



**Montana Synod**

**Evangelical Lutheran Church in America**

God's work. Our hands.

Guidelines for Licensing Worship Leadership (Holy Communion/Preaching)

September 2020

WHO?	License?	For what?	How often?
Ordained Clergy, ELCA	No		
Ordained Clergy (or equivalent), Ecumenical Partners	No		
SAM (Synodically Authorized Ministers)	Yes	HC, Preaching, and long-term ministry	Once a Year (in January) – this is done by the Associate to the Bishop
LPA (single service pulpit supply)	Yes	HC, Preaching	For the single specific date only
LPA (weekly fill-in for limited time)	Yes	HC, Preaching	For a specific date-range or indicated dates
LPA in training	Yes, but given only in limited circumstances	HC, Preaching	For specific date only
Non-LPA lay person	Yes, though very rarely granted except in certain circumstances	HC, Preaching	Specific date-- the request must contain a description of the person, their relationship to the congregation and their qualifications
Intern	Yes	HC, Preaching	Upon start date for the whole year
Clergy Candidate for ministry (as supply preacher only)	Yes	HC (after internship), preaching anytime	For specific date

### How to request a license?

- Call or email the office at 406-453-1461 or [office@montanasynod.org](mailto:office@montanasynod.org). They will pass your request along to the bishop.

### When to request a license?

- The best option is at least 10 days in advance if known, but as soon as possible before the worship service. For LPAs, in a last minute emergency, send an email request immediately and then lead the service with Holy Communion. For lay people, in an emergency, send an email request immediately and lead the service without Holy Communion.

### What to include in the license request?

- The name & role of the person requesting the license.
- The name and location of the congregation(s).
- The name of the person receiving the license.
- Their role: LPA, lay person, intern, or clergy candidate. (Please include contact info if the clergy candidate is not from the MT synod).
- Specific date(s) or date range of worship leadership. No general licenses will be granted.
- For preaching, Holy Communion or both.

### Who may request a license?

- Current pastor, church secretary, council member, worship committee member. Only when none of the above are able or available to do so should the LPA make the request themselves.