



The Anglican Diocese of Calgary

The Licensed Lay Ministry Program

& The Calgary School for Mission & Ministry

- Have you been wondering how to use your God-given ministry gifts to lead others in worship in your home Parish?
- Do you feel called to go deeper in your discipleship, theological understanding and knowledge of the Anglican tradition so that you can help others grow in their Christian faith and life?
- Are you currently a Licenced Lay Reader and wish to renew your service as well as to be challenged through further education and training in support of your specific ministry?

If you answered “Yes” to any of these questions, you may be called to a new practice of ministry. The Diocese of Calgary is launching a new initiative to strengthen and equip lay leaders like you: the Licensed Lay Ministry Program. There will be three areas of training and licensing:

License A: Leading Public Worship in Morning and Evening Prayer

License B: Administering Reserved Sacrament to the Public (and, with permission of the Bishop, at parish services)

License C: Preaching in Public Worship

Below you will find the steps to embark on, or continue, your formation in lay ministry. May it be a graced journey!

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*By The Most Reverend Gregory Kerr-Wilson
Archbishop of Calgary and Metropolitan of Rupert's Land*

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Preface on Theology of Ministry

by the Archbishop of Calgary, The Most Reverend Gregory Kerr-Wilson

Brothers and Sisters in Christ,

In these early years of the twenty-first century we find ourselves in a world and society that has dramatically shifted in its demographics, values and perspectives. One of the characteristics of Church life is that in each age and generation we are confronted with the challenge of how we shape and structure our common life and ministry in a manner which is true to the Faith we have received, while addressing the particular circumstances and conditions we currently face.

One particular aspect of this is how we provide for leadership. Leadership through the ages in the church has consistently included both those called to the particular roles embodied in holy orders (those ordained), and those called to lead out of their particular gifting as baptized members of the Church – commonly referred to as the laity. As part of that ongoing need, the Committee on Ministry for the Diocese of Calgary has been working on the areas of ministry which have been, in the past century or so, associated with what we know as “Licensed Lay Readers.” In part because of the renewal and extension of lay ministry in the Church and in some cases because of necessitating circumstances, many folk these days are engaged in reading the scriptures, leading the Prayers of the People, bearing the chalice or paten, officiating at Morning or Evening Prayer, administering the Reserved Sacrament to the public, and preaching.

Some of these ministries have been customarily associated with Licensed Lay Readers, although in many places now there is little cohesive order to defining by who and how these are done. The name itself (Licensed Lay Reader), as the list just given indicates, no longer describes the variety of ministries we are addressing.

There is a question as to which of these ministries requires licensing and what the nature and extent of formation and training should be for that licensing. For example, most ministries which are primarily concerned with assisting in the liturgy, such as reading, leading prayers and assisting at the altar are overseen at the Parish level and do not require diocesan licensing. All such ministry is in some way public and representative of the Church as a whole and it is always vital that we carry out these ministries with faithfulness, care and effectiveness.

After lengthy discussion and consultation, it has been decided that, in the Diocese of Calgary, we will retire the office of “Licensed Lay Reader” and move to using “Licensed Lay Minister”. This document lays out the different forms of Licensed

Lay Ministry and the competencies and requirements for licensing. Its purpose is to enable and enhance our provision for various aspects of Lay ministry in the Diocese.

This is, of course, a work in progress. New ministries may be added to the list as they arise and the provisions below may be modified as we work with, reflect on and receive feedback about what has been provided. I hope and trust that as we engage with this process we will be encouraged in our pursuit of the mission and ministry we have been given by Christ.

What is Ministry?

Jesus said to them again, 'Peace be with you. As the Father has sent me, so I send you.' When he had said this, he breathed on them and said to them, 'Receive the Holy Spirit. If you forgive the sins of any, they are forgiven them; if you retain the sins of any, they are retained.' (John 20: 21-22)

The Church's mission and ministry begin with God's mission to the world in the person and work of Jesus Christ and with the outpouring of the Holy Spirit. God's purpose in this mission is the reconciliation of the world to Himself by being united to our broken humanity, redeeming it and, by a new breathing of the Holy Spirit, bringing forth a new creation enacted in a new humanity in union with His Son Jesus Christ.

That new humanity is given its primary expression in the Church which, as the Body of Christ continues God's mission of reconciliation - formed, guided and empowered by the Holy Spirit. The foundational character of the Church is God's heart of love, given expression in *diakonia* – service – ministry – which, lived out within the body, is expressed in a variety of gifts which are given by the Spirit to build up the Body – enabling it to fulfill its destiny and primary mission as reconciled and reconciling humanity in bringing salvation to the whole of creation. It does this as a community of disciples making disciples of Jesus until the whole of the world is brought to its perfection by God in God's good time.

Ministry in the Church then is all about nurturing, enabling and equipping the Body for its function as the mission of God in the world, both as community of love and service, and as witness to, proclamation of, and invitation into God's purpose and will for creation. Everyone who is baptized into Christ is baptized into this ministry and becomes part of "a royal priesthood, a holy nation, God's own people, in order that you may proclaim the mighty acts of him who called you out of darkness into his marvelous light." (1 Pt. 2:9)

All are called through baptism to an ongoing life of transformation in Christ by the working of the Holy Spirit through study of the scriptures and the apostolic faith, through engagement in the spiritual practices of the Church and the exercise of ministry.

While all are called and gifted for mission and ministry, the Spirit particularly calls forth and gifts leadership in the Church to give structure and shape to God's work and in order that the Church may remain faithful to God's purpose as revealed in Jesus Christ. These ministries of leadership are exercised on behalf of the Church and are thus both identified and authorized by the Church through its ordered ministry, in accordance with the historic Order of the Church and in keeping with the particular "discipline" which describes how this will be carried out in a given time and context.

These ministries of leadership are about equipping and enabling the Church's members in their growth and transformation in Christ, and so the Church requires that those so called are given particular opportunities of learning and formation through which they will be able to demonstrate the needed understanding and skills to carry out that work faithfully and effectively. Just as the Church carefully discerns a call for ordained ministry, equips those called through education and training and then authorizes them for ministry through the laying on of hands and licensing – so with those who are called into lay ministries; it is the responsibility of the Church to enable the discernment of call, make available the means for equipping and then authorize for the exercise of ministry through licensing.

The call to serve in leadership in the Church is never a right but always a gift and a privilege. I pray that as we continue to discern God's leading in the exercise of Licensed Lay Ministry we will also discover anew the joy of service and the joy of knowing the transforming power of the Spirit in our shared life in Christ.

The Licenced Lay Ministry Program

Thank you for your interest in the Licensed Lay Ministry (LLM) Program in the Anglican Diocese of Calgary. In the following pages, you will find information about the process for becoming licensed, the current licences offered, the expectations, competencies and education required for each license, and the ongoing expectations for all LLMs.

1. Licensed Lay Ministry Program– Diocese of Calgary – Licenses

- Licensed Lay Ministers (LLMs) are licensed by the Bishop to deliver ministry in the name of the church. They are called to one or more of the following specific ministries under the supervision of a local clergy person. They are locally trained and mentored. These licences are for three years, and are eligible for renewal at that time. The specific ministries are:
 - **License A:** Leading Public Worship in Morning and Evening Prayer, including the reading of sermons or homilies approved by the designated local or regional clergy
 - **License B:** Administering Reserved Sacrament to the Wider Public (and, with permission of the Bishop, at parish services)
 - **License C:** Preaching in Public Worship. This includes the preparation and writing of the sermon as well as delivery

See Appendix A – “Do I need a License to Offer Ministry in the Diocese of Calgary?”

- Licensed Lay Ministers perform a valuable and honoured leadership role in the church. As such, their call is discerned and affirmed within the community in which they will serve, while their responsibility to the church is fulfilled under the authority of the Bishop and clergy. Since they undertake the work of the laity in a publicly visible way in the context of the church’s worship and work, they are representatives of God’s church – in its Anglican aspect in Canada – to the church and the wider community. The invitation to Licensed Lay Ministry is therefore both a privilege and a relinquishment of some of the freedom of action that is available to Christians who hold no formal office in the church, just as the ordained are constrained by their vows and licenses.
- Preparing to be licensed as a Licensed Lay Minister therefore is a significant process and not to be undertaken lightly. Suitable preparation includes the development of skills and knowledge, in addition to the ministry that all Christians are called to in baptism and ongoing cultivation of personal gifts. The Diocese of Calgary has identified competencies that are necessary to the proper fulfillment of LICENSED LAY MINISTRY responsibilities and assembled a training programme to enable prospective LLMs to attain the relevant competencies. All who are called to become LLMs are invited and required to undertake the discernment process.

- Parishes of prospective LLMs are expected to share in the costs of any required training and continuing education, since LLMs discern gifts and offer them in the context of their own congregation. If the Applicant or Parish does not have sufficient financial resources, they should contact the Bishop's Office.
- Vocation and information days will be provided by the Diocese periodically in order to aid in the discernment process and help clarify the process and requirements for receiving a licence for lay ministry.

2. Personal Qualities Required of All Applicants

Because Lay Ministers play such an important role in how we collectively serve and support faithful Anglicans and Anglican congregations in the Diocese of Calgary, and the communities in which we live and work, the Applicant needs to be a person who:

- Demonstrates a personal spirituality characterized by a commitment to the Gospel of Jesus Christ shown in an integration of body, mind and spirit growing toward wholeness. This spiritual maturity is not only demonstrated in regular participation in the liturgical life of the community, but also in an explicit commitment to Jesus Christ and continued spiritual growth, a mature response to conflict and/or change, and a disciplined life of prayer (Rule of Life, BCP 555);
- Has a healthy attitude toward their own personal well-being;
- Has an ability to reflect critically and creatively on his/her own spiritual, theological and behavioural assumptions, as well as their own ministry practice;
- Articulates a sense of call and is able to share their faith and faith journey with others;
- Is mature and stable, and able to deal with conflict in a healthy way;
- Handles power and leadership well, with a view towards the common good of their community;
- Demonstrates high moral and ethical standards;
- Demonstrates an ability to care for people, both as individuals and in groups;
- Demonstrates tolerance for a diversity of opinions and perspectives;
- Has a good reputation in the community and in the Parish;
- Has potential for leadership;
- Works collaboratively with others;
- Supports the ministry of their local or regional clergy;
- Is willing and able to exercise their ministry under the authority of the Bishop of Calgary and abide by the Diocesan regulations governing Licensed Lay Ministry;
- Has been baptized;

- Has been an active and voting member of the sponsoring congregation for a minimum of one year;
- Has the recommendation of their Parish Council and the clergy person who will be their mentor;
- Has the time and resources necessary to carry out their licensed lay ministry;
- Is committed to, and has the capacity for, the training and education involved in the process;
- Can provide the Diocese with an acceptable (within two years) criminal record check, including a vulnerable sector check.

3. Licensed Lay Ministry Program – Process for Licensing

3.1. Local Discernment Process & Application

- Using the form in Appendix B (LLM-PD-2019), the congregation discerns their sense of call to ministry, and reviews what kinds of licensed lay ministries they need in order to pursue this call. The congregation discerns who in their midst may in turn be called to ministry in response.
- A person in the congregation discerns a call to a specific Licensed Lay Ministry (which may include one or more licenses).
- The person discusses interest in Licensed Lay Ministry with the local or regional clergy person who will be their mentor. Together they review the Calgary Licensed Lay Ministry Guidebook (this document) to clarify expectations of the License.
- If both agree the person is called to apply, the person undertakes the Application Process, which includes a process for Parish Council, and for the Clergy Mentor. As part of the Application Process, the person will submit 5 one-page “essays” demonstrating their understanding of the Old Testament, New Testament, Biblical Foundations, Church History and Theology.

3.2. Diocesan Discernment Process

- The application form, essays and supporting documentation are submitted to the Registrar of the Calgary School of Mission and Ministry (CSMM) at the Synod Office: csmm@calgary.anglican.ca
- Independently, the Parish Council and Clergy Mentor submit their forms to the Registrar.

- The Registrar will connect the Applicant with Assessors in their region. They will schedule a follow-up conversation to explore the Applicant’s personal qualities (Section 2) and core competencies (Section 4), as reflected in their application material.
- Once the Applicant and Assessors have met, the Registrar will contact the Applicant and Clergy Mentor with the results of the assessment process.
 - If the Applicant demonstrates the personal qualities and core competencies required for their license(s), they then enter the Calgary School for Mission and Ministry
 - If further courses are required to enhance the Applicant’s core competencies (for instance Education for Ministry (EfM) or online Biblical Foundations courses), a course of study is recommended.
 - If an Applicant clearly demonstrates they do not possess the required personal qualities, licensing will not be available.

3.3. The Calgary School for Mission and Ministry

- The Registrar will identify which courses are required for the Applicant’s license(s), and assist in scheduling the course of study.
- The Registrar will also provide information for how the Applicant can “challenge” each of the courses, should the Applicant wish to do so.
- The Applicant then undertakes or challenges the courses as necessary until they demonstrate all the required competencies.

3.4. Licensing Process for Lay Ministers

- When the Applicant demonstrates all the required competencies, the Registrar notifies the Bishop that the Applicant is now a candidate for licencing.
- The Bishop issues a three-year license to the candidate as a Licensed Lay Minister of the Diocese of Calgary.

3.5. Review, Continuing Education and Relicensing

- Licenced Lay Ministers in the Diocese of Calgary are expected to undertake annual continuing education. This may occur in a variety of forms, for instance: participation in study weekends, personal reading, spiritual growth and development, formal courses, structured retreats, etc.
- Continuing education goals will be determined at the time of licensing by the Licensed Lay Minister and their Clergy Mentor

- Towards the end of the 3-year license period, the Licensed Lay Minister will meet with their Clergy Mentor for a review. The review is designed to be a collaborative process between the Licensed Lay Minister and the Clergy Mentor, and establishes a program for continuing education for the future 3-year period (form LLM-3YR-2019). This form shall be completed in full and discussed, signed by both parties as required, and submitted to the Synod Office.
- Receipt of an acceptable report is a condition of re-licensing.
- The Bishop reviews the report and renews the LICENSED LAY MINISTER's license.

4. Competencies Required of Licensed Lay Ministers in the Diocese of Calgary

Overview

The Diocese of Calgary is aware of how important lay ministries are to our congregations and communities. For this reason the Diocese is committed to raising up capable, confident, well-trained Licensed Lay Ministers, demonstrating the personal qualities outlined in Section 2 and the competencies outlined below.

Many applicants have already developed relevant competencies for ministry through their education and experience. In order to honour the prior education and experience of lay leaders, the learning process is designed to be customized. Not all applicants are required to take all courses; rather, applicants are asked to demonstrate the competencies required for their license(s).

Every applicant will have the opportunity to demonstrate their competencies in front of a group of Assessors in their region, and, if they wish, to “challenge” any of the courses for their license(s).

The courses outlined in Section 5 are designed to help applicants develop or round out the competencies they require to be confident and competent in their specific licensed ministry.

4.1. Competencies Required of Licensed Lay Ministers

In addition to the qualities listed in Section 2, a Licensed Lay Minister:

- Is Biblically literate and demonstrates an understanding of:
 - The overarching narrative of Scripture;
 - Key themes, people and events in the Old Testament;

- Key themes, people and events in the Gospels and Acts;
- Key themes in the Epistles;
- The different kinds of literature in Scripture (poetry, narrative, census data, etc.);
- The differences and similarities between the four Gospels;
- The relationship between the Old and New Testaments, and an understanding of how the New Testament interprets the Old Testament;
- Understands the broad movements of Church history, can identify and explain key conflicts in the history of the Church, and demonstrates a basic awareness of the historical context of the Church today;
- Is able to discuss the basic teachings of the Apostle's Creed, Nicene Creed and the Lord's Prayer from an Anglican perspective;
- Is able to think and reflect theologically on topics such as The Holy Trinity, Christology, Salvation and Grace;
- Is able to identify and explain the characteristics of Anglicanism;
- Is informed about the orders of bishops, priests, and deacons in the Anglican Church of Canada as seen in the Services of Ordination, BAS 633 ff; BCP637 ff;
- Is convinced that all baptized persons are called to ministry, as per the Service of Holy Baptism, BAS 151 ff; BCP 522 ff; is able to articulate the basis for lay ministry (biblical, historical, and theological);
- Understands the Anglican context of lay ministry, including the structure and parameters for lay ministry in the Diocese of Calgary;
- Is able to list the sacraments as recognized in the Anglican Church of Canada and able to explain what they mean (BCP 707);
- Is able to speak and read clearly in public, and knows how to operate a microphone if one is used;
- Is informed about appropriate use of vestments, according to Diocesan norms;
- Is respectful of the dignity of all persons;
- is aware of the risks of ministry, the importance of confidentiality, and the ethics of ministry practice; and able to demonstrate related skills: risk management, appropriate boundaries regarding confidentiality, and how to navigate ethical challenges.

4.2. License A: Leading Public Worship in Morning and Evening Prayer, Additional Competencies

In addition to the competencies listed in Section 4.1, a Lay Minister with License A:

- Has a basic understanding of the theology, structure and purpose of the Offices;
- Employs appropriate services from the Book of Alternative Services (BAS), Book of Common Prayer (BCP) and locally developed service books approved by the Bishop;
- Is able to plan a service of worship effectively, taking into account the context and liturgical season:
 - to select appropriate Propers, acts of praise or penitence, material from For All the Saints, etc.;
 - to locate appointed readings;
 - to choose appropriate hymns;
 - to compose and lead Prayers of the People;
 - to find and select appropriate sermon resources, and deliver chosen sermons effectively;
- Uses appropriate strategies to navigate unexpected events in worship;
- Uses appropriate postures for leading worship.

4.3. License B: Administering Reserved Sacrament to the Public (and, with permission of the Bishop, at parish services), Additional Competencies

In addition to the competencies listed in Section 4.1, a Lay Minister with License B:

- Demonstrates a basic understanding of the theology and practices associated with the Eucharist;
- Understands and respects the Diocesan parameters for services with the Reserved Sacrament;
- Is able to use authorized service materials, including authorized locally adapted services, in accordance with the policies of the Diocese of Calgary;
- Is able to plan a service of worship effectively, taking into account the pastoral context, specific needs of congregants, and the liturgical season:
 - To select appropriate Propers, acts of praise or penitence, material from For All the Saints, etc.;
 - To locate appointed readings;
 - To choose appropriate hymns;
 - To compose and lead Prayers of the People;

- To find and select appropriate sermon/reflection resources, and deliver chosen sermons/reflections effectively;
- Is able to use practices that reduce the risk of choking when giving communion to people who may have difficulty swallowing, and also people with dementia;
- Uses appropriate strategies to navigate unexpected events in worship;
- Uses appropriate postures for leading worship;
- Understands institutional protocols and regulations in regard to visitors, when leading services in hospitals, nursing and care homes, and other facilities.
- Maintains confidentiality appropriately.

4.4. License C: Preaching in Public Worship, Additional Competencies

In addition to the competencies listed in Section 4.1, a Lay Minister with License C:

- Is able to make connections between Scripture and the journey of faith;
- Understands the importance and purpose of preaching in the life of the Christian church and the world;
- Has a basic understanding of biblical interpretation (hermeneutics) and its application to preaching;
- Is able to articulate their personal interpretive lens, and demonstrates awareness of and sensitivity to other interpretive lenses;
- Is aware of exegetical methods and their influence in studying a Biblical text (historical critical, canonical, literary, figural, etc.);
- Is able to find suitable preaching resources (commentaries etc.) and knows how to use them;
- Understands the ethics of using other sources (i.e. Plagiarism);
- Is able to incorporate stories from their personal journey of faith in an appropriate manner;
- Distinguishes appropriately between the office of preaching and the opportunity to express publicly their own private opinion;
- Is able to compose and deliver a sermon with a clear message that connects Scripture to the journey of faith which is suited to the anticipated ministry context and congregation;
- Demonstrates suitable public speaking skills.

5. Calgary School of Ministry Courses

The following courses will help applicants develop the necessary competencies for Licensed Lay Ministry. As noted above, **not all applicants will be required to take all courses** for a specific license. Applicants may “challenge” the courses relevant to their license(s).

Only one course is required of all applicants: The Practice of Ministry, a course that covers the insurance requirements for licensing.

Complete Courses of Study

License A: Leading Public Worship in Morning and Evening Prayer

- The Practice of Ministry (workshop, 3 hours) – required of all applicants
- Faith, Witness & Ministry (8 contact hours)
- Anglican Identity & Polity (4 contact hours)
- Liturgical Public Speaking (workshop, 2-3 hours)
- Theology of Worship (8 contact hours)
- How-to Workshop: Leading Morning and Evening Prayer (3 hours)

License B: Administering Reserved Sacrament to the Public (and, with permission of the Bishop, at parish services)

- The Practice of Ministry (workshop, 3 hours) – required of all applicants
- Faith, Witness & Ministry (8 contact hours)
- Anglican Identity & Polity (4 contact hours)
- Liturgical Public Speaking (workshop, 2-3 hours)
- Theology of Worship (8 contact hours)
- How-to Workshop: Administering Reserved Sacrament (3 hours)

License C: Preaching in Public Worship

- The Practice of Ministry (workshop, 3 hours) – required of all applicants
- Faith, Witness & Ministry (8 contact hours)
- Anglican Identity & Polity (4 contact hours)
- Liturgical Public Speaking (workshop, 2-3 hours)
- Exegesis and Hermeneutics (6 contact hours)
- Preaching (6 contact hours)

6. Ongoing Improvement

This is a new program for the Diocese of Calgary, and is a work in progress. Even as it begins functioning, The Board of the Calgary School for Mission and Ministry very much appreciates and values constructive feedback from both laity and clergy about the licensing and license renewal process. Feedback will be kept confidential and will not influence licensing or license renewal.

Please send comments directly to the Board of the Calgary School for Mission and Ministry:

The Rev. Clara King cking@calgary.anglican.ca

“Do I Need a License to Offer Ministry in The Diocese of Calgary?”

The Diocese of Calgary is launching a new Licensed Lay Ministry program in 2019, in which some ministry activities will require a license for the first time. This has been a source of confusion and anxiety for people in the Diocese: what kinds of lay ministries will need licenses now?

This small handout hopes to bring clarity to this question by way of some common examples. For each license, you'll find examples of ministries for which a license is not needed; and examples for which you will be asked to apply for a license, once the program begins.

Please don't worry. The intention isn't to cut off parishes from the valuable and valued ministry of their lay people. It is instead to enhance and invest in lay ministries for the future.

For further information, please visit the Diocesan Website:

Calgary.Anglican.ca -> Ministries -> The Licensed Lay Ministry Program

Or you can contact the Rev. Clara King: cking@calgary.anglican.ca

God bless you in your ministries.

“Do I need LICENSE A to Offer Ministry in the Diocese of Calgary?”

- I read the Scripture lessons on a Sunday morning
- I lead the Prayers of the People
- I assist the Priest at the Altar
- I serve the Bread or the Chalice (wine) once it has been consecrated
- I lead the first half of the service, and hand it over to the Priest at the Absolution
- If the Priest were taken sick on a Sunday morning, I could step up to lead Morning Prayer if necessary

*These are very important ministries: the Diocese of Calgary thanks you for offering your gifts and talents for the service of God. **You do not need a license to continue your ministry.** Please continue in your ministry under the leadership of your Priest or Parish Council as a liturgical assistant. And please think about other people in your Parish – especially younger people – who may also have the gifts for these ministries. Might you be called to mentor someone into this ministry, for the future of the Church?*

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- I regularly lead public services of Morning Prayer or Evening Prayer for our Parish when there is no Priest present
- I lead Anglican services of worship (without Communion) for the public in our community
- I do Anglican funerals in our community if a Priest is not able to come

*Thank you for your leadership in your community. Because we value the ministry you offer, and want to help you become ever more confident and well-trained as a Lay Minister of the Diocese and a public representative of the Anglican Church, **we ask that you apply for License A: Leading Public Worship in Morning and Evening Prayer.***

## “Do I need **LICENSE B** to Offer Ministry in the Diocese of Calgary?”

- I take Communion to the sick or elderly of our Parish who would normally come to service at our Church, but can't come at the moment.
- I take Communion to a family member who is a life-long Anglican but can't currently attend Church
- If there was an emergency, and a stranger needed Communion, I would offer to take it to them – but it's not something I do regularly for strangers.

*Your ministry of bringing Communion to the sick and shut-in is very valuable and makes a big difference in people's lives – thank you for offering your service under the leadership of your Priest or Parish Council. **You do not need a license to continue your ministry. However, parish-based training is required for this important ministry.** This training is the responsibility of your Priest or Regional Dean.*

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- I take Communion to members of the public (for instance at Hospitals or Care Homes) for whom I am the face and representative of the Anglican Church
- I lead public services (for instance at Hospitals or Care Homes) which include distributing Communion
- I am a regular Pastoral Visitor at a Hospital or Care Home, and I bring Communion with me on my rounds
- I go to other communities and/or Parishes to take Communion to those in need
- When there is an emergency, I minister to anyone who is affected, whether they're Anglicans or not, and offer Communion
- I am specially authorized by the Bishop to lead parish services using Reserved Sacrament.

*You are a public minister offering amazing service on behalf of the Anglican Church – and for that we thank you. Because of how important and sensitive this ministry is, and how much we value your service, we wish to support and equip you to offer the very best ministry possible. As a result, **we ask that you apply for License B: Administering Reserved Sacrament to the Wider Public (and, with permission of the Bishop, at parish services).***

“Do I need LICENSE C to Offer Ministry in the Diocese of Calgary?”

- I’m asked to give a talk no more than once each year, during the time for the Sermon, about the work of a committee that I chair or an organization I work with or volunteer for (i.e. the annual Stewardship sermon, Church Camp sermon, Food Bank Drive sermon etc)
- If the Priest were ever taken sick on a Sunday morning, I would step up to offer a reflection on the readings, if necessary

*Thank you for being willing to address your congregation, to broaden their minds and deepen their faith in all that God is doing. **You do not need a license to continue your ministry.** Please continue giving of your time and skills under the leadership of your Priest or Parish Council.*

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- I am regularly scheduled as a Preacher in my Parish, preaching more than once per year
- I interpret the Word of God for my Parish as a regular part of our public services of worship
- As an Anglican and a representative of my Parish, I preach at Funerals or Weddings or other services in our community

*By the gifts that God has given you and the ministry that you are exercising, you are already a public minister and representative of the Anglican Church – and we thank you for your ministry. You are helping others hear the Word of God and deepen in their faith and practice as Anglicans; you are also helping others in your community understand what it means to be “Anglican”. Because it is such an important and influential ministry that you’ve been called to, and because we value your ministry so highly, **we ask that you apply for License C: Preaching in Public Worship.** This will help you learn new skills for studying and understanding Scripture, new approaches for interpreting the Word of God in our current context, and new techniques for effective public speaking. All of this is designed to help you grow ever more deeply into the ministry to which God has called you, and to enhance the leadership you offer in your community.*

## Parish Discernment and Ministry Needs Worksheet

**Parish Name & Location:** \_\_\_\_\_

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

The following questions are designed to guide discussion at a meeting of your Parish or Parish Council. We hope these questions also help you to discern who in your Parish might be called by God to serve in ministry, and if any are called to Licensed Lay Ministry.

**If your Parish is called to support someone through the Licensed Lay Ministry process, you will be asked to provide a summary statement of your answers to the questions with stars (\*).**

### What are our needs? What is our Call?

- What do we do as a Parish?
- Who does what in the Parish?
- What is our Mission Action Plan?
- \* What is God calling us to do? \*
- \* What do we need in order to carry out that ministry? \*

### What Gifts and Resources Do We Already Have?

- Our people
- The gifts, character and experience of our congregation
- Our facilities and finances
- Our community connections and partnerships

### Who is God Calling to Lead Us?

- What kind of leadership do we need in order to respond to God's call?
- What gifts and personal qualities would this person require?
- \* Who among us do we see as called to that ministry? \*

\* If we identify an individual (or individuals) who are called to this ministry, are they: \*

- ready, experienced and qualified to take on this role and responsibility
 **OR**
 in need of further training or mentoring

*Refer to the document, "Do I Need A License to Offer Ministry in the Diocese of Calgary?"*  
Does this ministry / do these ministries:

- fall under the authority of the local Parish (Parish Council, Priest or Bishop's Wardens)
 **OR**
 require licensing as a Licensed Lay Minister

\* If licensing is required, which license(s)? \*

- (A) Leading Public Worship in Morning and Evening Prayer
  (B) Administering Reserved Sacrament to the Public  
 (C) Preaching in Public Worship

COMMENTS

**Instructions:** If the Parish determines that it is called to support an applicant for an LLM license, summarize information from the starred questions (\*) and attach to Section 3 of the Application for Licensed Lay Ministry (LLM-APP Sec 3-2019). For complete information on the Licensed Lay Ministry program in the Diocese of Calgary, please see the document, "Licensed Lay Ministry – Diocese of Calgary".