



South Carolina Conference  
The United Methodist Church

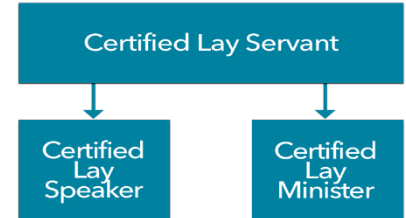
# GUIDE TO CERTIFIED LAY MINISTRY



*Layty have long been a part of ministry in Methodism. Lay preachers, exhorters, and class leaders have served the church since its earliest days. The certified lay minister is "called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the word, lead small groups, or establish community outreach ministries as part of a ministry team with the supervision and support of a clergy person." (2016 BOD ¶268.1)*

*This guide is made for any United Methodist lay person who may be exploring Certified Lay Ministry in the South Carolina Conference. This is intended to be an introductory guide to the process. This guide includes some basic information related to both Lay Servant Ministry and Certified Lay Speaker Ministry due to their relationship to Certified Lay Servant Ministry. The United Methodist Church has established three categories for laypersons in the area of lay servant ministries to develop, prepare, and engage principled Christian leaders for the mission of making disciples for the transformation of the world: Certified Lay Servant, Certified Lay Speaker and Certified Lay Minister.*

*We are so happy that you are exploring this avenue of ministry and excited to work with you on this journey!*



## Certified Lay Servant

**A certified lay servant serves the local church or charge (and/or beyond) and:**

- provides program leadership, assistance, and support.
- leads meetings for prayer, training, study, and discussion.
- conducts, or assists in conducting, services of worship, preaches the Word, or gives addresses.
- provides congregational and community leadership and fosters caring ministries.
- assists in the distribution of the elements of Holy Communion.
- teaches the Scriptures, doctrine, organization, and ministries of The United Methodist Church.

## Certified Lay Speaker

**A certified lay speaker serves by preaching the Word when requested by the pastor, district superintendent, or committee on lay servant ministries in accordance and compliance with ¶341.1 of *The Book of Discipline*. The role of a certified lay speaker is a specific calling for the ministry of pulpit supply.**

## Certified Lay Minister

**A certified lay minister serves as part of a ministry team with the supervision and support of a clergy person and:**

- conducts public worship.
- cares for the congregation.
- develops new faith communities.
- preaches the Word.
- leads small groups.
- establishes outreach ministries.
- serves as a class leader.
- assists in program leadership.
- engages in specialized ministries after appropriate training such as in parish nursing, church planting, men's ministry, children's faith formation, congregational care, and more.

## CERTIFIED LAY SERVANT

Serves the local church or charge (and/or beyond) and:

- Provides program leadership, assistance, and support
- Leads meetings for prayer, training, study, and discussion
- Conducts, or assists in conducting, services of worship, preaches the Word, or gives addresses
- Provides congregational and community leadership and fosters caring ministries
- Assists in the distribution of the elements of Holy Communion
- Teaches the Scriptures, doctrine, organization, and ministries of The United Methodist Church.

### REQUIREMENTS FOR CERTIFICATION:

- Pastor and church council or charge conference recommendation
- Lay Servant Ministries BASIC course
- Lay Servant Ministries advanced course
- District committee on Lay Servant Ministries, or equivalent structure (See ¶668.3) approval

### REQUIREMENTS FOR RENEWAL:

- Annual report & renewal application
- Pastor and church council or charge conference recommendation
- Lay Servant Ministries advanced course in the last three years
- District committee on Lay Servant Ministries, or equivalent structure (See ¶668.3) approval

## CERTIFIED LAY SPEAKER

Serves by preaching the Word when requested by the pastor, district superintendent, or committee on Lay Servant Ministries, in accordance and compliance with ¶341.1.

### REQUIREMENTS FOR CERTIFICATION:

- Certified as a lay servant (*or equivalent as defined by his or her central conference*)
- Pastor and church council or charge conference recommendation
- Completion of a track of study as defined in ¶267.3.c.
- Conference committee on Lay Servant Ministries approval after interview with and recommendation from the district committee on Lay Servant Ministries

### REQUIREMENTS FOR RENEWAL:

- Annual report & renewal application
- Pastor and church council or charge conference recommendation
- Lay Servant Ministries advanced course in the last three years
- Conference committee on Lay Servant Ministries approval every three years after interview with and recommendation from the district committee on Lay Servant Ministries

## CERTIFIED LAY MINISTER

As part of a ministry team with supervision and support of a clergyperson:

- Conducts public worship
- Cares for the congregation
- Develops new faith communities
- Preaches the Word
- Leads small groups
- Establishes outreach ministries
- Serves as a class leader
- Engages in specialized ministries after appropriate training such as in parish nursing and church planting
- Assists in program leadership

### REQUIREMENTS FOR CERTIFICATION:

- Certified as a lay servant, lay missionary (*or equivalent as defined by his or her central conference*)
- Pastor and church council or charge conference recommendation
- Completion of a track of study as defined in ¶268
- District Superintendent recommendation
- Appropriate screening & assessment
- Conference committee on Lay Servant Ministries approval after interview with and recommendation from district committee on Ordained Ministry

### REQUIREMENTS FOR RENEWAL:

- Annual report
- Pastor and church council or charge conference recommendation
- Ministry review
- Lay Servant Ministries advanced course or approved continuing education event every two years
- District Superintendent recommendation
- Conference committee on Lay Servant Ministries approval every two years after interview with and recommendation from district committee on Ordained Ministry



### ADOPTED LEGISLATION AT 2016 GENERAL CONFERENCE

For more information visit: [www.UMCdiscipleship.org](http://www.UMCdiscipleship.org)



**DISCIPLESHIP MINISTRIES**  
The United Methodist Church

# Becoming A Certified Lay Minister



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, you must complete the following requirements:

- Be a professing and active member of a local 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 (Heritage)
  - Life Together in the United Methodist Connection (UM Polity)
- Complete four CLM modules:
  - Call and Covenant for Ministry
  - The Practice of Ministry
  - Organization for Ministry
  - Connection for Ministry – Discipleship Ministries
- Interview with the district Committee on Ordained Ministry and be recommended.
- Complete a Lay Servant Ministries [Request for Renewal Application](#) (back) every two years.
- Interview with the district Committee on Ordained Ministry and be recommended to the Conference Committee on Lay Servant Ministries for recertification every two years.
- Complete continuing education aligned with ministry assignment and update a mutual ministry plan

# Lay Servant Ministries Application

Initial Application or Request for Renewal  
To the Charge Conference

Date \_\_\_\_\_



## Lay Servant Contact Information

Name:  Mrs.  Ms.  Mr. \_\_\_\_\_

Address: \_\_\_\_\_

Primary phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home  Work  Cell

District: \_\_\_\_\_ Name of church: \_\_\_\_\_

Church address: \_\_\_\_\_

Church phone: \_\_\_\_\_

Name of pastor: \_\_\_\_\_

## Initial Application

Request of Lay Servant to begin as:  Local Lay Servant  Certified Lay Servant  
 Certified Lay Speaker  Certified Lay Minister

Candidate's signature \_\_\_\_\_ Date: \_\_\_\_\_

I recommend concurrence with the request of the Lay Servant.

Pastor's signature \_\_\_\_\_ Date: \_\_\_\_\_

The charge conference of \_\_\_\_\_ (church/charge)  
recommends concurrence with request of the Lay Servant request in the ensuing year.

District superintendent's signature \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Renewal

Request of Lay Servant to renew certification as:  Local Lay Servant  Certified Lay Servant  
 Certified Lay Speaker  Certified Lay Minister

Candidate's signature \_\_\_\_\_ Date: \_\_\_\_\_

I recommend concurrence with the request of the Lay Servant.

Pastor's signature \_\_\_\_\_ Date: \_\_\_\_\_

The charge conference of \_\_\_\_\_ (church/charge)  
recommends concurrence with the Lay Servant's request for renewal in the ensuing year.

District superintendent's signature \_\_\_\_\_ Date: \_\_\_\_\_

After this form is completed and signed by those listed above, the Recording Secretary of the Charge Conference retains the original and is requested to produce three copies: one each for (1) the Lay Servant, (2) the District Committee on Lay Servant Ministries or the District Committee on Ordained Ministry of all Certified Lay Ministers, and (3) the District Superintendent.



**Certified Lay Minister Checklist**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

District: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**¶ 268. Certified Lay Minister—1.** A certified lay minister is a certified lay servant, certified lay missionary, or equivalent as defined by his or her central conference, who is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the Word, lead small groups, or establish community outreach ministries as part of a ministry team with the supervision and support of a clergyperson. A certified lay minister is assigned by a district superintendent in accordance with ¶ 419.2.

The candidate should check off the following items and submit this checklist with certificates and forms to Clergy Services.

- \_\_\_\_\_ 1) Be a professing and active member of a local church/charge.
- \_\_\_\_\_ 2) Complete a Lay Servant Ministries Initial Application. *The following approvals are on the completed application*  
                   \_\_\_\_\_ Charge Conference Approval      \_\_\_\_\_ Pastor Approval      \_\_\_\_\_ DS Approval
- \_\_\_\_\_ 3) Complete Form F102 (Biographical Background Form)
- \_\_\_\_\_ 4) Complete Form 07SCBOM (Notarized Criminal Background Form)
- \_\_\_\_\_ 5) Complete a Course of Sexual Ethics
- \_\_\_\_\_ 6) Complete the Basic Course for Lay Servant Ministries.
- \_\_\_\_\_ 7) Complete the six required core Lay Speaker courses of study: *(Submit certificate copies to Clergy Services)*  
                   \_\_\_\_\_ Discovering Spiritual Gifts      \_\_\_\_\_ Leading Worship  
                   \_\_\_\_\_ Leading Prayer      \_\_\_\_\_ Living Our United Methodist Beliefs (Heritage)  
                   \_\_\_\_\_ Called To Preach      \_\_\_\_\_ Life Together in the United Methodist Connection (UM Polity)
- \_\_\_\_\_ 8) Complete four CLM modules: (currently only taught by the General Board of Discipleship) *(Submit certificate copies to Clergy Services)*  
                   \_\_\_\_\_ Call and Covenant for Ministry      \_\_\_\_\_ The Practice of Ministry  
                   \_\_\_\_\_ Organization for Ministry      \_\_\_\_\_ Connection for Ministry

**Items 1-8 (including copies of certificates and completed forms) must be submitted to the Office of Clergy Services to process your file. Clergy Services will forward complete files to the District Committees on Ordained Ministry for interview and recommendation.**

\_\_\_\_\_ **Candidate Signature**      \_\_\_\_\_ **Date**      *Having completed items 1-8, I request my file to be evaluated and to be considered as a Certified Lay Servant.*

\_\_\_\_\_ **Clergy Services**      \_\_\_\_\_ **Date**      *Clergy Services certifies that this candidate is properly before the dCOM for Consideration as a Certified Lay Minister.*

dCOMs should submit this signed document to Clergy Services when a candidate for CLM has been recommended for approval. Clergy Services will then submit the candidates file to the Conference Committee on Lay Servant Ministry for FINAL APPROVAL. No one is a CLM until the Conference Committee on Lay Servant Ministries approves them and issues a Certificate.

\_\_\_\_\_ **District Registrar or dCom Chair.**      \_\_\_\_\_ **Date**      *The District Committee on Ordained Ministry recommends this candidate for consideration as a Certified Lay Minister.*

\_\_\_\_\_ **Conference Lay Servant Ministry Director**      \_\_\_\_\_ **Date**      *The Conference Committee on Lay Servant Ministry approves and recognizes this candidate as a CLM*

*Renewal must be requested and completed using the Lay Servant Ministries Request for Renewal Application (back) every two years, including interviews with the district Committee on Ordained Ministry and be recommended to the Conference Committee on Lay Servant Ministries for recertification every two years. Complete continuing education aligned with ministry assignment and update a mutual ministry plan .*