

## **Checklists for Different Lay Preaching License Situations**

### **The Episcopal Diocese of Ohio**

All forms listed below can be found at [dohio.org](http://dohio.org).

#### **To seek a Lay Preaching License:**

- Check the diocesan calendar at [www.dohio.org](http://www.dohio.org) for the current year's Lay Preaching College dates and application deadline.
- Take a copy of the [Lay Preaching Mentor Overview](#) to your parish's priest or if you don't have one, your current Senior Warden. Make sure they read the recommendation included there and ask if they are willing to give you that recommendation.
- If they are, submit a completed [Application to Attend Lay Preaching College](#) before the deadline.
- Attend the Lay Preaching College.
- Complete the required Sermon with Lay Feedback.
- Submit a completed [Application for a Lay Preaching License](#).
- Your Sermon will be blind-read and you will receive written feedback.
- You will be notified if you will receive a license or if there is additional work to be done.

#### **To meet minimum annual requirements for your License to be renewed:**

- Check the diocesan calendar at [www.dohio.org](http://www.dohio.org) for the current year's Lay Preaching Continuing Education Trainings and/or the Lay Preaching College dates and registration deadlines.
- Attend at least one of those four offerings.
- Maintain an ongoing relationship with your Mentor.
- If you have attended at least one, your License will be automatically renewed at the first of the next calendar year. Before the end of February, you will receive an email stating whether your license has been renewed or not.

#### **To renew an expired License:**

- If it has been expired for two years or less:
  - Attend one of the Continuing Education trainings or the two-day Lay Preaching College.
  - Preach a sermon in your congregation and receive written feedback from your Mentor and at least two members of the congregation.
  - Submit an [Application to Renew an Expired Lay Preaching License](#) along with a copy of your sermon and the feedback to the Canon for Congregations.
- If it has been expired for longer than two years:
  - Go through the process to receive a new License, or contact the Canon for Congregations to discuss possible other arrangements.