

**Certified Lay Minister Policy**  
**Certified Lay Minister Recertification**  
**South Carolina Lay Servant Ministries**

After initial certification as a Certified Lay Minister following all guidelines required by both Discipleship Ministries and the South Carolina Conference Lay Servant Committee, the CLM will complete an Application for Renewal and Report to Charge Conference **each year**.

**The CLM must be recertified by the Conference Committee on Lay Servant Ministries every two years.** The process for recertification begins with the Application for Renewal which is to be signed by the Pastor of the church where the CLM has membership, approved by the Charge Conference of the church where the CLM has membership, and recommended by the District Superintendent. Once the application is received:

The CLM **must interview first with the District Lay Servant Committee.** The District Committee, along with the District Director will require all documentation that the CLM has completed the required continuing education and any other requirements.

**Documentation required by the Book of Discipline or recertification of a CLM includes:**

**Application for renewal with all required signatures.**

**Proof of Annual Report to the Charge Conference.**

**Ministry review by the pastor-parish relations committee, church council, or charge conference from the congregation of which he or she is a member, or when under assignment, from the committee on pastor-parish relations, charge conference, or supervisory board of the ministry setting in which he or she is assigned.**

**Completed a Lay Servant Ministries Advanced Course or Approved continuing education event, as defined by the Conference Committee on Lay Servant Ministries within the last two years. (10 hour course or 1 CEU)**

**Obtained written recommendation for recertification from the district superintendent.**

**Attended and completed Safe Sanctuary Training within the 2 year period of certification. This could include the Safe Sanctuary Training in which clergy participates.**

The CLM will submit all of the above documentation to the Office of Clergy Services only after recommendation for recertification by the District Committee on Lay Servant Ministries. The CLM will send, along with the documentation, the certificate received after initial certification. If the Certified Lay Minister is recertified by the Conference Lay Servant Committee, the certificate will be signed and returned. If the Certified Lay Minister is not recertified by the Conference Lay Servant Committee, then the certificate will be retained in the candidate's file in the Office of Clergy Services.

**The Office of Clergy Services will notify the District Committee on Ordained Ministry (dCOM) that the CLM is ready to be interviewed by dCOM. A dCOM should schedule a CLM for a recertification interview until notified by the Office of Clergy Services.**

**After interviewing the CLM for recertification, the dCOM will submit an Action Report to the Office of Clergy Services with the result of dCOM concerning recommendation. Both a yes to recertify, or a no to not recertify must be accompanied with a narrative giving the reasons for this recommendation.**

**The Conference Lay Servant Committee will set up an interview and will be the final authority for recertification as a CLM.**