

LANCASTER MENNONITE CONFERENCE

CREDENTIALING PROCEDURE

1. The bishop, district and congregation will determine the need for a leader to be credentialed by the conference. When a person has been named, the bishop should fill out and submit the CREDENTIALING ACTIVITIES FORM to the Conference Office and request an interview time. The candidate should submit the background check forms immediately.
2. The bishop will meet with the candidate to review all materials in the packet. The candidate should be given all the documents/books included in the packet that they do not already own.
3. The candidate fills out all forms in the credentialing packet including the:
 - a. Credentialing Leadership Information (CLI) form
 - b. Conference Theology Statement form
 - c. Spouse Information form
 - d. Covenant/Code of Sexual Ethics for Ministers
4. The candidate is required to submit copies of their Criminal Background Check and Child Abuse Clearance, from their state, and the FBI Criminal Background Check and training certificate to the LMC office in order to reserve an interview time with the Credentialing Commission.
5. The Credentialing Commission generally meets the second Wednesday of each month. All requests for interviews should be received at least two weeks prior to the meeting. All written information such as the credentialing and theological forms needs to be submitted to the Conference Office the same week as the request. When the CLI or (MLI) that is being presented to the Credentialing Commission is a previously reviewed form, then a two-page report is required. The two pages should be an update related to the learnings and experience of the person over the past two or more years in preparation for the new interview. The two-page update must be presented to the conference administrative assistant 8-10 days prior to the interview so the commission can receive the pages in preparation for the new interview. The interview is dependent on the updated report.
6. The presenting bishop will attend the interview. The candidate's spouse is also welcome to attend.
7. The presenting bishop reports the decision of the commission to the congregation. If the candidate is transferring from another conference, the transfer will be requested by the Conference Office following the interview.
8. The presenting bishop will inform the conference office as soon as a date has been set for the credentialing service. A certificate and ministry card will be given to the bishop to be presented as part of the credentialing service.