

MODEL FOR CONGREGATIONAL CONCENTRATION COURSE

I. Purpose: The purpose of this course is to enable the enrollee to perform, under the supervision of the resident pastor or his appointed substitute, those activities which s/he would be assigned after s/he is certified, called, and installed by the sponsoring congregation.

II. Objectives of the Course

1. To enable the future Lay Assistant to familiarize him/herself with his/her future activities,

2. To enable the pastor and congregation to become better acquainted with each other's strength and weaknesses and thereby contribute to a growing relationship with each other.

III. Procedure

1. To formulate an agreement in which the purpose and objectives, the length of time, the place and time of meeting, and the monitoring strategy are spelled out.

Example: Betty Furness, a lay assistant enrollee, agrees to pursue the outlined course. A 3-month time period is generally sufficient. Betty and the pastor specify the activities in which she is to be involved, and the manner by which the pastor will monitor Betty's work. The pastor should request certain reading assignments from Betty, but is more concerned about her qualifications to do the expected work. The pastor is urged to request reports.

2. This proposal is to be sent to the LAP Director for his approval.

3. After the course has been completed, the pastor will schedule a lengthy closing meeting between the two at which time he submits a most frank evaluation of the performance.

4. The pastor will notify the LAP Director, stating his evaluation of the individual by grade or similar symbol.