

Worship Leader License Checklist

Name

Sponsoring Congregation

Mentor Priest's Name

- Confirmed adult communicant, baptized and in good standing
- Resident in the Diocese of Hawai'i for a minimum of one year – *Diocesan Requirement*
- Formal letter of endorsement from Priest/Discernment Committee/Vestry

Safe Church training completed on: _____

Background Check*

(*note that costs are borne by the congregation)

- FCRA form for background check sent to Nominee
- FCRA form received
- Background check initiated on: _____
- Completed: _____

Application for WCM Lay Ministry Training Received and Approved Full enrollment Audit

Payment for WCM Lay Ministry Training Received Amount \$ _____

At Conclusion of Course Study

Dean writes letter of support and recommendation to the Bishop

Applicant completes the Application for License. Application submitted: _____

Nominee meets with COM on: _____

COM sends letter of evaluation & recommendations to Bishop

Bishop meets with individual for interview. Interview date: _____

Bishop approves/declines

Bishop accepts/declines Applicant as Worship Leader

If accepted, License sent to congregation to maintain on file.

License dated: _____

License expires: _____

Copy in Worship Leader's file