

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 _____

Local Church Membership

_____ Verification of Membership (*date*)_____

Name of Local Church _____

Address of Local Church _____

Contact person at Local Church _____

Name

Title

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: _____

____ 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.