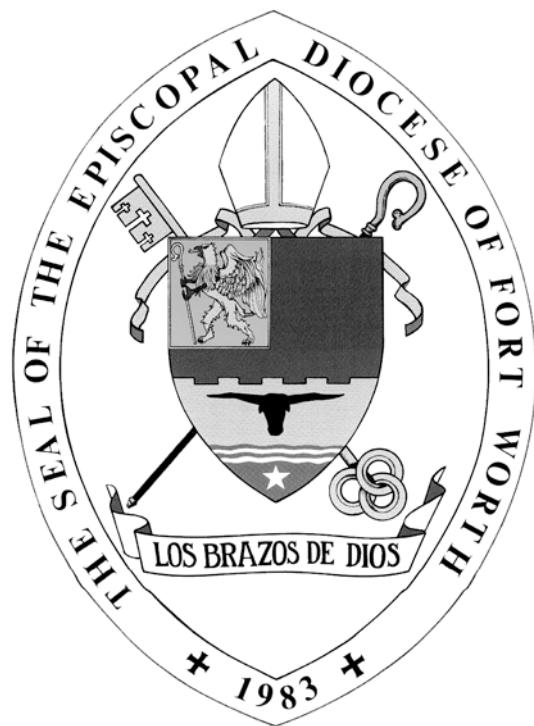


The Handbook on Licensed Lay Ministry



The Episcopal Diocese of Fort Worth

Revised – Lent 2006

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The Episcopal Diocese of Fort Worth

Center for Ministry
2900 Alemeda Street
Fort Worth, TX 76108

PREFACE

The purpose of “The Handbook on Licensed Lay Ministry” is to provide a resource for clergy and congregations in calling, training, and setting apart lay ministers to serve in the worship of the Church.

The Book of Common Prayer defines four orders of ministers in the Church: lay persons, bishops, priests, and deacons. Baptism into the Covenant Community of Jesus Christ is the primary prerequisite for any ministry in the Church. Ministry in the Church has usually involved some prior training, an examination of life and ability, and a setting apart, or an expression of approval, of the person by the people, the clergy, and the bishop.

Lay ministers are called in the Book of Common Prayer to “take their place in the life, worship, and governance of the Church” (p. 855). This handbook will assist congregations with the training and licensing of lay ministers who are called to serve through the worship of the Church.

A baptized and confirmed adult communicant in good standing may serve as a Worship Leader, Eucharistic Minister, Eucharistic Visitor or Catechist, if licensed by the Bishop. Forms to request or to renew these licenses are found in the back of this Handbook. Licenses must be renewed at the end of three years. The license is granted by the Bishop at the recommendation of the rector or vicar of the congregation in which the applicant will serve. The license can be revoked by the Bishop upon request of the rector or vicar.

References for this Handbook come from:

The Book of Common Prayer, 1979
The Book of Occasional Services
The Customary of the Episcopal Diocese of Fort Worth, 2005
The Constitution and Canons of the Episcopal Church

“In all service, the entire Christian assembly participates in such a way that the members of each order within the Church, lay persons, bishops, priests, and deacons, fulfill the functions proper to their respective orders, as set forth in the rubrical directions for each service” (BCP, p. 13).

LECTOR

FUNCTION

The function of a Lector is to read the Scripture Lessons in the Church's liturgy as appointed to do so by the celebrant or officiant. No license is required for this ministry. Only in exceptional cases should a deacon or priest read the lessons, except for the Gospel reading at mass.

QUALIFICATIONS

1. Baptized and confirmed member in good standing in the congregation in which they intend to serve.
2. Appointment to that function by the celebrant or officiant
3. Ability to read clearly, audibly, and with the sense of the meaning of the passage

NOTES

- Lectors usually do not vest and may come up from the congregation to the lectern to read (unless parish custom dictates otherwise).
- Congregations may wish to give certificates to Lectors in recognition of their commitment to service in the public worship of the Church.

WORSHIP LEADER

FUNCTION

A Worship Leader is a layperson licensed by the Bishop to lead public worship in a congregation under the direction of a member of the clergy. A Worship Leader may give the sermon, provided that sermons published for Worship Leaders or sermons provided by an ordained priest canonically resident in the Diocese of Fort Worth are used.

QUALIFICATIONS

1. Baptized and confirmed member in good standing in the congregation in which they intend to serve.
2. Completed all training and passed examination.
3. Demonstrates ability to lead public worship.
4. Licensed by the Bishop.

MEANS OF CALLING

1. In some cases, persons will indicate to the clergy the desire or a sense of calling.
2. In other cases, clergy will seek out and recruit worship leaders.

TRAINING

1. How to announce and conclude the Readings.
2. How to use the Lectionary and Calendar of the Church Year..
3. The use of voice in leading worship.
4. How to officiate at the Daily Offices of Morning and Evening Prayer.

EUCHARISTIC MINISTER

FUNCTION

A Eucharistic Minister is licensed by the Bishop to administer the chalice at services where there are not a sufficient number of priests and deacons present to do so. When there are enough vested clergy in the service, the clergy will administer the chalice regardless of how many Eucharistic Ministers are present.

QUALIFICATIONS

1. Baptized and confirmed member in good standing of the congregation in which they intend to serve.
2. Completed training and passed examination.
3. Licensed by the Bishop.

MEANS OF CALLING

It will be the Rector or Vicar who chooses those to be trained and licensed by the Bishop for this ministry.

TRAINING

Eucharistic Ministers will be trained in the following:

1. How to administer the chalice.
2. What to do when the chalice is depleted.
3. Diocesan policy regarding intinction.
4. The status of Eucharistic Minister as “extraordinary,” not normative.
5. The Anglican Doctrine of the Real Presence.

INTINTION

Intinction as a normal practice is not sanctioned within this Diocese. Clergy are requested to instruct Eucharistic ministers that if a communicant insists on intinction, the Eucharistic Minister shall take the Host, dip it in the chalice and place it on the communicant’s tongue. Intinction is viewed as a mode of communication to be used in cases of communicable diseases, infirmity, etc. Ancient custom and Scripture would indicate reception in both kinds as normative.

NOTE

Eucharistic Ministers should vest in cassock and surplice when administering the chalice.

EUCHARISTIC VISITOR

FUNCTION

A person licensed to carry the Sacrament to the sick and shut-in is best described as an “extraordinary minister of the Sacrament.” The Bishop of the Diocese of Fort Worth has restricted this ministry to the congregation in which they are licensed.

A Eucharistic Visitor is to take the consecrated Sacrament directly from the Holy Eucharist on Sunday to members of the congregation who, by reason of illness or infirmity, are unable to be present at the Celebration. This ministry does not take the place of clergy visitations. Rectors who use this ministry must carefully train such Visitors and strictly adhere to the provisions of the Book of Occasional Services concerning this ministry.

QUALIFICATIONS

1. Baptized and confirmed member in good standing of the congregation in which they intend to serve.
2. Demonstrates pastoral sensitivity.
3. Completed training and passed examination.
4. Licensed by the Bishop.

MEANS OF CALLING

It will be the Rector or Vicar who chooses those to be trained and licensed by the Bishop for this ministry.

TRAINING

Eucharistic Visitors will be trained in the following:

1. The Anglican Doctrine of the Real presence.
2. How to administer the Sacrament to the sick.

NOTE

This ministry allows those who by condition of health cannot attend worship to receive the Sacrament from the principle Sunday Service. Lay Eucharistic Visitors should receive the Sacrament during the service and go directly to those they will visit.

CATECHIST

FUNCTION

A Catechist is a person licensed to prepare candidates for Baptism, Confirmation, Reception, and the Reaffirmation of Baptismal Vows.

QUALIFICATIONS

1. Baptized and confirmed member in good standing of the congregation in which they intend to serve.
2. Completed training and passed examination.
3. Licensed by the Bishop.

MEANS OF CALLING

It will be the Rector or Vicar who chooses those to be trained and licensed by the Bishop for this ministry.

TRAINING

Catechists will be trained in the following subject:

1. The Holy Scriptures, contents and background.
2. The Book of Common Prayer and the Hymnal.
3. Church History.
4. The Church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism.
5. Methods of Catechesis.

EXAMINATION

Examination by the Rector or Vicar in each of the five areas listed above.

NOTE

A Catechist may serve only the congregation in which they are licensed. The Catechist, under the direction of the Rector or Vicar, will pursue continuing education.

APPLICATION FOR LICENSED WORSHIP LEADER

THE EPISCOPAL DIOCESE OF FORT WORTH

2900 ALEMEDA STREET, FORT WORTH, TEXAS 76108

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Worship Leader. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Worship Leader in this congregation.

Date: _____ Signature: _____

APPLICATION FOR LICENSED EUCHARISTIC MINISTER

THE EPISCOPAL DIOCESE OF FORT WORTH

2900 ALEMEDA STREET, FORT WORTH, TEXAS 76108

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Eucharistic Minister. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Eucharistic Minister in this congregation.

Date: _____ Signature: _____

APPLICATION FOR LICENSED EUCHARISTIC VISITOR

THE EPISCOPAL DIOCESE OF FORT WORTH

2900 ALEMEDA STREET, FORT WORTH, TEXAS 76108

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Eucharistic Visitor. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Eucharistic Visitor in this congregation.

Date: _____ Signature: _____

APPLICATION FOR LICENSED CATECHIST

THE EPISCOPAL DIOCESE OF FORT WORTH

2900 ALEMEDA STREET, FORT WORTH, TEXAS 76108

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Catechist. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Catechist in this congregation.

Date: _____ Signature: _____

**APPLICATION FOR RENEWAL OF LICENSE
FOR A WORSHIP LEADER**

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76108

Name of Applicant: _____

Parish/Mission: _____

Confirmation Date: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I endorse this application for renewal of the license of this person as a Worship Leader.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to continue to serve as a Worship Leader in this congregation.

Date: _____ Signature: _____

**APPLICATION FOR RENEWAL OF LICENSE
FOR A EUCHARISTIC MINISTER**

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76108

Name of Applicant: _____

Parish/Mission: _____

Confirmation Date: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I endorse this application for renewal of the license of this person as a Eucharistic Minister.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to continue to serve as a Eucharistic Minister in this congregation.

Date: _____ Signature: _____

**APPLICATION FOR RENEWAL OF LICENSE
FOR A EUCHARISTIC VISITOR**

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76108

Name of Applicant: _____

Parish/Mission: _____

Confirmation Date: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I endorse this application for renewal of the license of this person as a Eucharistic Visitor.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to continue to serve as a Eucharistic Visitor in this congregation.

Date: _____ Signature: _____

**APPLICATION FOR RENEWAL OF LICENSE
FOR A CATECHIST**

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76108

Name of Applicant: _____

Parish/Mission: _____

Confirmation Date: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I endorse this application for renewal of the license of this person as a Catechist.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to continue to serve as a Catechist in this congregation.

Date: _____ Signature: _____