

15 October 2017

Dear Brothers and Sisters in Christ:


The end of the liturgical year will soon be upon us, and now is the time to attend to the licensing of lay ministers. I want to help you recognize and affirm the people who serve in these important ministries and want each of them to receive a license.

The following information will help you submit license applications:

- Licenses for the following ministries: *Worship Leader*, *Eucharistic Minister* and *Eucharistic Visitor* are issued for a period of three years (Advent I 2017 to Advent I 2020). Training for the ministries of Worship Leader, Eucharistic Visitor and Eucharistic Minister is to be led by the Priest-in-Charge or Deacon. In the absence of a PIC or Deacon, we ask the Senior Warden be in touch with The Rev. Canon Michael Ambler. If you have questions, please feel free to be in touch with The Rev. Canon Michael Ambler or my Executive Assistant, Barbara Martin. All application forms must be signed by the Priest-in-Charge (or the Senior Warden in absence of a Priest-in-Charge).
- Please *do not* renew licenses that have not yet expired.
- Licenses for the ministry of *Preacher* are issued for a period of one year (January 2018 to January 2019). Training and a complete application are required. The Priest-in-Charge must sign the application form. Please submit applications before 15 January 2017. Note that there is not an electronic version of this form.
- Recent (within five years) Safe Church training is required for the license of Eucharistic Visitor, and it is strongly recommended that other licensed lay ministers have completed (within five years) Safe Church training.
- The current list of licensed persons from your congregation (with end-term date) is included in this memo.
- ➔ Applications for Lay Licensing (except for that of Preacher) are available online <http://tinyurl.com/LayLic2017>. Paper applications are available upon request to Teresa Pinney (tpinney@episcopalmaine.org). These forms are used to: a)

nominate new people to be licensed, b) renew licenses about to expire, or to c) update information previously reported in the Diocesan Journal.

- Lay Licensing Guidelines, FAQs and relevant Canons are posted on our website, under “Lay Licensing”.
- The “Application for License to Preach” form is for preachers and contains additional application details. For people who have been previously licensed to preach, it is not necessary to repeat the entire application process. A short note reflecting on their ministry, and an example of a recent sermon or homily, is sufficient. There is no online version for this application. Please send completed applications for License to Preach to Barbara Martin (bmartin@episcopalmaine.org)
- To request licenses in more than one category for the same person, please apply separately for each one. Licensed persons will receive a certificate for each area of ministry. Please keep the original licenses in a secure place in your parish office. If individuals would like a copy of their license, please feel free to make a photocopy.
- If you have questions or concerns, please do not hesitate to contact my office. Barbara Martin (bmartin@episcopalmaine.org or 772-1953 x 125) will be happy to help.

 A word about the timeline for this process: the application process for the current licensing season opens with your receipt of this packet and closes on **31 December 2017** for Worship Leaders, Eucharistic Ministers and Eucharistic Visitors. Applications for preaching licenses may be submitted until **15 January 2018**. We hope to send certificates back to you in a timely fashion. If you find an error on a certificate, please return it with corrections and without hesitation, and the license will be re-issued.

I know we are entering a very busy time and thank you in advance for your attention to completing this important task.

Faithfully,



The Rt. Rev. Stephen T. Lane
Bishop of Maine