

REQUEST FOR CREDIT
CHRIST SERVANT MINISTRIES
Eastern Pennsylvania Conference of the United Methodist Church

Complete this form if you feel that you have participated in a course of study or training that has helped develop your knowledge, skills, and competencies as a servant leader and should be approved for credit. Additionally, you feel the study or training 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, GBOD, or BOOM approved course -- but you feel that consideration should be given. **(Complete sections 1, 2, & 3)**

If your course/training meets one of the above descriptions, submit a completed form (as described above) along with appropriate documentation to the CSM Conference Director, a CSM District Director, or a member of the CSM Certification work team.

After this form has been received and reviewed, a copy will be sent to you and can be attached to you annual report to your 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 Servant Ministries* Courses**
- BOOM (*Board of Ordained Ministries*) list of approved clergy courses**

If you have checked one of the above categories sign and date the 2nd page of this form and send both pages to the Conference Director, a District Director, or a member of the CSM work team.

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

(Complete this section... if the course does not appear on one of the approved CSM, GBOD, or BOOM approved course listings)

Section 3: Course Description and/or Syllabus

- a. Provide a description of the course/event and/or submit a syllabus or printed information that thoroughly describes the training. Be sure your description has enough information to determine that this request is for training that maintains, upgrades or updates skills that are needed by servant leaders and that the emphasis is on *caring, communicating, leading*, or a combination of these core CSM themes.

(Use extra sheets if necessary.)

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

(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