

SECTION 3 - PERSONNEL

Origin: TOTP LMWS Leadership Team

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

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3.4 Lay Ministers of Word and Sacrament

3.4.1 General Requirements

A Lay Minister of Word and Sacrament (LMWS) is:

- A baptized member of the Anglican Church over the age of 18 who has been a communicant member of the parish at least two years and believes he or she has been called by God to affirm the Lordship of Jesus Christ.
- A person who, after training, is licensed by the Bishop to lead worship according to the Anglican tradition by using authorized services of the Anglican Church of Canada.
- A person who under the authority of their Parish Priest or Ministry Developer, is involved in their own parish and is motivated to serve Christ in a wider capacity as a LMWS.
- A person who by their actions and life style, demonstrates their Christian Faith as set out by the Mission Statement of the LMWS.

3.4.2 Licensing

There is one standard licence which specifies the particular function(s) to which each individual is authorized. The functions are:

- a) Officiate at Morning and Evening prayer
- b) Preach
- c) Take the reserved Sacrament to the sick and shut-in
- d) Conduct a public service of the Word with the administration of communion from the Reserved Sacrament.

An individual may be licensed to one or more functions.

3.4.3 Selection Process

Each year persons are nominated by the Incumbent to the Church Committee. The names of those persons approved are submitted to the Annual Meeting of parishioners. Following the Annual Meeting a separate application form (see Forms 5.9) for each person recommended is sent to the Bishop indicating the functions for which a license is requested.

There are two different applications:

1. For continuing Lay Ministers of Word and Sacrament who are currently licensed
2. For new Lay Ministers of Word and Sacrament.

When a licensed Lay Minister of Word and Sacrament moves to another location and a new parish, the application process begins afresh and the candidate is considered a “new” candidate – even though they have been, or currently are, licensed for ministry in another parish.

3.4.4 LMWS Requirements

All Lay Ministers of Word and Sacrament are obligated to:

- Support their Parish Priest or Ministry Developer.
- Attend each year at least one of the events held by TOTP for on-going training, i.e. TOTP LMWS Study Days and/or Equip.
- Follow the directions of the Bishop in all matters relating to preaching and teaching.
- Continue their Christian Education through reading, Bible study and attending courses.
- If licensed for preaching, attend regular lectionary Bible study and reflection times for sermon preparation.
- Work with the Parish Priest or Ministry Developer to create a learning profile based on the Theological Education for the Anglican Communion [TEAC] grid.
- Attend / Participate in the TOTP Workshop “*Creating Trustworthy Communities*”
- Complete a Criminal Record Check every three (3) years.

3.4.5 LMWS Remuneration

See Policy 2.5 – “Honorarium and Travel for Relief Ministers in the Occasional Absence of the Incumbent”

Note: For further information regarding Lay Ministers of Word and Sacrament – please refer to the LMWS Resource Manual, Revised October 2014.