

Certified Lay Minister Policy
Removal of Certified Lay Minister Status
South Carolina Lay Servant Ministries

The Conference Lay Servant Committee may remove the certification status of Certified Lay Ministers during the two year certification period under certain circumstances. This would include, but not limited to, requests for removal of the certification status from the CLM's district superintendent or district committee on ordained ministry. The conference lay servant committee may remove the certification status when complaints are received, or the certified lay minister fails to follow procedural and ethical standards expected of Certified Lay Ministers in the United Methodist Church and the South Carolina Conference of the United Methodist Church.

The procedure for removal of the certification is outlined below:

If the District Superintendent makes a request during the period of certification that the certification status be removed, the District Superintendent shall first notify the Conference Director(s) of Lay Servant Ministries and discuss the reasons for the request. The District Superintendent shall also submit a written request outlining the reasons for removal and send to both the Conference Director(s) and Clergy Services.

If the District Committee on Ordained Ministry makes a request during the period of certification that the certification status be removed, the Registrar of the dCOM shall submit an Action Report stating this request with the explanation of why the request is being made in the narrative of the Action Report. (All Action Reports must have a narrative to support the requests.) Upon receipt of the Action Report, the Office of Clergy Services will notify the Conference Director(s) that the request has been made and send a copy of the Action Report to the conference director(s) of lay servant ministries.

Upon receipt of requests for removal of the certification status the Conference Director(s) will notify the Conference Committee on Lay Servant Ministries of the request and schedule either an in person or online meeting of the Conference Lay Servant Committee (district directors or their designee) to discuss the request. The Certified Lay Minister **may** be asked to attend a portion of the meeting for an interview. After discussion, the Conference Lay Servant Committee will vote on the request for removal of status. If the result is to remove the certification status, it shall be effective immediately. The Conference Secretary of Lay Servant Ministries shall keep all minutes of the meeting(s).

The Certified Lay Minister will be notified by email and/or a letter of the decision of the committee. If the decision is to remove the status of certification as a Lay Minister, the lay servant will be asked to submit his/her certificate as Certified Lay Minister to the Office of Clergy Services for storage in the file of the individual. (The lay servant may retain their status as Certified Lay Servant/Lay Speaker) The lay servant **shall not** refer to themselves as a CLM, or affix the title of CLM in any form from the date of notification.

The same procedure above may be used when a Certified Lay Minister is not following procedures and/or the ethical standards of a Certified Lay Minister in the United Methodist Church and the South Carolina Annual Conference with this exception: The Certified Lay Minister will be asked to meet with the Conference Lay servant Committee. The Conference Lay Servant Committee will interview the CLM concerning his/her ministry, especially touching on the areas of concern. After the interview, the CLM will be dismissed and the Conference Committee will discuss the concerns. The Conference Lay Servant Committee will vote to either remove certification or continue certification. If the vote is to remove the certification, the CLM will be notified and follow the same procedure of return of the certificate, etc.

In all cases of removal of certification, the office of clergy services will notify the cabinet and bishop of the removal of certification as it may affect assignment of the lay servant in a pastoral relationship.