**LAY MINISTERIAL STANDING SUPERVISOR BEST PRACTICES**

**Lay Ministerial Standing**

For a variety of reasons, there are instances when an Ordained Minister is not available to represent and serve the Church. In such circumstances and in the confidence of the priesthood of all believers, lay persons may be called to bring their gifts and graces to particular roles in which they represent the United Church of Christ and for which the United Church of Christ, through an Association, provides support and accountability in a formal ecclesial relationship of ministerial standing.

Lay Ministerial Standing is a temporary, accountable, covenantal relationship among the Association, the lay member, and a Local Church of the United Church of Christ. Lay Ministerial Standing is limited to a single setting and for a recommended maximum of seven years. Throughout that time the Association is responsible for engaging in discernment with the lay person and with the ministerial setting or congregation. Lay persons who hold Lay Ministerial Standing participate in ecclesial systems of oversight and adhere to the UCC Ministerial Code.

**Lay Ministerial Standing Supervisor**

Lay Ministers are assigned a Lay Ministerial Standing Supervisor by their Committee on Ministry; the role of the Lay Ministerial Standing Supervisor is to provide quarterly support and guidance between the annual meetings of the Lay Minister with the Committee on Ministry.

The Lay Ministerial Standing Supervisor is an authorized minister in the United Church of Christ with standing in the Association where the Lay Minister holds their standing. The Lay Ministerial Standing Supervisor should have significant experience in authorized ministry within the United Church of Christ, a clear understanding of United Church of Christ polity, and the ability to offer constructive feedback to the Lay Minister. It is advantageous if the Lay Ministerial Standing Supervisor also understands the ministerial setting in which the lay person is serving.

When a Member in Discernment is granted Lay Ministerial Standing, or when a lay person holding Lay Ministerial Standing becomes a Member in Discernment, it is recommended that the Member in Discernment with Lay Ministerial Standing be provided both a Member in Discernment Advisor and a separate Lay Ministerial Standing Supervisor. The Member in Discernment Advisor serves as a process guide through the discernment and authorization process, while the Lay Ministerial Standing Supervisor assesses the professional performance of the Lay Minister in their setting.

**Assessment by Lay Ministerial Standing Supervisor**

Assessment of individuals with Lay Ministerial Standing is focused on professional performance as a minister. The Marks of Faithful and Effective Authorized Ministers in the United Church of Christ and the United Church of Christ Ministerial Code are two documents that will inform the Lay Ministerial Standing Supervisor’s assessment of the individual’s ministry. The Lay Ministerial Standing Supervisor also assesses the Lay Minister along general norms of professionalism such as time management, communication, leadership, preparedness, and professional growth. This process is best done in conjunction with the church’s overall assessment of the mutual ministry between the congregation and the individual with Lay Ministerial Standing, using such resources as [A Sure Foundation](https://www.uccresources.com/products/a-sure-foundation-resources-for-the-relationship-between-pastors-and-congregations?variant=7462645432383) as a guide.

Annual assessment reports (see template below) provide a record of the Lay Minister’s professional strengths and areas of growth. The Lay Ministerial Supervisor will provide to the Committee on Ministry brief quarterly reports that note whether the Lay Ministerial Supervisor and the Lay Minister have met and whether there are concerns in the Lay Minister’s ministry or setting.

The Lay Ministerial Standing Supervisor will give an annual written assessment report to the Committee on Ministry prior to the Lay Minister’s annual information review; each report will become part of the Lay Minister’s file. It is appropriate that the Lay Ministerial Standing Supervisor communicate with the leadership of the Lay Minister’s ministry setting to form a more complete assessment of the Lay Minister’s ministry. Best practice is for the Lay Ministerial Standing Supervisor to review the reports with the Lay Minister before submitting the reports to the Committee on Ministry.

**Expectations of Lay Ministerial Standing Supervisor**

The Lay Ministerial Standing Supervisor meets quarterly with the lay minister; these meetings can be by phone, video, or in person. It is desirable to meet in person at least for the first meeting and at least annually after that. The Lay Ministerial Supervisor is expected to supply a brief quarterly report and an annual written report of the Lay Minister’s professional performance to the Committee on Ministry and to attend the Lay Minister’s annual meeting with the Committee on Ministry.

The Lay Ministerial Standing Supervisor’s assessments are one tool to be used in discerning whether the Lay Minister’s call to ministry is for a season lasting a maximum of seven years or for a longer era. If it is clear that the call is for a season of seven years or less, it is appropriate to use the supervisory time, especially in the last 2 years, to create a plan for ending the Lay Minister’s ministry and the transition to the next ministerial leadership for the ministry setting. Likewise, if the discernment is opening toward a longer era of ministry, it is appropriate to use the supervisory meetings and assessment reports to assist the Lay Minister and the Committee on Ministry as they shift into the Member in Discernment process toward ordination.

**Lay Ministerial Standing Supervisor Assessment Report:**

Lay Minister Click or tap here to enter text.

Annual Information Review Date: Click or tap here to enter text.

How has the lay minister engaged with the Marks of Faithful and Effective Ministers, and has there been a particular emphasis on a particular category?

 Click or tap here to enter text.

How has the lay minister grown in their understanding and embodiment of the UCC Ministerial Code? Are there any particular strengths or concerns to be noted here?

 Click or tap here to enter text.

How does the lay minister present themselves to and on behalf of the congregation?

Click or tap here to enter text.

Approximately how much time is devoted to the first three items in the individual’s job description, compared with other responsibilities?

 Click or tap here to enter text.

What sorts of communication with the congregation does the lay minister offer, and how is it received?

 Click or tap here to enter text.

How often does the lay minister initiate conversation with their supervisor, and with the Committee on Ministry?

Click or tap here to enter text.

What continuing education or professional education has the Lay Minister undertaken in the past year to grow in their ability to serve this context?

Click or tap here to enter text.

Other Comments or reflections

Click or tap here to enter text.

Strengths exhibited in the past year

Click or tap here to enter text.

Areas of growth for the coming year

Click or tap here to enter text.

Plans for addressing areas of growth

Click or tap here to enter text.

Written Assessment

(citing specific incidents, expand on the assessments noted above)

 Click or tap here to enter text.

Lay Ministerial Standing Supervisor: Click or tap here to enter text.

Ministerial setting: Click or tap here to enter text.

Title: Click or tap here to enter text.

Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Signature of Lay Ministerial Supervisor: Click or tap here to enter text.

Assessment Date: Click or tap here to enter text.

Reviewed with Lay Minister date: Click or tap here to enter text.

Lay Minister signature: Click or tap here to enter text.

Submitted to Committee on Ministry via email

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Committee on Ministry Use**

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| Click or tap here to enter text. | Local Church of membership  |
| Click or tap here to enter text. | Association |
| Click or tap here to enter text. | Conference |
| Click or tap here to enter text. | Ministerial Setting (If different than Local Church) |

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| Click or tap here to enter text. | Initial COM meeting date |
| Click or tap here to enter text. | Outcome Granted LMS |
| Click or tap here to enter text. | Granted MID and LMS |
| Click or tap here to enter text. | MID Advisor |
| Click or tap here to enter text. | Other (describe) |
| Click or tap here to enter text. | LMS Supervisor |

Year 1

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| Click or tap here to enter text. | Quarterly Assessments Received (dates) |
| Click or tap here to enter text. | Annual Assessment Report Received (date) |

Year 2

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Year 3

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Year 4

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Year 5

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Year 6

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Year 7

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