

Annual Report Form FOR LCMS SPECIALIZED PASTORAL MINISTRY

Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Preferred Email Address: _____

Phone Number(s): _____

Type of Ministry and Location (Include if you are full or part time, retired, etc.):

In order to retain one's ecclesiastical endorsement as a specialized pastoral minister within the LCMS, an annual report is to be submitted to the SPM Office by the end of each calendar year. For those who are retired, see the adjusted requirements at the bottom of the second page. This form is late if it is not received by January 15th. What follows are the specific requirements:

1. Peer Review (biennial)

There is a great deal of flexibility regarding what is presented. For guidance, see Addendum II of the SPM Ecclesiastical Endorsement Manual (lcms.org/spm). The third page of this packet provides a Peer Review Process Form.*

The Last Calendar Year in Which I Presented Myself for Peer Review (NOTE: The year one presents him/herself for ecclesiastical endorsement will be considered one's first peer review presentation.): _____

2. Continuing Education

20 contact hours per year is required. See Addendum II for guidelines.*

DATE	HOURS	EDUCATIONAL EVENT	TOPIC/SUBJECT

*If peer review and/or continuing education requirements were fully or partially met through certification in an SPM professional organization, give the name of the certifying organization and evidence that you are a member in good standing:

3. Active Involvement

Active involvement in one's congregation as well as Synod, district, or circuit.

Name and location of the congregation and district in which the specialized pastoral minister holds membership:

Optional (Nature of involvement in circuit/district/Synod):

4. Optional Items

- Specialized pastoral ministers are encouraged to share vignettes and “best practices” from their ministry so they may be used as promotional testimonies in synodical and district publications and communicated with the greater SPM community. Please send examples of your ministry as an attachment to this form or send separately.
- List other certifications and specialized training:

5. Signature

With my signature below, I declare that I have read (reread) the SPM Code of Ethics (located at lcms.org/spm in the SPM Ecclesiastical Endorsement Manual, Addendum VI) and acknowledge agreement with it!

Signature

Date

Printed Name

Adjusted requirements for those who are retired:

If the minister holds the status of “Inactive: Emeritus” on the LCMS roster (see bylaw 2.11.2 in the 2013 Synodical Handbook), the maintaining of endorsement consists of (a) submitting an annual report, (b) completing 10 hours of continuing education rather than the 20 hours expected of those fully employed in SPM, (c) participating (presenting oneself) in a peer review once every three years rather than the expected biennial review of

those engaged in full-time ministry, and (d) signing a statement that one has read and adheres to the SPM Code of Ethics within the last calendar year. If a retired specialized pastoral minister decides not to keep up his/her endorsement and at a later date wants to re-enter a specialized pastoral ministry that requires endorsement, the process will include an application and paper review of one's ministry experience and continuing education following retirement.

Please print and sign this form and return it to us before the January 15 deadline.

Mail:

SPM Endorser
The Lutheran Church—Missouri Synod
1333 S. Kirkwood Road
St. Louis, MO 63122-7295

Fax: 314-996-1124

Email: spm@lcms.org

Peer Review Report Form

FOR LCMS SPECIALIZED PASTORAL MINISTRY

Instructions

Peer review is to include no less than two peers (three including oneself) in any or all categories of SPM (chaplaincy, pastoral counseling, and clinical education). It is encouraged, where possible, to have a peer review group that includes at least one other LCMS specialized pastoral minister. Although biennial peer review is required, more frequent meetings with one's peers contribute depth and richness to support and accountability. Although face-to-face peer review is generally preferable, geographical separation may determine electronic peer review to be the best option — at least on occasions. Examples of peer review include the following:

1. Presentation of case material and self evaluation from one's ministry.
2. Presentation of oneself regarding a professional challenge or opportunity, or a personal need/struggle which is impacting ministry.
3. Presentation of theoretical or theological material developed by the presenter and/or recently learned which is having a significant influence on the way one is thinking and functioning.
4. A presentation of an overview of the presenter's three covenant areas of responsibility: baptized self (spiritual, emotional, physical, cognitive, and relational aspects of life), marriage/family, and ministry.

Presenter (Print name): _____ Date: _____

Peers (printed name, denomination, and signature):

Signature: _____

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