Procedure for the licensing of Lay Ministers
in
The Diocese of Central Newfoundland

1. The candidate's name is to be presented to the Vestry (or Parish Council) for approval before proceeding with any training.

2. The rector of that parish is to contact the Chaplain of the Licensed Lay Ministers Association BEFORE training begins.

3. The candidate is required to complete a period of training prior to licensing. The course presently being used for this purpose was put together by The Rev'd Berdina Ford while she was in the role of chaplain. This course is recommended and if a rector will be using an alternative resources, the chaplain is to be informed. The rector is responsible for the training of candidates for licensing. All assignments are to be sent to the chaplain.

4. The candidate is required to study the book entitled, "This is Our Faith" by Ian Stuchbery. This book may be purchased at the Diocesan Bookroom.

5. The candidate is required to answer a number of questions based on the book. These questions are to be included with the course material.

6. The candidate is also required to answer a number of questions throughout the course. They are found on pages: 5, 11, 16, 19, 25, 36, 44, 48, & 54.

7. Once all this has been completed, the chaplain then contacts the rector; sends the application for Lay Minister's License to be completed by the candidate; sends a copy of the Service for the Commissioning of Lay Ministers in the Central Diocese.

8. The completed application form is returned to the chaplain who then forwards a written letter of recommendation to the Bishop (copy to the rector and the president of the LLM Association.)

9. In consultation with the Bishop, the rector sets the date for the Commissioning and the licensing of the Lay Minister. (It would be appropriate to advise the chaplain of the date of licensing with an invitation to attend.)

10. The parish/congregation may purchase the Lay Minister's scarf and Diocesan crests for presentation at the time of the commissioning.