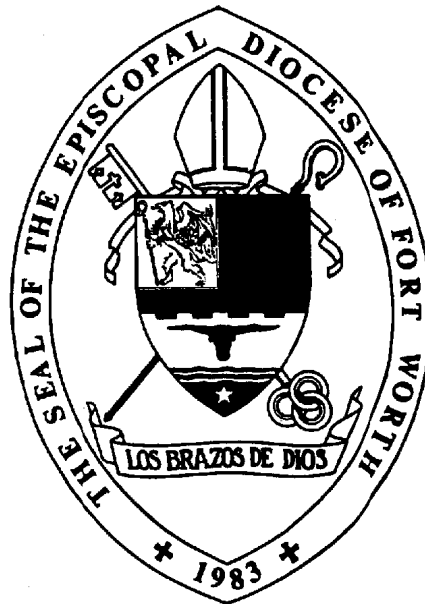


The Handbook on Licensed Lay Ministry



The Episcopal Diocese of Fort Worth

Commission on Ministry: Committee for Lay Ministry

September 2001

INDEX

Preface	Page	3
Lector	Page	5
Lay Reader	Page	6
Lay Eucharistic Minister	Page	7
Lay Eucharistic Visitor	Page	9
Catechist	Page	11
Lay Chaplain	Page	12
Forms for Licensing	Page	16ff

**The Episcopal Diocese of Fort Worth
Center for Ministry
2900 Alameda Street
Fort Worth, TX 76116**

PREFACE

The purpose of “The Handbook on Licensed Lay Ministry” is to provide a resource for clergy and congregations on calling, training, and setting apart lay ministers to serve in the worship of the Church.

The Book of Common Prayer defines four orders of ministers in the Church: lay persons, bishops, priests, and deacons. Baptism into the Covenant Community of Jesus Christ is the primary prerequisite for any ministry in the Church. Ministry in the Church has usually involved some prior training, an examination of life and ability, and a setting apart, or an expression of approval, of the person by the people, the clergy, and the bishop.

Lay ministers are called in the Book of Common Prayer to “take their place in the life, worship, and governance of the Church” (p. 855). This handbook will assist congregations with the training and licensing of lay ministers who are called to serve through the worship of the Church.

Six specific liturgical ministries can be found in this handbook. These include:

Lector

Lay Reader

Lay Eucharistic Minister

Lay Eucharistic Visitor

Catechist

Lay Chaplain

Each section of the handbook will include a description of the function of the ministry, a means of *calling for the ministry, standards of training and examination for the ministry, licensing requirements, and special notes.*

Forms for licensing of lay ministers, for duplication, are provided at the back of this handbook.

References for this handbook come from:

The Book of Common Prayer, 1979.

The Book of Occasional Services, 1997.

The Customary of the Episcopal Diocese of Fort Worth, 1996.

The Constitution and Canons of the Episcopal Church, 1997.

Additional information on the licensed lay ministries can be obtained through the Diocese of Fort Worth or the Commission on Ministry: Committee on Lay Ministry.

“In all service, the entire Christian assembly participates in such a way that the members of each order within the Church, lay persons, bishops, priests, and deacons, fulfill the functions proper to their respective orders, as set forth in the rubrical directions for each service” (BCP, p. 13).

LECTORS

FUNCTION

The function of Lectors, is to read the Lessons in the Church's liturgy as appointed to do so by the celebrant or officiant. It would appear that only in exceptional cases should the lessons be read by a deacon or priest.

Book of Common Prayer rubrical directions concerning Lectors include the following:

- p. 284 "Lay Persons read the Lessons and the Epistle"
The Great Vigil of Easter
- p. 312 "Lay Persons may act as readers, and it is appropriate for sponsors to be assigned this function"
Holy Baptism
- p. 322 "Lay Persons appointed by the celebrant should normally be assigned the readings of the Lessons which precede the Gospel, and may lead the Prayers of the People"
The Holy Eucharist

For Holy Eucharist, Celebration and Blessing of a Marriage, Ministration to the Sick, the Burial of the Dead, Ordination services of Bishops, Priests, and Deacons, Celebration of a New Ministry, and Consecration of a Church see pp. 406, 422, 453, 468, 490, 512, 528, 540, 558, and 571.

QUALIFICATIONS FOR LECTORS

1. Baptism
2. Appointment to that function by the celebrant or officiant
3. Ability to read clearly, audibly, and with the sense of the passage

NOTES

- Lectors usually do not vest and may come up from the congregation to the lectern to read (unless parish custom dictates otherwise).
- Congregations may wish to give certificates to Lectors in recognition of their commitment to service in the public worship of the Church.

LAY READER

FUNCTION

Lay Readers function in the same role as a lector with the exception that they are licensed by the Bishop to lead public worship under the direction of a Member of the Clergy in charge of the Congregation. (Title III, Canon 3.7)

QUALIFICATIONS FOR LAY READERS

1. Baptized member in good standing in the congregation in which they intend to serve.
2. Completed all training and passed examination.
3. Demonstrates ability to lead public worship.
4. Licensed by the Bishop upon completion of training.

MEANS OF CALLING

1. In some cases, persons will indicate to the clergy the desire or sense of calling.
2. In other cases, clergy and leaders will seek out and recruit readers.
3. In certain rites, particularly Baptism and marriage, persons in a special relationship to those for whom the rite is being celebrated may be designated by the celebrant to read.

TRAINING

1. How to announce and conclude the Readings.
 2. How to use the Lectionary.
- Rules concerning the lengthening and shortening of appointed Psalms and Lessons
 - How to use the Calendar of the Church year. (BCP, p. 15ff).
 - How to look up pronunciation of biblical words and names.
 - Know the authorized translations of the Bible.
 - Parish customs concerning the reading of Scripture and those who read it.
 - Use of voice.
 - How to modify opening phrases of Lessons as in the next to the last paragraph on p. 888 of BCP.
 - Demonstrate an ability to lead Daily Offices with appropriate readings and prayers.
 - Customs of the congregation for public worship.

EXAMINATION

1. An oral reading of two or more passages of Scripture.
2. Successfully officiate at Morning and Evening Prayer.
0. Demonstration of ability to use the Lectionary.

1. List the Psalm(s) and Readings for Daily Morning prayer for Tuesday, Proper 10, in the current year.
2. List the Psalm and Readings for Daily Evening prayer for the Feast Day of St. Stephen.
3. List the Old Testament and Epistle Readings for the 2nd Sunday after the Epiphany in the Current Year.
4. List the Old Testament and Epistle Readings for Proper 14, Year B.

LICENSING

The license is granted only by the Bishop at the recommendation of the Rector or Vicar of the congregation in which the applicant will serve. The license will be issued for a period not to exceed three years and can be revoked by the Bishop upon request of the Rector or Vicar in charge of the congregation. Forms for licensing and for the renewal of a license are available in this handbook.

NOTES

Lay Readers may read sermons authorized by the Bishop or the Rector or the Vicar in charge of the congregation.

LAY EUCHARISTIC MINISTERS

FUNCTION

A person licensed to administer the chalice is best described as an “extraordinary minister of the Sacrament”. That is, such a ministry is permitted only when there are not enough ordained ministers for the efficient administration of the Sacrament.

It is certainly not proper, as directed by the BCP, nor in accordance with the spirit of the Canons, that a Lay Eucharistic Minister exercise that ministry when there are adequate numbers of clergy present (see Title III, Canon 3, sec. 5a). To support the intentions of the rubrics of the BCP and the Canons of the Church, the Bishop of the Diocese of Fort Worth has restricted this ministry to the congregation in which they are licensed. Lay Eucharistic Ministers are not authorized to carry the Sacrament to the sick (please see Lay Eucharistic Visitor).

Lay Eucharistic Ministers may function during the administration of Holy Communion, when needed, in administering the chalice. They may, if the Celebrant desire, assist the Deacon in oblations, or if there is no deacon, the Lay Eucharistic Minister may do oblations.

QUALIFICATIONS

1. Baptized member in good standing of the congregation in which they intend to serve.
2. Completed training and passed examination.
3. Licensed by the Bishop upon completion of examination.

MEANS OF CALLING

It will be the Rector or Vicar who chooses those to be trained and licensed by the Bishop for this ministry.

TRAINING

Lay Eucharistic Ministers will be trained in the following:

1. How to administer the Chalice.
2. What to do when the Chalice is depleted.
3. Diocesan policy regarding intinction.
4. The status of Eucharistic Minister as “extraordinary,” not normative.
5. The Anglican Doctrine of the Real Presence.

EXAMINATION

Examination by the Rector or Vicar:

1. Performance of administration from the chalice and oblations in the service of Holy Communion.
2. Oral explanation of the following:
 - Anglican doctrine of the “Real Presence”.
 - Reservation of the Sacrament.
 - Intinction, and the Diocesan policy regarding the same.
 - Procedure to be used by Lay Eucharistic Ministers when contents of chalice have been depleted.

LICENSING – TERM OF SERVICE

The license is granted only by the Bishop at the recommendation of the rector or

vicar of the congregation in which the applicant will serve. (See Customary, p. 11).

The license shall be issued for a period of time not to exceed three years and can be revoked by the Bishop or upon request of the rector or vicar in charge of the congregation. Forms for the renewal of a license are available in the back of this handbook.

The license may be presented in a service of public worship before the congregation in which the Lay Eucharistic Minister in the Church (see B.O.S.).

NOTES

- Lay Eucharistic Ministers should vest in cassock and surplice when serving the chalice.
- In certain cases, Lay Eucharistic Ministers may read sermons authorized by the Bishop or the Rector/Vicar in charge of the congregation.
- Candidates for Holy Orders in a theological education are automatically granted a Lay Eucharistic Ministers license in the congregation where they serve.

LAY EUCHARISTIC VISITOR **(Visitor of the Sick and Shut-in)**

FUNCTION

A person licensed to carry the Sacrament to the sick and shut-in is best described as an “extraordinary minister of the Sacrament”. To support the intentions of the rubrics of the BCP and the Canons of the Church, the Bishop of the Diocese of Fort Worth has restricted this ministry to the congregation in which they are licensed.

The ministry of the Lay Eucharistic Minister II is to carry the Sacrament directly from the principle Sunday Eucharistic Celebration to the sick or the “shut-in”.

The function of this ministry is to enable the sick and the “shut-in” to receive communion from this principle Sunday Eucharistic Celebration. This ministry does not take the place of clergy visitations.

QUALIFICATIONS

1. Baptized member in good standing of the congregation in which they intend to serve.
2. Demonstrates pastoral sensitivity.
3. Completed training and passed examination.
4. Licensed by the Bishop upon completion of examination.

MEANS OF CALLING

It will be the Rector or Vicar who chooses those to be trained and licensed by the Bishop for this ministry.

TRAINING

Lay Eucharistic Visitors will be trained in the following:

1. The Anglican Doctrine of the Real presence.
2. How to distribute the Sacrament.
3. How to conduct the service of “Ministration to the Sick”.

EXAMINATION

Examination by the Rector or Vicar

1. Demonstration
 - Distribution of the Sacrament.
 - Leading a service of “Ministration for the Sick”.
 - Reverence and care while carrying the Sacrament.
2. Oral Explanation of the Doctrine of Real Presence.

LICENSING

The license is granted only by the Bishop at the recommendation of the rector or vicar of the congregation in which the applicant will serve. The license shall be issued for a period of time not to exceed three years and can be revoked by the Bishop or upon request of the rector or vicar in charge of the congregation. Forms

for the renewal of a license are available in the back of this handbook.

This license may be presented in a service of public worship before the congregation in which the Lay Eucharistic Visitor will serve (see B.O.S.).

NOTES

This ministry allows those who by condition of health cannot attend worship to receive the Sacrament from the principle Sunday Service. Lay Eucharistic Visitors should receive the Sacrament during the service and go directly to those they will visit.

Candidates for Holy Orders in a theological education may be granted a Lay Eucharistic Visitor license if needed in the congregation where they serve.

CATECHIST

FUNCTION

A Catechist is a person licensed to prepare persons for Baptism, Confirmation, Reception, and the Reaffirmation of Baptismal Vows (III, 3.6).

QUALIFICATIONS

1. Baptized member in good standing of the congregation in which they intend to serve.
2. Completed training and passed examination.
3. Licensed by the Bishop upon completion of examination.

MEANS OF CALLING

It will be the Rector or Vicar who chooses those to be trained and licensed by the Bishop for this ministry.

TRAINING

Catechists will be trained in the following subject:

1. The Holy Scriptures, contents and background.

2. The Book of Common Prayer and the Hymnal.
3. Church History.
4. The Church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism.
5. Methods of Catechesis.

EXAMINATION

Examination by the Rector or Vicar in each of the five areas listed above.

LICENSING

The license is granted only by the Bishop at the recommendation of the Rector or Vicar of the congregation in which the applicant will serve.

The license shall be issued for a period of time not to exceed three years and can be revoked by the Bishop or upon request by the Rector or Vicar of the congregation. Forms for the Renewal of a license are available in the back of this handbook.

The license may be presented in a service of public worship before the congregation in which the Catechist will serve (see B.O.S.).

NOTES

A catechist may serve only the congregation in which they are licensed. The Catechist, under the direction of the Rector or Vicar, will pursue continuing education.

LAY CHAPLAIN

FUNCTION

A Licensed Lay Chaplain may serve a congregation as pastoral leader in the absence of the priest or deacon in charge of the congregation. Lay Chaplains may be licensed only under the strict authority of the Bishop as he deems necessary and in locations where weekly priestly functions are not available.

A lay chaplain may be called, trained, and examined only by permission from the Bishop and with oversight from the priest in charge of the congregation and the Dean of the Deanery in which the congregation is located.

The regulations concerning Lay Chaplains are found in Title III, Canon 3, Sec. 3 (known as Pastoral Leader). A Lay Chaplain is authorized by the Bishop of the Diocese to *officiate in the Church's public liturgy in the absence of Ordained Ministers*. As such, a person in this ministry assumes pastoral responsibility and serves as a leader of worship. In accordance with the rubrics of the BXP a Lay Chaplain may, in the absence of a bishop, priest, or deacon, lead the following:

1. The Ash Wednesday rite (prayer for forgiveness substituted for absolution).
2. The Liturgy of the Psalms.
3. The rite for Good Friday.
4. The great Vigil of Easter, as described on page 284, BCP.
5. The portion of the Holy Eucharist titled "The Word of God," as directed at the bottom of page 406 and the top of page 407, BCP.
6. The Burial of the Dead, omitting the Blessing at the Commendation and at the Committal.
7. Morning and Evening prayer.
8. Emergency Baptisms as outlined in the BCP.

QUALIFICATIONS

1. Baptized member in good standing of the congregation in which the candidate will serve.
2. Candidate must be recommended to the Bishop by the priest in charge of the congregation and by the Dean.
3. Calling to Lay Chaplaincy must be affirmed by the Bishop, the Commission on Ministry, and the Standing Committee.
4. Completion of all training and examinations under the priest in charge of the congregation and the Dean.
5. Demonstrated leadership abilities and good moral character.

MEANS OF CALLING

The Rector/Vicar or Dean, along with the Vestry or other congregational leadership, may seek out suitable person for this ministry, and call them to it.

A congregation that has no Ordained Minister may be assigned to the care of a Licensed Lay Chaplain by the Bishop.

TRAINING

See Title III, Canon 3, Sec. 3, a-i.

EXAMINATION

- Oral examination will include that of the above in the examination.
- Reading the Great Litany or Intercessions I, IV, or V;
- Reading the proper Collects for Christmas Day, Ash Wednesday, The Sunday of Proper 14, and the opening sentences of the Burial of the Dead, Rite one or Rite Two.
- Officiating Morning Prayer.
- Explanation of selecting worship music appropriate with the Season of the Church Year and the Lectionary Readings.
- Written examination.
 - (a) Define:
 - 1) Lector
 - 2) Licensed Lay Reader
 - 3) Catholic Epistle
 - 4) Pentateuch
 - 5) Major Prophets
 - 6) Apocalyptic literature
 - 7) Real presence
 - 8) Eucharist
 - 9) Daily Office
 - (b) List the liturgical functions of the four orders of ministry defined by the Book of Common Prayer.
 - (c) What are the times when the BCP requires the omission of *Alleluia*, *Gloria in Excelsis*, and *Te Deum*? When are they required or permitted?
 - (d) When a Lay Chaplain leads the section of the Holy Eucharist called the Word of God, how is that rite concluded?

- (e) What are the instructions of the BCP concerning the use of the Great Litany?
- (f) Name the seasons of the church year.
- (g) At what point in Morning Prayer and the Eucharist does the BCP specifically permit or require a hymn or anthem?
- (h) Explain the BCP's rule concerning Emergency Baptism.

The Examination is to be done by the Rector or Vicar of the congregation in cooperation with the Dean. A copy of the written examination with results from the oral examination must be sent to the Bishop.

LICENSING

The license is granted only at the Bishop's discretion. A license will not be given if, in the judgement of the Bishop, the congregation is able to or has had reasonable opportunity to secure a resident member of the Clergy in charge.

The license shall be issued for a period of time not to exceed three years and can be revoked by the Bishop or upon request of the rector or vicar in charge of the congregation. Forms for the renewal of a license are available in the back of this handbook.

The license may be presented in a service of public worship before the congregation in which the Lay Eucharistic Visitor will serve (see B.O.S.).

NOTES

- The Lay Chaplain will work under the direction of the clergy in charge of the congregation and will submit ministry reports to the Bishop and Dean on a monthly basis.
- The Lay Chaplain, when officiating, will be vested in cassock and surplice. When assisting an ordained minister in the Liturgy, the Lay Chaplain will be vested as above.
- Lay Chaplains may read sermons authorized by the Bishop, Dean, or Rector/Vicar in charge of the congregation.

APPLICATION FOR LICENSED LAY READER

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76116

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest in charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Lay Reader. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the Approval and endorsement of the vestry to continue to serve as Lay Eucharistic Minister in this Parish/Mission.

Date: _____ Signature: _____

APPLICATION FOR LICENSED EUCHARISTIC MINISTER

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76116

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest-in-Charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Lay Eucharistic Minister. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Lay Eucharistic Minister for this Parish/Mission.

Date: _____ Signature: _____

APPLICATION FOR LICENSED EUCHARISTIC VISITOR

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76116

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest-in-Charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Lay Eucharistic Visitor. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Lay Eucharistic Visitor for this Parish/Mission.

Date: _____ Signature: _____

APPLICATION FOR LICENSED CATECHIST

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76116

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest-in-Charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Catechist. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Catechist for this Parish/Mission.

Date: _____ Signature: _____

APPLICATION FOR LICENSED LAY CHAPLAIN

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76116

Name of Applicant: _____

Date of Birth: _____

Parish/Mission: _____

Baptism Date: _____

Confirmation Date: _____

Training Received From: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest-in-Charge of this congregation, I have examined the above named applicant and have found him/her to be proficient in the duties of a Lay Chaplain. I thereby recommend him/her to minister to this congregation in that capacity.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to be a Lay Chaplain for this Parish/Mission.

Date: _____ Signature: _____

**APPLICATION FOR RENEWAL OF LICENSE
LAY READER**

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76116

Name of Applicant: _____

Parish/Mission: _____

Confirmation Date: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest-in-Charge of this congregation, I endorse this application for renewal of the license of this person as a Lay Reader

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church & city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to continue to serve as Lay Reader in this Parish/Mission.

Date: _____ Signature: _____

**APPLICATION FOR RENEWAL OF LICENSE
LAY EUCHARISTIC MINISTER**

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76116

Name of Applicant: _____

Parish/Mission: _____

Confirmation Date: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest-in-Charge of this congregation, I endorse this application for renewal of the license of this person as a Lay Eucharistic Minister.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to continue to serve as Lay Eucharistic Minister in this Parish/Mission.

Date: _____ Signature: _____

**APPLICATION FOR RENEWAL OF LICENSE
LAY EUCHARISTIC VISITOR**

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76116

Name of Applicant: _____

Parish/Mission: _____

Confirmation Date: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest-in-Charge of this congregation, I endorse this application for renewal of the license of this person as a Lay Eucharistic Visitor.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to continue to serve as Lay Eucharistic Visitor in this Parish/Mission.

Date: _____ Signature: _____

**APPLICATION FOR RENEWAL OF LICENSE
CATECHIST**

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76116

Name of Applicant: _____

Parish/Mission: _____

Confirmation Date: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest-in-Charge of this congregation, I endorse this application for renewal of the license of this person as a Catechist.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to continue to serve as Catechist in this Parish/Mission.

Date: _____ Signature: _____

**APPLICATION FOR RENEWAL OF LICENSE
LAY CHAPLAIN**

THE EPISCOPAL DIOCESE OF FORT WORTH
2900 ALEMEDA STREET, FORT WORTH, TEXAS 76116

Name of Applicant: _____

Parish/Mission: _____

Confirmation Date: _____

Date Training Completed: _____

Signature of Applicant: _____

Endorsement of Rector/Vicar

As Priest-in-Charge of this congregation, I endorse this application for renewal of the license of this person as a Lay Chaplain.

Signature: _____

Date: _____

Endorsement of Vestry:

As Senior Warden of (church and city): _____

I hereby certify that (name) _____ has the approval and endorsement of the vestry to continue to serve as Lay Chaplain in this Parish/Mission.

Date: _____ Signature: _____

