

Final Steps to Be Completed

For Deacons and Parish Ministry Assistants
Lay Ministry Training, Pacific Southwest District – LCMS
Victoria Waufle – LMT Director
vwaufle@aol.com – (760) 419-8898

Items that should already be completed:

- Determine your Level of service (Level I Deacon), (Level II Parish Ministry Assistant), Level III Personal Enrichment) for Lay Ministry Training in the Pacific Southwest District – LCMS. (**See page 5 of the Lay Ministry Training Manual.**)
- A Deacon/Parish Ministry Application and Pastor's Evaluation Forms need to be on file with the LMT Director – Victoria Waufle – vwaufle@aol.com or call 760-419-8898.
- All course work payments must be paid in full. Any outstanding balance should be sent to the Accounting Office, 1540 Concordia Drive East, Irvine CA 92612-3202 attention: Cathy Korp
- A Psychological Evaluation & Background Check – This process can be completed any time after the completion of the third course. This evaluation is designed to appreciate the candidate's strengths and growth areas. The District requires all applications of the Lay Ministry Training program to have a background check completed. Please contact Kelly DeJongh at the District Office – kelly.dejongh@psd-lcms.org to receive the Psychological Evaluation & Background Check packet.

Before Your Final Interview:

- The Psychological evaluation and Background Check must be completed and all courses have been successfully completed **at a minimum of at least three** weeks prior to setting a commissioning date. **Additionally for DEACONS, a six-month mentoring period, under the supervision of the candidate's pastor or interim pastor** must be completed. This process may begin before final classes are completed. Use the Practicum Guide for direction (**page 25 of the Appendices section in the Lay Ministry Training Manual.**) The Practicum Guide is to be completed & sent to the District Office prior to the final interview
- Complete the Request for Permission & the Ministry Description Forms (**page 23 & 24 in the Appendices in the Lay Ministry Training Manual**) are to be completed together by the candidate and supervising pastor. When completed, the forms should be submitted to the District Office a minimum of one week prior to the final interview.
- Notify Victoria Waufle, Director of LMT, when you have completed all of the above and are ready for the final oral interview for location and time. Victoria can be reached by email – vwaufle@aol.com or by phone 760-419-8898. The District Vice President of your Region will be the chairman of the interview committee along with the director of Lay Ministry Training and one or two other district members – i.e. Circuit Counselor, Supervising Pastor, etc. This will be an oral interview lasting approximately 45 minutes.

Soon After the Final Interview

- The final **"Request for Permission"** form (**page 23 in the Appendices in the Lay Ministry Training Manual**) and the **"Ministry Description"** form (**page 24 in the Appendices in the Lay Ministry Training Manual**) must be completed and on file at the District Office (Attn: Kelly DeJongh - 1540 Concordia Dr. East, Irvine, CA 92612).
- **Fingerprinting** – beginning January 2015 fingerprinting of all deacons/pmas is mandatory. Since the process varies from state to state, please contact Kelly DeJongh kelly.dejongh@psd-lcms.org for direction on getting fingerprinted in your state.
- Set a commissioning date with your pastor and notify the director, Victoria Waufle, (vwaufle@aol.com.) For your reference, a sample commissioning service is available beginning on **page 27 (Deacons)** and **page 28 (Parish Ministry Assistants)** in the Appendices of the LMT manual.

May the Lord continue to bless you through this final process as you prepare to serve Him in ministry under the supervision of your pastor as we reach out to all people to know their Savior.