SAMPLE LAY MINISTERIAL STANDING CHECKLIST

To be adapted to reflect local requirements of the Association or Conference Acting as an Association

Lay Ministerial Standing is limited to a single setting and for a recommended maximum of seven (7) years, during which time the Association is responsible to engage in discernment with the lay person and with the ministry setting or congregation. For the duration of Lay Ministerial Standing, a Committee on Ministry is responsible for the ongoing support and oversight of the Lay Minister, including the assignment of a Lay Ministerial Standing Supervisor who provides support and guidance on behalf of the Committee on Ministry. The Lay Minister is obligated to engage the processes of support and accountability for the duration of their Lay Ministerial Standing (see section 2.4 of the Manual on Ministry). Persons with Lay Ministerial Standing participate in ecclesial processes and adhere to the United Church of Christ Ministerial Code (see section 2.3 of the Manual on Ministry). Lay Ministerial Standing should not be granted before the lay person has signed a self-disclosure form, the Committee on Ministry has reviewed the criminal background check and psychological report, and has conducted an interview with the lay person, a representative from the congregation, and an Association or Conference staff person.

Lay Ministerial Standing may run concurrently with Member in Discernment status (See section 2.1 of the Manual on Ministry). When this happens, oversight is done by the Committee on Ministry in which the Member in Discernment status is held; Covenants should reflect this. The Member in Discernment process includes a Member in Discernment Advisor, which in most cases may be different than the LMS Supervisor.

Lay Minister ________________________________________________________________

Home phone ____________________________ Mobile phone _________________________

Address ________________________________________________________________

______________________________________________________________

Email ________________________________________________________________

ref. Section 2.4 Ministerial Standing for Lay Persons

Revised 2019
_____ Verification of Membership  (date)__________

Name of Local Church _____________________________________________________________

Address of Local Church __________________________________________________________

________________________________________________

Contact person at Local Church _____________________________________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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Home Phone ______________________ Mobile phone ________________________________

Email ________________________________________________________________

**Materials received from the local church**

_____ Letter from local church requesting Lay Ministerial Standing (date received)_______

☐ The letter describes the specific need for a Lay Minister and the desire for authorization of the Lay Minister to celebrate the sacraments in specified circumstances.

☐ The letter outlines the particular roles and tasks for the Lay Minister, including the boundaries and duration of the Lay Minister’s service, reflecting mutuality in membership between the minister and the community

**Items completed by /received from the person applying for Lay Ministerial Standing**

☐ Baptism certificate/letter

☐ Church membership certificate/letter

☐ Personal biography data and résumé

☐ Criminal background check

☐ Self-disclosure form

☐ Psychological assessment  Received (Date): _______ Reviewed (Date): _______

    Date and place of assessment: ____________________________________________

☐ Lay Ministerial Standing Covenant (to be developed following granting of LMS)
Initial Meeting

Date of initial meeting ____________ Recorded in minutes ________

Name(s) of church representative(s) present ________________________________

Name of Association/Conference staff present ________________________________

Outcome: __________________________________________________________________

_____ LMS Standing entered into UCC Data Hub (date): _______________________

LMS Supervisor:

Date assigned: __________

Supervisor Name: ________________________________

Supervisor phone ___________ Supervisor email _____________________

Supervisor: Address _____________________________________________

Annual Reviews  Add lines as needed, maximum of 7 years

_____ 1st Annual Information Review with COM and LMS Supervisor and ongoing assessment (including ministry review and standing renewal):

   Recorded in minutes _____ Date: ________

   Outcome: __________________________________________________________________

_____ 2nd Annual Information Review with COM and LMS Supervisor and ongoing assessment (including ministry review and standing renewal):

   Recorded in minutes: _____ Date: ________

   Outcome: __________________________________________________________________

_____ 3rd Annual Information Review with COM and LMS Supervisor and ongoing assessment (including ministry review and standing renewal):

   Recorded in minutes: _____ Date: ________

   Outcome: __________________________________________________________________
Section 3 Resource

Manual on Ministry

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4th Annual Information Review with COM and LMS Supervisor and ongoing assessment (including ministry review and standing renewal):

- Recorded in minutes: _____ Date: __________
- Outcome: __________________________________________

**Ongoing requirements of ministerial standing:**

- _____ Approved UCC History, Polity and Theology course completed
  *(Required for MID with LMS)*-- Date(s): __________

- _____ Approved Boundary Training completed date(s):____________________________

- _____ Approved Anti-racism/bias Training completed *(date)*: _____________________

- _____ Continuing education: *add lines as needed*

  Course name ____________________________________________________________________________

  Where taken ____________________________ Date __________

  Outcome ______________________________________________________________________________

  Course name ____________________________________________________________________________

  Where taken ____________________________ Date __________

  Outcome ______________________________________________________________________________

  Course name ____________________________________________________________________________

  Where taken ____________________________ Date __________

  Outcome ______________________________________________________________________________

- _____ Review of The Marks of Faithful and Effective Authorized Ministers: Date________
Member in Discernment with Lay Ministerial Standing

If applicable

Entered the MID process: Date___________ MID with LMS Granted Initial date: _______

Ministry Setting ____________________________________________________________

Address ___________________________________________________________________

__________________________________________________________________________

_____ Covenant amended to reflect MID with LMS : Date _____________

_____ UCC Data Hub updated to reflect MID status (dates): _________________

Renewals: (maximum of 7 years)

(dates) 1.__________, 2____________, 3__________, 4_________ 5__________

End date: ________________

MID Advisor

Date assigned:___________

Advisor Name ____________________________________________________________

Advisor address __________________________________________________________

__________________________________________________________________________

Advisor home phone _________________ Mobile Phone _________________

MID Advisor email _________________________________________________________

_____ Advisor “job description” shared with MID and Advisor (date): ____________
Committee on Ministry Support and Oversight

_____ Periodic Vocational Support: Date(s) ________________________________

_____ Situational Support Consultation (if needed): Date(s) ____________

_____ Lay Ministerial Standing removed (date)__________________

(please mark one)

☐ without bias

☐ with bias

MID with Lay Minister Standing removed (date): ________

(please mark one)

☐ without bias,

☐ with bias

_____ UCC DataHub updated (date) ________________

Note: Completion of these steps does not guarantee any particular outcome. This checklist is for record keeping purposes only and is meant to be an administrative tool consistent with the Process of Discernment.