

**Louisiana Conference
Board of Ordained Ministry
Division of Deacons and Diaconal Ministers
Policy Number 300
Procedural Process for Professional and Paraprofessional Certification**

The candidate pursuing certification (CPC) is to meet with a clergy person in their local church to discuss their call to professional or paraprofessional certification in The United Methodist Church, and receive a written affirmation from the clergy person of the grace, gifts, and abilities the CPC brings in the area of specialized ministry to be sent to the CPC's district superintendent and the Conference Board of Ordained Ministry registrar.

The CPC is to be interviewed and recommended in writing (affirming the CPC's call to specialized ministry) by the CPC's local church S/PRC with copies of the recommendation letter to be sent to the CPC's District Superintendent and the Conference Board of Ordained Ministry registrar.

The CPC is to meet with their District Superintendent to discuss their call to professional or paraprofessional certification and verify the receipt of recommendation letters from the clergy person and their local church.

The CPC is to enroll for professional, undergraduate, or paraprofessional certification through the General Board of Higher Education and Ministry (GBHEM).

<http://www.gbhem.org/education/certification>

The CPC is to secure a criminal background and consumer credit report from the Conference Board of Ordained Ministry registrar.

The CPC is to be interviewed by the District Committee on Ordained Ministry (DCOM) with a letter of recommendation for the CPC to seek certification to be sent to the Conference Board of Ordained Ministry registrar to be included in the CPC's personnel file.

Once official notification is received from Nashville of the CPC's enrollment in professional or paraprofessional certification, the CPC is to begin taking the required certification course work.

Professional certification classes are currently funded at \$500.00 per course.

Paraprofessional certification classes are currently funded at \$400.00 per course.

After completing all of the required classes, the CPC is to apply for certification through the General Board of Higher Education and Ministry, with a copy of the application form sent to the Conference Board of Ordained Ministry registrar.

The CPC is to complete the psychological assessment and any other requirements set by the Division of Deacons and Diaconal Ministers (Conference Board of Ordained Ministry).

The CPC is to be interviewed by the Division of Deacons and Diaconal Ministers (Conference Board of Ordained Ministry) to be recommended for professional or paraprofessional certification and then be interviewed once a quadrennium to maintain contact with the CBOM.

Those certified as professional or paraprofessional will be interviewed once a quadrennium by the Division of Deacons and Diaconal Ministers during their fall interviews.

**Policy adopted by the Division of Deacons and Diaconal Ministers on January 25, 2010
Policy approved by the Conference Board of Ordained Ministry on January 26, 2010**