

*Adopted: September 2009 by the Synod Council*  
*Adopted: as amended January 2015 by the Synod Council*

# **LICENSED LAY MINISTRY**

## **Northern Great Lakes Synod Policy**

The Northern Great Lakes Synod authorizes the use of lay persons as “Licensed Lay Ministers: for Word and Sacrament Ministry under Churchwide bylaws 7.61.01 and 7.61.02 and the following terms:

1. The ELCA approved “Guidelines Related to Synodically Authorized or Licensed Ministries” will be the governing document for this ministry. This document was approved by the ELCA Church Council as policy of this Church, April 2006. (See Attachment A)
2. The NGLS Licensed Lay Ministry Advisory Committee shall serve as the synodical committee for authorized ministry as defined in the ELCA Guidelines. (See Attachment A)
3. Persons serving as Licensed Lay Ministers must be graduates of the Synod Lay School for Mission (or its equivalent) or be a second year student of the Synod Lay School for Mission. A background check must be done on prospective Licensed Lay Minister. The Bishop, Dean of the Lay School, and the Synod Missioner for Licensed Lay Ministers will interview all persons being considered for Licensed Lay Minister positions. Exceptions to this requirement are considered on a case by case basis. An application form needs to be completed. (See Attachment B)
4. Every Licensed Lay Minister shall have a supervising pastor appointed by the Bishop and the Chair of the Licensed Lay Ministry Advisory Committee. The LLM and his or her supervising pastor shall meet a minimum of once a month (for a minimum of three hours) to discuss the progress of the ministry in which the LLM is engaged. In most circumstances, the Congregation or ministry that the LLM serves shall reimburse the supervising pastor or his or her employing congregation or ministry for any expenses related to this relationship and shall pay an annual fee of \$1000 (\$250 each quarter year) to the supervising pastor if retired, or if the pastor is under call, to his or her employing congregation.
5. Every Licensed Lay Minister shall complete 50 hours per year (based upon full-time Equivalency) of continuing theological education. A minimum of 10 hours per year shall be completed by an LLM who is employed by a congregation one-fifth time or less. All hours of this continuing education shall be a part of a continuing education plan approved by the congregational president and the LLM’s supervising pastor. Examples of appropriate continuing theological education would include: course work at a seminary, attendance at theological conferences, seminars, independent study, etc.

6. The Bishop may authorize the Licensed Lay Minister, with the concurrence of the congregation, to officiate at marriages of members of that congregation.
7. The Bishop shall appoint the LLM for a period of one year with the possibility of renewal following an annual evaluation. The Bishop may waive the evaluation process for an LLM every other year. The annual evaluation shall consist of:
  - a. A self evaluation completed by the LLM. (See Attachment C)
  - b. An evaluation completed by the congregation council or agency governing board. (See Attachment D)
  - c. An evaluation completed by the supervising pastor. (See Attachment E)
  - d. Based upon the above evaluations, the Lay School for Mission Advisory Committee shall make a recommendation to the Bishop who will reappoint or decline to reappoint the LLM as stipulated in the ELCA guidelines.
8. A letter of authorization to each LLM from the Bishop shall serve as the License for this specific ministry. The Bishop shall work with the congregation council or ministry to develop an appropriate financial reimbursement for the services of the LLM. This reimbursement may be a per hour rate for less than full-time service or will be the starting seminarian rate as set forth in the current Compensation Guidelines for Synod pastors for full-time LLM service. There are no provisions for pension or medical benefits. However, the congregation may enroll its LLM in the ELCA Benefit Plan. Expenses of the ministry including travel, continuing education, Synod Assembly costs and payroll tax reimbursement shall be a part of the LLM contract with the congregation.
9. The LLM shall be expected to attend the Synod Assembly and the meetings of the Conference to which the ministry of service is related. Congregations served by a Licensed Lay Minister at the time of the Synod Assembly, where no rostered leader is currently under call to the congregation, shall be accorded one additional voting member to the Assembly for each Licensed Lay Minister serving the congregation, provided that the additional voting member is the Licensed Lay Minister.

**GUIDELINES RELATED TO SYNODICALLY  
AUTHORIZED OR LICENSED MINISTRIES**

These guidelines relate to bylaw 7.61.01. in the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America that addresses the issue of providing Word and Sacrament ministry through the use of synodically authorized ministry, where it is not possible to provide appropriate ordained pastoral leadership. Those who are authorized for such ministry within a Synod are not rostered by the Evangelical Lutheran Church in America (unless already serving on a roster of this Church) but are authorized to provide a specific ministry within a particular setting for a designated period of time. Principle 40 and related sections in “The Use of the Means of Grace – a Statement on the Practice of Word and Sacrament”, which was adopted “for guidance and practice” by the 1997 Churchwide Assembly of the Evangelical Lutheran Church in America, also addresses this issue.

- A. **Identification of Need:** The Synod identifies a congregation or other ministry where ordained pastoral leadership is not available for an extended period of time and where synodically authorized ministry may be appropriate. Because of the relationship of an authorized lay ministry to those serving in the ordained ministry of Word and Sacrament, pastors serving congregations within the area where this ministry need is located normally will be consulted in this determination.
  
- B. **Invitation to Service:** An individual who demonstrates the potential for service is invited by the Synod to enter a program of preparation. An individual who has been removed from rostered ministry in the Evangelical Lutheran Church in America by reason of misconduct, or has been denied continuance in candidacy by reason of misconduct, is precluded from serving in a synodically authorized ministry of this church.
  
- C. **Qualifications:** A person invited to prepare for a synodically authorized ministry should be an active member of an ELCA congregation for at least one year. Prior to preparing to serve in synodically authorized ministry an individual must have:
  - 1. Been recommended by the individual’s pastor and congregation council;
  - 2. Consulted with synodical staff and/or the synodical committee responsible for the Synod’s program of preparation; and
  - 3. Demonstrated the ability and willingness to participate in a program of preparation leading to possible serve in a synodically authorized ministry.

In making its determination concerning an individual's eligibility to serve in a synodically authorized ministry, the Synod will interview the applicant and will obtain written responses to the "Entrance Information Questions" in the "Candidacy Manual". The Synod will also obtain a background check, as outlined in the "Candidacy Manual," on each individual being considered for authorization in the Synod.

- D. **Synodical Committee for Authorized Ministry:** An appropriate synodical board or committee may be appointed by the Synod Council to provide the synodical Bishop with recommendations concerning the authorization of, and accountability for, authorized ministries within the Synod. This committee may be a subcommittee of the synodical Candidacy Committee. When it is a separate committee, it should be closely related to the Synod Candidacy Committee. In either case, the work of the two is distinct.

The synodical committee or Synod staff determines the educational program within the Synod for persons considered for service in an authorized ministry; determines the eligibility for individuals to enter this program of preparation; and advises the Bishop on the suitability of an individual for service in a synodically authorized ministry.

- E. **Program of Preparation:** The Synod defines the program of preparation for an authorized ministry of Word and Sacrament, consistent with guidelines developed by the Division for Ministry, and in consultation with an ELCA seminary. Such programs shall prepare persons to have knowledge and abilities in the following areas:

1. Bible;
2. Lutheran theology, the Lutheran Confessions, and the Confession of Faith and polity of the Evangelical Lutheran Church in America;
3. Worship;
4. Spiritual discernment and faith development;
5. Leadership expectations and identity;
6. Contextual understanding; and
7. Pastoral skills including preaching, catechetics, worship leadership, visitation, pastoral care, and outreach. The program of preparation can be accomplished in a variety of ways including educational programs that utilize current rostered leaders within the Synod, ELCA seminaries and continuing education centers, the ELCA SELECT seminaries curriculum, and other appropriate resources.

The Synod determines when an individual is prepared for service within the Synod. There is no guarantee of service within the Synod and participation in a program of preparation does not mean that authorization for service will follow.

- F. **Authorization for Service:** When the Synod has determined that a specific need exists, and with the consent of the congregation to be served, an individual may be authorized for service within the Synod by the synodical Bishop, in consultation with the Synod Council. Such service shall fulfill assigned responsibilities, and authorization shall be for a specific period of time not to exceed one year, unless terminated earlier.

Persons who serve in synodically authorized ministry are to meet the following criteria:

1. evidence of mature Christian faith and commitment to Christ;
2. satisfactory participation in the synodical program of preparation, including demonstration of appropriate ministry skills;
3. knowledge and acceptance of the Confession of Faith of this Church; and
4. willingness to meet this church's expectations concerning the personal conduct and behavior of persons serving in public ministry as described in "Vision and Expectations – Ordained Ministers in the Evangelical Lutheran Church in America". A person authorized is then installed in such service.

- G. **Supervision and Accountability:** Accountability for synodically authorized ministry in a congregational setting is the direct responsibility of the Congregation Council. Accountability for a synodically authorized ministry in a non-congregational setting within a Synod is the direct responsibility of the governing body of the entity that conducts that ministry, or if there is no such entity, the Synod Council. In all cases, a synodically authorized minister is to be under the direct supervision of an ordained minister appointed by the synodical Bishop. The supervising ordained minister shall report to the governing body and seek the advice and counsel of the synodical Bishop or appropriate synodical staff person in relationship to the synodically authorized minister.

- H. **Renewal and Revocation:** Renewal of authorization after one year may be given when a demonstrated need exists for its continuation. This need is determined by the synodical Bishop at the request and with the consent of the congregation or other ministry within the Synod being served, consultation with the supervising ordained minister, and a review of both the ministry setting and the service of the authorized minister.

Authorization to provide ministry within the Synod may be revoked at any time by the synodical Bishop, who need not specify the reason.

- I. **Letter of Authorization:** The authorization may be evidenced by an appropriate letter describing the terms and conditions of the authorization of license. The description may limit activities authorized to be conducted.

J. **Marriage Services:** Where permitted by law, synodically authorized ministers may officiate at marriage services for members of the congregation in which they are authorized to serve, with the concurrence of the congregation and the approval of the synodical Bishop.

K. **Other Matters:** Persons may serve in a synodically authorized ministry only within the Synod that has authorized that ministry. A Synod may consider for authorization an individual trained and authorized by another Synod, based on the individual's qualifications and ability to meet the new Synod's criteria for authorized ministry.

Persons authorized for such ministries are not to wear clerical stoles, and should not wear clerical collars unless authorized by the synodical Bishop. The title "Pastor" is reserved for ordained ministers of Word and Sacrament and is not to be used by synodically authorized ministers.

Synodically authorized ministers are not to offer therapy or counseling as a part of their ministries, but may provide appropriate pastoral care.

ADOPTED BY THE CHURCH COUNCIL AS POLICY OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA, APRIL 1995 (CC95.04.47T) AND AMENDED APRIL 2005, AND APRIL 2006. REVISED PAGE ISSUED APRIL 11, 2006.

**Attachment B**

**Application to be a Licensed Lay Minister in the Northern Great Lakes Synod, ELCA**

Date \_\_\_\_\_ PERSONAL INFORMATION

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Land Phone \_\_\_\_\_ Cell \_\_\_\_\_

**EDUCATIONAL INFORMATION**

Institution	City	Major Area of Study	Year Graduated

**WORK HISTORY (3 most recent jobs)**

Work Place	Place	Dates Worked	Reason Left

## REFERENCES

Pastoral Reference:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Non-family Lay Person Reference:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Reference from any other person:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

1. In no more than 1000 words, describe your faith journey up to this point in time. Include in your statement a description of a time when the church came through for you. Also include a description of a time when you helped the church be the church. Please attach your answer to the end of this application.

2. Describe your understanding of the importance of worship and how you would perceive yourself as a worship leader.

3. What are three of your core theological tenets? For each briefly describe why they are central to you.



4. From the table below, circle your five top competencies, and then underline three areas of growth.

Administration	Building a Sense of Community	Campus/Young Adult Ministry	Chaplaincy	Children's Ministry
Christian Education	Ecumenical Work	Community Organizing	Conflict Management	Counseling/Social Work
Early Childhood Administration	Ecumenical Work	Evangelism /Mission	Financial Management	Global Mission
Innovation /Creativity	Interim Ministry	Interpret Theology	Inter-personal Climate	Ministry in Crisis
Ministry in Daily Life	Ministry with Seniors	Multicultural Ministry	Music/Worship/ Arts	Outdoor/Camping Ministry
Parish Nurse /Health	Participant in the Larger Church	Pastoral Care & Visitation	Preaching & Worship	Public Policy /Advocacy
Recruit & Equip Leaders	Self-Care /Family Life	Small Group Ministry	Social Ministry	Spiritual Formation
Stewardship	Strategic Planning	Teaching	Volunteer Coordination	Youth & Family Ministry

5. Further describe some of the strengths and joys you bring for ministry.

6. Name a personal or professional achievement that you are particularly proud of.

7. How would you see your role as a leader in the church in relationship to the ELCA – both churchwide and synod?

8. Describe your personal devotional life.

9. Describe how you deal with conflict. List at least one experiential learning.

10. Imagine that you have served five years as a Licensed Lay Minister, how would people describe your ministry?

11. Are there any particular challenges you would need to overcome to be an effective Licensed Lay Minister?

12. Describe your preaching and teaching style.

13. Please make any additional comments that would be helpful for synod leadership to place you to serve as a Licensed Lay Minister? In what ministry context are you seeking to serve? Are there any circumstances that might preclude you from serving?

14. Attach a sermon to this application noting the lectionary day and biblical texts.



**CONFIDENTIAL EVALUATION**

**LICENSED LAY MINISTER**

To Be Completed by: Congregation Council Member    Date: \_\_\_\_\_

Name of Church and Location: \_\_\_\_\_

*The Congregational President or Council Secretary should collect the completed forms and return them to Bishop Thomas Skrenes, 1029 N. Third Street, Marquette, MI 49855.*

- 1. How would you describe the work that the Licensed Lay Minister is doing in your congregation. Please be as specific as possible in your comments.
  
  
  
  
  
  
  
  
  
  
- 2. Please tell about a situation (a worship service, a meeting, a sermon, a personal visit or conversation) where the Licensed Lay Minister was particularly effective or ineffective.
  
  
  
  
  
  
  
  
  
  
- 3. What could the synod do to assist the work of your Licensed Lay Minister?
  
  
  
  
  
  
  
  
  
  
- 4. Other comments or thoughts that you want to share with the Bishop.

If you have any other information you wish to share with the Bishop please call him at the synod office at 906/ 228-2300 or e-mail him at: [tskrenes@nglsynod.org](mailto:tskrenes@nglsynod.org)

Name (Optional): \_\_\_\_\_

**CONFIDENTIAL EVALUATION**

**LICENSED LAY MINISTER**

**To Be Completed by Supervising Pastor    Date:\_\_\_\_\_**

*Please return to: Bishop Thomas Skrenes 1029 N. Third Street, Ste. A, Marquette, MI 49855.*

Name of Supervising Pastor: \_\_\_\_\_

Name of Licensed Lay Minister:\_\_\_\_\_

1. What is the schedule for your regular meetings with the Licensed Lay Minister?
2. How would you describe your relationship with the Licensed Lay Minister? Does she or he ask for advice? Does the LLM seem to appreciate your comments or ideas?
3. How would you describe the quality of the work that the Licensed Lay Minister is doing in the congregation?
4. What continuing education would most benefit the LLM in the next year of service?
5. What could the synod do to improve the work of the Licensed Lay Minister in this congregation?