

Pastoral Leader

Description, Role and Authority

A Pastoral Leader is authorized to exercise pastoral responsibility within a specific congregation where no clergy leadership is present. Any congregation that believes it is in need of a Pastoral Leader should contact the Canon Missioner, the Rev. Lou Blanchard in the Office of the Bishop.

- The Pastoral Leader is a confirmed communicant in good standing who functions with the permission of the Bishop and under the direct supervision of the Bishop's office.
- Once licensed, the Pastoral Leader functions solely at the discretion of the Bishop. The license is only valid within the congregation in which the Pastoral Leader is a member at the time of licensing.
- A Pastoral Leader, as part of a Ministry Team of a Mission Partnership, and with written permission of the Bishop and Mission Partnership Vicar, may serve another congregation within the Mission Partnership when clergy are not available.
- The Pastoral Leader, under the direction of the Bishop's Office, will pursue continuing education.
- The Pastoral Leader license is valid for three years and is not renewable.

* When part of a mission partnership, the individual *must* also be a currently licensed Eucharistic Minister and Eucharistic Visitor, and *may* also be a licensed Worship Leader and/or licensed Preacher.

Training

The applicant for Pastoral Leader will be trained and found competent in the following areas of knowledge and study:

- Holy Scriptures, contents and background
- The Book of Common Prayer and the Hymnal
- Church history
- Christian ethics and moral theology
- Church's doctrine as set forth in the Creeds and An Outline of Faith, commonly called the Catechism
- Appropriate canons
- Pastoral Care; appropriate boundaries
- Individual Prayer
- Baptismal covenant and its application to ministry
- Polity, governance and structure of The Episcopal Church and its relationship to the worldwide Anglican Communion
- Contemporary society, the issues faced and The Episcopal Church's response to these issues

Training time is variable, but will require a minimum of six months.

The applicant for Pastoral Leader is also required to successfully complete the following diocesan training:

- Safeguarding God's Children
- Safeguarding God's People
- Anti-racism

A Pastoral Leader may also be authorized to exercise administrative responsibility within a specific congregation where no clergy leadership is present. Pastoral Leaders who will serve as Administrators will also be trained in the areas of internal controls, taxes, insurance and records management, including financial management, bookkeeping, clergy discretionary funds, and audit guidelines. Responsibilities include:

- Serving as custodian of all parochial records
- Completing (or delegating) reports required by the diocese and canons
- Managing (or delegating) budgeting and fiscal administration of parish
- Documenting required training and licensing for lay ministries
- Coordinating maintenance and security of buildings and grounds

By its very nature, the need for a Pastoral Leader is found in extraordinary circumstances. Each situation is unique and will require intensive assistance from the Office of the Bishop. Thus, specific training programs will be developed for each congregation requesting a Pastoral Leader.

Licensing

- Please contact the Canon Missioner in the Office of the Bishop.
- The license is granted by the Bishop for the congregation in which the applicant will serve.
- The license can be revoked by the Bishop upon request of the Bishop's representative or Partnership Vicar.
- A Pastoral Leader shall not be licensed if, in the judgment of the Bishop, the congregation is able to and has had reasonable opportunity to call resident clergy.

Certification and Documentation

The Bishop or Bishop's representative will maintain a confidential personnel file for the Pastoral Leader which shall contain the following:

1. Documentation of the Pastoral Leader's training, examination and competency in the areas listed above in "Training"
2. Certification of the Pastoral Leader's completion of required diocesan training
3. A copy of the application sent to the Bishop
4. A copy of the certificate from the Bishop licensing the person to be a pastoral leader

Pastoral Leader



To Bishop Robert O'Neill:

As the Member of the Clergy exercising oversight of

_____ , I am requesting a
Congregation _____ Location _____
license for _____
Title _____ Full Name _____

to serve in this congregation as a Pastoral Leader in order to exercise pastoral responsibility in the absence of clergy leadership.

He/She was confirmed/received into the Episcopal Church

at _____ on _____
Location _____ Date _____

He/She attended the required training:

Safeguarding God's Children _____
Please enclose a copy of the certificate. Location _____ Date _____

Safeguarding God's People _____
Please enclose a copy of the certificate. Location _____ Date _____

Anti-Racism _____
Please enclose a copy of the certificate. Location _____ Date _____

I hereby certify that this applicant is baptized, is a confirmed or received adult communicant in good standing, has been appropriately trained per diocesan policy, and is a fit and responsible person to be a Pastoral Leader in this congregation.

Date _____ Signature _____

Print Name _____

Licensee Address _____

Email _____

Send this form to:
Executive Assistant to the Canon to the Ordinary
The Office of the Bishop
1300 Washington Street
Denver CO 80203-2008