

Typical Process of LLM Formation

1. Interested Person does the following:
 - a. Completes an application and submits online or via postal service.
 - b. Requests a letter of reference be submitted from their pastor (or a former pastor if there is no current pastor) to the LLM Director. llm@nepsynod.org
 - c. Requests a letter of reference be submitted by the applicant’s congregation council to the LLM Director as well as a signed Congregational Education Agreement (which can be found in the LLM Handbook). llm@nepsynod.org
 - d. Obtains Copies of Child Abuse Clearances, State Police Clearances, and FBI Clearances (links can be found in the LLM Handbook) and submits them to the LLM Director. llm@nepsynod.org
2. The Bishop (in consultation with the LLM Director) reviews the application, references, and clearances and then either approves or denies the interested person as a Licensed Lay Minister candidate.
3. If approved, the congregation pays the Synod’s education fee and arranges to pay for the foundational classes in consultation with the LLM candidate.
4. The LLM candidate starts education in three areas over the course of two years. These are done simultaneously:

<p>Four Weekend Retreats (In the Spring and Fall)</p> <ul style="list-style-type: none"> - Lutheran Preaching - Lutheran Theology/Confessions - Pastoral Care - Lutheran Worship 	<p>Four Foundation Courses (Though an approved institute of higher learning)</p> <ul style="list-style-type: none"> - Hebrew Bible (OT) - Christian Scriptures (NT) - Theology and Beliefs - Church History 	<p>Mentor Guided Activities (Led by the LLM’s Mentor)</p> <ul style="list-style-type: none"> - Sermon Development - Leading Bible Study - Learning Visitation - Teaching the Catechism
<p>Proof of Completion LLM Director will issue certificates of completion and keep track of completed retreats.</p>	<p>Proof of Completion Student will send a transcript to the LLM Director after completing each course.</p>	<p>Proof of Completion The LLM’s Mentor Pastor will turn in the completed and signed Guided Activity form to the LLM Director, along with a recommendation for Licensing.</p>

5. The Bishop and LLM Director review the completed coursework and the Mentor Pastor recommendation. If approved, the Bishop issues a license for the individual to serve as a LLM.
6. The Bishop will present to the Synod Assembly all new Licensed Lay Ministers and they will be officially “installed” into their office at that time. LLMs can be authorized to serve before this introduction to the Assembly.