



# **Diocese of Ottawa**

**The Anglican Church of Canada – L'Église Anglicane du Canada**

**Lay Readers' Association**

# **LAY READER MANUAL**

**“LEARNING TO SERVE”**

## **Preface**

### ***A New Way Forward***

In September 2020, Bishop Shane Parker joined members of the Diocesan Licensed Lay Readers' Association in an online meeting, to discuss a new way forward for this ministry.

Beginning in 2021, there will be a new starting point for this ministry. A parish will determine a need for the ministry of a Licensed Lay Reader, which may include two or more of the following roles: leading worship, continuing education, pastoral care, and administration.

Once the parish has determined the need for the ministry of a Licensed Lay Reader, and has prepared a description of what that ministry would entail in their parish, the incumbent writes to the Bishop to seek permission to have a lay reader. With the permission of the Bishop, the parish will seek to identify a candidate who has the gifts to fulfil their description of the role of a Licensed Lay Reader in their context.

It is important to note that Licensed Lay Readers are commissioned not ordained. It is not a lifetime appointment. It is an office or ministry for which the parish has discerned a need, in consultation with the Bishop, and in which a candidate is commissioned to serve for a specific time.

Before relicensing a Lay Reader (every 5 years), the parish will do a review of the position to determine if this ministry is still needed, and / or how the nature of this ministry has changed to meet the current needs of the community.

If the parish, in consultation with the parish council, determines there is still a need for a Licensed Lay Reader, the incumbent priest will ask for the Bishop's permission to renew an individual's license, or to recruit a new candidate.

This Manual has been updated and revised to reflect the new way forward for the ministry of Licensed Lay Reader in the Diocese of Ottawa. It is provided as a helpful guide and resource in your studying, training and practicing for this very rewarding ministry.

## **Dedication / Acknowledgements**

The Diocese of Ottawa Licensed Lay Reader Association gratefully acknowledges:

- The Lay Readers' Association of the Anglican Diocese of Ontario, who gave us permission to use and adapt their Lay Readers' Manual in accordance with the needs and requirements of the Diocese of Ottawa. While significant changes have been made to both process and requirements, the pioneering work done by the Diocese of Ontario formed the backbone for this training manual, and provided us with a user-friendly format for the manual which enables clergy to sign off on specific training requirements as they are met and allows lay readers themselves to monitor their progress through the program. We are much indebted to their work.
- Bishop Peter Coffin, at whose request the work of defining the ministry of Licensed Lay Reader for a new stage in our Diocesan life, and developing clear training requirements for licensing was begun in 2005, and who approved the position description and introduced the new five-year license renewal and screening requirements in September 2006, at the first gathering of Licensed Lay Readers held in this Diocese for many years. This gathering was held at St Paul's Kanata-Hazeldean.
- Bishop John Chapman, who gave us his full support to carry forward this work, and whose commitment to ensuring high standards for Licensed Lay Reader training, particularly in the areas of Biblical foundations and homiletics, led to the first Diocesan Licensed Lay Readers training workshop in homiletics to meet these new training requirements, held in May 2008 at St James' Carleton Place.
- Bishop Shane Parker, who fully supports this work, and whose commitment to ensuring high standards for Licensed Lay Reader training ensures the continuation of Licensed Lay Readers' training in the Diocese of Ottawa.
- The members of previous lay reader working groups, who have developed and revised the Lay Reader Manual over the years.
- Rev. Matthew Brown, and others who contributed suggestions for the updates to this manual.
- Finally, the members of the volunteer Lay Reader Manual Committee, who have worked to revise and develop the materials contained in this Manual - the Rev. Canon Pat Martin (Warden of Lay Readers), Meredith Brophy, Marilyn Brownlee, Jennifer Bulman, and Paul Dumbrille.

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## **A Message from the Bishop**

The work of Licensed Lay Readers has long been a part of the parish ministry of our diocesan church, and there is every reason to believe that this will continue in new and important ways as the future unfolds.

We are in a time when the shape of parish ministry is being critically reconsidered as we ask God “where are we called to be?” and as we consider how best to resource parish ministry as we go forward.

I believe well-trained Lay Readers, licensed to provide liturgical, pastoral, educational and/or administrative support to clergy in parishes can find new and vital expression in our diocese at this time. From large Area Parishes to small churches, Lay Readers can allow clergy resources to be more focused, or more equitably shared among churches—to the benefit of everyone.

And so, I encourage and support the ongoing ministry of Licensed Lay Readers in our diocese, being sure that the need for this ministry is clearly established and defined by individual parishes, and that those who are selected to serve as Lay Readers are well-trained and supported during their term of service.

This manual is thorough and filled with good information, instruction and advice—as befits a ministry which continues to be valued by us all!

The Right Reverend Shane Parker, Bishop of Ottawa

## Chapter 1 – Introduction and Overview

### Introduction to Manual

The Lay Reader Manual replaces the former Lay Reader in Training Programme handbook and personal record book. It is designed to provide you with a useful reference book for all aspects of fulfilling your office, as well as a permanent, personal record of your skills and knowledge development in your growth as a lay reader.

Definitions of terms used in this manual may be found in Appendix 4.

We suggest that you complete all the relevant sections on a regular basis, so that you will have a continuing record of all you do.

In this way, if you were to move to a different parish or diocese, or your parish welcomes a new priest, you will be able to share your record with the new clergy so they will be aware of what you have studied and what experience you have in various areas of your ministry as a lay reader. This provides a helpful tool to the clergy and the Parish Council in deciding whether to ask the Bishop to renew your licence to practice as a lay reader.

At the present time, this will constitute the **ONLY** record of your various training courses and achievements, so it is up to you to keep it current!

The Warden of Licensed Lay Reader, however, keeps a list of all lay readers holding a licence from the Bishop.

### Historical Notes

The office of reader or lector was originally one of the minor orders of the Church. They were first mentioned in the third century. They were discontinued in Anglican practice at the time of the Reformation, but the office of lay reader in its present form was revived in 1866 by C.J. Ellicott, Bishop of Gloucester. The number of Readers increased not only in the Church of England but throughout the Anglican Communion.

In his charge to Synod in 1902, Archbishop Hamilton reported that “during the year now closed I have licensed the lay leader, Mr. G.P. Woolcombe, on the written request of the Rev. J.M. Snowdon, Rector of St. George’s, Ottawa.”

The Synod Journal of 1906 gives a list of twelve lay readers. The Lay Readers’ Association was first mentioned in the Synod Journal of 1908. The first Warden of Lay Readers was the Rev. G.S. Anderson, followed by Archdeacon Johnston, Archdeacon Hepburn and Canon Bruce, to name but a few. The Office of Secretary of the Lay Readers’ Association has always been important, and among the first secretaries, noted in early Synod Journals, are Messrs. C.H. Arden, C.E. Compton, William F. Roach and F.B. Harrison.

Archbishop Roper wrote that one of the results of the Clergy shortage, at the time of the First World War, was the great contribution of lay readers in the life of the Diocese. On December 15, 1915, Archbishop



Roper installed as lay reader, twelve members of the local chapter of the Brotherhood of St. Andrew of St. Matthew's Church, Ottawa. [source: Diocese of Ottawa revised handbook April 15,1995].

### **Lay Readers Today**

The ministry of Licensed Lay Reader has evolved as the needs of our parishes have changed. When a parish has determined that a lay reader position is desirable, there are four areas of ministry that a lay reader may be asked to undertake in their parish:

- (a) assisting in and/or conducting services of public worship on a regular basis under the direction of the incumbent, including conducting or assisting in worship in hospitals and nursing homes.
- (b) pastoral responsibilities such as visiting the sick, aged, shut-in or bereaved.
- (c) educational responsibilities such as preparing persons for baptism, confirmation, reception and reaffirmation of baptismal vows, as well as leading Bible studies and other parish educational activities.
- (d) administrative responsibilities as may be required from time to time.

The focus of Licensed Lay Reader ministry also changes depending upon the parish and its local mission context.

### **Why do we need a Licensed Lay Reader?**

*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. (I Corinthians 12:4-6)*

Lay reader ministry is a particular and historic pattern of service within our church.

Sometimes Licensed Lay Readers perform the same activities as other Anglicans using similar gifts (e.g., publicly reading the scriptures or leading the Prayers of the People). Sometimes Licensed Lay Readers do some of the same activities that clergy do, using similar gifts (e.g., preaching or planning and conducting a worship service). However, even if the gifts Licensed Lay Readers use or the activities they may be engaged in at any particular time are similar to that of other members of the body of Christ, there is a distinctive pattern to their service.

Licensed Lay Readers are called upon to function as worship leaders on a regular basis, as opposed to a one-time, *ad hoc* or occasional basis (which any lay person may be called upon to do).

Lay readers are licensed by the Bishop because of the level of responsibility, commitment and training which this form of ministry requires. Licensing also provides greater consistency across the Diocese in how lay readers function and train.

In many parishes, Licensed Lay Readers function primarily as worship leaders. They serve the church by assisting in and/or conducting services of public worship on a regular basis under the direction of a priest. However, the pastoral, educational, and administrative responsibilities Licensed Lay Readers may also be asked to undertake are of equal importance.

## **Diversity of Roles**

Even within this regular pattern of service, you will find great diversity in the scope and focus of Licensed Lay Reader ministry and the nature of the activities in which Licensed Lay Readers are engaged across our Diocese.

Parishes have called upon the gifts of many of their members to read and lead the intercessions during worship. There may also be a team of parish visitors. When the person assigned to a particular role in worship is absent, the Licensed Lay Reader can step in to fulfill those responsibilities.

As more individuals learn to participate in the Sunday liturgy, Licensed Lay Readers may also be called upon to work with the incumbent to teach others Intercessory and Reading skills.

In some parishes, particularly those with multi points, a Licensed Lay Reader may be called upon to preach and prepare and lead liturgies on a regular basis. They will probably also be invited to visit the sick and those who are shut in, and work closely with the incumbent to minister to these individuals. Some parishes still expect regular visits from the parish priest.

Some Licensed Lay Readers in our Diocese are also exercising ministry on behalf of their parish or the diocese within institutions. Some regularly lead services of the Word and provide forms of pastoral care in institutions such as nursing homes or hospitals, thereby freeing up clergy for other activities.

## **Role Description**

### Ministry Position Title

Licensed Lay Reader

### Supervision and Support

Lay Readers are licensed by the Bishop, and report to their Incumbent. Support is provided by the Warden of Lay Readers.

### Purpose of the position

As worship leaders, Licensed Lay Readers serve the church by undertaking the areas of ministry mentioned above, under the direction and supervision of the incumbent.

### Population(s) served

Primarily, the people of the parish of which the lay reader is a member. When requested by the Bishop, or the Bishop's representative, a lay reader may serve in a parish other than their own or undertake duties elsewhere (e.g., hospital, nursing home, correctional facility or school) with the approval of their own incumbent and the person in charge of the other parish or facility (See Canon 4.11)

### Duties and Responsibilities

Lay readers will meet regularly with the incumbent to determine and schedule their involvement, and clarify duties and expectations, with respect to the areas of ministry that the parish has determined need

assistance from a Licensed Lay Reader, and to receive guidance and directions in connection with those duties.

Skills Required

Deep faith in Jesus Christ and a commitment to living out their own baptismal ministry in their daily life.

Personal commitment to developing their spiritual life, including worship, prayer, study and action as well as a commitment to on-going personal development. Genuine compassion and respect for all persons.

Understanding of oneself as a Christian role model.

The ability to exercise good judgment and maintain appropriate personal boundaries.

An understanding and appreciation of Anglican worship.

The ability to work in a team environment and willingness to support and enable the liturgical ministries of other members of their parish who may serve as lectors (public readers of scripture), intercessors, servers etc.

Qualifications needed

Be a faithful, baptized and confirmed member in full communion of the Anglican Church of Canada (Canon 4.11).

Be a regular communicant and of the full age of 18 years and not in holy orders.

The recommendation of the parish of which they are a member as to their “character and fitness to perform the office of lay reader” (Canon 4.11, By-Law 43.5).

Completion of the requirements of the Diocese of Ottawa’s Lay Reader-in-Training program as described on the Licensed Lay Reader page on the Diocesan Web Site.

Successful completion of Screening in Faith requirements and procedures.

Limits of the position

The Incumbent, in consultation with the lay reader, will determine and review duties, schedule assignments, set goals, and monitor progress on an annual basis.

Maintain appropriate personal boundaries and refrain from all forms of harassment or sexual impropriety as defined by the diocesan Sexual Misconduct Policy.

Comply with current diocesan policies and practices regarding confidentiality and privacy.

When requested, they may serve in a parish other than their own with the approval of the incumbent of their own parish and the Incumbent (or person whom the bishop has placed in charge) of the other parish (Canon 4.11).

### Term of Office, Conditions and Terms of Service

Licensed for five years by the Bishop at the request of the Incumbent, through the Warden of Licensed Lay Readers, provided that the parish has established the need for a Licensed Lay Reader, and have received the Bishop's permission to select a candidate.

Licences can be renewed at the Incumbent's request for successive five year periods, provided that the parish has confirmed the continued need for the ministry of a lay reader and that the individual's performance is satisfactory.

If there is a change in the Incumbency during the five year period, the licence expires when the new Incumbent begins their ministry. As the newly appointed leader of a parish or worshipping community, the new Incumbent has discretion, in consultation with the Churchwardens, as to whether a previously Licensed Lay Reader will continue to function in this capacity under the new Incumbent's supervision. Licences can be re-issued by the Bishop at the new Incumbent's request, with confirmation by the parish that there is still a need for the ministry, and that the individual's performance is satisfactory. The request would normally be made through the Warden of Licensed Lay Readers.

The incumbent will determine the nature and frequency of their responsibilities, in consultation with the lay reader. Topics to be discussed will include: which liturgies and services the lay reader will be asked to participate in; and which roles they will play in these services etc. Similar discussions will take place regarding pastoral, educational, and/or administrative support responsibilities which the lay reader will be asked to assume. These discussions to be expressed in the form of an agreement. An annual performance review will be conducted by the incumbent.

The specifications, responsibilities, and activities of the ministry will be reviewed at least annually, and changes will be initiated as needed. There shall be no remuneration for service within their parish.

However, there will be adequate reimbursement for expenses. Parishes may recognize workload above that normally expected of a volunteer.

When a Licensed Lay Reader is called upon to provide Sunday or weekday services in another parish, where the incumbent is on vacation, absent or the incumbency is vacant, they will receive the fee established by the Diocese for supply ministry, and appropriate travel reimbursement (Regulation 5.10).

### Training provided

Position-specific training (pre-requisite) – Lay Reader-in-Training Program In-service training. A minimum of two approved workshops in a two-year period. (Continuing Education)

Orientation to the Diocesan Sexual Misconduct policy

### Position Risk Assessment

According to the Screening in Faith Guidelines of the Diocese of Ottawa, this position is designated as High risk, and will require a Vulnerable Sector Check.

*Benefits and Opportunities*

Grow personally and spiritually through service to others through the local church.

Greater involvement in the life of their parish and opportunity to develop and strengthen relationships with parish members.

Work closely with clergy and develop a strong collegial relationship with them.

## **Chapter 2 – Lay Readers’ Training and Licensing**

### **Training Emphasis**

One of the key areas of ministry for lay readers involves working closely with clergy in the leading and planning of worship. This Manual focuses on the knowledge and skill development necessary for this ministry.

### **Inclusive Approach**

There may be many Anglicans in our Diocese who are not lay readers, yet who may be involved in leading worship in other ways – as readers, intercessors, lay administrators, and occasionally as preachers. All are welcome to participate in any parts of the lay reader training that they feel would benefit them in their particular ministries. However, those wishing to be licensed as lay readers must complete the requirements contained in the lay reader training program.

### **Training & Ministry Possibilities**

The training emphasis on the liturgical functions of the lay reader is not intended to limit the range of ministries in which lay readers (or other lay persons) may be called to participate.

Depending on their individual gifts and local circumstances, lay readers can offer more than liturgical leadership. For example, some have gifts in teaching which would enable them to serve as bible study leaders, to coach/train others in leading intercessions or reading skills, or to share in the teaching of confirmation classes. Others have gifts in pastoral care, and with appropriate training, could serve as pastoral visitors. Other lay readers have gifts in organization and administration.

Where a parish or congregation desires lay readers to function in these ministries, those individuals are encouraged to seek additional training either in the parish, in the Diocese, or beyond, which will equip them for these tasks.

### **Experiential Learning**

Since adults learn best when a variety of teaching methods are employed, it is strongly encouraged that lay readers and trainees participate in training workshops and other events which will be offered by the Diocesan Lay Readers’ Association. Where circumstances make such participation difficult, such candidates are encouraged to discuss their learning needs with their parish priest and, where possible, get together with others in their local area for training. “Hands-on” skill development in parish settings is strongly encouraged. Wherever possible, training requirements should be met through experience combined with individual study.

### **Ongoing Learning**

Our spiritual formation as Christians is a life-long process. All those participating in the lay reader training program should see their learning as an ongoing process. Learning does not end with licensing.

All lay readers are encouraged to take advantage of opportunities to deepen their spiritual lives and improve their knowledge and skills through continuing education programs in the local church, the Diocese, and beyond.

### **Equivalency**

Training requirements may be waived on the recommendation of the parish priest, and in consultation with the Warden of Licensed Lay Readers, where the candidate has previous experience and/or training in a specific area. Participation in training opportunities in other Dioceses or groups may also be counted toward certain requirements. Before registering, check to make sure that the course or workshop you propose will meet the requirements of the Diocese of Ottawa.

If a person has all the pre-requisite training, potential lay readers are still required to participate in the parish orientation (to clarify their job description and role in services). Before licensing, it is recommended that they meet with the Warden of Licensed Lay Readers and participate in one or two lay reader events (for the purpose of meeting other lay readers and building diocesan awareness) before being licensed.

### **Training for Lay Readers**

A substantial amount of training happens in a parish setting. The parish orientation is an opportunity to work out the specifics of the working relationship between clergy and the lay reader.

In order to be licensed, trainees, and those wishing to have their licences renewed, will be expected to participate in additional training, particularly in the areas of biblical interpretation (exegesis) and preaching (homiletics). This additional training may be offered either in the form of diocesan sponsored or approved workshops, or through courses offered by recognized seminaries or colleges either in the classroom or through distance learning (see Appendix 1).

Trainees or lay readers who participate in approved workshops offered by other dioceses, or seminary / theological college courses will need to ask the organizers for a letter, certificate or transcript which indicates they have participated in and successfully completed the workshop or course.

The primary training for lay readers is provided by the incumbent within the parish setting, as laid out in this Manual. In addition, training is complemented and augmented by appropriate courses offered within the Diocese of Ottawa by the Lay Readers' Association, and beyond the Diocese of Ottawa. Diocesan workshops are only intended to complement and augment what can be offered at the local level and to provide opportunities for group learning. Leadership for diocesan training events will come from both clergy and lay leaders.

### **Lay Readers' Association**

Bylaw B.4.10(4) of the Canon, Bylaws and Regulations of the Anglican Diocese of Ottawa provides as follows:

“There shall be a Licensed Lay Readers' Association, of which all Licensed Lay Readers shall be members, of which the Bishop shall be the Patron, and the Warden of the Licensed Lay Readers the Honourary Chairperson, and which shall appoint a Secretary and may appoint such other officers as it shall deem advisable. The Warden of Licensed Lay Readers, in consultation with the Secretary of the Association,

shall be responsible for the review of those licences about to expire, and for the presentation of them to the Bishop for renewal.”

Annual Lay Readers’ Association Dues: \$20.00 (*as of the date of this manual*)

### **Record Keeping**

Lay readers are expected to keep a full record of their own personal advancement through the Lay Readers Manual, including lists of recommended books read, hands-on experience, and participation in workshops and courses.

### **Clergy Role**

The Clergy and the parish determine the need for a licensed lay reader, their ministries within the parish, and the selection of individuals to take on these ministries.

The Clergy then plays the primary role in the development of Lay Readers in Training and in the ongoing supervision of both trainees and Licensed Lay Readers.

They are expected to meet regularly with the lay readers and to provide local, on-the-job training.

The Incumbent is also responsible for signing off (initialing) the relevant sections of the Lay Readers Manual when specific requirements in the lay reader training program are completed.

In a case where clergy supervisors are uncertain as to whether the requirement has been met, they should consult with the Warden of Licensed Lay Readers or their designate.

Clergy are responsible for the renewal of lay reader licences.

### **Educational Programs**

Programs such as Education for Ministry (EFM) provide a solid foundation in theological reflection, the Old and New Testament and Church History, but do not provide training in the specific skills (worship, preaching, pastoral etc.) which lay readers need.



List previous experience and other programs you have undertaken: e.g., Alpha, Cursillo, Toastmasters, Education for Ministry (EFM), Order of St. Luke.

Course Title	Course Description	Date Completed

**Organization of the Training Program**

This training program provides for two progressive levels:

- a) Completion of Core Requirements acknowledges that the lay reader in Training has completed sufficient training and experience to be recognized as a “Worship Assistant”; and
- b) Completion of the Liturgical Leadership Module qualifies you with the concurrence of your Incumbent, to be licensed as a lay reader within the Parish /congregation.

The following chapters of this Manual are organized to reflect this two-level program. Numerous check lists of specific requirements, courses and reading material have been included to be used to help you track your own progress and development.

The following table provides an overview of the components of the training program. These components are described in detail in the following chapters of this manual.

	Core Requirements: Completion of all Sections A-G Chapter 3		Liturgical Leadership: Completion of the Core Requirements and all Sections A-D Chapter 4
CR-A	Parish Orientation & Training		Conducting Worship II
CR-B	Christian Ministry		Biblical Foundations and Interpretation
CR-C	Ongoing Prayer Life and Personal Study of Scripture		Preaching
CR-D	Understanding and Sharing the Good News		Administering the Sacraments
CR-E	Lector Skills		Worship Music
CR-F	The Anglican Way		
CR-G	Conducting Worship I		

### **Selection, Training & Continuing Education Process**

#### *Selection & Screening*

The suitability of the candidate is affirmed by both the Incumbent and the Parish (as expressed by the church warden's signatures on the application form). References and Police Checks are required in keeping with the Diocesan Screening-in-Faith policy.

#### *Lay Reader in Training*

The successful candidate is officially welcomed as a Lay Reader in Training and becomes a member of the Diocese of Ottawa Lay Readers' Association. The new Lay Reader in Training receives a licence number from the Warden of Licensed Lay Readers as a 'Lay Reader-in-Training'.

Recognition:  
Announced to the congregation at a main worship service.

### Core Requirements

Successful completion of the Core Requirements of this training manual is determined by the priest and communicated by the priest to the Warden of Licensed Lay Readers and may be recognized by the Parish as a Worship Assistant.

Benchmark:

At this stage candidates are qualified and available to assist the priest in the conduct of services.

Recognition:

The Worship Assistant is acknowledged at a main worship service in their Parish.

### Liturgical Leadership

Successful completion of Liturgical Leadership Requirements of this manual is determined by the Incumbent and communicated by the Incumbent to the Warden of Licensed Lay Readers, and candidates are Licensed by the Bishop as Lay Reader for a period of five (5) years.

Benchmark:

At this point the Licensed Lay Reader is considered able to lead a complete worship service within their Parish on their own when required by the Parish priest.

Recognition:

The Licence as Lay Reader is presented at a Commissioning Service.

**Note:** The timeline for the completion of Core Requirements and Liturgical Leadership prior to licensing is expected to be a minimum of 1 year. It cannot exceed five years after the candidate is admitted to the training program. At that point, the Lay Reader in Training licence expires and the candidate would need to re-apply for admission to the program through their Incumbent.

### Continuing Education

Each lay reader is expected to complete a minimum of two (2) approved workshops, courses, or training events within a two-year period to fulfill the Bishop's requirement that all clergy and lay readers take part in Continuing Education programs.

### Re-Licensing and Licence Renewal Process

There are four occasions when a Licensed Lay Reader would be required to re-apply or renew their licence:

1. Lay Reader moves to new Parish. In the event that a Licensed Lay Reader moves to another parish, their licence automatically lapses. The Clergy and the parish may determine the need for a licensed lay reader, and the Incumbent will assume their role as defined above in order to apply to license that lay reader.

2. New Incumbent in Parish. When a priest takes office in a new parish, the lay readers' licences would automatically lapse. The Incumbent, with concurrence of the Parish Council, may request the Warden of Lay Readers to apply to the Bishop to issue new licences.

3. New Bishop in Diocese. When a new Bishop is consecrated in the Diocese, the lay readers' licences would automatically lapse. The Incumbent, with concurrence of the Parish Council, may request the Warden of Lay Readers to apply to the Bishop to issue new licences.

A lay reader's qualifications are in no way affected by a lapse in their licensing under the above circumstances, and the lay reader will resume the training where it was left off under the previous licence.

4. Renewal. The normal term of the lay reader licence is five (5) years, renewable for additional 5 year terms. This renewal process would normally be initiated at least 3 months prior to the expiration of the licence. A Lay Reader License Renewal Form would be completed by the lay reader and the Incumbent and forwarded, along with the other necessary information, to the Warden of Licensed Lay Readers, who would then request that the Bishop issue a new licence for another 5 year term.

In keeping with the Screening in Faith policy of the Diocese of Ottawa, each lay reader must also submit a current (i.e., within the previous 3 months) Police Records Check for Volunteers working with the Vulnerable Sector.

Each lay reader is expected to complete the Continuing Education requirements as set out above. Proof of completion of any workshops, courses or training events *outside the Diocese of Ottawa* must accompany the renewal request form.

The request for renewal of the lay reader's licence would include the following:

- a. Lay Reader License Renewal Request Form
- b. Indication of support from the Incumbent and Parish Council
- c. A current Police Records Check.
- d. Proof of Participation in Continuing Education events (for events outside the Diocese of Ottawa).

A Parish may wish to formally recognize that a lay reader's licence has been renewed. This may take the form of an announcement at the Annual Vestry Meeting or other suitable forum.

### **Ongoing Development**

A Licensed Lay Reader's ministry is, by its nature, always evolving. The ongoing prayer life developed in the Core Requirements will continue after licensing. In addition, there are special skills that a lay reader may wish to develop in order to increase the richness of the lay reader's experience in their areas of

ministry. These should be developed in consideration of the gifts of individual lay readers and the needs of each Parish.

*Requirements for Advanced Liturgical Leadership (Chapter 7)*

On completion of the Advanced Liturgical Leadership module your Incumbent may forward your name to your Regional Dean to indicate your willingness and ability to serve as and where needed.

Advanced Liturgical Leadership would include such things as:

- further and wider experience (other churches)
- diocesan orientation (structure, organization, geography, who's who, applicable CBRs, fees etc.)
- a recommendation from the Incumbent
- name included on list circulated to Archdeacons and Incumbents by the Warden as available to lead complete worship service anywhere in the Diocese

*Requirements for Pastoral Ministry (Chapter 8)*

The Pastoral Ministry module prepares the lay reader for visiting shut-ins and hospital patients. When combined with the Advanced Liturgical Leadership module, it prepares the lay reader to conduct services in nursing homes.

*Requirements for Teaching Ministry (Chapter 9)*

Completion of the Christian Education and Teaching module indicates that you are qualified to teach or lead courses such as baptismal preparation, confirmation, and bible studies, as may be determined by the Incumbent.

**Licence Record Page**

On this page, maintain a record of the various lay reader licences that are granted to you.

Remember that your licence is valid for a maximum of five years. A request for renewal is to be submitted by your Incumbent when required.

Your training level remains the same, but you require a new licence for a new situation. You require a new licence in any of the following situations:

- on the consecration of a new Bishop
- on the installation of a new Incumbent in your Parish,
- you move to a new Parish.

Date	License #	Bishop	Priest	Parish

## Chapter 3 – Training Program

### Core Requirements

#### Overview of Core Requirements

- a) Receipt of a Licence Number accepting you as a Lay Reader in Training.
- b) An introductory level of not less than one year.
- c) Successful completion of Core Requirements CR-A through CR-G performance and skills requirements, as detailed in this Chapter.
- d) Probationary period at the discretion of the Incumbent.

#### Core Requirements Progress Check List

Section	Requirement	Date Completed
CR-A	Parish Orientation & Training	
CR-B	Christian Ministry	
CR-C	Ongoing Prayer Life and Personal Study of Scripture	
CR-D	Understanding the Faith and Sharing the Good News	
CR-E	Lector Skills	
CR-F	The Anglican Way	
CR-G	Conducting Worship I	
Benchmarks	Item	Dates / Signature / License #
	Diocesan Identification Number	
	Date of Completion of probation	
	Date of Recommendation of Incumbent and Parish Council to be recognized as a Worship Assistant	
	Signature of Incumbent	
	Name of your Parish	
	Date of Public Recognition	

**Core Requirement – A (CR-A) • Parish Orientation and Training**Purpose

To facilitate the development of a strong working relationship between the Lay Reader and the Incumbent, and to introduce the Lay Reader in Training to the local customs and practices regarding worship in the congregation. They will do this by:

1. Meeting together on a regular basis.
2. The Incumbent giving instruction in:
  - a) the areas of ministry of the lay reader
  - b) the use of both the Book of Alternative Services (BAS) and the Book of Common Prayer (BCP), and other authorized liturgical resources
  - c) performing the duties of a server
  - d) the use of the different Lectionaries
  - e) reading scripture
  - f) assisting at the Eucharist
3. Examining various services in the BAS and the BCP to determine the parts for which the Lay Reader in Training will be responsible.
4. Determining which functions the Lay Reader in Training will perform on a regular basis, e.g., will the Lay Reader in Training function as a lector or will readers come from the congregation, or will there be a combination of both.

Note: It is recommended that the Lay Reader in Training participate in the Parish Worship Committee.

Requirements

Item	Description	Date Completed	Incumbent's Initials
CR-A-1	Lay Readers in Training shall demonstrate how to use the Revised Common Lectionary.		
CR-A-2	Lay Readers in Training shall demonstrate that they are capable of functioning as a Server.		
CR-A-3	Lay Readers in Training shall demonstrate that they can provide advice and assistance to visiting clergy regarding Parish customs, when called upon to do so.		



**Core Requirement A – Parish Orientation and Training Comments**

Lay Reader in Training's Comments

Date:

Incumbent's Comments

I confirm that Core Requirement – A has been successfully completed.

Date:

Signature:

**Core Requirement – B (CR-B) – Christian Ministry**Purpose

To encourage personal development in one's Christian walk in all areas of life.

Requirements

Item	Description	Date	Incumbent's Initials
CR-B-1	Lay Readers in Training shall demonstrate an understanding of the Baptismal Covenant and the Creeds.		
CR-B-2	Read and discuss with your Incumbent books that are appropriate for training for Christian ministry. Suggestions for resources (as known at the date of this manual) are listed below.		

Resources

1. Diehl, William E., *The Monday Connection: On Being an Authentic Christian in a Weekday World*
2. Everist, Norma Cook and Nelvin Vos, *Where in the World are You? Connecting Faith and Daily Life*
3. Thompson, Marjorie J., *Family: The Forming Center: A Vision of the Role of Family in Spiritual Formation*
4. Palmer, Parker "Let Your Life Speak: Listening to the Voice of Vocation"
5. Williams, Rowan, "Being Christian"
6. The Video "Baptism: A Lifelong Celebration" ACC General Synod
7. The chapter on "Ministry" in Harold Percy's book *Following Jesus: First Steps on the Way*

**Core Requirement B – Christian Ministry Comments**

Lay Reader in Training' s Comments

Date:

Incumbent's Comments

I confirm that Core Requirement - B has been successfully completed.

Date:

Signature:

**Core Requirement – C (CR-C) – Ongoing Prayer Life and Personal Study of Scripture**Purpose

This is an ongoing and essential part of Christian formation. The Lay Reader needs to:

- a) be familiar with the major biblical themes
- b) read the scriptures regularly
- c) become familiar with the various types of passages (e.g., parables, miracle stories, etc.)
- d) develop a disciplined prayer life

The Rule of Life (BCP Page 555)

Every Christian should from time to time frame for themselves a RULE OF LIFE in accordance with the precepts of the Gospel and the faith and order of the Church; wherein they may consider the following:

- a) The regularity of their attendance at public worship and especially at the holy Communion.
- b) The practice of private prayer, Bible-reading, and self-discipline.
- c) Bringing the teaching and example of Christ into their everyday life.
- d) The boldness of their spoken witness to their faith in Christ.
- e) Their personal service to the Church and the community.
- f) Monetary offerings according to their means for the support of the work of the Church at home and overseas.

Requirements

Item	Description	Date Completed	Incumbent's Initials
CR-C-1	Lay Readers in Training shall be involved with a regular Bible Study group within the Parish, or with another suitable formal or academic program designed to improve their understanding of scripture.		
CR-C-2	Lay Readers in Training need to establish and develop a regular discipline of personal prayer.		
CR-C-3	Lay Readers in Training shall participate in a course on prayer and undertake prayer retreats on a regular basis.		

The following questions will help Lay Readers in Training to develop skills in reading and interpreting scripture:

1. Read the passage: "What does it say?"

2. Research the background to the passages:
  - a. Who is the author?
  - b. What kind of writing is it?
  - c. Key Words – grammatical sense
  - d. To whom was it addressed?
  - e. What is the purpose of writing — does it affect faith?
  
3. What type of passage is it?
  - a. is it a teaching?
  - b. does it call for obedience, a challenge, or an emotional response?
  - c. is it a promise?
  - d. is it poetic, symbolic, or pictorial language?
  
4. Interpretation: “What does it mean?”
  - a. Discuss: Who? What? When? Where? Why? How?
  - b. Note that it may not always be possible to use all the question words.
  
5. Application: “How does it apply?”
  - a. A passage may have more than one teaching point as the questions below suggest.
  - b. What is the area of need, conviction, or opportunity?
  - c. Does the passage speak of a sin to avoid?
  - d. Does it offer a promise to claim?
  - e. Is there a command to obey?
  - f. Is there an example to follow?
  - g. What does this passage teach about God?
  - h. What does it teach about the quality of relationship?
  - i. What does it teach about understanding self?
  - j. What does it contain that should be shared?
  - k. What kind of people does God want us to become?
  - l. How will it change values, beliefs, attitudes, or character?
  - m. What are the steps involved?
  - n. How might these truths apply at home, work, church, and in the community?
  
6. Lay Readers in Training must become fluent in the use of the following essential Biblical tools:
  - a. Lectionaries - be familiar with all the options
  - b. Commentaries - running explanation of the Bible, chapter by chapter
  - c. Concordance - lists all the words of the Bible and all the places where that word is used
  - d. Bible Dictionary a collection of articles explaining places, people, and other subjects of the Bible

## 7. Personal Prayer

Remember that the Lord's prayer is a model for all prayers.

- a. This should be a daily part of all Christians' lives, and certainly a part of the Lay Reader's life.
- b. We should regularly praise God, give thanks to God, confess our sins, and seek God's help with problems that we, and those we know, may be having.
- c. The word ACTS may help to remind you what to include in your prayer: Adoration, Confession, Thanksgiving, and Supplication.
- d. Remember that God knows our needs; it is the state of our hearts that is in question.
- e. Read the Scriptures – this may be best done just prior to your prayers.
- f. After prayer, allow a quiet time, be open for God to speak to you – in God's own time and in God's own way.

Resources

Suggestions for resources (as known at the date of this manual) are listed below.

1. Bible – NRSV plus at least one other version
2. Bonneau, Normand, "The Sunday Lectionary ~ Ritual Word, Paschal Shape", Collegeville, Minn.: Liturgical Press
3. Richard Soulen, "Sacred Scripture"
4. Kristin Swenson, "Bible Babble"
5. Herbert O'Driscoll, "Prayer Among Friends"
6. Anglican Fellowship of Prayer [www.anglicanprayer.org](http://www.anglicanprayer.org)
7. Online Course Offerings
  - a. "Making Disciples: An Introduction to the Gospel of Matthew"
  - b. "Wholeness and Holiness: Reconciliation in the Church and the World"
  - c. "The Good Book Club: A Seminar on the Gospel of John with Archbishop Michael Curry"
8. Philip Yancey, "Prayer: Does it Make any Difference?"
9. Richard J. Foster, "Prayer: Finding the Heart's True Home"
10. Margaret Silf, "The Gift of Prayer: Embracing the Sacred in the Everyday"
11. Jean Gill, "Pray as You Can: Discovering Your Own Prayer Ways"
12. Brother Lawrence, "The Practice of the Presence of God"
13. Joyce Huggett, "Listening to God"



**Core Requirement C – Ongoing Prayer Life and Personal Study of Scripture Comments**

Lay Reader in Training's Comments

Date:

Incumbent's Comments

I confirm that Core Requirement - C has been successfully completed.

Date:

Signature:



**Core Requirement – D (CR-D) – Understanding the Faith and Sharing the Good News**Purpose

This requirement assists the Lay Reader in Training to develop an understanding of his or her faith, and to develop an ability to share it.

Requirements

Item	Description	Date Completed	Incumbent's Initials
CR-D-1	Develop Personal Study Habits of the Christian Faith		
CR-D-2	Describe your spiritual faith journey		
CR-D-3	Study a Course on the Christian Faith		
CR-D-4	Be aware of what you believe and what is the grounding of your faith		
CR-D-5	Become comfortable sharing your faith with other people		

Recommendations

Detailed Information - To Be Completed in the Following Order:

Item	Description
CR-D-1	<ul style="list-style-type: none"> <li>• Write a spiritual autobiography as a one-time exercise, explaining when your faith began, and how it grew and changed along the way, and what were the influencing factors in that change. As the years go by, you can add to this biography for your own reflection.</li> <li>• Take time to reflect on your own faith journey, recognizing shortcomings and seeking God's help to strengthen understanding.</li> <li>• Regularly examine yourself through questions designed to provide greater understanding of your faith based on scripture, tradition, and reason.</li> </ul>
CR-D-2	<ul style="list-style-type: none"> <li>• Re-read a book that helped you discover and grow in your faith.</li> <li>• See what new insights you may have gained.</li> <li>• How has your faith changed?</li> </ul>
CR-D-3	<ul style="list-style-type: none"> <li>• In consultation with Parish clergy, develop and implement a personal study plan of the Christian faith to find areas of growth.</li> <li>• Personal study should include regular reading of scripture</li> </ul>
CR-D-4	<ul style="list-style-type: none"> <li>• Continue to improve knowledge and understanding of your faith through recognized courses in Theology (resources listed)</li> <li>• Attend or become involved in small community groups</li> <li>• Study with the Incumbent or a Bible study group the significance of Biblical passages that model ways of sharing faith (Suggested Resources Listed)</li> </ul>

Resources available:

## Understanding the Faith

1. Following Jesus: First Steps on the Way, by Harold Percy
2. Thorneloe College - correspondence courses.
3. Saint Paul University, Ottawa - day and evening courses
4. The Great Spiritual Migration: How the World's Largest Religion is Seeking a Better Way to be Christian
5. A Short Introduction to the Hebrew Bible, 3rd Edition, by John J. Collins
6. The Hebrew Bible: Feminist and Intersectional Perspectives, by Gale A. Yee, editor
7. Introducing the New Testament, 2nd Edition, by Mark Allan Powell
8. What are Biblical Values? What the Bible says on Key Ethical Issues, by John J. Collins.
9. Christianity: The First Three Thousand Years, by Diarmaid MacCulloch (Note: a study guide has been written for this text)
10. Theology: A Very Short Introduction, 2nd Edition, by David Ford
11. Mysteries of Faith, by Mark McIntosh

12. The Christian Moral Life: Practices of Piety, by Timothy F. Sedgwick
13. My Neighbor's Faith, by Jennifer Howe Peace,
14. The Sabbath, by Abraham Joshua Heschel
15. Hospitable Planet: Faith, Action, and Climate Change, by Stephen A. Jurovics

### Sharing the Good News

Will you proclaim by word and example the good news of God in Christ?

I will, with God's help.

- From the Baptismal Covenant, Book of Alternative Services, pp159

Each of us as baptized members of the body of Christ is called to share the good news of Christ in word and example. Canadian Anglicans tend to more comfortable with the latter than the former. However, sharing the good news can be in Brian McLaren's terms something "you get to do" rather than something you feel reluctant to do. It can be a way of life.

This section of the Core Requirements will help you reflect on how you came to hear the good news of God in Christ and how you have responded and understood the Good News at different points of your faith journey. It will assist you to identify settings where you are called to exercise and lay some practical groundwork to get you started or to help you reflect on and deepen the ways in which you are already sharing the Good News.

1. Resource Review: Deepen your insights into the ministry of evangelism or sharing the Good news by reading several chapters of a book or watching one of the videos listed in the resources for this section. Record your thoughts and reflections on what you viewed or read.
2. Spiritual Autobiography using the Baptismal Covenant: Use the Baptismal Covenant as a springboard for reflection on your life and ministry as a baptized Christian. The Canadian Trainers for the Education for Ministry distance theological education program have prepared a series of helpful questions based on each of the promises we make in baptism to assist you in doing this. Prepare a Curriculum Vitae, Portfolio or Resume as described.

### Suggested passages for study

Jesus Calls First Disciples Luke 5: 1 - 11  
 The Seven Deacons Acts 6: 3 - 6  
 The sending of the Twelve Luke 9: 1 - 6  
 The sending of the Seventy-Two Luke 10: 1 - 16  
 The Great Commission Matthew 28: 19 - 20 & Mark 16: 15  
 Jesus and Nicodemus John 3: 1 - 21  
 Jesus and the Samaritan Woman. John 4: 4 - 42  
 Jesus and the blind man John 9: 1 - 12  
 The lame beggar at the Temple gate Acts 3: 1 - 26  
 Philip and the Eunuch Acts 8: 26 - 40  
 Paul in Rome Acts 28: 23 - 31

**Core Requirement – D – Understanding the Faith and Sharing the Good News Comments**

Lay Reader in Training' s Comments

Date:

Incumbent's Comments

I confirm that Core Requirement - D has been successfully completed.

Date:

Signature:

**Core Requirement – E (CR-E) – Lector Skills**Purpose

To help Lay Readers in Training improve their skills and ability to read Scripture in corporate worship. Our collective experience of worship is greatly enhanced when the Word of God is read clearly, confidently, and with conviction. Reading effectively in a worship service requires the development of specific knowledge and skills which you may not have had the opportunity to develop previously.

Requirements

Item	Description	Date	Incumbent's Initials
CR-E- 1	Lay Readers in Training shall demonstrate their proficiency in the public proclamation of scripture.		

Recommendations

Scripture is given a more prominent role in Anglican Liturgy than in the liturgy of almost any other denomination. The prayers, versicles, litanies and services are full of scriptural phrases, sentences and sections. This prominence reflects the Anglican church's emphasis through the centuries on the primacy and authority of the scriptures.

The following are some general guidelines to help you improve your skills:

- (a) *Preparation* – The translation used for public readings of scripture should be consistent from one reading to another. Follow the practice of the Parish/Congregation. Some translations “read” better out loud than others. Pray - invite the Holy Spirit to help you prepare.
- (b) *Practice* – Read the passage aloud to find the appropriate pace, rhythm, volume, intonation and phrasing.
- (c) *Practical Preparation* – Become familiar with the physical setting in which you will be reading. Consider practising in the worship space, with a friendly adviser present.
 

If there is no sound system, you will need to project your voice so that it reaches the back of the space.

If there is a sound system, arrange to practice using the microphone in advance. Know how close you need to be for the microphone to best project your voice. There are different types of microphones with different characteristics.

Know where to stand to read. If a lectern Bible is used, locate the reading in the Bible and insert a removable marker (such as a ribbon or a sticky note) before and after the passage to be read. Some churches use Bible extracts or bulletin inserts.

Sit in a location that is near the lectern or the place where the readers stand to read, so that the flow of the worship is not interrupted when you move to the place from which you are to read.

- (d) *Delivery* – Keep the focus on the scriptural message. It is not a performance. You often have little control over the environment but eliminate as many distractions as possible. Be neat, tidy, and appropriate in your attire. Do not fidget, sway backwards and forwards, or jingle keys, coins, etc. in your pocket.

Before turning on the microphone, or starting to speak, adjust the microphone position if necessary. After the microphone is positioned correctly, turn it on and start to speak.

Resources for training in public speaking are available from organizations such as the Toastmasters' International Club.

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### **Core Requirement – E – Lector Skills Comments**

Lay Reader in Training's Comments

Date:

Incumbent's Comments

I confirm that Core Requirement - E has been successfully completed.

Date:

Signature:

**Core Requirement – F (CR-F) – The Anglican Way**Requirements

Item	Description	Date Completed	Incumbent's Initials
CR-F-1	Study the Anglican Communion, the history of the Anglican Church and understand the structure of the Church.		
CR-F-2	Be aware of, and understand, the diversity of Anglican worship styles today (such as Anglo-Catholic, Formal/Informal, Eucharistic/Morning Prayer, Choral/Congregational Music, Contemporary/Traditional, Theologically Liberal/Conservative, Rural/Urban)		
CR-F-3	Demonstrate an understanding of the nature of the Worldwide Anglican Communion and the major issues in the 'news'.		

Information for Study

Completion of Items CR-F-1 and CR-F-2 will require study of the suggested resources set out below.

Resources

1. Patricia Bays, "This Anglican Church of Ours"
2. Ian Stuchberry, "This is Our Faith"
3. Anglicans On-Line, [www.anglicansonline.org](http://www.anglicansonline.org)
4. Anglican Communion – [www.anglicancommunion.org](http://www.anglicancommunion.org)
5. Anglican Diocese of Ottawa – [www.cometochurch.ca](http://www.cometochurch.ca)

**Core Requirement – F – The Anglican Way Comments**

Lay Reader in Training' s Comments

Date:

Incumbent's Comments

I confirm that Core Requirement - F has been successfully completed.

Date:

Signature:



**Core Requirement – G (CR-G) – Conducting Worship I**Purpose

1. To participate in the planning of worship in the Parish.
2. To develop an awareness of what a Lay Reader may do in a worship service.
3. To begin leading worship in the Parish.
4. To experience and to reflect on various styles of Anglican worship.

Requirements

Item	Description	Date Completed	Incumbent's Initials
CR-G-1	Experience a variety of worship styles within the Anglican Communion by visiting at least two other Parishes.		
CR-G-2	Participate in planning a worship service in the Parish.		
CR-G-3	Read scripture lessons, or lead the Psalm, in regular worship services.		
CR-G-4	Prepare and lead the Prayers of the People / Intercessions.		
CR-G-5	Function as a worship assistant in each one of the different types of services normally conducted in the Parish (e.g. Eucharist, Baptism, Morning Prayer).		
CR-G-6	Be aware of what a Lay Reader may do and may not do in any worship service.		
CR-G-7	Be able to perform the duties of a server and crucifer in a variety of services.		

## Pointers to assist you in conducting worship

1. Personal Preparation:
  - a. study and pray.
  - b. adopt an attitude of sharing.
  - c. focus on worship (not on self).
  - d. use all opportunities for ongoing training in the Liturgy.
2. Practical Preparation:
  - a. Understand the structure, purpose and meaning of the Liturgies in use.
  - b. Practical training and practice.
  - c. No surprises!! If you are doing something different, be sure those working with you know about it.

- d. Be sure that any innovations are enriching, comfortable, carefully introduced and approved by the Incumbent.
3. Deportment:
- a. Be a team player – follow the presider
  - b. Clean and tidy, appropriate dress (vestments help to deflect attention from self)
  - c. Voice articulation, projection, pronunciation
  - d. Be organized – papers, markers (thorough, but discreet)
- 

### **Core Requirement – G – Conducting Worship I Comments**

Lay Reader in Training' s Comments

Date:

Incumbent's Comments

I confirm that Core Requirement - G has been successfully completed.

Date:

Signature:

## Chapter 4 – Liturgical Leadership

### Overview of Requirements for Liturgical Leadership

At this stage, you have completed all the Core Requirements set out in Chapter 3:

- Parish Orientation & Training
- Christian Ministry
- Ongoing Prayer Life and Study of Scripture
- Understanding the Faith and Sharing the Good News
- Lector Skills
- The Anglican Way
- Conducting Worship I

Liturgical Leadership requires the successful completion of the following:

### Progress Checklist

Section	Requirement	Date Completed
LL-A	Conducting Worship II	
LL-B	Biblical Foundations and Interpretation	
LL-C	Preaching	
LL-D	Assisting with Administration of the Sacraments	
LL-E	Worship Music	

Benchmarks	Item	Dates / Signature / Licence #
	Date that you successfully completed Liturgical Leadership	
	Signature of Incumbent	
	Name of your Parish	

The Incumbent will write to the Warden of Licensed Lay Readers, indicating that you have successfully completed the Liturgical Leadership Requirements. The Warden will subsequently request that the Bishop issue your licence.

Date on your Lay Reader’s Licence

Number on your Lay Reader’s Licence

**Personal Notes on Requirements for Liturgical Leadership**

This page has been left blank intentionally.  
*You may use this page for any notes you may want to keep*

## Liturgical Leadership – A (LL-A) – Liturgy and Conducting Worship II

### Purpose

1. To improve skills in leading worship by planning and leading complete worship services in the Parish.
2. To practise those parts of the liturgy that a Lay Reader may do in a worship service.
3. To practise the selection of the appropriate intercessions, psalm, readings, hymns etc. for a worship service.

### Progress Checklist

Item	Description	Date Completed	Incumbent's Initials
LL-A-1	A Lay Reader should demonstrate knowledge of, and have had regular practice in, planning and leading a complete worship service.		
LL-A-2	Review what a Lay Reader may do and may not do in any worship service.		

### Recommendations

The following steps are recommended on a regular basis:

Discuss the purpose of each service and any special requirements with the Incumbent;

Plan the service, using an appropriate form in the BCP or BAS as a basis, incorporating any special requirements;

Identify required participants and resources, and any important timing or co-ordination needs;

Discuss the plan with the Incumbent, organist, and any special players;

Make arrangements for space, participants (i.e., who sits/stands where?);

Ensure all participants (don't forget crucifers, acolytes, chaplains) understand their parts in the proceedings. For a normal Sunday morning service, the co-ordination needs should be minimal, for a special occasion a rehearsal might be advisable;

Participate in leading worship;

In discussion with the Incumbent, develop an understanding of, and sensitivity to, the meaning, purpose and form of public worship services, and the needs and traditions of the congregation;

Select the appropriate type of service - morning prayer, evening prayer, compline, night prayer, Services of the Word etc.;

Select readings, psalm, canticle, collect, responses from the appropriate Lectionary or Proper;

Select and adapt litanies or prepare suitable prayers of the people to suit the service and local needs;

Confer with music leaders regarding music for the service;

Incorporate special events (example: blessing of food hampers, commissioning of new ministries) into the appropriate point in a service;

Arrange for readers, intercessor, preacher, servers, cantor, to be available and prepared;

Plan and co-ordinate choreography and liturgical movement, particularly for new participants or special occasions (e.g., preparation of the Paschal candle, processions, presentations);

May act as the facilitator at a service where there is a visiting Incumbent, or in the absence of the Incumbent;

May act as the Bishop's Chaplain during Episcopal visits to your Parish.

### **Adaptation of the Liturgy for Lay Readers**

A Lay Reader is NOT authorized to pronounce the Absolution or the blessing. In place of the absolution Lay Readers should use inclusive language.

For example:

B.A.S. On page 46 of the "The Penitential Rite" the Rubrics state "A deacon or lay person substitutes 'us' for 'you' and 'our' for 'your'." Thus, a Lay Reader would pray:

Almighty God have mercy on us,  
pardon and deliver us from all our sins,  
confirm and strengthen us in all  
goodness, and keep us in eternal life;  
through Jesus Christ our Lord. Amen.



**Liturgical Leadership – A (LL-A) – Liturgy and Conducting Worship II Comments**

Lay Reader in Training' s Comments

Date:

Incumbent's Comments

I confirm that Liturgical Leadership - A has been successfully completed.

Date:

Signature:



## Liturgical Leadership – B (LL-B) – Bible Foundations & Interpretation

### Purpose

As a Lay Reader, you are expected not only to believe, but to study, proclaim, teach and preach, to learn and understand scripture, and to help others to learn.

Each lay reader is expected to complete a minimum of two (2) approved workshops, courses, or training events within a two-year period to fulfill the Bishop's requirement that all clergy and lay readers take part in Continuing Education programs.

	Description	Date Completed	Initials
LL-B-1	Read (re-read) Harold Percy's Following Jesus chapter on Scripture		
LL-B-2	Continue your Personal Bible Study Plan (CR-C)		
LL-B-3	Demonstrate an awareness of different translations and their appropriate use, the use of concordances, commentaries.		
LL-B-4	Compile an acceptable course of Biblical studies / interpretation / exegesis.		
LL-B-5	Demonstrate an ability to interpret and research the text for homily presentation.		

### Recommendations

#### 1. Reading for Study and Interpretation

Core Requirement C requires the Lay Reader to participate in a personal study of scripture. At this Liturgical Leadership level, you are now expected to not only continue that practise, but to study with a view to deeper reflection, considering that you will be expected to teach, preach, lead, and guide others in the study and understanding of scripture.

Your reading and study should become a combination of reflection and questioning - looking for God's message, how the Spirit is moving within the passage, seeking to understand the human experience that inspired the text, the context in which it was written, what the author is trying to get across, how the passage would be understood by the original audience, and what it means for us in our current context.

Your study should now be supplemented by the reflections and commentary of other scholars and theologians.

## 2. Reading for Preaching

Check the lectionary, check with the Incumbent, check with the readers, to make sure that all are preparing the correct readings for the service.

The following is not detailed instruction for homily preparation [see LL-C], but an indication of how reading scripture is a significant part of that process: Read the text, read and understand, absorb, read a different translation, read and pray, listen, read and think, read and discuss [combine with a study group or Parish focus group, ...], understand your intended message and the direction of your preaching plan, prepare an outline, consult commentaries (at this point, not before), reread the text.

### Cross-references:

CR-G-3	Proclaiming scriptures in worship
CR-C	Prayer Life and Personal Study of Scripture
LL-C	Preaching

### Resources

1. Following Jesus ~ first steps on the way, Harold Percy, Toronto: Anglican Book Centre, 1993, p.11
2. Feasting on the Word, David L. Bartlett and Barbara Brown Taylor
3. A Short Introduction to the Hebrew Bible, 3rd Edition, by John J. Collins
4. The Hebrew Bible: Feminist and Intersectional Perspectives, by Gale A. Yee, editor
5. Introducing the New Testament, 2nd Edition, by Mark Allan Powell
6. What are Biblical Values? What the Bible says on Key Ethical Issues, by John J. Collins.
7. Christianity: The First Three Thousand Years, by Diarmaid MacCulloch (Note: a study guide has been written for this text)
8. Theology: A Very Short Introduction, 2nd Edition, by David Ford
9. Mysteries of Faith, by Mark McIntosh
10. The Christian Moral Life: Practices of Piety, by Timothy F. Sedgwick
11. My Neighbor's Faith, by Jennifer Howe Peace,
12. The Sabbath, by Abraham Joshua Heschel
13. Hospitable Planet: Faith, Action, and Climate Change, by Stephen A. Jurovics

A Lay Reader should access at least two different translations of the Bible, at least one of which should be NRSV with Apocrypha.

Courses could be broad (e.g., New Testament), narrower (particular book e.g., Gospel of Mark), or particular writer (e.g., Pauline). The importance of the course is to learn how to read, understand, interpret, analyze.

Utilize available on-line resources.

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**Liturgical Leadership – B • Bible Foundations & Interpretation Comments**

Worship Assistant's Comments:

Date:

Incumbent's Comments

I confirm that the requirements for Liturgical Leadership – B have been completed.

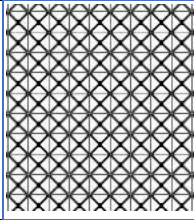
Date:

Signature:

**Liturgical Leadership – C (LL-C) – Preaching**Purpose

To develop and practice the skills required to interpret, proclaim and make the word of God relevant to a worshipping community.

Progress Checklist

Item	Description	Date Completed	Initials
LL-C-1	Be familiar with the basic structure of a sermon or homily		
LL-C-2	Listen to a minimum of three sermons and be prepared to discuss their value with your Incumbent or other Lay Readers		
LL-C-3	Attend a course on Preaching or Homiletics or arrange to have training in consultation with your Incumbent and/or Warden of Licensed Lay Readers		
LL-C-4	Demonstrate the ability to deliver a sermon on at least four occasions		
LL-C-5	Arrange with your Incumbent to preach outside your congregation		
LL-C-6	Arrange to give a Children's Talk		
LL-C-7	Continuing Education: Each lay reader is expected to complete a minimum of two (2) approved workshops, courses, or training events within a two-year period to fulfill the Bishop's requirement that all clergy and lay readers take part in Continuing Education	Ongoing – two courses every two years	



**Liturgical Leadership – C – Preaching Comments**

Worship Assistant's Comments:

Date:

Incumbent's Comments

I confirm that the requirements for Liturgical Leadership – C have been completed.

Date:

Signature:

**Liturgical Leadership – D – (LL-D) – Assisting at the Administration of the Sacraments**Purpose

To develop the skills necessary to prepare for and assist in Sacramental Worship.

Progress Checklist

Item	Description	Date Completed	Incumbent's Initials
LL-D-1	Know how to assist in preparing the elements for the Eucharist		
LL-D-2	Know how the elements are administered		
LL-D-3	Understand the special requirements for care and keeping of the Reserved Sacrament		
LL-D-4	Know how to assist in preparing the chancel and Sanctuary for Baptism		

Recommendations

1. Lay Readers are often called upon to assist the Incumbent in administering the Sacraments as part of their duties, or in the absence of Servers. They may be required to:

- assist in preparing the elements for the Eucharist
- administer the Chalice (and sometimes the Bread) during the Sunday services

Taking communion to shut-ins is contained in the section on Pastoral Ministry.

2. A Lay Reader should have a good working knowledge of services of Holy Communion in both the Book of Common Prayer (p. 67) and the Book of Alternative Services (pp.185 & 230). The Lay Reader and the Incumbent need to meet and discuss the customs and preferences of the Incumbent regarding the preparation of the Elements for the service of Holy Communion.

A training session should be arranged to cover:

- the preparation and presentation of the Elements
- the handling and administering the chalice
- the care and keeping of the Reserved Sacrament
- the preparation of the altar and sanctuary for the Eucharist

3. A member of the Altar Guild will also be a good resource to explain the various vestments and linens used in the services.

4. A Lay Reader should have a good working knowledge of the Baptism Service in the BAS (p. 151). In particular, the parts of the liturgy suitable for the Lay Reader to do (e.g., the Prayer for the Candidates and the Baptismal Covenant) and any other ways that the Lay Reader may be of assistance.

5. A Lay Reader should have a good working knowledge of the Funeral Service in the BCP (p. 591) and the BAS (p. 576 with the Eucharist and p. 589 for use in church or funeral home). The Lay Reader should have knowledge of local customs (e.g., flower placement, use of Funeral Pall, casket or urn, service when the remains are not present, etc.). The Lay Reader should be able to take the appropriate parts of the service including Gospel, Creed, Intercessions and other prayers. The Lay Reader should be aware of the adaptations appropriate for use in church settings and non-church settings (e.g., Legion Hall, School Auditorium, funeral home chapel, etc.)

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**Liturgical Leadership – D – Assisting at the with Administration of the Sacraments Comments**

Worship Assistant's Comments:

Date:

Incumbent's Comments

I confirm that the requirements for Liturgical Leadership – D have been completed.

Date:

Signature:



## Liturgical Leadership – E (LL-E) – Worship Music

### Purpose

1. To develop an awareness and foster an appreciation of the use of music in a liturgical context.
2. To encourage the development and use of musical skills in leading worship.

### Requirements

Item	Description	Date Completed	Incumbent's Initials
LL-E- 1	Understand the role of music in worship.		
LL-E- 2	Take an active role in the music ministry of the worship of your Parish, as required.		

### Recommendations

1. A Lay Reader should understand enough about music to work with the music leader in the selection of hymns, psalms, canticles and music to complement the worship service and reflect the theme(s) of the readings.
2. Hymns and songs of praise should reflect the demographics of the Parish (traditional to modern), seeking to support, encourage and build up the church community.
3. Traditions within each Parish vary depending on the locality (rural/urban), availability of organist/ guitarist/musicians/choristers, the direction of the minister and worship committee, and the musical traditions and wishes of each Parish or congregation. In some cases, the words, of the hymns are projected onto a screen. Sometimes, the music is from recorded tapes and/or disks.
4. A Lay Reader should be able to and willing to, when it is necessary, make use of alternative music sources to enhance the worship service.
5. Lay Readers should be familiar with the Hymn and Songs of Praise books in their Parish. Many hymnals, particularly the new blue book, are equipped with numerous cross-references to assist in selection of hymns for a service.
6. The hymns and songs of praise set the tone of worship from beginning to end and frame the message proclaimed in the readings and the sermon.

- |                                |                                      |
|--------------------------------|--------------------------------------|
| • Processional or Opening Hymn | Praise – Familiar                    |
| • Gradual/Office Hymn          | Prayerful or Meditative              |
| • Offertory Hymn               | Thankful, theme-oriented or seasonal |
| • Post Communion               | Prayerful or Meditative              |
| • Recessional or Closing Hymn  | Uplifting, inspirational             |

7. The common books available are:
- a. 1998 – Common Praise
  - b. 1996 – The Hymnal for Worship and Celebration – various colours
  - c. 1996 – Voices United – Hymn book of the UCC
  - d. 1987 – Songs for a Gospel People – green soft-cover or spiral bound
  - e. 1971 – The Hymn Book of Canada – red ACC/UCC book
  - f. 1938 – The Book of Common Praise – the old blue book
  - g. With One Voice – Evangelical Lutheran Church of Canada
8. Be aware of, understand and comply with copyright licensing requirements. The two most common agents for church music are One Licence and CCLI.

Things to consider in hymn selection (not necessarily in order of importance)

Type of Service (e.g., Communion, MP, Funeral)

Liturgical Season (e.g., Christmas, Advent, Easter, Lent)

Readings being used (e.g., Psalm 23 as a lesson vs the Hymn version)

Position in service (e.g., Opening, Offertory, Gradual, Communion, Closing)

Function or Liturgical action (e.g., to cover departure/arrival of Sunday School children)

Length (# of verses)

Tempo

In Hymn Book or on an Insert

Have the words been altered? Recently?

Alternate tunes (learn to use these - you may be able to introduce a new hymn using a tune the congregation already knows)

#### Congregation

Familiarity with particular hymns Local Custom

Visitors

When did we sing it last? Was it done well?

#### Music Resources (the following are valuable resources)

Choir

Organist / Musicians - including what they may know and be capable of.

Available online, or recorded on disk

(don't forget to check that all technical requirements are available on site – hydro, WiFi, etc.)

**Liturgical Leadership – E – Worship Music Comments**

Worship Assistant's Comments:

Date:

Incumbent's Comments

I confirm that the requirements for Liturgical Leadership – E have been completed.

Date:

Signature:

## Chapter 5 – Lay Readers’ Commissioning Service

### Licensing of Lay Reader

Diocesan Warden of Lay Readers: Dear friends in Christ, God has gathered us into the fellowship of the universal Church. As members together of his body, Christ calls us to minister in his name and, according to our gifts, to be instruments of his love in the world. Within this ministry, Lay Readers are called to serve the Church of God and to work together with clergy and other ministers. They are to lead public worship, to preach and teach the word of God, to assist at the Eucharist and to share in pastoral and evangelistic work. As authorized lay ministers, they are to encourage the ministries of God’s people, as the Spirit distributes gifts among us all. They are called to help the whole Church to participate in God’s mission to the world.

### The Presentation of Candidate for Admission

*The candidate for admission stands and is presented to the Warden of Lay Readers.*

*Incumbent:* I present to you ...*name*..., licensed by the Bishop, for the ministry of Licensed Lay Reader in this Diocese.

*Warden of Lay Readers:* Are they a person of Christian character, well versed in the Holy Scriptures and in the doctrines of our faith?

*Incumbent:* *They are.*

*Warden of Lay Readers:* Have they been sufficiently prepared for the duties of this office?

*Incumbent:* *They have.*

*The Warden of Lay Readers turns to the candidate and says*

In order that we may be satisfied that you are ready to begin the ministry of a Lay reader, you must now answer the questions we put to you.

*Warden of Lay Readers:* Do you believe that God is calling you to this ministry?

*Candidate:* I do so believe.

*Warden of Lay Readers:* Will you be faithful in leading the people of God through the ministries of worship, pastoral care, education and administration?

*Candidate:* By the grace of God, I will.

*Warden of Lay Readers:* Will you be diligent in prayer, in reading Holy Scripture, and in all studies that will deepen your faith and fit you to bear witness to the truth of the gospel?

*Candidate:* By the grace of God, I will.

*Warden of Lay Readers:* Will you endeavour to fashion your life according to the way of Christ?

*Candidate:* By the grace of God, I will.

*Warden of Lay Readers:* Will you promote unity, peace and love in the Church and in the world, and especially among those whom you serve?

*Candidate:* By the grace of God, I will.

*Warden of Lay Readers:* Will you work closely with your colleagues in ministry and encourage the gifts of others?

*Candidate:* By the grace of God, I will.

*The Warden of Lay Readers invites the clergy and Lay Readers to stand and asks the clergy and Lay Readers:* Will you work closely with your new Lay Reader and encourage them to use their gifts and develop their ministry?

*Incumbent and Lay readers:* We will.

*Warden of Lay Readers:* Will you commend *them* to the people amongst whom *they* will minister?

*Incumbent and Lay Readers:* We will.

*The candidate turns and faces the congregation.*

*Warden of Lay Readers:* Dear friends in Christ, ...*name*... has been chosen for the office of a Lay Reader. Will you uphold and encourage *them* in *their* ministry?

*All:* We will.

*Warden of Lay Readers:* Will you continue to pray for *them*?

*All:* We will.

*Warden of Lay Readers:* Let us pray (*Silence*)

Look with favour upon those whom you have called, O Lord, to be Lay Readers in your Church; and grant that they may be so filled with your Holy Spirit, that seeking your glory, they may minister your Word

with steadfast devotion, and by the constancy of their faith may adorn in all things the doctrine of Christ our Saviour; who lives and reigns for ever and ever. Amen.

*Warden of Lay Readers:* In the name of God and of this congregation, I commission you ...*name*..., as Licensed Lay Reader [and give you this (Scarf/Medallion) as a token of your ministry]. Amen.

*The Diocesan Warden of Lay Readers hands the newly admitted Lay Reader her license with these words:*  
Receive authority to exercise the office of a Lay Reader in this Diocese. May the Lord be with you in all your work and ministry from this day onwards. Amen.

*When they have been admitted, the Warden of Lay Readers blesses them in these words*

May the Lord give you wisdom, courage, strength and love to do his will, and the blessing of God almighty, the Father, the Son, and the Holy Spirit, rest upon you, and on your work done in his name, now and always.

*All:* Amen.

*Warden of Lay Readers:* Let us welcome the newly licensed Lay Reader.

*All:* May the word of Christ dwell in you richly.

## Chapter 6 – Lay Readers’ Vestments

### **The Alb or the Cassock and Surplice:**

There is an approved dress code in this Diocese.

Currently, either a **simple white alb with a tunic collar** or a black cassock and surplice may be worn. A white rope girdle may be worn with the alb.

Traditionally the cassock and surplice were worn for non-Sacramental services and for preaching the word, and the alb was worn for Eucharist/Communion and other Sacramental services.

### **The Diocesan Lay Reader’s Medallion and Blue Preaching Scarf**

The medallion or scarf is to be worn only by Licensed Lay Readers. A Lay Reader in Training wears a plain alb or cassock and surplice; and does not receive the scarf or medallion until the Installation Service.

The medallion of the Licensed Lay Reader shall be worn for all liturgical duties and during services when the Lay Reader is not preaching. other duties. A Blue Preaching Scarf is to be worn **only when the lay reader has been asked to preach**. The blue scarf is not to be worn otherwise.

The traditional colour for Lay Readers’ scarves and ribbons is a mid saxe blue.

### **Ordering Lay Readers’ Vestments**

Blue preaching scarfs of various lengths for all Licensed Lay Readers can be purchased through the Warden of Lay Readers.

Arrangements can be made for orders to be invoiced to your congregations or Parish with the approval of the Incumbent and Wardens.

## Chapter 7 – Requirements for Advanced Liturgical Leadership (ALL)

### Purpose

To prepare the Licensed Lay Reader to be a diocesan resource who can conduct services in Parishes other than their own.

### Requirements

Item	Description	Date Completed	Priest's Initials
ALL-1	Understanding the Diocese		
ALL-2	Familiar with all approved liturgies		
ALL-3	Experience in leading worship		
ALL-4	Process and Protocol		

#### ALL-1 – Understand the Diocese

See the Diocese of Ottawa website, [www.ottawa.anglican.ca](http://www.ottawa.anglican.ca)

Geographic deaneries

Organization - Bishop, Diocesan Council, staff

Understand the fees and allowances that are paid to a Lay Reader leading services in a Parish other than their own

Applicable Canons, By-laws and Regulations (See Appendix 2)

#### ALL-2 – Familiar with all approved liturgies

Ensure that you are comfortable with both forms of the Supplementary Services of the Word (the little grey book), Morning and Evening Prayer, Night Prayer and Compline, found in the BAS and the BCP.

Ensure you understand the differences and the situations in which each would be appropriate.

Ensure that you are able to prepare all of these services, with suitable music if required.

Ensure that you are able to conduct any of these services.

#### ALL-3 – Experience in leading worship

As a Licensed Lay Reader, you have completed LL-A to LL-E and are competent and experienced in preparing and leading services in your own Parish.

Arrange through your own Incumbent to participate in services with another Parish priest in order to broaden your experience with other Parish traditions.



**ALL-4 – Process and Protocol**

On completion of the Advanced Liturgical Leadership module your Incumbent may forward your name to the Warden of Licensed Lay Readers to indicate your willingness and ability to serve anywhere in the Diocese.

The list of names is maintained by the Warden of Licensed Lay Readers. Parishes may access it by contacting the Warden.

If you are contacted by another Parish to lead a service, obtain the permission of your own Parish Incumbent before proceeding.

## Chapter 8 – Requirements for Pastoral Ministry (PM)

### Purpose

The Pastoral Ministry module prepares the Lay Reader to be a listening ear and a compassionate presence for those who are in need, at times of change, loss, stress, or illness. This may include one on one conversations, home visits, or scheduled visits to long term care facilities, hospitals, and other facilities.

### Requirements

Item	Description	Date Completed	Priest's Initials
PM-1	Take specific pastoral care training		
PM-2	Participate in (or lead) Parish visiting teams		
PM-3	Conduct worship services in long term care and other facilities		
PM-4	Administer the Sacraments (with approval as set out below)		

#### PM-1 Take specific pastoral care training

The 10-week interdenominational lay pastoral course teaches the necessary skills for this requirement.

#### PM-2 Participate in (or lead) Parish visiting teams

- Participate with other visitors in the Parish visiting team.
- Visit the sick, shut-ins, and the elderly.
- Lead Parish visiting teams as required.

#### PM-3 Conduct worship services in long term care and other facilities

The Advanced Liturgical Leadership module prepares the Lay Reader to conduct services in long term care and other facilities.

#### PM-4 Administer the Sacraments

At the request of the Incumbent, and upon approval by the Bishop, take Holy Communion to sick and shut-ins in their own homes, nursing home, or in seniors' residences.

## **Chapter 9 – Education Leadership**

There may be occasions within your Parish when a Lay Reader is called upon to lead or participate in educational programs such as Bible studies, Advent and Lenten programs, Baptismal preparation, etc.

The Incumbent and the Lay Reader typically work together to develop and/or facilitate these programs and discuss methods of delivery.

Requirements and resources for these programs are determined at the Parish level.

## **Chapter 10 – Administration**

Similar to Education Leadership, some administrative duties may be assigned to Lay Readers from time to time. For example, a Lay Reader may be asked to prepare schedules for readers and intercessors, servers, pastoral ministry, etc.

Requirements and resources for these duties are determined at the Parish level.

List books and other resources that you have found helpful.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

## **Appendix 1 – Sources for Additional Training, Courses of Study, Bursaries, etc.**

For more information about further study opportunities, contact the Warden of Licensed Lay Readers:

The Reverend Canon Pat Martin,  
Box 3033,  
Morrisburg, ON K0C 1X0

Phone: 613-543-0403

Email: [warden-layreaders@ottawa.anglican.ca](mailto:warden-layreaders@ottawa.anglican.ca)

### **Rector's Library**

Most clergy have a wealth of books and online reference resources that would be useful for further study and sermon preparation.

### **Lay Reader Training**

The Diocese of Ontario runs an annual Lay Readers' Summer School (LRSS). It is a three-day summer residential educational opportunity designed for both beginning and experienced Lay Readers. It is organized by the Executive Committee of the Lay Readers' Association and is held at the Providence Spirituality Centre on Princess Street in Kingston, which is a superb facility. It is usually scheduled for the third week in July.

### **University Training Courses**

Courses in Theology are available online or onsite from several places.

### **Theological Colleges**

For your convenience, some of the schools are listed below:

- a) Montreal Diocesan Theological College, affiliated with McGill University  
M: 3473 University Street  
Montréal QC H3A 2A8  
T: 514-849-3004 F: 514-849-4113
- b) Queen's Theological College, affiliated with Queen's University at Kingston  
M: Queen's Theological College  
Queen's University at Kingston  
Kingston ON K7L 3N6  
T: 613-545-2110  
F: 613-545-6879
- c) Saint Paul University, federated with the University of Ottawa/Université d'Ottawa  
M: Faculty of Theology  
223 Main Street, Ottawa ON K1S 1C4  
T: 613-236-1393 F: 613-751-4016 W: <http://www.ustpaul.ca>

- d) Huron University College  
 M: 1349 Western Road  
 London ON N6G 1H3  
 T: 519-438-7224
- e) Trinity College Anglican- affiliated with University of Toronto  
 M: Faculty of Divinity  
 6 Hoskin Avenue Toronto ON M5S 1H8  
 T: 416-978-2164 F: 416-978-4949
- f) Wycliffe College Anglican - affiliated with the University of Toronto  
 M: Registrar  
 Hoskin Avenue  
 Toronto ON M5S 1H7  
 T: 416-946-3535 F: 416-946-3545

### **Distance Education**

Distance Learning is available at these schools:

- a) Thorneloe University  
 A university of the Anglican Communion, federated with Laurentian University Specializes in offering distance learning - Susan Moores, Administrative Secretary  
 M: Ramsey Lake Road  
 Sudbury ON P3E 2C6  
 T: 1-866 846-7635 / 1-705 673-1730 F: 1-705 673-4979
- b) The College of Emmanuel and St. Chad affiliated with the University of Saskatchewan has Spring and Summer School for lay persons. Lisa McInnis, Registrar  
 M: 1337 College Drive  
 Saskatoon SK S7N0W6  
 T: 1-306 975-3753 F: 1-306 934-2683
- c) St. Stephen's College, in partnership with St. Andrew's College and affiliated with the University of Alberta  
 M: 8810 - 112 Street  
 Edmonton AB T6G2J6  
 T: 1-780 439-7311 F: 1-780 433-8875
- d) Other Educational Institutions affiliated with the Anglican Church of Canada.

## Appendix 2 – Canons and Bylaws

### Bylaw B.4.10 (Licensed Lay Readers)

1. A person may be licensed by the Bishop to serve in a parish under the direction of the Incumbent thereof and to hold office as a Licensed Lay Reader for five years or such period as the Bishop may determine.
2. There shall be a Warden of Licensed Lay Readers who shall be a priest on the Clergy List of the Diocese, and who shall be appointed, be responsible to, and hold office during the pleasure of the Bishop.
3. The Warden of Licensed Lay Readers shall supervise the Licensed Lay Readers and shall from time to time recommend the proper fees and travelling expenses payable to them.
4. There shall be a Licensed Lay Readers' Association, of which all Licensed Lay Readers shall be members, of which the Bishop shall be the Patron, and the Warden of the Licensed Lay Readers the Honorary Chairperson, and which shall appoint a Secretary and may appoint such other officers as it shall deem advisable. The Warden of Licensed Lay Readers, in consultation with the Secretary of the Association, shall be responsible for the review of those licences about to expire, and for the presentation of them to the Bishop for renewal.
5. No one shall be presented to the Bishop to be licensed as a Licensed Lay Reader unless he or she has been recommended by the Incumbent and churchwardens of the parish of which he or she is a member, and such recommendation has been approved by the Warden of Licensed Lay Readers, and unless such Licensed Lay Reader has taken such courses of study and passed such examinations as the Bishop may require, or has otherwise fully met the standards required by the Bishop for this office.
6. A Licensed Lay Reader shall be admitted to the Order by the Bishop or some other Minister appointed by the Bishop.
7. There shall be an Annual Gathering of Licensed Lay Readers at a time and place appointed by the Bishop on recommendation of the Warden of Licensed Lay Reader.

## **Appendix 3 – Suggestions for Sermon Preparation**

Pray for inspiration and guidance.

Give yourself plenty of time to prepare.

Read and re-read the lectionary readings for the day, as early as possible.

Refer to commentaries to better understand the text.

Taking into account the liturgical season, what is the central theme of the readings?

What words or phrases jump out at you? Choose your focus.

Draw upon personal knowledge and personal experience.

Personal testimony is rarely used. It is inappropriate to use a text as a springboard for one's own pet hobbyhorse.

Include, if possible and relevant, a current topic of local concern.

Be aware of current circumstances within the Parish.

Consider what are you hoping people will learn from your sermon; what you want to call people to do; and how you want them to respond.

Remember that the challenge of a good sermon, with God's grace, is to help the congregation to grow, change and have greater insight into the subject being discussed.

Keep it short and simple.

### Outline Sermon as Follows:

#### *Introduction:*

- This may come to you after you have written the main portion.
- Think of a good sentence or statement that relates to the sermon and will catch people's attention – e.g., a question for them to consider, challenge, etc.

#### *Body:*

- The sermon should relate back and forth from the people of the original context to the people of today (relevance).
- It should interpret the message of God for the people in that particular community and on that particular day.
- The sermon should also relate the community to the life, death and resurrection of Jesus (Paschal Mystery), and the message for them.
- It should deal with living out their faith in this day as professed in baptism (and how they can or should or may do that).
- Illustrations of real-life experiences or stories may be included, provided they relate to the theme.

#### *Conclusion:*

- Does not introduce new material.



- The conclusion should include a short summary of what has been the theme or message.
- You can end with an invitation to take the next step in one's life journey by accepting the challenge which has been illustrated through the sermon.

Some Resources for Sermon Preparation

The Revised Common Lectionary

Several different versions of the Bible

One or two Biblical commentaries

Biblical Dictionary

Biblical Concordance

Biblical atlas and maps (often found at the end of the Bible)

The daily/weekly newspapers

Current Affairs and News programs on TV

Online resources

## Appendix 4 - Definitions

Following are definitions of some of the more common terms you will find used in this Manual. Several the items have been found in on-line Anglican resources.

### **Anglican Council of Indigenous Peoples [ACIP]**

A Council established by the 1975 and 1980 General Synods giving ACIP members the responsibility to carry concerns of the people directly to the Council of General Synod and General Synod.

Members must be indigenous people and includes representatives from Dioceses with indigenous congregations or urban indigenous populations.

### **Archbishop**

A bishop elected by clerical and lay delegates of the synod of an ecclesiastical province; the senior official of an ecclesiastical province. Takes the titles of archbishop of the Diocese (e.g., Archbishop of Saskatoon) and the metropolitan of the province (e.g., Metropolitan of Rupert's Land).

The Primate carries the title of Archbishop of the Anglican Church of Canada and is also referred to as The Primate of All Canada.

### **Bishop**

The highest order of the ordained ministry in the Anglican Church. Bishops are elected by the Diocese or by the province, per the canons of the Diocese. A Bishop almost always presides over a Diocese and is sometimes called "the Diocesan." The Canadian House of Bishops is a twice-yearly meeting of all bishops across Canada. The House of Bishops makes recommendations to General Synod on matters of church policy.

### **Canon**

An ecclesiastical law or regulation of the Diocese/province/national Church. An honorary title conferred by a Bishop on a Priest or (if the canons of the Diocese permit) on a lay member of the Church.

### **Chancellor (of the General Synod) (of the Diocese)**

A judge or barrister who is an officer of the (General Synod) (Diocesan Synod), appointed to advise the (Primate) (Diocesan Bishop).

### **Commission**

A group of people appointed to undertake a particular task for the Church.

### **Deacon**

Someone ordained by a bishop to serve in a diaconal ministry, to model servanthood by personal example and in liturgical action. There is currently a movement in the Anglican Church to “restore” the office of Deacon, so it is not limited to candidates for the priesthood serving as assistants in the Parish. These are referred to variously as Permanent Deacons, or Vocational Deacons, as opposed to Transitional Deacons.

### **Ecclesiastical Province**

A group of Dioceses under the jurisdiction of a provincial synod and presided over by a Metropolitan. In Canada, there are four ecclesiastical provinces: British Columbia, Rupert's Land, Ontario, and Canada.

### **Ex-Officio**

A position or office that is granted to a person by virtue of another specified position that person holds.

### **Incumbent**

A member of the clergy in charge of a Parish.

For purposes of this Manual, “Incumbent” includes Regional Archdeacon, Associate Incumbent, Priest in Charge, Interim Priest, or other designation given to a member of the clergy placed in charge of a Parish by the Bishop.

### **Journal of Proceedings**

A publication of the day-by-day decisions and activities of a session of Synod, together with reports and other related material.

### **Lay persons/Laity**

Baptized members of the Church who do not belong to the clergy.

**Lector** (lec-tor, plural lec-tors). Noun.

1. Education: a university lecturer.
2. Christianity: scripture reader: somebody who reads passages from the Bible to the congregation at a religious service or to a religious community during meals. [14th century. From Latin, literally “reader,” from lect- the past participle stem of legere]

### **Metropolitan**

An archbishop, with jurisdiction over the ecclesiastical province, or the national Church (Primate).

### **Orders**

Refers to the membership of the (General) Synod: The Order of Bishops, the Order of Clergy, and the Order of Laity.

### **Order of the Day**

An item on the agenda that has been designated for consideration at a specific time.

### **Priest**

A person ordained by a Bishop to be a Servant of the Church through Word and Sacrament. Prior to ordination, a priest has served for a period of time as a Transitional Deacon.

### **Primate (of All Canada)**

A presiding bishop of the Anglican Church of Canada. The Primate is the senior Metropolitan of the Church, the chairperson of the House of Bishops, and the president of General Synod, and carries the title Archbishop.

### **Saxe-blue** (adjective)

The colour used for the Lay Readers' Blue Preaching Scarf and for the ribbon on which the Medallion of a Diocesan Lay Reader is suspended.

Blue-grey: of a light blue colour with a tinge of grey. [Saxe via French from German Sachsen "Saxony", because the colour is produced from Saxon blue.]

### **Solemn Declaration**

The statement made at the General Synod of 1893, declaring the fundamental faith and doctrine of the Church as constituting the foundation of the Synod structure. As a historic statement, the Solemn Declaration cannot be amended.