

# Licensed Ministries Notebook

## Episcopal Diocese of East Tennessee

*Licensed  
Ministries  
notebook*

Launched  
Feb. 2005

Revised  
Sept. 2005



Partners in Ministry

Episcopal  
Diocese  
of East  
Tennessee



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## I. OVERVIEW

### *Ordained, Commissioned, Licensed Ministries*

By virtue of our baptism, we are all Christian ministers. The Holy Spirit authorizes and empowers every baptized person to carry on various ministries for the good of and on behalf of the congregation.\* For some Christians, this means being called to ordained ministries. But for most of us, this means we become actively involved in lay ministries. Title III, Canon 1:1 of the Church Canons states:

Each Diocese shall make provision for the affirmation and development of the ministry of all baptized persons, including:

- (a) Assistance in understanding that all baptized persons are called to minister in Christ's name, to identify their gifts with the help of the Church and to serve Christ's mission at all times and in all places.
- (b) Assistance in understanding that all baptized persons are called to sustain their ministries through commitment to life-long Christian formation.

The life and work of *ordained ministers* – deacons, priests and bishops – is described in Title III of the Church Canons.

*Commissioned ministries* is the term we use in the Diocese of East Tennessee for various ministries represented within a congregation's ministry support team (outreach ministry coordinator, education coordinator, etc) as described in the Diocese of East Tennessee Shared Ministry Notebook.

The Church also provides opportunities for certain *licensed ministries*. "A confirmed 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" (Title III, Canon 4, Sec.1(a)). Information about these licensed ministries is in this notebook.





Training and formation for Eucharistic Visitor and Eucharistic Minister typically occurs at the parish level. Occasional diocesan workshops for initial training and continuing education may be provided. Training and formation for Pastoral Leader, Worship Leader, Preacher, and Catechist are available via the ministry support team approach as described in the *Shared Ministry Notebook*.

Also, training and formation for Pastoral Leader, Worship Leader, Preacher and Catechist are available for those individuals in parishes not utilizing the ministry support team structure.. Those requests should be made to the bishop.

## II. LICENSED MINISTRIES

### A. Pastoral Care Coordinator

The pastoral care coordinator serves as coordinator of the congregation's caring ministries among members and in the local community. The pastoral care coordinator shares in identifying needs for pastoral care, responding to grief or crisis and coordinating efforts of the faith community to respond. The pastoral care coordinator is a confirmed adult communicant in good standing and functions under the direction of the member of the clergy who exercises oversight of the congregation.

#### 1. Personal qualities, history of the pastoral care coordinator:

- ◆ Able to work as a member of a ministry support team and to work collaboratively with other members of the parish and diocese for the good of the community.
- ◆ Has basic knowledge of Holy Scripture.
- ◆ Is a good listener.
- ◆ Understands necessity of confidentiality.
- ◆ Seeks and listens for significant thoughts, ideas, and feelings of the person or group.
- ◆ Articulates thoughts and ideas in a manner that is comforting, clear, and concise.

#### 2. Formation considerations prior to licensing:

- ◆ Contents and background of the Holy Scriptures (knowledge of the general historical outline and content of the Old and New Testaments).
- ◆ The ability, when presented with a case study of a human situation, to bring together the resources of scripture, tradition, and reason in fashioning a Christian, ethical, and pastoral response.
- ◆ The ability to respond to case studies in ways that show a clear understanding of the realities of the modern world.
- ◆ Understands parameters of pastoral care (as compared to counseling or therapy).
- ◆ Understands boundaries in relation to pastoral care.





**3.** Pastoral care coordinator training includes participating in the *LifeCycles* program with the ministry support team and participation in certain diocesan-sponsored core courses. Additionally, completion of the following individual-track courses is required:

- ◆ Pastoral theology.
- ◆ Pastoral practice.
- ◆ Pastoral challenges.
- ◆ Pastoral oversight.
- ◆ Spiritual care of self.
- ◆ Listening skills (covered in pastoral practice course).
- ◆ The *BCP* (with an emphasis on uses in pastoral care settings).

**4.** Recommended resources:

- ◆ *An Introduction to Pastoral Care*. Charles Gerkin, Abingdon Press, 1997.
- ◆ *Crisis Counseling*. Howard W. Stone, Augsburg Fortress Publishers, Revised Edition 1993.
- ◆ *All Our Losses, All Our Grievs: Resources for Pastoral Care*. Kenneth Mitchell and Herbert Anderson, Westminster John Knox Press, 1983.
- ◆ *How Will They Hear Us If We Don't Listen*. Ronald Johnson, Broadman and Holman Publishers, 1994.
- ◆ *Creative Ministry*. Henri J.M. Nouwen, Doubleday, 1991.
- ◆ *Caring for God's People*. Philip Culbertson, Fortress Press, 2000.
- ◆ *Teaching ...Sermons on Suffering*. Barbara Brown Taylor, Abingdon Press, 1989.

## B. Worship Leader

The worship leader is authorized to lead public worship in the absence of, and/or at the direction of, a bishop or priest, subject to direction of the Book of Common Prayer. A licensed worship leader is a confirmed adult communicant in good standing called to lead worship in the congregation.

### 1. Personal qualities, history of the worship leader:

- ◆ Ability to work as a member of a ministry support team and to work collaboratively with other members of the parish and diocese for the good of the community.
- ◆ Deep relationship with God and a personal commitment to the ministry of the church.
- ◆ A spirituality centered in public worship, as exemplified in long-term regular faithful participation in the worship of the church.
- ◆ A strong, clear, and articulate voice.
- ◆ A person who has a concern for order and details without being obsessed by minutiae.
- ◆ The ability to share the spotlight with others and not dominate when in charge.

### 2. Formation considerations prior to licensing\*:

- ◆ The text and rubrics of the *Book of Common Prayer*, with special attention to both the opportunities for and limitations on lay worship leadership.
- ◆ The underlying structure of the basic worship services of the church.
- ◆ Appropriate and inappropriate ceremonial during worship.
- ◆ “Scaling” the worship service for the particular case or occasion.
- ◆ Ability to use the lectionary accurately and easily.
- ◆ A clear picture of the church year and how it is appropriately observed.
- ◆ The ability to use the hymnal and to select appropriate hymns.
- ◆ A knowledge of copyright law as it affects modern liturgy.

\* Training and formation for Worship Leader typically occurs via the ministry support team approach as described in the *Shared Ministry Notebook*. However, at the discretion of the clergy who exercises oversight of the congregation, training and formation for this licensed ministry may also be determined and offered at the local parish level, similar to that of Eucharistic Minister and Eucharistic Visitor.





**3.** Lay worship leader training includes participating in the *LifeCycles* program with the ministry support team and participation in certain diocesan-sponsored core courses. Additionally, completion of the following individual track courses is required:

- ◆ Pertinent canons.
- ◆ Liturgy.
- ◆ *BCP*.
- ◆ *The Hymnal*.
- ◆ Use of the voice.
- ◆ An extended practicum under an experienced liturgist.

**4.** Recommended resources:

- ◆ *The Book of Common Prayer*. Church Hymnal Corporation, 1979.
- ◆ *A Commentary on the American Prayer Book*. Marion Hatchett, Seabury Press, 1981, 1995.
- ◆ *The Hymnal*, 1982. Church Hymnal Corporation, 1985.
- ◆ *Canons of the Episcopal Church*, Title II (Worship).

## C. Preacher

The preacher is authorized to preach at worship services including eucharist, daily offices, weddings, and funerals. The ministry of the preacher focuses on the study and sharing of God's word in scripture, tradition, and the social teachings of the church through the sermon. The licensed preacher is a confirmed adult communicant in good standing and functions under the direction of the member of the clergy exercising oversight of the congregation.

### 1. Personal qualities, history of the preacher:

- ◆ Ability to work as a member of a ministry support team and to work collaboratively with other members of the parish and diocese for the good of the community.
- ◆ While remaining sensitive to the diversity of attitudes, values, and conditions found within a congregation, an understanding of the centrality of the critical interpretation of Scripture to the Episcopal tradition.
- ◆ Basic knowledge of Holy Scripture and the commitment to continued study.
- ◆ Demonstrated skill in public speaking and comfort with using those skills in a public setting.
- ◆ Knowledge of the liturgy and sacramental theology of the Episcopal Church.
- ◆ Participation in the liturgical and community life of the church.

### 2. Formation considerations prior to licensing:

- ◆ Contents and background of Holy Scriptures (a knowledge of the general historical outline and content of the Old and New Testaments).
- ◆ Ability to use methods of exegesis in sermon preparation.
- ◆ Demonstrated use of the voice in conveying the message of a sermon.
- ◆ Knowledge of liturgy.

3. Preacher training includes participating in the LifeCycles program with the ministry support team and participation in certain diocesan-sponsored core courses. Additionally, completion of the following individual track courses is required:

- ◆ Methods of exegesis.
- ◆ The art of "finding one's voice" in preaching.





- ◆ The use of the prayer book and hymnal in exegesis and in the sermon.
- ◆ Work closely with a mentor and be involved in a practicum style of education.

#### 4. Recommended resources:

- ◆ *Tuesday Morning*. A quarterly exegetical resource based on the Sunday lections of the Revised Common Lectionary, published at the School of Theology, Sewanee: University of the South.
- ◆ *Preaching the Lectionary*. Reginald Fuller, The Liturgical Press, 1984.
- ◆ *Elements of Homiletic: A Method for Preparing to Preach*. O.C. Edwards, Pueblo, 1982.
- ◆ *The Preaching Life*. Barbara Brown Taylor, Cowley, 1993.
- ◆ *Preaching*. Fred B. Craddock, Abingdon Press, 1985.
- ◆ *Preaching and the Literary Forms of the Bible*. Thomas G. Long, Fortress Press, 1988.
- ◆ *Sermons That Work*. Sermons for each Sunday prepared by the Episcopal Church USA; available at <[www.episcopalchurch.org/sermons\\_that\\_work.htm](http://www.episcopalchurch.org/sermons_that_work.htm)>.

## D. Eucharistic Minister

The eucharistic minister is authorized to administer the consecrated elements at a Celebration of the Holy Eucharist. The eucharistic minister is an adult communicant in good standing and serves under the direction of a deacon, if any, or member of clergy who oversees the congregation.

### 1. Personal qualities, history of the eucharistic minister:

- ◆ Deep relationship with God and a personal commitment to the ministry of the church.
- ◆ A spirituality centered in public worship, as exemplified in long-term regular faithful participation in the worship of the church.
- ◆ An understanding of and respect for the eucharistic practices of the church.

### 2. Formation considerations prior to licensing:

- ◆ A clear understanding of the Anglican approach to the sacrament of Holy Eucharist.
- ◆ Familiarity of the role of the eucharistic minister in the liturgy and how it differs from the role of the clergy.
- ◆ Familiarity with the eucharistic liturgy, including the words and mechanics of the service, and the variety of rites and prayer options.
- ◆ Ability to administer the chalice and paten appropriately and methods of intinction.
- ◆ Awareness and sensitivity to people with special needs, such as elderly, those with disabilities, and children.
- ◆ Ability to deal with unexpected occurrences related to administering the sacraments.

### 3. Eucharistic minister training occurs at the parish level under the direction of a deacon or member of the clergy exercising oversight of the congregation. Training may include:

- ◆ Eucharistic theology.
- ◆ Baptismal and eucharistic history.
- ◆ Practice.
- ◆ Pertinent canons.





**4. Recommended resources:**

- ◆ *A Manual for Lay Eucharistic Ministers in the Episcopal Church.* Beth Wickenberg Ely, Morehouse Publishing, 1991.
- ◆ *Liturgy for Living.* Charles F. Price and Louis Weil, Harper and Row, 1979.
- ◆ *Prayer Book Rubrics Expanded.* Byron D. Stuhlman, Church Hymnal Corp., 1987.
- ◆ *The Meaning of Ritual.* Leonel Mitchell, Paulist Press, 1977.

## E. Eucharistic Visitor

The eucharistic visitor is authorized to take the consecrated elements in a timely manner following a Celebration of the Holy Eucharist to members of the congregation who, by reason of illness or infirmity, were unable to worship with the congregation. Responsibility may include conveying sermon highlights and sharing prayers with the person being visited. The eucharistic visitor may take others from the congregation on those visits, if the person being visited is willing. The eucharistic visitor is a confirmed adult communicant in good standing and serves under the direction of a deacon, if any, or a member of the clergy who oversees the congregation.

### 1. Personal qualities, history of the eucharistic visitor:

- ◆ Deep relationship with God and a personal commitment to the ministry of the church.
- ◆ Spirituality centered in public worship, as exemplified in long-term, regular, faithful participation in the worship of the church.
- ◆ An understanding of and respect for the eucharistic practices of the church.
- ◆ Prays easily with others.
- ◆ Can read aloud effectively.
- ◆ Understands necessity of confidentiality.
- ◆ Comfortable being with people who are confined by illness, injury or childbirth and can adapt to a variety of environments.

### 2. Formation considerations prior to licensing:

- ◆ General familiarity with the Book of Common Prayer.
- ◆ Elementary sacramental theology and a clear understanding of the Anglican approach to the sacrament of Holy Eucharist.
- ◆ An understanding of pastoral care in administering the sacrament and the confidentiality which often is imposed upon such a visit.
- ◆ A knowledge of when and how to report pastoral needs.
- ◆ Listening skills.
- ◆ A clear understanding of the mechanics of the administration of the elements in various settings.





- ◆ Practical aspects of transporting the consecrated elements and the disposition of and/or return of any remaining to the church.
- ◆ An ability to paraphrase sermons.
- ◆ Knowledge of the policy and procedures for dealing with accusations of sexual misbehavior.

**3.** Eucharistic visitor training occurs at the parish level under the direction of a deacon or member of clergy who oversees the congregation. Training may include:

- ◆ Eucharistic theology.
- ◆ Baptismal and eucharistic history.
- ◆ Pastoral matters.
- ◆ Pertinent canons.

**4.** Recommended resources:

- ◆ *A Manual for Lay Eucharistic Ministers in the Episcopal Church.* Beth Wickenberg Ely, Morehouse Publishing, 1991.
- ◆ *Liturgy for Living.* Charles F. Price and Louis Weil, Harper and Row, 1979.
- ◆ *Prayer Book Rubrics Expanded.* Byron D. Stuhlman, Church Hymnal Corp., 1987.
- ◆ *The Meaning of Ritual.* Leonel Mitchell, Paulist Press, 1977.

## F. Catechist

A licensed catechist is called to lead in preparing people for membership in the church and to be a teacher of teachers. The catechist is a confirmed adult communicant in good standing authorized to prepare individuals for baptism, confirmation, reception, and the reaffirmation of baptismal vows. The catechist functions under the direction of the member of the clergy who oversees the congregation.

### 1. Personal qualities, history of the licensed catechist:

- ◆ Ability to work as a member of a ministry support team and to work collaboratively with other members of the parish and diocese for the good of the community.
- ◆ While remaining sensitive to the diversity of attitudes, values, and conditions found within a congregation, show an understanding of the centrality of the critical interpretation of scripture to the Episcopal tradition.
- ◆ Deep relationship with God, a personal commitment to the mission of the church (parish and diocese), and a strong sense of calling to share in the ministry of the Word.
- ◆ Participation in Sunday eucharist and the life of the parish community.
- ◆ Ability to interact with both children and adults in a respectful and age-appropriate manner.
- ◆ Ability and willingness to learn and implement the catechetical skills necessary for different age groups.
- ◆ Evidence of a passion for learning more about such subjects as Old Testament, New Testament, church history, and theology – for example, through participating in EFM, DOCC, Disciple, or other similar programs; or through continuing education courses.
- ◆ Evidence of a passion for teaching.

### 2. Formation considerations prior to licensing:

- ◆ Contents and background of the Holy Scriptures (knowledge of the general historical outline and content of the Old and New Testaments).
- ◆ Contents and history of the Book of Common Prayer (especially the





Catechism).

- ◆ Church history (development of the early church, history and key issues of the Apostles' and Nicene Creeds, general development of Christian theology and doctrine).
- ◆ Church doctrine as set forth in the creeds and “An Outline of the Faith,” commonly called the catechism, with particular reference to baptism and communion.
- ◆ A general knowledge of the canons, polity, structure, and decision-making processes in the Episcopal Church and Anglican Communion.
- ◆ Major methods of catechesis.

**3.** Catechist training includes participating in the LifeCycles program with the ministry support team, participation in certain diocesan-sponsored core courses, and student teaching a confirmation or baptism class session in the local church or region. Additionally, completion of the following individual track courses is required:

- ◆ Preparation for Baptism.
- ◆ Preparation for Confirmation.
- ◆ Methods of Catechesis.
- ◆ Episcopal doctrine and governance.

**4.** Recommended resources:

#### **Basic Background Texts**

- ◆ *The Holy Bible*. Any of the canonically approved versions.
- ◆ *The Book of Common Prayer*. Church Hymnal Corp., 1979.
- ◆ *The Hymnal*, 1982. Church Hymnal Corporation, 1985.
- ◆ *The Book of Occasional Services*. Church Hymnal Corp., 1991.
- ◆ *Lesser Feasts and Fasts*. Church Hymnal Corp., 1991.
- ◆ *A Commentary on the American Prayer Book*. Marion Hatchett, Seabury Press, 1981, 1995.
- ◆ *The Hymnal Companion*, 2 vols. Church Hymnal Corp., 1992.

#### **Catechesis**

- ◆ *Called to Teach and Learn: A Catechetical Guide for the Episcopal Church*.

Episcopal Church Center, 1994. Available free on ECUSA Web site  
<[www.episcopalchurch.org](http://www.episcopalchurch.org)> as rich-text files.

- ◆ *The Catechumenal Process*. Church Publishing, 1988.
- ◆ *Christian Formation: A Twentieth Century Catechumenate – Leaders’ Manual and Workbook*. William Blewett and Carolyn Fouse, The Christian Formation Press, 1994.

### **Recommended Reference**

- ◆ *Anchor Bible Dictionary*. David Freedman, ed., 6 vols., Doubleday, 1992.
- ◆ *The New Church Teaching Series*. Cowley Publications, 1997-2000.
- ◆ *Total Ministry – Reclaiming the Ministry of All God’s People*. Stewart C. Zabriskie, Alban Institute, 1995.
- ◆ *In Dialogue with Scripture*. Linda L. Grenz, ed. Episcopal Church Center, 1992. Available from Episcopal Parish Services.
- ◆ *A Brief History of the Episcopal Church*. David L. Holmes, Trinity Press International, 1993.
- ◆ *Religious Education in the Small Membership Church*. Nancy Foltz, et al. Religious Education Press, 1990.
- ◆ *The Creed*. Bernard Marthaler, 1992.
- ◆ *A Theological Introduction to the Old Testament*. Bruce C. Birch, et al. Abingdon Press, 1999.
- ◆ *The Writings of the New Testament: An Interpretation*. Luke Timothy Johnson. Augsburg Fortress, 2002.
- ◆ *The Parables of Jesus*. Arland Hultgren, Eerdmans, 2002.
- ◆ *Oxford Dictionary of the Christian Church*. F. Cross and Elizabeth Livingston, eds. Oxford University Press, 1997.
- ◆ *A People Called Episcopalians: A Brief Introduction to Our Peculiar Way of Life*. John H. Westerhoff III, Morehouse Publishing, 2002.





## G. Parish Administrator

The parish administrator is a confirmed adult communicant in good standing and is authorized to exercise administrative responsibility in a congregation and serves under the direction of the clergy, as defined by the bishop. The parish administrator serves as custodian of all parochial records, administers the operation of the parish, is responsible for the completion of all reports that are required in compliance with diocesan and ECUSA canons, and manages budgeting and fiscal administration of the parish.

### 1. Personal qualities, history of the licensed parish administrator:

- ◆ Ability to work as a member of a ministry support team and to work collaboratively with other members of the parish and diocese for the good of the community.
- ◆ Ability to analyze, prioritize, plan, and pay attention to detail.
- ◆ Takes initiative with ability to lead or work in a team of volunteers or professionals.
- ◆ Establishes personal system to ensure timelines for completing tasks.
- ◆ Communicates issues and options in a rational manner including ability to convey technical issues accurately and concisely.

### 2. Formation considerations prior to licensing:

- ◆ A general understanding of aspects of parish administration and familiarization with the church's Manual of Business Methods of Church Affairs.
- ◆ A general knowledge of the canons, polity, structure, and decision-making processes in the Episcopal Church and Anglican Communion.
- ◆ A specific knowledge of the appropriate canons for parish administrators.

**3.** Parish administrator training includes participating in the LifeCycles program with the ministry support team and participation in certain diocesan sponsored core courses. Additionally, completion of the following individual track courses is required:

- ◆ Review of the Manual of Business Methods of Church Affairs, with emphasis on forms and reporting requirements, audits, insurance matters, and budgeting and fiscal administration.
- ◆ Communications.





**4. Recommended resources:**

*Manual of Business Methods in Church Affairs*, Episcopal Parish Services, 2001.

*Church Treasurer Alert!* Subscription, <[www.churchlawtoday.com](http://www.churchlawtoday.com)>.

### III. LICENSED MINISTRIES COURSES

#### A. Table of Courses for Licensed Ministries

This table shows the courses offered for the canonical licensed ministries. Specific training and courses for Eucharistic Visitors and Eucharistic Ministers are typically determined and offered at the local parish level. Training and courses for Worship Leader may also be determined and offered at the local parish level or via the ministry support team approach as illustrated below.

Individual Track Courses	Worship Leader	Catechist	Pastoral Care Coordinator	Preacher	Parish Administrator
BCP, Lesser Feasts and Fasts, Book of Occasional Services	*		*	*	
Hymnal	*			*	
Voice	*			*	
Liturgy	*			*	
Practicum for Worship Leaders	*				
Baptism Preparation		*			
Confirmation Preparation		*			
Episcopal Doctrine and Governance		*			
Methods of Catechesis		*			
Pastoral Theology			*		
Pastoral Practice			*		
Pastoral Challenges			*		
Pastoral Oversight			*		
Methods of Exegesis				*	
Practicum for Preachers				*	
Review of Manual of Business Methods					*
Communications					*

#### B. Short Descriptions of Licensed Ministry Courses

These courses are offered via the ministry support team approach as described in the Diocese of East Tennessee Shared Ministry Notebook. Eucharistic Visitor and Eucharistic Minister training and formation are offered at the parish level.





## Course Descriptions

### **Worship Leader:**

*BCP, Lesser Feasts & Fasts, Book of Occasional Services* – This course will review the basic worship materials of the Episcopal Church and their proper use.

*Hymnal* – Hymn texts are an accessible source of the theology and spirituality of the church. Worship leaders will learn how to use the authorized hymnals as part of their services. Preachers will learn how to use the authorized hymnals as part of their exegesis for preaching.

*Voice* – This course will be a practicum on the best use of the voice in leading public worship.

*Practicum for Worship Leaders* – This will be a tutorial under an experienced worship leader on the preparation of appropriate worship services for all the sorts of occasions a lay worship leader might encounter.

*Liturgy* – This course will give worship leaders a basic understanding of their role within liturgy.

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## Course Descriptions

### Catechist:

*Preparation for Baptism* – Content of baptismal teaching, Baptismal theology, understanding baptism as initiating God’s guidance, reconciliation, healing, and nurturing.

*Confirmation Preparation* – Reviews and builds on the content of the baptism class, drawing additionally from the confirmation rite; role of confirmation as deepening assurance of healing, guidance, nurture, and reconciliation.

*Episcopal Doctrine & Governance* – The church’s doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism, with particular reference to baptism and communion; a general knowledge of the canons, practice, and polity of the Episcopal Church.

*Methods of Catechesis* – Methodology of teaching baptismal theology and preparation. Presentation of three major methods of catechesis: to know (doctrinal basis); to worship (kerygmatic scripture-liturgy approach); and to love (experiential or life-situation method). Discussion of listening skills. Presentation of sample lesson plans for various groups using different methods.

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## Course Descriptions

### **Pastoral Care Coordinator:**

*BCP, Lesser Feasts & Fasts, Book of Occasional Services* – This course will examine the liturgies and special services found in these books as well as how and when it is appropriate to use them.

*Pastoral Theology* – This course will provide the theological context for the church's pastoral ministries, including a review of the biblical witness to Jesus' ministry and a review of Baptismal theology.

*Pastoral Practice* – This course will provide instruction on the skills necessary for effective pastoral ministry, including listening skills. There will be an opportunity for practice of active listening as one of the critically important areas.

*Pastoral Challenges* – This course will cover some of the more common pastoral situations, e.g. hospitalization, aging, grief, death and dying.

*Pastoral Oversight* – This course will include description of the church's system of oversight of pastoral ministries. Licensing, supervision and ethical standards will be discussed.

*Spiritual Care of Self* — This course will focus on the individual's prayer life. It will include introduction to various practices and resources to nourish one's spiritual life such as the daily office, guided meditation, centering prayer, the labyrinth, etc., that can be used by both the pastoral care provider and receiver.

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## Course Descriptions

### Preacher:

*BCP, Lesser Feasts & Fasts, Book of Occasional Services* – This course will examine the liturgies and special services found in these books as well as how and when it is appropriate to use them.

*Hymnal* – Hymn texts are an accessible source of the theology and spirituality of the church. Preachers will learn how to use the authorized hymnals as part of their exegesis for preaching. Worship leaders will learn how to use the authorized hymnals as part of their services.

*Methods of Exegesis* – This course will include techniques for preparing to write a sermon, finding appropriate resource materials, the art of crafting a sermon from exegesis to delivery, the use of “story,” and a practicum in a supervised group setting.

*Voice* – The proper use of the voice is critical to preaching. This course will concentrate on general vocal production, the specific use of the voice as it pertains to preaching, and how to adapt preaching to size of congregations as well as various liturgical situations.

*Practicum for Preachers* – As part of the curriculum, preachers will begin to develop their craft in small supervised groups which will give individuals a chance to preach as well as observe and discuss the sermons of others. Preachers will continue to develop their skill after licensing through mentor relationships and through continuing education workshops.

*Liturgy* – This course will give preachers a basic understanding of their role within the liturgy.





## Course Descriptions

### **Parish Administrator:**

*Parish Administrator Training* – Review of the Manual of Business Methods in Church Affairs with emphasis on methods and procedures for internal controls, accounting guidelines, insurance matters and business practices, budgeting, and fiscal administration, in accordance with the canons and policies of the Episcopal Church USA and the Diocese of East Tennessee. Other topics may include “Episcopal Doctrine and Governance,” “Forms and Reporting,” and “Insurance.”

*Communications* – This course explores methods of internal and external communication opportunities within the parish. Areas covered will include newsletters, bulletins, bulletin boards, newspaper, radio and TV, web sites, and email lists.

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## APPENDIX

### *The Shared Ministry Formation Committee*

For additional information regarding shared ministry, please contact any member of the committee:

**Rick Govan** is ministry development facilitator in the Episcopal Diocese of East Tennessee and may be reached at <rgovan@etdiocese.net>.

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