

The Episcopal Diocese of Milwaukee

Manual of Resources for Discerning a Call to Lay Ministry for All Baptized Persons



From the
Manual of Resources for Discerning a Call to Ministry
Lay and Ordained
Sections 1, 2.1, 2.2, 2.3, 10, 11

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Section 1 Introduction: A Message from the Commission on Ministry to the Church

Dear Friends in Christ,

The Diocese of Milwaukee seeks to be a community of disciples following Jesus Christ into God's deepest desires for us and for all creation and to be a community that lives God's will by proclaiming in word and deed the reconciling love of God revealed in Jesus Christ. Living as active disciples of Jesus, we wish to invite and welcome others into the faithful communities. Together, we desire to participate in the building of God's kingdom through works of compassion, justice, and witness in the world.

In response to this vision, the Diocese of Milwaukee and specifically the Commission on Ministry, commit to the following:

- Supporting all baptized persons to discern and act on their calls to ministry.
- Supporting congregations to actively carry out their responsibility to recognize, affirm, and enable individual members in their ministries.

Hearing the Call to Ministry by All Baptized Persons

Jesus invites all of his followers into ministry. Discernment of that ministry by way of self-examination, conversation, and guided reflection is a lifelong process of following God's call, whether that ministry takes the shape of lay or ordained ministry. This process of discernment is carried out through individual prayer and study, with family and friends, with a congregation, and in the case of discerning a call to Professional Certified Chaplaincy or Holy Orders, with the Bishop, the Commission on Ministry and the Standing Committee.

The discernment process is as much about asking questions as it is about seeking answers. It is important for individuals and the community that is the congregation to take the time to be still and listen, to ask questions of each other and of the church, to discover more fully the holy mystery of life in Jesus Christ. We invite congregations and individuals to enter into this journey prayerfully and with open hearts. We extend this invitation with a sincere desire to provide you with faithful guidance and encouragement along the way.

Throughout an individual's process, all applicable paperwork should be addressed to the following:

The Episcopal Diocese of Milwaukee C/o President of Commission on Ministry Holy Orders Process Materials 804 E. Juneau Ave. Milwaukee, WI 53202-2798
The Episcopal Diocese of Milwaukee C/o Bishop Holy Orders Process Materials 804 E. Juneau Ave. Milwaukee, WI 53202-2798
The Episcopal Diocese of Milwaukee C/o Bishop's Assistant for Christian Formation & Ministry Holy Orders Process Materials 804 E. Juneau Ave. Milwaukee, WI 53202-2798

In the Manual for General Ministry for All Baptized Persons, the ministry areas are similar to what many congregations use to organize their corporate lives. You will find sections on:

Hospitality Ministries, Caring Ministries, Equipping Ministries, Service Ministries, Outreach Ministries and Thanksgiving Ministries.

Each ministry area begins with a list of possible spiritual gifts that would be useful in carrying out that ministry. The spiritual gifts listed in this resource are from the Spiritual Gifts Inventory from Welcome to Total Ministry (1987). Episcopal Diocese of Southern Ohio, 412 Sycamore St., Cincinnati, OH. This inventory, along with a Spiritual Gifts workshop, can be downloaded from the Commission on Ministry page of the Diocese of Milwaukee website. Any and all other Spiritual Gifts inventories can be used with this resource.

Following the spiritual gifts you will find thoughts on possible areas in which to exercise these ministries, both within and beyond the congregation, along with thoughts about the knowledge, skills, behaviors and practices of a successful practitioner of that ministry area. Finally, there is a list of resources for further discernment/training opportunities.

I. Ministries of Hospitality – Making Room at the Table:

- A. Definition: Ministries of welcoming and assimilating all persons into a relationship with Christ and the Church through welcoming, shepherding, incorporating.
- B. Call:
 - 1. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, may discern possible calls to serve as Hospitality Ministers from among its members.
 - 2. The congregation may choose to encourage those persons to further discern their call via various coaching processes outlined below.
- C. Spiritual gifts for Hospitality Ministries:
 - 1. Hospitality
 - 2. Encouragement
 - 3. Discernment
 - 4. Shepherding
 - 5. Evangelism
- D. Possible areas in which to exercise Hospitality Ministries:
 - 1. Within the church community:
 - a. Welcome In Ministries
 - b. Incorporating Ministries
 - c. Shepherding Ministries – small groups/ foyers
 - d. Fellowship events
 - 2. Within the larger community:
 - a. Virtual Community – website, Facebook, etc.
 - b. Inviting the Community in - events
 - c. Creative Communications
- E. What a Hospitality Minister should know:
 - 1. Who we are as Episcopalians.

2. Who we are as Episcopalians relative to the community in which the congregation is located.
 3. Role and function of parish ministry groups, contact information for leaders in order to connect newcomers with resources and ministry opportunities.
- F. What a Hospitality Minister should be able to do:
1. Be comfortable engaging with all “sorts and conditions” of people.
 2. Actively make people feel welcome.
 3. Facilitate newcomer engagement with parish ministries.
- G. Further discernment and formation possibilities:
1. Spiritual Gifts Discernment
 2. Magnetic Church – www.magnetic-church.com
 3. Equipping Church – www.amazon.com/Equipping-Church-Sue-Mallory/dp/0310240670
 4. CDI – www.diomil.org/congregational-development/church-development-institute
 5. When Members are Missionaries – www.membermission.org
 6. History/theology and polity of the Episcopal Church.
 7. Principles of “Coffee Cup” evangelism.

II. Ministries of Caring – Taking Care of the Community:

- A. Definition: Welcoming people into the Kingdom by assisting people in the Church and in the larger community with their spiritual, emotional, relational and physical health.
- B. Call:
1. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, may discern possible calls to serve as Caring Ministers from among its members.
 2. The congregation may choose to encourage those persons to further discern their call via various coaching processes outlined below.
- C. Spiritual gifts for Caring Ministries:
1. Discernment
 2. Encouragement
 3. Evangelism
 4. Faith
 5. Intercession
 6. Mercy
 7. Shepherding
- D. Possible areas in which to exercise Caring Ministries:
1. Within the church community:
 - a. Stephen Minister
 - b. Visiting sick and infirm
 - c. Spiritual Director
 - d. Prayer team
 - e. Healing Ministry
 2. Within the larger community:
 - a. Visiting the sick and infirm
 - b. Social justice work
 - c. Environmental/ economics/ political stewardship arenas
- E. What a Caring Minister should know:
1. Needs of the local community

2. Resources available in the local community
- F. What a Caring Minister should be able to do:
1. Listen
 2. Pray
 3. Bring diverse people together to address complex issues.
 4. Follow up with those who are struggling.
 5. Maintain appropriate boundaries.
 6. Keep confidences as appropriate.
- G. Further discernment and formation possibilities:
1. Spiritual Gifts Discernment
 2. Community of Hope – www.communityofhopedc.org
 3. Stephen Ministry – www.stephenministries.org
 4. Order of St Luke – www.schoolofpastoralcare.net
 5. Licensed Spiritual Director – www.f-in-d.org
 6. Befriender – www.befrienderministry.org
 7. Companions in Christ – www.companionsinchrist.org

III. Ministries of Equipping – Preparing the Community for Ministry:

- A. Definition: Welcoming people into the Kingdom by equipping people to grow and develop in their knowledge of God, in their skills at using their spiritual gifts, in their practice of Christian leadership, and in their living their baptism.
- B. Call:
1. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, may discern possible calls to serve as Equipping Ministers from among its members.
 2. The congregation may choose to encourage those persons to further discern their call via various coaching processes outlined below.
- C. Spiritual gifts for Equipping Ministries:
1. Leadership
 2. Discernment
 3. Encouragement
 4. Evangelism
 5. Hospitality
 6. Leadership
 7. Prophecy
 8. Shepherding
 9. Teaching
- D. Possible areas in which to exercise Equipping Ministries:
1. Within the church community:
 - a. Teaching
 - b. Planning
 - c. Leading
 - d. Gifts discernment and follow up
 - e. Mentoring
 - f. Nurturing – Sunday School, Youth Group, Young Adult Ministry, Adult formation
 2. Within the larger community:
 - a. Volunteer Board Leadership

- b. Volunteer local government work
 - c. Teaching
 - d. Mentoring
- E. What an Equipping Minister should know:
- 1. Local community issues.
 - 2. Available resources.
 - 3. Identify and encourage the gifts of others.
- F. What an Equipping Minister should be able to do:
- 1. Connect people with resources.
 - 2. Equip people for ministry.
- G. Further discernment and formation possibilities:
- 1. Spiritual Gifts Discernment
 - 2. EFM – www.sewanee.edu/EFM/index.htm
 - 3. Equipping Church – [www.amazon.com/Equipping-Church-Sue-Mallory/ dp/0310240670](http://www.amazon.com/Equipping-Church-Sue-Mallory/dp/0310240670)
 - 4. CDI – www.diomil.org/congregational-development/church-development-institute
 - 5. When Members are Missionaries – www.membermission.org
 - 6. JustFaith – www.justfaith.org

IV. Ministries of Service – Maintaining the Community:

- A. Definition: Welcoming people into the Kingdom by structuring the systems and procedures to serve and support people and ministries; to free others from practical concerns and stay focused on ministry.
- B. Call:
- 1. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, may discern possible calls to serve as Service Ministers from among its members.
 - 2. The congregation may choose to encourage those persons to further discern their call via various coaching processes outlined below.
- C. Spiritual gifts for Service Ministries:
- 1. Administration
 - 2. Creative Ability
 - 3. Faith
 - 4. Giving
 - 5. Hospitality
 - 6. Service
- D. Possible areas in which to exercise Service Ministries:
- 1. Within the church community:
 - a. Develop strategies to meet needs.
 - b. Doing what needs to be done.
 - 2. Within the larger community:
 - a. Volunteer in Direct services – caring, feeding, clothing, housing, tutoring
 - b. Volunteer in Emergency responses
- E. What a Service Minister should know:
- 1. The skills they have to offer.
 - 2. Scriptural base on which they act.

- F. What a Service Minister should be able to do:
 1. Lead by example.
 2. Identify and work to meet needs within the community.
 3. Set goals within the context of the common good.
 4. Control their calendar.
 5. Recognize when they are overloaded .
 6. Recognize when there is a mismatch between a specific need and their skill set.
 7. Maintain appropriate boundaries.

- G. Further discernment and formation possibilities:
 1. Spiritual Gifts Discernment
 2. When Members are Missionaries – www.membermission.org
 3. JustFaith
 4. Alpha
 5. Kerygma
 6. EFM

V. Ministries of Outreach – Engaging the Larger Community:

- A. Definition: Welcoming people into the Kingdom by providing opportunities for the faith community to live its baptismal promises to proclaim by word and example the Good News; to seek and serve Christ in all people; to love neighbor as self; to strive for justice and truth; to preserve the dignity of every human being in the larger community.

- B. Call:
 1. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, may discern possible calls to serve as Outreach Ministers from among its members.
 2. The congregation may choose to encourage those persons to further discern their call via various coaching processes outlined below.

- C. Spiritual gifts for Outreach Ministries:
 1. Evangelism
 2. Faith
 3. Hospitality
 4. Leadership
 5. Prophecy
 6. Service
 7. Mercy

- D. Possible areas in which to exercise Outreach Ministries:
 1. Within the church community:
 - a. Connecting Scripture to living our baptismal covenant.
 - b. Inspiring others to discern ways to reach the surrounding community.
 - c. Leading outreach ministries.
 2. Within the larger community:
 - a. Advocacy
 - b. Take church to larger community.

- E. What an Outreach Minister should know:
 1. Needs of the community.
 2. Implications of Baptismal living.
 3. Scriptural basis of who we are as a Covenant people.

- F. What an Outreach Minister should be able to do:
 - 1. Connect current events with the baptismal covenant.
 - 2. Facilitate groups to identify issues, create solutions, and use collective resources to implement solutions.
 - 3. Work ecumenically.
 - 4. Articulate vision and set goals.

- G. Further discernment and formation possibilities:
 - 1. Spiritual Gifts Discernment
 - 2. When Members are Missionaries – www.membermission.org
 - 3. JustFaith – www.justfaith.org
 - 4. Scriptural study of covenants
 - 5. Studies from works of Verna Dozier, James Cone, Jim Wallace, Liberation Theology

I. Non-Licensed Ministries of Thanksgiving – Worshipping God:

- A. Definition: Welcome people into the Kingdom by directing their attention to God via Word, Sacrament, Song, and the Arts.
- B. Call:
 - 1. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, may discern possible calls to serve as Non-licensed Lay Ministers from among its members.
 - 2. The congregation may choose to encourage those persons to further discern their call via various coaching processes outlined below.
- C. Spiritual gifts for Thanksgiving Ministries
 - 1. Creative ability
 - 2. Faith
 - 3. Hospitality
 - 4. Service
 - 5. Prophecy
 - 6. Shepherding
 - 7. Teaching
- D. Possible areas in which to exercise Thanksgiving Ministries:
 - 1. Within the church community:
 - a. Lector
 - b. Acolyte
 - c. Music Ministry
 - d. Altar Guild
 - e. Flower Guild
 - f. Wedding Guild
 - g. Intercessory prayer
 - h. Funeral Guild
 - i. Liturgical art
 - j. Design
 - k. Planning occasions for celebration and remembrance.
 - l. Gardening
 - m. Writing
 - 2. Within the larger community:
 - a. Parenting
 - b. Gardening
 - c. Arts
 - d. Music
- E. What a Thanksgiving Minister should know:
 - 1. The purpose of corporate worship.
 - 2. The distinctiveness of worship within their community.
 - 3. The place of creativity and beauty in a Christian community.
- F. What a Thanksgiving Minister should be able to do:
 - 1. Specific skills and abilities to contribute to chosen ministry in a positive way.
 - 2. Be willing to take direction and work as part of a team.

G. Further discernment and formation possibilities:

1. Spiritual Gifts Discernment
2. Alpha program
3. Kerygma
4. Via Media
5. Additional worship resources
6. Wild Goose worship group
7. Richard Giles
8. Rearranging the Furniture

**I. Enabling Canons from the Constitution and Canons of the Episcopal Church: Licensed Ministries:
Title III Canon 4: Of Licensed Ministries**

A. *Sec. 1. (a) A confirmed communicant in good standing, or in extraordinary circumstances, subject to guidelines established by the Bishop, a communicant in good standing, may be licensed by the Ecclesiastical Authority to serve as Pastoral Leader, Worship Leader, Preacher, Eucharistic Minister, Eucharistic Visitor or Catechist.*

Requirements and guidelines for the selection, training, continuing education, and deployment of such persons and the duration of licenses shall be established by the Bishop in consultation with the Commission on Ministry.

Sec. 2. (a) The Member of the Clergy or other leader exercising oversight of the congregation or other community of faith may request the Ecclesiastical Authority with jurisdiction to license persons within that congregation or Other community of faith to exercise such ministries. The license shall be issued for a period of time to be determined under Canon III.4.1 (a) and may be renewed. The license may be revoked by the Ecclesiastical Authority upon request of or upon notice to the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

(b) In renewing the license, the Ecclesiastical Authority shall consider the performance of the ministry by the person licensed, continuing education in the licensed area, and the endorsement of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith in which the person is serving.

(c) A person licensed in any Diocese under the provisions of this Canon may serve in another congregation or other community of faith in the same or another Diocese only at the invitation of the Member of the Clergy or other leader exercising oversight, and with the consent of the Ecclesiastical Authority in whose jurisdiction the service will occur.

Sec. 3 A Pastoral Leader is a lay person authorized to exercise pastoral or administrative responsibility in a congregation under special circumstances, as defined by the Bishop.

Sec. 4 A Worship Leader is a lay person who regularly leads public worship under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Sec. 5 A Preacher is a lay person authorized to preach. Persons so authorized shall only preach in congregations under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Sec. 6 A Eucharistic Minister is a lay person authorized to administer the Consecrated Elements at a Celebration of Holy Eucharist. A Eucharistic Minister shall act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Sec. 7: A Eucharistic Visitor is a lay person authorized to take the Consecrated Elements in a timely manner following a Celebration of Holy Eucharist to members of the congregation who, by reason of illness or infirmity, were unable to be present at the Celebration. A Eucharistic Visitor should normally act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Sec. 8: A Catechist is a lay person authorized to prepare persons for Baptism, Confirmation, Reception, and the Reaffirmation of Baptismal Vows, and shall function under the direction of the

Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

- B. In accordance with the canons and the vision of the Bishop, the following guidelines are for ongoing discernment, certification and coaching of those Lay persons called to specific liturgical ministries of Thanksgiving in the Episcopal Diocese of Milwaukee.

II. Personal qualities desirable for any Licensed Minister:

- A. Demonstrates a commitment to Jesus Christ.
- B. Approaches the Christian way as a continual opportunity for growth.
- C. Lives by the Baptismal Covenant.
- D. Is a respected member of the congregation (not necessarily a long-term member).
- E. Is faithful in prayer and Bible study.
- F. Is compassionate, committed, open, interpersonally approachable, a good listener.
- G. Is faithful in worship.
- H. Is willing to be a model of Christian living (with vulnerability and humility).
- I. Understands and appreciates the ministry of all baptized persons.
- J. Is willing to serve as a member of a team and/or under appropriate supervision.
- K. Maintains appropriate boundaries

III. Licensed Ministries

- A. Pastoral Leader
 - 1. Call:
 - a. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, will discern a possible call to serve as a Pastoral Leader from among its members.
 - b. The congregation will send those persons on to further discern their call via the coaching process outlined below.
 - 2. Spiritual gifts for Pastoral Leader Ministries:
 - a. Shepherding
 - b. Mercy
 - c. Faith
 - d. Administration
 - 3. Duties:
 - a. Pastoral Leader – Leads and coordinates those pastoral care ministries of a congregation, including visiting of the sick and infirm, prayers of healing, meeting basic needs of food, transportation or companionship.
 - b. Parish Administrator – Leads and coordinates those activities that enable a Christian community to gather and function smoothly, including buildings and grounds, stewardship of the calendar, communications.
 - 4. What a Pastoral Leader should know:
 - a. Pastoral care needs of the congregation.
 - b. Administrative needs of the congregation.
 - 5. What a Pastoral Leader should be able to do:
 - a. Recruit and train volunteers to carry out pastoral care or administrative needs of a congregation.
 - b. Coordinate schedules.
 - c. Communicate
 - 6. Further discernment and formation possibilities:
 - a. Spiritual Gifts Discernment

- b. Stephen Ministry
 - c. CDI
 - 7. Certification:
 - a. Certification applications must be submitted to the Diocese by the member of the Clergy or other leader exercising oversight of the congregation or other community of faith.
 - b. Upon the recommendation of the member of the Clergy or other leader exercising oversight of the congregation or other community of faith, the Bishop's office will issue a certificate for two (2) years, renewable at Pentecost of the year of the Bishop's visitation.
- B. Worship Leader
1. Call:
 - a. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, will discern a possible call to serve as a Worship Leader from among its members.
 - b. The congregation will send those persons on to further discern their call via the coaching process outlined below.
 2. Spiritual gifts for Worship Leader Ministries:
 - a. Faith
 - b. Service
 - c. Leadership
 - d. Intercession
 3. Duties:
 - a. A Worship Leader shall publicly and regularly lead the Daily Offices of Morning Prayer, Order of Service for Noonday, Evening Prayer, and Compline.
 - b. A Worship Leader may also lead other occasional services provided in the *BCP*.
 4. What a Worship Leader should know:
 - a. General content of the Book of Common Prayer, the Bible, the Hymnal, and Church history.
 - b. How to use the lectionary in the *BCP* as well as the Revised Common Lectionary.
 - c. Where to find and how to utilize extra resources in the Book of Common Prayer such as prayers for individual use, catechism, etc.
 - d. National and Diocesan Canons and Diocesan Guidelines applying to Worship Leaders.
 - e. General content of *Lesser Feasts and Fasts* and *The Book of Occasional Services*.
 - f. How to use the *The Anglican Cycle of Prayer*.
 - g. Basics of the liturgical seasons throughout the church year.
 5. What a Worship Leader should be able to do:
 - a. Read audibly, clearly, and with focus on meaning.
 - b. Put a service together, in accordance with *BCP* rubrics.
 - c. Work with acolytes and lectors and with the customs of the congregation.
 - d. Use a public address system when appropriate and available.
 6. Further discernment and formation possibilities:
 - a. Spiritual Gifts Discernment
 - b. Formation and coaching should take place locally, but may be supplemented with regional and ecumenical resources.
 - c. Ongoing formation with feedback and coaching is expected on a regular basis.
 - d. Rectors, Vicars, Priests-in-Charge are responsible for formation and coaching of Worship Leaders. In consultation with the Bishop, other certified Worship Leaders may be trainers.
 - e. A Worship Leader is expected to participate regularly in the life of the congregation where certified.
 7. Certification:
 - a. Certification applications must be submitted to the Diocese by the member of the Clergy or other leader exercising oversight of the congregation or other community of faith.
 - b. Upon the recommendation of the member of the Clergy or other leader exercising oversight of the congregation or other community of faith, the Bishop's office will issue a certificate for two (2) years, renewable at Pentecost of the year of the Bishop's visitation.

8. Possible Resources:
 - a. Hatchett, Marion. *Commentary on the American Prayer Book*. New York: Seabury Press, 1980.
 - b. Lee, Jeffrey. *Opening the Prayer Book*. The New Church's Teaching Series. Cambridge: Cowley Publications.
 - c. Mitchell, Leonel L. *Praying Shapes Believing*. Minneapolis: Winston Press, 1985.

C. Preacher

1. Call:
 - a. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, will discern a possible call to serve as a Preacher from among its members.
 - b. The congregation will send those persons on to further discern their call via the coaching process outlined below.
2. It is expected that people called to the ministry of preaching will:
 - a. Be sure of God's love and forgiveness.
 - b. Be able to spur others to action.
 - c. Be open to God's leading in their lives and prayerful in their approach to this ministry.
 - d. Be intelligent, open-minded, and committed to lifelong learning.
 - e. Have a sense of humor about themselves and the congregation.
 - f. Have compassion for the oppressed and be tolerant of differences and diversities among people, yet not be afraid to confront in love.
 - g. Be innovative, but afraid neither of simplicity or the hard truths of the Gospel.
3. Spiritual gifts for Preaching Ministries:
 - a. Encouragement
 - b. Teaching
 - c. Leadership
4. Duties:
 - a. Preach sermons in public worship.
 - b. Deliver sermons which are usually based on the assigned Biblical texts for the day and which are relevant to the personal daily life of the congregation.
 - c. Preach on a regular basis (though not necessarily frequently).
5. What a Preacher should know:
 - a. The Holy Scriptures, contents and background.
 - b. The conduct of public worship.
 - c. Techniques of effective public speaking.
 - d. Church History
 - e. Christian Ethics and Moral Theology
 - f. The Church's Doctrine as set forth in the Creeds and An Outline of Faith, commonly called the Catechism.
 - g. Appropriate Canons.
 - h. Cultural variations and how those influence communication.
6. What a Preacher should be able to do:
 - a. Speak clearly and concisely.
 - b. Be a good listener.
 - c. Accept constructive criticism.
 - d. Demonstrate composure, confidence, and comfort in front of a group.
 - e. Be aware of, and sensitive to, group dynamics (able to respond to what is happening with people).
 - f. Know, be sensitive to, the needs of the congregation.
 - g. Be able to use the Public Address (PA) system, if there is one.
 - h. Be able to relate Holy Scriptures to contemporary life situations using appropriate illustrations.
7. Further discernment and formation possibilities:

- a. Spiritual Gifts Discernment
 - b. A Mentor will be provided, along with other training opportunities.
 - c. Local resources may be utilized (Toastmasters, speech classes at a nearby college, etc.).
 - d. Subject matter can be mastered through:
 - 1) Diocesan approved programs (Church's Teaching Series, EFM)
 - 2) Prior college courses
 - 3) Individual study
 - e. The following elements will be included in the formation of a Certified Preacher:
 - 1) Use of lectionary, BCP, and Hymnal.
 - 2) Understanding and preaching in accordance with the liturgical year.
 - 3) Ways of crafting a homily or sermon and understanding basic sermon styles.
 - 4) Use of language, including inclusiveness and God imagery/metaphors.
 - 5) How to do exegesis of a Biblical text.
 - 6) Use of voice and body language.
 - 7) Use of resources.
 - 8) Prayer and the preaching life.
 - 9) Finding one's own unique voice.
8. Possible Resources:
- a. Borg, Marcus. *Meeting Jesus Again for the First Time*. San Francisco: HarperSanFrancisco, 1995.
 - b. Borg, Marcus. *Reading The Bible Again for the First Time: Taking the Bible Seriously but not Literally*. San Francisco: HarperSanFrancisco, 2001.
 - c. *Church's Teaching Series*- highly recommended for review in various areas of competency.
 - d. Craddock, Fred. *Preaching*. Nashville, Tennessee: Abingdon Press, 1985, 1990.
 - e. Edwards, O. C. *Elements of Homiletics*. New York: Pueblo Publishing Co., 1982.
 - f. Lowry, Eugene L. *The Homiletical Plot*. Atlanta: John Knox Press, 1980; Louisville: Westminster John Knox Press, 2000.
 - g. *Proclamation*. Minneapolis: Augsburg, annual series. (Or another lectionary based annual series.)
 - h. Rohrbaugh, Richard. *Interpretation: A Guide to Understanding the Bible Today*. Pittsburgh, Pennsylvania: The Kerygma Program, 1986.
 - i. Schlafer, David. *Surviving the Sermon: A Guide to Preaching for Those Who Have to Listen*. Cambridge, Massachusetts: Cowley Publishing, 1992.
 - j. Schlafer, David. *Your Way with God's Word: Discovering Your Distinctive Preaching Voice*. Cambridge, Massachusetts: Cowley Publishing, 1995.
 - k. Taylor, Barbara Brown. *The Preaching Life*. Cambridge, Massachusetts: Cowley Publishing, 1993.

D. Eucharistic Minister

1. Call:
 - a. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, will discern a possible call to serve as a Eucharistic Minister from among its members.
 - b. The congregation will send those persons on to further discern their call via the coaching process outlined below.
2. Spiritual gifts for Eucharistic ministries:
 - a. Service
 - b. Faith
3. Duty: The duty of a Eucharistic Minister is to assist in the distribution of the elements in a Celebration of the Holy Eucharist.
4. What a Eucharistic Minister should know:
 - a. The basic content of the Book of Common Prayer.
 - b. The meaning of the Eucharist.
 - c. The structure of the Eucharistic liturgies used in the congregation where licensed.

5. What a Eucharistic Minister should be able to do:
 - a. Respond with dignity to situations that may arise during administration.
 - b. Know the names and functions of liturgical vessels, linens, and furnishings.
 - c. Know what to do with consecrated elements not used in a service.
 6. Further discernment and formation possibilities:
 - a. Spiritual Gifts Discernment
 - b. The education and training of Eucharistic Ministers may be provided by the member of the Clergy or other leader exercising oversight of the congregation or other community of faith, by a Deacon.
 7. Certification:
 - a. Certification applications must be submitted to the Diocese by the member of the Clergy or other leader exercising oversight of the congregation or other community of faith.
 - b. Upon the recommendation of the member of the Clergy or other leader exercising oversight of the congregation or other community of faith, the Bishop's office will issue a certificate for two (2) years, renewable at Pentecost of the year of the Bishop's visitation.
- E. Lay Eucharistic Visitor
1. Call:
 - a. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, will discern a possible call to serve as a Eucharistic Visitor from among its members.
 - b. The congregation will send those persons on to further discern their call via the coaching process outlined below.
 2. Spiritual gifts for Lay Eucharistic Ministries:
 - a. Mercy
 - b. Shepherding
 3. Duties:
 - a. Eucharistic Visitors may take the Consecrated Elements to persons in accordance with the above-cited Canon.
 - b. Eucharistic Visitors are to be supervised by a Deacon if there is one in the congregation, or by the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.
 - c. Once certified, the Eucharistic Visitor shall be scheduled by the Deacon, if there is one, or person exercising supervision, or other person as designated by the Deacon or person exercising supervision.
 - d. The Eucharistic Visitor shall take the consecrated elements to members of the congregation in which the Eucharistic Visitor is licensed. It is not appropriate for the Eucharistic Visitor to take the consecrated elements to persons who are not members of the congregation, unless specifically directed by the member of the Clergy or other leader exercising oversight of the congregation or other community of faith.
 - e. If the Eucharistic Visitor is unable, due to unexpected circumstances, to deliver the consecrated elements within the time frame specified above, the Eucharistic Visitor shall return the consecrated elements to the altar or to the member of the Clergy in charge by noon on the following day.
 - f. All L.E.V. are required to keep a Certificate of Safeguarding God's People current with the diocese and their parish.
 4. What a Eucharistic Visitor should know:
 - a. The basic content of the Book of Common Prayer.
 - b. The theology and meaning of the Eucharist.
 - c. The structure of the Eucharistic liturgies used in the congregation where certified.
 - d. Practical skills needed in the distribution of the elements.
 - e. The names and functions of liturgical vessels, linens, and furnishings
 - f. The nature of the church as community and the need for each member to be included in it.
 - g. The principles and concerns of ministry with the sick, the aging, and the infirm.

- h. The origin and development of Eucharistic Visitors and the relevant canons.
 - i. The history of this ministry.
 - j. The role of the Eucharistic Visitor.
5. What a Eucharistic Visitor should be able to do:
 - a. Respond with dignity to situations that may arise during administration.
 - b. Know what to do with consecrated elements not used in a service.
 - c. Effectively conduct the service for Communion under Special Circumstances in the *BCP*.
 - d. Use the lectionary.
 - e. Know and practice practical matters related to visiting a person at home or in another setting.
 - f. Know and practice basic matters of Pastoral Care.
 - g. Make a written report weekly or monthly to the supervising Deacon, or Member of the Clergy in Charge or other leader.
 - h. Maintain appropriate boundaries.
 6. Further Discernment and Formation Possibilities:
 - a. Spiritual Gifts Discernment
 - b. Eucharistic Visitors are to be trained by a Deacon.
 7. Possible Resources:
 - a. Ely, Beth Wickenberg. *A Manual for Lay Eucharistic Ministers*. Morehouse, 1991.
 8. Certification:
 - a. Certification applications must be submitted to the Diocese by the member of the Clergy or other leader exercising oversight of the congregation or other community of faith.
 - b. Upon the recommendation of the member of the Clergy or other leader exercising oversight of the congregation or other community of faith, the Bishop's office will issue a certificate for two (2) years, renewable at Pentecost of the year of the Bishop's visitation.
- F. Licensed Catechist
1. Call:
 - a. Congregations, in accordance with the guidelines for discernment of the ministry of all baptized persons in the Episcopal of Milwaukee, will discern a possible call to serve as a Catechist from among its members.
 - b. The congregation will send those persons on to further discern their call via the coaching process outlined below.
 2. Spiritual gifts for Catechist Ministries:
 - a. Teaching
 - b. Encouragement
 - c. Discernment
 3. Duties:
 - a. In addition to what is stated in the Canon cited above, a Catechist may prepare families and sponsors for infants and young children to be baptized.
 - b. May prepare children for first communion; may use sermon time on occasional Sundays to present sections of the Catechism, with appropriate commentary.
 4. What a Catechist should know:
 - a. The Holy Scriptures, contents and background.
 - b. The *Book of Common Prayer* and *The Hymnal*.
 - c. Church History
 - d. The Church's Doctrine as set forth in the Creeds and An Outline of the Faith commonly called the Catechism.
 - e. Methods of Catechesis.
 - f. The background and customs of the Diocese and Congregation or Faith Community.
 - g. The connection between Scripture and theology and everyday life.
 - h. Cultural differences and ways to teach in a sensitive and appropriate manner.
 5. What a Catechist should be able to do:
 - a. Love learning and teaching.
 - b. Recognized ability to teach.

- c. Encourage questions and sharing.
 - d. Experienced at teaching different age groups.
 - e. Proficient at organizing and presenting materials.
 - f. Finds and uses appropriate resources.
 - g. Works and functions under supervision and as a member of a team.
 - h. Adapts teaching methods to the learning styles and needs of individuals.
6. Further discernment and formation possibilities:
- a. Spiritual Gifts Discernment.
 - b. Catechists will be trained locally or regionally or in Diocesan workshops.
 - c. Safe Church Training is expected.
7. Certification:
- a. License applications must be submitted to the Diocese by the member of the Clergy or other leader exercising oversight of the congregation or other community of faith. The Bishop's office will issue a license for three (3) years. Continuing education is expected.
 - b. The license is renewable upon the recommendation of the member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

**Licensed Ministries in the Episcopal Diocese of Milwaukee
Application Form**

(Please print)

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ **E-mail:** _____

Parish/Mission: _____ **Date of Application:** _____

Applicant certification:

I hereby affirm that I am prepared to carry out ministry as a Licensed Lay _____ and will perform this ministry faithfully and to the best of my ability.

Signed: _____ *Date:* _____

Parish/Mission Certification

I hereby certify that (N) _____ is a duly baptized and confirmed communicant in good standing at (parish/mission) _____ in (city) _____ and has satisfactorily completed training for ministry as a Licensed Lay Minister (check below) as outlined by the Commission on Ministry in the Episcopal Diocese of Milwaukee.

- Pastoral Leader
- Worship Leader (Formerly called Lay Reader)
- Preacher
- Eucharistic Minister
- Eucharistic Visitor
- Catechist

(Deacon/ Rector/Vicar/Priest in Charge/Trainer)

For Diocesan Use:

Date License Granted _____ Date License Expires _____

Signed: _____

(Bishop of Milwaukee)

Aspirant: a person seeking to be ordained. Not yet nominated for Holy Orders.

Bishop: The Bishop is the chief pastor of the diocese and oversees the entire process. Each person seeking ordination does so in close contact with the Bishop and may proceed only with the Bishop's blessing and consent.

Candidate: A person who is in the second stage of testing a vocation and is usually midway in their education and formation process.

Canons: The official law of the church. There are National Canons and Diocesan Canons which govern the process of ordination.

Clinical Pastoral Education (CPE): This is practical work usually done in a hospital or some other institutional setting. The work is supervised by a certified CPE instructor. Small group work and feedback on a variety of situations is addressed. A written report is sent to the bishop on the student's strengths and weaknesses.

Clinical Pastoral Training (CPT): This is the hands-on pastoral training component of the Deacon Formation Program. Working with an institution, and under the guidance of qualified supervisors, the participants hone their pastoral skills, while working at the same time on increasing their self-awareness.

Consensus: A consensus is a general group agreement without taking a vote. Parish Ministry Discernment Committees are asked to come to a consensus about the suitability of an aspirant's call to ordained ministry.

Commission on Ministry: The COM is appointed by the Bishop to assist in discerning lay and ordained ministry and to assist the Bishop in considering and providing for the ministry needs of the Diocese, lay and ordained. Its function is advisory. The commission is made up of clergy and laity.

Ember Letter: A letter written by a postulant or candidate to their bishop at the appointed times of the year.

General Ordination Examination (GOE): A test given to all senior seminary students by the National Board of Examining Chaplains. The exams are given in January of the senior year. All seven of the required areas of competency are covered. The exams are read by anonymous readers who give comments on the answers and judge whether the answer are adequate or the student needs further work.

Jesus: The Center of the process, our life, and our ministry. It is all about Jesus.

Liaison: A person from the Commission on Ministry who assists in the formation of the parish ministry discernment committee. The person also is available to the aspirant throughout the process to clarify any issues that may arise during the process.

Ministry Discernment Weekend (MDW): time set aside with the Commission on Ministry to continue discernment from a wider perspective than the in the PMDC process. The MDW gathering serves as the Aspirant's Postulancy interview with the COM.

Nominee: A person who has been nominated by their congregation to enter the discernment process for Holy Orders.

Parish Ministry Discernment Committee (PMDC): a diverse group of individuals, at least two from the aspirant's parish and at least two from another parish, who assist the aspirant in discerning the ministry to which they are being called: lay, priest, deacon.

Postulant: A person who is in the first stage of formation.

Rector: The priest in charge of a parish. The rector's affirmation is needed as the process continues. A rector has a crucial role in the discernment process. Persons seeking ordination should be in close contact with their rector as they consider what they may be called to do.

Standing Committee: Members are elected by the Diocesan Convention. Persons seeking ordination meet with the Standing Committee from time to time. Its approval is required at various stages during the process.

Theological Education: A suitable program of theological education must be selected by the person seeking ordination in consultation with the Bishop. Enrollment in Deacon's school or seminary does not guarantee ordination.

Vestry: The governing body in a parish. A person seeking ordination receives affirmation from the vestry at various times within the process.

Vicar/Priest in Charge: Clergy person in charge of a parish who serves at the discretion of the bishop.

You: It is not about you!

Vocational Discernment

Alphonso, Herbert, et al. *Discovering Your Personal Vocation: The Search for Meaning Through Spiritual Practices*. Mahwah, NY: Paulist Press, 2001.

Countryman, L. William. *Living on the Border of the Holy – Renewing the Priesthood of All*. Harrisburg, PA: Morehouse Group, 1999.

Dewar, Francis. *Called or Collared*. London: Society for Promoting Christian Knowledge, 2002.

Farnham, Susanne G., Joseph P. Gill, R. Taylor McLean, Susan M. Ward, *Listening Hearts: Discerning Call in Community*, Morehouse Publishing, 2000

Hardy, Lee. *Fabric of this World: Inquiries into Calling, Career Choice, and the Design of Human Work*. (Eerdmans, 1990)

Palmer, Parker J., *Let Your Life Speak: Listening for the Voice of Vocation*, Jossey-Bass Publishers, 2000

Portaro, Sam. *Crossing the Jordan: Meditations on Vocation*. Cambridge, MA: Cowley Publishing/Cloister Books, 1999.

Schuurman, Douglas J., *Vocation: Discerning Our Callings in Life*, Wm. B. Eerdmans Publishing Co., 2004

Westerhoff, Caroline A. *Calling: A Song for the Baptized*. Cambridge, MA: Cowley Publishing, 1994

Willimon, William H. *Calling and Character: Virtues of the Ordained Life*. Nashville, TN: Abington Press, 2000

Priesthood of the Baptized (Lay Ministry)

Diehl, William. *The Monday Connection: On Being an Authentic Christian in a Weekday World* (Harper, 1993)

Dozier, Verna. *The Dream of God: A Call to Return* (Cowley, 1991)

Forrester, Kevin Thew. *I Have Called You Friends: An Invitation to Ministry*. New York, NY: Church Publishing, 2003.

Levoy, Gregg. *Callings: Finding and Following an Authentic Life*. New York, NY: Three Rivers Press, 1998

Schwab, A. Wayne. *When the Members are Missionaries*. Essex, NY: Member Mission Press, 2002

Vocational Diaconate

Barnett, James M. *The Diaconate: A Full and Equal Order* (Trinity, 1995)

Booty, John. *Servant Church: Diaconal Ministry and the Episcopal Church* (Morehouse, 1982)

Brown, Rosalind. *Being a Deacon Today: Exploring a Distinctive Ministry in the Church and in the World*. (Morehouse, 2005,)

Collins, John N. *Deacons and the Church*. Harrisburg, PA: Morehouse, 2002.

Platter, Ormonde. *Many Servants: An Introduction to Deacons* (Cowley, rev. ed., 2004)

Vocational Priesthood

Brown, Rosalind and Cocksworth, Christopher. *On Being a Priest Today* (Cowley, 2004)

Gallagher, Nora. *Practicing Resurrection*. New York, NY: Alfred A. Knopf, 2003

Ramsey, Michael. *The Christian Priest Today*. Rev. ed. Cambridge, MA: Cowley Publishing, 1994.

Snow, John. *The Impossible Vocation: Ministry in the Mean Time* (Cowley, 1988)

Willimon, William H. *Pastor: The Theology and Practice of Ordained Ministry*. Nashville, TN: Abington Press, 2002

General Studies

- Bell, Rob. *Velvet Elvis: Repairing the Christian Faith*, Zondervan Publishers, 2005
- Buechner, Fredrick. *Now and Then: A Memoir of Vocation*. Rev. ed. San Francisco, CA: Harper Collins, 1991.
- Bonhoeffer, Dietrich. *The Cost of Discipleship*. New York, NY: Simon and Schuster, 1959.
- Guenther, Margaret. *Holy Listening: The Art of Spiritual Direction*. Cambridge, MA: Cowley Publishing, 1992.
- Willimon, William H. *Remembering Who You Are: Baptism and the Christian Life*. Nashville, TN: Abington Press, 1980.
- Thornton, Martin. *Christian Proficiency*. Cambridge, Mass., Cowley Publications, 1988
- Miller, Donald. *Blue Like Jazz*. Nashville, TN. Thomas Nelson. 2003

New Church's Teaching Series. (Cowley Publications):

- Vol. 1 - Griffiss, James. *Anglican Vision*
- Vol. 2 - Ferlo, Roger. *Opening the Bible*
- Vol. 3 - Johnston, Michael. *Engaging the Word*
- Vol. 4 - Guenther, Margaret. *Practice of Prayer*
- Vol. 5 - Thompsett, Frederica Harris. *Living with History*
- Vol. 6 - Lyman, Rebecca. *Early Christian Traditions*
- Vol. 7 - Lee, Jeffrey. *Opening the Prayer Book*
- Vol. 8 - McIntosh, Mark. *Mysteries of Faith*
- Vol. 9 - Holmgren, Stephen. *Ethics After Easter*
- Vol. 10 - Lewis, Harold. *Christian Social Witness*
- Vol. 11 - Presler, Titus. *Horizons of Mission*
- Vol. 12 - Weil, Louis. *Theology of Worship*

Gifts Discernment

- Bugbee, Bruce and Don Cousins, *Network*, Zonderman Publishers 2005
- Edwards, Lloyd. *Discerning Your Spiritual Gifts* (Cowley, 1988)

If you have other resources or books that you would like to see added to this list, please let the President of the Commission on Ministry know!