



Diocese of Ottawa

The Anglican Church of Canada

L'Église Anglicane du Canada

Licensed Lay Reader Ministry Description

Purpose of the position:

Licensed Lay Readers serve the church by

- Acting as worship leaders, by 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
- Visiting the sick, aged, shut-in or bereaved
- Preparing persons for baptism, confirmation, reception and reaffirmation of baptismal vows, as well as leading Bible studies and other parish educational activities
- Carrying out administrative responsibilities as may be required from time to time, such as preparing a roster of readers or intercessors

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

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 & 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 website
- Successful completion of Screening in Faith requirements and procedures

Term of Office:

- 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 Lay Reader’s 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

Supervision and Support:

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

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)