

**INSTRUCTIONS FOR ON-SITE VISIT TO YOUR CHURCH
FROM THE BOARD OF ORDAINED MINISTRY
LAY MEMBERS ON-SITE TEAM
TO CANDIDATES FOR FULL MEMBERSHIP**

As part of evaluating the effectiveness of the Provisional Members you will receive an on-site visit by a member of the Lay On-Site Visitation Team of the Board of Ordained Ministry. The Lay Visit On-Site Coordinator will contact you by September 1 to schedule your visit. If you do not hear from the coordinator by that date, please contact Rev. John Nupp. A lay visitor will be attending your worship service when you are preaching between September 1 and November 15 inclusive. Note: If you are an associate pastor, this information is to be shared with your senior pastor to schedule worship preaching time for you.

Request that your Chairperson of the Staff Parish Relations Committee arrange a meeting after the Sunday Worship Service the Sunday you preach to include the following persons who MUST be in attendance:

- Chair of Staff Parish Relations
- Chair of Education Committee
- Chair of Finance Committee
- Chair of Evangelism Committee
- Chair of Worship Committee
- Lay Leader
- A member of the congregation who does not hold office
- Active Youth member of your church
- Chair of Administrative Council/Board or Council on Ministry

If your church is on a Charge there must be representation from each church.

The Board of Ordained Ministry On-Site Team representative(s) will meet with the above persons for about an hour without the provisional member candidate or any member of the salaried staff. It is our hope to foster honest sharing between the Lay Member On-Site Team and the lay members of your church.

A report generated from this visit will be presented to the Board of Ordained Ministry along with your profile prior to the Examination. The report will become part of your Examination Process File.