

Authorized Lay Preacher of The Presbytery of Western New York

Book Of Order Authorization

The Book of Order [G.14.1513d] provides for “A temporary supply (who) may be...an elder secured by the session to conduct services when there is no pastor or the pastor is unable to perform pastoral duties.” The Presbytery of Western New York attempts to provide the churches of the Presbytery with qualified elders, who are not Commissioned Lay Pastors, to serve as Authorized Lay Preachers.

Personal Characteristics

To those called to exercise special functions in the Church, God gives suitable gifts for their various duties. In addition to possessing the necessary gifts and abilities, natural and acquired, those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the Christian Gospel in the Church and in the world. They must have the approval of God's people and the concurring judgment of governing bodies in the Church [G-6.0106].

Those desiring to serve as Authorized Lay Preachers should recognize the importance of receiving thorough preparation for their tasks. Applicants must be willing to accept the care and guidance of the Presbytery in their course of study and practical education in preparation for commissioning. Applicants should be willing to promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for their special ministry. [G-14.03000]

It is necessary to the integrity and health of the Church that the persons who serve shall adhere to the essentials of the Reformed faith and polity, as expressed in the Book of Confessions and the Form of Government. So far as may be possible without serious departure from these standards, without infringing on the rights and views of others, and without obstructing the constitutional governance of the Church, freedom of conscience with respect to the interpretation of Scripture is to be maintained. [G-6.0108]

It is to be recognized, however, that in becoming a candidate or officer of the Presbyterian Church (U.S.A.) one chooses to exercise freedom of conscience within certain bounds. His or her conscience is captive to the Word of God as interpreted in the standards of the church so long as he or she continues to seek or hold office in that body. The decision as to whether a person has departed from essentials of Reformed faith and polity is made initially by the individual concerned but ultimately becomes the responsibility of the governing body in which he or she serves. [G-6.0108b]

Applicants should be persons of faith, dedication and good judgment. They should be persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, and warm sympathies. [G-6.0303, G-6.0401]

Professional Characteristics

A. Standards

1. Faith, as expressed by trust in Jesus Christ as Lord and Savior and belief in the one true God, the Holy One of Israel, whom alone we worship and serve; acceptance of the Old and New Testaments as the authoritative witness to that faith; receiving and adopting the essential tenets of the Reformed faith as expressed in the confessions of the Church.
2. Maturity as expressed by membership in the Presbyterian Church (U.S.A.) and faithful, regular participation in its worship and service; demonstrated leadership in the Church; ability to develop facility in the craft of preaching; demonstrated pastoral ability.
3. Christian life expressed by moral standards acceptable to the Christian community; commitment to personal spiritual growth through prayer, Bible reading and devotions.
4. Constitutional as expressed by affirmative answers to the nine Constitutional questions in G-14.0516e.

B. Qualifications

1. High School diploma
2. Currently an Active Member for at least 2 years in the sponsoring PC(USA) congregation
3. Ordained as an elder
4. Endorsement by the local session where membership is held and by the pastor/moderator of the endorsing session
5. Three personal references
6. A demonstrated basic knowledge of the content of Scripture
7. Ability to communicate clearly
8. Demonstrated leadership in the church
9. Reliability
10. Compassion
11. Skills in personal relationships such as: well-developed listening skills, ability to relate to various age groups
12. Ability to keep confidentiality

C. Covenant with the Presbytery

1. Agree to complete appropriate level of education before being qualified to serve as an Authorized Lay Preacher for the presbytery
2. Continue active participation in the life and mission of the current local church.
3. Participate responsibly with the local Session, mentor and the CLP program administrators in the goal setting, evaluation and decision-making processes related to preparation for service as an Authorized Lay Preacher.
4. Give diligent attention to the education and developmental tasks involved in this Education Program.
5. Adhere to the schedules, deadlines, and time requirements of the Education Program.
6. Take initiative in maintaining regular communication with mentor and the ALP/CLP Subcommittee regarding experiences, progress, and other issues pertaining to educational, spiritual, and personal development.
7. Respond promptly and responsibly to all communications, correspondence, requests for information, consultations and reports.
8. Understand that completion of education does not guarantee being qualified to preach.
9. Understand that qualification as an Authorized Lay Preacher does not guarantee preaching assignments.
10. Agree to regular continuing education provided by and through the presbytery.

Guidelines for Becoming an Authorized Lay Preacher in the Presbytery of Western New York

The Book of Order [G.14.1513d] provides for "A temporary supply (who) may be an elder secured by the session to conduct services when there is no pastor or the pastor is unable to perform pastoral duties." The Presbytery of Western New York attempts to provide the churches of the Presbytery with qualified elders, who are not Commissioned Lay Pastors, to serve as Lay Authorized Lay Preachers.

The Authorization To Preach And Lead Services Of Worship

1. Is granted by the Committee on Ministry upon completion of all examinations and requirements upon recommendation of the ALP/CLP Subcommittee.
2. Is recognized by the Presbytery at a regular meeting of the Presbytery.
3. Is valid for a period of up to three years as determined by the Presbytery.
4. The authorization may be renewed at expiration or terminated at any time at the discretion of the Presbytery.
5. There will be an annual report from the Committee on Ministry of the status of those serving in this capacity to the Presbytery.

Instruction

1. The person shall be an elder recommended by the Session of their local church and the pastor/moderator of that church.
2. The person shall make application to the Stated Clerk of the Presbytery, which will forward the application and relevant documents to the ALP/CLP Subcommittee.
3. The person shall be examined by the ALP/CLP Subcommittee on personal faith and motives for seeking to serve as an Authorized Lay Preacher.
4. The person shall receive basic instruction in OT, NT, Reformed Theology, Worship and Sacraments, and Preaching. Satisfactory completion of these courses shall be required for authorization.
5. The person shall be examined by the ALP/CLP Subcommittee in the areas of instruction listed above.
6. The Presbytery shall continue to provide resources for the person's spiritual and professional development.

The Responsibilities Of The Authorized Lay Preacher

1. To lead worship and preach the Gospel as assigned by the Presbytery.
2. May not administer the sacraments of the Lord's Supper or Baptism and may not perform a Service of Christian Marriage.
3. To serve on a Committee of Presbytery if requested to do so.
4. Agree to complete appropriate level of education before being qualified to serve as an Authorized Lay Preacher for the presbytery
5. As duties allow, continue active participation in the life and mission of the church of membership.
6. Take initiative in maintaining regular communication with the assigned mentor.
7. Understand that completion of education does not guarantee being qualified to preach or assignment as an Authorized Lay Preacher.
8. Agree to regular continuing education approved by the Committee on Ministry.

Supervision

Authorized Lay Preachers shall work under the supervision of a mentor assigned by the ALP/CLP Subcommittee with approval of COM. The mentor will usually be the pastor/moderator of the church of membership of the Authorized Lay Preacher. The Committee on Ministry may assign other pastors/moderators willing to serve as mentors.

Guidelines for Mentors

1. Mentors provide a vital link for Candidates in the Authorized Lay Preacher/Commissioned Lay Pastor Education Programs between the academic classroom setting and the "real life" of service in local churches. The role of the Mentor is to provide an objective "listening ear," to act as a source of information and encouragement, to provide professional and spiritual nurture, and to function as part of the education team.
2. Mentors should be active minister members of the Presbytery of Western New York. Mentors for participants in the education program will be assigned by the ALP/CLP Subcommittee with the approval of the Committee on Ministry.
3. Mentors will be assigned for a period of one year. If it is mutually agreeable to both Mentor and participant in the education program the assignment may be renewed for the second year. Mentors and participants in the education program will attend an orientation at the beginning of the process.

Characteristics of Mentors

1. The Mentor is a good Role Model. The way the Mentor relates to the Candidate should demonstrate the same kind of openness and caring which Authorized Lay Preachers should develop. The Mentor should be committed to his or her own professional, personal, and spiritual growth and should encourage the Candidate to be committed as well.
2. The Mentor is Approachable and Non Judgmental. The Mentor should seek to listen empathetically to the concerns of the Candidate before giving advice and to present critiques in a positive manner.
3. The Mentor is Accessible. It is desirable that the Mentor and Candidate be geographically accessible. The Mentor should be willing to make time available for phone conversations and meetings.

The Covenant Process

The Candidate in the Authorized Lay Preacher/Commissioned Lay Pastor Programs is responsible to initiate and maintain contact with the Mentor as outlined below.

The Candidate/Mentor Covenant for Reflection Upon Coursework

1. Candidates will submit a brief Personal Reflection Paper to Mentors within 2 weeks following each class session.
The content of the paper will include brief reflections on:
 - a. How am I growing spiritually/moving on my faith journey because of this course?
 - b. What content/information am I learning?
 - c. What am I learning about doing ministry in this area?
 - d. What more do I need/want to know about this subject?
 - e. Any assigned reflections by the instructor.
2. Candidates will arrange a monthly hour-long meeting with Mentors to discuss progress
3. Mentors will submit a brief written evaluation of the Candidate's progress to the ALP/CLP Subcommittee following the conclusion of each year. Particular attention should be paid to whether the Candidate addressed the issues posed by each of the questions above, and whether the Candidate has been faithful in maintaining contact. Mentors will share these evaluations with Candidates.

The Mentor/Candidate Covenant for Education in Preaching

1. Each year Candidates will also submit one exegetical paper and one sermon (and sermon tape as available) to the Mentor for feedback and discussion.
2. The Mentor should provide honest, loving, helpful critiques of exegesis and sermons.
3. The Mentor should urge the Candidate to give high priority to sermon preparation. Mentors should share their experience of preparing and preaching sermons. Candidates should be encouraged to study tapes and read sermons of outstanding preachers.
4. When the Candidate begins to preach with regularity in the churches, the Candidate and Mentor should review sermon feedback forms together during their monthly meetings.

The Candidate/Mentor Covenant for Spiritual Formation

1. The Mentor should seek to be a source of support, encouragement, and enthusiasm for the Candidate, both within scheduled reflection sessions and in other interactions. Mentors and Candidates should pray for one another between meetings.
2. Mentors should be prepared to share Candidates' challenges, growth, concerns, and joys.
3. Mentors should regard their role as one of "equipping the saints for the work of ministry, for the up-building of the body of Christ" (Eph. 4:12). The Mentor/Candidate relationship should be a model of community building and the conduct of covenant relationship.

The Mentor/Candidate Covenant to Report upon Preparation for Service as Commissioned Lay Pastor/ Authorized Lay Preacher

1. The Candidate is responsible to schedule all meetings.
2. The Mentor is responsible to submit a brief evaluation after each year to Candidate and ALP/CLP Subcommittee.
3. The ALP/CLP Subcommittee may seek additional input for evaluative purposes from Candidates or Mentors at any point in the education process.

Necessary Outcomes To Be Authorized As A Lay Preacher

Authorization as a Lay Preacher requires completion of the following:

1. Completion of all Coursework and Assignments. The Candidate shall attend a minimum of 3/4 of all class sessions. Missed coursework must be made up to the satisfaction of the instructor.
2. Responsibility in fulfilling the Candidate/Mentor Covenant.
3. Prompt submission of all required reports and evaluations to the ALP/CLP Subcommittee.
4. The submission of a final comprehensive reflection paper.
5. The submission of a faith statement.
6. The submission of an exegetical paper, sermon prepared upon that exegesis, and full order of worship (including all prayers and hymn selections).
7. Observation of conduct of Service of Worship (including Preaching) by an evaluator designated by ALP/CLP Subcommittee.
8. Successful completion of written and/or oral examination in basic Bible Content, and understanding of Reformed Theology, Reformed Worship and Sacraments, and the Book of Confessions.
9. Demonstrated responsible participation in life of church of membership during education process.
10. An oral reflective interview to be done by ALP/CLP Subcommittee covering (but not limited to) the following questions:
 - a. How have you grown spiritually or moved along on your faith journey since the beginning of this Education Program?
 - b. How has your understanding of God changed?
 - c. How has your understanding of yourself changed?
 - d. How have these changes or new understandings influenced your daily life?
 - e. What do you regard as your strengths and weaknesses?
 - f. What has it meant to be part of this covenant community?

Candidacy for ALP

1. In order to begin ALP candidacy, a person must submit completed "Authorized Lay Preacher Candidacy Application" and a written Statement of Faith to the Session of the congregation of which the person is a member. If the Session approves the request, it shall forward these documents to the Stated Clerk of the Presbytery, along with the completed "Session Endorsement" and "Pastor/Moderator's Endorsement" documents. The person applying for ALP candidacy shall also ask three (3) persons to provide personal References, to be mailed directly to the Stated Clerk using the forms provided. The Stated Clerk shall forward all these documents to the ALP/CLP Subcommittee and to the CPM.
2. The ALP/CLP Subcommittee will assess the candidate's suitability and probability for success as an ALP and determine whether to enroll the person as a candidate.
3. Upon notification of enrollment by the CPM, the ALP/CLP Subcommittee, with COM approval, shall assign a mentor to work with the candidate.
4. The Christian Education Committee shall, with the approval of the ALP/CLP Subcommittee, determine the basic education courses to be completed by each candidate and certify the same in writing to the ALP/CLP Subcommittee. In doing so, the Christian Education Committee may take into account Lay Academy or Seminary work satisfactorily completed previously by the candidate. The Christian Education Committee will oversee the candidate's progress toward satisfactory completion of all the required basic courses. When they have been satisfactorily completed, the Christian Education Committee shall certify that fact in writing to the CPM and the ALP/CLP Subcommittee.
5. "Upon receipt of certification of completed course work by the Christian Education Committee, the ALP/CLP Subcommittee shall do a final assessment of the candidate including, but not limited to:
 - a. review of all evaluations and reports of the mentoring process by the candidate and mentor, as delineated under "MENTORING PROCESS"
 - b. oral and written examinations of competency in areas of instruction as delineated under "NECESSARY OUTCOMES"
 - c. evaluation of successful fulfillment of all other requirements listed under "NECESSARY OUTCOMES."
6. The ALP/CLP Subcommittee shall, upon completion of its final assessment, shall attest to the COM in writing the candidate's readiness to receive authorization as an ALP. No course taken over 10 years ago will be accepted. Satisfactory completion of the candidacy process does not guarantee authorization but it is a precondition thereto.
7. Upon final approval for authorization by the COM, the ALP shall be added to the roll of Authorized Lay Preachers maintained by the COM to be disseminated to churches and included in the Presbytery Directory.

Authorized Lay Preacher Candidacy Application

PERSONAL INFORMATION

Name:

Mailing Address:

City, Zip:

Home Phone:

Work Phone (If you can receive calls):

Occupation/Place of Employment:

EDUCATION BACKGROUND

Formal Education:

List academic institutions attended and degrees obtained, beginning with High School

School/Location	Years Attended/Degree Date	Diploma or Degree	Area of Study or Major/Minor

CHURCH BACKGROUND

Year of Baptism:

Year of Confirmation/Public Profession of Faith:

Name of Church where you are an active member:

Date you were received as active member in current local congregation:

Other churches where you have been a member:

I am a Deacon. Date of Ordination to Office:

I am an Elder. Date of Ordination to Office:

List below your areas of involvement in the life and mission of the church, both as a participant and as a leader.

Area of Involvement	Check Here if currently involved	Participant	Leader

Please answer the following questions. Feel free to adjust spacing or use a separate sheet of paper if necessary .

What informal learning experiences will help you in this program? (Travel, conferences, seminars, etc.)?

Why are you interested in this program? What motivates you to apply?

What aspects of your present church life do you enjoy the most?

What aspects are the most frustrating?

What does it mean to you to be a Presbyterian?

What gifts and skills do you bring to this program?

In what areas of your life would you like to grow?

What are your current spiritual practices and disciplines?

What are some of your interests/hobbies?

In what community or volunteer service have you been involved?

FAITH STATEMENT

Please attach a brief statement of your personal faith. Describe what you believe about God, Jesus Christ and the Holy Spirit, and your relationship to them. Include a brief summary of your understanding of the role of Scripture, the Church, and the Sacraments in your life. (Suggested length: one-half to one page – single spaced typed)

PASTOR/MODERATOR'S ENDORSEMENT

You should take your completed form and your faith statement to your pastor, or, if your church is without a pastor, to the moderator of your church's Session. The minister will talk with you about your interest in the Authorized Lay Preacher program. Your minister will take your application to the Session, along with a reference, which she or he will complete. No application may be considered without the pastor/moderator's and the Session's endorsement.

SESSION ENDORSEMENT

After you have met with the pastor/moderator, request a meeting with the Session of your particular church. They will review your application with you before filling out their endorsement form.

REFERENCES

In addition to the minister and the Session, please list 3 additional persons who know you well in a variety of relationships (e.g. another church member, a colleague at work, a teacher, a friend) who will serve as Individual References. Duplicate and pass along an Individual Reference Form to each, asking that the form be completed and mailed directly to the Presbytery Office. Please list below the persons who will be your Individual References.

Name	Address	City/State	Phone

STATEMENT OF CONSENT

I am applying for admission to the Authorized Lay Preacher Program of the Presbytery of Western New York. If accepted, I hereby commit myself to participate fully in the scheduled activities and assignments to the best of my ability. I understand that successful completion of the Authorized Lay Preacher education course is necessary before I may serve as an Authorized Lay Preacher for the presbytery.

Signature:

Date:

Session Endorsement Form

Instructions: You may import this form into your word processor, then email it as a file attachment (we can open .wpd, .doc, .rtf, txt, and .htm files), or print it and "snail" mail or fax it to the Presbytery with attention to the Stated Clerk. (BronwenB@pbywny.org; 2450 Main St, Buffalo, NY 14214; Fax – 835-8072)

Primary attention should be given at this time to evaluating the applicant's natural gifts, quality of commitment, strength of motivation, and potential for growth. Each of these issues should be pursued at greater depth on a continuing basis. The Session should note the ALP/CLP Subcommittee must rely upon the Session, the Moderator, and the Applicant to exercise good judgment in discerning whether this individual seems to be called by God to consider service as an Authorized Lay Preacher or Commissioned Lay Pastor.

Name of Applicant:

Please respond candidly to the following questions. Adjust or use extra space as needed.

1. What personal qualities are evidence of a vital faith in God through Jesus Christ and the Holy Spirit?
2. How is that faith currently being expressed through the individual's participation in the worship, ministry and mission of this congregation?
3. What evidence do you see of a sense of call?
4. What actual and potential talents for ministry as an Authorized Lay Preacher are evident in this individual?
5. Describe a few situations in the life of your church in which the applicant has demonstrated leadership capacity.
6. How would you rate the applicant's physical health/stamina, emotional well-being, and maturity?
7. Service as an Authorized Lay Preacher requires great maturity of character, self-discipline, reliability, and commitment to the polity of the PC(USA). Please comment upon the applicant's attributes in these areas.
8. Describe the applicant's capacities for effective public speaking and demonstration of pastoral care.

9. The following qualities are especially important in Authorized Lay Preachers. Please check all which you think are demonstrated by this applicant in the life of your church:

- Ability to speak publicly, with a clear voice and in good English
- A demonstrated basic knowledge of the content of Scripture
- Reliability
- Leader in the church
- Compassion
- Skills in personal relationships
- Well-developed listening skills
- Ability to relate to various age groups
- Able to keep confidentiality

10. Describe any reservations you might have in endorsing this candidate. (Note: a reservation does not disqualify an individual or indicate they are unsuitable for service. The ALP/CLP Subcommittee, however, must rely upon your honest and candid evaluation.)

Check one:

The Session of the _____ Church

- DOES endorse this application for admission to the Authorized Lay Preacher Education Program.
- DOES NOT endorse this application for admission to the Authorized Lay Preacher Education Program.
- DOES endorse, WITH RESERVATIONS, this application for admission to the Authorized Lay Preacher Education Program (List specific qualifications here).

Signature of Clerk of Session:

Date:

Pastor/Moderator Endorsement Form

Instructions: You may import this form into your word processor, then email it as a file attachment (we can open .wpd, .doc, .rtf, txt, and .htm files), or print it and "snail" mail or fax it to the Presbytery with attention to the Stated Clerk. (BronwenB@pbywny.org; 2450 Main St, Buffalo, NY 14214; Fax – 835-8072)

Primary attention should be given at this time to evaluating the applicant's natural gifts, quality of commitment, strength of motivation, and potential for growth. Each of these issues should be pursued at greater depth on a continuing basis. The Pastor/Moderator should note the ALP/CLP Subcommittee must rely upon the Session, the Moderator, and the Applicant to exercise good judgment in discerning whether this individual seems to be called by God to consider service as an Authorized Lay Preacher.

Name of Applicant:

Please respond candidly to the following questions. Adjust or use extra space as needed.

1. What personal qualities are evidence of a vital faith in God through Jesus Christ and the Holy Spirit?
2. How is that faith currently being expressed through the individual's participation in the worship, ministry and mission of this congregation?
3. What evidence do you see of a sense of call?
4. What actual and potential talents for ministry as an Authorized Lay Preacher are evident in this individual?
5. Describe a few situations in the life of your church in which the applicant has demonstrated leadership capacity.
6. How would you rate the applicant's physical health/stamina, emotional well-being, and maturity?
7. Service as an Authorized Lay Preacher requires great maturity of character, self-discipline, reliability, and commitment to the polity of the PC(USA). Please comment upon the applicant's attributes in these areas.
8. Describe the applicant's capacities for effective public speaking and demonstration of pastoral care.
9. The following qualities are especially important in Authorized Lay Preachers. Please check all which you think are demonstrated by this applicant in the life of your church:
 - Ability to speak publicly, with a clear voice and in good English
 - A demonstrated basic knowledge of the content of Scripture
 - Reliability
 - Leader in the church
 - Compassion
 - Skills in personal relationships
 - Well-developed listening skills
 - Ability to relate to various age groups
 - Able to keep confidentiality

10. Describe any reservations you might have in endorsing this candidate. (Note: a reservation does not disqualify an individual or indicate they are unsuitable for service. The ALP/CLP Subcommittee, however, must rely upon your honest and candid evaluation.)

11. How long have you known the applicant?

Check one:

I, the Pastor/Moderator of the _____ Church

- DO endorse this application to the Authorized Lay Preacher Education Program.
- DO NOT endorse this application for admission to the Authorized Lay Preacher Education Program.
- DO endorse, WITH RESERVATIONS, this application for admission to the Authorized Lay Preacher Education Program (List specific qualifications here).

Signature

Date

Personal Reference Form

Instructions: You may import this form into your word processor, then email it as a file attachment (we can open .wpd, .doc, .rtf, txt, and .htm files), or print it and "snail" mail or fax it to the Presbytery with attention to the Stated Clerk. (BronwenB@pbywny.org; 2450 Main St, Buffalo, NY 14214; Fax – 835-8072)

Name of Applicant:

Your Name:

Your Phone Number:

Your Address (Include town and zip):

Your email address:

Please describe Your Relationship to Applicant:

Family Member Friend Colleague Teacher/Professor Member of Church Other

Please answer the following questions. Adjust space in your word processor or use additional paper as needed.

1. What are the greatest strengths of the applicant?
2. Please describe specific ways in which the applicant demonstrates capacity for leadership.
3. Service as an Authorized Lay Preacher requires maturity of character, self-discipline, emotional stability, reliability, and commitment to the Presbyterian Church (USA).

Please comment upon the applicant's attributes in these areas.

4. Everyone has ways in which they need to grow personally and professionally. Please comment on the applicant's growth areas.
5. Service as an Authorized Lay Preacher often involves preaching 2 Services of Worship on Sunday mornings, with travel over country roads. Are there any factors, which would affect the applicant's ability to fulfill these requirements?

6. The following personal and professional characteristics are important for Authorized Lay Preachers. Please check all those which you believe apply to the applicant.

- Ability to speak publicly, with a clear voice and in good English
- A demonstrated basic knowledge of the content of Scripture
- Reliability
- Leadership
- Compassion
- Skills in personal relationships
- Well-developed listening skills
- Ability to relate to various age groups
- Able to keep confidentiality

7. Describe any reservations you might have in endorsing this candidate. (Note: reservations do not disqualify an individual or indicate they are unsuitable for service. We must, however, rely upon your honest and candid evaluation.)

Your Signature:

Date:

Mentor End of Year Report

Name of Candidate:

Name of Mentor:

Your Phone Number:

Your Address (Include town and zip):

Mentor E-Mail:

1. How many times did you meet this year?
2. How would you rate the candidate's:

	Outstanding	Satisfactory	Some Concerns	Unsatisfactory
Initiative in making appointments				
Reliability in keeping appointments				
Timeliness in submission of reflection papers and other assignments				
Commitment to the reflective process, as evidenced by thoughtfulness and care in written work				

3. Please explain any concerns or unsatisfactory ratings above
4. What do you affirm about the person's work?
5. What suggestions for continued growth would you make?
6. Is there anything else the ALP/CLP Subcommittee should know?

Any Questions?

Authorized lay Preacher Candidate Checklist:

CRITERIA/ REQUIREMENTS	Date Completed	Date documentation submitted	Date approved/accepted
High School Diploma			
2 years Active Membership in sponsoring congregation			
Ordained Elder in sponsoring congregation			
Complete ALP Candidacy Application (Including Faith Statement)			
Endorsed by the Pastor/ Moderator of sponsoring congregation			
Endorsed by the Session of sponsoring congregation			
Three (3) Personal References			
Application submitted to the Stated Clerk of the Presbytery			
Mentor Appointed			
Coursework Approved by the Christian Education Committee *OLD TESTAMENT *NEW TESTAMENT *REFORMED THEOLOGY *WORSHIP AND SACRAMENTS *PREACHING			
Exegetical Paper, Sermon, and Full Order of Worship Submitted			
Conducted a Service of Worship Observed by an appointed Evaluator			
Examination on basic Bible Content, understanding of Reformed Theology, Reformed Worship and Sacraments" and the Book of Confessions ORAL exam WRITTEN exam			
Reassessment by CLP/ALP Subcommittee			
Reassessment Reports Forwarded to COM for Authorization			

Academy for Lay Ministries and Personal Growth

Education for preparation of Commissioned Lay Pastors, Authorized Lay Preachers and
Certified Christian Educators
Presbytery of Western New York
Western Area, United Church of Christ

Course Descriptions

Old Testament

This introduction to the literary, historical, cultural and theological significance of God's word to us will teach how to interpret scripture using accepted exegetical processes and resource. Students will learn to apply scripture in preaching and teaching. (20 hrs)

Needed for CCE, CLP, ALP

New Testament

This introduction to the historical, literary, cultural, theological significance of God's word to us in the life and teaching of Jesus and the early church, will give students an understanding of the significant themes in the New Testament, their relationship to the Old Testament, and their importance for contemporary faith. (20 hrs)

Needed for CCE, CLP, ALP

Reformed Theology

This course will acquaint students with Reformed theology from an historical perspective and as it is understood in the Presbyterian Church (USA) and UCC. It will include a Reformed understanding of worship and the sacraments with comparison to other Christian understandings. (20 hrs)

Needed for CCE, CLP, ALP

Religious Education Theory and Teaching

In a study of human development relating to faith development, this course will give students practical application of teaching as a ministry of the church. The course will include an introduction to resources, styles of learning and age-appropriate education. This course will give the student the ability to integrate religious education theory and practice in the church's educational ministries. (20 hrs)

Needed for CCE, CLP, ALP

Preaching

How to develop a sermon from exegesis to delivery will be the focus of this practical course. It will cover styles of proclaiming the Word and practice in preaching. (20 hrs)

Needed for CLP, ALP

Worship and Sacraments

Planning worship services, using the liturgical calendar, lectionary, and selecting music will be included in this course. It will include a review of basic understandings of Reformed worship and sacraments. (20 hrs)

Needed for CCE, CLP, ALP

Pastoral Care

This course will emphasize the assessment and referral process for individuals in need of pastoral care. It will discuss pastoral care of the connectional church: local congregation, presbytery, synod, General Assembly, and ecumenical and interfaith communities. It will cover the care and help available to an educator or lay pastor. (20 hrs)

Needed for CLP

Presbyterian Polity

This will cover working knowledge of the Constitution of the Presbyterian Church (USA) and the relationship of the Commissioned Lay Minister to the presbytery, including professional ethics and conduct. It will discuss the connectional church and the place of the local congregation in the mission of the whole church. (15 hrs)

Needed for CCE, CLP, ALP

Program and Mission of the Presbyterian Church (USA)

This course will introduce students to the program and mission of the PC(USA) and give them the ability to interpret that program and mission in the education and preaching ministries of the church. (15 hrs)

Needed for CCE, CLP, ALP

Spiritual Formation

This course is designed to introduce students to the history and richness of Christian spirituality while teaching the many formative practices that shape our personal and communal life. Students will not only learn about spiritual formation, but they will also have time to apply what they learned in their daily as well as church life.

Needed for CLP, ALP

Cost per course \$45 – \$75

These course requirements may be met by taking courses at seminaries or through other education experiences. However, one must have the approval of the Education Committee in order to have them credited to the Commissioning or Certifying process.

Proposed Course Sequence

Spiritual Formation	April – June 2003
Old Testament	September – November 2003
Religion Ed Theory & Teaching	April – June 2004
New Testament.....	September – December 2004
Pastoral Care	April – June 2005
Reformed Theology	September – November 2005
Preaching, Worship.....	April – June 2006
Polity, Program and Mission	September – December 2006
Worship & Sacraments	April – June 2007

Continuing Education

Once the cycle of courses is complete, it will begin again in roughly the same order creating a five-year cycle for the education programs.

Additional one-day seminars and education programs offered by the Education Committee will be held throughout the year for continuing education.

For Further Information call:

Mary Mohlke

631-0979 (Resource Center), 688-8699 (H), 835-8056 (O)

Presbytery e-mail: marym@pbywny.org

Rev. Howard Boswell, Chair, Presbytery of WNY Education Committee

836-6297 (H), 875-7600 (O)

Rev. Kay Woike, Western Area, United Church of Christ

875-3365