

CHRIST SERVANT MINISTRIES
REQUEST FOR CREDIT FOR CERTIFICATION

The Conference Committee on Christ Servant Ministries
Eastern Pennsylvania Conference of the United Methodist Church

This form should be completed when a Christ Servant Minister feels that he/she has participated in a course of study or training that has helped develop knowledge, skills, and competencies of a servant leader and should be approved for credit. The study or training should meet one of the following descriptions.

- The course or training is on the Conference/District Approved Course list -- or is a *Discipleship Resources* or *Board of Ordained Ministries* approved course -- but credit has not been assigned. **(Complete sections 1 & 2)**
- The course or training is **not** listed as a CSM Conference/District Committee, *Discipleship Resources*, or *Board of Ordained Ministries* approved course -- but the Christ Servant Minister feels that certification consideration should be given. **(Complete sections 1, 2, & 3)**

The Christ Servant Minister requesting credit for training that fits into one of the above descriptions should complete and submit this form along with appropriate documentation to the CSM Conference Director, a CSM District Director, or a member of the Conference Committee on Christ Servant Ministry.

After the form has been received and reviewed, a copy will be returned to the Christ Servant Minister and should be attached to the annual report to his/her Charge Conference.

Section 1: General Information

_____	_____	_____
Last Name	First Name	Telephone

Mailing Address		

Local Church		

Section 2: Course Information (for which credit/certification is being requested)

_____	_____
Name of course, program or event	Date(s) of course, event or program

School or sponsoring organization	Address of school/sponsoring organization

Number of contact hours*	

This is an approved course that appears on the.....

- CSM List of Approved Advanced Training and/or Courses**
- Discipleship Resources List of Lay Servant Ministries Courses**
- BOOM (*Board of Ordained Ministries*) list of approved clergy courses**

*A *Contact Hour* is defined as a 50-minute classroom, seminar session or equivalent.

(Complete this section... if the course does not appear on one of the approved listings)

Section 3: Course Description and/or Syllabus

- a. Provide a description of the course/event and/or submit a syllabus or printed information that thoroughly describes the training. Be sure your description has enough information to determine that this request is for training that maintains, upgrades or updates skills that are needed by servant leaders and that the emphasis is on *caring, communicating, leading*, or a combination of these core CSM themes.

(Use extra sheets if necessary.)

- b. State how you believe this course/event relates to your ministry as a Servant Minister.

(Use extra sheets if necessary.)

Signature of Christ Servant Minister _____ Date _____

(for CSM Work Team use)

This application/report has been reviewed by _____
of Eastern Pennsylvania Conference and is...

___ **Approved** ___ **Disapproved**

___ **Credit Assigned**

_____ Date

_____ Signature of CSM District/Conference/Representative