



**COMMISSIONED LAY PASTOR
AND
AUTHORIZED LAY PREACHER
PROGRAM**

**UP FOR ADOPTION AT THE ANNUAL STATED MEETING
FEBRUARY 4-5, 2010**

**REVISIONS AND ADDITIONS ARE IN
RED FONT**

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1 leader of a particular parish or congregation. A Commissioned Lay Pastor may also serve as a
2 chaplain, professor, or ecumenical worker of a particular place.
3
4

5 **DEFINITION OF AN AUTHORIZED LAY PREACHER**

6
7 **An Authorized Lay Preacher is an elder called by God and affirmed by his/her session, trained ad**
8 **authorized by presbytery to *lead worship and preach the sermon* and has successfully completed**
9 **the required training for Commissioned Lay Pastor and has not been assigned to a particular**
10 **parish or congregation. Authorized Lay Preacher's can serve in other areas of ministry as**
11 **approved by Committee on Ministry and presbytery and may be *commissioned* by presbytery at**
12 **any time as a position in a particular area of ministry, parish or congregation arises.**
13
14

15 **DUTIES AND RESPONSIBILITIES OF THE COMMISSIONED LAY PASTOR AND** 16 **AUTHORIZED LAY PREACHER (*Book of Order G-14.0560 through G-14.0565*)**

17
18 The Commissioned Lay Pastor **or Authorized Lay Preacher** shall be an elder, active or inactive,
19 and an active member of one of the churches of the Presbytery of Glacier. **The CLP or ALP will**
20 **be the primary worship leader and preacher of the congregation(s). The Commissioned Lay**
21 **Pastor/Authorized Lay Preacher** shall work under supervision of Committee on Ministry through
22 a mentor appointed by Committee on Ministry during the learner phase and shall be bound by the
23 same standards of trust and confidentiality as minister of the Word and Sacrament (G-14.0563).
24

25 The Commissioned Lay Pastor shall perform and be allowed to conduct any or all of the
26 functions as approved by presbytery such as moderate session, administer the Lord's Supper,
27 perform the sacrament of baptism, have a voice and a vote at presbytery if so authorized by
28 presbytery (such participation at presbytery shall be as an elder). The Commissioned Lay Pastor
29 shall participate in other services and activities of the church, such as Sunday School, choir,
30 prayer meetings, and study groups as negotiated by the church, Commissioned Lay Pastor
31 committee, and Committee on Ministry.
32

33 **The Authorized Lay Preacher (until *commissioned* to a particular church or parish) is not**
34 **authorized to celebrate the sacraments, moderate sessions, engage in administrative functions,**
35 **perform weddings, nor to ordain and/or install officers, or to receive persons into membership in**
36 **a church. Requests for pastoral care (visits, counseling, conducting funerals, conducting new**
37 **member classes, confirmation classes) should be referred to the session and its moderator to**
38 **make and appropriate response (see Appendix).**
39
40

41 **STANDARDS FOR COMMISSIONED LAY PASTOR AND AUTHORIZED LAY** 42 **PREACHER**

43 **Faith as expressed by**

- 44
45
46 • Having faith in Jesus Christ as Lord and Savior, and believing in one God, Father, Son, and
47 Holy Spirit.
48 • Accepting the Old and New Testaments as authoritative witness to that faith.
49 • Having the ability to articulate clearly his/her faith commitment and journey.

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Maturity as expressed by

- Being an elder in the Presbyterian Church (USA).
- Having membership in the Presbyterian Church (USA) with faithful and regular participation in its worship and service.
- Demonstrating leadership in the church.
- Demonstrating pastoral ability.
- Accepting, understanding, and being faithful to his/her ordination vows.

Christian Life as expressed by

- Having moral standards acceptable to the Christian community as defined in the *Book of Discipline* of the Presbyterian Church (USA).
- Having a commitment to personal growth through prayer, Bible reading, and personal devotions.

Constitutional Requirements as expressed by

- Affirming the answers to the nine Constitutional questions in the *Book of Order* W-4.4003.
- Articulating and demonstrating affirmation of Presbyterian polity and practice.

PROCESS

Commissioned Lay Pastors and Authorized Lay Preachers are not ordained ministers. Therefore, they should follow a separate "track" from ordained ministers. The Commissioned Lay Pastor and Authorized Lay Preacher track is: (1) seeker, (2) learner, and (3) Authorized Lay Preacher or Commissioned Lay Pastor. Requirements and preparation are to be different from those preparing for the ordained ministry and do not require the same level of sophistication and knowledge. Lay persons' abilities to lead congregations come more through experience and practice than formal training. Therefore, competency, rather than credentials, should be used as a basis for commissioning. This competency is to be understood in light of the place of local commissioning and not of the whole denomination.

Phase 1: Seeker

During this phase, a person believing that (s)he has been called by God to be a Commissioned Lay Pastor (CLP) or an Authorized Lay Preacher (ALP) would seek validation of the call by the session(s) (and/or parish council, where there is such) and then by the presbytery through the CLP/ALP committee functioning as a sub-committee within Committee on Ministry. Committee on Ministry will examine a candidate regarding his/her personal faith, motives for seeking the commission or authorization, ministry expectations, knowledge in the areas of academic competency (Bible, reformed theology, sacraments, Presbyterian polity), as well as competence in pastoral care and worship leadership. Committee on Ministry shall also secure a background check and a psychological evaluation by a qualified psychologist approved and paid for by Committee on Ministry during this phase.

Phase 2: Learner

1
2 Committee on Ministry shall appoint a mentor/pastor for each learner (*Book of Order G-*
3 14.0560). During this phase, through training and experience, the learner would acquire and
4 demonstrate competency in theology, Bible, preaching, worship, sacraments, polity, teaching,
5 and pastoral care. Upon satisfactory demonstration of such competency, appropriate
6 examination by Committee on Ministry, and with the presbytery's acceptance of Committee on
7 Ministry's report and recommendations, the learner would proceed to Phase 3.

8 9 **Phase 3: Commissioned Lay Pastor and Authorized Lay Preacher**

10
11 This phase begins with the formal commissioning of the Commissioned Lay Pastor to a specific
12 place of ministry for a specific period of time, up to three years. The commissioned assignment
13 may be extended. There shall be an annual evaluation. Presbytery will assign the **Authorized**
14 **Lay Preacher to a ministry as situations arise**. There shall also be an annual evaluation (see
15 Appendix 2).

16 17 18 **PREPARATION**

19 20 **Model Used**

21
22 The model used is a combination of a practical and academic competency model.

23 24 **Practical Skills**

25
26 The learner shall be assessed in

- 27 A. Preaching
- 28 B. Teaching
- 29 C. Worship
- 30 D. Conducting weddings and funerals
- 31 E. Pastoral care

32
33 The CLP/**ALP** committee along with the assigned mentor will determine if the learner can
34 perform satisfactorily in these areas and will provide training if the person does not demonstrate
35 competency.

36 37 **Academic Skills**

38
39 The learner shall be assessed in:

- 40 F. Bible
 - 41 1. Basic knowledge
 - 42 a. content of the Bible
 - 43 b. literary styles
 - 44 c. methods of interpretation
 - 45 d. development (oral tradition, timelines, authorship)
 - 46 2. Resources
 - 47 a. Cook Theological School
 - 48 b. Vancouver School of Theology
 - 49 c. Wyerhaeuser Center for Christian Faith & Learning (Whitworth University)

- 1 d. Western National Leadership Training
 2 e. Dubuque Seminary On-line
 3 f. multi-presbytery events
 4 g. *The Bible Speaks to You* by Robert McAfee Brown
 5 h. *The Interpreter's Bible*, Volumes 1 and 7
 6 i. *The Laymen's Bible Commentary*
 7 j. *Understanding the Old Testament* by Bernhard Anderson
 8 k. *Understanding the New Testament* by Kee and Young
 9 G. Reformed Theology
 10 1. Basic Knowledge
 11 a. historical development of Presbyterianism
 12 b. *Book of Confessions* by Presbyterian Church (USA)
 13 2. Resources
 14 a. *Presbyterian Creeds: A Guide to the Book of Confessions* by Jack Rogers
 15 b. *Presbyterian Creeds: A Supplement on the Brief Statement of Faith* by Jack Rogers
 16 c. *A Commentary on the Confession of 1967 and an Introduction to the Book of*
 17 *Confessions* by Edward Dowey, Jr.
 18 d. *Major Themes in the Reformed Tradition* by Donald K. McKim
 19 H. Sacraments
 20 1. Basic knowledge
 21 a. nature of the elements
 22 b. order of administration
 23 2. Resources
 24 a. *Directory for Worship* by Presbyterian Church (USA)
 25 b. *Book of Common Worship* by Presbyterian Church (USA)
 26 I. Presbyterian Polity
 27 1. Basic knowledge
 28 a. organizational structure Presbyterian Church (USA)
 29 b. roles and responsibilities of the session and presbytery
 30 2. Resources
 31 a. *Book of Order* by Presbyterian Church (USA), most recent edition
 32 b. *Companion to the Constitution: Polity for the Local Church* by Frank Beattie
 33
 34

35 MENTOR FOR CLP/**ALP** LEARNER

36
 37 When Committee on Ministry validates a seeker to be a learner, it will assign a mentor to the
 38 learner. The mentor is responsible for documenting all meetings with the seeker, in writing, to
 39 the CLP/**ALP** committee which is a sub-committee within Committee on Ministry.
 40

41 Mentor Qualifications

- 42
 43 1. The mentor shall be a minister Member of the Presbyter of Glacier and a good role model for
 44 the learner.
 45 2. Selection shall be by mutual agreement between the learner and the mentor. It will generally
 46 be advisable for a minister other than the learner's own pastor to serve as mentor.
 47 3. In general, a pastor should serve as mentor for only one learner at a time and shall be
 48 appointed by Committee on Ministry after the candidate has been validated by Committee on
 49 Ministry from seeker to learner.

- 1 4. The mentor is appointed until the learner is **either authorized or** commissioned by Committee
2 on Ministry and presbytery.
3

4 **Mentor Responsibilities**

- 5
6 1. Hold two conferences with the learner. During the first conference, the moderator of the
7 learner's church and a member of the CLP/ALP committee should be present. The first
8 conference shall be as soon as possible with the learner assigned.
9 a. Discuss and explain the CLP/ALP program and answer questions concerning the process
10 and timeline.
11 b. Discuss the assessment process.
12 (1) Practical and academic competency skills
13 (2) Form to be filled out with each assignment
14 (3) Fill out report for Committee oh Ministry
15 c. Identify oppourtunities for growth in worship leadrship or other areas of the learning
16 contract.
17 2. The second conference is to be initiated by the learner at quarterly or monthly intervals
18 according to the pace of the learner. A member of the CLP/ALP committee is to be present.
19 If no initiated meeting occurs, the mentor should contact the learner. Report to Committee
20 on Ministry if problems of meeting continue.
21 a. Review results of assessments with questions: How were challenged?
22 b. Review with the learner those areas which need further study and experience.
23 3. Continued responsibilitities for mentor
24 a. Periodically confer with the session(s) of the church(es) served by the learner to identify
25 opportunities of growth. If the learner is serving in an on-going supply relationship, call
26 the church(es) at least quarterly. Again, a written report shall be made to Committee on
27 Ministry.
28 b. Oversee the learner's continuing education. Supervise and provide assessment sheets for
29 several persons of the learner's choosing, and using the same instrument report to
30 Committee on Ministry.
31
32

33 **PURSUING LEARNING**

34 **Learning plans**

35 Learning plans may include a mixture of self-study, studying one-on-one with a mentor; small
36 classes with leadership provided either locally or by the presbytery; and some formal classes at
37 places such as the Jackson Hole Leadership Event (Western National Leadership Training) or
38 Whitworth University (Weyerhaeuser Center for Christian Faith & Learning).
39
40

41 **Advising and evaluating**

42 The mentor and learner shall periodically, but not more than quarterly, review the learner's
43 progress. This will include setting realistic timelines for completion of work.
44
45

46 **Evaluation of competencies (A-E, page 4)**

1 When the mentor and the learner are satisfied that the learner is competent in a required field, the
2 mentor shall report that to the sub-committee of Committee on Ministry and no further
3 preparation will be required in that field. A learner may be working on several competencies at
4 the same time.

6 **Evaluation of academic knowledge (F-I, pages 4-5)**

7
8 Upon completion of a course (self-study, a mentoring program, or a class with local or
9 presbytery leadership), there shall be a consultation between the learner and the mentor to assess
10 progress. If all agree that there has been satisfactory mastery of the subject, no further training
11 will be required in that field. For courses taken at an educational institution, a certification form
12 from the institution showing satisfactory completion of the course shall be acceptable.

13
14 Evaluation of the mental, emotional, and maturity level of the learner shall be made using
15 information gained to this point in the process. This is to include where the learner is in his/her
16 faith journey.

17
18 If the mentor shall recommend that the learner not continue in the program, the mentor shall
19 consult with the sub-committee which shall recommend a determination to Committee on
20 Ministry regarding the learner's future status.

23 **PRACTICAL SKILLS EXAM**

25 **Preaching**

26
27 **Written.** (1) Submit to Committee on Ministry an audio, or preferably, a video cassette of a
28 prepared sermon given to a congregation. Please speak to the congregation, not to Committee on
29 Ministry. (2) Describe an event or series of events that are affecting your congregation and/or
30 community. How would you decide to speak about this topic.

31
32 **Oral.** What constitutes a good sermon?

34 **Worship Leadership**

35
36 **Written.** (1) Submit a bulletin of a worship service that you have planned. (2) You will be
37 given a sermon topic and text and will be asked to use the appropriate resources to plan a
38 complete service. Please identify the resources you use.

39
40 **Oral.** How do you use the lectionary? Name the seasons of the Christian year in order.
41 How do you use the *Directory for Worship* in planning a worship service?

43 **Teaching**

44
45 **Written.** Submit documentation concerning a teaching experience. What was the situation?
46 What materials did you use? How did you choose your materials? What methodology of
47 teaching did you use? Share some reflections on the experience. How would you evaluate your
48 teaching?

1 **Oral.** With what age levels are you the most comfortable? Where do you find teaching
2 resources? How have you sharpened your teaching skills? What is the purpose of the teaching
3 ministry?
4

5 **Pastoral Care**

6

7 **Written.** (1) As an observer, make two visits in a pastoral care situation with a pastor. If
8 possible, make at least one of the two visits a hospital visit. (2) Submit a verbatim (examples
9 and instruction will be available) on a pastoral visit you made on your own.
10

11 **Oral.** What physical or mental signals would make you aware of the need to refer a person
12 to a professional? If there were a personality conflict between yourself and a needy person, how
13 would you ensure pastoral care? What is a deacon? How would you utilize deacons?
14

15 **Funerals**

16

17 **Written.** (1) The learner will attend an all-day seminary on funerals and grief ministry as
18 offered through the Commissioned Lay Pastor Training Program. (2) As an observer,
19 accompany a pastor in a grief situation.
20

21 **Oral.** What are some basic skills needed to support a grieving family? What are the
22 logistical responsibilities involved in planning a funeral?
23

24 **Baptism**

25

- 26 1. What is the primary meaning of baptism?
- 27 2. What are the essential elements necessary in the service of baptism? Why are these
28 elements there?
- 29 3. Using scripture for support, briefly explain why Presbyterians baptize infants and adults.
- 30 4. In what ways are infant baptism and adult baptism similar and how are they different?
- 31 5. Who should be baptized and when?
32

33 **Lord's Supper**

34

- 35 1. 8. Using scripture for support, what is your understanding of the presence of Jesus
36 Christ in the Lord's Supper?
- 37 2. 9. Who is permitted to receive the Lord's Supper? Who should not receive the Lords'
38 Supper?
- 39 3. 10. What is the primary meaning of Holy Communion?
- 40 4. 11. What are the essential elements necessary in a service of Holy Communion?
- 41 5. 12. A person in the congregation you serve is homebound and unable to come to church
42 and receive communion. She has asked that you come and serve communion in her
43 home. How would you respond?
- 44 6. 13. How is the meaning and theology of the Sacrament of Baptism different from the
45 Sacrament of the Lord's Supper?
46
47

48 **ACADEMIC SKILLS EXAM**

49

Reformed Tradition

1. What are the major tenets of the Reformed tradition as found in Chapter 2 of the *Book of Order*?
2. (a) How did the German reformation begin and with whom? (b) How did the Swiss reformation begin and with whom?
3. Describe the role John Knox played in the reformation,
4. How was the Presbyterian Church found in America and by whom?
5. Which confession in our *Book of Confessions* primarily deals with the sovereignty of God and the authority of scripture?
6. Name the creeds and confessions found in our constitution.
7. Name some representative theologians of the Reformed Tradition.
8. Which confession primarily addresses the Lordship of Christ?
9. How has the study of the Reformed faith enhanced your personal faith?
10. Write a paragraph or two about what you think the confessional statements of the church say about the nature of humanity and the means of salvation.

Sacraments

1. The Presbytery Church recognizes two sacraments:
 - a. _____
 - b. _____
2. Give a definition of sacrament,

Polity

1. What are the Great Ends of the Church as found in the *Book of Order*?
2. What is the difference between the universal (invisible) church and the particular (visible) church as found in the *Book of Order*?
3. When we say the Apostle's Creed, we say, "I believe in the holy catholic church." What does "catholic" mean?
4. What does the title "Presbyter" mean?
5. What are the four governing bodies of the Presbyterian Church?
6. How does one become a member of the Presbyterian Church?
7. What are the different categories of membership? What are their privileges?
8. What are the three officers of the church?
9. What are the responsibilities of the Elders/Session? Deacons? Ministers of the Word and Sacrament?
10. List at least five responsibilities of the Session; of the Presbytery; of the Synod; of the General Assembly.
11. What are the essential elements of Christian worship?
12. What role should the arts plan in the worship service?

Bible – New Testament

1. Be able to discuss any book of the New Testament: the major themes, the major characters, messages, significance, where it fits in the "whole picture".

- 1 2. What is the meaning and importance of the following statements about Jesus? Jesus is
- 2 Lord. Jesus is the Messiah. Jesus is human. Jesus is divine. Jesus is Savior. Jesus is
- 3 healer. Jesus is teacher.
- 4 3. What are the “synoptic” gospels and why are they called that?
- 5 4. What are the letters ascribed to Paul?
- 6 5. What is the significance of the death of Jesus? of Pentecost? of the Resurrection?
- 7 6. What does it mean for us when Jesus says, “Take no thought for tomorrow”, and how
- 8 would you preach it?
- 9 7. Briefly retell the story of Paul and his ministry.
- 10 8. What is the “Great Commission” as found in Matthew 28?
- 11 9. Comment on the “magnificent” of Mary as found in Luke 1:46-55.
- 12 10. What is the significance of the statement, “This do in remembrance of me.”
- 13 11. Describe briefly what a parable is and why did Jesus use them?
- 14 12. What analogy did Paul use most often in describing the church? Why is this such a rich
- 15 analogy?
- 16 13. If a new Christian asked you which book of the New Testament to read to help him/her
- 17 understand the gospel message, which would you recommend and why?
- 18 14. According to the New Testament, what is the work of the Holy Spirit?
- 19 15. What is the Kingdom (reign) of God as taught by Jesus?
- 20 16. According to Paul, what is “justification by faith”? What does it mean? Why is it
- 21 important?
- 22 17. What is the relationship between the Old and New Testaments?

23

24 **Bible – Old Testament**

25

- 26 1. Be able to discuss any of the major characters of the Old Testament, their significance,
- 27 and how they helped the “divine drama” unfold.
- 28 2. Be able to discuss any book of the Old Testament: the major themes, major characters,
- 29 significance, where does it fit in the “whole picture”.
- 30 3. What are the first five books of the Bible called?
- 31 4. What happened at the tower of Babel and why?
- 32 5. What is the “shema” as found in Deuteronomy?
- 33 6. What special day were the Hebrews to remember to keep holy and why?
- 34 7. How were the Psalms used in Hebrew worship?
- 35 8. What covenant did God make with Noah and what was its sign?
- 36 9. Describe what Israel was like in the time of the judges.
- 37 10. How did David become King of Israel?
- 38 11. Briefly describe Abraham’s greatest test of faith.
- 39 12. What happened in the garden of Eden and what were its consequences?
- 40 13. If we look t the Bible as a “divine drama”, who would be the main character and why?
- 41 14. What are the main themes of the Old Testament?

42

43

44 **STEPS TO BECOMING A COMMISSIONED LAY PASTOR**

45

- 46 1. Fill in the application.
- 47 2. Attach to the application your statement on the subject, “Why I Would Like to be
- 48 Involved in the Commissioned Lay Pastor **and Authorized Lay Preacher** Program”.

- 1 3. Take your application to your minister(s). S(he) will discuss with you your interest in the
2 program.
- 3 4. Ask your minister to fill out the Minister's Statement form.
- 4 5. Arrange to meet with the session of your church. It will ask you questions and approve
5 your application. It also could possibly recommend that you not be involved in the
6 program.
- 7 6. Your minister will then forward your application and statement, your minister's
8 statement, the session's recommendation, and your signed Sexual Misconduct form to the
9 Stated Clerk of Presbytery of Glacier, PO Box 1562, Kalispell, MT 59903-1562.
- 10 7. Up to and including this point in time, the applicant is called a "seeker". Committee on
11 Ministry will review your application and arrange for a time for you to meet with it so it
12 can examine you regarding your personal faith and your motives for seeking the
13 **authorization or** commission. – The purpose of this examination is pastoral and
14 educational. As a seeker, you will know better what areas to study for future work.
- 15 8. Committee on Ministry will secure a background check and a psychological evaluation
16 by a qualified psychologist. Committee on Ministry pays these expenses.
- 17 9. At this point, the "seeker becomes a "learner". Committee on Ministry will appoint a
18 mentor for you. Committee on Ministry will have a list of possible mentors and will
19 recommend several from which to choose.
- 20
- 21

22 **CHECK LIST FOR LEARNER AND MENTOR**

23
24 The purpose of the mentor/learner relationship is to work together to create competence in
25 certain skills and in certain areas of knowledge. The skills portion is from a Practical-
26 competence-based model of learning; the knowledge portion is from an academic-based model
27 of learning.

28
29 The following skills need to be assessed together: preaching, teaching, worship, conducting
30 funerals, and pastoral care.

31
32 The following areas of knowledge need to be assessed together: Bible, Reformed Theology,
33 Sacraments, and Polity.

- 34
- 35 1. First meeting with mentor. Four people will be present: the learner, mentor, learner's
36 minister, and a member of Committee on Ministry. Committee on Ministry asks the mentor
37 to document all meetings with the learner. Learner will fill out assessment form and discuss
38 it with mentor.
- 39 2. The learner will choose several friends who will also fill out the assessment form.
- 40 3. Second meeting with mentor. Three people will be present: the learner, mentor, and a
41 member of Committee on Ministry. The purposes are (1) to assess the learner's competence
42 in items above, and (2) to review the results of the assessments and agree on a course of
43 study. This will be known as the "Contract for Learning".
- 44 4. The learner carries out the learning contract, meeting with the mentor at least quarterly.
- 45 5. When the learner and the mentor are both satisfied that all areas of competence are complete,
46 the mentor shall present the learner to Committee on Ministry for a final conference and
47 appropriate examination.
- 48 6. The sub-committee of Committee on Ministry established to oversee the Commissioned Lay
49 Pastor **and Authorized Lay Preacher** Program shall certify to Committee on Ministry that the

1 learner is ready to be **authorized or** commissioned without further examination. The learner
2 will be **authorized or** commissioned at a presbytery meeting.

3 7. Committee on Ministry shall be responsible for the placement of the learner whereupon (s)he
4 will be commissioned for a particular ministry in a particular place for a particular period of
5 time according to the *Book of Order*.

6 8. The sub-committee of Committee on Ministry shall confer with the session(s) of the
7 church(es) served by the Commissioned Lay Pastor/**Authorized Lay Preacher** quarterly to
8 identify opportunities for growth.

9
10
11 **FINAL STEPS**

12
13 When both the learner and the mentor are satisfied that the learner has completed all
14 requirements and is ready to be commissioned/**authorized**, the mentor will present the learner to
15 Committee on Ministry for a final conference and appropriate examination. If it is satisfied, it
16 shall certify that the learner is ready to be commissioned/**authorized**. Committee on Ministry
17 shall approve the terms of call and present them along with the learner to presbytery. Presbytery,
18 without further examination, shall proceed to the commissioning/**authorization** of the learner.

19
20 Committee on Ministry shall be responsible for placement of the learner. This placement shall
21 include a written agreement reached with the learner and the session(s) to be served as to areas of
22 responsibility and compensation. This shall be done prior to commissioning/**authorization** by
23 presbytery.

24
25
26 **ANNUAL EVALUATION FORM FOR CLP AND ALP PARTICIPANTS**

27
28 This evaluation is to be conducted annually and 60 days prior to the expiration of the current
29 commission.

- 30
31 1. Quarterly narrative reports should be reviewed. The reports from the Commissioned Lay
32 Pastor **or Authorized Lay Preacher** should include:
- 33 a. a record of specific preaching and teaching assignments, describing activities and
34 addressing any problems or questions;
 - 35 b. an assessment of the general health of the congregation or preaching points; and
 - 36 c. a reflection on personal growth and faith development of the Commissioned Lay Pastor.
- 37
38 2. Annual report from session(s) and supervising moderator(s) shall be reviewed.
- 39
40 3. The Commissioned Lay Pastor's **or Authorized Lay Preacher's** work on his/her proposed
41 plan for continuing education shall be reviewed. A revised plan for continuing education
42 shall be agreed upon.
- 43
44 4. The appropriateness and effectiveness of continuing the commission **or authorization** shall be
45 discussed. Serious problems shall be discussed and resolution shall be worked toward.
- 46
47 5. The terms of call and job description shall be reviewed and amended as appropriate.
- 48
49

1 **COMPENSATION**

2
3 Compensation shall be established by written agreement among the Commissioned **or**
4 **Authorized** person, the session(s) of the church(es) being served, and Committee on Ministry.
5 The agreement form (see Appendix 1) shall be completed in this process and approved by
6 Committee on Ministry and presbytery. The amount of compensation shall depend on work
7 load, time involved, travel necessary, and volunteer considerations.
8
9

10 **CONTINUING NURTURE**

11
12 An annual plan for continued improvement, study and contract renewal shall be worked out with
13 the session, Commissioned Lay Pastor/**Authorized Lay Preacher**, mentor, and sub-committee at
14 the time of the commissioning/**authorizat**on. An annual review shall be carried out by the
15 Commissioned Lay Pastor committee and will include a review of goals and plans agreed upon
16 above.
17
18

19 **PHILOSOPHY**

20
21 Judgments concerning standards, training, duties, and compensation are to be on a case-by-case
22 basis as approved by the Commissioned Lay Pastor committee and Committee on Ministry. The
23 Commissioned Lay Pastor Resource Book shall be used as a resource in making judgments.
24
25

26 **DUTIES AND AUTHORITY**

27
28 On 29 June 2002 the Presbytery of Glacier approved this Commissioned Lay Pastor Handbook.
29 The Committee on Ministry has the following duties and authority to act:
30
31

- 32 1. To identify and train members of the Presbyterian Church (USA) to serve as
- 33 Commissioned Lay Pastors (G-14.0560).
- 34 2. To oversee the training of those persons selected in accordance with the adopted
- 35 Commissioned Lay Pastor Program.
- 36 3. To examine on behalf of the Presbytery those persons who have completed the learner
- 37 phase of the Commissioned Lay Pastor Program and to recommend to Committee on
- 38 Ministry that the individual be commissioned with no further examination.
- 39 4. To recommend to Presbytery changes in the Commissioned Lay Pastor Program, as the
- 40 need may arise.
- 41 5. To co-opt, as needed, clergy and lay persons to assist with the Commissioned Lay Pastor
- 42 Program.

43
44 **The following statement in green font is by recommendation of the Stated Clerk.**

45
46 **If this full revision is passed by presbytery on 4 February 2010, the DUTIES AND**
47 **AUTHORITY section should read:**
48

1 On 29 June 2002 the Presbytery of Glacier approved a Commissioned Lay Pastor Handbook. On
2 4 February 2010 the Presbytery of Glacier approved this revised edition titled *Commissioned Lay*
3 *Pastor and Authorized Lay Preacher Program*. Committee on Ministry has the following duties
4 and authority to act:

- 5
- 6 1. To identify and train members of the Presbyterian Church (USA) to serve as either
7 Commissioned Lay Pastors (G-14.0560) or Authorized Lay Preachers.
- 8 2. To oversee the training of those persons selected in accordance with the adopted
9 Commissioned Lay Pastor and Authorized Lay Preacher Program.
- 10 3. To examine on behalf of presbytery those persons who have completed the learner phase
11 of the Commissioned Lay Pastor and Authorized Lay Preacher Program and to
12 recommend to Committee on Ministry that the individual be commissioned/authorized
13 with no further examination.
- 14 4. To recommend to presbytery changes in the Commissioned Lay Pastor and Authorized
15 Lay Preacher Program, as the need may arise.
- 16 5. To co-opt, as needed, clergy and lay persons to assist with the Commissioned Lay Pastor
17 and Authorized Lay Preacher Program.
- 18
- 19

20 *Original Commissioned Lay Pastor Program*

21 *Presbytery of Glacier*

Approved 20 Jun 2002

22 *Full Revision & Addition of Authorized Lay Preacher Program*

23 *Committee on Ministry*

Approved 7 Jan 2010

24

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3

FORMS

1
2

APPLICATION

Name	_____		
	(Last)	(First)	(Middle Initial)
Address	_____		
	(Street)	(City)	(State ZIP)
Telephone	_____		
	(Home)	(Work)	(Email)
Member of	_____		
	(Name of church)	(City)	(State)
Joined the church	_____		
	(Year)		
Ordained as Elder	_____		
	(Year)		

3
4

Describe your present activities in the life and mission of the church:

5
6

Present employment:
Title

Nature of work

7
8

Educational background:

School & Location	Yr Grad	Degree Major/Minor
-------------------	---------	--------------------

9
10
11

Limits: What factors may place limits on your ability to receive training and to serve as a
Commissioned Lay Pastor (i.e. physical disability, family situation, employment status, etc.)

12
13

1 REFERENCES: Please list at least three references that may be contacted regarding your life in
2 the church, your character, and your commitment to this program.

3

1	_____	_____	_____
	(Name)	(Address)	(Telephone)
2	_____	_____	_____
	(Name)	(Address)	(Telephone)
3	_____	_____	_____
	(Name)	(Address)	(Telephone)

4
5 STATEMENT: Please attach to this form your statement on the subject, "Why I Would Like to
6 be Involved in the Commissioned Lay Pastor and Authorized Lay Preacher Program."

7
8 *Please take your completed application form and your attached statement to your pastor or, if*
9 *your church is without a pastor, to the minister that Presbytery has appointed to moderate*
10 *your church's session. The minister will then forward your application form and statement,*
11 *along with the reference form (s)he will complete to the presbytery's Committee on Ministry,*
12 *c/o Stated Clerk, PO Box 1562, Kalispell, MT 59903-1562.*

13
SESSION RECOMMENDATION: We, the Session of the _____
Presbyterian Church have examined and approved this applicant for the Commission Lay Pastor
and Authorized Lay Preacher Training Program of Presbytery of Glacier.

Signature of Clerk of Session
Date _____

14
15 SEXUAL MISCONDUCT POLICY: Please read and sign the attached sexual misconduct form.
16 If you wish to read the entire policy before you sign, please contact the office of Presbytery of
17 Glacier or your minister.

18
19 SIGNATURE: I hereby apply for admission to the Commissioned Lay Pastor and Authorized
20 Lay Preacher Training Program of the Presbytery of Glacier. I understand that successful
21 completion of the program is a requirement for future authorization or commissioning as a Lay
22 Pastor or Lay Preacher by the Presbytery of Glacier.

23
24 Signed _____
Date _____

25
26

SEXUAL MISCONDUCT INFORMATION FORM

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and its Procedures adopted by the 1991 General Assembly, and was revised by the 1993 General Assembly.

Please check one of the following:

- I certify by the signature below that no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct.
- I am unable to make the above certification. I offer, instead the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

The information in this application is accurate to the best of my knowledge and may be verified by the General Presbyter for the Presbytery of Glacier Commissioned Lay Pastor **and Authorized Lay Preacher** Program. I hereby authorize the General Presbyter to inquire concerning any civil or criminal records, or any judicial or ecclesiastical proceedings involving me as a defendant, related to sexual misconduct. By means of this release, I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the Presbytery of Glacier,

I have read this certification and release form and fully understand that information obtained may be used to deny me appointment as a Commissioned Lay Pastor **or Authorized Lay Preacher**. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

(Signature)

(Print or Type Name)

Date _____

Sustained:

1. In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict, or a plea bargain.
2. In a civil court, "sustained" means that there has been a judgment against the defendant.
3. In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.

Pending:

1. In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case in which there is not yet a verdict.
2. In a civil court, "pending" means a case in which there has not been a decision or judgment.
3. In an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not yet been decided by a permanent judicial commission, or an accusation or charges are in an equivalent state or process n a church other than the Presbyterian Church (USA).

MINISTER’S STATEMENT

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To be completed by the applicant’s minister or Presbytery-appointed moderator of session, if applicant’s church is without a pastor.

Please furnish your comments pertaining to the areas listed below. Use the reverse side of this sheet or attach additional pages if more space is needed. Your responses will be confidential and will be used only by presbytery’s Committee on Ministry in considering this person’s application for enrollment in the Commissioned Lay Pastor Training Program.

Christian commitment and maturity:

Leadership ability:

Ability to work with people:

Openness to ideas and learning:

Your assessment of this person’s suitability to serve in this way:

Other comments you wish to add:

Signed _____ Date _____

Please return the original of this form along with the original application form and attached statement which the applicant has completed to: Stated Clerk; Presbytery of Glacier; PO Box 1562; Kalispell, MT 59903-1562.

42
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46

LEARNER ASSESSMENT SHEET

1
2

Name of Learner _____

3
4
5

Assessment by (check one): Learner Friend Mentor

6
7
8

Instruction: Under each heading, circle the number that you think best describes the above-named Learner.

9

A. Preaching the Word of God

1	2	3	4	5
Unable to Preach	Scared to Preach	Able to Preach	Good at Preaching	Excellent Preacher

10

11

B. Ability to Teach

1	2	3	4	5
Unable to Teach	Scared to Teach	Able to Teach	Good at Teaching	Excellent Teacher

12

13

C. Leading Worship (presiding)

1	2	3	4	5
Unable to Lead Worship	Scared to Lead Worship	Able to Lead Worship	Good at Leading Worship	Excellent Worship Leader

14

15

Items D and E are for evaluation by learner and Friend only. Circle *all* numbers that apply.

16

17

D. Conducting Funerals

1	2	3	4	5
No funeral experience	Some funeral experience	Is willing to assist the minister	Needs more training to conduct a funeral	Is prepared to conduct a funeral

18

19

E. Pastoral Care (including calling upon sick, bereaved, etc.)

1	2	3	4	5
No pastoral care experience	Some pastoral care experience	Is willing to assist the minister	Needs more training in pastoral care	Is prepared for pastoral care

20

21

Other Comments _____

22

Name of Reference _____

Address _____

Telephone _____ Date _____

23

24

WORSHIP LEADERSHIP AND SERMON FEEDBACK

(Adapted from the Handbook - *Commissioned Lay Pastors in the Presbyterian Church*)

Name of Preacher _____

Church in which sermon was preached _____

Name of Evaluator _____ **Date** _____

Sermon Title _____

Bible Text _____

A. STRUCTURE AND MESSAGE

- What was the primary message of the sermon?

- What were some of the features of the sermon that helped clarify the message?

- List your suggestions for strengthening the content of this sermon.

- Were you readily able to follow the preacher’s line of thought?

- In your judgment, was the sermon a faithful presentation of scripture? Why or why not?

B. DELIVERY AND PRESENCE

- How would you describe the strengths of the manner and style of delivering the sermon?

- What was it about the delivery that helped you listen and be a part of the sermon?

- What suggestions do you have for strengthening sermon delivery?

- Was the total worship service presented well? Suggestions?

**EVALUATION FORM FOR QUARTERLY/ANNUAL EVALUATION OF
COMMISSIONED LAY PASTOR/AUTHORIZED LAY PREACHER**
to be filled out by Liaison of Particular Church
(Adapted from Manual for *Commissioned Lay Pastors in the Presbyterian Church*)

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Name of CLP/ALP _____ Home Phone _____
Work Phone _____

Address _____

Date of Commissioning/Authorization _____

How long has the CLP/ALP been active in this calling? _____

What are the major strengths? _____

What are the major areas of growth? _____

Will you provided constructive evaluation of worship leadership and sermons? _____

Do you think he/she is growing spiritually in this experience? _____

What suggestions do you have for the CLP or ALP? _____

**COMMISSIONED LAY PASTOR’S OR AUTHORIZED LAY PREACHER’S
PERSONAL ANNUAL REPORT**

(Adapted from the CLP Program of Presbytery of Genesee Valley, Rochester NY)

Please mail to: Stated Clerk
PO Box 1562
Kalispell, MT 59903-1562

For the year _____ Phone number _____ Date _____
Name _____
Address _____
Date of Commissioning/Authorizing _____ Church Serving _____

Instructions: Please use separate sheets of paper to respond to the following questions:

A. Activities with the Church(s) served

For the year reported, indicate the number of:

CLP – sermons preached, Sacraments administered (Lord’s Supper and baptisms)
pastoral calls, hospital/nursing home calls, funerals, and weddings which you have
officiated.

ALP – sermons preached, pastoral calls, hospital/nursing home calls and funerals

- 1. List other activities in the life of the church in which you have had a leading role (teaching, etc.)
- 2. List other activities in the life of the church in which you have participated

B. Continuing Education and/or Spiritual Growth

- 1. List and describe any seminars, classes, conferences, etc. of a continuing education nature which you have attended during the past year.
- 2. List any significant books or periodicals you have read the past year.
- 3. Tell us something about how you maintain and nurture your spiritual life and health.

C. The Mentor/Mentoring Relationship

- 1. If applicable, name the moderator(s) of the church (s) served and describe the nature of your relationship.
- 2. Do you meet regularly? Are the meetings helpful?
- 3. If no relationship exists, who you like one appointed from the church in which you are serving?

**SESSION'S ANNUAL EVALUATION OF
COMMISSIONED LAY PASTOR
AUTHORIZED LAY PREACHER**

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Please fill out annually and send to
Stated Clerk
Presbytery of Glacier
PO Box 1562
Kalispell MT 59903-1562

Name of CLP/ALP _____

Name of Church _____

- How would you describe your experience of worship under the leadership of the CLP/ALP named above? Did the experience of worship meet your expectations? (Try to reflect the sense of the session and the congregation, being as specific as possible.)

- What words would you use to describe the preaching? How well did you feel the scriptures were proclaimed? On what specifics (if any) is your answer based?

- Does you experience with this CLP/ALP lead you to have any concerns about this persons beliefs and/or abilities? Please explain.

- Does your session wish to convey anything to the Committee on Ministry regarding the effectiveness, or lack of effectiveness, of the program?

COMMISSIONED LAY PASTOR AGREEMENT
AUTHORIZED LAY PASTOR AGREEMENT
(Date)

The following agreement between the session(s) of [Name of church(es) or parish, as applicable] and [Name of Commissioned Lay Pastor or Authorized Lay Preacher] is for the purpose of providing pastoral services to the [Name of church(es) or parish, as applicable] within the bounds of the Presbytery of Glacier.

The duties of the Commissioned Lay Pastor shall include [those functions ordinarily filled by the pastor, such as regular schedule of services and preaching, pastoral calling, crisis situations, communion, baptism, weddings, funerals, etc.]

The duties of the Authorized Lay Preacher shall include [worship and preaching And other duties as concurred by the session and moderator of the church served – hospital and home visits, funerals, new member classes, confirmation classes] and not present themselves or give the impression of being a minister of the Word and Sacrament or pastor of a particular church.

Goals for this ministry shall be:

This agreement is for a period up to three years and is to be reviewed annually by the Commissioned Lay Pastor, the session(s), and Committee on Ministry.

For the Authorized Lay Preacher this agreement is for a period set by Committee on Ministry and the church needing the services.

This agreement may be terminated by the session(s) upon 30 days written notice. The Commissioned Lay Pastor may terminate the agreement with a 30-day written notice and forfeiture of any payment beyond that period.

Terms of the agreement:

1. Commissioned Lay Pastor/Authorized Lay Preacher is employed on a [full-time, part-time] basis, serving approximately [number] hours per week for [number of months].
2. Cash Salary \$ _____
 Housing (if applicable) \$ _____
 Social Security \$ _____
 Travel Reimbursement (by voucher) \$ _____
 Vacation _____
 (To be earned at the rate of one (1) week per quarter and used or accumulated as agreed upon.)
 Study Leave _____

SIGNATURES

DATE

Commissioned Lay Pastor or Authorized Lay Preacher

Clerk of Session

Moderator, Committee on Ministry

SERVICE OF COMMISSIONING

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3
4 When Committee on Mnistry is satisfied with the qualifications of an applicant, it shall present
5 the applicants to presbytery.

6
7 It is appropriate that the presbytery in which the applicant is to serve have a complete Service for
8 the Lord's Day or a separate service. When included in a complete service, this part of the
9 service should follow the sermon and precede celebration of Eucharist

10
11 Presbytery shall ask the applicant the constitutional questions in W-4.4003, using these words for
12 Question i: Will you be a faithful Commissioned Lay Pastor/Authorized Lay Preacher serving
13 the people by proclaiming the good news, teaching faith and caring for the people, and in your
14 ministry will you try to show the love and justice of Jesus Christ?

15
16 After questions – Prayer:

17
18 Almighty God, in every age You have chosen servants to speak your Word and lead your
19 loyal people. We thank you for _____ whom you have called to serve
20 you as Commissioned Lay Pastor/Authorized Lay Preacher in and for the Presbytery of
21 Glacier. Give him/her gifts to do the particular work you have called him/her to do. Fill
22 him/her with your Holy Spirit, so that (s)he may have the same mind that was in Christ
23 Jesus, and be a faithful disciple throughout life.

24
25
26 All may pray together:

27
28 God of grace, in baptism you have called us to a common ministry as ambassadors of
29 Christ, trusting us with the message of reconciliation. Give us courage and discipline to
30 follow where your servants rightly lead us that together we may declare your wonderful
31 deeds and show your love to the world; through Jesus Christ the Lord of all. Amen.

32
33 The moderator greets the Lay Pastor/Preacher:

34
35 On behalf of the Presbytery of Glacier, I welcome you to this ministry. May God's Holy Spirit
36 empower you in the ministry of our Lord and Savior Jesus Christ. Amen.
37

**RE-COMMISSIONING or RE-AUTHORIZATION
PERSONAL REQUEST FORM**

Requirements

1. The will of the Commissioned Lay Pastor to be re-commissioned or **The will of the Authorized Lay Preacher to be assigned to a specific place.**
2. The submission of an annual report.
3. The fulfillment of the continuing education requirement.
4. An annual interview with Committee on Ministry sub-committee and the Commission Lay Pastor/**Authorized Lay Preacher.**
5. Committee on Ministry approval.

Name _____ Date _____

Address _____ Phone _____

I have submitted my annual report of preaching activities and understand that this report will be used to aid the re-commissioning/re-authorization process.

Here are the names of church/churches where I have preached over the last _____ years and you have my permission to correspond with their sessions regarding my effectiveness.

My home pastor is _____ and you have my permission to correspond with him/her regarding my activities in my home church and my growth in faith and practice.

I am willing to be interviewed by representatives of the Committee on Ministry as part of the determination as to whether I shall be re-commissioned/re-authorized.

Signed _____

Date _____

Please return to: Stated Clerk
Presbytery of Glacier
P O Box 1562
Kalispell MT 59905-1562