest and to strengthen their common ministry.

**SUGGESTED COMPETENCY FOR LICENSURE INVOLVES SHOWING AT THE BASIC LEVEL:**

LEVELS	LEARNING OUTCOMES
<b>Basic</b>	<ul style="list-style-type: none"> <li>• You will be able to describe the nature and purpose of Christian worship.</li> <li>• You will be able to show a basic knowledge of the Christian year and the development of Sunday offices.</li> </ul>
<b>Continuing Education</b>	<ul style="list-style-type: none"> <li>• You will be able to produce leader's notes or orders of services from 5 services including at least 2 from within church (children, young people, adults and all age regular and occasional attenders), and, one outside a church service (home, school, youth group, hospital, group residential home, residential event, day conference).</li> <li>• You will be able to evaluate the origins and development of three from the following: theology of worship, the Christian year, hymnody, Morning and Evening Prayer, and a Service of the Word, which includes preaching</li> <li>• You will be able to evaluate the practice of non-sacramental worship in three different traditions.</li> <li>• You will be able to critique the program of services from a particular parish.</li> <li>• You will be able to show a critical understanding of the liturgical theology of daily prayer, the calendar and sanctorale, and how this theology applies to parish life.</li> </ul>

## **CONTENT WHICH INFORMS THE LEARNING OUTCOMES:**

- 1) Knowledge about the nature and purpose of worship includes:
  - a) Identifying the elements within worship from the Judaeo-Christian tradition.
  - b) Contrasting and comparing worship from different Christian traditions.
  
- 2) Ability to design worship includes:
  - a) Understanding how the church calendar works.
  - b) Utilizing a wide range of resources.
  - c) Choosing hymns \ songs for services.
  - d) Designing worship for ordinary and special occasions.
  - e) Working within the Canons and rubrics of the Episcopal Church, including "direction from a Member of the Clergy or other leader exercising oversight of the congregation or community of faith."
  
- 3) Ability to lead in worship includes:
  - a) Creating an environment conducive to worship.
  - b) Being sensitive to the needs of the congregation.
  - c) Leading appropriately across the range of formal and informal options provided by the Episcopal Church.
  - d) Using voice and body appropriately.

## **RESOURCES**

### **Basic:**

Hatchett, Marion. *Commentary on the American Prayer Book*

Lee, Jeffrey. *Opening the Prayer Book* (The New Church's Teaching Series)

Smith, George Wayne. *Admirable Simplicity: Principles for Worship Planning in the Anglican Tradition*

Weil, Louis. *A Theology of Worship* (The New Church's Teaching Series)

### **Continuing Education:**

Jones, Cheslyn (ed). *The Study of Liturgy*

**Specific Licensure Expectations and Guidelines and Resources  
for Training and Continuing Formation**

## Preacher

**DEFINITION:** Title III.4.5. "A Preacher is a lay person authorized to preach. Persons so authorized shall only preach in congregations under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith."

**REQUIREMENTS:** Expectations for a Preacher in the Diocese of Missouri in addition to the *General Licensure Expectations*:

Annual Continuing Education: Lay persons licensed to preach must attend either:

- 1) An annual one-day event held by the Diocese at which one or more experienced preachers will: (a) Hear each licensed lay preacher preach one or more sermons and (b) Lead a critique of their sermons and a discussion of the theory and methods of preaching; or 2) A preaching continuing education training approved by the Commission on Ministry.

**SUGGESTED GUIDELINES FOR COMPETENCY:** A lay person licensed to preach will have acquired, or be taking steps to acquire, a working knowledge of the Scriptures and of homiletics. This may mean completing the Education for Ministry course, the Episcopal School for Ministry's Old Testament, New Testament and Preaching courses, the basic Bible course offered by the Kerygma program, or other program(s) recommended by the Commission on Ministry. Meeting regularly with a lectionary or other Bible study group may be an informing and forming option for gaining competency for a license to preach.

**SUGGESTED COMPETENCY FOR LICENSURE INVOLVES SHOWING AT THE BASIC LEVEL:**

LEVELS	LEARNING OUTCOMES
<b>Basic</b>	<ul style="list-style-type: none"> <li>• You will be able to describe a theology of preaching.</li> <li>• You will be able to show text or notes with feedback from four sermons or talks.</li> <li>• You will be able to deliver sermons or talks in at least three settings (including one outside a church service) and will include variety of people (children, young people, adults, the elderly)</li> <li>• You will show a broad knowledge of the Holy Scriptures of the Old and New Testaments and be able to articulate three main themes found there.</li> </ul>
<b>Continuing Education</b>	<ul style="list-style-type: none"> <li>• You will be able to develop and justify your understanding of preaching.</li> <li>• You will be able to give a critical evaluation of your own practice on 4 varied occasions</li> <li>• You will show detailed understanding of the history of preaching, use of the Bible in preaching and the place of preaching in modern communication.</li> <li>• You will be able to produce a critical report on a sermon series of not fewer than four sermons looking at hermeneutical issues and the place of this series in the life of the church.</li> <li>• You will engage in deeper study of one or more books of the Bible and be able to articulate how this informs your preaching.</li> </ul>

## **CONTENT WHICH INFORMS THE LEARNING OUTCOMES:**

- 1) Knowledge about the nature and purpose of preaching by:
  - a) Describing a theology of preaching.
  - b) Recognizing the function of preaching within worship.
  - c) Identifying various goals of preaching.
  - d) Describing the role of the preacher.
  
- 2) Knowledge about preparing for preaching by:
  - a) Demonstrating a working knowledge of the lectionary and calendar.
  - b) Relating scripture to the contemporary world, and the experience of the congregation.
  
- 3) Ability to preach by:
  - a) Preaching at a range of formal and informal services.
  - b) Using language clearly and at a level appropriate to the congregation and content.
  - d) Making effective and appropriate use of story, illustration and humour.
  - e) Showing an effective and appropriate use of voice and body.
  - f) Showing an effective and appropriate use of visual symbols and other media.

## **RESOURCES**

### **Basic:**

Killinger, John. *Fundamentals of Preaching*. second edition, Fortress Press, 1996.

Long, Thomas G. *Preaching and the Literary Forms of the Bible*. Fortress Press, 1989.

**Specific Licensure Expectations and Guidelines and Resources  
for Training and Continuing Formation**

**Eucharistic Minister**

**DEFINITION:** Title III.4.6. "A Eucharistic Minister is a lay person authorized to administer the Consecrated Elements at a Celebration of Holy Eucharist."

**REQUIREMENTS:** Expectations for a Eucharistic Minister in the Diocese of Missouri in addition to the "General Licensing Expectations:"

Clergy Mentor: A Eucharistic Minister will meet regularly with the Deacon of the congregation or the clergy-in-charge of a faith community, or a clergy mentor appointed by the Bishop for supervision, feedback, support, and to share any questions and to address any issues that merit further learning.

**SUGGESTED GUIDELINES FOR COMPETENCY:** The Eucharistic Minister must demonstrate a working knowledge of the Eucharistic rite(s) used by the congregation and the normal manner in which the Sacramental elements are administered.

**SUGGESTED COMPETENCY FOR LICENSURE INVOLVES SHOWING AT THE BASIC LEVEL:**

LEVELS	LEARNING OUTCOMES
<b>Basic</b>	<ul style="list-style-type: none"> <li>• You will be able to describe the basic structure of the Eucharistic rite.</li> <li>• You will acknowledge the importance of a sense of reverence about what is being done.</li> <li>• You will be able to adapt to the different ways of receiving the Bread and Wine.</li> <li>• You will be able to adapt to the different needs of those receiving.</li> <li>• You will know how to properly dispose of remaining Elements, according to local custom.</li> </ul>
<b>Continuing Education</b>	<ul style="list-style-type: none"> <li>• You will be able to reflect on experience in the Eucharist.</li> <li>• You will be able to evaluate the historical development of the Eucharist.</li> <li>• You will be able to articulate the theology of the Eucharistic rites being used by the congregation.</li> <li>• You will be able to compare the Eucharistic liturgies of the Episcopal Church and two other traditions.</li> </ul>

**CONTENT WHICH INFORMS THE LEARNING OUTCOMES:**

- 1) Knowledge about the Eucharistic rites by:
  - a) Understanding the history of the development of the rites.
  - b) Understanding the structure of the rites.
  - c) Understanding the theology of the rites.
  - d) Understanding the history and theology of the Reserved Sacrament.
  
- 2) Ability to administer the Sacramental Elements by:
  - a) Knowing the different ways to administer Bread (in the hand, on the tongue).
  - b) Knowing the different ways to administer the Wine (hands-on Chalice, hands-off Chalice, intinction).
  - c) Knowing the proper way to use the purificator.
  - d) Understanding the different needs of those receiving (children, elderly, handicapped).
  - e) Knowing the proper disposition for the remaining Elements, according to local custom.



## RESOURCES

### **Basic:**

A Manual for Eucharistic Ministers and Visitors Beth Wickenberg Ely Morehouse (2005)  
Commentary on the American Prayer Book Marion Hatchett HarperCollins

### **Continuing Education:**

A Lay Minister's Guide to the Book of Common Prayer Clifford W. Atkinson Morehouse  
By Water and the Word: The Scriptures of Baptism Daniel B. Stevick Church Publishing  
I Have Called You Friends: An Invitation to Ministry Kevin L. Thew Forrester

**Specific Licensure Expectations and Guidelines and Resources  
for Training and Continuing Formation**

## Eucharistic Visitor

Title III.4.6. "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 reasons of illness or infirmity, were unable to be present at the Celebration."

**REQUIREMENTS:** Expectations for a Eucharistic Visitor in the Diocese of Missouri in addition to the "General Licensing Expectations:"

Clergy Mentor: A Eucharistic Visitor will meet regularly with the Deacon of the congregation or the clergy-in-charge of a faith community, or a clergy mentor appointed by the Bishop for supervision, feedback, support, and to share any questions and to address any issues that merit further learning.

**SUGGESTED GUIDELINES FOR COMPETENCY:** The Eucharistic Visitor must demonstrate a working knowledge of the Eucharistic rite(s), especially "Communion under Special Circumstances," and the normal manner in which the Sacramental elements are administered.

**SUGGESTED COMPETENCY FOR LICENSURE INVOLVES SHOWING AT THE BASIC LEVEL:**

LEVELS	LEARNING OUTCOMES
<b>Basic</b>	<ul style="list-style-type: none"> <li>• You will be able to describe the basic structure of the Eucharistic rite.</li> <li>• You will be able to articulate a basic theology of the Eucharist.</li> <li>• You will acknowledge the importance of a sense of reverence about what is being done.</li> <li>• You will be able to meet and understand people of different temperaments and circumstances.</li> <li>• You will be able to listen and maintain confidentiality, reporting special pastoral needs as appropriate.</li> <li>• You will understand the need for flexibility and creativity in physically setting up the communion table, as well as the individual needs of those receiving communion.</li> <li>• You will know how to properly dispose of remaining Elements, according to local custom, and where to return the communion kit in a timely manner.</li> </ul>
<b>Continuing Education</b>	<ul style="list-style-type: none"> <li>• You will be able to reflect on experience in the Eucharist.</li> <li>• You will be able to evaluate the historical development of the Eucharist.</li> <li>• You will be able to articulate the theology of the Eucharistic rites being used by the congregation and "Communion under Special Circumstances."</li> <li>• You will be able to better understand the spiritual and personal needs of those who are receiving "Communion under Special Circumstances."</li> <li>• You will be able to evaluate how the Episcopal Church and two other faith traditions provide for "Communion under Special Circumstances."</li> </ul>

## **Content which informs the Learning Outcomes:**

- 1) Knowledge about the Eucharistic rites by:
  - a) Understanding the history of the development of the rites.
  - b) Understanding the structure of the rites.
  - c) Understanding the theology of the rites.
  - d) Understanding the history and theology of the Reserved Sacrament.
  
- 2) Ability to administer the Sacramental Elements by:
  - a) Knowing how the communion kit is to be prepared and given for use.
  - b) Knowing how to set up for the service with an individual, being flexible as to space and the needs of the person receiving.
  - c) Knowing the different ways to administer Bread (in the hand, on the tongue), and having the flexibility to adapt to the needs of the individual receiving.
  - d) Knowing the different ways to administer the Wine (hands-on Chalice, hands-off Chalice, intinction, spoon), and the flexibility to adapt to the needs of the individual receiving.
  - e) Knowing the proper use of the purificator.
  - f) Knowing the proper disposition of the remaining Elements, and the return of the communion kit to the church.

## **RESOURCES**

### **Basic:**

A Manual for Eucharistic Ministers and Visitors Beth Wickenberg Ely Morehouse (2005)  
Meditations for Lay Eucharistic Ministers Beth Maynard Morehouse  
Commentary on the American Prayer Book Marion Hatchett HarperCollins  
"Materials Prepared for Use by Lay Eucharistic Ministers" (now referred to as Eucharistic Visitors) Diocese of Missouri

### **Continuing Education:**

Lay Shepherding: A Guide for Visiting the Sick, the Aged, the Troubled and the Bereaved  
Rudolf El Grantham Judson Press

Any of the materials listed under the Eucharistic Minister Resources

**Specific Licensure Expectations and Guidelines and Resources  
for Training and Continuing Formation**

**Catechist**

**DEFINITION:** Title III.4.8. "A Catechist is a lay person authorized to prepare persons for Baptism, Confirmation, Reception, and the Reaffirmation of Baptismal Vows, and shall function under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith."

**REQUIREMENTS:** Expectations for a Catechist in the Diocese of Missouri in addition to the *General Licensing Expectations*:

Clergy Mentor. The Catechist will meet regularly with the clergy person in charge of his or her faith community or the clergy mentor appointed by the Bishop for supervision, feedback, support, and to share any questions and to address any issues that merit further learning.

**SUGGESTED GUIDELINES FOR COMPETENCY:** A Catechist must demonstrate or be taking steps towards being able to articulate a working knowledge of the Sacrament of Holy Baptism and the social, theological, and practical implications of the Baptismal Covenant as well as how baptism relates to the rite of confirmation (and all of the complexities thereof); the basic tenets of Christian faith and practice; the Episcopal Church, its structure and governance, its history, its worship and Sacramental life (including the Book of Common Prayer).

**SUGGESTED COMPETENCY FOR LICENSURE INVOLVES SHOWING AT THE BASIC LEVEL:**

LEVELS	LEARNING OUTCOMES
<b>Basic</b>	<ul style="list-style-type: none"> <li>• You will be able to describe the authorized services of initiation in the Episcopal Church.</li> <li>• You will be able to show a basic knowledge of one of the following: baptismal policy issues, baptism in the context of the main Sunday eucharist, the role of confirmation, communion before confirmation.</li> <li>• You will be able to explain the baptismal promises and describe how you try to keep them in your life.</li> </ul>
<b>Continuing Education</b>	<ul style="list-style-type: none"> <li>• You will be able to reflect on experience in one of the following: baptism preparation, confirmation program, catechumen, children and communion, adult baptism.</li> <li>• You will be able to evaluate the historical development of baptismal liturgy and theology.</li> <li>• You will be able to describe and critique one contemporary issue from: baptismal policy, communion and confirmation, infant communion, baptism, confirmation and the Spirit, anointing and baptism, modes of baptism, 're-baptism', infant dedication, baptism in the Spirit.</li> <li>• You will be able to evaluate the baptismal liturgies of the Episcopal Church and of two other Christian traditions.</li> <li>• You will be able to produce a critical evaluation of the baptismal theology and practice three Christian traditions.</li> <li>• You will be able to produce an appraisal of the initiation policy of a faith community.</li> </ul>

## CONTENT WHICH INFORMS THE LEARNING OUTCOMES:

1. Knowledge about Christian initiation by
  - a) Describing and reflecting upon the theology of baptism and confirmation.
  - b) Comparing and contrasting various Christian practices of initiation past and present.
  - c) Describing current initiation liturgies.
  - d) Describing current issues in initiation.
  - e) Describing the baptism policy of the local community of faith in which the licensed individual is actively involved.
  
2. Ability to prepare people for baptism and/or confirmation by
  - a) Describing the significance of baptism and/or confirmation in people's lives.
  - b) Discovering and using resources for preparing people for baptism and /or confirmation.
  - c) Leading preparation appropriately.
  - d) Describing ways of follow up.
  
3. Ability to lead and/or share in services of initiation by
  - a) Taking part appropriately.

## RESOURCES

### Basic:

Stephen Holmgren. Ethics After Easter (The New Church's Teaching series).

Marianne Micks. Deep Waters: An Introduction to Baptism.

Questions Along the Way.

Tammany, Klara, Living Water: Baptism as a Way of Life Church Publishing

### Continuing Education:

Laurence Hull Stookey. Baptism: Christ's Act in the Church.

Stephen Sykes, John Booty, and Jonathan Knight. The Study of Anglicanism.