

American Baptist Church Leadership Institute of Northeastern Pennsylvania

REQUEST FOR LETTER OF RECOMMENDATION AND SUPPORT FROM CHURCH

(To be given to the pastor or moderator, who will then compose a letter and send it to the
Administrator of the Institute)

_____ is seeking admission to
the American Baptist Church Leadership Institute (CLI) of Northeastern Pennsylvania
with the intent to study in one of the following diploma programs:

- _____ Certified Lay Minister Preparation
- _____ Diploma in Christian Studies

The CLI is a training program of the American Baptist Churches of Pennsylvania and Delaware (ABCOPAD). The programs listed above require that students complete a minimum of 18 out of a possible 20 credits invested in ten required courses. The Certified Lay Minister program is designed for persons seeking to be certified as a lay pastor in ABCOPAD. During their two years (minimum) of study, these students must also be involved in a mentoring program and in supervised pastoral ministry in a church setting. Certified Lay Ministry students will also be required to assist or participate in performing the Lord's Supper, Believer's Baptism, a wedding, a funeral, a service of dedication of parents and children, as well as assist in leading a church board, leading a Bible Study and preaching.

One of the requirements for admission to the CLI is a letter of recommendation and support from the student's church. The student's formal acceptance is dependent upon the Administrator's receipt of your church's letter.

For persons indicating interest in studying toward certification as a Certified Lay Minister, the CLI requests that your letter:

1. Acknowledges that the student's gifts for ministry have been formally endorsed by a
vote of the church (either by the congregation as a whole or by an appropriate committee or group from within the church).
2. Confirms that your church will provide the opportunity for practical ministry experiences that are required by the Institute and that will be designed and supervised in
cooperation with and under the guidance of the student's assigned mentor.
3. States your church's willingness to consider the student for certification upon completion of the program.
4. Describes the extent of the student's former and current involvement in the life of

the church.

5. Affirms your church's commitment to provide ongoing support and prayer for the student as he/she pursues the program.
6. Confirms that the student who desires to attend CLI meets the requirements of being a High School graduate (or the equivalent), is at least 21 years of age, and is a member in good standing of an American Baptist Church (for Certified Lay Ministry Students).

Upon confirmation of the support of the church, it will be assumed that the student is a suitable candidate for certification by your congregation through the process outlined by your local American Baptist Association. It is in the best interest of the student that you be completely frank at the beginning of the program as you discern his/her call to certified lay pastoral ministry. If he/she is not so suited, he/she may choose to pursue the Diploma in Christian Studies; this program does not include a supervised ministry requirement. Students may also choose to take CLI courses for enrichment.

For persons indicating interest in pursuing the **Diploma in Christian Studies**, the CLI requests that your letter address points 4 and 5, as stated above.

The Church Leadership Institute keeps the costs of tuition, fees, and textbooks as low as possible. Your church might also wish to consider assisting the student financially.

Thank you for your attention to this request. Please send your letter to:

Mrs. Eleanor Siegrist
1331 Logan Blvd
Altoona, PA 16602
Phone: (814) 944-1468
e-mail: ewsiegrist@gmail.com

If you are interested in learning more about Church Leadership Institute of Northeastern Pennsylvania, and have access to the Internet, please go to our web site at: www.abcopad.org Open ministries on the side menu, then Church Leadership Institute.

We look forward to hearing from you.