Certified Lay Minister
Mutual Ministry Plan
Between _______________________________(CLM) And ______________________________(Congregation) __________(Date)

1. Local Church Description and Mission: (Brief)

2. Members of the Mutual Ministry Team (MMT)
   Briefly describe this key group’s role, when they meet and function of each on the team.
   a) CLM Name
      i. Name
      ii. Responsibilities
   b) Equipping Clergy (CLM pastor or DS assigned)
      i. Name
      ii. Responsibilities
   c) District Superintendent
      i. Name
      ii. Responsibilities
   d) Congregation Members (name/role)
      i. Name/role
      ii. Name/role
      iii. Name/role
      iv. Name/role
   e) Others as agreed
      i. Name/role
      ii. Name/role

3. Expectations of Certified Lay Minister
   a) Duties clarified (ie. Teaching, leading worship, prison ministry, community health—)
   b) Amount of time (expectations of service week)y, monthly...
   c) Learning Plan (accomplishing certification studies, recertification, additional training for specialty.)
   d) Time away (vacation, training...)
   e) Renewal (any provision for retreats, worship...)

4. Congregation’s support of Certified Lay Ministry
   a) Financial
      i. Compensation
      ii. Reimbursed Expenses
      iii. Benefits
      iv. Continuing Education costs
   b) Development of CU,
      i. Supervision
      ii. Support
      iii. Accountability
5. Review Plan - How the congregation and CLM will assess this ministry annually for effectiveness.
   (When, How, Who involved, What will be assessed, Plan for improvement, celebration)

6. Provision for Covenant Re-consideration

7. Clear steps to release/change the ministry covenant as necessary. It should include process for amending the covenant so it stays accurate and valid. This section should clearly list process for Covenant amendments or dissolution.

8. Closing Statement

9. End with promise of mutual support and encouragement. This is a covenant before God made between partners in ministry.

Approval section:

This Covenant is supported and approved by the dCOM and Conference Leadership on this ______ day of _________ of the year _________ of our Lord Jesus Christ, as witnessed by the signatures below.

__________________________________________
District Board on Ordained Ministry

__________________________________________
District Superintendent

__________________________________________
West Ohio Conference Director of Connectional Ministries

Assignment

Certified Lay Minister is assigned to the following ministry: ____________________________________________

__________________________________________
__________________________________________