

CHRIST SERVANT MINISTRIES
REQUEST FOR CREDIT FOR CERTIFICATION

The Christ Servant Ministries Conference Work Team
Eastern Pennsylvania Conference of the United Methodist Church

This form should be completed when a Christ Servant Minister feels that he/she has participated in a course of study or training that should be approved for credit toward certification and meets one of the following descriptions.

- The course is on the Conference/District Approved Course list -- or is a GBOD or BOOM approved course -- but credit has not been assigned. **(Complete sections 1 & 2)**
- The course is *not* listed as a CSM Conference/District Committee, GBOD, or BOOM approved course -- but the Christ Servant Minister feels that certification consideration should be given. **(Complete sections 1, 2, & 3)**

The Christ Servant Minister requesting credit for a course the fits into one of these descriptions should submit this form along with appropriate documentation to the Conference Director, a District Director, or a member of the CSM Certification task force.

After this form has been received and reviewed, a copy will be sent to the Christ Servant Minister's and should be attached to the annual report to his/her Charge Conference.

Section 1: General Information

Last Name	First Name	Telephone
Mailing Address		
Local Church		

Section 2: Course Information (for which credit/certification is being requested)

Name of course, program or event	Date(s) of course, event or program
School or sponsoring organization	Address of school/sponsoring organization
Number of contact hours*	

This course appears on the.....

- CSM List of Approved Advanced Training and/or Courses**
- GBOD List of *Lay Speaking Ministries* Courses**
- BOOM (*Board of Ordained Ministries*) list of approved clergy courses**

(Complete this section... if the course does not appear on one of the approved listings)

Section 3: Course Description and/or Syllabus

- a. Give a brief description of the course/event or submit a syllabus of the course so that it can be ascertained that the proposed course is skill-building and the emphasis is on *caring, communicating, leading*, or a combination of the core CSM themes.

(Use extra sheets if necessary.)

- b. State how you believe this course/event relates to your ministry as a CSM.

(Use extra sheets if necessary.)

Signature of Christ Servant Minister _____ Date _____

(for CSM Work Team use)

This application/report has been reviewed by _____
of Eastern Pennsylvania Conference and is...

___ **Approved** ___ **Disapproved**

___ **Credit Assigned**

Date

Signature of CSM District/Conference/Representative

*A *Contact Hour* is defined as a 50-minute classroom, seminar session or equivalent.