

Guidelines and Requirements for Pastoral Leader

Title III, Canon 4, Section 6

Next License Renewal Due By March 1, 2026

Under the direction of the Bishop, a Pastoral Leader is a lay person authorized to exercise pastoral and administrative responsibility in a congregation under special circumstances.

Discernment

Candidates considering the ministry of Catechist should initiate discussion with sponsoring clergy, spiritual directors, or other appropriate guides to discuss honestly how to test a call.

Discernment Questions

1. What has attracted me to this ministry?
2. What does the Baptismal Covenant mean to me?
3. What is ministry and what are things that I do that are ministry?
4. Am I willing to share parts of my faith journey, as appropriate with others?
5. Have I asked God whether God might be calling me to this ministry?
6. Can I tell the story of why I feel called to this ministry?
7. What gifts do I have that would be an asset for this ministry? What gifts do I bring now and what gifts do I hope to develop/grow?
8. How would I respond to someone who asked, "What is important to know about God?"
9. How have I experienced God's grace in my life?
10. Am I curious about Christian theology and the history of the Church?
11. Would I enjoy finding out what others are seeking as they connect/reconnect with the church?
12. Can I envision myself in the role of a teacher and be eager to foster a safe and respectful environment where others can learn and share?
13. What do I hope to help people understand or experience through my service as a Catechist?

Qualities of Call

- A personal sense of ministry. A person of prayer who seeks to develop their own spirituality.
- A mentor is required for the first year after licensure. The lay licensing committee can assist you find a mentor.
- Ability to analyze, prioritize, plan and pay attention to detail.
- Takes initiative in working both independently and with a group.
- Ability to complete tasks in a timely manner.
- Understands necessity of confidentiality.
- Good communication skills.
 - Listens well.
 - 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.

Background Knowledge

- A basic understanding of Holy Scripture (Old and New Testaments), church history, The Book of Common Prayer, ethics and theology (at the level of catechism and creeds).
- A college level understanding of psychology and family systems theory.
- Basic principles of spiritual development and spiritual direction.
- Familiarization with the Church's Manual of Business Methods.
- A general knowledge of the Canons, polity, structure, and decision-making process of The Episcopal Church.
- Specific knowledge of the canons of The Episcopal Church and The Diocese of West Missouri that relate to parish administration.
- A general knowledge of bookkeeping and insurance.

Skills

- Ability to effectively work in ministry teams
- Ability to facilitate and/or coordinate services to parishioners in the following circumstances:

- Counsel, comfort, and pray with persons afflicted with illnesses of all kinds and can offer the same to family and friends of the ill person.
- Aid and comfort families and individuals in issues of death and dying.
- Counsel and comfort families and individual in typical pastoral care issues including, but not limited to:
 - Life transitions
 - Children and parenting
 - Care of aging parents
 - Human relationships or their lack (loneliness)
 - Economic hardship
 - Alcoholism and substance abuse
 - Hospitalizations and other medical situations.
- Can make referral to professional caregiver when appropriate.
- Can prepare financial reports and maintain financial records in collaboration with the Parish and Diocesan Treasurers
- Can prepare the annual Parochial Report
- Can properly maintain:
 - the Service Register
 - membership records and execute letters of transfer
 - the Parish Register

Education and Training Possibilities

- Pastoral Leader Certificate Program, Bishop Kemper School of Ministry. www.bishopkemperschool.org (Preferred)
- Any educational training available through the Diocese including, but not limited to:
 - Leadership Essential presentations. This is a series of educational offerings from the Bishop's Staff.
- 1 unit from a Continuing Pastoral Education Program (CPE).
- The Center for Anglican Learning and Leadership (CALL), particularly the "A Pastoral Care Series" of online courses.
- Courses from accredited seminaries, local or through distance learning.
- Education for Ministry (EfM).

To Be Licensed

- Licenses are renewed in a set rotation every three years not based on date it was issued. This license is due for renewal by March 1, 2026.
- Completion of application located on diocesan website. [https:// diowestmo.org/lay-licensed-ministries/](https://diowestmo.org/lay-licensed-ministries/)
- Recommendation of the Finance Director/Diocesan Treasurer.
- Personal visit with the Bishop.
- Criminal background check. Contact the Human Resource Administrator and Finance Assistant (hr-finasst@diowestmo.org) for information.
- Completion of Diversity Workshop. Contact Shirley Bolden at shirleybolden772@gmail.com for information.
- At the time of licensure, the lay licensing committee will work with the licensee to find a mentor that can provide them with support and guidance as they begin this ministry.
- Safe Church, Safe Community training modules are required. Contact the Human Resource Administrator and Finance Assistant for information. (hr-finasst@diowestmo.org)

Renewal of License

- Licenses are renewed in a set rotation every three years not based on date it was issued. This license is due for renewal by March 1, 2026.
- Completion of renewal application located on diocesan website. [https:// diowestmo.org/lay-licensed-ministries/](https://diowestmo.org/lay-licensed-ministries/)

- Attach a written report that discusses how you would evaluate your ministry up to this point. Have you completed any continuing education? What is your plan for the next three years?
- Completion of Endorsements on the second page.

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.
- *Generation to Generation*. Edwin H. Friedman. The Guilford Press, 1985.
- *Manual of Business Methods in Church Affairs*. Episcopal Parish Services. 2001.
- *How Your Church Family Works: Understanding Congregations as Emotional Systems*. Peter Steinke. Alban Institute, Inc. 2006
- The Diocese of West Missouri Mentoring Guidelines.