



Certified Lay Ministry

Pastor’s Packet

**What is a Certified Lay Minister (CLM)?**

A certified lay minister is a certified lay servant or certified lay missioner, 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
* establish community outreach ministries
* serves as a Class Leader
* engages in specialized ministries after appropriate training such as in parish nursing and church planting

A certified lay minister serves as part of a ministry team with the supervision and support of a clergyperson and is assigned by a district superintendent in accordance with ¶419.2 (2016 BOD ¶268)

The certified lay minister serves to enhance the quality of ministry, much like a class leader did in early Methodism, through service in the local church, circuit, or cooperative parish, or by expanding team ministry in other churches and charges. As with lay ministry in early Methodism, the certified lay minister uses his or her spiritual gifts as evidence of God’s grace.

The information in the Pastor’s informational package will help you in working with your applicant as they begin their journey into Certified Lay Ministry. Additional detail about the requirements can be found in the CLM Applicant Packet.

**Instructions for the Pastor who has an individual seeking enrollment into Certified Lay Ministry**

* Meet with your individual to discuss his/her sense of calling.
* Review The Christian as Minister, published by The UMC Board of Higher Education and Ministry, ISBN 13-9780938162636
* Request a meeting with the District Superintendent. This meeting should include the applicant, members of SPRC, church council chair, pastor and District Superintendent to discuss the needs of the church and the suitability of the person’s gifts as a candidate for the certified lay ministry program within the local church.
* Sign the Certified Lay Ministry application.
* Note the applicant needs to be a Certified Lay Servant prior to submitting the application for Certified Lay Minister.
* The individual must demonstrate an appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church through service in the local church.
* Complete and sign the Pastor’s Recommendation Form and mail to District Committee on Ordained Ministry.

**Pastor’s responsibility to the applicant in the Certified Lay Ministry Process:**

* Review the pastor’s role and responsibilities as described in ¶266 of the 2016 Book of Discipline of The United Methodist Church.
* Be in partnership with the applicant throughout this endeavor.
* Commit to meeting and working with your applicant after successful completion of Module 1 to develop a mutual ministry agreement and covenant.
* Commit to meeting regularly with your applicant over the next two years in his/her commitment towards certification.

**The Church and Pastor’s responsibility after the candidate completes the coursework:**

* After successful completion of the required coursework, Modules 1 – 4, the applicant is to request a meeting with the local church SPRC and pastor for approval for the applicant to become a CLM Candidate.
* SPRC is to present the approved candidate at the next scheduled church council or charge conference and acquire the appropriate signatures for the Affirmation Form.
  + The Affirmation Form is signed by:
    - SPRC chair
    - church council chair
    - the pastor
    - is to be sent to the District Committee on Ordained Ministry.
* The approved CLM candidate is to contact the chair of the District Committee on Ordained Ministry (DCOM) to request an interview.
* Once the CLM candidate is approved by the DCOM, the CLM candidate will be affirmed as a Certified Lay Minister by the Conference Committee of Lay Servant Ministries and a Certificate will be issued to the candidate.
* The CLM will be added to the next report of the Board of Ordained Ministry (BOOM) that is submitted to the Annual Conference.
* A CLM is to:
  + conduct public worship
  + care for the congregation
  + assist in program leadership
  + develop new and existing faith communities
  + preach the Word
  + lead small groups
  + establish community outreach ministries
  + serves as a Class Leader
  + engages in specialized ministries after appropriate training such as in parish nursing and church planting
* A CLM serves as part of a ministry team with the supervision and support of a clergyperson. A CLM may be assigned to do the work of ministry in a local charge if there is not an ordained or licensed minister available (see 2016 BOD ¶205.4)
* A CLM is assigned to a church and **is not** appointed to a church by a district superintendent in accordance with 2016 BOD ¶419.2
* Once certified by the Conference Committee of Lay Servant Ministries the church can honor and affirm the CLM at a church service or reception at the church.

**Note:** A Certified Lay Minister has no clergy rights or benefits (2016 BOD ¶268.6). A CLM cannot consecrate the elements of Holy Communion or officiate the Sacrament of Baptism – these sacramental ministries must be provided by an ordained or licensed minister who is appointed to oversee the charge (2016 BOD ¶205.4)

**CLM Recertification Process:**

**The Certified Lay Minister must:**

1. Submit an annual report to the charge conference or church council where membership is held and to the CCLSM giving evidence of satisfactory performance as a CLM.
2. Every two years, obtain a ministry review by the SPRC, church council, or charge conference from the congregation of which you are a member, or when under assignment, from the SPRC, church council, charge conference or supervisory board of the ministry setting in which you are assigned.
3. Complete at least one lay servant ministries advance course or approved continuing education event, as defined by the CCLSM in the last two years.
4. Obtain recommendation for recertification from the District Superintendent.
5. Have all requirements for recertification reviewed by the DCOM as follows:
   1. Letter of recommendation from District Superintendent
   2. Copy of Annual Reports submitted and approved at charge conference
   3. Apply in writing asking to be renewed and request an interview. (see 2016 BOD ¶666.10)
6. After the District Committee on Ordained Ministry interviews the CLM, the DCOM will make a recommendation to the Conference Committee on Lay Servant Ministries for final recertification by that committee.



PASTOR’S RECOMMENDATION FORM FOR APPLICANT

*Please Print Legibly*

Applicant Name Date

The above person is applying to become a Certified Lay Minister. One of the requirements is to affirm that each participant is an active member and leader in his/her respective congregation. To verify this, we ask each participant to have his/her pastor fill out the form below.

Please check all that apply to the applicant:

❑ Attends church regularly

❑ Is a person of strong moral Christian commitment and character

❑ Is a leader in our church in the capacity of:

❑ Is a developing leader and is now involved in our church in:

❑ As his/her pastor, I have met with the applicant and have had a conversation regarding his/her calling to Certified Lay Ministry.

**Recommendation:**

❑ Full recommendation

❑ Recommendation with reservation (please explain below)

❑ Minimum recommendation (please explain below)

❑ Not recommended

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| --- | --- | --- |
|  |  |  |
| Pastor’s Name |  | Pastor’s Signature |
| Pastor’s Phone |  | Church Phone |
| Church Name |  | District |
| Church Address |  |  |

**Mail completed form to District Committee on Ordained Ministry**



**Certified Lay Ministry Process** – Adopted Legislation at 2016 General Conference

(For more details please see *Certified Lay Ministry Applicants Packet*)

**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

**REQUIREMENTS FOR CERTIFICATION:**

* Certified as a lay servant, lay missioner
* Pastor and church council or charge conference recommendation
* Completion of a track of study as defined in ¶268 2016 Book of Discipline
* 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 annually
* District Superintendent recommendation
* Conference committee on Lay Servant Ministries approval every two years after interview with and recommendation from district committee on Ordained Ministry