

## Lay Preacher 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: \_\_\_\_\_

Meeting between COM and Nominee arranged for (date): \_\_\_\_\_  
 COM sends letter of evaluation & recommendations to Bishop

Bishop meets with individual for interview. Interview date: \_\_\_\_\_  
 Bishop approves/declines

Bishop accepts/declines Applicant as Lay Preacher

If accepted, License sent to congregation to maintain on file.  
License dated: \_\_\_\_\_  
License expires: \_\_\_\_\_

Copy in Lay Preacher's file