

- Comply with current diocesan policies and practices regarding confidentiality and privacy
- When requested, he or she may serve in a parish other than their own with the approval of the Incumbent of their own parish and the Incumbent (or person whom the bishop has placed in charge) of the other parish (Canon 4.11)



Conditions and terms of service:

- The Incumbent will negotiate with the Lay Reader to determine nature and frequency of their responsibilities in assisting in or conducting services and define the method of scheduling such services (including which liturgies and services the lay reader will be asked to participate in; and which roles they will play in these services; etc.).
- Similar negotiations will take place regarding any administrative support responsibilities which the Lay Reader will be asked to perform.
- These to be expressed in the form of a written agreement.
- An annual performance review conducted by the Incumbent.
- The specifications, responsibilities, and activities of the ministry will be reviewed at least annually and changes will be initiated as needed.
- There shall be no remuneration for service within their parish.
- However, there will be adequate reimbursement for expenses. Parishes may recognize workload above that normally expected of a volunteer.
- When a Licensed Lay Reader is called upon to provide Sunday or weekday services in another parish, where the Incumbent is on vacation, absent or the incumbency is vacant he or she will receive an established fee for supply ministry and appropriate travel

Position Risk Assessment:

- High

Licensed Lay Reader Ministry Description

Diocese of Ottawa

Purpose of the position:

- As worship leaders, Licensed Lay Readers serve the church by assisting in and/or conducting services of public worship on a regular basis under the direction of the Incumbent, including preaching.
- conducting services or assisting in hospitals and nursing homes
- related administrative responsibilities such as preparing a roster of readers or intercessors

Benefits and Opportunities:

- grow personally and spiritually through service to others through the local church
- greater involvement in the life of their parish and opportunity to develop and strengthen relationships with parish members
- work closely with clergy and develop a strong collegial relationship with them

Population(s) served:

- Primarily, the people of the parish of which the lay reader is a member.
- a Lay Reader may serve in a parish other than their own or undertake duties elsewhere (e.g. hospital, nursing home, correctional facility or school) with the approval of their own Incumbent and the person in charge of the other parish or facility (See Canon 4.11).

Duties & Responsibilities:

Lay Readers assist in services of public worship by:

- in the presence of a priest, conducting parts of the church worship service not required to be performed by a priest.
- in the absence of a priest, conducting an entire service of The Word (e.g. Morning Prayer, Evening Prayer, Compline, etc.).
- preaching or reading a sermon.
- assisting at baptisms, weddings and funerals when requested to do so.
- officiating at services outside their own parish with the approval of their Incumbent (See Canon 4, 11).

Lay Readers will meet regularly with the Incumbent to:

- assist in planning special services
- schedule their own involvement and clarify duties and expectations
- receive guidance and direction

Skills Required:

- Deep faith in Jesus Christ and a commitment to living out their own baptismal ministry in their daily life.
- Personal commitment to developing their spiritual life, including worship, prayer, study and action as well as a commitment to ongoing personal development.
- Compassion and respect for all persons.
- Understanding of oneself as a Christian role model.
- The ability to exercise good judgement and maintain appropriate personal boundaries
- An understanding and appreciation of Anglican worship.
- The ability to work in a team environment and willingness to support and enable the liturgical ministries of other members of their parish who may serve as lectors (public readers of scripture), intercessors, servers etc.

Qualifications needed:

- Be a faithful, baptized and confirmed member in full communion of the Anglican Church of Canada (Canon 4.11) or the ELCIC, of at least 2 years standing.
- Be a regular Communicant and of the full age of 18 years and not in Holy Orders

- The recommendation of his or her Incumbent and the Churchwardens of the Parish of which he or she is a member as to their “character and fitness to perform the office of Lay Reader”(Canon 4.11, By-Law 43.5)
- Completion of the requirements of the Diocese of Ottawa's Lay Reader in Training program as described in the Lay Reader Training Manual
- Successful completion of Screening in Faith requirements and procedures

Training provided:

- Familiarisation with the Sexual Misconduct policy of the Diocese of Ottawa.
- Position-specific training (pre-requisite) - Lay Reader in Training Program
- In-service training (on-going)

Term of Office:

- Licensed for five years by the Bishop at the request of the Incumbent through the Warden of Lay Readers; licenses can be renewed at the Incumbent's request for successive five year periods. If there is a change in the Incumbency during the five year period, the license expires when the new Incumbent begins his or her ministry.
- As the newly appointed leader of a parish or worshipping community, the new Incumbent has discretion *in consultation with the Churchwardens* as to whether or not a previously licensed lay reader will continue to function in this capacity under the new Incumbent's supervision.

Supervision and Support:

- Reports to the Incumbent

Limits of the position:

- The Incumbent will determine duties, schedule assignments, set goals, and monitor progress.
- Licenced Lay Readers must maintain appropriate personal boundaries and refrain from all forms of harassment or sexual impropriety as defined by the diocesan *Sexual Misconduct Policy*