



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



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PRESBYTERY OF GLACIER – COMMITTEE ON MINISTRY  
PRESBYTERIAN CHURCH (USA)

**OVERVIEW**

The purpose of the Commissioned Lay Pastor (CLP) and Authorized Lay Preacher (ALP) program is to prepare lay persons for leading congregations selected by the presbytery through its Committee on Ministry (COM). The criteria for Lay Pastors and Lay Preachers is developed in accordance with the *Book of Order* G-14.0560, 11.0103, and 11.0502.

The administration of the Commissioned Lay Pastor and Authorized Lay Preacher program shall be carried out by the CLP/ALP committee, a sub-committee of Committee on Ministry. The General Presbyter shall be seated on the sub-committee, ex officio with voice but no vote. The sub-committee will carry out the functions of recruitment, training, and examination. It shall act for the presbytery according to the provisions of the *Book of Order* G-14.0560.

**DUTIES AND AUTHORITY OF COMMITTEE ON MINISTRY AND PRESBYTERY OF GLACIER**

On 29 June 2002 the Presbytery of Glacier approved a Commissioned Lay Pastor Handbook. On 6 February 2010 the Presbytery of Glacier approved this revised edition titled *Commissioned Lay Pastor and Authorized Lay Preacher Program*. Committee on Ministry has the following duties and authority to act:

1. To identify and train elders (active or inactive) of the Presbyterian Church (USA) and Presbytery of Glacier to serve as Commissioned Lay Pastors or Authorized Lay Preachers.
2. To oversee the training of those persons selected in accordance with the adopted Commissioned Lay Pastor and Authorized Lay Preacher Program.
3. To examine on behalf of presbytery those persons who have completed the learner phase of the CLP and ALP Program and to recommend to Committee on Ministry that the individual be commissioned or authorized with no further examination.
4. To recommend to presbytery changes in the Commissioned Lay Pastor and Authorized Lay Preacher Program as the need may arise.
5. To co-opt, as needed, clergy and lay persons to assist with the Commissioned Lay Pastor and Authorized Lay Preacher Program.

Committee on Ministry cannot guarantee placement for any particular CLP or ALP. Committee on Ministry will provide information about possible placements, all of which will depend upon the desire of the session, the CLP's or ALP's willingness to travel or relocate; and the appropriateness of the placement as discerned by the session, sub-committee, and Committee on Ministry. Committee on Ministry will maintain an opportunity list within the presbytery.

## **DEFINITION OF A COMMISSIONED LAY PASTOR**

A Commissioned Lay Pastor is a full-time or part-time, salaried or volunteer, elder called by God and affirmed by his/her session, and trained and commissioned by presbytery to be the primary leader of a particular parish or congregation. A Commissioned Lay Pastor may also serve as a chaplain, professor, or ecumenical worker of a particular place.

## **DEFINITION OF AN AUTHORIZED LAY PREACHER**

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

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

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

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

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

## **STANDARDS FOR COMMISSIONED LAY PASTOR AND AUTHORIZED LAY PREACHER**

**Faith as expressed by**

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

### **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. This first examination by Committee on Ministry is pastoral in nature and seeks to encourage the leadership of the Holy Spirit in this call

to ministry. 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**

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

## **Phase 3: Commissioned Lay Pastor and Authorized Lay Preacher**

This phase begins with the formal commissioning of the Commissioned Lay Pastor to a specific place of ministry for a specific period of time, up to three years. The commissioned assignment may be extended. Presbytery will assign the Authorized Lay Preacher to a ministry as situations arise. There shall be an annual evaluation (see pages 22-24).

## **PREPARATION**

### **Model Used**

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

### **Practical Skills**

The learner shall be assessed in

- A. Preaching
- B. Teaching
- C. Worship
- D. Conducting weddings and funerals
- E. Pastoral care

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

### **Academic Skills**

The learner shall be assessed in:

- F. Bible
  - 1. Basic knowledge
    - a. content of the Bible
    - b. literary styles
    - c. methods of interpretation
    - d. development (oral tradition, timelines, authorship)

2. Resources
  - a. Cook Theological School
  - b. Vancouver School of Theology
  - c. Weyerhaeuser Center for Christian Faith & Learning (Whitworth University)
  - d. Western National Leadership Training
  - e. Dubuque Seminary On-line
  - f. multi-presbytery events
  - g. *The Bible Speaks to You* by Robert McAfee Brown
  - h. *The Interpreter's Bible*, Volumes 1 and 7
  - i. *The Laymen's Bible Commentary*
  - j. *Understanding the Old Testament* by Bernhard Anderson
  - k. *Understanding the New Testament* by Kee and Young
- G. Reformed Theology
  1. Basic Knowledge
    - a. historical development of Presbyterianism
    - b. *Book of Confessions* by Presbyterian Church (USA)
  2. Resources
    - a. *Presbyterian Creeds: A Guide to the Book of Confessions* by Jack Rogers
    - b. *Presbyterian Creeds: A Supplement on the Brief Statement of Faith* by Jack Rogers
    - c. *A Commentary on the Confession of 1967 and an Introduction to the Book of Confessions* by Edward Dowey, Jr.
    - d. *Major Themes in the Reformed Tradition* by Donald K. McKim
- H. Sacraments
  1. Basic knowledge
    - a. nature of the elements
    - b. order of administration
  2. Resources
    - a. *Directory for Worship* by Presbyterian Church (USA)
    - b. *Book of Common Worship* by Presbyterian Church (USA)
- I. Presbyterian Polity
  1. Basic knowledge
    - a. organizational structure Presbyterian Church (USA)
    - b. roles and responsibilities of the session and presbytery
  2. Resources
    - a. *Book of Order* by Presbyterian Church (USA), most recent edition
    - b. *Companion to the Constitution: Polity for the Local Church* by Frank Beattie

## **MENTOR FOR CLP AND ALP LEARNER**

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

### **Mentor Qualifications**

1. The mentor shall be a minister member of the Presbytery of Glacier and a good role model for the learner.

2. Selection shall be by mutual agreement between the learner and the mentor. It will generally be advisable for a minister other than the learner's own pastor to serve as mentor.
3. In general, a pastor should serve as mentor for only one learner at a time and shall be appointed by Committee on Ministry after the candidate has been validated by Committee on Ministry from seeker to learner.
4. The mentor is appointed until the learner is either authorized or commissioned by Committee on Ministry and presbytery.

### **Responsibilities of the Mentor**

1. The learner shall contact the mentor at least quarterly. Mentor shall evaluate sermons, educational experiences, areas of further study needed, and other activities of the learner and report to Committee on Ministry on a quarterly basis (see Table of Contents).
2. The mentor shall offer support, counsel, share experiences, provide positive guidance and criticism, and challenge the learner to the highest standards of ministry.
3. The mentor shall encourage the learner to use evaluation forms, giving them to persons of choice to evaluate sermons, teaching, etc. Go over Practical and Academic skills (see Preparation on pages 4-5, and Pursuit of Learning on page 6), reviewing syllabi, transcripts and other information from the learner's education (See Table of Contents). If necessary, test learner with the provided testing from Practical and Academic knowledge (pages 7-11). The mentor will report findings to Committee on Ministry.
4. See FINAL STEPS (page 11).

### **CHECK LIST FOR CLP AND ALP PARTICIPANTS**

1. Fill in the application.
2. Attach to the application your statement on the subject, "Why I Would Like to be Involved in the Commissioned Lay Pastor and Authorized Lay Preacher Program".
3. Take your application to your minister(s). S(he) will discuss with you your interest in the program.
4. Ask your minister to fill out the Minister's Statement form
5. Arrange to meet with the session of your church. It will ask you questions and approve your application. It also could possibly recommend that you not be involved in the program.
6. Your minister will then forward your application and statement, your minister's statement, the session's recommendation, and your signed Sexual Misconduct form to Stated Clerk; Presbytery of Glacier; PO Box 1562; Kalispell MT 59903-1562.
7. Up to and including this point in time, the applicant is called a "seeker". Committee on Ministry will review your application and arrange for a time for you to meet with it so it can examine you regarding your personal faith and your motives for seeking the commission. The purpose of this examination is pastoral and educational. As a seeker, you will know better what areas to study for future work.
8. Committee on Ministry will secure a background check and a psychological evaluation by a qualified psychologist.
9. At this point, the "seeker becomes a "learner". Committee on Ministry will appoint a mentor for you. Committee on Ministry will have a list of possible mentors and will recommend several from which to choose.

## CHECK LIST FOR LEARNER AND MENTOR

The purpose of the mentor/learner relationship is to work together to create competence in certain skills and in certain areas of knowledge. The skills portion is from a Practical-competence-based model of learning and the knowledge portion is from an Academic-based model of learning.

- a. The following skills need to be assessed together: preaching, teaching, worship, conducting funerals, and pastoral care.
  - b. The following areas of knowledge need to be assessed together: Bible, Reformed Theology, Sacraments, and Polity.
1. When the learner and the mentor are both satisfied that all areas of competency are complete, the mentor shall present the learner to Committee on Ministry for a final conference. Review information in FINAL STEPS on page 11.
  2. Committee on Ministry shall be responsible for the placement of the CLP whereupon (s)he will be commissioned for a particular ministry in a particular place for a particular period of time according to the *Book of Order*.
  3. **The Moderator of Session, Committee on Ministry, Mentor, and Liaison** shall confer with the session(s) of the church served by the Commissioned Lay Pastor or Authorized Lay Preacher quarterly for one year to identify opportunities for growth (*Book of Order* G-14.0564).

## PURSUING LEARNING

### Learning Plans

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

### Advising and Evaluating

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

### Evaluation of Competencies (A-E, page 4)

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

### Evaluation of Academic Knowledge (F-I, pages 4-5)

Upon completion of a course (self-study, a mentoring program, or a class with local or presbytery leadership), there shall be a consultation between the learner and the mentor to assess progress. If all agree that there has been satisfactory mastery of the subject, no further training

will be required in that field. For courses taken at an educational institution, a certification form from the institution showing satisfactory completion of the course shall be acceptable.

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

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

## **PRACTICAL SKILLS EXAM**

### **Preaching**

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

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

### **Worship Leadership**

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

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

### **Teaching**

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

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

### **Pastoral Care**

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

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

## Funerals

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

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

## Baptism

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

## Lord's Supper

1. Using scripture for support, what is your understanding of the presence of Jesus Christ in the Lord's Supper?
2. Who is permitted to receive the Lord's Supper? Who should not receive the Lord's Supper?
3. What is the primary meaning of Holy Communion?
4. What are the essential elements necessary in a service of Holy Communion?
5. A person in the congregation you serve is homebound and unable to come to church and receive communion. She has asked that you come and serve communion in her home. How would you respond?
6. How is the meaning and theology of the Sacrament of Baptism different from the Sacrament of the Lord's Supper?

## ACADEMIC SKILLS EXAM

### 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 Presbyterian 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 play 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".
2. What is the meaning and importance of the following statements about Jesus? Jesus is Lord. Jesus is the Messiah. Jesus is human. Jesus is divine. Jesus is Savior. Jesus is healer. Jesus is teacher.
3. What are the "synoptic" gospels and why are they called that?
4. What are the letters ascribed to Paul?
5. What is the significance of the death of Jesus? of Pentecost? of the Resurrection?
6. What does it mean for us when Jesus says, "Take no thought for tomorrow", and how would you preach it?
7. Briefly retell the story of Paul and his ministry.
8. What is the "Great Commission" as found in Matthew 28?
9. Comment on the "Magnificat" of Mary as found in Luke 1:46-55.
10. What is the significance of the statement, "This do in remembrance of me."

11. Describe briefly what a parable is and why Jesus used them.
12. What analogy did Paul use most often in describing the church? Why is this such a rich analogy?
13. If a new Christian asked you which book of the New Testament to read to help him/her understand the gospel message, which would you recommend and why?
14. According to the New Testament, what is the work of the Holy Spirit?
15. What is the Kingdom (reign) of God as taught by Jesus?
16. According to Paul, what is “justification by faith”? What does it mean? Why is it important?
17. What is the relationship between the Old and New Testaments?

### **Bible – Old Testament**

1. Be able to discuss any of the major characters of the Old Testament, their significance, and how they helped the “divine drama” unfold.
2. Be able to discuss any book of the Old Testament: the major themes, major characters, significance, where it fits in the “whole picture”.
3. What are the first five books of the Bible called?
4. What happened at the tower of Babel and why?
5. What is the “shema” as found in Deuteronomy?
6. What special day were the Hebrews to remember to keep holy and why?
7. How were the Psalms used in Hebrew worship?
8. What covenant did God make with Noah and what was its sign?
9. Describe what Israel was like in the time of the judges.
10. How did David become King of Israel?
11. Briefly describe Abraham’s greatest test of faith.
12. What happened in the garden of Eden and what were its consequences?
13. If we look at the Bible as a “divine drama”, who would be the main character and why?
14. What are the main themes of the Old Testament?

### **FINAL STEPS**

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

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

## **COMPENSATION**

Compensation shall be established by written agreement among the Commissioned Lay Pastor or Authorized Lay Preacher, the session(s) of the church(es) being served, and Committee on Ministry. The agreement form (see page 25) shall be completed in this process and approved by Committee on Ministry and presbytery. The amount of compensation shall depend on work load, time involved, travel necessary, and volunteer considerations.

## **ANNUAL EVALUATION FORM FOR CLP AND ALP PARTICIPANTS**

This evaluation is to be conducted annually and 60 days prior to the expiration of the current commission or authorization.

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

## **CONTINUING NURTURE**

An annual plan for continued improvement, study and contract renewal shall be worked out with the session, Commissioned Lay Pastor/Authorized Lay Preacher, mentor, and sub-committee at the time of the commissioning/authorization. An annual review shall be carried out by the Commissioned Lay Pastor committee and will include a review of goals and plans agreed upon above.

## **PHILOSOPHY**

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

# **FORMS**



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

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

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

*Please take your completed application form and your attached statement to your pastor or, if your church is without a pastor, to the minister that Presbytery has appointed to moderate your church's session. The minister will then forward your application form and statement, along with the reference form (s)he will complete to: Stated Clerk; Presbytery of Glacier; PO Box 1562; Kalispell, MT 59903-1562.*

SESSION RECOMMENDATION: We, the Session of the \_\_\_\_\_  
Presbyterian Church have examined and approved this applicant for the Commissioned Lay  
Pastor and Authorized Lay Preacher Program of Presbytery of Glacier.

\_\_\_\_\_  
Signature of Clerk of Session Date \_\_\_\_\_

SEXUAL MISCONDUCT POLICY: Please read and sign the sexual misconduct form. Please read the entire policy before you sign. Contact the office of Presbytery of Glacier or your minister for a copy.

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

Signed \_\_\_\_\_  
Date \_\_\_\_\_

## 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 in a church other than the Presbyterian Church (USA).

**MINISTER'S STATEMENT**

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.

**LEARNER ASSESSMENT SHEET**

Name of Learner \_\_\_\_\_

Assessment by (check one):  Learner     Friend     Mentor

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

**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

**B. Ability to Teach**

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

**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

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

**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

**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

Other Comments \_\_\_\_\_

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Name of Reference \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

**WORSHIP LEADERSHIP AND SERMON FEEDBACK**

**Date** \_\_\_\_\_

**Name of Preacher** \_\_\_\_\_  
**Church Where Sermon Delivered** \_\_\_\_\_  
**Name of Evaluator** \_\_\_\_\_  
**Title of Sermon** \_\_\_\_\_  
**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 THE QUARTERLY/ANNUAL EVALUATION  
OF THE  
COMMISSIONED LAY PASTOR OR AUTHORIZED LAY PREACHER**  
To be filled out by Liaison of the Particular Church

**Name of Liaison** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Home Phone #** \_\_\_\_\_ **Work Phone #** \_\_\_\_\_

**Name of CLP or ALP** \_\_\_\_\_  
**Date of Commissioning or Authorization** \_\_\_\_\_  
**How long has the CLP or ALP been active in this calling?** \_\_\_\_\_

**What are the major strengths?**

**What are the major areas of growth?**

**Will you provide constructive evaluation of worship leadership and sermons?** Y N

**Do you think (s)he is growing spiritually in this experience?** Y N

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

**COMMISSIONED LAY PASTOR'S OR AUTHORIZED LAY PREACHER'S  
PERSONAL ANNUAL REPORT  
For the Year \_\_\_\_\_**

Please mail to: Stated Clerk; Presbytery of Glacier; PO Box 1562; Kalispell, MT 59903-1562

**Date** \_\_\_\_\_

**Name of CLP or ALP** \_\_\_\_\_  
**Address** \_\_\_\_\_

**Date Commissioned or Authorized** \_\_\_\_\_ **Church Being Served** \_\_\_\_\_

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

**A. Activities with the church(es) served**

For the year reported, indicate the number of:

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

ALP – sermons preached, pastoral calls, hospital and 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 during 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(es) served and describe the nature of your relationship.
2. Do you meet regularly? Are the meetings helpful?
3. If no relationship exists, would you like one appointed from the church in which you are serving?

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

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

**Name of CLP or 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) are your answers based?

Does your experience with this CLP or ALP lead you to have any concerns about this person's beliefs and/or abilities? Please explain.

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

**Signature of Clerk of Session** \_\_\_\_\_  
**Date** \_\_\_\_\_

**COMMISSIONED LAY PASTOR AGREEMENT  
AUTHORIZED LAY PREACHER 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, baptisms, 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

When Committee on Ministry is satisfied with the qualifications of an applicant, it shall present the applicant to presbytery.

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

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

After questions – Prayer:

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

All may pray together:

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

The moderator greets the Lay Pastor/Preacher:

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

**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 Commissioned Lay Pastor or Authorized Lay Preacher.
5. Committee on Ministry approval.

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Home Pastor** \_\_\_\_\_

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

Following are the names of the churches where I have preached over the past  year(s) and you have my permission to correspond with the sessions regarding my effectiveness.

1	_____	5	_____
2	_____	6	_____
3	_____	7	_____
4	_____	8	_____

You have my permission to correspond with my home pastor regarding my activities in my home church and my growth in faith and practice.

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

**Signed** \_\_\_\_\_  
**Date** \_\_\_\_\_

Please return to: Stated Clerk; Presbytery of Glacier; PO Box 1562; Kalispell MT 59905-1562