



## **The Path of Discernment to Licensed Lay Ministry**

### **Overview:**

*Licensed Lay Ministry* within C4SO refers to non-ordained staff members employed by a particular local parish to assist in the leadership of worship, sacerdotal and/or teaching ministries within the church. This designation is issued for the term of employment at a particular parish and is non-transferable. Licensed lay ministers are under the authority of their Rector, who is responsible for ongoing mentorship and ensures he/she is properly equipped to serve. Lay licensure is ultimately approved by the Bishop of C4SO once all aspects of the process (detailed below) have been completed, at which point a certificate denoting licensure will be issued.

### **Process:**

1. The local Rector begins by shepherding a path of discernment with both the candidate and vestry. This step must include a clear definition of why the candidate should pursue lay licensure and what duties will be assigned to them at the local parish if/when approved.
2. The candidate completes the *Application for Licensed Lay Ministry Within C4SO* forms ([link](#)) and submits to the Rector.
3. The Rector then submits the application to the Bishop of C4SO and Canon for Ordinations.
4. The candidate then complies with the following:
  - a. 10-year background check (through the local church's provider)
  - b. Ministry Safe Training for Child/Youth/Vulnerable Adult Protection through the local church
  - c. C4SO's Sexual Harassment Prevention Training
  - d. An interview with the Dean of the local church's Deanery (i.e., East Deanery)
5. If all preceding steps are cleared and in good standing, the candidate will then set up an appointment through the diocesan office to meet with a Bishop of C4SO for final approval.

**Expectations:**

- Lay ministers complete all of C4SO's Safe Church Training requirements throughout the entirety of their employment.
- The Rector oversees the ongoing mentorship of the lay minister as long as they work within the local parish.
- The Rector performs a yearly review with the lay minister, reviewing expectations, assigned responsibilities, compensation (if applicable), and any other relevant circumstances surrounding their employment.
- The lay minister subscribes to the C4SO email list in order to stay up-to-date on the mission, values and ministry initiatives of the diocese.