**Synodical Lay Worship Leadership Program**

**Reader License**

The Reader worship leader in order to be certified as a worship leader shall be a voting member of a congregation of this synod, or, in exceptional cases, a person appointed by the commission with the concurrence of the bishop. They shall subscribe to and preach and teach in agreement with the Holy Scriptures (rule & norm) and the Lutheran Confessions (Book of Concord). They shall demonstrate liturgical and homiletical competency, and show reading competency with regard to the following areas: speaking in natural voice, confidence, articulation, and voice modulation (i.e. pitch, intonation, inflection, volume, rate of speed). Non-verbal language, such as stance, posture, motions, facial expressions, and eye contact will be evaluated as well. The Reader worship leader shall also abide by the standards for clergy conduct as set by the ELCA and this synod, and the Policy for Synodical Lay Worship Leadership Program.

The Reader worship leader’s responsibilities shall include being under supervision, the supervisor being appointed by the Commission for Synodical Lay Worship Leadership. Lead worship according to the rites and rubrics found in the LBW and ELW: Ante-communion (The non-communion option of the Service of Holy Communion), Service of the Word, Matins (Morning Prayer), Vespers (Evening Prayer), and such other rites as necessary in consultation with the reader’s supervising pastor. The Reader worship leader shall read, at the point in the liturgy normally appointed for the sermon/homily, a sermon, homily, or some other suitable spiritual text or message. Such reading shall normally be from the approved list of resources. Departure from the approved list of resources shall be in consultation with the supervisor.

**Procedures for Licensure**

* Candidates for any class of licensure shall submit an application to the commission, providing all information requested by the commission in the application process.
* Candidates shall be examined in both knowledge of subject matter and practical skills appropriate to the class of licensure being sought.
* Licensure shall be for a period of time determined by the commission, the length of time being at the discretion of the commission for both class and individual concerns.
* A licensed lay worship leader will not discharge duties inconsistent with the class of licensure held.
* A licensed lay worship leader will submit reports to the commission as the commission directs.
* A licensed lay worship leader in one class may apply for licensure in another class.
* A licensed lay worship leader shall cease to discharge the office upon expiration, suspension, or revocation of licensure.

**Submission of Application**

Please submit application by mail to WV-WMD Synod, ℅ St. Paul Lutheran Church, 309 Baldwin St., Morgantown, WV 26505, or by email to [SLWL@WV-WMD.org](mailto:SLWL@WV-WMD.org). If you do not receive a response within one week, call or text the Synod Office (304-363-4030).

**Synodical Lay Worship Leader Application Form | Reader License**

**West Virginia – Western Maryland Synod, ELCA**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office/work address: (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred mailing address: \_\_\_\_\_\_ Home \_\_\_\_\_ Office/work

Telephone: Home (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office/work (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Congregation of active membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A member of a Lutheran Church since: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a member of the Lutheran Church, or your current congregation fewer than 1 year, list prior Church membership and length of membership:

List any offices held and functions performed in conference, synod, region, and ELCA with approximate time frames:

Education Information

Institutions attended, area of study, date of diploma/degree/certification:

Employment (current and two most recent)

Employer, Dates of Employment, Job Description and Title:

References:

List names, addresses, phone numbers, and titles of three persons who have known you for an extended period of time and who can be used for written and verbal references. Do not include your pastor. Include your employer, if possible, and someone who is well acquainted with your family.

Spiritual Formation

Why do you want to become a Licensed Synodical Lay Worship Leader?

If you are married or have a family, in what ways will your family support you? If single, where will you look for support in this ministry?

What are your special interests in church work?

What special gifts and skills do you have for the Licensed Synodical Lay Worship Leader?

Describe any studies you have undertaken and completed that would help prepare you in the ministry of a Licensed Synodical Lay Worship Leader.

Do you have any health problems or limitations? Please explain.

Do you have any restrictions or preferences concerning where you might serve as a Licensed Synodical Lay Worship Leader? (Own conference, available to travel anywhere in the Synod, etc.)

Have you ever been engaged in, accused of, sued, charged with, or convicted of a crime or illegal conduct including conduct resulting in suspension or revocation of your driver's license, conduct resulting in termination or resignation from any employment or volunteer activities, conduct involving sexual molestation, sexual harassment, child neglect or abuse, spousal neglect or abuse, or financial improprieties? YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

If yes, please explain:

Note any concerns or issues you desire to share with your synodical bishop and/or the Synodical Lay Worship Leaders Commission concerning your application to the Licensed Synodical Lay Worship Leader program as implemented by this Synod.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Synodical Lay Worship Leader Application Form West Virginia – Western Maryland Synod, ELCA**

**Pastoral Form - Statement from Applicant’s Pastor**

*(if you do not currently have a called pastor in your congregation, your congregational council president may fill this form out, and submit it.)*

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor’s/Council President’s Name and Congregation served:

Phone:

Email:

1. I recommend this applicant for admission to the West Virginia – Western Maryland Synodical Lay Worship Leader program, YES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

2. I would be willing to provide opportunities for the applicant to participate in parish ministries as appropriate to the Licensed Synodical Lay Worship Leader program, YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

Comments:

3. I am willing to serve as a supervisor for the applicant, YES \_\_\_\_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_\_

Comments:

Pastor’s/Council President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_