



THE DIOCESE OF QU'APPELLE  
*The Anglican Church of Canada*



**Licensed Lay Minister  
(Reader)  
*Ministry Manual***



**MINISTRY**  
equip • support • encourage

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## **Message from the Bishop of Qu'Appelle**

### *The Right Reverend Helen Kennedy*

The ministry of Readers (Licensed Lay Ministers) complements and enriches the witness of both clergy and laity, strengthening the life of our Church through the gifts and leadership of those called to serve in this ministry.

In a diocese such as ours—spanning vibrant urban centres and many faithful rural and multi-point parishes—the ministry of Diocesan Readers is a vital resource. **Locally rooted yet regionally deployable**, these leaders will help ensure that worship, teaching, and pastoral care continue to flourish across our communities.



Diocesan Readers will be licensed to lead non-sacramental worship, including Morning and Evening Prayer and Compline. They assist clergy in their parishes or areas and share in a ministry of preaching and teaching. Some Readers may take on administrative or pastoral responsibilities, including officiating at funerals and offering care to the bereaved and others in need.

The privilege of leading God's people in worship and proclaiming the Word of God is both a joy and a sacred trust. Those who offer themselves for this ministry do so with hearts attuned to the Good News of Jesus Christ—serving with humility, compassion, and a deep sense of call.

In recognition of the responsibility entrusted to them, all Diocesan Readers will participate in the education and training outlined in this manual. This includes the three-year license renewal process and the required screening and formation components designed to sustain faithful and effective ministry.

I commend this ministry and this manual to you with my prayers and blessing.

May those who serve as Diocesan Readers help us all to grow more deeply into our shared vocation: **to know Christ and to make Christ known.**

+  
*Helen*

**Bishop of Qu'Appelle**

## INTRODUCTION

### What is a Reader / Licensed Lay Minister?

Readers (or Licensed Lay Ministers) are communicant members of the Anglican Church of Canada drawn from a wide variety of occupations and backgrounds. Readers/LLMs form an important resource in helping the church proclaim the gospel, not just by word, but by their actions in living out the Word through secular experience in serving the needs of the community and individuals within it.

Generally, Reader/LLM ministry tends to be leading worship and preaching. For others, a specific focus to their ministry may be discerned.

Readers/LLMs are more than volunteers due to their unique position in holding the Bishop's licence in order to carry out their ministry. This means that it is an essential part of the role of Reader/LLM to continue to engage with ongoing professional development and training in order to support their ministry.

Readers/LLMs go through a discernment process which is integral to the 'testing' and validation of a perceived call. In the Church, a call is not only sensed by an individual but is worked through in collaboration with others. This is a shared journey of discernment which all candidates for ministry (whether lay ministry or ordained ministry) must embark upon.

Lay Readers/LLMs are more than volunteers due to their unique position in holding the Bishop's **license** because of the level of responsibility, commitment and training which this form of ministry requires.

## Requirements for all Readers/LLMs

- ✓ Be a faithful, **baptized and confirmed** member of the Anglican Church of Canada, **and of at least one year's good standing.**
- ✓ Be a **regular Communicant**
- ✓ Be at least **18 years** of age
- ✓ An understanding of oneself as a **Christian role model.**
- ✓ An **understanding and appreciation of Anglican worship** and practice.
- ✓ Genuine **compassion and respect for all persons.**
- ✓ The ability to exercise **good judgment** and **maintain appropriate personal boundaries**
- ✓ The **ability to work in a team environment** and willingness to support and **enable the ministries of others.**
- ✓ Commitment to **ongoing learning.**
- ✓ Be **computer literate** (at least able to send and receive emails and use the internet for training through tools such as Zoom and Teams)

## *Six qualities looked for in potential Readers / LLMs*

### **1. Call to Ministry**

An individual must have a personal sense of calling and commitment to Christ, desiring to share the Gospel and deepen their understanding of public ministry.

### **2. Deep, mature, active faith**

Is a regular communicant with a well-rounded spirituality, rooted in daily prayer and the study of scripture.

### **3. Strong communication skills**

Be an effective communicator and able to articulate their faith and theological understanding in a way that is accessible to their congregation and community.

### **4. Pastoral sensitivity and compassion**

The role involves pastoral care, such as visiting the sick or bereaved, requiring a compassionate nature, the ability to relate to people, and an understanding of confidentiality and professional standards of behaviour.

### **5. Wisdom, integrity, and self-awareness**

Be able to demonstrate maturity, integrity, and ethical leadership. They need self-awareness to maintain a healthy balance between ministry, family, and work life, and to work collaboratively within a ministry team.

### **6. Potential, and willingness to learn**

To be a life-long learner, willing to reflect and read appropriately.

## SENSING A CALL TO READER MINISTRY....



### The Discernment Process – *an overview*

You should be growing in discipleship, getting involved in mission and ministry, reading, listening, discussing, learning, praying, and testing and growing your gifts.

The discernment process begins with a conversation with your local clergy or archdeacon. When the time is right, he/she may recommend you to the Warden of Readers and Director of Ministry Development for a further conversation. At this point, an **Application Form** is completed, and references are obtained.

You may be invited to attend a Discernment Day, take part in the “Called: Ministry and Me” 4-session course, and meet with the Bishop. You will reflect over several months, with the Warden of Readers on how you are inhabiting the **Six Qualities**

You attend a **Selection Day** where you will complete a task (Eg lead a short act of worship), share in a series of conversations, and have the opportunity to meet other Readers from across the diocese, and have a 60 minute interview with the Warden of Readers, Director of Ministry Development, and an experienced Reader. A recommendation is made to the Bishop who makes the final decision on whether to proceed.

You will embark upon recommended training. Once successfully completed, a recommendation is written by the Warden of Readers / Director of Ministry Development. This is sent to the Bishop. You will have a further conversation with the Bishop and Warden of Readers and Director of Ministry Development. At this point, a decision is made concerning licensing.

**The completion of required training is not a guarantee of licensing.**

# TRAINING AND INITIAL FORMATION

## Training Required

The Warden of Readers and the Director of Ministry Development in consultation with the Bishop will determine the training requirements for Diocesan Readers. Current requirements are contained in this manual. Successful completion of the training requirements is a prerequisite to be commissioned as a Diocesan Reader.

## Parish Preparation

While Reader Ministry is an ancient one, some (perhaps many) parishioners are not familiar with it and some degree of confusion can be expected. Reader ministry is not an ordered ministry in the sense that the offices of bishop, priest and deacon and is not intended to be a substitute for any of those ministries. It is a commissioned ministry designed to serve the local parish and beyond. The Warden of Readers and the Director of Ministry Development will work directly with the clergy and wardens of parishes in which there is a Reader Ministry to ensure that the local parish understands the role of the Diocesan Reader and provides the appropriate support to the individual(s) engaged in that particular ministry.

Some of those preparing for Reader/LLM ministry may have already completed some training in other areas/topics. Please list those training experiences / courses below:

Course Title / experience	Description of course / experience	Duration	Date completed

## Equivalency of Training

The Warden of Readers in consultation with the Director of Ministry Development may waive or reduce certain training requirements depending on the individual's previous training and experience.

# THE CURRICULUM

Training for Reader/LLM ministry covers a wide range of topics. Training sessions are usually delivered via Zoom and/or in-person sessions. These may be evening or whole day courses.

These may include (but are not limited to):

## PATHWAY 1:

- **Course 1-001** **Mapping the Parish and the Local Context**
- **Course 1-002** **The Anglican Way (Canadian perspective) + liturgy**
- **Course 1-003** **Biblical Foundations and Interpretation**
- **Course 1-004** **Worship planning / leading (BAS / BCP etc) & Music**

*+ Learning Journal*

## PATHWAY 2:

- **Course 2-001** **Intro to preaching: Homiletics**
- **Course 3-002** **Doctrinal and Spiritual Formation**
- **Course 4-003** **Pastoral Care**
- **Course 5-004** **What is Mission?**

*+ Indigenous awareness*

## PATHWAY 3:

- **Course 3-001** **Understanding Discipleship and Discipling**
- **Course 3-002** **Leadership Skills and Personal Awareness**
- **Course 3-003** **Diocesan Integration**
- **Course 3-004** **Designing and leading a workshop / day retreat**

*+ Safe Church training*

Alongside these modules / courses, candidates are encouraged to keep a learning journal of reflections as they progress through the pathways. This will involve developing skills in theological reflection and reflective practice



## **Reader Ministry Covenant**

The ministry of every Reader will find a particular expression based on the unique nature and gifts of the individual as well as those of the parish community. This will be true even when two or more readers belong to the same parish community.

The Warden of Readers in consultation with the Director of Ministry Development will work with the Reader and the parish clergy and wardens to develop a Reader Ministry Covenant. The covenant - which shall be in effect for three years - shall include but need not be limited to the following items:

- ✓ Liturgical role of the Reader within the parish
- ✓ Non-liturgical role of Reader within parish such as teaching, visiting, pastoral care or administration
- ✓ Reader's diocesan ministry
- ✓ Approach to conflict resolution
- ✓ Supervision
- ✓ Support structures

**An example of a Ministry Covenant can be found in the appendices to this Manual.**

## **Record Keeping**

Readers are expected to keep a full record of their own personal academic and spiritual advancement, including lists of recommended books read, hands-on experience, participation in workshops and courses and assignments completed.

## **Commissioning**

Only the Bishop may commission Readers/LLMs. Readers/LLMs hold their licenses at the Bishop's discretion and the license can be revoked at any time by the Bishop.

The Bishop at his or her discretion sets the date of a commission service which takes place at the Cathedral as a visual sign that while Reader Ministry normally finds its primary expression in the local parish it is a **diocesan** ministry.

## **Licence Renewal Process**

### **Renewal**

The normal term of the Diocesan Reader License is for 3 years, renewable for additional 3-year terms. Three months prior to the expiration of the license, the Warden of Readers and the Director of Ministry Development will collaborate in conducting a **ministry review**. This review is to include the Reader, the clergy responsible for the parish, and the wardens of the parish. Based on the review the Warden to Readers will make a recommendation to the Bishop as to whether or not to issue a new license.

There should be some form of recognition made in the parish upon the renewal of the Diocesan Reader's License. This may take the form of an announcement at the Annual Meeting, a Vestry Meeting or other suitable forum.

Diocesan Readers whose licenses are being renewed will be expected to participate in the next Commissioning service to renew their promises.

### **Other matters**

#### **Diocesan Readers' Vestments**

The required liturgical dress for a Diocesan Reader participating in any liturgical event is cassock and surplice with a blue preaching scarf (tippet). At sacramental liturgies (Eucharist, Baptism), a cassock alb and blue scarf may be worn. Grants may be available to assist with the purchase of robes.

#### **Reimbursement**

There is no compensation for work done within the parish but the Reader can expect to be reimbursed for authorized out of pocket expenses. In the case of funerals within the parish, the same practice applies as if clergy were officiating. Services outside the parish will be compensated at current diocesan standards.

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## APPENDIX A

### Application Form



## LICENSED LAY MINISTRY (Reader)

### Application Form

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THE DIOCESE OF QU'APPELLE  
*Anglican Church of Canada*

Thank you for taking this step and following up on your sense of calling to Licensed Lay Ministry (Reader). Completing this form is the first step in the discernment process. Your calling will be discerned initially in your parish, and then within the Diocese. It will conclude with a diocesan panel interview. This panel will make a recommendation to the Bishop, and she will then decide whether you will enter training for this ministry.

**Core qualities** looked for at assessment for LLMs (Readers) are:

- *call to ministry*
- *deep, mature, and active faith*
- *strong communication skills*
- *pastoral sensitivity and compassion*
- *wisdom, integrity, and self-awareness*
- *potential, and willingness to learn*

If you feel ready, please complete this application form and return it to the Warden of Readers.

## APPLICATION

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**Full name:**

**Title (Mr/Mrs/Ms/Dr/etc):**

**Address:**

**Phone:**

**Mobile:**

**Email:**

**Date of Birth:**

**Date and Place of Baptism:**

**Date and Place of Confirmation:**

**Your present home Church:**

Attach a passport  
style photograph

**1. Explain why you feel called to the ministry of an LLM (Reader)**

*(You may find it helpful to refer to the 'qualities' looked for – see above)*

**2. Which year did you start worshipping at your present church?**

**3. List your current activities, duties and commitments at your church.**

**4. Give details of your present and recent employment over the last 10 years (or provide a CV/Resume).**

**5. List your current activities and commitments in the wider community.**

**6. Give details of your education and any work related or professional qualifications.**

**7. Have you previously applied for selection and training for any ministry in either this church or another, in this or any other diocese? If so, give details of the dates of any such applications and the outcome of any selection process.**

**8. Your spiritual autobiography / faith journey**

*A spiritual autobiography is a description of the development of your spiritual and / or religious life. Include, for example, the faith heritage into which you were born and describe any subsequent, personal conversions, religious experiences, and significant persons and events that have impacted, or continue to impact your spiritual growth and development.*

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*Send all completed documentation to:*

**The Rev'd Dr Jonathan N Bauer**

Diocese of Qu'Appelle

1501 College Ave.

Regina, SK. S4P 1B8

If you have any questions about this form, please contact Jonathan at [dmdab@quappelle.anglican.ca](mailto:dmdab@quappelle.anglican.ca)  
or phone (306) 522 3103

## REFERENCES

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Your priest / area clergy will be asked for a reference. Please give the names and addresses of **two other people** – neither of whom should be a relative – to whom reference may be made in support of your application. One referee should be a member of your parish, but not a member of staff. The other referee should know you well and be able to provide a current reference, but not be a member of your parish.

1.

**Full name:**

*Relationship to you:*

**Title (Mr/Mrs/Ms/Dr/etc):**

**Address:**

**Phone:**

**Email:**

2.

**Full name:**

*Relationship to you:*

**Title (Mr/Mrs/Ms/Dr/etc):**

**Address:**

**Phone:**

**Email:**

APPLICANT'S SIGNATURE

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Date \_\_\_\_\_

## APPENDIX B

### Information about the skills and experience the diocese looks for when considering people for training as Readers / LLMs

Skills and Experience	Details
<b>CHRISTIAN TRADITION, FAITH AND DISCIPLESHIP</b>	<p><b>Inquirers desire to learn from Scripture, tradition and the development of Christian thought.</b></p> <p><b>They...</b></p> <ul style="list-style-type: none"><li>• have the potential for and desire to undertake structured and independent study and an openness to new ideas</li><li>• have an understanding of, and commitment to the key beliefs of the Church as expressed in the Scriptures and the creeds</li></ul>
<b>MISSION AND EVANGELISM</b>	<p><b>Inquirers have a personal commitment to Christ.</b></p> <p><b>They...</b></p> <ul style="list-style-type: none"><li>• have an enthusiasm and capacity to share the good news of the kingdom of God naturally and effectively</li><li>• show the potential for expressing themselves well in communicating the good news, in conversation and in writing</li></ul>
<b>SPIRITUALITY AND WORSHIP</b>	<p><b>Inquirers desire to grow closer to God through worship, prayer, Bible reading, study and reflection.</b></p> <p><b>They...</b></p> <ul style="list-style-type: none"><li>• are open to exploring different expressions of the disciplines of faith and spirituality</li></ul>
<b>PRESONALITY AND CHARACTER</b>	<p><b>Inquirers have personal integrity, are self-aware and emotionally stable.</b></p> <p><b>They...</b></p> <ul style="list-style-type: none"><li>• are motivated by God's love for people</li><li>• are seen as stable and trustworthy by others</li><li>• are able to recognise their gifts, strengths and weaknesses and to receive feedback in constructive ways</li></ul>

<p><b>RELATIONSHIPS AND COMMUNITY</b></p>	<p><b>Inquirers are trustworthy, honest, approachable and faithful members of the body of Christ. They ...</b></p> <ul style="list-style-type: none"> <li>• form, develop and maintain healthy relationships</li> <li>• interact well with a variety of people</li> <li>• have good listening and empathetic skills</li> </ul>
<p><b>COLLABORATION AND SHARED LEADERSHIP</b></p>	<p><b>Inquirers see collaboration as a hallmark of their membership of the body of Christ.</b></p>
	<p><b>They...</b></p> <ul style="list-style-type: none"> <li>• are able to work with a variety of different types of people</li> <li>• have the potential to lead</li> <li>• are able to engage with change in a flexible way</li> <li>• are able to disagree with others while valuing and respecting them as member of the body of Christ</li> </ul>
<p><b>VOCATION AND MINISTRY WITHIN THE CHURCH</b></p>	<p><b>Inquirers have a sense of call to lay ministry motivated by a desire to serve.</b></p>
	<p><b>They...</b></p> <ul style="list-style-type: none"> <li>• are able to articulate a call to licensed lay ministry as a Reader that is recognised and affirmed by others.</li> <li>• appreciate the significance of Scripture, tradition and reason in the Anglican Church</li> <li>• are aware of the diversity of approaches to belief and practice within the Anglican church</li> <li>• are prepared to be obedient to the authority of the Bishop/church</li> </ul>
<p><b>ON-GOING FORMATION</b></p>	<p><b>Candidates are willing to commit to learning and formation.</b></p>
	<p><b>They...</b></p> <ul style="list-style-type: none"> <li>• are lifelong learners</li> <li>• are able to make connections between experience and the Christian tradition.</li> </ul>

## APPENDIX C

### EXAMPLE MINISTRY COVENANT

#### Diocese of Qu'Appelle

##### Preamble

This Ministry Covenant expresses a shared understanding between the **Reader**, the **local clergy / archdeacon**, and the **Parish** regarding the ministry entrusted to the Reader. It is grounded in mutual respect, prayerful collaboration, and a shared commitment to the mission of God as expressed through the Anglican Church of Canada. **FACILITATED BY WARDEN OF READERS**

The ministry of a Reader is a ministry of **Word, worship, and service**, exercised under the authority of the Bishop and in collaboration with clergy and lay leaders for the building up of Christ's Body, the Church.

NAME \_\_\_\_\_

Parish \_\_\_\_\_

Overseeing priest \_\_\_\_\_

Date of first licensing \_\_\_\_\_

#### I. Liturgical Role of the Reader within the Parish

The Reader is licensed by the Bishop to assist in leading the worship of the Church and to proclaim the Gospel through teaching and preaching.

In this parish, the Reader will:

- Lead non-sacramental worship services (Morning Prayer, Evening Prayer, Compline) as requested by the local clergy or archdeacon
- Preach on occasions as agreed
- Read Scripture, lead prayers, assist in public worship, and support the congregation in the development of lay leadership in worship.
- Assist in training and mentoring other lay worship leaders as appropriate.

*Here are recorded the specific details of the above:*

## 2. Non-Liturgical Role of the Reader within the Parish

Recognizing that the ministry of the Church extends beyond the liturgy, the Reader will also engage in ministries of service and presence in the wider life of the parish.

This may include:

- **Teaching:** Supporting Bible study, Christian education, or small group ministry.
- **Pastoral Care:** Visiting parishioners, offering encouragement, and responding with compassion to those in need.
- **Community Presence:** Participating in outreach and engagement with the local community.
- **Administration:** Assisting the clergy or wardens with parish communications, planning, or organization as appropriate.

All such ministries are exercised collaboratively with the clergy, wardens, and parish leadership.

*Here are recorded the specific details of the above:*

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## 3. Reader's Diocesan Ministry

The Reader is a minister of the wider Church and participates in the life of the **Diocese of Qu'Appelle**.

The Reader will:

- Maintain an active connection with the Qu'Appelle School for Mission and Ministry or other ongoing formation programs.
- Attend diocesan gatherings for Readers and other lay ministers.
- Offer to serve regionally when requested by the Bishop or Archdeacon, as gifts and availability allow.
- Contribute to the shared mission of the Diocese through prayer, participation, and witness.
- Be willing, at the Bishop's request, to exercise a ministry on behalf of the whole diocese and in collaboration with other Readers

*Here are recorded the specific details of the above:*

#### **4. Approach to Conflict Resolution**

Christian ministry is grounded in love, mutual respect, and open communication. Should conflict arise, we commit to addressing it directly and prayerfully, seeking understanding and reconciliation.

- The Reader will first bring concerns to the local / supervising clergy.
- If further assistance is needed, the matter may be referred to the Archdeacon or the Bishop's Office.
- All parties will engage in dialogue guided by the principles of transparency, confidentiality, and grace.

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#### **5. Supervision**

The Reader's ministry is exercised under the Bishop's license and in collaboration with the local clergy and parish leadership.

*The Reader agrees to:*

- Report regularly to the local / overseeing clergy regarding ministry activities.
- Participate in an annual ministry review or reflection with the local clergy / archdeacon (or appointed supervisor).
- Maintain compliance with diocesan expectations regarding Safe Church, screening, and continuing education.

*The Clergy (and / or archdeacon) and Wardens agree to:*

- Provide encouragement, feedback, and opportunities for growth.
- Support the Reader's ministry through prayer, inclusion, and pastoral care.

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#### **6. Support Structures for the Reader**

To ensure a healthy and sustainable ministry, the following supports will be in place:

- **Spiritual Support:** The Reader will maintain a regular pattern of prayer, worship, and spiritual direction.
- **Pastoral Support:** Local (or designated clergy) will offer pastoral guidance and ongoing mentoring.
- **Peer Support:** Participation in diocesan gatherings, retreats, and mutual support groups for Readers.
- **Continuing Education:** Ongoing formation through diocesan or regional training events, workshops, or courses.

Here are recorded the specific details of the above:

## **7. Term and Renewal**

This covenant shall be reviewed annually and renewed as part of the three-year Reader licensing cycle, or at the discretion of the Bishop. Amendments may be made at any time through mutual agreement.

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### **Signatures**

**Reader:** \_\_\_\_\_ Date: \_\_\_\_\_

**Supervising Clergy:** \_\_\_\_\_ Date: \_\_\_\_\_

**Warden of Readers** \_\_\_\_\_ Date: \_\_\_\_\_

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### **Prayer of Commitment**

Almighty God,  
you have called us into one Body and given us many gifts for ministry.  
Bless this covenant, and strengthen your servant N. in the ministry of a Reader.  
May this partnership bear fruit in faith, hope, and love,  
for the building up of your Church and the glory of your Name;  
through Jesus Christ our Lord.

**Amen.**

## APPENDIX D

### **Licence Record Page**

On this page, maintain a record of the various lay reader licences that are granted to you. Remember that your licence is valid for a maximum of THREE years.

A request for renewal is to be submitted by your local clergy / archdeacon when required.

Your training level remains the same, but you require a new licence for a new situation.

You require a new licence in any of the following situations:

- on the consecration of a new Bishop
- on the installation of a new Rector or priest-in-charge in your Parish
- you move to a new Parish

Date	Licence #	Bishop	Priest	Parish