

Certified Lay Minister Policy
Transfer From another Conference
South Carolina Lay Servant Ministries

¶ 268.5 (BOD 2020/2024) states: A certified lay minister may transfer certification to another district or conference upon receipt of a letter from the previous conference committee on Lay Servant Ministries, or equivalent structure, confirming current certification and the completion date of the most recent advanced course taken. Further renewal is in accordance with ¶ 268.4. (See renewal policy.)

In addition to the above requirements, the South Carolina Conference requires that the transferring CLM must complete all of the requirements of the South Carolina Conference Lay Servant Ministries which are in addition to those of Discipleship Ministries. (See Initial CLM Certification requirements.)

The Office of Clergy Services has reviewed the paper work you submitted to begin the process of being recognized as a Certified Lay Minister in the South Carolina Conference.

1. Complete and submit to Clergy Services a [“Lay Servant Ministries Application.”](#) You will complete this document as an “Initial Application.”
 - a. This will require a Charge Conference Approval
 - b. A pastor’s signature
 - c. A DS signature
2. Complete a [“Biographical Background Form 102”](#) used by the Conference to enroll persons in CLM and Candidacy systems.
3. Complete a “Notarized Criminal Background Statement”
 - a. This will also require the completion of an online criminal background and credit check.
4. Complete an [Online Sexual Ethics course](#). Once completed a copy of the certificate should be sent to the Office of Clergy Services.

Upon requesting transfer, Clergy Services will request the proper documentation from the conference from which the CLM is transferring. These documents will be checked according to the checklist of the South Carolina Conference and if any requirements are not satisfied, the CLM must complete those requirements in order for the transfer to be considered complete.

The person wishing to transfer will be asked to interview with the District Lay Servant Committee of the district into which the CLM is transferring, the dCOM of the district into which the CLM is transferring, receive recommendation from the pastor of the local church into which membership is transferred and the District Superintendent, and may be interviewed by the Conference Lay Servant Committee.

Once all requirements of the South Carolina Conference are satisfied, a certificate will be issued by Clergy Services.