



Lay Pastoral Leader

Licensing, Training,
and Practice of Lay
Pastoral Leaders
within a Partnership
for Mission

Diocese of Colorado

Lay Pastoral Leader Contents

Licensing Description and Training	page 3
Lay Pastoral Leader and Partnership Vicar Covenant	page 6
Holy Eucharist on Sundays for Lay Pastoral Leaders	page 8
Commissioning a Pastoral Leader	page 11
Mutual Ministry Review Questions	page 12

Lay Pastoral Leader

Description, Role and Authority

A Lay Pastoral Leader is authorized to exercise pastoral responsibility within a Partnership for Mission under the supervision of a Partnership Vicar at the discretion of the Bishop. The Lay Pastoral Leader must be a communicant in good standing.

The Lay Pastoral Leader serves as a spiritual leader for the congregation, leads worship and some pastoral services, assists the Partnership Vicar with pastoral care, may lead Christian formation, assists with managing conflict, assists wardens and the Partnership Vicar with administration, creates community connections with the congregation, and may preach.

It is expected that the Lay Pastoral Leader will be in regular communication, supervision, and continuing formation with the Partnership Vicar. It is also expected that the Lay Pastoral Leader will attend the annual training retreat sponsored by the Office of the Bishop and attend one of the following annually: The Church Development Institute, Empowered Leadership Workshops, or Diocesan Convention Workshops.

The Lay Pastoral Leader license is valid for four years and can be renewed or extended in consultation with the Partnership Vicar and the Bishop taking into consideration the unique location, leader, and situation. It is up to the Partnership Vicar and Lay Pastoral Leader to keep licensing up to date.

Training

It is expected that the Partnership Vicar will provide training for the Lay Pastoral Leader according to the guidelines outlined below for a basic competency in each area and oversee continued formation in areas mutually determined as a contextual priority throughout the time of service for the Lay Pastoral Leader.

Training Area	Basic Competency	Ongoing Formation
Leading Worship Services	<ul style="list-style-type: none">➤ Book of Common Prayer➤ Liturgical roles – clergy and lay➤ Practical liturgical training➤ Music resource training➤ Understanding sacraments➤ Use of voice	<ul style="list-style-type: none">➤ Books from Study Bibliography in Anglican Christianity, Worship and the BCP sections A&B➤ Special and pastoral services
Christian Formation	<ul style="list-style-type: none">➤ Daily Practice of Scripture reading	<ul style="list-style-type: none">➤ Books from Study Bibliography in Scripture

	➤ Basic Bible Knowledge	and Theology ➤ Bible study methods for groups
Pastoral Care	➤ Prayer Book resources ➤ <i>Contemplative Compassion</i> , by Sarah Berlin	➤ Stephen Ministry or Hospice Training ➤ Accompany Vicar on pastoral visits ➤ Books from Study Bibliography in Pastoral Care ➤ Crisis resources
Spiritual Life	➤ <i>The Practice of Prayer</i> , by Margaret Guenther ➤ Daily devotions	➤ Rule of Life ➤ Spiritual director/companion ➤ Books from Study Bibliography in Spiritual Life
Congregational Dynamics	➤ <i>How Your Church Family Works</i> , by Peter Steinke ➤ Self differentiation work	➤ Church Development Institute ➤ Empowered Leadership Workshops ➤ Convention Workshops
Creating Community Connections	➤ Community Involvement	➤ Books from Study Bibliography in Christian Life in the World and Evangelism
Administration	➤ Recording Services ➤ Regular communication established	➤ Parochial Reports
Preaching	➤ Sermon preparation training ➤ Listening group & vicar feedback on sermons ➤ Pastoral dynamics of preaching	➤ Books from Study Bibliography in Preaching ➤ Online resources

The Lay Pastoral Leader will also need to complete the following diocesan training:

- Safeguarding God's Children
- Safeguarding God's People
- Anti-racism/Diversity Course

Discernment

A discernment process for the Lay Pastoral Leader includes the congregation, the Partnership Vicar and the Office of the Bishop. An outline for discernment can be obtained from the Diocesan Website.

Covenant, Competency and Continuing Formation

The Lay Pastoral Leader and Partnership Vicar will covenant with each other and the Office of the Bishop, using a covenant template from the Office of the Bishop, outlining the contextual priorities for competence in each area and a plan for continuing formation. The Partnership Vicar and Lay Pastoral Leader will conduct a mutual ministry review annually. (A format can be obtained from the Office of the Bishop for the mutual ministry review.)

Commissioning

A special commissioning service is conducted with the congregation and/or partnership congregations, the Partnership Vicar, and Regional Missioner (when available) with the Canon Missioner presiding. A certificate and liturgical cross for the Lay Pastoral Leader is presented. Liturgical vestiture is an alb and the liturgical cross. A template for the commissioning service may be obtained from the Office of the Bishop.

Lay Pastoral Leader and Partnership Vicar Covenant

[Template]

This covenant is between _____ a licensed Lay Pastoral Leader and _____ a Partnership Vicar for _____ a congregation in the _____ Partnership in the Diocese of Colorado and valid for four years beginning on _____.

Training

It is expected that the Partnership Vicar will provide training for the Lay Pastoral Leader according to the guidelines outlined below for a basic competency in each area and oversee continued formation in areas mutually determined as a contextual priority throughout the time of service for the Lay Pastoral Leader.

Training Area	Basic Competency	Ongoing Formation
Leading Worship Services	<ul style="list-style-type: none"> ➤ Book of Common Prayer ➤ Liturgical roles – clergy and lay ➤ Practical liturgical training ➤ Music resource training ➤ Understanding sacraments ➤ Use of voice 	<ul style="list-style-type: none"> ➤ Books from Study Bibliography in Anglican Christianity, Worship and the BCP sections A&B ➤ Special and pastoral services
Christian Formation	<ul style="list-style-type: none"> ➤ Daily Practice of Scripture reading ➤ Basic Bible Knowledge 	<ul style="list-style-type: none"> ➤ Books from Study Bibliography in Scripture and Theology ➤ Bible study methods for groups
Pastoral Care	<ul style="list-style-type: none"> ➤ Prayer Book resources ➤ <i>Contemplative Compassion</i>, by Sarah Berlin 	<ul style="list-style-type: none"> ➤ Stephen Ministry or Hospice Training ➤ Accompany Vicar on pastoral visits ➤ Books from Study Bibliography in Pastoral Care ➤ Crisis resources
Spiritual Leadership	<ul style="list-style-type: none"> ➤ <i>The Practice of Prayer</i>, by Margaret Guenther ➤ Daily devotions 	<ul style="list-style-type: none"> ➤ Rule of Life ➤ Spiritual director/companion ➤ Books from Study Bibliography in Spiritual Life
Congregational Dynamics	<ul style="list-style-type: none"> ➤ <i>How Your Church Family</i> 	<ul style="list-style-type: none"> ➤ Church Development

	<i>Works</i> , by Peter Steinke ➤ Self differentiation work	Institute ➤ Empowered Leadership Workshops ➤ Convention Workshops
Creating Community Connections	➤ Community Involvement	➤ Books from Study Bibliography in Christian Life in the World and Evangelism
Administration	➤ Recording Services ➤ Regular communication established	➤ Parochial Reports
Preaching	➤ Sermon preparation training ➤ Listening group & vicar feedback on sermons ➤ Pastoral dynamics of preaching	➤ Books from Study Bibliography in Preaching ➤ Online resources

- Safeguarding God's Children
- Safeguarding God's People
- Anti-racism/Diversity Training

Supervision

The Lay Pastoral Leader and Partnership Vicar will meet regularly each _____ on _____

Mutual Ministry Reviews will be done annually on _____

The Lay Pastoral Leader will participate in quarterly conference calls with the Pastoral Leader Group and the Canon Missioner and attend the annual retreat at Cathedral Ridge.

The Partnership Vicar will participate in the quarterly conference calls with the Partnership Vicars Group and attend the annual retreat with the Canon Missioner at Cathedral Ridge.

Signed _____ Date _____

Lay Pastoral Leader

Signed _____ Date _____

Partnership Vicar

Holy Eucharist on Sundays for Lay Pastoral Leaders In Partnership for Mission Congregations

Rationale:

The Episcopal Church, for more than 40 years now, has taught and practiced the theological belief that the Eucharist is the principle corporate act of worship on Sunday. At the same time, there have been an increasing number of smaller congregations that are unable to have a priest present on a regular basis which has made it impossible for these congregations to share in weekly celebration of the Eucharist. The geographical challenges of the Diocese of Colorado along with the availability of priests in some of the more remote areas of the state make the situation for some congregations even more challenging to be able to celebrate weekly Eucharist. The creation of Partnerships for Mission with two or more congregations sharing a priest has mitigated some of the challenges, but still does not allow for a weekly celebration of the Eucharist in each congregation. Training and licensing Lay Pastoral Leaders to distribute Holy Communion when the priest (or deacon) is not present allows these congregations to at least receive the Sacramental elements each week. The geographical challenges between partnered congregations also makes “Communion by Extension” practically impossible in most locations. The distribution of Holy Communion most of the time will need to be from the Reserved Sacrament.

Teaching: (adapted from the Diocese of Ohio)

The celebration of Eucharist is a four-fold action of “Taking, Blessing, Breaking, and Sharing.” The congregation offers the bread and wine as symbols of all that they are giving back to God in and through the life of the congregation. The priest, given authority and responsibility to represent the community in corporate worship, gives thanks to God for these things, for God’s love, and for the gift of reconciliation offered through Jesus Christ. The priest asks the Holy Spirit to bless the bread and wine, transforming them into the Body and Blood of Jesus Christ that they might be a tangible expression and reminder of God’s sustaining and nourishing presence in the worshippers’ lives. The priest then breaks the bread and shares it with the assembled community of Christians. All are encouraged to participate by receiving either the consecrated elements or a blessing.

Communion from the reserved sacrament is not a full four-fold celebration of the Eucharist, yet it provides an opportunity, in the absence of a priest, to bring worshippers into the communal act of thanksgiving. The reception of the blessed bread and wine connects them, across time and geography, with God and those who celebrated the Eucharist earlier. It offers them an opportunity to receive God’s grace, present and embodied in the Sacramental elements of Christ’s Body and Blood, and in communion with those able to celebrate the Eucharist.

Communion from the reserved sacrament encourages worshippers in both congregations to manifest more fully what it means to be the Body of Christ, united with one another across parochial contexts. Isolation is contrary to Christian faith. Regardless of a congregation’s size, big or small, we are part of something larger than ourselves and our witness to God’s presence and love is strengthened by our connection to and collaboration with one another. This liturgical offering provides congregations with

an additional opportunity to be drawn into a new and deeper spiritual relationship with Christians in a neighboring congregation.

Customary

Licensed Lay Pastoral Leaders may distribute Holy Communion, in the congregation(s) to which they have been called and/or assigned, from the Reserved Sacrament obtained from the Partnership Vicar celebrating Eucharist previously in this or another congregation of the Partnership. At the celebration of the Eucharist the Partnership Vicar (or celebrant) will include the form for “Reservation of Consecrated Elements for Later Distribution” as follows:

This prayer is used before the Post-Communion Prayer at a regularly scheduled celebration of Holy Eucharist. The consecrated elements are to be administered no later than the following Sunday.

The Celebrant calls forth a Lay Eucharistic Visitor, Lay Pastoral Leader or Altar Guild member and says

_____ in the name of this congregation I entrust to your care and keeping these consecrated gifts of bread and wine, that all of you might share in the communion of Christ’s body and blood as he is present in this Sacrament, during a service of worship on Sunday,

_____.

An Order for the Administration of the Reserved Sacrament by a Lay Pastoral Leader will govern such distribution:

The consecrated elements of Holy Communion must be treated in a dignified manner and the rubrics in the rite provided must be observed. Proper provision must be made for consecrated bread and wine to be stored or brought from the celebration of the Eucharist in a dignified manner. The consecrated elements should remain in the tabernacle until the offertory.

After the Peace, the Lay Pastoral Leader reverently places the consecrated Sacrament on the Altar, during which time a suitable hymn may be sung. The consecrated Sacrament should be placed on top of a corporal that is situated in the center of the altar. Once the Lay Pastoral Leader has placed the consecrated elements on the altar, he/she should return to his/her position at the lectern or side of the nave. After, the Lord’s Prayer she/he places the consecrated bread on a paten or in a ciborium (if not already done) and pours the consecrated wine into a chalice. Both should be placed on a corporal which has been spread on the altar. The lavabo is not used and the Pastoral Leader should not go to the usual place of the priest.



Congregation

The Lay Pastoral Leader stands at the lectern, a prei deiu or front pew and says:

LPL Gracious and most merciful God, we remember before you those who celebrated the Holy Eucharist at(____ this past Wednesday) with whom we now share Communion through the reception of this sacrament.

People Though many, we are one body, because we all share in the one bread and one cup.

LPL Let us pray,

Almighty Father, whose dear Son, on the night before he suffered, instituted the Sacrament of his Body and Blood: Mercifully grant that we may receive it thankfully in remembrance of Jesus Christ our Lord, who in these holy mysteries gives us a pledge of eternal life; and who lives and reigns for ever and ever. Amen.

The Lord's Prayer is then said, the Lay Pastoral Leader first saying, "Let us pray in the words our Savior Christ has taught us."

The Lay Pastoral Leader administers communion to the congregation and receives last.

When all have received the Sacrament, any remaining elements should be placed on the credence table, covered by a white linen cloth for the remainder of the service. Following the service the remaining elements should either be consumed or reverently scattered (bread) or poured down the piscina (wine).

A hymn is sung

Eucharistic Visitors, if any, receive the Communion kits and are dismissed with a prayer of sending out. The service concludes with a post communion prayer and dismissal:

All: Gracious Father, we give you praise and thanks for this Holy Communion of the Body and Blood of your beloved Son Jesus Christ, the pledge of our redemption; and we pray that it may bring us forgiveness of our sins, strength in our weakness, and everlasting salvation; through Jesus Christ our Lord. Amen.

A hymn may be sung

All: Let us go in peace to love and serve the Lord. Thanks be to God.

Commissioning a Lay Pastoral Leader

The celebration should take place in the context of the Eucharist.

The form on page 180 of The Book of Occasional Services for The Examination can be used at the beginning of the service with the commissioning after the homily.

The Commissioning: (reflects a combination of various licensed lay ministries)

Sponsor: I present to you *this person* to be admitted to the ministry of Pastoral Leader in this congregation/partnership for mission.

Antiphon: The gifts of the Lord were that some should be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ.

V. Let the word of Christ dwell in you richly:

R. Do everything in the name of the Lord Jesus.

Present Pastoral Leader Cross

Let us pray

Look with favor upon those whom you have called, O Lord, to be Pastoral Leaders in your Church; and grant that they may be so filled with your Holy Spirit that, seeking your glory and the salvation of souls, they may minister your Word with steadfast devotion, and by the constancy of their faith and the innocency of their lives may adorn in all things the doctrine of Christ our Savior; who lives and reigns for ever and ever. *Amen.*

O God, your Son Jesus Christ said that we minister to him when we clothe the naked, give food to the hungry and drink to the thirsty, and visit the sick and imprisoned: Go with all those who, following the command of your Christ, visit your people in his Name; who lives and reigns for ever and ever. *Amen.*

Gracious Father, your Son before he ascended to glory declared that your people would receive power from the Holy Spirit to bear witness to him to the ends of the earth: Be present with all who go forth in his Name. Let your love shine through their witness, so that the blind may see, the deaf hear, the lame walk, the dead be raised up, and the poor have the good news preached to them; through Jesus Christ our Lord. *Amen.*

See page 195 in The Book of Occasional Services for Scripture readings if this is a separate service.

Mutual Ministry Review Questions – Questions for Pastoral Leader

- Is the congregation in a better place now than it was a year ago? Why or why not?
- What did the pastoral leader expect of the partnership vicar in terms of goals and expectations?
- What were the highlights of your leadership in this year?
- What were some of the difficulties?
- What were some of the continuing education goals you had for this year and how were those expectations satisfied or unmet?
- What do you need from your partnership vicar to help your ministry and the congregation's ministry more effective?
- What are three major goals that you perceive you need to work on in the next year?

Mutual Ministry Review Questions – Questions for Partnership Vicar

- Is the congregation in a better place now than it was a year ago? Why or why not?
- What did the Bishop's Committee expect of you in the last year in terms of goals and expectations?
- What were the highlights of your leadership in this year?
- What were some of the difficulties?
- What were some of the expectations you had of the pastoral leader and how were those met?
- In what ways has the congregation surprised you? In what ways has the pastoral leader surprised you?
- What will you do differently during this next year?
- What are three major goals that you perceive you need to work on in the next year?



Licensed Lay Ministry Program Application

To Bishop Robert O'Neill:

As the Member of the Clergy or other leader exercising oversight of

Clergy or Lay Pastoral Leader Full Name (Print Please)

Congregation

Location

I am requesting a license (s) to serve in our congregation in the role (s) noted:

- ☐ Eucharistic Minister
- ☐ Eucharistic Visitor
- ☐ Catechist
- ☐ Preacher
- ☐ Worship Leader
- ☐ Pastoral Leader
- ☐ Evangelist

for _____

Please Print Applicant First and Last Name

He/She was confirmed/received into the Episcopal Church on

Date

He/She attended the required trainings and completed all the necessary online courses.

Please enclose a copy of all certificates.

- ☐ Safeguarding God's People
- ☐ Safeguarding God's Children
- ☐ Anti-Racism (required for Evangelist and Pastoral Leader ONLY)

Licensed Lay Ministry Program Application

(Page 2)



I hereby certify that this applicant is baptized, is a confirmed or received adult communicant in good standing, has been appropriately trained per diocesan policy, and is a fit and responsible person to be a Licensed Lay Minister Program Leader in this congregation.

Date Clergy or Lay Pastoral Leader Signature

Print Name

Licensee Name_____

Address_____

Email_____

(This License is good for 4 years from date of issue)

Return completed form by Email or Mail to:

Executive Assistant to the Canon to the Ordinary

The Office of the Bishop

1300 Washington Street

Denver CO 80203-2008

Scan and Email

ddraper@coloradodiocese.org

Revised December 8, 2014