

Credentialing of Transitional Interim Ministers
Statement of Purpose and Process
LCMS Interim Ministry Conference

Purpose: The purpose of credentialing Transitional Interim Ministers is to establish and maintain a roster of specifically trained and experienced LCMS ministers for transitional ministry to serve congregations that are seeking such service under the guidance of and recommendation of their District Presidents. Further, the purpose of credentialing is to accommodate the specific guidelines as approved by the LCMS Council of Presidents in action taken by the Council on April 9, 2000.

Process: Each applicant for credentialing should have familiarized himself with the document: *Guidelines for the Training and Credentialing of Intentional Interim Ministers in the Lutheran Church-Missouri Synod*. This document, as well as an application for credentialing, is available from the LCMS Interim Ministry Conference website at lcmstim.org upon logging in and going to the “Practitioners” tab.

Requirements for *initial credentialing* include the following:

- A completed request for initial credentialing on the form supplied by the Credentialing Committee (online)
- A letter or recommendation from your current District President (items it should address are described on the Checklist)
- A minimum of ten years of pastoral service with LCMS congregations
- Completion of a Basic Education training course under the aegis of an approved training provider as identified in the Guidelines document, and submission of a copy of the certificate awarded at completion of the course
- Completion of at least one transitional interim ministry assignment
- Payment of the annual IMC dues (\$75 but subject to change), if not already current, online or by check accompanying the application
- Payment of non-refundable application fee (\$50 but subject to change), online or by check accompanying the application

Upon approval, a Certificate of Credentialing will be issued by the Credentialing Committee.

Requirements for *ongoing credentialing (renewal)* include the following:

- A completed request for ongoing credentialing (renewal) on the form supplied by the Credentialing Committee (online)
- A letter or recommendation from your current District President (items it should address are described on the Checklist)
- Payment of the annual IMC dues (\$75 but subject to change), if not already current for all of previous triennium, online or by check accompanying the application
- Attendance, whether physical or virtual, at a minimum of one annual meeting of the LCMS TIM Interim Ministry Conference in the previous triennium (generally held concurrently with the LuTMA conference)
- Identification of at least two completed or current interim assignments in the past three years
- Documentation of CEUs earned in an area related to transitional ministry (a minimum of three CEUs are to be earned triennially)
- Copy of your most recent credential certificate issued by the Credentialing Committee
- Payment of non-refundable application fee (\$50 but subject to change), online or by check accompanying the application

Upon approval, a Certificate of Credentialing will be issued by the Credentialing Committee.

Requirement for Transitional Ministry Specialist - Those requesting to be credentialed not only as an Transitional Interim Minister, but as a Transitional Ministry Specialist are required to submit proof of having completed 30 hours of continuing education in their area(s) of specialty and having served a ministry which had a need for that specialty.

**Request for Ongoing Credentialing (Renewal)
of Transitional Interim Ministers in the
LCMS Interim Ministry Conference**

Level of Service Status for which you are applying:

___ A. Transitional Interim Minister; ___ B. Transitional Ministry Specialist

Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

Current District Membership _____

List most recent Transitional Interim Ministry experiences:

<u>Congregation</u>	<u>City & State</u>	<u>District</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List Continuing Education Units (CEUs) earned during the last triennium in areas related to transitional ministry (minimum of 3.00 required):

<u>CEUs</u> <u>earned</u>	<u>Date</u> <u>earned</u>	<u>Provider/Title of Event/Workshop</u> (include certificate copies)
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

___ My IMC dues are paid up (or enclosed) for the last three years

___ My credentialing application fee is paid (or enclosed)

___ Year of my most recent IMC annual meeting attendance: _____

Signature of Applicant _____ Date _____

Checklist of Documentation to Include with Your Application

(Keep this checklist and copies of everything you send.)

____ Completed and signed form “Request for Ongoing Credentialing (Renewal)”

____ A letter of recommendation from your current District President in which he describes his level of awareness regarding your effectiveness in transitional interim ministry.

____ Copy of current or most recent Credential Certificate

____ Copies of CEU certificates that together indicate a minimum of 3.00 contact hours earned in the last 3 years

____ Affirmation of attendance of at least one national IMC meeting, typically held each summer to coincide with LuTMA conference, in the last 3 years

____ Application Fee, paid either electronically on the TIM website <lcmsstim.org> via links found at the top of your Clearinghouse page, or by check mailed with your application payable to: “LCMS Interim Ministry Conference” (currently \$50 but subject to changes)

____ Annual Dues are current for the last three years (please ask if you’re not sure); these can be paid either electronically on the TIM website <lcmsstim.org> via links found at the top of your Clearinghouse page, or by check mailed with your application payable to: “LCMS Interim Ministry Conference” (currently \$75 annually but subject to changes)

Application items may be sent either electronically to <revmkoch@gmail.com>, or hard copies to:

Mark Koch, IMC Credentials
205 Fox Hunt Ln
Lebanon, TN 37087

If you have any questions or there is anything I can do to help, please let me know; I'm here to serve! Mark Koch: 713-732-4377

Your 2025-26 Credentialing Committee members are:

Rev. Michael Lange (CNH District President, representing COP)
Rev. Jeffrey Moore (IMC member and FGA District TIM Coordinator)
Rev. Dr. Mark Koch, (Chair, IMC Credentialing Committee)