



## **THE BISHOP'S INSTITUTE FOR MINISTRY AND LEADERSHIP**

### **Presents for the Episcopal Diocese of Florida**

2019 courses to prepare laypersons for the Bishop's License for

### **Lay Worship Leader (LLWL) and Lay Catechist (LLC) (January – December 2019)**

**What is a Licensed Lay Worship Leader (LLWL)?** A worship leader is a layperson that regularly leads public worship under the direction of the Member of the Clergy or other leader exercising oversight of the congregation. The LLWL must receive training and be evaluated and found competent by the Bishop, or the Bishop's designee, in the following subjects: Holy Scriptures, the Lectionary, The Book of Common Prayer and the Hymnal, Church history, worship practices, the church's doctrine set forth in the Creeds and an Outline of Faith. Skills required of a worship leader include reading scripture aloud and service planning.

**What is a Licensed Lay Catechist (LLC)?** A Catechist is a layperson authorized to prepare persons for Baptism, Confirmation, Reception, and the Reaffirmation of Baptismal Vows, and shall function under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith. The LLC must receive training and be evaluated and found competent by the Bishop, or the Bishop's designee, in the following subjects: Holy Scriptures, the Lectionary, The Book of Common Prayer, Church history, the church's doctrine set forth in the Creeds and an Outline of Faith. And the Catechism and its themes. Skills required of a catechist include lesson planning, design and delivery.

**How long is the Bishop's License valid?** Upon successful completion of the LLWL or LLC course, the person is Licensed by the Bishop for a period of 5 years and may be renewed. The license may be renewed based on the performance of the ministry by the person licensed, continuing education in the licensed area, and the endorsement of the Member of the Clergy or other leader exercising oversight of the congregation in which the person is serving.

**Time frame for these courses:** The LLWL and the LLC courses will be taught together January – November 2019 with July and August off. There is one additional class for the LLC course in December 2019.

**Where and when:** One class is held per month on a Saturday from 9.30 a.m. – 3p.m. (with lunch provided) at the Diocesan Office, 325 North Market Street, Jacksonville, 32202 in the Milam Room. These Saturday dates are: Jan. 5; March 23; April 27; May 18; June 22; Sept. 28; Oct. 26 and Nov. 23. The additional Saturday class for the LLC course is December 7<sup>th</sup>.

**How many Modules to complete for the Bishop's License?** There are eight Modules in total: Anglicanism & the Episcopal Church; The Book of Common Prayer; The Holy Scriptures: Old Testament & Apocrypha; The Holy Scriptures: The New Testament & Psalter; The Creeds; Baptism & Confirmation; the Lord's Prayer; Liturgical Year and Prayer. In addition for Catechists a module titled 'Special Session for Catechists'.

**The Tutors.** The tutors are all drawn from qualified teachers from within the Episcopal Diocese of Florida of whom the majority are ordained deacons or priests.

**Cost:** The cost per student is \$250 for the 9 (or 10) Saturdays and includes the cost of the student manual; handouts; additional printing; reimbursements for tutors' expenses; lunches and any other costs to the Bishop's Institute. Limited scholarships are available. The overall fee may be made in two installments, i.e. with a down payment of \$125 before January 5, 2019 with registration and the remainder by September 1, 2019. *NB* Prospective students might ask their Rector or Vicar for their respective church to sponsor them for the course or part of it.

**Safeguarding.** A licensed Catechist must complete and comply with the guidelines for the Safeguarding God's People and Safeguarding God's children programs. A licensed Worship Leader must complete and comply with the guidelines for the Safeguarding God's People program.

**Endorsement by the applicant's Rector, Vicar or Priest-in-Charge** is required for both the LLWL and LLC courses. The endorsing clergy person affirms that the applicant is an adult in good standing in the parish and that he or she endorses the applicant for this ministry.

**Application form.** An application form for these courses can be found at XXXX. The completed application for is to be submitted to **The Rector, Bishop's Institute for Ministry and Leadership** via: [sengemann@diocese.fl.org](mailto:sengemann@diocese.fl.org) or by mail addressed to: Mrs. Sue Engemann, Assistant to the Canon Theologian, Episcopal Diocese of Florida, 325 N. Market Street, Jacksonville, Florida 32202.

**Application deadline. All applications for either course should be received by Mrs. Engemann by December 22, 2018 for enrollment in the 2019 program.**

**Further questions.** If the applicant or the applicant's clergy should have further questions, please do not hesitate to contact either Mrs. Engemann (email listed above) or the Rev. Canon Douglas Dupree: [ddupree@diocesefl.org](mailto:ddupree@diocesefl.org) or either by telephone: 904- 325- 1328.