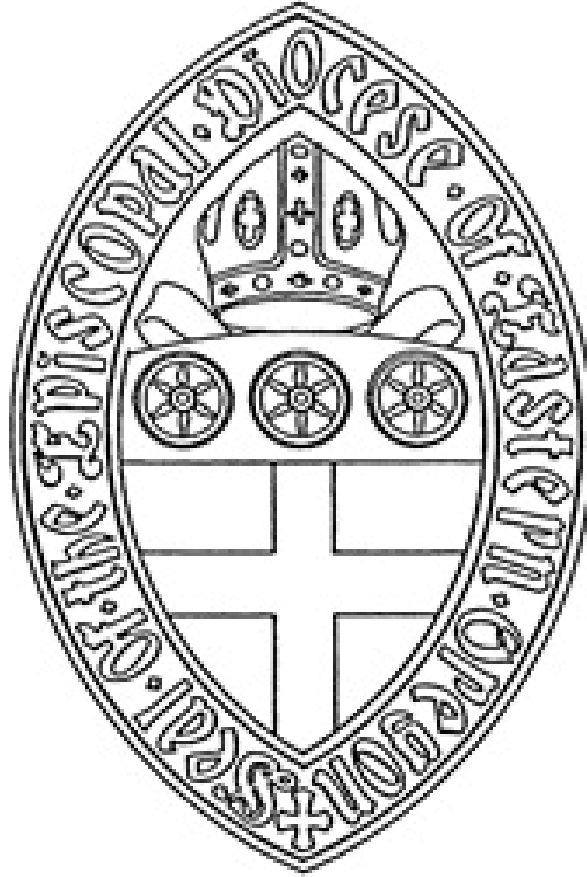


# Lay Ministry Guidebook



**The Episcopal Diocese of Eastern Oregon**  
**Commission on Ministry**  
**June 2019**

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# Catechist

## Discernment, Expectations and Training Resources

In accordance with Title III, Canon 4 of The Episcopal Church (TEC), a confirmed communicant in good standing or, subject to guidelines established by the Bishop, a communicant in good standing, may be licensed by the Ecclesiastical Authority to serve in specific ministries. It is the policy of the Diocese of Eastern Oregon to license persons for a period of one to three years following training specific to the ministry for which the person is to be licensed and appropriate to the congregation calling the person to ministry.

This document has been prepared by the Commission on Ministry (COM) as a guideline for Calling lay persons to the licensed ministry of Catechist. The document includes some Expectations for preparation and understanding the specific ministry, as well as a few Requirements of licensing and renewal. A list of helpful Resources for study, training, continuing education, and use in practicing this ministry is also included.

### Call to Ministry

Title III, Canon 4, Section 8

*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.*

When possible, every congregation needs to identify, call, and equip lay people with the gifts and vocation of a catechist. A licensed Catechist is a confirmed adult communicant in good standing called to lead in preparing people for Christian initiation or renewal of their life in Christ and membership in the Church, and to be a teacher of teachers. This ministry may be especially important in the absence of resident clergy.

People accepting this call should have a love of teaching and learning, as well as the ability to teach people of all ages and abilities, including families, and be willing and able to share parts of their own faith stories and to foster a safe and respectful environment for others to share.

People so called may consider making this their primary ministry in terms of time and energy. This ministry requires intentional congregational support (coordinated, perhaps by a member of the clergy or vestry member).

Candidates considering the ministry of Catechist may self-identify or may be encouraged by clergy or members of the congregation to consider this ministry. The first step towards licensing is to talk with the clergy in charge of the congregation or a sponsoring clergy about the role, duties, and expectations for the ministry. The COM recommends a discernment process of discussion with a discernment group or a group similar to a Parish Commission on Ministry in order to test a call.

*Discernment Questions for those discerning a call to this ministry:*

- What is ministry and what are the things I do which are ministry?
- What does the Baptismal Covenant mean to me?
- Am I willing to share parts of my faith journey, as appropriate, with others?
- Have I asked God whether God might be calling me to this ministry?
- Can I tell why I feel called to this ministry?
- What gifts do I have which would be assets to this ministry and what gifts do I hope to develop?
- What would I tell someone if asked, “What is important to know about God?”
- How have I experienced God’s grace in my life?
- Am I curious about Christian theology and the history of the Church?
- Would I enjoy finding out what others are seeking as they connect/reconnect with the Church?
- Can I envision myself in the role of a teacher, eager to foster a safe and respectful environment where others can learn and share?
- What do I hope to help people understand or experience through my ministry as a Catechist?

## Expectations for outcome of training

*A confirmed adult communicant in good standing, prior to licensing, should be able to:*

1. Describe the sense of call to this ministry orally and in writing to the Parish Commission on Ministry if one exists, or the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.
2. Demonstrate appropriate social skills for meeting and engaging people of all ages and abilities, including families.
3. Demonstrate basic pastoral skills such as reflective listening and respect for confidentiality.
4. Demonstrate competence in the following subjects:
  - a. The Holy Scriptures
  - b. The Book of Common Prayer and Hymnal
  - c. Church History and Polity
  - d. The Church's doctrine as set forth in The Lord's Prayer, the Creeds, and An Outline of the Faith, commonly called the Catechism.

## Requirements

Applicants for Catechist license must complete all required Diocesan **Safe Church** Trainings. These trainings are available both through in-person training events and online training programs. Training is good for three years. A shorter renewal or update training is available for the renewal of licenses. Contact the diocesan office to register for necessary training courses.

Diocesan approved anti-racism training is required as available.

## License Renewal

Licenses may be renewed by the Bishop for an additional three-year period. In signing the renewal application, the supervising clergy certifies that the licensee has faithfully practiced his/her licensed ministry and has participated in appropriate continuing education. This education may include informal classes with supervising clergy, approved workshops or seminars, or suggested reading.

## Training and Study Resources

### Online Resources

- Armentrout, Donald S., and Robert Boak Slocum. 1999. *An Episcopal Dictionary of the Church: A User-friendly Reference for Episcopalians*. Church Publishing Inc. Accessed January 12, 2019 <https://archive.episcopalchurch.org>. Menu>Resource Library
- BibleGateway. *A Searchable Online Bible in over 100 Versions and 50 Languages*. Accessed January 12, 2019. <https://biblegateway.com>
- Church Publishing. 2004.*The Book of Occasional Services – 2003*. New York: Church Publishing, Inc. Accessed January 12, 2019. [https://churchpublishing.org:Book of Occasional Services](https://churchpublishing.org:Book_of_Occasional_Services)
- Church Publishing. 1979. *Book of Common Prayer and Administration of the Sacraments and Other Rites and Ceremonies of the Church: Together with the Psalter Or Psalms of David According to the Use of the Episcopal Church*. Accessed January 12, 2019. <https://churchpublishing.org>. >Church Resources Catalogue 2018: downloadable.
- <https://hymnary.org>. *Hymnal 1982: According to the Use of the Episcopal Church*. Church Publishing Inc. Accessed January 13, 2019.
- Kitch, Canon Anne E. *Adult Baptism in the Episcopal Church with Anne Kitch*. ChurchNext. Accessed January 13, 2019. <https://churchnext.tv> >Library>authors
- Google The Lectionary. 2015. *The Lectionary A collection of Lectionary resources for the Episcopal Church*. <http://satucket.com> >lectionary. Not secure.
- *North American Association of the Catechumenate Website*. Accessed January 13, 2019. <https://journeytobaptism.org>.
- *The Lectionary Page*. <https://lectionarypage.net>. Accessed January 13, 2019. Lectionary page and liturgical calendar.

## Books for Individual or Group Study

- Anderson, Herbert., and Edward Foley. 2001. *Mighty Stories, Dangerous Rituals: Weaving Together the Human and the Divine*. Jossey-Bass.
- Armentrout, Donald S., and Robert Boak Slocum. 1999. *An Episcopal Dictionary of the Church: A User-friendly Reference for Episcopalians*. New York: Church Publishing Inc.
- *The Bible*—There are a number of translations that the Episcopal Church has authorized for use. Many congregations use the *New Revised Standard Version* (1990)
- Bushofsky, Dennis., Suzanne Burke and Richard Rouse editors. 2012. *Go Make Disciples, An invitation to Baptismal Living; A Handbook to the Catechumenate*. Minneapolis: Augsburg Fortress. (Companion CD with supplementary materials may be purchased separately.)
- Church Publishing. 2004. *The Book of Occasional Services – 2003*. New York: Church Publishing Inc.
- Church Publishing. 1979. *Book of Common Prayer and Administration of the Sacraments and Other Rites and Ceremonies of the Church: Together with the Psalter Or Psalms of David According to the Use of the Episcopal Church*. New York: Church Publishing Inc.
- Church Publishing. 1985. *The Hymnal, 1982, Service music according to the use of the Episcopal Church*. New York: Church Hymnal Corp.
- Harris, Maria. 1989. *Fashion Me a People: Curriculum in the Church*. Westminster John Knox Press.
- Law, Eric. 1993. *The Wolf Shall Dwell with the Lamb*. Chalice Press.
- Peterson, Eugene H. 2003. *The Message: the Bible in contemporary language*. Colorado Springs: NavPress.
- Schori, Katherine Jefferts. 2012. *Gathering at God's Table: The Meaning of Mission in the Feast of Faith*. Skylight Paths Publishers.
- Taylor, Charles W. 1991. *The Skilled Pastor: Counseling as the Practice of Theology*. Fortress Press.





# Evangelist

(Evangelism Facilitator)

## Discernment, Expectations and Training Resources

In accordance with Title III, Canon 4 of The Episcopal Church (TEC), a confirmed communicant in good standing or, subject to guidelines established by the Bishop, a communicant in good standing, may be licensed by the Ecclesiastical Authority to serve in specific ministries. It is the policy of the Diocese of Eastern Oregon to license persons for a period of one to three years following training specific to the ministry for which the person is to be licensed and appropriate to the congregation calling the person to ministry.

This document has been prepared by the Commission on Ministry (COM) as a guideline for Calling lay persons to the licensed ministry of Evangelist (or the title “Evangelism Facilitator” may be used.) The document includes some Expectations for preparation and understanding the specific ministry, as well as a few Requirements of licensing and renewal. A list of helpful Resources for study, training, continuing education, and use in practicing this ministry is also included.

## Call to Ministry

Title III, Canon 4, Section 9

*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 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.*

Recognizing that all Christians are called to be evangelists, the Commission on Ministry of this diocese encourages using “Evangelism Facilitator” as the name for this position. An Evangelism Facilitator is one who will enable all of us to express, in our own ways, the Good News of Jesus Christ. Evangelism Facilitators foster evangelistic ministry within a congregation. Not only do they model personal evangelism in the community, but they also have a leadership role in helping all members of the congregation to exercise their individual evangelical gifts. The use of public narrative as a way to help others link their own calling to that of their faith community can be an important part of this ministry. Functioning under the supervision of the Rector, Vicar or Priest-in-Charge, they help to connect the congregation with the secular community. While there is no limit to the number of persons in a congregation who may be licensed, the Commission on Ministry encourages all congregations to have at least one person in the role of Evangelist or Evangelism Facilitator.

People accepting this call should be enthusiastic about the congregation, have good social skills and the ability to function as a good team member in tandem with the clergy and other leaders in the congregation. They should be comfortable telling the story of their own faith journey and how they came to worship in this church or congregation. They should be willing and able to share their own faith stories while fostering a safe and respectful environment for others to share.

People so called may consider making this their primary ministry in terms of time and energy. This ministry requires intentional congregational support to provide any training that might help and establishing regular communication with the clergy and the Vestry.

Candidates considering the ministry of Evangelist/Evangelism Facilitator may self-identify or may be encouraged by clergy or members of the congregation to consider this ministry. The first step towards licensing is to talk with the clergy in charge of the congregation about the role, duties, and expectations for the ministry. The COM strongly recommends a discernment process of discussion with a discernment group or a group similar to a Parish Commission on Ministry in order to test this call. Discernment by the person called and by the parish leadership should also consider specifically how the person might fill this role, e.g. as a public narrative facilitator, as a marketing and publicity specialist, as a leader in the parish who can excite others about telling their own faith story and the story of the parish.

*Discernment Questions for those discerning a call to this ministry:*

- Do I have the capacity for discerning gifts in others, and enabling them to tell their spiritual stories?
- Do I feel called to connect the Church with the secular world?
- Do I feel called to help others witness to the Good News of Jesus Christ?
- Do I feel called to help others exercise their particular evangelical gifts?
- Do I have the gift of active listening?
- What does the Baptismal Covenant mean to me?
- Have I asked God whether God might be calling me to this ministry?
- What gifts do I have which would be assets to this ministry and what gifts do I hope to develop?
- What would I tell someone if asked, “What is important to know about God?”

- Would I be able to relay the tradition of our church, appreciating our history and diversity?
- How have I experienced God's grace in my life?
- Would I enjoy finding out what others are seeking as they connect/reconnect with the Church?
- Do I have an adequate level of theological sophistication and appreciation of our Anglican theological roots in order to recognize our strengths as a church and help other members articulate a message that connects with those we invite to join us?
- Do I have and exhibit an appreciation of various expressions of religious devotion and faith?
- Am I adept at gathering and leading groups and am I familiar with group process?
- Am I sensitive to the many overlapping ministries within a congregation, working in concert and not in competition?
- Am I Christ centered and can I recognize the gifts of the Holy Spirit in my own ministry?
- Like any leaders in the church, have I established credibility in my congregation, as this ministry can thrive only when there is trust?

## Expectations for outcome of training

*A confirmed adult communicant in good standing, prior to licensing, should be able to:*

1. Describe their sense of call to this ministry and define their understanding of what it means to be an Evangelist/Evangelism Facilitator, orally and in writing to the discernment group with whom they have tested the call.
2. Demonstrate appropriate social skills for meeting and dealing with people.
3. Exhibit a particular call for enabling evangelistic ministry within a congregation.
4. Model personal evangelism in the community.
5. Seek to equip and encourage all members of the congregation, including the ordained leaders, to exercise their particular evangelic gifts.
6. Search for and share strategies, programs and other tools available for connecting churches with the secular communities in which they are embedded.

7. Have an understanding of the concept of using public narrative as a way to help others link their own calling to that of their faith community.
8. Communicate regularly with their counterparts throughout the Diocese and beyond.
9. Participate in workshops and other events to assist their own congregations and their sister congregations throughout the Diocese.
10. Function under the supervision of the Rector, Vicar or Priest-in-Charge.

## Requirements

Applicants for Evangelist/Evangelism Facilitator license must complete all required Diocesan **Safe Church** Trainings. These trainings are available both through in-person training events and online training programs. Training is good for three years. A shorter renewal or update training is available for the renewal of licenses. Contact the diocesan office to register for necessary training courses.

Diocesan approved anti-racism training is required as available.

## License Renewal

Licenses may be renewed by the Bishop for an additional three-year period. In signing the renewal application, the supervising clergy certifies that the licensee has faithfully practiced his/her licensed ministry and has participated in appropriate continuing education. This education may include informal classes with supervising clergy, approved workshops or seminars, or suggested reading.

## Training and Study Resources

### Online Resources

- Curry, Rt. Rev. Bishop Michael. *Go Speak! Sharing Our Faith Wrap-Ups*. Vimeo. The Episcopal Diocese of NC. Accessed January 21, 2019. <https://vimeo.com/95984654>
- Education for Ministry Program (EfM). The Beecken Center of The School of Theology, The University of the South. Accessed January 21, 2019. <http://efm.sewanee.edu/>
- Episcopal Diocese of Spokane. 2010. *Public Narrative & Strategy for Mission Leadership Workshop Guide*. Originally Adapted From The Works Of Marshall Ganz Of Harvard University. Accessed January 21, 2019. [http://s3.amazonaws.com/dfc\\_attachments/public/documents/455/Diocese\\_of\\_Spokane\\_Leadership\\_Team\\_Training\\_-\\_Participant\\_Guid\\_e\\_2-10.pdf](http://s3.amazonaws.com/dfc_attachments/public/documents/455/Diocese_of_Spokane_Leadership_Team_Training_-_Participant_Guid_e_2-10.pdf)
- Rothauge, Arlin J. *Making Small Groups Effective – Notes on Fellowships, Home Cell Groups and House Groups in the Episcopal Tradition, Congregational Vitality Series #4*. Accessed January 21, 2019. [www.episcopalchurch.org/files/CDR\\_series4\(1\).pdf](http://www.episcopalchurch.org/files/CDR_series4(1).pdf)
- Schori, Bishop Katharine Jefferts. 2007. *Evangelistic Listening*. Accessed January 21, 2019. [www.episcopalchurch.org/posts/jeffertsschori/evangelistic-listening](http://www.episcopalchurch.org/posts/jeffertsschori/evangelistic-listening)

### Books for Individual or Group Study

- Daniel, Lillian. 2006. *Tell It Like It Is: Reclaiming the Practice of Testimony*. The Alban Institute.
- Edwards, Lloyd. 1988. *Discerning Your Spiritual Gifts*. Cowley Publications.
- Farnham, Suzanne G. et. al. 1991. *Listening Hearts, Discerning Call in Community*. Moorehouse Publishing.
- Geitz, Elizabeth. 2004. *Fireweed Evangelism: Christian Hospitality in a Multi-Faith World*. New York: Church Publishing Inc.
- Hunter, George G. III. 2010. 10<sup>th</sup> Anniversary rev. and expanded ed. *The Celtic Way of Evangelism, Tenth Anniversary Edition: How Christianity Can Reach The West... Again*. Abingdon Press.
- Law, Eric. 1993. *The Wolf Shall Dwell with the Lamb*. Chalice Press.
- Long, Thomas G. 2004. *Testimony: Talking Ourselves into Being Christian*. San Francisco: Jossey-Bass.
- Palmer, Parker J. 1999. *The Active Life: A Spirituality of Work, Creativity, and Caring*. San Francisco: Jossey-Bass Publishing. Org. published by Harper & Row
- Reese, Martha Grace. 2008, 2<sup>nd</sup> ed. *Unbinding the Gospel: Real Life Evangelism*. Chalice Press.
- Spellens, Stephanie. 2006. *Radical Welcome: Embracing God, The Other, and the Spirit of Transformation*. New York: Church Publishing Inc.



# Preacher

## Discernment, Expectations and Training Resources

In accordance with Title III, Canon 4 of The Episcopal Church (TEC), a confirmed communicant in good standing or, subject to guidelines established by the Bishop, a communicant in good standing, may be licensed by the Ecclesiastical Authority to serve in specific ministries. It is the policy of the Diocese of Eastern Oregon to license persons for a period of one to three years following training specific to the ministry for which the person is to be licensed and appropriate to the congregation calling the person to ministry.

This document has been prepared by the Commission on Ministry (COM) as a guideline for Calling lay persons to the licensed ministry of Preacher. The document includes some Expectations for preparation and understanding the specific ministry, as well as a few Requirements of licensing and renewal. A list of helpful Resources for study, training, continuing education, and use in practicing this ministry is also included.

### Call to Ministry

Title III, Canon 4, Section 5

*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 community of faith.*

Candidates considering the ministry of Preacher may self-identify or may be encouraged by clergy or members of the congregation to consider this ministry. The first step towards licensing is to talk with the clergy in charge of the congregation or a sponsoring clergy about the role, duties, and expectations for the ministry. The COM recommends a discernment process of discussion with a discernment group or a group similar to a Parish Commission on Ministry in order to test a call.

During the period of discernment, candidates should familiarize themselves with various theologies and theories of preaching, so that their models of preaching are not limited by the examples they have observed in their immediate context. Some resources to aid in discernment are listed at the end of this document.

### Discernment Questions for those discerning a call to this ministry:

- Have I imagined myself preaching? How did that feel?
- Have I found I wanted to investigate the meaning of the scriptures more deeply than I have in the past?
- Am I curious about Christian theology or the history of the Church?
- Have I asked God whether God might be calling me to this ministry?
- Have friends, clergy, or fellow-parishioners suggested I think about a preaching ministry?
- Do I feel relatively comfortable speaking in front of a group?
- Am I open to beliefs and attitudes different from my own, or from those of my community?
- Have I grappled with the question of what preaching is, and what its purposes are?
- Am I open to criticism as a means of growth?
- Am I ready to devote myself to preaching as a central aspect of my spiritual life?
- What gifts do I have that would be an asset for this ministry?

### Qualities of a Preacher

- Devotion and commitment to proclamation of the Good News of Jesus Christ, as it is expressed in scripture and witnessed in the world around us.
- Commitment to bearing witness to Christ, and encouraging others to do the same, wherever they may be – working, praying, and giving for the increase of the kingdom of God.
- Commitment to continuing study of scripture and basic sources of theology and the tradition of the Church.
- Commitment to a regular discipline of prayer, self-examination and study of scripture as a devotional practice.
- Ability to interpret scripture and present this interpretation in a lively and meaningful way to a congregation.



- Commitment to ongoing theological and homiletical study and openness to feedback for continuing growth as a preacher.
- Demonstrated competence in using source materials, methods of attribution, and other standard research processes.
- Ability to use the voice and physical presence with grace and confidence

## Preparation for a Preaching Ministry

*Guided by the supervising clergy person, candidates should begin preparation in the following areas, starting with basic resources. Study is ongoing even after licensing.*

**Basic Theological Study** (Completing an Education for Ministry Course is a good way to get a grounding in basic church history and theology)

- Gaining general familiarity with the content of the Holy Scriptures
- Approaches to interpretation of scripture, including history and cultural background
- History of the Church, as it pertains to preaching or issues arising from scriptural study
- Polity, history, and current issues in The Episcopal Church and the Anglican Communion
- Ethics and moral theology
- Theology and doctrine, as they appear in the Book of Common Prayer, and especially in the Lord's Prayer, the Creeds and the Catechism
- Familiarity with the Book of Common Prayer and Hymnals, including the Lectionary and lectionary resources

## Practical Preparation for Preaching

- Study approaches to exegesis of scripture, and consider the congregational context
- Study the theory and theology of preaching
- Study the rhetorical and editorial aspects of preaching

- Study the relationship of the homily to the greater liturgical context
- Study and practice the use of voice and other physical dimensions of preaching
- Study the Lectionary, using both books and online resources
- Study pastoral, ethical, as well as socially and culturally diverse dimensions of preaching

### **Planning for Continuing Education**

- Structures for continuing supervision and feedback
- Means for staying current on issues related to the greater Church
- Plans for attending workshops on preaching and the study of scripture
- Creating a preaching “team” for continuing practice and feedback

### **Expectations for outcome of training**

*A confirmed adult communicant in good standing, prior to licensing, should be able to:*

1. Describe their sense of call to this ministry, orally and in writing, to the Member of the Clergy or other leader exercising oversight.
2. Describe how God is revealed in the scriptures and how God is revealed to us today.
3. Explain how scripture can be applied to modern problems and issues.
4. Use the Revised Common Lectionary and the church calendar, select hymns in relation to the lectionary and explain the reasons for the choices.
5. Give evidence of some comfort and grace speaking in front of a group, including the competent use of a microphone.
6. Describe how a life of prayer affects sermon preparation.
7. Prepare two sermons and send copies of both to the sponsoring clergy with application for licensing, and for each renewal if requested.
8. Upon licensing, preachers will be prepared to discuss the content of sermons with Clergy or person exercising oversight.

## Requirements

Applicants for a Preacher license must complete all required Diocesan **Safe Church** Trainings. These trainings are available both through in-person training events and online training programs. Training is good for three years. A shorter renewal or update training is available for the renewal of licenses. Contact the diocesan office to register for necessary training courses.

Diocesan approved anti-racism training is required as available.

## License Renewal

Licenses may be renewed by the Bishop for an additional three-year period. In signing the renewal application, the supervising clergy certifies that the licensee has faithfully practiced his/her licensed ministry and has participated in appropriate continuing education. This education may include informal classes with supervising clergy, approved workshops or seminars, or suggested reading.

## Resources for Initial Training and Continuing Education

### General

- Willimon, William H., and Richard Lischer, editors. 1995. *Concise Encyclopedia of Preaching*. Louisville: Westminster John Knox. A multitude of topics related to preaching, but containing especially helpful essays on the history of preaching and summaries of the thought of major preachers and theorists.
- Wilson, Paul Scott ed. 2008. *New Interpreters Bible Handbook of Preaching*. Nashville: Abingdon. A compendium of a wide variety of topics related to preaching. Available as e-book.

### On Discernment

- Childers, Jana. 1998. *Performing the Word: Preaching As Theatre*. Nashville: Abingdon. This book emphasizes the performative aspects of preaching, but begins with a helpful summary of the various purposes of preaching.
- Long, Thomas G. 2005 second edition. *The Witness of Preaching*. Louisville: Westminster John Knox. This textbook on preaching is particularly good discussing what preaching *is*, on the question of who the preacher is when he or she preaches, and on doing biblical exegesis.
- Taylor, Barbara Brown. 1993. *The Preaching Life*. Cowley Publications. This autobiographical book not only presents Taylor's ruminations on how she came to preach, but also outlines a holistic approach to preaching as the center point of a life in ministry. Includes sample sermons.
- Wilson, Paul Scott. 2007 revised edition. *The Practice of Preaching*. Nashville: Abingdon. This textbook begins with a discussion of preaching as "God's event," a way of presenting a theology and theory of preaching.

### Exegesis of Scripture

- Bartlett, David L., and Barbara Brown Taylor, editors. 2011. *Feasting on the Word: Preaching the Revised Common Lectionary*. Louisville: Westminster John Knox. A 12-volume set organized by the Sundays of the three years, with essays for each reading on Theological, Pastoral, Exegetical and Homiletical perspectives. Available as e-books.
- Harrington, Daniel J., SJ, Editor. *Sacra Pagina*. Collegeville: Liturgical Press. Various authors, on individual books of the Bible. Paper and e-books.

- Westminster John Knox. 2012. *Interpretation: A Bible Commentary for Teaching and Preaching*. Louisville: Westminster John Knox. Various authors, on individual books of the Bible. Aimed explicitly at preachers.
- Woodward, Jenee. 2015. *The Text This Week, Lectionary, Scripture Study, Worship Links, and Resources*. Accessed January 17, 2019. <https://www.textweek.com>. An invaluable goldmine for all kinds of materials, based on the Revised Common Lectionary.
- Luther Seminary. 2015. *Working Preacher*. Accessed January 17, 2019 <https://www.workingpreacher.org>. A lectionary-based resource, including essays on the preaching life as well as materials directly related to the readings.

### Theory and Practice of Preaching

- Allen, O. Wesley Jr. 2005. *The Homiletic of All Believers: A Conversational Approach*. Louisville: Westminster John Knox. Takes seriously the call to make preaching a conversational event, while recognizing that during a liturgy only one voice is usually heard. Identifies his approach as post-modern.
- Clader, Linda L. 2001. Pages: 51-66. "Homily for the Feast of the Visitation," in Jana Childers, ed. *Birthing the Sermon: Women Preachers on the Creative Process*. St. Louis: Chalice. The book is a collection of homilies by women preachers, with reflections on how they go about preparation.
- Clader, Linda L. 2006. Pages: 194-225. "The Formation of a Eucharistic Preacher," in Michael Monshau, O.P., ed., *Preaching at the Double Feast: Homiletics for Eucharistic Worship*. Collegeville: Liturgical Press. This book is a collection of essays by preachers from various denominations that emphasize the Holy Eucharist. This essay is based on the context of the Episcopal Church and the Book of Common Prayer.
- Clader, Linda L. 2003. *Voicing the Vision: Imagination and Prophetic Preaching*. Harrisburg: Morehouse. On preaching as a way to open the doors and windows for God's surprises to work on us.
- Lischer, Richard ed. 2002. *The Company of Preachers: Wisdom on Preaching, Augustine to the Present*. Grand Rapids: Eerdmans. Paperback or e-book. A collection of essays on the purposes of preaching, the role of the preacher, biblical interpretation, and church context. Selections from major preachers and theorists from Chrysostom through Luther and Calvin to the present.

- Long, Thomas G. 2005, second edition. *The Witness of Preaching*. Louisville: Westminster John Knox. This textbook builds on the author's preference for "witness" as the best stance for a preacher, and covers all the practical dimensions of preparing to preach.
- Wilson, Paul Scott. 1999. *The Four Pages of the Sermon: A Guide to Biblical Preaching*. Nashville: Abingdon. Offers a practical guide to the process of study and developing a sermon.
- Wilson, Paul Scott. 2007 revised edition. *The Practice of Preaching*. Nashville: Abingdon. This comprehensive textbook covers the many elements of preaching, with helpful emphases on theology, hermeneutics, and rhetoric.

### Congregational Context

- Jeter, Joseph R. Jr., and Ronald J. Allen. 2002. *One Gospel, Many Ears: Preaching for Different Listeners in the Congregation*. St. Louis: Chalice. Beginning with an overall consideration of diversity in the preaching situation, the book devotes separate chapters to particular kinds of diversity, such as learning styles, generational differences, political leanings, and cultural identities.
- Rose, Lucy Atkinson. 1997. *Sharing the Word: Preaching in the Roundtable Church*. Louisville: Westminster John Knox. Emphasizes finding ways to include voices less-often heard in preaching.



# Worship Leader, Eucharistic Minister, & Eucharistic Visitor

## Discernment, Expectations and Training Resources

In accordance with Title III, Canon 4 of the The Episcopal Church (TEC), a confirmed communicant in good standing or, subject to guidelines established by the Bishop, a communicant in good standing, may be licensed by the Ecclesiastical Authority to serve in specific ministries. It is the policy of the Diocese of Eastern Oregon to license persons for a period of one to three years following training specific to the ministry for which the person is to be licensed and appropriate to the congregation calling the person to ministry.

This document has been prepared by the Commission on Ministry (COM) as a guideline for Calling lay persons to the licensed ministries of Worship Leader, Eucharistic Minister, or Eucharistic Visitor. The document includes some Expectations for preparation and understanding the specific ministry, as well as a few Requirements of licensing and renewal. A list of helpful Resources for study, training, continuing education, and use in practicing these ministries is also included.

### Call to Ministry

Candidates considering the ministries of Worship Leader, Eucharistic Minister, or Eucharistic Visitor may self-identify or may be encouraged by clergy or member/s of the congregation to consider one or more of these ministries. The first step towards licensing is to talk with the clergy in charge of the congregation or a sponsoring clergy about the role, duties, and expectations for the ministry. The COM recommends a discernment process of discussion with a discernment group or a group similar to a Parish Commission on Ministry in order to test a Call.

*Discernment Questions for those considering a call to one or more of these ministries:*

- What is ministry and what are things that I do that are ministry?
- What does the Baptismal Covenant mean to me?
- Have I asked God whether God might be calling me to this ministry?
- Can I tell the story of why I feel called to this ministry?
- What gifts do I have that would be an asset for this ministry? What particular gifts do I bring now, and what gifts do I hope to develop/grow?
- How have I experienced God's grace in my life?
- What would I tell someone if asked, "What is important to know about God?"
- Who are persons who have been most influential in my growth as a Christian and what did I learn from them?



*In addition, these questions might assist discernment for **Worship Leader**:*

- Am I comfortable speaking in front of a group?
- Am I willing to work as a member of a team and learn how to use appropriate resources to plan worship services?
- Am I interested in the general content of the Book of Common Prayer, the Bible, the Hymnal, and Church history?
- Do I have an interest and on-going curiosity about liturgical traditions of the Church, including styles and seasonal variations of worship?

*The following discernment questions might assist discernment for **Eucharistic Minister** or **Eucharistic Visitor**:*

- How do I understand the mystery of the Eucharist?
- What are my experiences of receiving the Eucharist? What experiences have I had with the Eucharist being brought to myself or my family?
- What do I hope to help people understand or experience through my service as a Eucharistic Minister/Eucharistic Visitor?

## **Expectations for outcome of training**

*A confirmed adult communicant in good standing, prior to licensing, should be able to:*

1. Describe his/her sense of call to the ministry.
2. Define his/her understanding of Eucharist and what it means to be a Worship Leader, Eucharistic Minister, and/or Eucharistic Visitor.
3. Demonstrate warmth and caring for the worshipping community and love and reverence for God.
4. Demonstrate familiarity with the Eucharistic liturgy, including words, the mechanics of the service, and the variety of rites and prayer options.
5. Demonstrate awareness and sensitivity to peoples with different needs, such as children or people with disabilities.
6. Demonstrate knowledge and respect for local liturgical customs.

## **Requirements:**

Applicants for **Worship Leader** or **Eucharistic Visitor** license must complete all required Diocesan **Safe Church** Trainings. These trainings are available both through in-person training events and online training programs. Training is good for three years. A shorter renewal or update training is available for the renewal of licenses. Contact the diocesan office to register for necessary training courses.

Diocesan approved anti-racism training is required as available.

## License Renewal

Licenses may be renewed by the Bishop for an additional three-year period. In signing the renewal application, the supervising clergy certifies that the licensee has faithfully practiced his/her licensed ministry and has participated in appropriate continuing education. This education may include informal classes with supervising clergy, approved workshops or seminars, or suggested reading.

*See following pages for expectations specific to training for Worship Leader, Eucharistic Minister, or Eucharistic Visitor.*

## Worship Leader

Title III, Canon 4, Section 4

*A Worship Leader is a lay person who regularly leads public worship under the direction of a Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.*

A Worship Leader may publicly and regularly lead the Daily Offices of Morning Prayer, Order of Service for Noonday, Evening Prayer, and Compline. A Worship Leader may also lead other occasional services provided in *The Book of Common Prayer*. A Worship Leader may assist at services of the Eucharist as needed.

### **Expectations of the outcome of training for Worship Leader:**

1. Demonstrate the ability to effectively use the contents of *The Book of Common Prayer* and *The Book of Occasional Services*, especially those services that may be led by lay persons. These include:
  - Morning and Evening Prayer
  - Compline
  - The Great Litany
  - Reconciliation of a Penitent
  - Ministration to the Sick
  - Ministration at the Time of Death
  - Burial of the Dead
  - Advent Festival of Lessons and Music
  - Christmas Festival of Lessons and Music
2. Demonstrate a familiarity with the special forms that are provided for Worship Leaders, such as declarations of forgiveness (*BCP* 42, 80, 448, 452, etc.).
3. Demonstrate the ability to read and interpret rubrics.
4. Demonstrate the ability to determine ecclesiastical dates.
5. Demonstrate the ability to find assigned lessons for a given day through use of the lectionaries online or in the Book of Common Prayer.
6. Demonstrate the ability to find the assigned lessons in the Bible.
7. Demonstrate the ability to read liturgy and lessons orally.
8. Demonstrate the ability to plan a service of worship, including the use of music and the hymnal.
9. Demonstrate the ability to record services led into the Register of Services.
10. Demonstrate knowledge of vestments that may be used by lay persons in these services, and their care (as appropriate to the congregation.)

## Eucharistic Minister

Title III, Canon 4, Section 6

*A Eucharistic Minister is a lay person authorized to administer the Consecrated Elements at a Celebration of Holy Eucharist. A Eucharistic Minister should normally act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.*

### **Expectations of the outcome of training for Eucharistic Minister:**

1. Demonstrate familiarity with the Eucharistic liturgy, including the words, the mechanics of the service, and the variety of rites and prayer options.
2. Demonstrate the ability to administer the chalice appropriately.
3. Demonstrate the ability to administer using the approved method of intinction.
4. Demonstrate the ability to deal appropriately with people who are accustomed to doing intinction differently.
5. Demonstrate the ability to administer the paten appropriately (as appropriate to the congregation.)

## Eucharistic Visitor

Title III, Canon 4, Section 7

*A Eucharistic Visitor is a lay person authorized to take the Consecrated Elements in a timely manner following a Celebration of Holy Eucharist to members of the congregation, who, by reason of illness or infirmity, were unable to be present at the Celebration. A Eucharistic Visitor should normally act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.*

### **Expectations for outcome of training for Eucharistic Visitor:**

1. Demonstrate appropriate social skills for meeting and dealing with people.
2. Demonstrate basic pastoral skills such as reflective listening and respect for confidentiality.
3. Demonstrate knowledge of when and how to report pastoral needs.
4. Demonstrate appropriate methods of getting assignments and reporting visitations completed.
5. Demonstrate familiarity with and ability to use the authorized liturgy for Eucharistic Visitors. The liturgical form to be used is from *The Book of Common Prayer* (1979) or a form specifically approved by the Bishop.
6. Demonstrate ability to paraphrase sermons.
7. Demonstrate the proper way to prepare the vessels and reserved Sacrament for transport and use.

8. Demonstrate the proper way to care for vessels and unused reserved Sacrament.

## Training and Study Resources

### Online Resources

- ChurchNext Online Courses. Accessed January 7, 2019.  
[www.churchnext.tv/library/by/category/book-of-common-prayer](http://www.churchnext.tv/library/by/category/book-of-common-prayer)  
Courses that might be helpful:
  - *An American Prayer Book, A Global Prayer Book*, Tom Ferguson
  - *The Spirituality of The Book of Common Prayer*, Karl Ruttan
  - *English Origins of The Book of Common Prayer*, John Daily
  - *Scripture and The Prayer Book*, Roger Ferlo
  - *Praying the Collects with Ellen Wondra*
  - *Designing Liturgy*, Rosemarie Logan Duncan
  - *Music and Liturgy*, Michael McCarthy
  - *Holy Communion 101 with James Hamilton*
  - *Lay Eucharistic Ministry 101*, Susan Anslow Williams
  - *Eucharistic Visitation Ministry with Tim Spannaus*
  - *Bringing Worship to Life*, Dent Davidson
- Church Publishing Incorporated website. [www.churchpublishing.org](http://www.churchpublishing.org). Source for purchasing materials.
- *The Lectionary Page*. Accessed January 7, 2019. [www.lectionarypage.net](http://www.lectionarypage.net) Lectionary page and liturgical calendar.
- Curry, The Rt. Rev. Bishop Michael. 2014. *Eucharist: The Rt. Rev. Michael Curry*. New Tracts For Our Times. YouTube. Accessed January 7, 2019. [www.youtube.com/watch?v=USOMZpGheBc](http://www.youtube.com/watch?v=USOMZpGheBc). The Rt. Rev. Bishop Michael Curry speaks about the unity and beauty of the Eucharist.
- The Episcopal Church. 1979. *Book of Common Prayer and Administration of the Sacraments and Other Rites and Ceremonies of the Church: Together with the Psalter Or Psalms of David According to the Use of the Episcopal Church*. Web author: Charles Wohlers. Accessed January 7, 2019. [http://justus.anglican.org/resources/bcp/formatted\\_1979.htm](http://justus.anglican.org/resources/bcp/formatted_1979.htm) Online files with the sections of the BCP in RTF, MSWord and PDF formats.
- Electronic Common Prayer (eCP) 2.0 For iPhone, iPad and Android devices. **electronic Common Prayer, Version 2.0 (eCP)** is an update to the first, fully authorized, interactive version of the Book of Common Prayer 1979 of the Episcopal Church USA.  
<https://www.churchpublishing.org/products/electroniccommonprayerecp20> \$9.99 (as of 1/7/2019)

## Books for Individual or Group Study

- Atkinson, Clifford. 1988. *Lay Minister's Guide to the Book of Common Prayer*. Morehouse Publishing Co.
- Black, Vicki. 2005. *Welcome to the Book of Common Prayer*. Morehouse Publishing Co. (no longer available from Church Publishing, but available from Amazon.)
- Church Publishing. 2004. *The Book of Occasional Services-2003*. New York: Church Publishing, Inc.
- Church Publishing. 2010. *Holy Women, Holy Men, Celebrating the Saints*. New York: Church Publishing, Inc.
- Church Publishing. 2006. *Lesser Feasts and Fasts*, New York: Church Publishing, Inc.
- Commission on Ministry, The Diocese of Eastern Oregon. 2019. *Eucharistic Minister Training Manual*.
- Ely, Beth Wickenberg. 2012. *The Cup of Salvation: A Manual for Eucharistic Ministers*. Morehouse Publishing Co.
- Ely, Beth Wickenberg. 2005. *A Manual for Eucharistic Visitors*. Morehouse Publishing.
- The Episcopal Church. 1979. *Book of Common Prayer and Administration of the Sacraments and Other Rites and Ceremonies of the Church: Together with the Psalter Or Psalms of David According to the Use of the Episcopal Church*. New York: Church Publishing Inc.
- Ferlo, Roger. 1997. *The New Church's Teaching Series, Volume 2, Opening the Bible*. Rowman & Littlefield Publishers, Inc. (no longer available from Church Publishing, but available from Amazon.)
- Forward Movement. 2004. *The Administration of Holy Communion by Eucharistic Visitors*. Pamphlet from *The Book of Occasional Services*. Includes additional prayers: For Strength and Confidence, For Those Who Live Alone, For the Aged, For Those We Love, For Guidance, and For Quiet Confidence.
- Griffiss, James E. 1997. *The New Church's Teaching Series, Volume 1, The Anglican Vision*. Rowman & Littlefield Publishers, Inc. (no longer available from Church Publishing, but available from Amazon.)
- Johnston, Michael. 1998. *The New Church's Teaching Series, Volume 3, Engaging the Word*. Rowman & Littlefield Publishers, Inc. (no longer available from Church Publishing, but available from Amazon.)
- Lee, Jeffrey D. 1999. *The New Church's Teaching Series, Volume 7, Opening the Prayer Book*. Rowman & Littlefield Publishers, Inc. (no longer available from Church Publishing, but available from Amazon.)
- Malloy, Patrick. 2008. *Celebrating the Eucharist, A Practical Ceremonial Guide for Clergy and Other Liturgical Ministers*. New York: Church Publishing Inc.
- Maynard, Beth, 1999. *Meditations for Lay Eucharistic Ministers*, Morehouse Publishing Co.

- Standing Commission on Liturgy and Music. 1998. *Enriching Our Worship 1, Morning and Evening Prayer, The Great Litany, The Holy Eucharist*. New York: Church Publishing, Inc.
- Standing Commission on Liturgy and Music. 2000. *Enriching Our Worship 2, Ministry with the Sick or Dying, Burial of a Child*. New York: Church Publishing.
- Standing Commission on Liturgy and Music. 2006. *Burial Rites for Adults together with a Rite for the Burial of a Child, Enriching Our Worship 3*. New York: Church Publishing, Inc.
- Standing Commission on Liturgy and Music. 2009. *Enriching Our Worship 5, Liturgies and Prayers Related to Childbearing, Childbirth, and Loss*. New York: Church Publishing, Inc.
- Stuhlman, Byron, 2000. *Prayer Book Rubrics Expanded.*, Church Publishing, NY
- Webber, Christopher L. 1997. *User's Guide to the Eucharist Rites I & II*, Morehouse Publishing Co.
- Webber, Christopher L. 2005. *User's Guide to Morning and Evening Prayer*, Morehouse Publishing Co.
- Weil, Louis. 2002. *The New Church's Teaching Series, Volume 12, A Theology of Worship*. Rowman & Littlefield Publishers, Inc. (no longer available from Church Publishing, but available from Amazon.)
- Westerhoff, John H. 2004. *Living Faithfully as Prayer Book People*. Morehouse Publishing Co.