AUTHORIZED LAY PREACHER (ALP), COMMISSIONED RULING ELDER (CRE) PREPARATION PROGRAM

 APPLICATION FORM

**Please use black ink and write legibly or type.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(cell)

 email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many years have you been a member of this church? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you an Elder? \_\_\_\_\_\_\_\_\_\_\_ Year of ordination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a Deacon?\_\_\_\_\_\_\_\_\_\_ Year of ordination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other church(es) where you have been a member:

What offices and positions have you held in your local congregation with term of service?

How are you currently involved in the life of your local congregation?

What has been your involvement in the life of the larger church, beyond your local congregation (Presbytery, Synod, General Assembly, other)?

What is your present employment?

 What is your formal educational background?

What additional learning experiences (travel, conferences, training events, etc.) do you bring to this program?

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

What gifts and skills do you bring to this program of study?

In which areas do you need help and further preparation in order to be an effective lay leader?

Are there factors which may place limits on your ability to complete this course of study or to serve as an Authorized Lay Preacher or Commissioned Ruling Elder (medical, familial, financial, employment, etc.)?

FAITH STATEMENT: On a separate page, please share a brief, **no longer than 2 pages**, statement of your personal Christian faith. Describe your belief and relationship with God (Father, Son and Holy Spirit), Scripture, the Church, and the Sacraments. Also include a statement on what being Presbyterian means to you.

PASTOR’S ENDORSEMENT: 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, and talk with him/her about your interest in the Authorized Lay Preacher/Commissioned Ruling Elder Preparation Program. Your pastor/moderator will take your application to the Session, along with a reference form which he/she will complete.

SESSION’S ENDORSEMENT: After you have met with the pastor/moderator, request a meeting with the Session of your church. They will review your application with you before filling out their endorsement form. You should excuse yourself while the Session completes the endorsement form.

INDIVIDUAL REFERENCES: In addition to the pastor/moderator, please list 3 additional persons who know you well in a variety of relationships (another church member, a colleague at work, a friend, a teacher, etc.) who will serve as Individual References. Copy and give each an Individual Reference Form, asking that the form be completed and mailed directly to the Presbytery Office.

Name Address, including City and State Phone

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No application will be considered without the Pastor/Moderator’s Endorsement, the Session’s Endorsement and all three Individual Reference Forms.**

SEXUAL MISCONDUCT CERTIFICATION: Please check one of the following-

*\_\_\_ I certify below that no civil, criminal or ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.*

 *\_\_\_ I cannot make the above certification, and I have described on the back of this page what occurred, and why this should not disqualify me.*

**If accepted into the Authorized Lay Preacher/Commissioned Ruling Elder Preparation Program, I agree to abide by the conditions of this program and the Constitution of the Presbyterian Church (U.S.A.). I further understand that my acceptance into this program and my successful completion of it does not guarantee that I will be approved as an ALP or CRE or be called to lead worship or serve as a Commissioned Ruling Elder.**

Signature Date

Please return to: The Presbytery of West Virginia, Attention: Susan Sharp Campbell, 520 Second Avenue, South Charleston, WV 23503.

**The deadline for return is March 31, 2019.**

PASTOR/MODERATOR ENDORSEMENT FORM

Name of Applicant:

 Please note: If you would find it helpful to do so, you may complete this form in consultation with the Session. Primary attention should be given at this time for evaluating the applicant’s natural gifts, quality of commitment, strength of motivation, and potential for growth. Your response will be used by the Vocations Committee and others authorized by the presbytery’s committees considering this person’s application to this preparation program.

*Please respond candidly to the following questions. You may attach additional pages as needed.*

1. How is the applicant’s faith currently being expressed through the individual’s participation in the

 worship, ministry, and mission of the congregation?

2. Describe at least two situations in the life of the church you serve in which the applicant has

 demonstrated leadership ability.

3. How would you rate the applicant’s ability to work with people?

4. How would you rate the applicant’s openness to new ideas and learning?

5. What actual and potential talents for ministry as an Authorized Lay Preacher/Commissioned Ruling

 Elder are evident in this individual?

6. Service as an ALP or CRE requires maturity of character, self-discipline, reliability, and commitment to

 the theology and polity of the Presbyterian Church (U.S.A.). Please comment upon the applicant’s

 attributes in these areas.

7. Describe the applicant’s capacities for effective public speaking, well-developed listening skills, ability

 to relate to different age groups, ability to maintain confidentiality, compassion and care.

8. Describe any reservations you might have in endorsing this applicant. (Note: a reservation does not

 disqualify an applicant or indicate that he/she is unsuitable for service. However, your honest and

 candid evaluation is important to the process.)

9. How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the Pastor/Moderator of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Church

(check one of the following)

\_\_\_\_\_ Do endorse this applicant for admission to the Authorized Lay Preacher/Commissioned Ruling

 Elder Preparation Program.

\_\_\_\_\_ Do NOT endorse this applicant for admission to the Authorized Lay Preacher/Commissioned

 Ruling Elder Preparation Program. Please explain.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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520 Second Avenue

South Charleston, WV 23503

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SESSION ENDORSEMENT FORM

Name of Applicant:

Meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)\_\_\_\_\_\_, the Session of the \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Presbyterian Church of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

WV, met with the above named applicant for the Authorized Lay Preacher/Commissioned Ruling Elder

Program.

**A.** At this meeting, the Session discussed with the applicant: his or her sense of call to this program; ways in which the Session might be supportive in tangible ways as he or she participates in the program, and took the following action (check one):

\_\_\_\_\_ Endorsed, without reservations, this application to the Authorized Lay Preacher/Commissioned

 Lay Pastor Program.

\_\_\_\_\_ Endorsed, WITH RESERVATIONS, this application for the Authorized Lay Preacher/Commissioned

 Ruling Elder Preparation Program. Our reservations are as follows:

\_\_\_\_\_ Decided to NOT ENDORSE this application for the Authorized Lay Preacher/Commissioned Ruling

 Elder Preparation Program.

**B.** Ordinarily, Commissioned Ruling Elders are not commissioned to serve in their congregations of membership. Under certain circumstances, however, Commissioned Ruling Elders might be commissioned to serve their congregations of membership. Could you consider this happening in your congregation with this applicant? Why or why not?

**C.** If the Session has endorsed the applicant, as part of our endorsement, the Session agrees to support the applicant during his/her participation in the program in the following ways:

* appropriately adjust the applicant’s responsibilities in the congregation to provide ample time for the applicant’s participation in the ALP/CRE program;
* as possible and needed, provide the applicant with financial assistance to offset the costs of participating in the program (cost of texts, travel, meals, career evaluation, retreats, etc.);
* meet with the applicant once a year to evaluate the applicant’s progress;
* provide, after consultation with the ALP/CRE program staff, opportunities for the applicant to lead worship and to preach, and to respect the guidance of the program staff;
* provide a liaison from the Session.

**We understand that acceptance in the ALP/CRE program is only the first step in the commissioning process. The actual application and screening for commissioning takes place only after the applicant has successfully completed the program. We also understand that acceptance into this program and successful completion of it does not guarantee that the applicant will be approved as an ALP or CRE or be called to lead worship in or serve in this church or any other church in the Presbytery of West Virginia.**

Signature of the Moderator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Signature of the Clerk of Session\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Name and Contact Information for the Session Designated Liaison:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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INDIVIDUAL REFERENCE FORM

Name of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The person named above has applied to the Authorized Lay Preacher/Commissioned Ruling Elder Preparation Program of the Presbytery of West Virginia. You are asked to assist the committee reviewing applications through your comments concerning this person in the areas listed below. You comments will be treated confidentially. If you need more space, you may attach additional pages.

Your Name:

Your Address:

Your Phone Number:

Your email address:

How long have you known the applicant?

What is your relationship to the applicant?

1. What are the greatest strengths of the applicant?

2. Please describe specific ways in which the applicant demonstrates leadership abilities.

3. Service as a Commissioned Ruling Elder or Authorized Lay Preacher requires maturity of character,

 self-discipline, emotional stability, reliability, and commitment to the Presbyterian Church (U.S.A.).

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

4. Please comment on the areas in which the applicant could grow personally or professionally.

5. How would you rate the applicant’s ability to work with people?

6. How would you rate the applicant’s openness to new ideas and learnings?

7. Describe the applicant’s capacities for effective public speaking, well-developed listening skills, ability

 to relate to different age groups, ability to maintain confidentiality, compassion and care. In your

 opinion, would the applicant serve well as a Lay Preacher or Pastor?

8. Describe any reservations you might have in endorsing this applicant. (Note: a reservation does not

 disqualify an applicant or indicate that he/she is unsuitable for service. Thank you for your honest

 and candid evaluation which is important to the process.)

Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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