



**Upper Valley Presbytery
Licensed Lay Worship Leaders Policy
Supplement to the Bay of Quinte Conference Policy July 10,2017**

Approved by the Pastoral Charge Commission October 10,2017

LLWL Annual Accountability to Presbytery (July 1 to June 30 church year)

January 10	Request for annual application with submitted materials Reminder to inform Congregational Governing Body of need for Annual Letter of Recommendation
February 28	2nd Request for annual application with submitted materials
March 30	Deadline for annual application and submitted materials
April (2nd Tuesday)	LLWL Applications reviewed and considered for approval by Pastoral Charge Commission
June	Presbytery Meeting Recognition for LLWL at a service of worship led by Presbytery Chair June Meeting appreciation lunch for LLWL paid by Presbytery Certificates signed by Presbytery Secretary
July 1	New Church Year

LLWL Qualifications Reviewed Annually for Re-licensing

*Prerequisite completed LLWL Courses required (usually a two year course commitment)
See: 2016 UCC Manual (App. A), and UCC LLWL Resource October 2016 (App. B)*

Note: *All documents submitted to Ministry Vocations Facilitator on or before March 30th
or application may be denied*

- LLWL submits Request for License**
- Governing Body Congregation submits Letter of Recommendation**
- List submitted of Pulpit Supply Worship Services led**
- One page reflection on current worship & preaching style**
- One page understanding of own theology within the United Church**
- List other relevant educational events / experiences / reading / research**
- List other United Church activities (eg: committees, events, courses)**
- ON FILE Police Records Check every 6 years including Vulnerable Sector**
NOTE: an on-line annual Certification indicating no offences required beginning in 2018
- ON FILE UCC Boundaries (within 5 years) and Racial Justice Courses completed**
NOTE: These 2 course requirements begin in 2018

New Applicant Process

The Licensed Lay Worship Leader (LLWL) new applicant contacts Ministry Vocations Chair of Upper Valley Presbytery (UVP).

The LLWL new applicant is a full member in good standing within a UVP congregation for at least one year. A copy of Session Minutes confirming date of full membership is requested by the Ministry Vocations Chair.

Ministry Vocations meets with the new applicant to consider licensing utilizing as a resource the current UCC Licensed Lay Leaders Handbook.

The applicant provides evidence of satisfactory completion of a preparatory course that extends over at least two years and includes the study of theology, church history, Hebrew and Christian scriptures, preaching, worship, and pastoral skills.

The Pastoral Charge Commission through Ministry Vocations interviews the applicant and tests the applicant's suitability and readiness for licensed lay worship leadership by examining their personal character, doctrinal beliefs, and educational competency.

Evidence is provided of a Valid Police Check including vulnerable sector (within 6 years), and a Healthy Boundaries and Sexual Abuse Prevention Workshop certificate of completion.

All relevant documentation is reviewed and placed in the applicant's file.

The applicant requests that the Congregation's Governing Body provides a Letter of Recommendation to be sent to the Ministry Vocations Chair.

Ministry Vocations makes recommendation(s) to the Pastoral Charge Commission for consideration of licensing for one year.

A Mentor for the approved LLWL new applicant is appointed for one year by Ministry Vocations. The Mentor provides regular written reports as determined by the Pastoral Charge Commission through Ministry Vocations.

All approved LLWLs are recognized during a worship service for the subsequent church year at the June Presbytery Meeting.