

Christ Servant Ministries Organization and Policies Manual

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

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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 Speaking 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 Speaking Ministries*.



BOOK OF DISCIPLINE STATUTES RELATED TO CHRIST SERVANT MINISTRIES

The current Book of Discipline has several sections that address *Lay Speaking Ministries* and thus impact the organization and structure of the *Christ Servant Ministries* program:

¶629.6 *Conference Committee on Lay Speaking Ministries* –

- a) Every annual conference is encouraged to create a conference committee on Lay Speaking 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 ¶1115 and others that might apply.
- b) The purpose of a conference committee on Lay Speaking Ministries is to set criteria and guidelines for district committees on Lay Speaking Ministries, to develop lay speaking courses and approve courses developed by district committees, and to organize conference-wide lay speaking events.
- c) A conference committee on Lay Speaking Ministries will consist, at a minimum, of the district directors of Lay Speaking Ministries or their equivalent.
- d) There will be a conference director of Lay Speaking 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.



¶662 *District Committee on Lay Speaking Ministries*- Districts are encouraged to create a district committee on Lay Speaking Ministries related to the annual conference through the conference committee on lay speaking ministries.

1. The purpose of the district committee on Lay Speaking Ministries is to plan and supervise the program within the district.
2. The committee is chaired by the district director of Lay Speaking 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 Speaking 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 Speaking Ministries; to decide who will be recognized as certified lay speakers; to help match lay speakers with service opportunities; and to support and affirm lay speakers as they serve.
4. The district committee shall plan advanced courses for lay speaking that will enable certified lay speakers to maintain that recognition.
5. The district committee will report to the pastor and charge conference of each certified lay speaker the courses that have been satisfactorily completed by the certified lay speaker.

ORGANIZATION: CHRIST SERVANT MINISTRIES CONFERENCE WORK TEAM

1. The *Board of Lay Ministry* (BOLM) will elect the conference director of *Christ Servant Ministries* (CSM) 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. It is further recommended that no person serve as the conference director of CSM programs for more than eight (8) consecutive years.
2. The *Christ Servant Ministries Conference Work Team* reporting to the *Board of Lay Ministry* consists of the conference director of CSM, the conference Lay Leader, the CSM District Directors, district clergy, up to three course instructors, and up to four at-large members, as needed for inclusiveness and/or operations. Additions to the team can be made by either the BOLM or the CSM conference work team.
3. 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.
4. 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.
5. 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).
6. 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.

7. 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.
8. 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 WORK TEAM

Although most organizational work and teaching of *Christ Servant Ministries* courses occurs at the district level, the *Christ Servant Ministries* conference work team 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 approve other training and courses that can substitute for recertification of either a *Local Church Servant* or *Christ Servant Minister*.
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.

FINANCES: CHRIST SERVANT MINISTRIES CONFERENCE WORK TEAM

1. Members of the conference work team may be reimbursed at the standard conference mileage rate for attending regular meetings.
2. The conference director is expected to actively participate in the connectional affiliation of the *Association of Conference Directors of Lay Speaking Ministries*. Annual dues and expenses for attending meetings of this association shall be reimbursed up to the approved budget amount.
3. The conference director shall approve all expenses submitted by the district directors up to the approved *Christ Servant Ministries* conference work team budgeted amount before they are submitted for payment to the conference office. The conference lay leader shall approve all personal expenses submitted by the conference director.



MEETINGS: CHRIST SERVANT MINISTRIES CONFERENCE WORK TEAM

1. The *Christ Servant Ministries* conference work team shall hold a minimum of one meeting each quarter. Committee members are expected to attend all possible meetings.
2. The usual length of the meetings shall be three hours.
3. Only the conference director or conference lay leader may call a meeting.
4. The 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: CONFERENCE WORK TEAM

1. All new *General Board of Discipleship* advanced *Lay Speaking Ministries* courses are automatically approved for teaching. The *Christ Servant Ministries* conference work team 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.
2. Additional courses for training or meeting certification requirements may be approved as follows:
 - a. A task force (appointed by either the conference director or a district director) should attend the course and/or review the syllabus to determine that the proposed course is skill-building and emphasizes *caring, communicating, leading, or* combination of the core CSM themes.
 - b. A written report is prepared indicating approval or rejection of the proposed course.
 - c. This report is submitted to the CSM conference work team for confirming action.
3. 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.

4. 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.
5. The conference will conduct periodic "train-the-trainer" workshops, especially as it relates to the Basic Course. A list of approved Basic Trainers will be posted on the Christ Servant Ministries website, www.gbgm-umc.org/csm. A list of suggested trainers for Advanced Courses will also appear on the website, but District Committees have the latitude of choosing trainers for their courses based on expertise, presentation skills, and availability within the district.

RECERTIFICATION: LOCAL CHURCH SERVANTS & 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* and *Local Church Servant* and is posted on the conference website. The *Christ Servant Ministries* conference work team approves the *Local Church Servant/Christ Servant Minister Annual Report* form. The approved form is used until a new form is approved.

Each *Local Church Servant* and each *Christ Servant 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 *Local Church Servant* 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, and the District Superintendent.

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 *Local Church Servant/Christ Servant Minister Annual Report* form in mid-August to each *Local Church Servant* and each *Christ Servant Minister* with a cover letter explaining the recertification process through the charge conference.
2. The district director...
 - a. Contacts those *Local Church Servants* and *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 *Local Church Servants*, *Christ Servant Ministers*, or *Emeritus Christ Servant Ministers* (Refer to Page 11 for Descriptions).

RECERTIFICATION: CONFERENCE AND DISTRICT DIRECTORS

The conference and district directors shall 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. (Any *Christ Servant Minister* who teaches an advanced course receives standard certification.)

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 housed on the General Board of Global Ministries and the address is www.gbgm-umc.org/csm.

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 Basic Course:
Basic 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**

_____ DISTRICT offers a CSM Advanced Course:
Christ Servant Ministers Lead Worship
PREREQUISITE: Completion of Basic 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**

ORGANIZATION: CHRIST SERVANT MINISTRIES DISTRICT WORK TEAM

1. District directors of CSM 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 for *Local Church Servants* 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 *Local Church Servants*.
2. Identifying instructors for *Christ Servant Ministers'* courses.
3. Matching *Local Church Servants* and *Christ Servant Ministers* with service opportunities.
4. Teaming with pastors and district superintendents.
5. Contacting *Local Church Servants* and *Christ Servant Ministers* on a regular basis.
6. Recognizing and affirming the work of those involved in the CSM program.
7. Promoting inclusiveness among *Local Church Servants*, *Christ Servant Ministers*, and potential service areas.
8. Keeping accurate and updated records in the district database and at the director level.

RECORD KEEPING RESPONSIBILITIES OF THE DISTRICT DIRECTOR

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.

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.

ASSOCIATE DISTRICT DIRECTORS

In consultation with the district superintendent, directors are encouraged to appoint Associates to assist with the work and to serve on the district committee. Co-directors are not recommended.

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 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* page 8)
3. Mail announcements of the courses minimally to the Local Church Servants, Christ Servant Ministers, and to churches in the district.
4. Encourage the 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.
18. Experience shows the most effective courses have several sessions taught one or two weeks apart.



RIGHTS, RESPONSIBILITIES, AND ACCOUNTABILITY

The General Conference of 1992 established two levels of recognition and training for Laity. In Eastern Pennsylvania the two designations are called *Local Church Servant* and *Christ Servant Minister*. The *Local Church Servant* may only serve in his or her local church, but the *Christ Servant Minister* may have the added responsibility of being called to serve in other churches in the district and conference.



Christ Servant Ministers and *Local Church Servants* are accountable to their home Church Staff Parish Relations Committee. Each *Local Church Servant* and *Christ Servant Minister* must submit an Annual Report to the Charge Conference. It is recommended that ***Christ Servant Ministries*** program be recognized through voice and vote at the Administrative Council.

REQUIREMENTS TO BECOME A LOCAL CHURCH SERVANT

1. The applicant must either have a written recommendation signed by his/her pastor and an official of the local church charge conference... or complete Parts 1 and 2, as well as Parts 4 thru 6 of the Annual Report form. A copy of this recommendation (or completed Annual Report form) must be submitted as a part of the registration for the Basic Course.
2. The applicant must successfully complete the basic course.
3. Each year the applicant must submit a *Local Church Servant/Christ Servant Minister Report* to his/her charge conference for reaffirmation. The applicant should disclose at least one active ministry on the report. The pastor and district superintendent (or designee) sign this report and a copy is forwarded to the CSM District Director for review by the district work team.
4. By action of the 2004 General Conference, each *Local Church Servant* must participate in a minimum of 10 hours of training every 3 years.
5. An individual completing the above requirements is recognized as a *Local Church Servant* for that year. Anyone not so recognized is informed in writing as to why recognition was withheld.

REQUIREMENTS TO BE A CHRIST SERVANT MINISTER

1. The applicant must have completed the requirements for *Local Church Servant*. (An applicant with an unusual need to take the advanced course before the basic may do so with the approval of the executive committee as submitted to it by the district director. This student is neither a *Local Church Servant* nor a *Christ Servant Minister* until he/she takes the basic course, at which time he/she becomes a *Christ Servant Minister*.)
2. All *Christ Servant Ministers* must complete an advanced course every three years. A list of advanced courses is posted on the CSM website and available from the CSM Conference or District Director. *Christ Servant Ministers* who feel they would like credit for a course that is not on the list (prior to taking the course) should write or e-mail the Conference CSM Director and describe the reason that the course or program should be approved for their 3-year training requirement. The CSM Director will write the *Christ Servant Minister* and copy the appropriate District Director, as to whether or not the requested course or program is acceptable.
3. Each year the applicant must complete the *Local Church Servant/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.
4. 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.

EMERITUS STATUS FOR A CHRIST SERVANT MINISTER

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

Those *Local Church Servants* or *Christ Servant Ministers* moving out of the Eastern Pennsylvania Conference should request a letter of transfer from the Conference Director of the CSM Program.

Lay Speakers 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.

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 Basic Course in the *Christ Servant Ministries* program,
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 Basic 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 10.

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. The information in the manual may be changed from time to time as needed by BOLM upon recommendation of the *Christ Servant Ministries Conference Work Team*, or upon review by BOLM.

