



First Dawn Eastern Edge Regional Council Licensed Lay Worship Leader Policy



(Approved by Regional Council Executive June 25, 2020)

Preparation and Licensing

The licence of a Licensed Lay Worship Leader shall be renewed each pastoral year (July 1 to June 30) at the discretion of the region.

The region is responsible for determining whether individuals who have completed courses of study for lay worship leadership offered by Queen's College or the United Church course through United in Learning, have acquired appropriate preparation for licensing in the region.

The region has responsibility for licensing an individual as a Licensed Lay Worship Leader.

An individual is recommended for licensing, or subsequent renewal of licensing, after an interview process conducted by the appropriate committee of the "Region, including a determination of the person's understanding of the ethos and theology of The United Church of Canada".

When seeking licensing or renewal, individuals are asked to provide a letter from their home congregation's session, official board or church council affirming their membership in good standing and suitability in this role within the wider church.

The region is required to exercise due diligence by requesting to see a police records check completed within the past 6 months before granting initial license, and every 6 years subsequently.

Ongoing Support and Renewal of Licensing

The appropriate committee of the region will arrange annual meetings with Licensed Lay Worship Leaders to provide support and opportunity to discern if renewal of the license is appropriate.

A current license remains valid while a Lay Worship Leader remains a member of any pastoral charge within the region. When the Licensed Lay Worship Leader transfers membership to a pastoral charge in another region, they will not function as a Licensed Lay Worship Leader until recognized by that region. (The Manual I 1.11.5)

The appropriate committee of the region is expected to provide opportunity for Licensed Lay Worship Leaders to be engaged in ongoing learning.

Scope of Practice

Licensed Lay Worship Leaders are encouraged to assist the region in meeting the needs of all pastoral charges which are without ministry personnel. It is therefore intended that Licensed Lay Worship Leaders will circulate in the region so that a number of pastoral charges can benefit from their leadership.

The Licensed Lay Worship Leader may cover a maximum of 16 paid services per year, in one pastoral charge. In other words, the Licensed Lay Worship Leader may lead services for one complete month in a three month period in any Pastoral Charge. If asked to lead worship for more Sundays, the Licensed Lay Worship Leader is to seek the approval of the appropriate committee of the region before agreeing to do so.

In order to exercise stewardship of Licensed Lay Worship Leadership, at the time of renewal of the license, the Licensed Lay Worship Leader is asked to provide the region with a complete list of the dates and locations of services of worship led in the past year (including funerals).

When leading worship in the pastoral charge where their membership is held, it is expected that Licensed Lay Worship Leaders receive the same honorarium as any other lay member of the pastoral charge who leads worship. If an honorarium is provided to members of the pastoral charge, it is not subject to the current Salary and Allowances Schedule issued by General Council each year; it is set at the discretion of the governing body of the pastoral charge.

The pastoral charge is expected to remunerate Licensed Lay Worship Leaders in accordance with the rate, including travel, in the current Salary and Allowances Schedule issued by General Council each year. It is to be noted that this rate is a minimum. When leading worship on a multi-point pastoral charge, it is intended that the Licensed Lay Worship Leader would receive above the minimum rate.

The Licensed Lay Worship Leader is not, by virtue of the role, permitted to serve as pastoral charge supervisor or regional representative at official board/church board/church council meetings.

Although it is recognized that there is an element of pastoral care in worship leadership, the Licensed Lay Worship Leader is not, by virtue of the role, permitted to enter an ongoing relationship of pastoral care with the pastoral charge. It is expected that the Licensed Lay Worship Leader will refer any requests or requirements for pastoral care (counselling, home visitation, hospital visitation) to the called or appointed ministry personnel or the pastoral charge supervisor for follow-up.

A Licensed Lay Worship Leader may conduct a funeral. However, the conduct of funerals within a Pastoral Charge (including a funeral home located within the bounds of a pastoral charge), is to be arranged in consultation with the called or appointed ministry personnel or the supervisor of the pastoral charge.

If the Licensed Lay Worship Leader conducts a funeral, s/he must ensure that the information about the service is entered in the Burial Register of the pastoral charge.

Licensing does not include permission to preside at the sacraments or license to perform marriages.

For their own awareness and protection, Licensed Lay Worship Leaders must complete the two mandatory trainings: ***Boundaries (which include the Sexual Misconduct Policy of The United Church of Canada)*** and the Racial Justice workshop.

For more information, please contact hsandford@united-church.ca