

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 Information

Name: _____

Address: _____

Home Phone: _____ **Mobile Phone:** _____

Primary Email: _____

Secondary Email: _____

Initial Meeting

Date of initial meeting: _____ Recorded in Minutes _____

Name(s) of Church representative(s) present: _____

Name(s) of Association/Conference staff present: _____

Outcome: _____

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

LMS Supervisor

Date assigned: _____

Supervisor Name: _____

Supervisor Phone: _____ Supervisor Email: _____

Supervisor Address: _____

Annual Reviews (*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: _____

_____ 5th Annual Information Review with COM and LMS Supervisor and ongoing assessment
(including ministry review and standing renewal):

Recorded in minutes _____ Date: _____

Outcome: _____

_____ 6th Annual Information Review with COM and LMS Supervisor and ongoing assessment
(including ministry review and standing renewal):

Recorded in minutes _____ Date: _____

Outcome: _____

_____ 7th 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: _____

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: _____ MID with LMS Granted: _____
(date) *(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. _____ 6. _____

End date: _____

MID Advisor

Date assigned: _____

Advisor Name: _____

Advisor Address: _____

Advisor Home Phone: _____ Advisor Mobile Phone: _____

_____ 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.

Committee on Ministry Signature Date

Member in Discernment Advisor Signature Date