

LAY MINISTER GUIDELINES

1. The Lay Ministry certification is not a terminal status. Consequently, Lay Ministers will be given two (2) years (with a possible concession for 1 additional year if needed) from the date of their initial certification to complete their requirements for ministerial licensure.
2. Course work during the Lay Ministry process includes, but is not limited to, the successful completion of the foundations Course requirements and Minister's Policy Manual.
3. In addition to the above stated course requirements, Lay Ministers will be required to do additional readings and submit proof of their having completed the reading assignments
4. As well, Lay Ministers will attend at least (3) three qualified intensive training sessions during their tenure as a Lay Minister in order to advance to a licensed Minister. These training sessions will be announced by the Regional Office as to location and topics covered from the Ministerial Candidates Manual.
5. All Lay Ministers are to have a mentor with whom they report and are accountable. The name of the mentor is to be on file, and acceptable to the Regional Office.
6. All lay Ministers are to report quarterly to the Regional Office. Failure to keep reporting up-to-date will result in the Lay Minister's certification not being renewed for a subsequent calendar year.
7. Lay Ministers are recommended to the Local Church business conference for endorsement for ministerial licensure when the Regional Overseer, in consultation with the Lay Minister's Pastor, feel that the Lay Minister has made full proof of his/her ministry. If after the period of two years, the Regional Overseer and Pastor do not feel good about recommending the candidate for licensure, the Lay Minister will be terminated from the Lay Ministry program. If in the opinion of the Regional Overseer, an additional and final year of Lay Ministry would advance the candidate to the licensure process, the Regional Overseer may retain the Lay Minister for a third year. If, after the third year has been completed and the Lay Minister has not advanced to being recommended by the Regional Overseer, the candidate will then be terminated from the Lay Ministry process.
8. All Lay Ministers submit to a criminal and credit background check. The cost of the background check is the responsibility of the Lay Minister. Lay Ministers are to apply for the background check through the Regional Office.
9. An annual evaluation process will be implemented to track the Lay Minister's progress.