



## Diocese of Southern Virginia

# LAY MINISTRY LICENSE

### Part A: GUIDELINES

These licenses shall be issued for a period of three years unless otherwise specified or revoked by the Bishop or the Member of the Clergy requesting the license.

In the discharge of the duties of the office(s) in the Church, **Eucharistic Ministers and Visitors, Worship Leaders**, and Clergy are required to observe the provisions of ECUSA Title III, Canon 4, and the Diocesan Guidelines contained in the Clergy Manual. Please note that **Lectors** are trained in the reading of the Word and appointed by the clergy to read lessons or lead the Prayers of the People and **do not** need to be licensed by the bishop.

Additionally, **Pastoral Leaders, Preachers, and Catechists** are to be licensed. The criteria for these functions are spelled out in the canons (Title III, Canon 4, Sec. 3, 5 & 8). Clergy, or senior wardens of vacant parishes, should request licensing for these three functions with a letter to the bishop. The letter should clearly state that the canonical criteria have been met and the person is adequately trained.

### Part B: REQUEST AND CERTIFICATION

I, \_\_\_\_\_, hereby request that the persons listed in Part C of  
*Rector/Senior Warden of Vacant Parish (Print)*  
this form be licensed and appointed by the Bishop, to officiate in the lay ministry indicated, under my supervision, at:

\_\_\_\_\_  
*Church Name and Mailing Address*

As required by the Canons of the Episcopal Church, USA, Title III.4.1 I hereby certify that the person(s) listed below are:

- (1) a confirmed adult communicant(s) in good standing;
- (2) regular in participating in the worship of the church and receiving Holy Communion; and
- (3) are active in the support of their mission or parish.

Furthermore, I certify that they have received and will continue to receive appropriate training, continuing education, and oversight.

**Please note: Eucharistic Visitors** must have a current certificate of completion of Specialized Safe Church Training prior to being licensed.

\_\_\_\_\_  
*Rector/Senior Warden of Vacant Parish (Signature)*

\_\_\_\_\_  
*Date*

### Part C: LICENSING AND APPOINTMENT

*(Please Type or Print)*

*Please mark (XX) appropriate column(s) for each applicant*

<b>Applicant's Name</b>	<b>Worship Leader (WL)</b>	<b>Eucharistic Minister <i>at Celebrations of Holy Eucharist</i> (EM)</b>	<b>Eucharistic Visitor <i>take consecrated Sacrament to shut-ins</i> (EV)</b>

I hereby LICENSE AND APPOINT the above-named person(s) to officiate for those duties as marked above for a period of three years from this date.

\_\_\_\_\_ *Bishop of Southern Virginia*

\_\_\_\_\_ *Date*

**Mail to:**  
**Bishop's Office (Licensing), Diocese of Southern Virginia,**  
**11832 Rock Landing Dr., Suite 100, Newport News, VA 23606-4231**