

Name: _____

District: _____

Mentor: _____

Lay Servant Ministries in partnership with the Board of Laity



Certified Lay Minister Checklist

¶ 205. Definition of a Pastoral Charge—

4. When a pastoral charge is not able to be served by an ordained or licensed minister, the bishop, upon recommendation of the cabinet, may assign a qualified and trained layperson, lay minister or lay missionary to do the work of ministry in that charge. The layperson is accountable to the district superintendent or another ordained or licensed minister appointed to oversee the charge, who will make provision for sacramental ministry. Upon the bishop’s assignment, the layperson will be assigned an additional clergyperson as a guide to provide support in the assignment. If the assignment is to continue longer than one year, within that year the layperson will begin the process of becoming either a certified lay minister* or a certified candidate, thus coming under the care of the District Committee on Ministry. The layperson assigned is also accountable to the policies and procedures of the annual conference where assigned.

*¶ 268 contains information regarding the Certified Lay Minister

This checklist is intended to help guide you through the process. Both the mentor and the lay minister candidate are encouraged to keep copies of all files throughout the process. However, the Conference Lay Servant Ministries is ultimately responsible for record keeping of the Certified Lay Minister program. Please note: This checklist interprets and expands the checklist from Discipleship Ministries, and we require using this checklist to track your process.

A. Been certified as a Lay Servant (or equivalent as defined by the Partnership of Conference Director of Lay Servant Ministries, Conference Lay Leader and dCOM)

Lay Person has taken the Basic (Introductory) LSM Course Date _____ Certificate in file

Lay person has taken the LSM Spiritual Gifts Course Date _____ Certificate in file

B. Lay person has obtained written recommendation from pastor and church council or charge conference where church membership is held Date _____ Sent to Conf Dir of LSM Date _____

C. Complete CLM Application and email to Conference Director of Lay Servant Ministries Date _____

D. Completed Modules 1-4 for certified lay ministry or the equivalent as required by annual conference (or equivalent as defined by the Partnership of Conference Director of Lay Servant Ministries, Conference Lay Leader and Conference Board of Ministry)

Completed Module 1 Date _____ Certificate in file

Completed Module 2 Date _____ Certificate in file

Completed Module 3 Date _____ Certificate in file

Completed Module 4 Date _____ Certificate in file

In Lieu of attending the above courses/CLM Modules, I would like to be granted equivalency credit. I have taken the following course(s) which are equivalent to at least 60 contact hours. Certificates/Proof of study attached. This can include Course of Study, Seminary, etc.

Equivalency Approved by Conf Dir LSM & dCOM Date _____

_____ & _____ Signature of Chair of dCOM & Conf Dir LSM

E. Completed courses relevant to the assignment – if equivalency above was approved, go to next step

F. Completed appropriate background check and evaluation as required by the Appointive Cabinet

Background Check Completed by District Superintendent Date _____

G. Received letter of recommendation from district superintendent Date _____

Received by Conference Director of LSM Date _____

H. Had all requirements for certification reviewed by **Conference Committee on Lay Servant Ministries** for referral to District Committee on Ordained Ministry (dCOM) for examination and recommendation Date _____

Interviewed with **dCOM** for recommendation of certification. Date _____ DS init _____

dCOM Recommendation received by Conference LSM Director Date _____

Recommended for recertification by dCOM: ___Yes ___No

If no, state reason: _____

Date: _____ dCOM Chair: _____

Approved for recertification by Conference Committed on LSM: ___Yes ___No

If no, state reason: _____

Date: _____ LSM Conf Dir: _____

Recertification—¶268.4, 2016 BOD (Required every 2 years)

- A. CLM must have submitted an annual report to charge conference/church council where membership is held, and to the conference committee on LSM, or equivalent, giving evidence of satisfactory performance as a certified lay minister
Date _____
- B. CLM must obtain a ministry review by PPRC/SPRC, church council, or charge conference where membership is held (or if under assignment, PPRC/SPRC, charge conference, or supervisory board of the ministry setting where assigned)
Date _____
- C. CLM must complete an LSM advanced course or approved continuing education event, as defined by conference committee on LSM or its equivalent in the last two years
Date _____
- D. CLM must obtain a recommendation for recertification from district superintendent
Date _____
- E. CLM must have all requirements for recertification reviewed by conference committee on LSM
Date _____
- F. LSM Conference Committee forwards documentation to dCOM for examination and recommendation
Date _____
- G. Interviewed with dCOM for recommendation of recertification
Date _____

Recommended for recertification by dCOM: ___ Yes ___ No

If no, state reason: _____

Date: _____ dCOM Chair: _____

Approved for recertification by Conference Committed on LSM: ___ Yes ___ No

If no, state reason: _____

Date: _____ LSM Conf Dir: _____