

Convocation of Episcopal Churches in Europe. Process flow chart for Licensed Lay Ministries, from Aspirant to Candidate. July 2016

This table indicates: in rows, the steps to follow from inquiry to licensure; and in columns, the person or group involved in each step.

From Aspirant to Nominee for Licensed Lay Ministry (Worship Leader, Pastoral Leader, Preacher, Evangelist)	Aspirant	Priest	Voc. Discern. Comm.	Vestry	Bishop or Bishop's Office	COMB	EICS	Spiritual Director	Council of Advice	Clergy Mentor
Priest and Aspirant discern in conversation	+	+
Aspirant attends Annual Discernment Conference	+	+	.	.	.	+
Priest convenes Vocational Discernment Committee (VDC) in the parish or mission	.	+	+
Priest informs COMB that a VDC has been constituted (through country rep)	.	+	.	.	.	+
VDC clarifies sense of Call with Aspirant	+	.	+
VDC reports to priest	.	+	+
Priest refers Aspirant's request to Vestry or Bishop's Committee	.	+	.	+
Vestry or B.C., recognizing spiritual and financial responsibility towards the Aspirant issues Vestry Letter of Support, or indicates resolution to Applicant that further reflection needed	+	+	.	+
If Aspirant nominated, Priest communicates Nomination decision to Bishop and forwards Vestry Letter of Support to Bishop's Office	.	+	.	.	+

From Nominee to Candidate for Licensed Lay Ministry (Worship Leader, Pastoral Leader, Preacher, Evangelist)	Nominee	Priest	Voc. Discern. Comm.	Vestry	Bishop or Bishop's Office	COMB	EICS	Spiritual Director	Council of Advice	Clergy Mentor
Nominee submits a personal statement, CV and spiritual journey to the Convocation Office	+	.	.	.	+
Bishop receives documentation and interviews Nominee	+	.	.	.	+
Bishop reviews dossier and at Bishop's discretion, invites Nominee for interview with COMB	+	.	.	.	+	+
Bishop's Office submits documentation of CV, Spiritual Journey, Letter of Application and the status form to COMB Chair	+	+
When COMB interview performed, COMB minutes and shares evaluation with Bishop	+	+
Bishop determines his decision on admission to a lay ministry and informs Nominee, Priest, COMB and EICS	+	+	.	.	+	+	+	.	.	.
If Bishop concludes that further discernment time is appropriate, then Nominee will continue discernment as Nominee and have additional interview(s) with COMB and the Bishop	+	+	.	.	+	+

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Candidate for Licensed Lay Ministry (Worship Leader, Pastoral Leader, Preacher, Evangelist)	Candidate	Priest	Voc. Discern. Comm.	Vestry	Bishop or Bishop's Office	COMB	EICS	Spiritual Director	Council of Advice	Clergy Mentor
COMB assigns COMB mentor to Candidate	+	+
COMB refers Candidate to EICS for academic advising, and Bishop's Office forwards a copy of the personal statement, CV and spiritual journey	+	+	+	.	.	.
EICS assigns Academic Advisor to Candidate and informs COMB	+	+	+	.	.	.
Academic Advisor develops a program of formation in consultation with the priest in charge and following Canon III.4 and Convocation Doc III C.1.1	+	+	.	.	.
Candidate enters into a continuing relationship with a Spiritual Director and informs the Academic Advisor and the COMB mentor	+	+	+	+	.	.
Candidate follows EICS-directed training program	+	+	.	.	.
EICS Academic Advisor monitors progress on formation and training quarterly	+	.	+	.	.	.
COMB mentor liaises with Candidate (quarterly)	+	+
EICS Academic Advisor and COMB mentor communicate regularly (quarterly) on progress	+	+	.	.	.
Candidate and COMB communicate via face-to-face or internet interview annually	+	+
EICS reports results of formation to Bishop and COMB once per year	+	+	+	.	.	.
At completion of formation, EICS reports in writing to Bishop and COMB	+	.	+	.	.	.
Bishop issues license for a term of 3 years	+	.	.	.	+