

**Request to be included on Pulpit Supply List of Prairie to Pine Regional Council  
(For Licensed Lay Worship Leaders)**

The Regional Council is responsible for keeping and sharing with the Regional Council, a list of individuals who are trained and 'endorsed' as accountable to the Regional Council to provide pulpit supply services for communities of faith. This includes those who have been licensed as Licensed Lay Worship Leaders (LLWL).

Licensed lay Worship Leaders (LLWL) are lay people who have been appropriately trained, interviewed by the Committee on Lay Ministry Lay Leadership Support and licensed by the Regional Council to provide "occasional" worship leadership in Communities of Faith throughout the Prairie to Pine Region. At this juncture in time some LLWLs were licensed by a presbytery in the former Conference of Manitoba and Northwestern Ontario and have not yet be re-interviewed and re-licensed by the Regional Council. Those people are still eligible to be included on the pulpit supply list.

Licensed Lay Worship Leaders are **not licensed for the sacraments.**

When the Regional Council provides names of those appropriate for pulpit supply, it is ensuring the community of faith that appropriate "Duty of Care" has been exercised in the oversight of these persons. In the United Church, the community of faith reserves authority over its worship life and can invite whoever they choose to lead in worship or preach, but when people are invited outside of those for whom the Regional Council has exercised its "Duty of Care", the accountability for that "Duty of Care" rests with the community of faith.

**Prairie to Pine Regional Council does not yet have a policy** that regulates the use of LLWLs in one setting or per year. Nor do we have a policy suggesting specific remuneration. The visiting minister rate in the Ministry Personnel Salary and Remuneration Schedule issued annually by the General Council does not apply to LLWLs. **Thus the questions below about remuneration.**

Communities of Faith paying more than \$500 in a year to anyone whose services they engage for worship leadership are required by law to file a T4A with CRA and providing that to the person no later than February 28 of each year. Please note that it is not appropriate that your pulpit supply employees need ask you for their T4A. It must be supplied as an expression of CRA compliance.

**To make application to be included in the Pulpit Supply list,** please provide the following information:

\*Name of Licensed Lay Worship Leaders \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\*Email: \_\_\_\_\_ \*Phone No.: \_\_\_\_\_

Community of Faith (Congregation) where your United Church membership is held  
\_\_\_\_\_

**Credentials:**

- Introductory Boundaries Training: Yes/No                      Date:
- Police Records Check: Yes/No                                      Date:
  
- Refresher Boundaries Training: Yes/No                      Date:
- Racial Justice Training: Yes/No                                      Date:

Date of your most recent licensing/re-licensing and by whom \_\_\_\_\_

Please comment on the geographical area **where you would be available, amount of notice required and expected remuneration.**

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I give permission for my contact information and parameters to be included as part of the Pulpit Supply list available through the website and/or office of Prairie to Pine Regional Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Thank you. Please return to The United Church of Canada, 1622 B St. Mary's Road, Winnipeg, MB R2M 3W7 or email [cabad@united-church.ca](mailto:cabad@united-church.ca)