

November 2018

Dear Brothers and Sisters in Christ:

The end of the liturgical year will soon be upon us, and now is the time to attend to the licensing of lay ministers. I want to help you recognize and affirm the people who serve in these important ministries and want each of them to receive a license.

The following information will help you submit license applications:

- Licenses for the following ministries: *Worship Leader*, *Eucharistic Minister* and *Eucharistic Visitor* are issued for a period of three years (Advent I 2018 to Advent I 2021). Training for the ministries of Worship Leader, Eucharistic Visitor and Eucharistic Minister is to be led by the Priest-in-Charge or Deacon. If you have questions, please feel free to be in touch with the Rev. Canon Michael Ambler or my Executive Assistant, Barbara Martin. All application forms must be signed by the Priest-in-Charge (or the Senior Warden in absence of a Priest-in-Charge).
- Please *do not* renew licenses that have not yet expired. Incomplete applications will not be accepted.
- Licenses for the ministry of *Preacher* are issued for the calendar year 2019. Training and a complete application are required. The Priest-in-Charge must sign the application form. Please submit applications before 28 February 2019. Note that there is not an electronic version of this form.
- Recent (within four years) Safe Church training is now required for all lay ministers.
 - [Safe Church training](#) has been updated and is now in two required parts.
 - “**Part A**” is the system we’ve been using for the past several years. The certificate is issued from “Praesidium”.
 - “**Part B**” is the state’s online course on Mandated Reporting. The certificate is issued by “State of Maine”.
- The current list of licensed persons from your congregation (with end-term date) is included with this letter.





- Applications for Lay Licensing (except for that of Preacher) are available online <https://EpiscopalMaine.formstack.com/forms/laylicensing> Paper applications are available upon request to Teresa Pinney (tpinney@episcopalmaine.org).
- Lay Licensing Guidelines, FAQs and relevant Canons (III.4) are posted on our website, under "Lay Licensing".
- The "Application for License to Preach" form is for preachers and contains additional application details. For people who have been previously licensed to preach, it is not necessary to repeat the entire application process. A short note reflecting on their ministry, and an example of a recent sermon or homily, is sufficient. There is no online version for this application. Please send completed applications to Barbara Martin (bmartin@episcopalmaine.org).
- To request licenses in more than one category for the same person, please apply separately for each one. The congregation will receive a certificate for each person in each area of ministry. *Please keep the original licenses, along with all Safe Church certificates, in a secure place in your parish office.* If individuals would like a copy of their license, please feel free to make a photocopy.
- Clergy should expect that from now on, the records I will review during an episcopal Visitation will include records of Safe Church compliance.
- If you have questions or concerns, please do not hesitate to contact my office. Barbara Martin (bmartin@episcopalmaine.org or 772-1953 x 125) will be happy to help.

A word about the timeline: the application process for the current licensing season opens with your receipt of this packet, and in order to accommodate the change in Safe Church requirements, is extended to **28 February 2019**. After your application is processed, certificates will be sent. If you find an error on a certificate, please return it with corrections and without hesitation, and the license will be re-issued.

I know we are entering a very busy time and thank you in advance for your attention to completing this important task.

Faithfully,

The Rt. Rev. Stephen T. Lane
Bishop of Maine