

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

**CHECKLIST FOR THE CONGREGATION**

Name of Candidate \_\_\_\_\_

1. Verify that the applicant is a member in good standing and has the support and recommendation of the ABCOPAD church in which certification is being sought.
2. Verify that the candidate has completed all educational and mentoring requirements of the Certified Lay Ministry track of the Academy of Christian Training and Service - ACTS, as well as a course in Clergy Ethics.
3. Verify that the candidate has prepared their Certification Paper according to the current ABCOPAD guidelines, and has affirmed and signed a current copy of “The Covenant and Code of Ethics for Ministerial Leaders of the American Baptist Churches”.
4. Request the Association Credentials Committee to meet with the candidate to facilitate the certification process.
5. When the Association Credentials Committee is prepared to recommend the candidate, in consultation with the candidate’s church, the Committee will call for a meeting of the Association Credentials Council to examine the candidate in the areas of:
  - a. Educational and Mentoring Requirements
  - b. Certification Paper
  - c. Appropriate Church Membership
  - d. Affirmed and signed a current copy of “The Covenant and Code of Ethics for Ministerial Leaders of the American Baptist Churches”
6. Upon recommendation of the Association Credentials Council, grant Provisional Lay Minister Certification and involve the candidate in planning a Service of Certification. Provide an appropriate Certificate of Certification for the candidate. Certificates can be obtained through the ABCOPAD Office (1-888-687-0883).
7. Invite Association churches, your Regional Minister and the candidate’s mentor to the planned Service of Certification.
8. Notify the ABCOPAD office of the completed Provisional Lay Minister Certification, using the Certifying Church Report form (COM-R4).
9. 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). Notify the ABCOPAD office of the permanent Lay Minister Certification using the Certifying Church Report form (COM-R5).

If you have any questions about any part of this process, please contact the Regional Office or the other members of your Area Commission Team (ACT).

Approved March 2009  
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