

## Section 2: Licensed Lay Ministries

### Doc. 2A: Pastoral Leader

*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.*

Applicants for the ministry of Pastoral Leader are required to participate in a Discernment Conference before applying to the Bishop and appearing before COMB.

The Pastoral Leader is a confirmed communicant in good standing functioning with the permission of the Bishop and under the direct supervision of the Bishop's Office. Once licensed, the Pastoral Leader functions at the discretion of the Bishop. The license is only valid within the congregation in which the Pastoral Leader is a member at the time of licensing. A Pastoral Leader however, with written permission of the Bishop, may serve another congregation within the diocese when clergy are not available. The Pastoral Leader, under the direction of the Bishop's Office, will pursue Diocesan-approved continuing education.

### **Training**

Applicants for the ministry of Pastoral Leader will be trained under a program devised by EICS appropriate to this ministry, and, if necessary, modified according to the applicant's previous education and experience. The program may be primarily self-study or distance study and may include reading material, seminars, webinars or actual courses. Applicants will also need to undertake a program of Clinical Pastoral Education, which takes the form of on-the-job experience in some clinical setting, approved by the Bishop. The areas of study are:

- Holy Scriptures, contents and background
- The Book of Common Prayer (and its authorized supplements) and the Hymnal (and other authorized music resources)
- Church history
- Christian ethics and moral theology
- Church doctrine as set forth in the Creeds and An Outline of Faith, commonly called the Catechism
- Appropriate canons
- Pastoral Care; appropriate boundaries
- Individual Prayer
- Baptismal covenant and its application to ministry

- Polity, governance and structure of The Episcopal Church and its relationship to the worldwide Anglican Communion
- Contemporary society, the issues faced and The Episcopal Church's response to these issues
- Safeguarding God's Children
- Anti-Racism Training

The applicant must also meet all the requirements for licensing of Eucharistic Visitor.

A Pastoral Leader may also be authorized to exercise administrative responsibility within a specific congregation where no clergy leadership is present. Pastoral Leaders serving as administrators will also be trained in the areas of internal controls, taxes, insurance and records management, including financial management, bookkeeping, clergy discretionary funds, and audit guidelines. Responsibilities include:

- Serving as custodian of all parochial records
- Completing (or delegating) reports required by the diocese and canons
- Managing (or delegating) budgeting and fiscal administration of parish
- Documenting required training and licensing for lay ministries
- Coordinating maintenance and security of buildings and grounds

### **Certification**

The Pastoral Leader license is valid for three years and is renewable at the Bishop's discretion upon evidence of Diocesan-approved continuing education and the needs of the congregation as determined by the Bishop.

### **Documentation**

The Bishop or Bishop's representative will maintain a confidential personnel file for the Pastoral Leader which shall contain the following:

- Documentation and certification of the Pastoral Leader's training, examination and competency in the areas listed above under "Training"
- A copy of the application sent to the Bishop
- A copy of the certificate from the Bishop licensing the person to be a Pastoral Leader

Documentation of licensing of Pastoral Leaders will be maintained and displayed in the parish.