

Commissioned Lay Pastor (CLP)  
Policy  
of Lake Huron Presbytery

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# Commissioned Lay Pastor Program Of Lake Huron Presbytery

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## Section I. Role And Purpose Of CLP Program

- A. The Reformed tradition holds that every baptized Christian is called to ministry. Christians are called to be active participants in the church's total ministry. This total ministry is nothing less than the exercise of the church's vocation to continue the ministry of Jesus Christ. We are called to embody that ministry in our own time and place through worship, service to others and by proclamation of God's Word to all people.
- B. The Presbytery of Lake Huron is aware of the growing need of congregations to have someone who will provide worship leadership, and "watch over the people, and provide for their nurture and service." In view of this need and in keeping with the Reformed tradition the Presbytery adopts the Commissioned Lay Pastor Program as described in this document, in accordance with the most recent edition of the Book of Order, Presbyterian Church (USA).
- C. The purpose of the Commissioned Lay Pastor (CLP) Program is to identify, equip, and commission elders of the Lake Huron Presbytery for service in places of need within the Presbytery. The CLP will provide leadership in the areas of worship and preaching, pastoral care and visitation, administration and other areas as requested by the Committee on Ministry (COM).
- D. A CLP is a full-time or part-time, compensated person, called by God and affirmed by his/her Session and trained and commissioned by the Presbytery to be the primary pastor for a particular congregation or congregations where it is difficult to place an ordained Minister of Word and Sacrament. **A CLP Is Not To Be Considered A Replacement For Ordained Clergy.** The Committee on Ministry and the Presbytery need to guard against this potential misuse of the position as they approve and review CLP commissions.
- E. CLP's are not ordained ministers. CLP's are commissioned only to a particular congregation or congregations identified by the Committee on Ministry and given particular rights and responsibilities in carrying out that commission at the discretion of the Committee on Ministry in accordance with those responsibilities allowed by the most recent edition of the Book of Order. A commission is valid for a period of up to three years and may be renewed at expiration. A review of the work of a CLP shall be conducted annually by Committee on Ministry and a commission may be terminated at any time at the discretion of Presbytery.
- D. The training necessary for a CLP is different from that for an ordained minister and does not require the same level of academic knowledge and training. They will therefore follow a separate track from those seeking ordination. A lay person's ability to preach, teach, lead worship, extend pastoral care and provide administrative assistance to a local church is cultivated through a course of study and experiential learning designed to enhance their spiritual gifts in these areas. Consequently, competency in the exercise of spiritual gifts, more than the acquisition of seminary credentials, forms the basis for commissioning. This

competency is to be understood in light of the place of local commissioning and not of the whole church. To further the development of these gifts for service in a particular field, the Presbytery will provide required training as outlined below.

- E. This discernment of an individual's competency in the exercise of spiritual gifts as a CLP is to be understood as only beginning with the successful fulfillment of the course of study and training as outlined below. Completion of the required training does not guarantee that a person will be commissioned.

## **Section II. Overview Of CLP Training Program**

- A. The CLP training program is a multi-year program (approximately 2 ½ - 3 years) with two levels of training as follows:
  - Level 1 - Preparation for Preaching Elder
  - Level 2 - Preparation for Commissioned Lay Pastor
- B. The CLP program is an investment by Lake Huron Presbytery in future leadership for small churches and as such most of the costs of this program will be borne by Presbytery and not by the students. The students are expected to commit their time to the training and to cover personal travel and incidental expenses. A more detailed breakdown of the expected costs and time commitments is given in Section IV (C).
- C. Level 1 Training (Preparation for Preaching Elder) will be open to any elder who is a member of Lake Huron Presbytery. An endorsement from the elder's current pastor is required. See Section III (A) and Appendix 4 for details.
- D. The Level 1 curriculum will include a yearlong in-depth Bible study rooted in the Reformed tradition. In addition training in exegesis, hermeneutics, homiletics and worship will be provided. (More details are given in Section V (G) and Appendix 7.) Students will have several opportunities to practice their preparation and delivery of sermons. The expectation is that graduates of the Level 1 Training will be able to pass a Bible content exam, exegete scripture, plan a worship service, and develop and deliver a quality sermon. A successful graduate of the Level 1 Training would receive a certificate and would be available for pulpit supply in the Presbytery.
- E. An elder who has successfully completed the Level 1 Training and is interested in becoming a Commissioned Lay Pastor would then complete the application process to enter into the Level 2 Training program (See Section III (B) and Appendix 5). This process includes 1) obtaining the endorsement of his/her session, 2) getting a letter of recommendation from his/her pastor, 3) providing two other letters of recommendation, and 4) arranging an interview with the Committee on Lay Pastor Training which must also give its approval for a student to continue in the training program.

- F. The Level 2 Training Program is a process of instruction and of discernment. Part of the discernment process at the beginning of year two includes an evaluation by a psychologist engaged by the Presbytery. Results of the psychological evaluation will be discussed with the CLP Program Administrator and the Committee on Lay Pastor Training. In addition, throughout the year of the Level 2 Training the student along with the student's session, the CLP Program Administrator, and the Committee on Lay Pastor Training will discern through prayer, classroom achievement, and personal growth God's call to the student to serve as a Commissioned Lay Pastor. CLP students must be willing to accept the care and guidance of Presbytery in their course of study and practical training in preparation for commissioning.
- G. The second year of training will focus on the topics required for CLP training by the Book of Order. The curriculum in the second year will include, but not be limited to Bible, Reformed Theology and Sacraments, Presbyterian Polity, preaching, leading worship, pastoral care, and teaching. More details are given in Section V I and Appendix 8.
- H. In addition to the classroom instruction students will put into practice what they have learned through an internship supervised by a Minister of Word and Sacrament. This internship should be individually tailored to the needs of each student as determined by the Committee on Lay Pastor Training. In addition the Committee on Lay Pastor Training may require that a unit of Clinical Pastoral Education (CPE) be taken as part of the preparation for becoming a Commissioned Lay Pastor. At the end of their practical training, students will prepare a written summary of their experiences for the Committee on Lay Pastor Training along with a written report from their supervising Minister of Word and Sacrament.
- I. The supervised internship and CPE training (if required) will ordinarily occur after the end of the second year of classroom training. Therefore, this part of the Level 2 Training is referred to elsewhere in this document as the "third year." The supervised internship and/or CPE training, however, could start earlier during the latter half of the second year with the permission of the Committee on Lay Pastor Training, If this is the case, then the practical portion of Level 2 Training will overlap with the classroom instruction.
- J. For special circumstances (such as an elder having extensive prior experience leading church worship or in the case of an elder currently serving as temporary supply), the Committee on Lay Pastor Training has the option of allowing an individual to complete part or all of the third year of training while serving a commission in a church. The use of this option requires the mutual agreement of the Committee on Ministry which has the responsibility for matching students with a commission. Under this scenario, upon successful completion of the second year of training, the CLP candidate would proceed to be examined to determine if he/she is ready to receive a commission under the process described in Section VII. If the CLP candidate is certified as ready to receive a commission and subsequently receives a commission, then such a commissioned CLP candidate

would be expected to complete the third year of training while serving a commission. The Committee on Lay Pastor Training along with the Committee on Ministry would have oversight of the CLP as long as the training was in progress, after which the COM would assume primary care and oversight of the CLP.

- K. Once the Level 2 Training (Both Year 2 Instructional and Year 3 Practical Training) has been successfully completed, a CLP candidate will be examined to determine if he/she is ready to receive a commission. The examination panel will consist of at least two members from Committee on Ministry, at least two members from Committee on Preparation, and at least two members from the Committee on Lay Pastor Training. The procedures for the examination process are described in Section VII. Upon successful completion of the examination process, a graduate of the Level 2 Training would be designated as a “Certified Lay Pastor” ready to receive a commission at the recommendation of Committee on Ministry and approval of Presbytery

### **Section III. Administration Of The CLP Program**

#### A. Organization:

##### 1. Paid CLP Administrator

This person is responsible for the overall administration and oversight of the CLP program. The CLP Program Administrator shall:

- a) Be *ex officio* member of the Committee on Lay Pastor Training
- b) Help recruit students and instructors
- c) Coordinate teaching
- d) Purchase curriculum
- e) Evaluate students
- f) Help students discern their call to ministry
- g) Coordinate internship program for students
- h) Tend to the details and communications surrounding each class and facilitate communication with students, teachers, sessions, and pastors

Key qualifications for this position are excellent organizational and administrative skills, good communication skills, and a commitment to the CLP program.

The Personnel Committee of Lake Huron Presbytery, in consultation with the General Presbyter, has the responsibility to determine the appropriate way to fill and supervise this position. One option would be to assign responsibility for the administration of the CLP program to a member of Presbytery Staff. Alternatively, the Personnel Committee may hire a part-time paid CLP administrator. A more detailed description of the qualifications and suggested compensation are covered in Appendix 1.

## 2. Committee on Lay Pastor Training (CLPT)

This is a three member committee (not including the CLP Administrator) and is responsible for guiding and supporting the CLP Administrator, and by assisting in:

- a) Administration of the Program
- b) Recruitment and selection of CLP program participants
- c) Selection of instructors
- d) Scheduling of training sessions
- e) Providing developmental resources and supplemental training

The Committee will also partner with the Administrator to:

- a) Examine the CLP candidates
- b) Certify whether CLP candidates have satisfactorily completed training and are therefore ready for commissioning

Members of the Committee on Lay Pastor Training would serve for the duration of a complete cycle of training and would be eligible to serve again for a second cycle of training.

A student enrolled in the CLP training program may not be a member of the CLP T.

## 3. Committee on Preparation (CPM)

The Committee on Preparation has a minor role in the CLP training process. Representatives from Committee on Preparation will participate in the examination of a CLP candidate at the end of his/her training to certify that the individual is ready to receive a commission.

## 4. Committee on Ministry (COM)

As required by the Book of Order (G 14.0800) the Committee on Ministry is responsible for:

- a) Matching CLPs to congregations
- b) Determining which duties a CLP will be permitted to perform
- c) Assigning a minister of the Word and Sacrament as mentor and supervisor to each commissioned CLP
- d) Conducting annual reviews of CLPs serving a commission
- e) Approving continuing education plans of CLPs serving a commission

In addition to the duties required by the Book of Order, representatives from Committee on Ministry will also participate in the examination of a CLP candidate at the end of his/her training to certify that the individual is ready to receive a commission.

## B. Stepwise Process with Roles and Responsibilities

<b><u>Responsibility</u></b>	<b><u>Action</u></b>
<b>CLPT</b>	1. Organize training program, recruit instructors and students.
<b>CLP Student</b>	2. Complete necessary application procedures.
<b>Pastor, Session</b>	3. Endorse and support student.
<b>CLPT</b>	4. Reviews applications and informs students if they are qualified to enter training program
	5. Oversees training program.
<b>CLP Student</b>	6. Participates in training program; completes all necessary training requirements including a psychological examination.
<b>CLPT</b>	7. Review CLP candidate records of training and completion of requirements in the study of the Bible, Reformed Theology, Sacraments, Presbyterian Polity, Preaching, leading worship, pastoral care, and teaching.
	8. Evaluate areas needing improvement or additional training.
<b>CLPT, CPM, COM</b>	10. Examine candidate as to personal faith, motives for seeking commission, and the areas of instruction.
	11. Evaluate findings and make recommendations to COM for its deliberations for possible commissioning of the candidate.
	12. Complete certification of the candidate and submit certification with synopsis of evaluation of the candidate to COM with any appropriate recommendations for action.
<b>COM</b>	13. Review CLPT certification for placement and their evaluation along with the joint committee examination findings and recommendations for further ongoing training.
	14. Determine those functions the candidate should be authorized to perform in a commission, including any or all the following: <ol style="list-style-type: none"><li>Administer the Lord's Supper</li><li>Administer the Sacrament of Baptism</li><li>Moderate the session of the congregation</li><li>Have a voice &amp; vote in Presbytery meetings</li><li>Have a vote in meetings of Presbytery</li><li>Perform a service of Christian marriage</li></ol>



**Responsibility**

**Action**

**COM**

15. Recommend Presbytery approve the commissioning of the Certified Lay Pastor. The commission shall be valid for a period of up to three years as determined by Presbytery. It may be renewed at expiration or terminated at any time at discretion of Presbytery
16. Assign a mentor for the CLP. The mentor shall be a minister of the Word and Sacrament in the PCUSA, and an active member of LH Presbytery, and shall have knowledge of and be supportive of the CLP program. Mentors should be assigned only one CLP at a time.

**Presbytery**

17. Approve commissioning the CLP candidate.
18. Provide resources for the CLP for spiritual and intellectual development.

**CLP**

19. Serve the assigned local commission, working under the supervision of Presbytery through the moderator of session (if appointed by Presbytery) or through COM and its assigned mentor.
20. Continue training in areas determined to require improvement prior to commissioning, or as found appropriate during current service

**Mentor**

21. Meet with the CLP on a regular basis (generally once per month), and provide support, guidance, advice, and nurturing.
22. Provide annual written reports to COM regarding CLP performance.

**COM**

23. Review CLP performance annually and determine if renewal of the commission is appropriate. Also approve continuing education plans for the CLP.

## **Section IV. Qualification Requirements and Entry Process**

### **A. Requirements for Level 1 Training**

1. Applications will be accepted from any person who is an elder in a PCUSA congregation in the Lake Huron Presbytery.
2. Applicants shall have no less than an associate college degree program, or have equivalent work experience. The Committee on Lay Pastor Training has the responsibility for determining what constitutes "equivalent work experience."
3. The applicant must fill out the application form (Appendix 3) and set up an interview with his/her pastor and a CLPT member.
4. The applicant will obtain an endorsement from his/her pastor (use form in Appendix 4) In the event there is no current pastor at the church the endorsement can come from the clerk of session.
5. The applicant will write a statement of faith.
6. The completed application form along with a \$50.00 non-refundable application fee is sent to the Presbytery Office to the attention of the Committee on Lay Pastor Training

### **B. Requirements for Level 2 Training (Second Year)**

- 1) Satisfactorily complete Level 1 Training
- 2) Get endorsement of session (see Appendix 6)
- 3) Letter of recommendation from Pastor
- 4) Two other letters of recommendation (members of Lake Huron Presbytery?)
- 5) Interview with the Committee on Lay Pastor Training
- 6) Take psychological testing within 90 days of entrance to Level 2 training
- 7) Complete Application Form (Appendix 5)
- 8) Update statement of Faith

### **C. Requirements for Level 2 Training (Third Year)**

1. Submit updated Level 2 application (Appendix 5). (It will not be necessary to update the letters of recommendation and the session endorsement.)
2. Obtain endorsement of CLPT committee to continue following annual review at end of Year 2 training

**D.** The application forms and all proceedings concerning the application process are to be considered personal and confidential and are not to be disclosed to unauthorized persons.

**E.** An applicant to the CLP program enters into a covenant with the Committee on Lay Pastor Training and agrees to abide by its decisions and processes. An applicant also commits to participate fully in the scheduled activities and assignments – both academic and practical.

**Section V. CLP Training Program**

- A. The Book of Order requires that a CLP receive instruction in Bible, Reformed Theology and Sacraments, Presbyterian Polity, preaching, leading worship, pastoral care and teaching. Lake Huron Presbytery prepares individuals for commissioning as lay preachers by requiring an approximately three-year program of training, planned and conducted by the Presbytery. Each CLP student will receive a total of approximately 160 instructional hours combined with approximately 720 study or practical experience hours by each participant.
  
- B. Training sessions will ordinarily be held once a month on Saturdays with breaks in the schedule to accommodate holidays and special seasons of the Christian year. Training sessions may also be combined and held as an overnight training event. The Committee on Lay Pastor Training will decide the actual schedule and location of the training sessions to best fit the needs of the students and instructors. This schedule will be prepared before the beginning of the training so that the students can schedule their times accordingly.
  
- C. The CLP program is an investment by Lake Huron Presbytery in future leadership for small churches and as such most of the costs of this program should be borne by Presbytery - not the students. The students are expected to commit their time to the training and to cover personal travel and incidental expenses. The estimated student costs and time commitments are outlined in the table below. The estimated costs to Lake Huron Presbytery are outlined in Appendix 1 and depend on the cost of the CLP Program Administrator and the cost of the instructors.

Estimated Student Costs and Time Commitments for CLP Training Program

<b>ITEM</b>	<b>FIRST YEAR</b>	<b>SECOND YEAR</b>	<b>THIRD YEAR</b>
Class hours	72-84 hours*	72-84 hours*	0 hours
Study hours	240 hours	240 hours	120 hours
Practicum hours	4 sermons	0	120 hour internship
Cost to Student	Travel to classes, meals, two nights lodging  \$100 for Bible and Bible reference books	Travel to classes, meals, possibly 2-3 nights lodging  \$100-200 for books & reference materials	Travel in carrying out responsibilities,  \$250 for CPE if required (request local church support)
Minimum Number in Program	6	4	Not Applicable

\* (6 hours/month x 12 months + possibly additional 12 hours for 2 overnight sessions)

- D. Instructors from Lake Huron Presbytery will be paid at the Presbytery rate for supply preaching per session. Instructors from outside the presbytery such as seminary professors will be paid at a rate negotiated by the Committee on Lay Pastor Training.
- E. The first year curriculum will include a Reformed in-depth Bible study such as the Kerygma Program as well as training in exegesis, hermeneutics, homiletics, and worship. Students will prepare and deliver a minimum of four (4) practice sermons. At the end of the yearlong training a students will present a sermon for review by the Committee on Lay Pastor Training. Graduates of the first year shall be able to pass a Bible content exam, exegete scripture, develop a sermon, and deliver a quality sermon. A proposed curriculum for the first year is given in Appendix 7. The actual curriculum will be developed by the Committee on Lay Pastor Training but will adhere to the policy guidelines.
- F. Instructors for the Level 1 Bible study and preaching sessions will be recruited from within the Presbytery. It is recommended, but not required, that seminary instructors lead the sessions on exegesis, hermeneutics, homiletics, and worship. The actual choice of instructors is at the discretion of the Committee on Lay Pastor Training.
- G. The second year curriculum will include:

- 2 units on Reformed Theology
- 1 unit on Sacraments
- 1 unit on Reformed Spirituality and Prayer
- 2 units on Presbyterian Constitution (Book of Order), Confessions, & Polity
- 1 unit on Teaching and Christian Education
- 2 units on Pastoral Care including boundary issues and sexual misconduct
- 1 unit on Wedding Preparation
- 1 unit on Conflict Management
- 1 unit on Moderating Sessions and Organizational Structure in the church

A unit consists of 6 hours of class contact time and approximately 20 hours of study time (10 hours preparation + 10 hours post-class assignment).

- H. A proposed curriculum for the second year is given in Appendix 8. The actual curriculum will be developed by the Committee on Lay Pastor Training but will adhere to the policy guidelines.
- I. It is recommended that instructors for the Level 2 sessions be recruited from within the Presbytery. The Committee on Lay Pastor Training, however, has the option of recruiting instructors from outside the Presbytery and/or from seminaries if it deems appropriate. The actual choice of instructors is at the discretion of the Committee on Lay Pastor Training.

- J. The third year of training will be an opportunity to put into practice what the students have learned. Each student will be expected to complete a supervised internship. The internship will consist of a minimum of three months up to six months in one or two churches other than the participant's own church. As stated earlier in Section II (J) under special circumstances this internship requirement can be fulfilled while serving a commission in a church if the CLPT and COM both agree that this is an appropriate option. In that case a CLP student would proceed to the examination and commissioning phases (Section VII) to be certified ready to receive a commission. The Committee on Lay Pastor Training along with the Committee on Ministry would have oversight of the CLP as long as the training was in progress, after which the COM would assume primary care and oversight of the CLP.
- K. The duties and activities of the supervised internship will include the following:
- 1) Attendance at Session meetings
  - 2) Attendance at worship at least twice a month
  - 3) Attendance at other committee meetings, as arranged and as practical
  - 4) At least three discussions with the pastor or moderator of Session about the ongoing leadership responsibilities and dynamics within the church
  - 5) Conducting at least two worship services, including the sermon, with feedback from the pastor and at least three members of the congregation
- L. The Committee on Lay Pastor Training will recruit churches in the Presbytery to provide internship opportunities and will place the CLP students based on their individual needs.
- M. The CLP students are not paid for their internship. This is part of their training and should be considered part of their time commitment to the CLP training program. The host church may elect to reimburse the CLP student for travel expenses, but this is not required.
- N. The CLP intern and the supervising pastor will prepare a written report on the intern experience at the end of the internship for the Committee on Lay Pastor Training. The Committee on Lay Pastor Training may also request that interim updates be provided as deemed necessary.
- O. The Committee on Lay Pastor Training, if it determines that it is appropriate, can require a CLP student to take CPE as part of the third year practical training. The costs of the CPE training (approximately \$250) are the responsibility of the CLP student. If this is a burden, then financial aid may be requested from the CLP student's home church and/or from Presbytery.

## **Section VI. Guidelines For Instructors and Students**

- A. Instructors are expected to provide copies of their course materials and assignments to the Committee on Lay Pastor Training.
- B. Instructors are expected to provide written feedback to students and the Committee on Lay Pastor Training in a timely manner. Assignments from the students should be returned with comments for improvements.
- C. An overall summary of a student's performance should be sent to the Committee on Lay Pastor Training using the following grading scale:

Does Not Satisfactorily Meet Requirements  
Meets Minimum Requirements but Needs Improvement  
Satisfactorily Meet the Requirements  
Excelled in Meeting Requirements

- D. Attendance is required for all class sessions. If a student misses a class the options for making up the class will be determined by the CLP administrator. If makeup is not possible then the student does not satisfactorily meet the requirement for training on that topic. The extra costs for making up a class are to be borne by the student.
- E. A student must satisfactorily complete all portions of the training program in order to graduate from the program.
- F. Students are to turn assignments in timely manner, but no later than 30 calendar days following the last day of classroom instruction. Exceptions will require written approval from the instructor and the CLP administrator prior to this deadline date.

## **Section VII. Commissioning Process**

- A. Upon completion of the preparation course work requirements, the CLP candidate will be examined in the areas of personal faith, motives for seeking the commission and the subject areas covered in the course work. The examination committee will consist of a minimum of two members from Committee on Lay Pastor Training, two members from CPM and two members of the Committee on Ministry. In preparation for this examination the candidate will prepare an updated statement of faith and complete the form in Appendix 8.
- B. The examination committee shall review the records of the CLP candidate in the required subjects of instruction to determine the need (if any) for additional training prior to recommending commissioning.
- C. The examining committee shall make a specific determination concerning the CLP candidate's request for commissioning. The decision shall be one of the following:

1. To recommend to the Presbytery for commissioning;
  2. To require additional training and experience;
  3. To decide against commissioning and request the CLP candidate's resignation from the CLP Program. Such a decision shall be communicated personally by the examination committee and in writing as well. The reasons for the decision should be clearly spelled out. Information copies of the written denial of commissioning should also be sent to the moderator and Session of the congregation in which the applicant holds active membership.
- D. The examining committee has the right not to proceed with the commissioning of a candidate if all of the requirements are not met in a satisfactory manner. With the guidance of the Committee on Lay Pastor Training, a candidate not approved for commissioning shall be asked to prayerfully consider his/her place in the program. He/she shall be asked to perform specific tasks and/or address specific areas of concern that need to be pursued or fulfilled before being re-examined for commissioning as a Lay Pastor.
- E. If the examining committee decides to recommend the CLP candidate to the Presbytery for initial commissioning, it shall recommend that the commission shall be for one year and contingent upon ongoing participation in a plan for continuing education and supervised training approved by the Committee on Lay Pastor Training. In its recommendation the examining committee will indicate which roles a candidate is ready to perform as permitted by the current Book of Order.
- F. The examining committee will inform in writing the candidate, the chair of COM, and the stated clerk of Presbytery that the CLP candidate has been certified ready to receive a commission.
- G. The Committee on Ministry has the responsibility for matching a Certified Lay Pastor with a congregation. Normally, a CLP shall not serve in the church of his/her membership. However, COM may grant an exception to this, subject to annual review. Presbytery has the authority to actually commission a CLP. The Committee on Ministry shall recommend to Presbytery the commissioning of a CLP to a specific church for a specific time and offer a written description of the CLP's duties and compensation. A sample covenant agreement between a CLP and church is given in Appendix 10.
- H. The compensation for a CLP shall be established by written agreement between the CLP, the session(s) of the church(es) served, and the Committee on Ministry. The amount of compensation shall depend on workload, time involved, and travel necessary. It is recommended that Committee on Ministry use the Presbytery minimum cash salary and housing (without medical & pension dues) as the basis for setting the minimum compensation for a CLP while taking into account the hours served (part time nature of position) and the church's ability to pay. Voluntary service by the CLP may be part of the compensation package, but should be indicated as such.

- I. The first commission will normally be for a period of one year. The commission can be renewed after the first year and can be for a term up to three years subject to annual review.
- J. The commissioning service shall ordinarily be conducted at a meeting of the Presbytery. The Presbytery may vote to appoint a commission to act on its behalf in the commissioning service of the CLP candidate during a worship service of the congregation in which the CLP will serve. The actual commissioning service shall include the specific requirements specified in the Book of Order G-14.0516.

### **Section VIII. Mentoring And COM Supervision Of CLP**

- A. The Committee on Ministry appoints the Mentor at the time a CLP is commissioned. The appointment is usually for one year and may be renewed annually. Normally, a mentor shall not supervise more than one CLP at a time. However, COM may grant an exception to this, subject to annual review.
- B. The Mentor should be an ordained Minister of Word and Sacrament member of the Presbytery of Lake Huron.
- C. Some qualifications in selecting a mentor include:
  - 1. The Mentor ought to be a good role model for the CLP
  - 2. The Mentor should be someone who is willing to make time available and who will be accessible for meetings and phone conversations. If someone is not available in the same town, the Mentor should at least be someone who is geographically accessible.
  - 3. The Mentor should be someone who is approachable and non-judgmental – able to truly listen to the concerns of the CLP and give advice
- D. Ideally the Mentor should meet with the CLP on a monthly basis. The Mentor should pray with the CLP and share information of their ministry that might enrich the CLP's efforts. The CLP should provide a tape of his/her preaching at least quarterly, and the Mentor should provide constructive criticism. It is recommended that the Mentor be present at least once annually at a worship service led by the CLP.
- E. The mentor should report to the Committee on Ministry about his/her CLP at least twice a year. In addition the mentor will prepare a written report to Committee on Ministry at the time of the annual review of the commission and will include an assessment of the CLP's performance and recommendations for continuing education for the CLP.
- F. Annually, and at least sixty (60) days prior to the expiration date of the current commission of each CLP, the COM shall conduct the following reviews:
  - a. A review of the formal, written reports from the supervising mentor.



- b. A review of the effectiveness of the CLP's participation in his/her currently approved plan for continuing education
  - c. A review of the CLP's proposed plan for continuing education. The CLP is expected to participate in at least one approved course of ministry each year for continuing education and upgrading of competency. Possible training sessions include Synod School, New Pastor's Seminar, Interim Training, etc.
- G. The Committee on Ministry shall also consult with the CLP concerning his/her desire to continue in the current assignment. Any serious problems that have emerged during the present commission relationship will be fully discussed with the appropriate parties and an attempt made to resolve these if possible. If this does not seem likely to be successful, the Committee on Ministry may recommend the termination of the existing relationship.
- H. A CLP who is performing satisfactorily and whose commissioned status is recommended for continuation by all parties, shall be recommended to the Presbytery for renewal of his/her commission for a period of time not to exceed three years, subject to continuing satisfactory performance and ongoing active participation in a plan for continuing education approved by the Committee on Ministry.

## **Section IX. Other**

- A. A student in the CLP training program can voluntarily withdraw from the training process at any time by sending a written resignation notice to the CLP Administrator. If a student who has withdrawn from the program chooses to reenter into a later CLP training program, he/she can receive credit for the portion of the training already completed. The Committee on Lay Pastor Training will determine the training modules necessary to complete the requirements. The Committee on Lay Pastor Training has the option of requiring a student to repeat portions of the training program (or even the entire training program) if the Committee on Lay Pastor Training feels that is most appropriate.
- B. Participants of the first CLP training class who have not yet been certified as ready to receive a commission will be grandfathered into this revised CLP policy. Those individuals needing to complete portions of their training will need to meet with the Committee on Lay Pastor Training to develop a plan to fulfill the missing requirements. It is strongly advised, but not required, that they take the complete training program since it is much more complete than the original training. Once an individual has completed the training requirements then he/she would be examined and commissioned based on this new policy.
- C. The time for a person from the first training class to be grandfathered into the CLP program will be limited to the next two years or until the first round of Year 1 and Year 2 training cycle of the new program is completed. This will allow an individual the opportunity to make-up any missing requirements. After that time a person from

the first training class will be required to take the entire Level 1 and Level 2 training program as specified in this policy.

- D. A Commissioned Lay Pastor transferring from another Presbytery or someone who has CLP training from another Presbytery will need to meet with the Committee on Lay Pastor Training to review if their past training and experience will meet Lake Huron Presbytery's requirements. The Committee on Lay Pastor Training will make a recommendation how to satisfactorily meet the requirements of Lake Huron Presbytery if it determines that the past training is inadequate or incomplete. Once again the Committee on Lay Pastor Training has the option of requiring a student to repeat portions of the training program (or even the entire training program) if the Committee on Lay Pastor Training feels that is most appropriate. Once the Committee on Lay Pastor Training has determined that the training requirements have been satisfactorily met then the CLP applicant would be examined for readiness to receive a commission under the procedures in Section VII.
- E. The CLP training program will be run at least every three years as long as there is the minimum number of students (6) for starting the program.

**Appendix 1**  
**Position Description for CLP Program Administrator**  
**And Estimated CLP Program Costs To Lake Huron Presbytery**

**Purpose:**

The CLP Program Administrator shall oversee the CLP Program to enable participants to grow and serve as disciples of Jesus Christ as Preaching Elders and Commissioned Lay Pastors.

**Responsibilities:**

The responsibilities of the CLP Program Administrator are detailed in Section III.A.1.

**Compensation:**

\$3,600 per year with hours over 25 in any given month compensated at the rate of \$12/hour based upon a record of hours worked to a maximum of 20 additional hours in any month, or \$240 of additional compensation in any month.

**Qualifications:**

A person with excellent administrative and communication skills, committed to the success of the CLP program, and who is prepared to work with the students through the full three-year cycle of training. Preference will be given to someone knowledgeable in Reformed theology, Presbyterian polity and the training of leaders in the Presbyterian Church. Such individuals include Ministers of the Word and Sacrament, Christian Educators, past and current elder members of Committee on Preparation, or alternatively an elder who has successfully completed the CLP Training. The CLP Program Administrator should be a lifelong learner, a faithful presbyter, and have a dynamic personal relationship with Jesus Christ as Lord and Savior.

**Evaluation:**

The General Presbyter will evaluate the CLP Program Administrator. Termination will require the concurrence of the Personnel Committee.

**Term:**

Employment would cover one full class cycle from recruitment to graduation, approximately 2½ - 3 years.

**Estimated Costs To Lake Huron Presbytery Of CLP Program:**

The table below gives the estimated costs of the CLP program along with the assumptions for calculating these costs. The cost to Lake Huron Presbytery varies depending on the choice made for administering the CLP program and on the choice of instructors for the training. These different cost scenarios are presented as a series of options explained below . Note: the added \$500 cost for the second year is to cover the cost of psychological testing (approximately \$100 per student).

<b>COST TO PRESBYTERY*</b>	<b>FIRST YEAR</b>	<b>SECOND YEAR</b>	<b>THIRD YEAR</b>
<b>Option (A1)</b>	\$10,000	\$10,500	\$5000
<b>Option (A2)</b>	\$7,000	\$7,500	\$5000
<b>Option (B1)</b>	\$5,500	\$6000	\$1000
<b>Option (B2)</b>	\$2,500	\$3,000	\$1000
Minimum number in program	6	4	NA

**Option A1** = paid CLP administrator + instruction by McCormick Seminary professors for two overnight training sessions + additional instruction by members of Lake Huron Presbytery paid at the rate for supply preaching per training session

**Option A2** = paid CLP administrator + instruction by members of Lake Huron Presbytery paid at the rate for supply preaching per training session

**Option B1** = current Presbytery staff member as CLP administrator + instruction by McCormick Seminary professors for two overnight training sessions + additional instruction by members of Lake Huron Presbytery paid at the rate for supply preaching per training session

**Option B2** = current Presbytery staff member as CLP administrator + instruction by members of Lake Huron Presbytery paid at the rate for supply preaching per training session

\*Assumptions for estimating costs:

1. CLP Administrator @ \$4000 / year
2. \$1000 / year for CLPT committee expenses
3. \$125 / session for Lake Huron Presbytery Instructors (\$100 honorarium + mileage)
4. \$1500 / session for McCormick Seminary Professors (\$1100 session cost + travel expenses) (Note: There is the possibility that the cost of these sessions might be shared with Lake Michigan Presbytery)

## **Appendix 2 Information Packet and Overview of CLP Program**

This information package is being sent to you to provide an overview of the CLP program for Lake Huron Presbytery. This overview answers some key questions. For more details you are referred to actual CLP policy.

### **What is a Commissioned Lay Pastor?**

A Commissioned Lay Pastor (CLP) is an elder who is trained and commissioned by the Presbytery to provide pastoral services to a particular church or churches. The relevant section of the Book of Order covering Commissioned Lay Pastors is G-14.0801.

### **What do Commissioned Lay Pastors do?**

This can vary greatly depending on what a person is equipped to do and what Presbytery authorizes. The Book of Order says that a Commissioned Lay Pastor may be authorized to:

- a. Administer the Lord's Supper
- b. Administer the Sacrament of Baptism
- c. Moderate the session of the congregation
- d. Have a voice & vote in Presbytery meetings
- e. Have a vote in meetings of Presbytery
- f. Perform a service of Christian marriage if allowed by the state

### **Are Commissioned Lay Pastors automatically authorized to do those things when they are commissioned?**

No. Each Presbytery decides what to authorize for each CLP for each commission after consulting with the session of the church involved and determining whether the particular lay pastor is ready, able, and willing to take on these activities. The authorization is only for the particular church to which the CLP is commissioned.

### **How does a person become a Commissioned Lay Pastor?**

An interested person must be an ordained elder of PCUSA and a member of a congregation in Lake Huron Presbytery. The interested person should contact the Committee on Lay Pastor Training and talk with his/her pastor and session about CLP ministry. Next an interested person applies to the Presbytery by filling out the required application form and if accepted enters into the training program. Upon completion of the required training program a CLP candidate is examined on his/her faith, motives, and knowledge and is certified ready to receive a commission. Committee on Ministry (COM) has the responsibility to match CLP candidates with churches and brings a recommendation to Presbytery to commission a CLP candidate to a particular church. COM also assigns a mentor to a CLP and maintains oversight of the CLP commission.

### **What training is required to become a Commissioned Lay Pastor?**

Presbytery has established a training program to prepare elders to become CLP and meet the training requirements spelled out in the Book of Order. The training necessary for a CLP is different from that for an ordained minister and does not require the same level of academic knowledge and training. A lay person's ability to preach, teach, lead worship, extend pastoral care and provide administrative assistance to a local church is cultivated through a course of study and experiential learning designed to enhance their spiritual gifts in these areas.

Lake Huron Presbytery's CLP training program is a multi-year program (approximately 2½ - 3 years) with two levels of training as follows:

Level 1 - Preparation for Preaching Elder

Level 2 - Preparation for Commissioned Lay Pastor

The Committee on Lay Pastor Training administers the program. For more details on the entrance requirements and course content you are referred to the CLP Policy.

**How much effort and cost is required by the training program?**

This is summarized in the table below.

<b>ITEM</b>	<b>FIRST YEAR</b>	<b>SECOND YEAR</b>	<b>THIRD YEAR</b>
Class hours	72-84 hours	72-84 hours	0 hours
Study hours	240 hours	240 hours	120 hours
Practicum hours	4 Sermons	0	120 internship
Cost to Student	Travel to classes Two nights lodging \$100 for Bible and Bible reference books	Travel to classes Two-Three nights lodging \$100-\$200 for books, reference materials	Travel in carrying out responsibilities, \$250 for CPE, (If required)
Entrance requirements	Ruling Elder	Ruling Elder, who has completed year one	Ruling Elder, who has completed 2 <sup>nd</sup> year
Pastor (Moderator of Session endorsement required to begin)	YES	YES	YES
Session endorsement required to begin	NO	YES	YES
Upon graduation qualified to	Preach in churches		Be a Certified Lay Pastor or Commissioned Lay Pastor
Minimum number in program	6	4	Not Applicable

**How long does a CLP serve a church?**

A commission may be for as long as 3 years and then must be renewed or terminated. While serving a commission a CLP is under the supervision of the Committee on Ministry and must have an annual review.

**Is the CLP paid?**

Some CLPs may be financially able to serve as volunteers, but most are paid in proportion to the time and effort expended in the service they provide. The actual terms of compensation are worked out by the CLP, the involved church, and COM.

**Appendix 3**  
**Presbytery of Lake Huron Application Packet for Level 1 Training**  
**(Biblical Studies and Preaching)**

**Level 1 Training Entrance Requirements Checklist:**

- Ordained Elder of PCUSA
- Member of a church in the Presbytery of Lake Huron
- Associate Degree (or Higher) or Equivalent Work Experience
- Desire to preach and learn more about God's word in the Bible
- Commitment to attend classes one day per month for one year
- Commitment to study at least 20 hours for each class
- Your pastor's endorsement (see Appendix 3 for form)
- This application completed and returned along with \$50 application fee

Level 1 Training is a one-year program of Bible study and instruction on how to prepare and deliver a sermon. The instruction on sermon preparation will include training in exegesis, hermeneutics, homiletics, worship as well as several opportunities to practice sermons. This training prepares one to become a Preaching Elder and is the first step in the training required to become a Commissioned Lay Pastor. It should be understood that successful completion of Level 1 training does not guarantee one's entrance into the Level 2 Training program.

**Application Procedure:**

1. You must be an elder of the PCUSA and a member of a Presbyterian church in Lake Huron Presbytery to enter into this training program.
2. Contact you pastor and the Commissioned Lay Pastor Program Administrator to set up a meeting to discuss the expectations and obligations of this training program. In the event that your church does not currently have a Pastor, the meeting can be held with the Clerk of Session.
3. Have your pastor (or Clerk of Session if your church is without a Pastor) complete the Pastor's endorsement form.
4. Complete the application form and return it to the Presbytery Office at the address given below along with a \$50.00 non-refundable fee.
5. The Commissioned Lay Pastor Training Committee will review the application and inform you if you qualify.
6. When a sufficient number of qualified applicants have been approved, a class schedule will be established and you will be notified about the start of the classes. (A minimum of six (6) students is necessary to conduct the classes.)

**Commissioned Lay Pastor Level 1 Training Application**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Street / Apt

\_\_\_\_\_

City/State/ Zip

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ (H) \_\_\_\_\_ (W)

Church of Current Membership \_\_\_\_\_ (City) \_\_\_\_\_  
(Church Name)

Year you joined this Church \_\_\_\_\_

Total length of membership in the Presbyterian Church (PCUSA) \_\_\_\_\_

Year of Ordination as Elder\* \_\_\_\_\_ What Church? \_\_\_\_\_

(\* You must be an elder to be commissioned as a Lay Pastor)

Educational Background: (List your high school and any further formal education you may have received. Begin with your most recent educational experience)

School and Location	Graduation Year	Degree	Major/Minor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Present Employment (Title, Nature of Work) \_\_\_\_\_

\_\_\_\_\_

Briefly list your work history:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



On a separate paper please respond to the following questions:

Give a brief (300-600 word) description of your faith story.

What are the current and past ways you have served God in your local church?

What service have you provided to Presbytery, Synod, General Assembly?

Describe your Bible study and prayer life practices.

Why would you like to move from learning about the Bible to preaching about the Bible?

Statement of Commitment:

I hereby apply for admission to the Level 1 CLP Training Program of the Presbytery of Lake Huron. If accepted, I commit myself to participate fully in the scheduled activities and assignments.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Return this application to:

**Commissioned Lay Pastor Training Committee  
Presbytery of Lake Huron  
P.O. Box 6129  
Saginaw, MI 48608-6129**

**Appendix 4**  
**Pastor's Endorsement Form for Level 1 CLP Training**

**(To be completed by the applicant's pastor or clerk of session if the 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 page(s) if more space is needed. Your responses will be confidential and will be used only by the Presbytery's Committee on Lay Pastor Training in considering this person for enrollment in the training for Preaching Elder.

Christian Commitment and Maturity:

Leadership Ability:

Openness to Ideas and Learning:

Your Assessment of This Person's Suitability to Serve in This Way:

Other Comments You Wish To Add:

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

**Please mail this completed form to:**

**Commissioned Lay Pastor Training Committee  
Presbytery of Lake Huron  
P.O. Box 6129  
Saginaw, MI 48608-6129**

**Appendix 5**  
**Presbytery of Lake Huron Application Packet for Level 2 Training**  
**(Commissioned Lay Pastor)**

**Level 2 Training Entrance Requirements Checklist:**

- Ordained Elder of PCUSA
- Member of a church in the Presbytery of Lake Huron
- Associate Degree (or Higher) or Equivalent Work Experience
- Successful Completion of Level 1 Training Program
- Commitment to attend classes one day per month for one year
- Commitment to study at least 20 hours for each class
- Session Endorsement
- Pastor's letter of recommendation
- Two other letters of recommendation
- Statement of faith
- This application completed and returned along with \$50 application fee to the Presbytery Office to the attention of the Committee on Lay Pastor Training .

Level 2 Training is approximately a 1½ - 2 year training program combining classroom instruction with practical experience. The classroom instruction will occur during the first year. Each CLP student will be expected to complete a supervised internship that may begin whenever the Committee on Lay Pastor Training (CLPT) deems appropriate. Ordinarily this would occur during the second year of the Level 2 Training - after the yearlong classroom instruction. In addition to the supervised internship the CLPT may require a CLP student to complete CPE training as part of the Level 2 training.

The Level 2 Training is also a time for discernment of a CLP student's call to ministry. A psychological exam completed within 90 days of entering into the Level 2 program is required as part of this discernment process. A CLP student will have opportunities to meet with the CLPT during the Level 2 Training to prayerfully work together to discern his/her call to continue in the CLP program.

Upon completion of the Level 2 training a CLP student will be examined to determine if he/she is ready to receive a commission. It should be understood that completion of the Level 2 Training program does not guarantee that a student will be commissioned as a CLP.

## Application Form for Level 2 CLP Training Program

Name \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Street / Apt

City/State/ Zip

E-mail \_\_\_\_\_ Phone \_\_\_\_\_(H) \_\_\_\_\_(W)

Church of Current Membership \_\_\_\_\_ (City) \_\_\_\_\_  
(Church Name)

Year You Joined this Church \_\_\_\_\_

Total length of membership in the Presbyterian Church (PCUSA) \_\_\_\_\_

Year of Ordination as Elder\* \_\_\_\_\_ What Church? \_\_\_\_\_

(\* You must be an elder to be commissioned as a lay pastor)

Are you a deacon? [ ] No [ ] Yes – Ordained (Year) \_\_\_\_\_

List areas of service performed/held in local congregation with years of service:

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---

List areas of service/offices performed/held in Presbytery and/or Synod:

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---

---

---

Membership and experiences in churches of other Denominations:

---

---

---

---

List areas of service to your community, or communities where you have lived:

---

---

---

---

**Present Employment** (Title, Nature of Work) \_\_\_\_\_

\_\_\_\_\_

Briefly list your work history:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Background:** (List your high school and any further formal education you may have received. Begin with your most recent educational experience)

School and Location	Graduation Year	Degree	Major/Minor
---------------------	-----------------	--------	-------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Learning Experiences brought to this program (travel, conferences, training events, leadership situations)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Lay Pastor Training and/or Commission (when & where)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**On Separate Pieces of Paper Please Provide A Brief Response (A Paragraph or Two) To The Following Questions:**

- Why are you interested in becoming a Commissioned Lay Pastor?
- What gifts and talents do you have which will help you become an effective Commissioned Lay Pastor?
- What areas of strength have you discovered since your enrollment in Level 1 and what areas of need for growth and development have you discovered?
- What does it mean to you to be Presbyterian?
- Please write a 300-600-word description of your faith story. It should include how your faith has influenced your life and how you see yourself being called to participate in this program.
- Write a brief personal statement of your faith (I believe ...). The statement should be no more than one typewritten page and should include your understanding of the following:
  - a) The Trinity (God, Jesus, Holy Spirit)
  - b) The Bible
  - c) The Sacraments of the Lord Supper and Baptism
  - d) The life and mission of the church

**References:**

In addition to your minister and Session you will need to enlist two additional persons who know you well in a variety of relationships and who will serve as an Individual Reference for you. Please arrange to have these Individual References send a letter of recommendation to: Commissioned Lay Pastor Training Committee, Presbytery of Lake Huron, P.O. Box 6129, Saginaw, MI, 48608-6129)

**List below the persons who will be your Individual References**

Name	Address	City, State, Zip
1. _____		
2. _____		

**Statement of Commitment:**

I hereby apply for admission to the Commissioned Lay Pastor Level 2 Training Program of the Presbytery of Lake Huron. If accepted, I commit myself to participate fully in the scheduled activities and assignments. I understand I will be undertaking a commitment of both academic and practical nature. I also understand that successful completion of this training course is necessary before I can be considered for commissioning as a Lay Pastor. I am also willing to commit myself to continuing education (in consultation with COM) after completing the program to maintain commissioning.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**CLP Applicant**

We the session of \_\_\_\_\_ Presbyterian Church have examined and endorsed this applicant for the Commissioned Lay Pastor Training Program of Lake Huron Presbytery.

\_\_\_\_\_ Clerk of Session Date: \_\_\_\_\_

**Appendix 6**  
**Cover Letter for Session Endorsement for Level 2 Training**  
**Commissioned Lay Pastor Training Program**

\_\_\_\_\_ (name of applicant) who is a member of your congregation has applied for training as a Commissioned Lay Pastor. This information packet is being sent to you so that the Session may know what is expected of it. The information packet includes a copy of the current policy on Commissioned Lay Pastors for the Lake Huron Presbytery as well as copies of the application forms, which have also been sent to the applicant. We hope that this packet will help to answer questions the Session may have of the program.

Before the Presbytery reviews the application, the Session must endorse it and agree to support the person as he/she participates in the Commissioned Lay Pastor Program. Endorsement by the Session means that the Session has reviewed the CLP applicant's form, examined the person with regard to their motives for seeking this ministry, and has been made fully aware that the person intends to enroll in the CLP program and seek a commission as a CLP. The Session, in its endorsement, agrees to be supportive of the person's application and agrees to support the applicant's ministry as a CLP. Such support may be in the form of prayer, financial aid, or other forms of help.

**Application Procedures:**

1. The session or representative from session of the applicant's home church requests a meeting with a representative of the Commissioned Lay Pastor Training Committee (CLPT) to discuss the CLP training process.
2. Once the CLP applicant has completed the application forms, the applicant requests a meeting with the Session in order that the session may review the application forms and to examine the applicant's motives for seeking this ministry.
3. The completed and signed application is approved by the Session and dated and signed by the Clerk of Session. Please note that the applicant must receive endorsement from his/her session and must be an elder.
4. The applicant returns the completed application and a \$50.00 non-refundable application fee to the Presbytery Office to the attention of the CLPT Committee.
5. The CLPT reviews the application and then interviews the applicant to determine if he/she is qualified to continue in Level 2 Training.
6. When a sufficient number of qualified applicants have been approved, a class schedule will be established and announced by the CLPT.  
(A minimum of four (4) students is necessary to conduct the classes.)

**Appendix 7**  
**Suggested Syllabus for Year 1**  
**Based on *Kerygma* Bible Study**

<b><u>Month</u></b>	<b><u>Course material</u></b>	<b><u>Assignment</u></b>
October	Introductions, prayer concerns, prayer Introduce class to materials Go through Discovery lesson 1	Discovery lessons 2-6 Purchase a good NRSV Bible
November	Discovery lessons 2-6, students could take turns teaching each lesson	Discovery lessons 7-11 3 students prepare sermons
December	Discovery lessons 7-11 3 sermons delivered & critiqued	Assignment from McCormick Seminary Faculty
January	Biblical exegesis, hermeneutics, & worship preparation, McCormick faculty	Assignment from McCormick Seminary Faculty
February	From hermeneutics to homiletics taught by McCormick Seminary faculty	Discovery lessons 12-15 3 students prepare sermons
March	Discovery lessons 12-15 3 sermons preached & critiqued	Discovery lessons 16-19 3 students prepare sermons
April	Discovery lessons 16-19 3 sermons preached & critiqued	Discovery lessons 20-23 3 students prepare sermons
May	Discovery lessons 20-23 3 sermons preached & critiqued	Discovery lessons 24-28 3 students prepare sermons
June	Discovery lessons 24-28 3 sermons preached & critiqued	Discovery lessons 29-30 Bible in Depth (BID) Introduction
July	Discovery lessons 29-30 BID Introduction	BID Themes One and Two 3 students prepare sermons
August	BID themes One and Two 3 sermons preached and critiqued	All students prepare a sermon
September	Each student preaches before other students and CLPT Committee. Each sermon is critiqued. CLP Administrator and the CLPT committee decide which students have satisfactorily completed the Level 1 Training.	
October	Students who have completed the course are recognized at the Presbytery meeting. Graduates receive certificates as "Preaching Elders" and become eligible to supply pulpits throughout the Presbytery. Students wishing to become Commissioned Lay Pastors begin Level 2 of the CLP program.	

\*For January and February classes will be held overnight from Saturday morning until Sunday afternoon, twelve hours of classes. Faculty from McCormick Theological Seminary will teach these classes.



**Appendix 8**  
**Suggested Syllabus for Level 2 (Year 2)**

**CLP Syllabus Year 2**

Year 2 will include all areas required by the Book of Order, G-14.0801. In addition sessions on moderating sessions and on weddings are included to prepare CLP students for the full range of duties allowed by the Book of Order.

Also a psychologist will evaluate each student. The psychologist will share the report with the Commissioned Lay Pastor Program Administrator and the Committee for Lay Pastor Training to help the student discern God's call to ministry, including what kind of ministry.

<b><u>MONTH</u></b>	<b><u>CLASS SUBJECT MATTER</u></b>
October	Reformed Theology (1)
November	Reformed Theology (2)
December	Presbyterian Polity (Constitution, Book of Order)
January	Presbyterian Confessions & Polity
February	Theology and Practice of Sacraments
March	Reformed Spirituality & Prayer
April	Teaching, What's Different When Teaching Children, Youth and Adults; Presbyterian Curriculum
May	Pastoral Care and How to Refer
June	Moderating a Meeting, Organizational Structure In A Church
July	Dealing With Conflict, Family Systems Theory
August	Entering and Exiting, Boundary Issues, Avoiding Sexual Misconduct, Self-Care
September	Pre-Marriage Counseling Organizing and Conducting a Wedding Service

**Appendix 9**  
**Form to be Filled Out in Preparation for Examination to be Certified**

**On a separate piece of paper please answer the following questions:**

1. Why are you interested in becoming a Commissioned Lay Pastor? Describe your call to pursue becoming a CLP.
2. What gifts or talents do you have which will help you become a CLP? What would someone who knows you well say are your chief strengths and areas of giftedness? Of need for growth?
3. What excites you about serving God in a local church as CLP?
4. What concerns you about the prospect of serving God as a CLP?
5. What does it mean to you to be Presbyterian?
6. Briefly describe your spiritual disciplines, including your participation in the worship and mission of a Presbyterian congregation.
7. Describe your relationship with your peers, authority figures, family, and others who are significant to you. What are the implications of those relationships for your ministry?
8. Describe recent experiences of emotional impact, if any, and how you dealt with them.
9. Describe educational or other experiences in the recent past other than the CLP training program that contributed to your personal/professional development.
10. Comment on how the CLP Training Program has or has not prepared you for becoming a CLP.
11. Comment on areas in which you believe you are growing and identify areas in which you feel a need for further growth.

In addition to the above please write a personal statement of faith which will be no more than one typewritten page covering your understanding of the following: a) The Trinity (God, Jesus, Holy Spirit); b) The Bible; c) The Sacraments of the Lord's Supper and Baptism; d) The life and mission of the church.

**Please send your completed answers to the CLP Program Administrator at least two weeks prior to your scheduled examination for certification as ready to receive a commission.**

**Appendix 10**  
**Covenant with Commissioned Lay Pastor**

**Name of Church:** \_\_\_\_\_

**Name of CLP:** \_\_\_\_\_

**Service from** \_\_\_\_\_ **To** \_\_\_\_\_

Review of this covenant prior to renewal or termination will be by the session and the Committee on Ministry.

This relationship may be terminated prior to expiration with \_\_\_\_\_ days notice by either party and the concurrence of the Committee on Ministry.

**Responsibilities of CLP** (Check those that apply to your situation)

- Lead worship and preach \_\_\_\_\_ times each month
- Administer the Sacrament of the Lord's Supper
- Administer the Sacrament of Baptism
- Moderate Session Meetings
- Perform Marriages (State law must allow)
- Other Duties: \_\_\_\_\_  
\_\_\_\_\_

**Time Expectations** (per week) \_\_\_\_\_

**Specific Days in Ministry** (if applicable) \_\_\_\_\_

**Compensation** (as applicable)

Cash Salary: \_\_\_\_\_ / week, month (circle)

Medical Coverage \_\_\_\_\_

Social Security withheld \_\_\_\_\_

Travel Reimbursement @ \$0.\_\_\_\_\_ per mile

Other Ministry Cost Reimbursement (Telephone, etc) \_\_\_\_\_

Continuing Education or Book Allowance \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

Housing Arrangements in the community \_\_\_\_\_  
\_\_\_\_\_

Vacation Time \_\_\_\_\_

Continuing Education Time \_\_\_\_\_

\_\_\_\_\_  
Commissioned Lay Pastor

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Presbytery COM

\_\_\_\_\_  
Moderator of Session

Date of Session Action: \_\_\_\_\_