



Prepared to Serve

LICENSED MINISTRIES
IN THE DIOCESE OF WNY

Now there are varieties of gifts, but the same Spirit; and there are varieties

of services, but the same Lord; and there are varieties of activities, but

it is the same God who activates all of them in everyone. 1 Corinthians 12:4-6



The classes that are required to secure the various licenses described in this booklet are an excellent avenue for learning more about one's faith and the Episcopal tradition. The pursuit of a license is not a pre-requisite. All are welcome to register and participate.

Questions about the licensing procedure or the courses mentioned in this booklet? Call the Diocesan Center at 716-881-0660.

Prepared to serve was created by the Education Task Force.

- The Very Rev. Barbara J. Price, Chair
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What Commitment of Time & Money is Required?

Each of the licensed ministries described on pages 2 through 10 of this booklet requires a personal financial commitment. Congregations are encouraged to share in this cost. It is the responsibility of each student to work with their clergy and vestry to determine what amount of support the congregation will provide. Students are also encouraged to apply for scholarship funds from other sources.

Each full Saturday of instruction equates to \$50. So the cost of a course requiring 12 hours of instruction is \$100. Payment of the fee for a course is required in full upon registration for the course.

In addition, the completion of Safe Church & Diversity Trainings is required for each license. These trainings are offered by the diocese free of charge.

The time commitment and the financial cost for the courses that must be completed in order to secure each specific license are summarized below.

License	Time Commitment	Financial Cost
Pastoral Care Minister	16 Saturdays	\$800
Administrator	3 Saturdays	\$150
Worship Leader	13 Saturdays	\$650
Preacher*	14 Saturdays	\$700
Catechist*	11 Saturdays	\$550
Evangelist	17 Saturdays	\$850

* Does not include the hours or cost involved with the required two years of EFM.



Pastoral Leader: Parish Administrator

So then you are no longer strangers and aliens, but you are citizens with the saints and also members of the household of God, built upon the foundation of the apostles and prophets, with Christ Jesus himself as the cornerstone. In him the whole structure is joined together and grows into a holy temple in the Lord; in whom you also are built together spiritually into a dwelling place for God.

Ephesians 2:19-21

The Parish Administrator may manage the day-to-day operations of the church, including, but not limited to overseeing budgets, financial reports, parish records, historical documents of the parish, scheduling, calendar, bulletins, and other facets pertaining to the administration of routine parish life.

What must the Parish Administrator be able to do?

A Parish Administrator must demonstrate:

- Warmth and caring for the worshipping community and love and reverence for God.
- Good communication skills, both written and verbal.
- Effective working knowledge of applied technology in the areas of computers, copiers, and other basic office equipment, as well as familiarity with the internet and the services it provides. (i.e. websites, e-mail listserves, etc.)
- Competency in monitoring (and in some cases producing) budgets and other financial reports and instruments of the parish.
- A high level of organizational ability.
- Ability to keep confidential information about pledges and other private data learned/needed in the course of the administration of the parish.
- A Rule of Life that promotes familiarity with Holy Scripture and a developing relationship with God.



Pastoral Leader: Pastoral Care Minister

Blessed be the God and Father of our Lord Jesus Christ, the Father of mercies and the God of all consolation, who consoles us in all our affliction, so that we may be able to console those who are in any affliction with the consolation with which we ourselves are consoled by God.
2 Corinthians 1:3-4

In the name of the Church, the Pastoral Care Minister may visit individuals in hospitals, nursing homes, and homes, prisons or other institutions. The Pastoral Care Minister serves with the clergy to co-coordinate the pastoral care ministries of the congregation.

What must a Pastoral Care Minister be able to do?

A Pastoral Care Minister must demonstrate:

- Warmth and caring for the worshipping community and love and reverence for God.
- Basic familiarity with Scripture, Christian theology and spirituality, and Church history.
- Basic understanding of Biblical and theological resources as they apply to suffering and healing.
- Familiarity with the needs of the elderly, sick, dying, bereaved, and disabled and the challenges posed to their loved ones and caregivers during these various times of transition.
- Compassion and the capacity to listen with empathy.
- Personal wellness practices that help to avoid burnout and the temptation to rescue, and/or fix.



What's the Length of Each Course?

The length of each course is dictated by the amount of material that must be covered. Some courses are just six hours in length (one Saturday). Most are 12 hours. The longest requires 18 hours of instruction. Each license requires the completion of a different combination of courses.

Course	Duration
Scripture I	18 hours - three Saturday classes
Theology I	12 hours - two Saturday classes
Theology II	12 hours - two Saturday classes
Church History	12 hours - two Saturday classes
Worship & Liturgy I (Intro to the BCP)	12 hours - two Saturday classes
Worship & Liturgy II (Practicum)	6 hours - one Saturday class
Worship & Liturgy III (BOS, EOW I, II, III, Hymnals, Holy Women and Holy Men, lectors, etc.)	6 hours - one Saturday class
Pastoral Care I	12 hours - two Saturday classes
Pastoral Care II	12 hours - two Saturday classes
Administration I	12 hours - two Saturday classes
Administration II	6 hours - one Saturday class
Preaching I	6 hours - one Saturday class
Preaching II (Practicum)	12 hours - two Saturday classes
Spirituality & Formation	12 hours - two Saturday classes
Baptism, Confirmation & Reception	6 hours - one Saturday class
Evangelism & Church Growth	12 hours - two Saturday classes

Name of Course	Pastoral Care Minister	Parish Administrator	Preacher	Catechist	Worship Leader	Evangelist
Scripture I	●				●	●
Theology I	●		●	●	●	●
Theology II			●	●		
Church History	●		●	●	●	●
Worship and Liturgy I	●		●	●	●	
Worship and Liturgy II					●	
Worship and Liturgy III					●	
Pastoral Care I	●					
Pastoral Care II	●					
Pastoral Care III						
Administration I		●				
Administration II		●				
Preaching I			●			
Preaching II			●			
Spirituality & Formation	●		●	●	●	●
Baptism, Confirmation, & Reception	●		●	●		●
Evangelism & Church Growth						●

He or she must also

- Be able to avoid entering situations in a domineering and controlling manner.
- Keep what he or she learns in pastoral contexts in appropriate confidence.
- Keep a Rule of Life that promotes familiarity with Holy Scripture and a developing relationship with God.



Who is a Worship Leader?

*Come, let us sing to the LORD;
Let us shout for joy to the Rock of our salvation.
Let us come before his presence with thanksgiving
And raise a loud shout to him with psalms.
Psalm 95:1-2*

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 community of faith. (Canon III.4.4). This person is chosen by the congregation, appointed by the clergy and vestry/council and licensed by the Bishop to serve as an officiant for public Morning, Noonday, or Evening Prayer. A Worship Leader may also be licensed to preach, having met separate requirements.

What must a Worship Leader be able to do?

A Worship Leader must demonstrate:

- Warmth and caring for the worshipping community and love and reverence for God.
- Familiarity with Scripture, Christian theology, and Church history.
- A thorough working knowledge of the Book of Common Prayer, Book of Occasional Services, and other authorized supplemental liturgical resources not limited to but including Enriching our Worship I, II, and III.
- Proficiency in preparing a liturgy plan for special services throughout the year, as well as regular Sunday worship.
- Knowledge of the rubrics provided for each of the services and an understanding of the relationships and functions of each of the Orders in worship.



How Can I Pursue a Ministry License?

You begin by discussing your desire to pursue a ministry license with your rector or other member of the clergy with oversight of your congregation. After this, the vestry of your church must grant their approval.

Classes for the licensed ministries outlined on pages 2-8 of this booklet will be offered at the Diocesan Center on specified Saturdays and will be available at several remote interactive access sites in other parts of the Diocese, notably the Southern Tier and the Eastern regions. Because these sites will provide real-time interactivity, participants at any location will be able to ask questions and join in discussions. Participants will be able to attend at the site of their choice.

All locations will have on-site facilitators who will manage providing refreshments, opening and closing the building, etc.

Standard Saturday Class Format

8:00 am	Morning Prayer (student led)
8:30 am	First Lecture
10:00 am	Break
10:15 am	Second Lecture
11:45 am	Noonday Prayer
Noon	Lunch (Bring your own bag lunch.)
12:45 pm	Third Lecture
2:15 pm	Break
2:30 pm	Fourth Lecture
4:00 pm	Evening Prayer
4:15 pm	Departure



Who is an Evangelist?

*What I say to you in the dark, tell in the light;
and what you hear whispered, proclaim from the housetops.
Matthew 10:27*

An Evangelist is a lay person who presents the Good News of Jesus Christ in such a way that people are led to receive Christ as Savior and to follow Christ as Lord in the fellowship of the Church. An Evangelist assists with the community's ministry of evangelism in partnership with the presbyter or other leader exercising oversight of the congregation, or as directed by the bishop (Canon III.4.9). This person is chosen by the congregation, appointed by the clergy and vestry/council and licensed by the Bishop.

What must an Evangelist be able to do?

An Evangelist must be able to:

- Articulate his or her faith to another.
- Take a leadership role in developing a congregational strategy of church growth and recruitment.
- Train others in the work of evangelism.
- Possess a basic working knowledge of Scripture, Christian theology, and Church history.
- Be familiar with evangelism programs within the Church, such as Start Up/Start Over, Alpha, etc.
- Understand the development and practice of the rites of initiation including baptism, confirmation, and reception into the Episcopal Church.
- Demonstrate knowledge of the developmental stages of children and adults, and the journey of faith development.
- Keep a Rule of Life that promotes familiarity with Holy Scripture and a developing relationship with God.

- Ability to work as a member of a team and know how to use appropriate resources to plan music for worship throughout the year.
- Ability to modify the worship plan to reflect the seasons of the liturgical year.
- Proficiency in using both the Sunday lectionary and the Daily Office lectionary.
- Effective use of voice and body posture to gain attention and communicate clearly.
- Ability to draw other lay members of the congregation into active appropriate roles during worship, such as leading prayers of the people, making announcements, serving as readers, etc.
- A Rule of Life that promotes familiarity with Holy Scripture and a developing relationship with God.



Who is a Preacher?

*Let the words of my mouth and the meditation of my heart
be acceptable in your sight,
O LORD, my strength and my redeemer.
Psalm 19.14*

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 faith community. (Canon III.4.5) The Preacher is chosen by the congregation, appointed by the clergy and vestry/council and licensed by the Bishop to preach during worship services.

What must a Preacher be able to do?

A Preacher must demonstrate:

- Warmth and caring for the worshipping community and love and reverence for God.
- A strong working knowledge of Scripture, Christian theology, and Church history.
- Knowledge of various principles and practices of homiletics.
- Ability to research, interpret, and utilize different modes and styles of preaching.
- Ability to write and deliver effective sermons and homilies.
- Ability to use voice and body posture to gain attention and communicate effectively.
- A Rule of Life that promotes familiarity with Holy Scripture and a developing relationship with God.



Who is a Catechist?

*May you be filled with the knowledge of God's will
in all spiritual wisdom and understanding, so that you may
lead lives worthy of the Lord, fully pleasing to him, as you bear
fruit in every good work and as you grow in the knowledge of God.
Colossians 1:9-10*

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. (Canon III.4.8). The Catechist is chosen by the congregation, appointed by the clergy and vestry/council and licensed by the Bishop.

What must a Catechist be able to do?

A Catechist must demonstrate:

- A strong working knowledge of Scripture, Christian theology, and Church history.
- An understanding of the development and practice of the rites of initiation including baptism, confirmation, and reception into the Episcopal Church.
- An understanding of the developmental stages of children and adults, and the journey of faith development.
- An understanding of the developmental and learning styles appropriate to each stage of life.
- A Rule of Life that promotes familiarity with Holy Scripture and a developing relationship with God.