



South Carolina Conference Board on Lay Servant Ministries Policies for **CERTIFIED LAY MINISTERS**

See the SCUMC Guide to Certified Lay Ministry for a description of the process on becoming a Certified Lay Minister. The document can be found here: www.umcsc.org/wp-content/uploads/GUIDE-TO-CLM.pdf

For a complete description of Certified Lay Ministry and Lay Servant Ministries visit the Conference Lay Servant Ministry page: www.umcsc.org/lsm/

CONFERENCE BOARD ON LAY SERVANT MINISTRIES CERTIFIED LAY MINISTRY POLICIES

- A. Certified Lay Minister (§268) The Conference Committee on Lay Servant Ministry oversees the process of training, certifying and recertifying Certified Lay Ministers.
 - a. The Office of Clergy Services will assist the Conference Committee on Lay Servant Ministry by overseeing the process created and approved by the Conference Committee on Lay Servant Ministry. Clergy Services will also maintain a file on behalf of the Conference Committee on Lay Servant Ministry.
 - b. District Committees will assist the Conference Committee on Lay Servant Ministry by interviewing assigned Certified Lay Ministers each year, and making recommendations to the Conference Committee on Lay Servant Ministry regarding initial certification, and the re-certification (every two years).
- B. Additional Policies regarding Certified Lay Minister Pastoral Relationships
 - a. Certified Lay Minister may be assigned to a church/charge in a pastoral relationship or may be involved in some other type of service ministry using a CLM Specialization.
 - b. A Certified Lay Minister in the United Methodist Church shall not enter into a pastoral relationship with a non-United Methodist Church and retain the status of CLM. (This follows the practice of the South Carolina Conference concerning both active and retired clergy relationships. Therefore, this applies to lay persons who are CLMs and in an assignment as a pastor of a United Methodist church.)
- C. Additional Policies regarding the Removal of Certified Lay Servant Minister Status
 - a. 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.
 - b. The procedure for removal of the certification is outlined below:
 - c. If the District Superintendent makes a request during the period of certification that the certification status be removed, the District Superintendent would first notify the Conference Director(s) of Lay Servant Ministries and discuss the reasons for the request. The District Superintendent should also submit a written request outlining the reasons for removal and send to both the Conference Director(s) and Clergy Services.
 - d. 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 should 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.

- e. Upon receipt of requests for removal of the certification status the Conference Director(s) will notify the District Directors 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. 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).
- f. The Certified Lay Minister will be notified by email and/or 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, etc.) The lay servant shall not use, or affix the title of CLM from the date of notification.
- g. 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 CLM will be notified and follow the same procedure of return of the certificate, etc.
- h. 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.