



Diocese of Fond du Lac

The Episcopal Church in northeast and northcentral Wisconsin

The Rt. Rev. Matthew Gunter, Bishop

mgunter@diofdl.org

MEMO

To: Parochial Clergy and Senior Wardens
From: The Rt. Rev. Matthew Gunter
Date: November 28, 2022
Re: **Licensing Lay Persons for Ministries | 2023**

E-mail license requests to diofdl@diofdl.org
No form needed

Licensed lay ministers play an essential part of the public ministry of the Church. Requests for the licensing of lay ministers are now being accepted for 2022. Licensing is effective January 1st with a two-year term. Those licensed should be provided continuing education, guidance and supervision in the performance of this ministry. Each person is to:

- 1) be a confirmed, adult communicant in **good standing**;
- 2) have received appropriate **preparation and training** specific to the ministry area.
- 3) **be commissioned** publicly at a regular Sunday service using a form found in the *Book of Occasional Services*.

The areas needing to be licensed are:

- † **Eucharistic Minister**. Administer the Consecrated Elements at the Holy Eucharist (i.e. “Chalice Bearers”). Normally under direction of a Deacon.
- † **Eucharistic Visitor**. Take the Consecrated Elements to those who by reason of illness or infirmity were unable to be present. Normally under direction of a Deacon.
- † **Worship Leader**. Regularly leads public worship (e.g. Morning Prayer and Evening Prayer) under direction of a cleric or other leader exercising oversight of the congregation.
- † **Preacher**. Authorized to preach under direction of a cleric or other leader exercising oversight of the congregation. If a lay person preaches regularly, they should be licensed.
- † **Catechist**. Prepares persons for Baptism, Confirmation, Reception, and Reaffirmation of Baptismal Vows under direction of a cleric or other leader exercising oversight of the congregation.
- † **Pastoral Leader**. Exercises pastoral or administrative responsibility in a congregation under special circumstances as defined by the Bishop.

Note: those who *read Scripture during services (i.e. Lectors)* do **NOT** need to be licensed, but should still receive training. *(over)*

Submitting a Licensing Request:

*There is no paper form. Make a list of **names** of those to be licensed under a heading for each **ministry** (Eucharistic Minister, Eucharistic Visitor, Worship Leader, Preacher, Catechist, Pastoral Leader).*

Submit by **email** to diofdl@diofdl.org as soon as possible and **no later than December 30, 2022**.

A printed license for the congregation will be mailed. When received, make a copy for your files, and post the original in a public place. The names of those licensed should be made known to the congregation through a newsletter and in your bulletin as well as reported to your Annual Meeting and publicly commissioned.

If you have any questions, please contact the Diocesan Office, or (920)830-8866.

National Canons **TITLE III: 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, 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. 2.** (a) The Member of the Clergy or other leader exercising oversight of the congregation or other community of faith may request the Ecclesiastical Authority with jurisdiction to license persons within that congregation or other community of faith to exercise such ministries. The license shall be issued for a period of time to be determined under Canon III.4.1(a) and may be renewed. The license may be revoked by the Ecclesiastical Authority upon request of or upon notice to the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.
- (b) In renewing the license, the Ecclesiastical Authority shall consider the performance of the ministry by the person licensed, continuing education in the licensed area, and the endorsement of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith in which the person is serving.
- (c) A person licensed in any Diocese under the provisions of this Canon may serve in another congregation or other community of faith in the same or another Diocese only at the invitation of the Member of the Clergy or Authority in whose jurisdiction the service will occur.
- Sec. 3.** 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.** 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.** 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.** 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.** 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.** 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.