

**ABCOPAD COMMISSION ON MINISTERIAL LEADERSHIP
GUIDELINES FOR MINISTRY RECOGNITION
—PROVISIONAL LAY MINISTER CERTIFICATION—**

CHECKLIST FOR THE EXAMINING ASSOCIATION

Name of Candidate _____

1. Conduct a Certification Workshop for the Association Credentials Committee.
2. At the request of the local church, the Chairperson of the Association Credentials Committee will ask the Association Credentials Committee to meet with the candidate.
3. The Association Credentials Committee will meet with the candidate to affirm his/her progress and preparedness, and to offer any necessary advice, suggestions and recommendations. The Committee will ascertain that:
 1. The educational and mentoring requirements have been met;
 2. The Certification Paper adequately expresses the candidate's views;
 3. The church membership requirements have been met;
 4. The candidate has affirmed and signed a current copy of "The Covenant and Code of Ethics for Ministerial Leaders of American Baptist Churches".
4. When the Committee is satisfied the candidate is prepared for an Association Credentials Council, it shall:
 1. Work in consultation with the candidate's church and the Association Moderator to set a date for the Association Credentials Council.
 2. Notify the candidate's Mentor, who will be present at the Credentials Council.
5. The Association Credentials Council shall examine the candidate in the areas of:
 1. Educational and mentoring requirements;
 2. Certification Paper;
 3. Appropriate church membership;
 4. Affirmed and signed a current copy of "The Covenant and Code of Ethics for Ministerial Leaders of American Baptist Churches"
6. Upon its approval the Association Credentials Council will authorize the local church to plan and schedule a Service of Certification.
7. Two weeks after the Service of Certification, the Chairperson of the Association Credentials Committee will check with the local church to make certain that the ABCOPAD office has been notified that the Service of Certification has been held, using the Certifying Church Report form (COM-R4), available from the ABCOPAD website (www.abcopad.org)
8. After Provisional Lay Minister Certification, permanent Lay Minister Certification may be granted within three years. After 18 months from the date of Provisional Certification, and if the CEU requirement has been completed, the Certified Lay Minister may then apply for permanent certification status. The church and Association Credentials Committee must determine if all requirements have been met (ie. 6 units of Continuing Education within 3 years; and attend and complete the Candidacy Assessment program at the Midwest Career Development Center in Columbus, Ohio.)

If you have any questions about any part of this process, please contact the Regional Office at 1-888-687-0883.

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