

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

CHECKLIST FOR THE CANDIDATE

Name of Candidate _____

1. Be a member in good standing of an ABCOPAD Church, with support and recommendation of your church to begin the process.
2. Complete the required courses of the Certified Lay Minister track through the Academy of Christian Training and Service - ACTS.
3. Work with an approved Mentor for 2 years and submit their Fitness For Ministry report to the Association Credentials Committee.
4. Secure the needed documents for the credentialing process from the ABCOPAD website (www.abcopad.org)
5. Have your church request that the certification process be started through the Association Credentials Committee.
6. Complete a Certification Paper according to the current ABCOPAD guidelines and submit it to the Association Credentials Committee for evaluation.
7. Submit a plan for ministry to the Association Credentials Committee.
8. Affirm and sign a current copy of “The Covenant and Code of Ethics for Ministerial Leaders of American Baptist Churches”.
9. Prepare for Examination by the Association Credentials Council.
10. Upon positive recommendation of the Association Credentials Council, assist your local church in planning a Service of Certification in cooperation with the Regional Office.
11. Ask the church to notify the ABCOPAD office that the Provisional Lay Minister Certification process has been completed, using the current ABCOPAD report form (COM-R4).

—LAY MINISTER CERTIFICATION —

[these items (#12 / #13) are required in order to obtain permanent certification]

12. After Provisional Lay Minister Certification is granted, complete 6 units of Continuing Education within 3 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.
13. Within six months of your intention to seek permanent Lay Minister Certification, work with the Regional Office to schedule 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: 1-888-687-0883.