

## Discontinued Lay Ministry Appointment List— Process for Removing a Name

### About This Resource

This resource contains policies and procedures that are mandatory and must be followed. These policies and procedures expand on the policy in *The Manual*.

### Policies and Procedures

Any layperson whose name is on the Discontinued Lay Ministry Appointment List may apply to the presbytery to have their name removed from the list. This includes laypeople formerly under appointment as designated lay ministers, congregational designated ministers, lay pastoral ministers, lay pastoral ministers-in-training, and staff associates.

To be eligible to have their name removed from the list, the layperson must be a member in good standing of the United Church. This means that they are a member of a congregation and there are no outstanding disciplinary orders for them from the congregation's governing body.

The process for the application is set out below:

1. The layperson must apply to the presbytery that placed their name on the Discontinued Lay Ministry Appointment List.
2. The presbytery receiving the application must inform the appropriate General Council working unit that it has received the application from the layperson.
3. The presbytery Education and Students Committee must interview the layperson. The committee may refer the layperson to the Conference Interview Board for further interview.
4. The presbytery Education and Student Committee must make a decision as to whether the layperson is fit for ministry.
5. If the presbytery Education and Students Committee decides that the layperson *is* fit for ministry, the committee must recommend to the presbytery that the layperson's name be removed from the Discontinued Lay Ministry Appointment List.
6. If the presbytery Education and Students Committee decides that the layperson *is not* fit for ministry, the committee must recommend to the presbytery that the layperson's name not be removed from the Discontinued Lay Ministry Appointment List.
7. The presbytery must make a decision on the recommendation from the presbytery Education and Students Committee.
8. The presbytery must inform the layperson, appropriate Conference staff person, and appropriate General Council working unit of its decision.

