



Certified Lay Minister Checklist

Name: _____ Date: _____

District: _____ Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

¶ 268. Certified Lay Minister—1. A certified lay minister is a certified lay servant, certified lay missionary, or equivalent as defined by his or her central conference, who is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the Word, lead small groups, or establish community outreach ministries as part of a ministry team with the supervision and support of a clergy person. A certified lay minister is assigned by a district superintendent in accordance with ¶ 419.2.

The candidate should check off the following items and submit this checklist with certificates and forms to Clergy Services.

- 1) Be a professing and active member of a local church/charge.
- 2) Complete a Lay Servant Ministries Initial Application. *The following approvals are on the completed application*

Charge Conference Approval	Pastor Approval	DS Approval
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- 3) Complete Form F102 (Biographical Background Form)
- 4) Complete Form 07SCBOM (Notarized Criminal Background Form)
- 5) Complete a Course of Sexual Ethics
- 6) Complete the Basic Course for Lay Servant Ministries.
- 7) Complete the six required core Lay Speaker courses of study: *(Submit certificate copies to Clergy Services)*

Discovering Spiritual Gifts Leading Prayer Called To Preach	Leading Worship Living Our United Methodist Beliefs (Heritage) Life Together in the United Methodist Connection (UM Polity)
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- 8) Complete four CLM modules: (currently only taught by the General Board of Discipleship) *(Submit certificate copies to Clergy Services)*

Call and Covenant for Ministry Organization for Ministry	The Practice of Ministry Connection for Ministry
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Items 1-8 (including copies of certificates and completed forms) must be submitted to the Office of Clergy Services to process your file. Clergy Services will forward complete files to the District Committees on Ordained Ministry for interview and recommendation.

_____ **Candidate Signature** _____ **Date**
Having completed items 1-8, I request my file to be evaluated and to be considered as a Certified Lay Servant.

_____ **Clergy Services** _____ **Date**
Clergy Services certifies that this candidate is properly before the dCOM for Consideration as a Certified Lay Minister.

dCOMs should submit this signed document to Clergy Services when a candidate for CLM has been recommended for approval. Clergy Services will then submit the candidates file to the Conference Committee on Lay Servant Ministry for FINAL APPROVAL. No one is a CLM until the Conference Committee on Lay Servant Ministries approves them and issues a Certificate.

_____ **District Registrar or dCom Chair.** _____ **Date**
The District Committee on Ordained Ministry recommends this candidate for consideration as a Certified Lay Minister.

_____ **Conference Lay Servant Ministry Director** _____ **Date**
The Conference Committee on Lay Servant Ministry approves and recognizes this candidate as a CLM

Renewal must be requested and completed using the Lay Servant Ministries Request for Renewal Application (back) every two years, including interviews with the district Committee on Ordained Ministry and be recommended to the Conference Committee on Lay Servant Ministries for recertification every two years. Complete continuing education aligned with ministry assignment and update a mutual ministry plan .