



## Organization and Policies Manual

Approved by action of the Board of Lay Ministry 1/15/05

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# Christ Servant Ministries Organization and Policies Manual

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# Christ Servant Ministries ORGANIZATION AND POLICIES MANUAL

## INTRODUCTION

Lay Methodists have a long and distinguished tradition of serving. In 1769, the Leeds Conference followed John Wesley's guidance and officially commissioned lay workers Richard Boardman and Joseph Pilmore to provide support for the growing Methodist movement in America. In late October of that year, they arrived in Philadelphia and began their ministries. When the early circuit riders would leave to attend to other churches on their charge, these laity would be left to handle things on their own. Members of the congregation would fill the pulpit when the pastor was elsewhere. This position was known as an exhorter... although sometimes the term *exhorter* was used synonymously with the term *local preacher*.

These lay servants of Christ continued to minister with and to the groups of Methodist Christians in a multitude of ways. They served not only by preaching; but also by sharing, caring and leading. In the 1940s, the term changed from exhorter to lay speaker.

At the 1992 General Conference, a new logo was introduced that emphasized three significant areas in lay speaking: caring, leading, and communicating. But there were many persons across the Eastern Pennsylvania Conference that felt the name "Lay Speaker" did not adequately capture these three dimensions of lay ministry. And so... as a result of numerous meetings and discussions that occurred over the next five years, the 1997 Annual Conference officially adopted the name, *Christ Servant Ministries*.

By the action of the 1997 EPA Annual Conference, the *Christ Servant Ministries* program was instructed to follow the rules for Lay Speakers as stated in the *Discipline*, but go a step further and specifically recognize laity in their area of training (i.e. speaking, leading, caring). The *Christ Servant Ministries* program is now responsible for providing opportunities that promote serving, training, and recognition of laity, who lead, speak and care about others.

The Eastern Pennsylvania Conference is unique in the United Methodist Church in the commissioning of *Christ Servant Ministers*. These lay workers serve God in, through, and with, our congregations in a multitude of functions. They don't just bring the message on Sundays when the pastor is on vacation; but also provide trained leadership wherever God calls them to go. Regardless of the name.... Missions...Outreach...Serving...(the UMC has used all these terms in just the past 10 years), the purpose of the *Christ Servant Minister* is to help others and serve Christ wherever and whenever they are needed.

With this information as a background, it makes sense that lay leaders at all levels, lay members of the annual conference, and others seeking to prepare themselves for servanthood be encouraged to take advantage of the training provided by the *Christ Servant Ministries* program.

## STRUCTURE AT THE CONFERENCE LEVEL

The EPA Conference Board of Lay Ministry is responsible for oversight of the Christ Servant Ministries program. The Board of Lay Ministry insures that the Christ Servant Ministries program has voice at BOLM meetings, has a conference director, and is organized according to appropriate guidelines listed in the Book of Discipline where the program is the equivalent of Lay Servant Ministries. The Conference Director of Christ Servant Ministries is an ex officio member of the Board of Lay Ministry, the chair of the Conference Work Team of Christ Servant Ministries, and is the motivating and administrative leader of Christ Servant Ministries within the conference. The Christ Servant Ministries program holds national affiliation in the Association of Conference Directors of Lay Servant Ministries.



## **2016 BOOK OF DISCIPLINE STATUTES RELATED TO STRUCTURE**

The 2016 UMC Book of Discipline describes the structure for the Lay Servant Ministries program in Paragraph 631.6 and the three categories of Lay Servant Ministries in Paragraphs 266-269. The overall program comes under the General Board of Discipleship (GBOD) and thus impact the organization and structure of the *Christ Servant Ministries* program. Lay Servants receive specialized training and provide support for clergy as well as serving in their local church or beyond.



### **¶631.6 Conference *Committee on Lay Servant Ministries* –**

- a) Every annual conference is encouraged to create a conference committee on Lay Servant Ministries, or other equivalent structure to fulfill the requirements of ¶¶ 266-268 and to relate to the Conference board of Laity and the General Board of Discipleship as per ¶1116 and others that might apply.
- b) The purpose of a conference committee on Lay Servant Ministries is to set criteria and guidelines for district committees on Lay Servant Ministries, to develop lay servant courses and approve courses developed by district committees, and to organize conference-wide lay speaking events.
- c) A conference committee on Lay Servant Ministries will consist, at a minimum, of the district directors of Lay Servant Ministries or their equivalent.
- d) There will be a conference director of Lay Servant Ministries. This position will be filled in a manner to be determined by the annual conference. The conference director will chair the committee. Other officers will be elected by the committee as the committee deems necessary.

### **¶668 *District Committee on Lay Servant Ministries*-** Districts are encouraged to create a district committee on Lay Servant Ministries related to the annual conference through the conference committee on Lay Servant Ministries. There shall be a district director of Lay Servant Ministries filled in a manner determined by the district. This position shall be filled by a certified Lay Servant.

1. The purpose of the district committee on Lay Servant Ministries is to plan and supervise the program within the district.
2. The committee is chaired by the district director of Lay Servant Ministries. In addition to the director, membership of the committee will include the district lay leader, the district superintendent, and an instructor of lay speaking courses. Other resource people may be added as needed.
3. The responsibilities of a district committee on Lay Servant Ministries are to provide basic training for local church lay speakers and advanced courses for certified lay speakers as recommended by the General Board of Discipleship, or as approved by the conference committee on Lay Servant Ministries; to decide who will be recognized as certified lay servants; to help match lay servants with service opportunities; to support and affirm lay servants and certified lay ministers as they serve.
4. The district committee shall plan advanced courses for lay servants that will enable certified lay servants to maintain that recognition.
5. The district committee will report to the pastor and charge conference of each certified lay servant the courses that have been satisfactorily completed by the certified lay servant.

## **ORGANIZATION: CONFERENCE COMMITTEE ON CHRIST SERVANT MINISTRIES**

1. Members of the *Conference Committee on Christ Servant Ministries* (CCOCSM) shall be elected or appointed according to *The Book of Discipline of The United Methodist Church*. The Board shall strive for inclusive representation. Candidates for election to CCOCSM should have the following qualifications:
  - Must be a member of a local United Methodist Church for at least two years
  - Must have leadership experience and ability
  - Shall understand United Methodist polity and agree to support the church as described by *The Book of Discipline of The United Methodist Church* (Current issue).
2. The Conference Director of the Christ Servant Ministries program shall be appointed by the Conference Lay Leader under the guidance of the Board of Lay Ministries for a four-year term. It is recommended that the conference director be elected from the beginning of the third year of the quadrennium to the end of the second year of the next quadrennium.
3. The Conference Committee on Christ Servant Ministries consists of the Conference Director of the Christ Servant Ministries, Director of Certified Lay Ministries, District Directors of Christ Servant Ministries (4), Director of Connectional Ministries (DCM), Conference Lay Leader, Assistant Conference Lay Leader, Dean of the Academy for Laity, and 2 at Large members. Additions to the team can be made by either the BOLM or the CSM conference work team.
4. The CSM Conference Work Team may establish organization and policy not in conflict with the Book of Discipline or rules of the annual conference and which are approved by the BOLM.

5. There shall be an executive committee comprised of the conference director of CSM, who shall serve as chair, and two district directors appointed annually by the conference director. The district directors so appointed shall not serve more than four (4) consecutive years on the executive committee. The executive committee will act as the finance committee. The executive committee is empowered to act on behalf of the conference work team of CSM between meetings, reporting all such actions at the next meeting.
6. The CSM conference director will appoint a recording secretary from the CSM conference work team or, if desirable, the director may appoint a secretary from outside the work team with skills and facilities to serve this responsibility (a person from outside the team has voice, but not vote).
7. The conference CSM director shall annually present to the BOLM a report on CSM's program operations, as well as plans for the upcoming year. Agenda time shall be provided by the conference Lay Leader for this report and discussion.
8. An annual budget is prepared by the conference director and executive committee (see item 4), and then sent to BOLM for approval. All CSM conference work team budgeted funds come through the BOLM budget. Except for fees charged at conference sponsored CSM training courses, all CSM funds reside within the Conference Finance Office and a line item reflecting these funds is included in the BOLM budget. All monies including CSM training fees shall be accounted for through reports to the Conference Treasurer's Office.
9. Task forces may be created and resource persons used to address major issues. When task forces are used, they shall be accountable to the conference director, have a definite life span determined before they are formed, and shall address only the issues for which they were created.

**RESPONSIBILITIES: CHRIST SERVANT MINISTRIES CONFERENCE DIRECTOR**

1. Organize and chair the Conference Committee on Christ Servant Ministries.
2. Monitor and assist District Directors with their CSM programs when requested.
3. Plan and direct conference Lay Servant Ministry activities along with the Board of Lay Ministry, District Directors of Christ Servant Ministries, and Dean of the Academy for Laity.
4. Receive and distribute information relative to Christ Servant Ministries including, but not limited to, an annual letter describing the Charge Conference reports required of all participating in the CSM program.
5. Help develop and attain approval of new courses and curriculum opportunities.
6. Determine whether or not to grant CSM requests for approval of course work beyond the materials published on the CSM website: "*ChristServantMinistries.net*".

**RESPONSIBILITIES: CCOSM**

Although much organizational work and teaching of Christ Servant Ministries courses occurs at the district level, the Conference Committee on Christ Servant Ministries is responsible for the following:

1. To implement requirements of the Book of Discipline as it regards Christ Servant Ministers.
2. To insure that training occurs regularly at the conference and/or district level.
3. To provide for the training and approval of instructors of Christ Servant Ministries courses.
4. To set and administer conference rules as they pertain to Christ Servant Ministries programs.
5. To set guidelines and oversee the approval of locally developed teaching resources.
6. To advise and/or approve other training and courses that can substitute for recertification of those recognized areas of the Christ Servant Minister Program.
7. To sponsor and support an annual conference-level Lay Academy.
8. To coordinate the keeping of district records and validate records in the conference database.
9. To approve certification of CLM candidates after recommendation by the respective district committee on ministry.
10. To approve recertification of CLM candidates after recommendation by the respective district committee on ministry.

**FINANCES: CCOSM**

1. Members of the conference team may request travel reimbursement at the standard conference mileage rate for attending regular meetings.
2. The conference director is expected to participate in the connectional affiliation of the *Association of Conference Directors of Lay Servant Ministries*. Annual dues and expenses for attending meetings of this association shall be reimbursed up to the approved budget amount.
3. The conference director may have a discretionary fund to cover workshop expenses, honorariums, and other items. A detailed account of these funds shall be kept and subject to audit.
4. The conference director shall approve all expenses submitted by the district directors up to the approved CCOSM budgeted amount before they are submitted for payment to the conference office. The conference lay leader shall then review all expenses submitted to the conference.



### **MEETINGS: CCOCSM**

1. The Director of CCOCSM shall be in regular contact with the CSM District Directors and hold a minimum of two meetings per year. Committee members are expected to attend all possible meetings either in person or via media contact.
2. The usual length of the meetings shall be two to three hours.
3. CCOCSM meeting may be called by the Conference CSM Director or Conference Lay Leader.
4. CSM District Directors shall submit a written or oral report for each meeting that includes:
  - a. Courses held and scheduled to be held that calendar year.
  - b. Locations, dates, times, instructors, numbers of students completing each course.
  - c. Any other pertinent information about the Christ Servant Ministries program in the district.

### **COURSE AND TRAINER APPROVAL: CCOCSM**

1. All Discipleship Ministries advanced Lay Servant Ministries courses are automatically approved for teaching.
2. Generally most courses for Clergy continuing education credits are approved for advanced Lay Servant Ministry's credit.
3. Additional courses for training or meeting certification requirements may be approved as follows:
  - a. An individual or task force (appointed by either the conference director or a district director) should review the syllabus to determine that a proposed course is skill-building and emphasizes caring, communicating, leading, or a combination of the core CSM themes and a written report is prepared indicating course approval or rejection.
  - b. This report is submitted to the CCOCSM for confirming action.
4. Credit for courses is assigned according to hours of course teaching time. One credit is assigned for each ten hours. Partial credit (at the rate of .1 credit per hour) may be assigned to courses having less than 10 hours of teaching time.
5. Generally, courses added to the List of Approved Advanced Courses should follow the procedure outlined. However, an individual Christ Servant Minister may request that a specific course or program be approved for credit (or partial credit), if they first write or e-mail the Conference CSM Director and describe the reason that the course or program should be approved for the 3 year training requirement. When possible the CSM Conference Director will contact the pastor and district director of the CSM's home area for guidance and then respond in writing to the Christ Servant Minister. The appropriate District Director should be copied on the request, as well as whether or not the requested course or program is approved. Any action conducted in this manner should be reviewed at the next meeting of the conference work team.
6. CCOCSM has the option to withdraw approval for any course that it determines is not of good quality or is not suitable to the Christ Servant Ministries program.
7. CCOCSM should plan periodic "train-the-trainer" workshops, especially as it relates to the Introductory Course. Although a list of approved Trainers will be available, District Committees have the latitude of choosing trainers for their courses based on expertise, presentation skills, and availability within the district.

### **RECERTIFICATION: CONFERENCE AND DISTRICT DIRECTORS**

The conference and district directors may be recertified in any one of the following ways:

1. Enroll and participate in an approved Christ Servant Ministries course, following the same guidelines as others in the course.
2. Attend the National Training event for conference and district directors.
3. Teach an advanced course.

### **ORGANIZATION: CHRIST SERVANT MINISTRIES DISTRICT WORK TEAMS**

1. CSM District Directors should be nominated by the district nominating committee at the district orientation meeting before the annual conference session. The recommended term of office is either one or two quadrenniums with the first term starting at the district orientation meeting immediately preceding the start of the quadrennium. Replacements can be elected at the annual district orientation meeting, as needed.
2. The recommended district CSM work team should consist of a district CSM director, as chair; the district lay leader; the district superintendent; a district clergy; a course instructor; and up to two at-large members, as needed for inclusiveness and/or operations.

### **RESPONSIBILITIES: CHRIST SERVANT MINISTRIES DISTRICT WORK TEAM**

The primary responsibility of a Christ Servant Ministries district work team is to provide basic training and advanced courses for Christ Servant Ministers as recommended by the General Board of Discipleship, or as approved by the Christ Servant Ministries conference work team. Additionally, the responsibilities of the district work team include:

1. Identifying and recruiting potential candidates to begin the CSM program.
2. Identifying instructors for Christ Servant Ministers' courses.
3. Matching Christ Servant Ministers, Certified Lay Speakers, and Certified Lay Ministers with service opportunities.
4. Teaming with pastors and district superintendents.
5. Contacting Christ Servant Ministers, Certified Lay Speakers, and Certified Lay Ministers on a regular basis.
6. Recognizing and affirming the work of those involved in the CSM program.
7. Promoting inclusiveness among Christ Servant Ministers, Certified Lay Speakers, and Certified Lay Ministers in the potential service areas.
8. In consultation with the district superintendent, the work team is encouraged to select Associates to assist with the work and to serve on the district committee. Co-directors are not recommended.
9. Keeping accurate and updated records in the district database and at the director level.

### **RECORD KEEPING RESPONSIBILITIES OF THE DISTRICT DIRECTOR**

1. The CSM District Director annually verifies the agreement of District CSM data with that on file in the District Office and with that in the CSM conference database.
2. The CSM District Director arranges for the sending of additions, changes and deletions of CSM information to the district secretary and the CSM Conference Director.



### **FINANCES: CHRIST SERVANT MINISTRIES DISTRICT WORK TEAM**

The following items should be done in consultation with the district superintendent:

1. A district Christ Servant Ministers budget is recommended.
2. All revenue checks should be made out to the district office (or in accordance with District guidelines). However, they may be mailed to the director to facilitate the sign-ups. The district director will then forward the checks to the district office for deposit to the CSM line item.
3. All director expenses for reimbursement should be submitted to the district office with accompanying documentation. Expenses should not be taken out of fees received. The district office should be requested to provide an informal statement and balance to the director at appropriate times.

### **RECOMMENDATIONS: ADMINISTERING DISTRICT COURSES**

1. Hold a minimum of one basic and one advanced course each year.
2. List all courses on the CSM web site. (See *WEB SITE UTILIZATION*)
3. Mail announcements of the courses to Christ Servant Ministers and to churches in the district.
4. Encourage participation of youth.
5. Welcome non-UMC members, if the course is not full.
6. Welcome audits, if course is not full. (Cost is the same as for credit.)
7. Make sure facilities accommodate the disabled and encourage diversity.
8. When assigning CSM credit, remind participants of the need for their pastor's recommendation.
9. In selecting instructors, for other than the Basic Course, it is recommended that an instructor have teaching experience and are included in one or more of the following categories:
  - i. A Christ Servant Minister who has completed the course
  - ii. Qualified in the areas to be taught
  - iii. Clergy



10. No later than a week following the completion of a course, the district director needs to send to the conference director:
  - i. The course title, along with the dates, times, and credit assigned.
  - ii. A complete list of names, addresses, and local church affiliation of successful course participants. (As a courtesy, District Directors usually inform other District Directors, if a student participated from that Director's district)
  - iii. The instructor's name, address, phone number, email address.
  - iv. The instructor's biography that includes the instructor's qualifications to teach the course and whether he or she would be willing to teach the course again.
  - v. Additional comments and recommendations related to the course and instructor.
11. While actual fees are determined at the district level, it is recommended that they not exceed \$40 for the basic or \$40 for an advanced course, unless lodging and meals are included.
12. Mail books and first assignments when payment is received. Generally there should be no sign-ups one week prior to the course to allow time for the mailings.
13. Refunds should not be granted once books have been mailed. A student that cancels without refund may attend a later course at no charge, if the course is using the same book.
14. The Basic Course needs to include between ten and twelve teaching hours and adhere to the curriculum commissioned by the BOLM in 1996 and written by the Reverend Dennis Williams. Adherence to curriculum and timeline guidelines is critical to the integrity of the CSM program. To insure a quality experience, the size of a Basic Course should be limited to no more than 25.
15. A trainer of the Basic Course should have completed training using a "train the trainer model" and whose name appears on the "approved" list of trainers posted on the CSM website.
16. Advanced courses (for full credit) need to include a minimum of ten to twelve teaching hours. Whenever a course is presented that has less than 10 hours of teaching time, care must be taken in recording the appropriate credit and the dates of training with the conference director.
17. Instructor honorariums are recommended. Although the director shall determine actual amounts, a suggested formula is \$10 per student, with \$60 minimum and \$200 maximum for a course.

### **RIGHTS, RESPONSIBILITIES, AND ACCOUNTABILITY**

At the General Conference of 2016 the category of Local Church Servant was removed and the three levels of recognition and training designated for Laity were Certified Lay Servant, Certified Lay Speaker, and Certified Lay Minister.



In Eastern Pennsylvania our designations are Christ Servant Minister, Certified Lay Speaker, and Certified Lay Minister. Christ Servant Ministers and Certified Lay Speakers are accountable to their home Church Staff Parish Relations Committee and must submit an Annual Report to their Charge Conference. Certified Lay Ministers in addition to their annual report to Charge Conference must complete a ministry report for the District Committee on Ordained Ministry. It is recommended that all Christ Servant Ministries programs be recognized through voice and vote at the Administrative Council.

### **REQUIREMENTS TO BE A CHRIST SERVANT MINISTER**

A Christ Servant Minister (2016 Discipline Paragraph 266) is a professing member of a local church or recognized UMC ministry, who desires to serve the church and is committed to scripture and the UMC, and has received specialized training to be a more effective disciple. Among the activities commonly performed by Certified Lay Servants are providing leadership and support to church programs and ministries, preaching or assisting in worship services, leading small groups or missional groups, and leading or assisting in programs in the local church or beyond.

1. All candidates for Christ Servant Ministry recognition must complete the Introduction to Christ Servant Ministry course and 1 Advanced Course. (An applicant with a need to take the advanced course before the basic may do so with the approval of the district or conference director. This student, however, is not a Christ Servant Minister until he/she completes an introductory course.
2. All Christ Servant Ministers must complete (or teach) advanced coursework that totals a minimum of 10 hours every three years. A list of advanced courses is posted on the CSM website and available from the CSM Conference or District Director.

3. Christ Servant Ministers who feel they would like credit for a course or workshop that is not on the list of CSM approved courses should complete the "Request for Credit" form that is available on the CSM website (*ChristServantMinistries.net*) and either email or snail mail the completed form to either their District CSM Director or the Conference CSM Director. (Of critical importance is completion of the section of the form that requires the reason that the course or program should be approved for their 3-year training requirement.) The contacted CSM Director will return the form to the Christ Servant Minister indicating whether or not the requested course or program is acceptable. Other appropriate individuals should be copied on this response. (If an appropriate record keeping system is in place, partial credit toward completion of this 10 hour every 3-year continuing education requirement may be given.)
4. Each year the applicant must complete the Christ Servant Minister Report and give it to his/her charge conference for affirmation. The applicant should list at least one active ministry on the report. After charge conference, the pastor and district superintendent (or designee) will sign the report. The Christ Servant Minister is responsible for forwarding copies to the Conference CSM Director and District CSM Director for review by the district work team.
5. A successful applicant is recognized as a Christ Servant Minister for the upcoming year. Anyone not so recognized will be informed as to why recognition was withheld.

### **REQUIREMENTS TO BECOME A CERTIFIED LAY SPEAKER**

A Certified Lay Speaker (2016 Discipline Paragraph 267) is a Christ Servant Minister who feels a call to preach and provide regular pulpit supply. A Certified Lay Speaker may preach outside his local church at the direction of the District Superintendent or District Committee. To become a Certified Lay Speaker, it is recommended that one must complete a Basic Course, Speaking 1, Speaking 2 and Advanced Courses in at least 2 of the following:

1. Leading Worship
2. Leading Prayer
3. Discovering Spiritual Gifts
4. UMC Heritage, and/or
5. UMC Polity



A prospective Certified Lay Speaker is then interviewed by the District Committee on Lay Servant Ministries and granted approval by the Conference Committee. Upon successful completion of the Certified Lay Speaker course of study, the Certified Lay Speaker must submit an annual report and be approved by his or her Pastor at charge conference or church council and it is recommended that Certified Lay Speakers are approved by the District Superintendent and District CSM Committee.

To maintain certification, a Certified Lay Speaker must take a Lay Servant Advanced Course (minimum of 10 hours of training) every three (3) years and is interviewed for renewal every three (3) years by the District Committee and approved by the Conference Committee.

### **REQUIREMENTS TO BECOME A CERTIFIED LAY MINISTER**

A Certified Lay Minister (2016 Discipline Paragraph 268) is a Christ Servant Minister or Certified Lay Speaker who is called to conduct worship, provide congregational care, preach and provide program leadership as part of a ministry team under the supervision and support of a clergyperson. A Certified Lay Minister is assigned by the District Superintendent. To become a Certified Lay Minister:

1. A person must be a Christ Servant Minister or Certified Lay Speaker for at least 2 years and obtain a written recommendation from his or her pastor and church council.
2. The candidate must complete a course of study developed by the Eastern Pennsylvania Annual Conference and GBOD, receive a letter of recommendation from the District Superintendent, be screened and interviewed by the Conference Board of Ordained Ministry, and approved by the Conference Board of Christ Servant Ministries.

To maintain standing as a Certified Lay Minister the person must:

1. Submit an annual report to the charge conference or church council where membership is held,
2. Obtain an interview with the pastor-parish relations committee of the church where he or she is a member or under assignment,
3. Complete an Advanced Christ Servant Ministry Course every two (2) years
4. Receive a recommendation for recertification from the District Superintendent.

## **RECERTIFICATION: CHRIST SERVANT MINISTERS**



The current approved form along with an explanation of the process for becoming a Christ Servant Minister is included as Appendix I of this document. This form should be included in the book of instructions and forms that is mailed by the Executive Director of Congregational Transformation to each Charge Conference. Additionally, it is recommended that the form is mailed annually to each Christ Servant Minister, Certified Lay Speaker, and Certified Lay Minister and is posted on the conference website. The Christ Servant Ministries conference work team reviews and approves the Christ Servant Minister Annual Report form. The approved form is used until a new form is approved.

Each Christ Servant Minister, Certified Lay Speaker, and Certified Lay Minister is expected to complete and submit an annual report of ministry for the Church Year to his or her Charge Conference. As a part of this report each Christ Servant Minister, and Certified Lay Speaker is expected to list how he or she has completed (or taught) the minimum ten hours of approved CSM training within a three year time period that is required by Discipline. A copy of the report is retained by the individual and additional copies prepared and given, or sent to the CSM Conference and District Directors.

The following procedures will be used for the annual report form:

1. The conference director...
  - a. Gives a copy of the approved annual report form to the Executive Director of Congregational Transformation for inclusion in the charge conference packets.
  - b. Mails the approved Christ Servant Minister Annual Report form in mid-August to each Christ Servant Minister with a cover letter explaining the recertification process through the charge conference.
2. The district director...
  - a. Contacts those Christ Servant Ministers who have not turned in their annual report shortly after the last charge conference.
  - b. Reviews annual reports in January to make sure that the required sections are complete. (Each individual must disclose at least one active ministry each year and a Christ Servant Minister must have taken a minimum of 10 hours of advanced training within a three-year period.)
  - c. Sorts the reports into a local church group and a certified group.
  - d. Submits applicant names to the Christ Servant Ministries District Work Team for approval.
  - e. Sends letters to applicants where approval was denied indicating why the report was not approved.
  - f. Transmits the names that have approved reports to the district secretary and CSM Conference Director for entry into the appropriate database as Christ Servant Minister, Certified Lay Speaker, and Certified Lay Minister or Emeritus Christ Servant Minister).

## **EMERITUS STATUS FOR CHRIST SERVANT MINISTERS**

Normally, Emeritus Status is considered for those Christ Servant Ministers physically or mentally unable to fulfill the requirements listed in the section entitled Requirements to be a Christ Servant Minister and have fifteen or more years of service as a Christ Servant Minister. Emeritus status is awarded by the Conference CSM Director acting on a written recommendation sent to the Conference Director by an individual Christ Servant Minister's Charge Conference. It should be understood that emeritus status does not necessarily mean that the Christ Servant Minister is no longer able to serve. It is expected that Emeritus Christ Servant Ministers will (if able) continue in Christian service, but will no longer have to complete the 3-year training requirement or annual reports.

## **TRANSFER OF CREDENTIALS**

Christ Servant Ministers, Certified Lay Speakers, or Certified Lay Ministers moving out of the Eastern Pennsylvania Conference should request a letter of transfer from the Conference Director of the CSM Program. Lay Servants from other Conferences moving into the Eastern Pennsylvania Conference should send copies of their most recent Advanced Training certificate, along with the date of their Basic Course to the Conference Director of the CSM Program.

Those changing churches within the Eastern Pennsylvania Conference, after discussion with their new pastor, should present their credentials (copies of the most recent Advanced Training certificate, along with the date of the Basic Course) at the first available Charge Conference of their new church.

## WEB SITE UTILIZATION



The conference director shall be authorized to post information, schedules and notices in the section designated for *Christ Servant Ministries* within the EPA main page. The conference director shall appoint a CSM Web Director to serve as the *Christ Servant Ministries* web liaison to the EPC web site. All district directors shall email district course information to the CSM Web Director as a WORD attachment. The CSM Web Director will review the attachment for adherence to standards and then forward it to EPA web site within three days of receiving the information. Note that EPA web site will be instructed to accept web postings only from our designated liaison. The liaison is responsible for removing outdated material from the website on a timely basis. The CSM website is hosted by GoDaddy and has the web address: “**ChristServantMinistries.net**”.

The following templates are approved for web postings. If a director needs to alter this format, he/she shall review the request with conference director.



\_\_\_\_\_ DISTRICT offers the CSM Introductory Course:  
*Introductory Course for Christ Servant Ministry*  
PREREQUISITE: Pastor's recommendation  
DATES: August 1, 8, 15, 22, 29 TIME: 7:00 PM - 9: 30 PM  
PLACE: Utmost First UM COST: \$ 40.00  
**TO REGISTER: Call AA BB at 770-111-1111(w) or 770-222-2222(h)  
or email [Abc:-z@yv.net](mailto:Abc:-z@yv.net)**

\_\_\_\_\_ DISTRICT offers a CSM Advanced Course:  
*Christ Servant Ministers Lead Worship*  
PREREQUISITE: Completion of the Introductory Course  
TRAINING AREA: Leading  
DATES: August 1, 8, 15, 22, 29 TIME: 7:00 PM -9:30 PM  
PLACE: High Steeple First UMC COST: \$ 40.00  
**TO REGISTER: Call AA BB at 770-111-1111(w) or 770-222-2222(h)  
or email [Abc:-z@yv.net](mailto:Abc:-z@yv.net)**

## INSTRUCTIONS FOR COMPLETING THE ANNUAL REPORT

The Annual Report form included as part of this document as Appendix 1 may be used in several ways:

1. To recommend an individual for the Introductory Course in the Christ Servant Ministries,
2. To seek renewal of an individual's current status,
3. And as the annual report to the charge conference.

If the form is being used to recommend an individual for the Introductory Course in the Christ Servant Ministries program, Parts 1, 2, 4, and 5 should be completed.

If the form is being used to seek renewal as either a Local Church Servant or a Christ Servant Minister, Part 1 and Parts 3 thru 10 should be completed.

If the form is being used for the purpose of an annual report, the form is considered completed when it has been signed and dated by the individual completing the report, the pastor, and district superintendent (or the designee who has been assigned by the District Superintendent to preside at the Charge Conference). The original form is to be retained by the Recording Secretary of the Charge Conference and filed with the Charge Conference records. Additional copies are to be made and given to the individual, the pastor, and the district superintendent (or designee) at the time of the Charge Conference.

Within one week of the completion of the Charge Conference, the Local Church Servant (or Christ Servant Minister) is responsible to see that copies of the report are mailed to the ...

1. District Representative of the CSM District Committee,
2. Conference Director of Christ Servant Ministry.

### **CHRIST SERVANT MINISTER HONORARIUMS**

Although a Christ Servant Minister's main purpose is to serve without compensation, there are occasions when an honorarium is appropriate. When asked to speak away from his or her home congregation, an honorarium is suggested for travel and preparation. Those who engage Christ Servant Ministers to lead workshops or training sessions should be guided by the instructor honorariums listed in "Recommendations for Administering District Courses" on page 9.

Christ Servant Ministers who feel an honorarium is not in keeping with Christ Servant Ministry can return the money to the offering plate, or assign it for use in a ministry of their choice.

### **PROCEDURE FOR CHANGES IN ORGANIZATION AND POLICY**

The Board of Lay Ministry approved this CSM Organization and Policy Manual on January 15, 2005 and introduced at the Eastern Pennsylvania Annual Conference of the United Methodist Church in June of 2005. A number of revisions and updates were made in September of 2017 that were reviewed by the Conference Committee on Christ Servant Ministries at their April 8, 2018 meeting. Additional updates and changes to the information in this manual may be made by the Board of Lay Ministries upon recommendation of the Conference Committee on Christ Servant Ministries, or upon review by Board of Lay Ministries.





