

Certified Lay Minister Policy
Certified Lay Minister Initial Certification
South Carolina Lay Servant Ministries

A Certified Lay Minister (§268) desires to further his/her calling to preach the word, provide a care ministry to the congregation, assist in program leadership and be a witness in the community for the growth and missional and connectional thrust of the United Methodist Church as part of a ministry team with the supervision and support of a clergy person. The Superintendent of a District assigns a Certified Lay Minister to a particular ministry within the South Carolina Annual Conference.

To become a Certified Lay Minister, one must complete the following requirements:

- Be a professing and active member of a local United Methodist church/charge.
- Complete a Lay Servant Ministries Initial Application. The application will be submitted to your pastor and your church's Charge Conference for approval, and ultimately to the district Committee on Lay Servant Ministry for action.
- Written recommendation from District Superintendent (On application)
- Written recommendation from Pastor (On application)
- Vote of Charge Conference (On application)
- Complete Form F102 (Biographical Background Form)
- Complete Form 07SCBOM (Criminal Background Form)
- Complete a Course of Sexual Ethics
- Complete the Basic Course for Lay Servant Ministries.
- Complete the six required core Lay Speaker courses of study:
 - Discovering Spiritual Gifts
 - Leading Worship
 - Leading Prayer
 - Called To Preach
 - Living Our United Methodist Beliefs (UM Heritage)
 - Life Together in the United Methodist Connection (UM Polity)

This means that the candidate should now interview with the *District Committee on Lay Servant Ministries* with an application request to become a Certified Lay Speaker.

****After completing these requirements, and *with permission the Conference Director of Lay Servant Ministries*, the candidate for CLM is to:**

- Complete four CLM modules:
 - Call and Covenant for Ministry
 - The Practice of Ministry
 - Organization for Ministry
 - Connection for Ministry – Discipleship Ministries

Once all of the above requirements are met, the certificates, application for CLM, recommendations, shall be sent to the Office of Clergy Services. Once the Office of Clergy Services checks all of the recommendations, certificates, and applications, the Office of Clergy Services will notify the District Committee on Ordained Ministry that the candidate is ready to be interviewed by dCOM.

Interview with the District Committee on Ordained Ministry and be recommended. The District Committee on Ordained Ministry will complete an *action report* and send to the Office of Clergy Services. There must be a narrative included with the action report for both a yes or a no recommendation.

Once the Office of Clergy Services receives the action report, the Conference Director of Lay Servant Ministries will be notified that the candidate is ready to be interviewed by the Conference Committee on Lay Servant Ministries. If the Conference Committee approves the certification of the candidate, the Office of Clergy Services will issue a certificate signed by the Conference Director and valid for two years.

The District Superintendent, District Director of Lay Servant Ministries, and the Certified Lay Minister shall identify persons to serve as the Ministry Advisory Team for the Certified Lay Minister.

Complete a Lay Servant Ministries Request for Renewal Application every two years.

Complete continuing education aligned with ministry assignment and update a mutual ministry plan. Any other requirements listed in the Certified Lay Minister Renewal Guidelines.

Interview with the District Committee on Lay Servant Ministries.

Interview with the district Committee on Ordained Ministry and be recommended to the Conference Committee on Lay Servant Ministries for recertification every two years.

***Be a Disciple requires the Conference Director complete an online form to give permission for the candidate to enroll in the first module of study for CLM. As part of this form, the Conference Director must certify that the candidate has completed both Basic and one of the Spiritual Gifts Advanced Courses which is required. No person may enroll in any CLM Module without this permission.*