

# **Certified Lay Ministry Guidelines**

**Jodi L. Cataldo**

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# Contents

Theology Statement for Certified Lay Ministry	3
Certified Lay Ministry Overview	4
Certified Lay Minister in the 2016 Book of Discipline	6
How Is a CLM Different from Other Recognized Ministers	9
Lay Supply, Lay Speaker, Lay Minister, Licensed Local Pastor Chart	10
Certified Lay Ministry Process, Training, Supervision, Support, Accountability	11
CLM Process	12
CLM Training	15
CLM Training Resources	17
CLM Supervision	18
CLM Support	25
CLM Accountability	29
Suggested Questions for Candidates for Certified Lay Ministry	31
Certified Lay Ministry Forms	33
Certified Lay Minister Certification Process Checklist	34
Certified Lay Minister Recommendation Form	36
Recertification Recommendation Form	37
Certificate of Approval: Certified Lay Minister	38
Letter from Jodi	40
Lay Pastoral Care Verbatim Report	41
Service of Recognition for Certified Lay Ministry	42
Blessing of the Hands for Parish Nurses	44
Certified Lay Ministry Specializations	45
Certified Lay Minister with a Specialization in Children’s Faith Formation	46
Certified Lay Minister with a Specialization in Men’s Ministry	48
Certified Lay Minister with a Specialization as a NPLHM Lay Missioner	50
Certified Lay Minister with a Specialization as a United Methodist Parish Nurse	52
Certified Lay Minister with a Specialization as a Lay Missionary/Church Planter	54

# Certified Lay Ministry

## Guidelines

### **Theology Statement for Certified Lay Ministry**

“But you are a chosen race, a royal priesthood, a holy nation, a people who are God’s own possession. You have become this people so that you may speak of the wonderful acts of the one who called you out of darkness into his amazing light.” —*1 Peter 2:9, CEB*

“The ministry of the laity flows from a commitment to Christ’s outreaching love. Lay members of The United Methodist Church are, by history and calling, active advocates of the gospel of Jesus Christ. Every layperson is called to carry out the Great Commission (Matthew 28:18-20); every layperson is called to be missional. The witness of the laity, their Christ-like examples of everyday living as well as the sharing of their own faith experiences of the gospel, is the primary evangelistic ministry through which all people will come to know Christ and The United Methodist Church will fulfill its mission.” —¶127, *The Book of Discipline of The United Methodist Church—2016*

One expression of the call to ministry of the laity is the certified lay minister. A certified lay minister is called and equipped to preach the Word, conduct public worship, care for the congregation, develop faith communities, lead small groups, or establish community outreach ministries as part of a ministry team with the supervision and support of a clergy person. Much like a class leader in early Methodism, the certified lay minister enhances the quality of ministry to small-membership churches as part of a 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 expresses his or her gifts as evidence of God’s grace.

Our call to equip laypersons for ministry as certified lay ministers is rooted in the priesthood of all believers (1 Peter 2:9), and we are called through our baptism to our biblical mandate to equip God’s people for the work of serving and building up of the body of Christ through various gifts for service (Ephesians 4:11-12).

Our mission as a certified lay ministry staff/leadership network is to serve as channels of God’s grace by providing an avenue to explore and share God’s gifts through spiritual discernment, training, support, and accountable discipleship to better define what it means to make disciples for the transformation of the world so that all God’s people will know Christ and become vital in the Spirit.

# Certified Lay Ministry Overview

## What Is a Certified Lay Minister?

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 ministries as part of a ministry team with the supervision and support of a clergy person. A certified lay minister is assigned by a district superintendent in accordance with ¶419.2. (*2016 Book of Discipline*, ¶268.1)

## Why Do We Have Certified Lay Ministers?

According to ¶268.2 of the *2016 Book of Discipline*, we have certified lay ministers in order 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.
- expand team ministry in other churches or charges.
- use spiritual gifts as evidence of God's grace, as with lay ministry in early Methodism.

## What Does a Certified Lay Minister Do?

Our *2016 Book of Discipline* tells us that a CLM as part of ministry under the supervision and support of a clergyperson:

- conducts public worship
- cares for the congregation
- assists in program leadership
- develops new and existing faith communities
- preaches the Word
- leads small groups
- establishes community outreach ministries.

## What Are the Four Major Components of Certified Lay Ministry?

1. Training
2. Supervision
3. Support
4. Accountability

## CLMs Also Now Have the Opportunity with Further Training to Specialize in the Following Areas:

- Lay Missioner
- Lay Missionary/Church Planter
- Children's Faith Formation
- Men's Ministry Specialist
- United Methodist Parish Nurse

**Specialties to Come Include:**

- Congregational Care Ministry
- Blessings Ministry
- Church Administration
- Small-Group Ministry

## Certified Lay Minister in the 2016 *Book of Discipline*

In 2004, the General Conference of The United Methodist Church approved legislation to form a category of ministry for laity: certified lay minister. Certified lay ministers are people who have received the appropriate training to serve the conference and district as assigned by the district superintendent.

Certified lay ministers (CLMs) may provide pastoral leadership in a small congregation, serve as an assistant to a clergy leader, serve in the pastoral care program, participate in or lead a new church start team, and so forth. Possibilities abound for people in this role. **This is not, however, the next step for all certified lay servants! People serving as certified lay ministers are called to serve intentionally in a specific ministry position.**

¶ 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.

2. 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.

3. One may be recognized by the conference committee on lay servant ministries, or equivalent structure, as a certified lay minister after he or she has:

- a) Been certified as a lay servant, lay missionary, or equivalent as defined by his or her central conference;
- b) Obtained written recommendation from the pastor and the church council or charge conference of the local church in which he or she holds membership;
- c) Completed a track of study for certified lay ministers relevant to the candidate's assignment as defined by the General Board of Discipleship, or the National Plan for Hispanic/Latino Ministry in collaboration with the General Board of Discipleship, and the conference committee on Lay Servant Ministries or equivalent structure;
- d) Received a letter of recommendation from his/her district superintendent;
- e) Had all requirements for certification, including appropriate screening and assessment as defined by the annual conference, reviewed by the conference committee on Lay Servant Ministries, or equivalent structure, for referral to the district committee on ordained ministry for examination of persons who have applied in writing to be certified lay ministers and to make recommendation for certification (see ¶666.10). After the district

committee on ordained ministry interviews the candidate, the district committee on ordained ministry will make a recommendation to the conference committee on Lay Servant Ministries for final certification by that committee.

4. Recognition as a certified lay minister may be renewed every two years by the conference committee on Lay Servant Ministries, or equivalent structure, after the certified lay minister has:

a) Submitted an annual report to the charge conference or church council where membership is held and to the conference committee on Lay Servant Ministries, or equivalent structure, giving evidence of satisfactory performance as a certified lay minister.

b) Obtained a ministry review by the committee on pastor-parish relations, 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.

c) Completed a Lay Servant Ministries advanced course or approved continuing education event, as defined by the conference committee on Lay Servant Ministries or equivalent structure in the last two years.

d) Obtained recommendation for recertification from the district superintendent.

e) Had all requirements for recertification reviewed by the conference committee on Lay Servant Ministries, or equivalent structure, for referral to the district committee on ordained ministry for examination of persons who have applied in writing to be renewed as certified lay ministers and to make recommendation for recertification (see ¶1666.10). After the district committee on ordained ministry interviews the certified lay minister, the district committee on ordained ministry will make a recommendation to the conference committee on Lay Servant Ministries for final recertification by that committee.

5. 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.

6. A certified lay minister is not eligible for support by equitable compensation funds or pension funds that are provided for clergy. If a certified lay minister is a lay staff member of a church, circuit or cooperative parish, the local congregation is encouraged to provide compensation and withhold taxes appropriate to a layperson.

### **Lay Missioner**

The National Plan for Hispanic and Latino Ministries (NPHLM) has partnered with the Certified Lay Ministry (CLM) program and will use the same process as the CLM. The CLM Modules I-IV in the Spanish language being developed by the NPHLM will cover the same content as the modules provided in the English language. For those seeking a certificate of recognition as a CLM with specialization as a NPHML Lay Missioner, that certificate will be provided by the NPHLM after completion of the requirements set forth on the CLM specialization infosheet. All former/current lay missioners are required to complete the CLM process to retain status as a lay missioner.

¶ 269. *Lay Missioner*—Lay missioners are committed laypersons, mostly volunteers, who are willing to be trained and to work together as a ministry team with their pastor-mentor, in order to develop and lead faith communities, establish community ministries, develop church school extension programs, and engage in congregational development with and into the local community. Lay missioners are formed according to, and follow the guidelines established by, the National Committee of the National Plan for Hispanic/Latino Ministries Ministry, working in conjunction with the annual conference. They are certified jointly by their annual conference and the National Plan for Hispanic/Latino Ministry. The ministry team is supported by and accountable to the local congregation, district or annual conference entity that assigns it to its mission. The concept of the lay missioner is based theologically on the ministry of the laity, in order to complement the work of the pastor.

A certified lay missioner shall be equivalent to a certified lay servant in the processes of certification as a lay minister (¶ 268, §§ 3-6); and the Module I-Module II formational sequence and Module IIIs for continuing education of the National Plan for Hispanic/Latino Ministry shall be equivalent to the track of study for certified lay ministers relevant to the candidate's assignment, and the advance course or approved continuing education events described therein.



## How Is a CLM Different from Other Recognized Ministers?

A CLM is a unique, recognized lay servant in the UMC intended for missional leadership in churches as part of a team ministry under the supervision of a clergyperson. CLMs are part of the historic continuation of lay leadership in our church resembling earlier exhorters, class leaders, lay preachers, and missionaries. CLMs are assigned by the district superintendent and operate under a system of training, support, supervision, and accountability. The following are short descriptions of how a CLM differs from other recognized ministers.

- *Lay Supply:* Laypersons are often appointed as lay supply pastors as an interim measure until a clergyperson can be appointed. Lay supply persons often do not have training, very little supervision, and are not usually held to the same system of accountability as a CLM. Lay supply tends to be temporary, while a CLM has potential for continued ongoing ministry.
- *An Elder:* An elder is a clergy member of the annual conference ordained to a lifetime ministry of Word, Sacrament, Order, and Service. Under the guaranteed appointment of a bishop, elders usually have completed seminary training. Their sole livelihood comes from a church.
- *A Licensed Local Pastor:* A licensed local pastor is a clergy member of the annual conference who provides pastoral leadership in a local congregation. He or she is appointed by the bishop for non-itinerant ministry. The license is tied to the appointment and when not under appointment, the licensed local pastor reverts to a lay status. The training includes attending a conference licensing school and completing the Course of Study program available from the General Board of Higher Education and Ministry.
- *A Certified Lay Speaker:* A certified lay Speaker is a certified lay servant who is called and equipped to serve the church in pulpit supply in accordance and compliance with ¶341.1 of the *Book of Discipline*. Their purpose is to complement and support, not replace, pastors. The lay speaker has completed a track of study that includes the “Introduction to Lay Ministry: The BASIC Course” and advanced courses on leading worship, leading prayer, discovering spiritual gifts, preaching, United Methodist heritage, United Methodist polity, and/or other courses as determined by the annual conference committee on lay servant ministries (or equivalent structure). The certified lay speaker is to complete another advanced course every three years.
- *A Certified Lay Servant:* Certified lay servants serve in ministry and mission within the local congregation where they are members in good standing, or they may serve beyond their local church. They may provide temporary pulpit supply and serve in any way in which their witness, leadership, and service inspires others to a deeper commitment to Christ and more effective discipleship. The certified lay servant is to complete an advanced course every three years.

<b>What is the intent of this category of ministry?</b>	<b>Lay Supply</b>	<b>Lay Speaker</b>	<b>Lay Minister</b>	<b>Licensed Local Pastor</b>
<b>Training</b>	Fills an immediate, temporary need for ongoing pulpit supply.	<ul style="list-style-type: none"> <li>Lay Speaker Track of Study</li> <li>1 Advanced Course every three years</li> </ul>	<ul style="list-style-type: none"> <li>Certified Lay Ministry Modules 1-4</li> <li>1 Advanced Course every two years</li> </ul>	<ul style="list-style-type: none"> <li>Licensing School</li> <li>Course of Study</li> </ul>
<b>Supervision</b>		<ul style="list-style-type: none"> <li>District Committee on Lay Servant Ministries</li> </ul>	<ul style="list-style-type: none"> <li>Supervising Clergy Person</li> <li>Mutual Ministry Team</li> <li>Conf. Comm. on LSM</li> </ul>	<ul style="list-style-type: none"> <li>District Committee on Ordained Ministry</li> </ul>
<b>Support</b>		<ul style="list-style-type: none"> <li>District Committee on Lay Servant Ministries</li> </ul>	<ul style="list-style-type: none"> <li>Mentor</li> <li>Mutual Ministry Team</li> <li>District Committee on Ordained Ministry</li> <li>Conf. Comm. on LSM</li> </ul>	<ul style="list-style-type: none"> <li>Clergy Mentor</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>District Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>Local charge conference</li> <li>District Committee on Lay Servant Ministries</li> </ul>	<ul style="list-style-type: none"> <li>District Superintendent</li> <li>Local Church /Ministry Review</li> <li>Mutual Ministry Team for Covenant</li> <li>District Committee on Ordained Ministry</li> <li>Conf. Comm. on LSM</li> <li>Conference requirements for background checks and/or psychological assessment</li> <li>Conference requirements for Safe Sanctuaries and/or Boundaries Training</li> </ul>	<ul style="list-style-type: none"> <li>District Superintendent</li> <li>District Committee on Ordained Ministry</li> <li>Candidacy requirements for background checks and psychological assessment</li> <li>Conference requirements for Safe Sanctuaries and/or Boundaries Training</li> </ul>

**Certified Lay Ministry**  
**Process, Training, Supervision, Support, Accountability**

## CLM Process

### Disciplinary Guidelines for Process

For initial certification:

- a) Be certified as a lay servant, lay missionary (or equivalent as defined by the central conference).
- b) Obtain written recommendation from the pastor and the church council or charge conference of the local church in which the individual holds membership.
- c) Complete a track of study for certified lay ministers relevant to the candidate's assignment as defined by the General Board of Discipleship, or the National Plan for Hispanic/Latino Ministry in collaboration with the General Board of Discipleship, and the conference committee on Lay Servant Ministries or equivalent structure.
- d) Receive a letter of recommendation from the district superintendent.
- e) Have all requirements for certification, including appropriate screening and assessment as defined by the annual conference, reviewed by the conference committee on lay servant ministries, or equivalent structure, for referral to the district committee on ordained ministry for examination of persons who have applied in writing to be certified lay ministers and to make recommendation for certification (see ¶666.10). After the district committee on ordained ministry interviews the candidate, the district committee on ordained ministry will make a recommendation to the conference committee on lay servant ministries for final certification by that committee.

For recertification every two years:

- a) Submit an annual report to the charge conference or church council where membership is held and to the conference committee on lay servant ministries, or equivalent structure, giving evidence of satisfactory performance as a certified lay minister.
- b) Obtain a ministry review by the committee on pastor-parish relations, church council, or charge conference from the congregation of which the individual 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 the person is assigned.
- c) Complete a lay servant ministries advanced course or approved continuing education event, as defined by the conference committee on lay servant ministries or equivalent structure in the last two years.
- d) Obtain recommendation for recertification from the district superintendent.
- e) Have all requirements for recertification reviewed by the conference committee on lay servant ministries, or equivalent structure, for referral to the district committee on ordained ministry for examination of persons who have applied in writing to be

renewed as certified lay ministers and to make recommendation for recertification (see ¶666.10). After the district committee on ordained ministry interviews the certified lay minister, the district committee on ordained ministry will make a recommendation to the conference committee on lay servant ministries for final recertification by that committee.

### **Additional Suggestions for the Process**

It is **strongly** encouraged that a person be designated to compile and maintain all files, records, and statistics for all CLMs. This could be a person at the conference level, such as a registrar, or a person in each district. Forms are provided at the end of this resource.

#### Education:

- Clarify and explain the role of CLM
- Get the word out
  - Visit the dCOMs, cabinet, LSM classes
  - Advertise in conference, district, local church newsletters

#### Application:

- Have the conference committee on lay servant ministries design the application process in collaboration with all stakeholders in the CLM program
- Provide an application packet online
- Provide pre-application orientation sessions that review the entire application process, document requirements, timeline, costs incurred, and ministry opportunities
  - Suggest that each applicant own a Bible, current *Book of Discipline*, *United Methodist Book of Worship*, and a *United Methodist Hymnal*

#### Discernment:

- Have the candidate interview with the pastor and provide documentation of gifts and graces demonstrated as a lay servant
- Have the candidate interview with the SPRC/PPRC and document that meeting
- Have the candidate interview with the district superintendent and obtain recommendation, if being recommended
- After a candidate's application has been reviewed and accepted for continuance in the program, notify the candidate and have an introductory meeting with the district committee on ministry

#### Training:

- Participate in CLM module training, or the equivalent and all other coursework and requirements as determined by the conference committee on lay servant ministries
  - Provide a certificate of course completion

#### Certification:

- After all requirements toward certification have been met, candidate goes before dCOM for interview and recommendation for certification
  - dCOM gives reasons and suggestions, if the person is not being recommended
  - dCOM relays recommendation to the conference committee on lay servant ministries for certification
- Conference committee on LSM, or its equivalent, reviews entire process and provides certification for the lay minister
- Hold a service of recognition for those being certified

#### Recertification:

- Offer courses, such as advanced LSM courses or other continuing education, for all CLMs needing recertification
- Provide materials for ministry review every two years, as defined under CLM Accountability
- dCOM receives a copy of the ministry review, interviews, and recommends the CLM for recertification
  - dCOM gives reasons and suggestions, if the person is not being recommended
  - dCOM relays recommendation to the conference committee on lay servant ministries for recertification
- Conference committee on lay servant ministries again reviews the entire process and provides renewal of certification

# CLM Training

## **Certified Lay Minister Course Materials**

Discipleship Ministries and The General Board of Higher Education and Ministry have worked together to develop the basic coursework to prepare leaders for this form of ministry. In this case, certification provides a layperson with the training, support, supervision, and accountability needed to lead a congregation that either does not have a traditional clergy appointment or one that is developing team ministry.

## **Where can a person get the training to become a certified lay minister?**

Training may be offered by the conference or district. Those interested are encouraged to check with the district superintendent for available opportunities.

The coursework (4 modules) provided by Discipleship Ministries as downloads (available in the Upper Room Online Bookstore) can also be used as a group study with the supervision of a clergyperson and the support of a mutual ministry team. Whatever the format chosen, it should include work/interaction with people in the local congregation.

## **The required coursework has four modules:**

### **Call and Covenant for Ministry**

Description: Understanding of theology and call for ministry, exploring spiritual gifts, and developing a ministry covenant. (This module includes the “Introduction to Lay Ministry: The BASIC Course” and the Lay Servant Ministries Advanced Course, “Discovering Your Spiritual Gifts.”)

*Minimum Time: 30 hours*

### **The Practice of Ministry**

Description: Four Sections that include Leading Worship, Preaching/Sharing Faith, Discipleship Ministries, and Caring for a Congregation.

*Minimum Time: 8 hours per section (32 hours total)*

### **Organization for Ministry**

Description: Focus on the leader's task of organizing a congregation for mission and ministry. It provides specific guidance on topics central to a congregation's health.

*Minimum Time: 8 hours*

### **Connection for Ministry**

Description: United Methodist theology, practice, and polity are explained with the roles of the local congregation district, conference, and general church.

*Minimum Time: 8 hours*

## Additional Suggestions for Training

- Steering Committee
  - Could be established, including a cabinet representative, a board of laity representative to help develop a training process and select instructors
- Instructors
  - Need well-qualified, committed and engaging—not necessarily clergy
  - Need to have preparation in the area they will be leading
  - Consider the process for selection of the instructors (help with Board of Laity)
  - Use leaders, instructors from other conferences (perhaps through technology)—national database
  - Consider reciprocity by allowing teachers for modules from other conferences
- Orientation for pastors, DS, and bishop regarding roles and mentorship
  - Why have this training?
  - How is it helpful?
  - How is it helpful beyond what people already have?
  - This information needs to go to cabinet
- Education
  - Streamline to avoid duplication of content.
  - Determine demonstrated outcomes (knowledge, skills, abilities).
  - Consider allowing classes that are available from other conferences.
  - Consider alternative venues for delivery of CLM modules, such as a licensing school, online training through BeADisciple.com, or a lay academy.
  - Conferences may require more material based on their needs.
  - Prerequisites are the “Introduction to Lay Ministry: The BASIC Course” and “Discovering Your Spiritual Gifts” and are included in Module 1 (which leads a person to becoming first a certified lay servant).



## CLM Training Resources

### **Methodism 101**

This resource was provided by UMCOM as an online study or a DVD/CD-ROM, but has been discontinued. UMCOM has given Discipleship Ministries the right to reproduce the DVD/CD-ROM. If you need a copy, please write to Linda VanKeuren at [lvankeuren@umcdiscipleship.org](mailto:lvankeuren@umcdiscipleship.org).

### **What Every Teacher Needs to Know**

Originally published as a series of booklets, these resources are now available as downloadable leaflets at the following links.

Leaflet titles include:

“Teachers as Spiritual Leaders and Theologians”

<https://www.umcdiscipleship.org/resources/teachers-as-spiritual-leaders-and-theologians>

“Understanding and Using the Bible”

<https://nccumc.org/christianformation/files/UNDERSTANDING-AND-USING-THE-BIBLE.pdf>

“Teachers Know Their Place in the Faith Story”

<https://www.umcdiscipleship.org/resources/teachers-know-their-place-in-the-faith-story>

“Classroom Environment”

<https://www.umcdiscipleship.org/resources/classroom-environment>

“A Short Glossary of Faith and Church Language”

<https://www.umcdiscipleship.org/resources/a-short-glossary-of-faith-and-church-language>

“Teachers Understand the United Methodist Church”

<https://www.umcdiscipleship.org/resources/teachers-understand-the-united-methodist-church>

“Teachers Live the Faith”

<https://www.umcdiscipleship.org/resources/teachers-live-the-faith>

“A People of God”

<https://www.umcdiscipleship.org/resources/a-people-of-god>

“Who Am I as a Teacher?”

<https://www.umcdiscipleship.org/resources/who-am-i-as-a-teacher>

## CLM Supervision

The 2016 *Book of Discipline*, ¶ 205.4, says that “When a pastoral charge is not able to be served by an ordained or licensed minister, the bishop, upon recommendation of the cabinet, may assign a qualified and trained layperson, lay minister or lay missionary to do the work of ministry in that charge. **The layperson is accountable to the district superintendent or another ordained or licensed minister appointed to oversee the charge, who will make provision for sacramental ministry.** Upon the bishop’s assignment, the layperson will be assigned an additional clergyperson as a guide to provide support in the assignment.”

The supervising clergyperson/mentor, therefore, is responsible for:

- overseeing the pastoral charge in which CLM serves
- equipping for ministry — participates in training and/or development of CLM or other assigned; e.g., lay missionary
- providing sacramental ministry in the pastoral charge
- providing support in the assignment through relational partnering.

### **Role of the CLM Supervising Clergyperson/Mentor**

- Participates in forming the covenant for ministry within the congregation with CLM and mutual ministry team.
- Ensures a collaborative relationship with D.S. for mission and ministry through the CLM and mutual ministry team.
- Helps to ensure that the CLM can function in his/her responsibility.
- Helps to develop and shape CLM for mission and ministry in a formative relational process.

### **Duties of the CLM Supervising Clergyperson/Mentor**

- Meet regularly with CLM and document meeting — more than a cup of coffee.
- Be a resource for problem solving.
- Participate in the mutual ministry team.
- Respect the call of the CLM as a layperson (not on track for ordination).
- Oversee the charge.
- Provide for sacramental ministry.
- Provide guidance and support as the CLM develops the knowledge and skills for ministry.

The work of the supervising clergyperson/mentor begins with the gathering of the mutual ministry team for the purpose of:

1. understanding the nature of ministry in The United Methodist Church,

2. identifying the need for ministry in a faith community and the gifts that God has given for meeting those needs, and
3. developing a covenant for ministry that will respond to the ministry needs of a specific setting.

The experience the supervising clergyperson/mentor brings to these tasks will add depth to the understanding of the team and contribute to the analysis of need. The work of this clergy member of the team is critical to the development of a covenant for ministry and to the effectiveness of service that follows.

If participation in the process of building a covenant for ministry is the first task, this is followed by carrying out a carefully defined role in providing sacraments, mentoring the CLM, and assuming other roles and responsibilities as needed. While serving as a CLM mentor, the clergy member is expected to exercise wisdom in helping create a safe place for reflection and growth. CLM mentors should have the maturity of faith and the skills for helping shape a relationship in which reflection about call and the development of knowledge and skills for the fulfillment of vocation can take place.

Trust is one of the fundamental building blocks of a successful mentoring relationship. A key factor in its development is a shared understanding of the degree to which communication between the mentor and the CLM is considered confidential, both by the individuals themselves and by the structures of the annual conference. Both the CLM and the mentor should be aware of the stated expectations and standards of the conference in regard to communication between the CLM and the mentor.

Mentoring is a supportive relationship in which the clergy member of the mutual ministry team guides the CLM in theological reflection. Any everyday event can become the basis for conversation about "who I am, my roles, and my words and actions." The mentoring process is very different from relationships in which events become the agenda for judging clergy or for seeking solutions to problems. While the mutual ministry team and the supervising clergyperson/mentor assigned to the team may at times do problem solving, the primary role of a mentor is to help the CLM reflect about his or her authority, call, and the various roles the ministerial vocation requires.

When the supervising clergyperson of the team and the CLM meet in a mentoring relationship, they are sharing in sacred time. These sessions should be planned carefully and approached prayerfully. Remember that, in addition to the usual greetings and conversation, the purpose of the session is to engage in theological reflection upon a specific topic. The mentor is not the judge and jury. Instead, the mentor invites the CLM to engage in a "holy conference" on a topic, theme, or issue.

At times issues raised by the CLM will guide the conversation. At other times, the mentor may suggest the discussion of important issues. In either case, it is important to explore a variety of dimensions of the issue. There are usually more issues than there is time to

discuss; therefore, defining at the beginning of the time together the major issue to be discussed will help keep the conversation on track.

Both the mentor and the CLM should keep in mind that the primary focus of the meeting is their roles, authority, and relationships in meeting the pastoral needs of the faith community in which they are serving. This is neither a therapy session nor a nuts and bolts, problem-solving session. The mentor is neither exploring the psychological dynamics of the people involved nor giving "expert" advice about how to fix a problem. Instead, the mentor assists the CLM in clarifying issues and options, helping the CLM to think about what it means to be in ministry. The discussion is not complete until there is theological reflection.

### **Suggested Topics**

- Ministry event
- Life event
- Shared experience

### **Ministry Event**

A ministry event might be a conversation, phone call, meeting, worship service, or experience in prayer. Any part of an event — past or anticipated — in the life of the CLM may provide the basis for theological reflection. A ministry event can be shared in a variety of ways, including stream of consciousness, verbatim, or role playing. The purpose is to discover information that will help both people understand what happened in the ministry event. Questions such as the following may help elicit the information:

- As CLM, what are the issues you see for yourself in this ministry event?
- As mentor, what are the issues you see for the CLM?

### **Life Event**

A life event is a personal experience outside of the CLM ministry role; i.e., family issue, health concern, etc.

### **Shared Experience**

This may include times of joint participation in a variety of settings; i.e., a retreat, continuing education event, book study, movie, etc.

## ***REFLECTION PROCESS***

### **Step One** *(for the CLM):*

- Describe an event (ministry, life, or shared experience) that you want to share with your mentor to gain deeper theological understanding, insight, and wisdom.
- Write or type your description on the left-hand side of the sheet(s) of paper, allowing space for your mentor to respond with comments. You may choose one of two approaches:

- narrative, free-flowing "stream-of-consciousness" style
- "verbatim" style

**Step Two** (*for the CLM and the mentor*): Reflect on the event using one of the following models.

### **Model 1**

The reflective questions in this model are based on events and relationships in Jesus' ministry. These questions should serve as aids in the reflection process and should not be used as a way to "test" the CLM. (This model was prepared by the Rev. Sylvia Russell of the Ministry Preparation Resource Team and is used by permission.)

#### **Loving Others Based on the Model of Jesus**

- What are the needs, as you understand them, of each person and/or group in the situation?
- How well did you listen to what was being communicated, both verbally and nonverbally?
- In what way(s) did your response in the event reflect the way Jesus loved others?
- In light of the way Jesus loved others, are there other ways in which you might have responded in love to the others in this event?
- What did you learn about yourself and about loving others from this event?

#### **Loving Self Based on the Model of Jesus**

- Describe the emotions you experienced during this event.
- Did your response to this event relate to a predominant theme in your life?
- What need in your life were you hoping this event would meet? Was this need met?
- How did you take care of yourself through this event?
- What did you learn about loving yourself from this event?

#### **Love Based on the Model of Jesus, in the Context of this Situation**

- What part did culture, gender, race, sexuality, and economics play in this event?
- How were the dynamics of power and authority expressed in this event?
- Were money issues involved in the event? If so, name them.
- Name justice issues that were important in this event.
- What did you learn about yourself and about love in the context of this situation?

#### **Reflections to Share During the Mentoring Time**

- In what way(s) did you act out Jesus' love toward each other during this time together?
- Share affirmations and statements of gratitude.
- Complete the statement: "Today I learned \_\_\_\_\_."
- Complete the statements: "I feel \_\_\_\_\_. I still need you to \_\_\_\_\_."
- In what ways did the people involved make use of Scripture, tradition, experience, and reason?

- How did this experience relate to your call, vocation, spiritual discipline, and authority?

## **Model 2**

The format and content of the four perspectives below are taken from material developed by the Intern Program of Perkins School of Theology and are used by permission. Reflect on your event using the perspectives listed below in the order in which they appear. These questions are intended to serve as aids in the reflection process and should not be used as a way to "test" the CLM.

### **Pastoral Questions for Reflection**

- How well did you identify and respond to the needs of the person(s) involved in the event?
- Were you able to listen and hear what they were saying to you both verbally and nonverbally?
- In what ways were you helpful?
- Can you explain why you did what you did?
- What did you learn from the event about your own pastoral identity and authority?

### **Personal Questions for Reflection**

- How and why was this event significant for you personally?
- How did you find yourself reacting on rational and emotional levels?
- Did you find the event boring? exciting? frustrating?
- What did you learn about yourself during the event?

### **Social Questions for Reflection**

- How did your identity (culture, gender, race, ethnicity, class) affect this event?
- What cultural issues emerged during the event?
- What gender and/or racial-ethnic issues were involved?
- What class or economic issues were involved?
- What were the power dynamics in this event?
- How aware were you of the emerging social context of the event?
- What role did your own social location play in your behavior?
- What social institutions or agencies were implicated in this event?

### **Theological Questions for Reflection**

- What faith issues were involved in the event, both for you and for the other persons(s)?
- In what ways did you witness to your understanding of the gospel in the event?
- What use did you make of scripture, the tradition of the church, your own experience and that of others in the Christian tradition, and your powers of reason?
- How was God revealed in this event, both for you and for the other person(s) involved?
- How does this ministry relate to your theological understanding of ministry as expressed in your learning covenant?
- In what ways is/was God's presence and activity evident in this event?

**Step Three:**

The CLM provides the mentor with a copy of the reflection at least one week prior to their next meeting.

**Step Four:**

The mentor reads the reflection and makes notes on the right-hand side of the paper.

**Step Five:**

In the meeting, the mentor and CLM review the reflection together. Then, the CLM listens as the mentor responds. The CLM writes the mentor's comments on his or her copy.

**Step Six:**

In ongoing dialogue, the mentor facilitates deeper reflection on the part of the CLM, focusing on the theological perspective.

**Closing Sacred Time**

Before ending the time together as CLM and mentor, share with each other how you have experienced the session. Quality time together includes:

- Affirming each other
- Acknowledging unfinished business,
- Confirming the schedule for the next meeting, and
- Praying for each other.

**Additional Suggestions for Supervision**

As CLMs are to be part of a ministry under the supervision of a clergyperson, it is so important that intentionality is in place for:

- Direct Supervision
  - Supervising clergyperson/mentor
  - District Superintendent
  - SPRC/PPRC or supervisory board of the ministry setting has "dotted line" role reporting to supervising clergyperson/CLM/DS
- Ministry Covenant
  - Determine CLM role time requirement and establish covenant with CLM, supervising clergyperson, and Mutual Ministry Team
- Supervision Schedule
  - CLM should meet with supervising clergyperson/mentor no less than once a quarter
  - CLM should meet with SPRC/PPRC or supervisory board at least once a year
- Performance Report
  - Supervising clergyperson/mentor should submit a written report at least once a year to the conference committee on LSM to be shared with the dCOM

- SPRC/PPRC should prepare a report that will include measurable criteria that will reflect the job description as outlined in the ministry covenant
- District Committee on Ministry (dCOM)
  - Interview at front end as CLM candidate enters training process
  - Interview at back end for recommendation of certification
  - For renewal, dCOM should interview, review assigned CLMs, and recommend for recertification
  - A dCOM Action Report should be placed in the CLM's file



## CLM Support

### How Do Certified Lay Ministers Work with a Ministry Team?

A certified lay minister (CLM) is **not** ordained or licensed clergy under appointment of the bishop. A CLM is a layperson certified for intentional leadership and assigned by the district superintendent to a congregation or ministry. He or she does not replace clergy — but works with clergy so that the congregation has the leadership necessary for vital mission and ministry. Unlike other forms of leadership, a CLM must be part of a ministry team.

### Forming the Ministry Team

A CLM serves as part of a ministry team that should include the district superintendent and/or supervising clergyperson assigned to guide the CLM, and a smaller group of three to five people in the local church referred to as a "mutual ministry team." Together, these people form the support necessary for the CLM to be effective in ministry. They are partners in ministry.

The mutual ministry team during the training phase will accompany the CLM on this journey by reviewing learning either by module review or reviewing course descriptions and goals from other venues. The team will provide input to the CLM mentor and the CLM on the progress it sees and will provide feedback on areas that may need further development. This team is able to provide real time feedback and input on effectiveness since it is a part of the congregation. The mutual ministry team in the place of assignment develops the ministry covenant together to assure that there is a clear understanding of the expectations of the CLM and other members of the mutual ministry team.

The content of the ministry covenant captures the important details and basics that guide the ministry in that place. It covers areas such as:

- A short mission statement or description of the congregation and the purpose or role of the CLM,
- The congregation's ministry plan,
- The financial responsibilities to the CLM,
- Ministry assessment and evaluation.

It is important to note that the covenant guides the ministry of the church, not just those in ministry! For more information on the ministry covenant see Module One of the *Certified Lay Minister Training Modules (Discipleship Resources)*. These modules are available through the Upper Room Online Bookstore.

### District Committee on Ministry's Role

The district committee on ministry is the group given responsibility for interviewing and recommending certification of a lay minister. It is the committee's responsibility to see that:

- It understands certified lay ministry and its distinct relational ministry in the church. The dCOM must understand that it does not approve a ministry candidate in the traditional

sense or ensure that the CLM knows everything about ministry before certification. Instead, the dCOM is a monitoring group to support the formation and accountability of the CLM.

- An interview is scheduled with the CLM (and the CLM mentor, if possible) to discuss call to ministry, completing coursework, and to recommend additional formation. Following the interview, the dCOM recommends or does not recommend to the conference committee on lay servant ministries the certification of the lay minister.
- In addition, the district committee on ministry has the responsibility to report annually to the annual conference through the annual conference board of ordained ministry a roster of all persons certified as lay ministers.

### **Conference Role**

Conference leaders can either build or block the effectiveness of a CLM. It is crucial that the conference committee on lay servant ministries work together with the board of laity and the board of ordained ministry to provide consistent criteria for formation and use of certified lay ministry. These groups should meet and have conversations around these issues regularly. They may also plan recognitions and provide ministry interpretations so that individuals hear and respond faithfully to God's call to ministry.

### **Role of Conference Boards: Board of Ordained Ministry and Board of Laity**

These groups have a vital supportive role in the training and recognition of CLMs by collaborating in developing a conference policy and practice. They are responsible for support, not certification. The conference board of ordained ministry has the responsibility to report annually to the annual conference for publication in the conference journal a roster of all persons certified as lay ministers.

### **Role of the District Superintendent**

The district superintendent has the responsibility for assigning a CLM to a place of service. A D.S. works with a local congregation to discern appropriate leadership that makes it possible for a CLM to serve where assigned. A district superintendent also assures that a supervising clergy person/mentor is appointed that ministry to support the CLM in his/her ministry as well as to provide for the sacramental ministry of the local congregation, if applicable. If another supervising clergy person/mentor is not available, the D.S. fills that role him/herself (2016 BOD, par. 205.4).

### **Role of Conference Coordinator/Conference Committee on Lay Servant Ministries**

Each conference will be encouraged to have a conference coordinator who works together with the conference committee on lay servant ministries to ensure:

- quality training/formation is provided;
- process is followed;
- appropriate background checks/psychological assessments/boundaries training are completed;
- covenant is supported;

- CLMs are recognized and used;
- team approach is valued.

### **Additional Suggestions for Support**

Before recruitment is done, there needs to be an understanding of what a CLM is and why someone might choose that role.

- Learn how the different roles in ministry work on specific areas and how they work together.
- Develop a training process for how clergy can support the CLM and for how the CLM can support the ministry of the local church.
- Provide an opportunity for discernment for the role that suits a candidate's gifts and graces (six months working with pastor/SPRC, etc. prior to Module 1). For example,
  - read *Christian as Minister* and discussion questions with the pastor,
  - meet with SPRC/PPRC to learn what the needs of the church are and discuss/affirm ministry.
  - meet with district superintendent and discuss certified lay ministry.
  - Communicate about the process to clarify the roles and offer ability for pastors/DSs to support CLMs.
- Provide education on how dCOM can support the CLMs program.
- Provide education on building support systems for the pastor/mentor.
- Consider doing "pre" work, creating a call for ministry service by providing resources.

#### Tier 1: Call Purpose / Discernment / Definition of Process

- Who – local church identification of individual (LLP/Elder); laity; bishop; lay supply
- What – help individuals identify what role their calling falls within; identification of the options when a call presents
- How – equipping with resources, connections; recognize "the call"; equip all those involved with the "what" of lay ministry

#### Tier 2: Development/Adoption/Communication

- Who – DS involved, as well as CLMs, dCOM support; laity/church leadership
- What – clarifying the role of CLM; endorsement of CLM candidate and understanding the call for lay service (\*Identify Roadblocks)
- How – CLM discernment/modules with conference/district trainers

#### Tier 3: Ongoing Support / Mentor Support

- Who – "lifelong" mentorship
- What – church/ministry leaders
- How – Advanced training; ongoing evaluation by church, leadership, SPRC
  - District superintendent/district Level OR bishop/conference-level
    - ✓ Email/Letter providing resources
    - ✓ Workshop explaining the "what"

- ✓ Explaining “why” CLM is important
- ✓ Assign a body/person/registrar who can keep track of CLM applicants/candidates
- Pastor/Staff-Parish Relations Committee
  - ✓ Involve them in discernment
- Congregation
  - ✓ Educate and challenge through Laity Sunday

#### Support Through Training:

- Instructors—helping CLMs understand how to handle being vocational
- Mentors—what their role is and how to be supportive in different ministry contexts
- Mutual Ministry Teams—understand CLM and their support role
- Clergy—how to form partnerships
- dCOM Training—partnerships

#### Support by Understanding Context:

- Ages
- Bi-vocation
- Family (Separation & Balance)
- Distance
- As a person engages in ministry, the supervising clergyperson/mentor, mutual ministry team, or peer learning group help the CLM understand how context and ministry work together

#### Support and Advocacy of CLM program by:

- Bishop
- District superintendents
- Clergy
- Conference staff
  - Need to sell the program.
  - Need to understand why this program is important and how it relates to the local church and other laypersons
- CLM needs to teach others
  - about who they are, what they do, what their purpose is

#### Support Through Financial Assistance:

- For continuing education
- From conference, district, and local church

## CLM Accountability

A major component to the formation of certified lay ministers is that of accountability. CLMs are accountable to the conference committee on lay servant ministries for overall oversight, to the district superintendent and/or supervising clergyperson for service, to the district committee on ministry for interview and recommendation of certification, and to the supervisory group within the ministry setting who will conduct a ministry review.

### Ministry Review

To renew recognition as a certified lay minister, the CLM must obtain a ministry review by the committee on pastor-parish relations, 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 (2016 BOD, par. 268.4.b) .

A CLM is foundationally a certified lay servant and should submit an annual report to his/her church or charge conference. Annual report forms for certified lay ministers are available at <https://www.umcdiscipleship.org/resources/lay-servant-ministries-forms>.

The mutual ministry team should also annually review the ministry covenant. Both the ministry review and the ministry covenant should be submitted with the church's annual charge conference materials with a copy to the conference committee on lay servant ministries (or its equivalent). The ministry review will be used by the district committee on ministry for interview and recommendation purposes towards recertification.

### Suggestions for Ministerial Review/Evaluation:

1. Because the ministry of the CLM is understood as a shared ministry within a ministry team, both the CLM and the congregation will be reviewed annually for ministry accomplishments.
2. The review of the congregation's ministry should determine what is going well, what needs improvement, and what new goals and directions are emerging in the congregation, as well as how the CLM, church leaders, and congregation can continue to grow together in mutual ministry.
3. The review of ministries includes: (a) the CLM, (b) lay leaders, (c) committees, and (d) the congregation, as it ministers to members and the larger community. Ministry is and must be mutual. Therefore, no individual's performance in ministry can be reviewed with fairness apart from the whole. This does not, however, exclude the individual personnel reviews of ministry staff done by the council.
4. Evaluation will be done by the congregation's members and friends who identify themselves and should not be done anonymously.
5. The review process by the congregation should not to be tied to compensation issues.

6. Feedback from the review/evaluation should be given to the congregational members.

### **dCOM Interviews**

A certified lay minister, after he/she has applied in writing and had all requirements for certification or recertification reviewed by the conference committee on lay servant ministries, or equivalent structure, is referred to the district committee on ordained ministry for examination (interview) and recommendation for both certification and recertification.

### **Suggested Guidelines for the District Committee on Ministry (dCOM)**

1. Please remember, CLMs are important to the ministry of The United Methodist Church. CLMs most often serve small-membership churches or on staff at larger membership churches as part of a ministry team. Many CLMs have family responsibilities and full-time jobs that limit the amount of time they have to work on committees, to study, and to attend district/conference meetings.
2. Most CLMs have not had formal theological training. They have felt God's call to ministry and need our patience, support, and guidance as they explore this call.
3. The dCOM has an important role to play with CLMs in interviewing and recommending for certification. This committee is charged with interviewing a candidate to help in the discernment process and to determine fitness and potential for ministry. The CLM program will train CLMs for service in ministry, and the district superintendent assigns CLMs to a specific ministry once they are approved for certification by the conference committee on lay servant ministries (or equivalent). Interview committees should be looking at a candidate's openness to grow, willingness to be part of the covenant, and commitment to the doctrines of The United Methodist Church.
4. The certified lay minister program has four training modules and specialization studies. A layperson can be certified only after completing all four modules or the equivalent (and courses required for specialization, if required).
5. It is encouraged that CLMs meet with the dCOM for introduction prior to completion of training. The CLM would then meet with the dCOM after training for purposes of interview and recommendation for certification. (Please check with your annual conference for the process required in that context.)
6. Background checks are encouraged for CLMs to serve in any kind of ministry in the local church. If a CLM is asked to serve a local church in a ministerial role as part of a ministry team, it is recommended that he/she complete a psychological evaluation.
7. CLMs are required to complete a continuing education event every two years. Lay servant ministry advanced courses meet this requirement.
8. John Wesley and Francis Asbury believed that all pastors, both lay and clergy, should read and continue to grow and develop as spiritual leaders. The dCOM, after meeting with a candidate, might require the candidate to further study a particular area of ministry, perhaps working with a mentor or coach.

## Suggested Questions for Candidates for Certified Lay Ministry

### **By Church Council or Charge:**

It is recommended that Wesley's historic questions be used by the church council or charge conference when considering someone for certified lay ministry. These questions do not need to be asked, but they should be part of the consideration process as the group reflects on the candidate:

1. Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?
2. Have they gifts, as well as evidence of God's grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?
3. Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?

As long as these marks occur in them, we believe they are called of God to serve. These we receive as sufficient proof that they are moved by the Holy Spirit. (2016 BOD ¶ 310.1.d.)

### **By District Committee on Ordained Ministry**

Once a person has received the recommendations from his/her pastor and church council or charge conference and his/her district superintendent, has completed the required course work, and is appearing before the dCOM for interview and recommendation of certification or recertification as a CLM, it is recommended that Wesley's historic questions be asked again, as well as specific questions concerning the person's effectiveness in ministry. The following is a list of suggested questions and talking points to be used by the dCOM:

- Tell us about your faith journey and your understanding of the call of God upon your life.
- How would you describe your understanding of God, Christ, and the work of the Holy Spirit?
- How have you experienced the presence of God in your ministry?
- Tell us about a leadership experience you have had in the local church within the last year.
- Share with us a conflict situation in which you have been involved and how you dealt with it.
- Tell us how your service in your local church has demonstrated your appreciation of the history, doctrine, polity, worship and liturgy of The United Methodist Church.
- What gifts, skills, and abilities do you bring to certified lay ministry?
- Describe the covenant you have developed with your mutual ministry team.
- Where do you feel your ministry needs to be strengthened?

- What are you doing for personal spiritual growth?
- What are you doing to take care of yourself physically?

**Additional Suggestions for Accountability**

- Ministry Review: A CLM should complete a CLM annual report every year. The mutual ministry team should conduct a ministry review every two years. This review should be submitted with the local church or assigned church's charge conference materials, as well as to the conference committee on LSM and dCOM.
- It is strongly recommended that a CLM registrar be designated by the conference office to oversee the CLM program and training and to maintain CLM records.
- An entrance/exit strategy should be in place by the conference to ensure that CLMs without sufficient criteria to lead or support churches are not assigned. These CLMs should be encouraged to explore the many other United Methodist mission and ministry opportunities available.



# **Certified Lay Ministry Forms**

## Certified Lay Minister Certification Process Checklist

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone/s: \_\_\_\_\_ E-mail: \_\_\_\_\_

Church Membership: \_\_\_\_\_

District: \_\_\_\_\_ Annual Conference: \_\_\_\_\_

### Certification—¶268.3, 2016 BOD

\_\_\_\_\_ Been certified as a lay servant, lay missionary (or equivalent as defined by the central conference)

\_\_\_\_\_ Obtained written recommendation from pastor and church council or charge conference where church membership is held

\_\_\_\_\_ Completed Modules 1-4 for certified lay ministry or the equivalent as required by annual conference

\_\_\_\_\_ Completed courses relevant to the assignment

\_\_\_\_\_ Completed appropriate screening and assessment as required by district or annual conference

\_\_\_\_\_ Received letter of recommendation from district superintendent

\_\_\_\_\_ Made application in writing to become certified lay minister

\_\_\_\_\_ Had all requirements for certification reviewed by conference committee on lay servant ministries for referral to district committee on ministry (dCOM) for examination and recommendation

\_\_\_\_\_ Interviewed with dCOM for recommendation of certification

Recommended for certification by dCOM: \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, state reason(s): \_\_\_\_\_

Date: \_\_\_\_\_ dCOM Chair: \_\_\_\_\_

Approved for certification by conference committee on LSM: \_\_\_\_ Yes \_\_\_\_ No

If no, state reason (s): \_\_\_\_\_

Date: \_\_\_\_\_ Conference Director of LSM: \_\_\_\_\_

**Recertification—¶268.4, 2016 BOD (Required every 2 years)**

\_\_\_\_\_ Submitted an annual report to charge conference/church council where membership is held, to the conference committee on LSM, or equivalent, giving evidence of satisfactory performance as a certified lay minister

\_\_\_\_\_ Obtained a ministry review by PPRC/SPRC, church council, or charge conference where membership is held (or if under assignment, PPRC/SPRC, charge conference, or supervisory board of the ministry setting where assigned)

\_\_\_\_\_ Completed a LSM advanced course or approved continuing education event, as defined by conference committee on LSM or its equivalent in the last two years

\_\_\_\_\_ Obtained recommendation for recertification from district superintendent

\_\_\_\_\_ Had all requirements for certification reviewed by conference committee on LSM for referral to district committee on ministry (dCOM) for examination and recommendation

\_\_\_\_\_ Interviewed with dCOM for recommendation of recertification

Recommended for recertification by dCOM: \_\_\_\_ Yes \_\_\_\_ No

If no, state reason(s): \_\_\_\_\_

Date: \_\_\_\_\_ dCOM Chair: \_\_\_\_\_

Approved for recertification by conference committee on LSM: \_\_\_\_ Yes \_\_\_\_ No

If no, state reason (s): \_\_\_\_\_

Date: \_\_\_\_\_ Conference Director of LSM: \_\_\_\_\_



**CERTIFIED LAY MINISTER**  
District Superintendent & District Committee on Ministry  
**RECOMMENDATION FORM**  
**For Certification**

\_\_\_\_\_ Annual Conference

\_\_\_\_\_ District

Name: \_\_\_\_\_ Name of Church: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Charge: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Recommendation of District Superintendent**

I recommend this person to be certified as a lay minister.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(District Superintendent)

District: \_\_\_\_\_

**Recommendation of dCOM**

The \_\_\_\_\_ District Committee on Ordained Ministry recommends  
\_\_\_\_\_ be certified as a lay minister.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Chair of the District Committee on Ordained Ministry)

**NOTE: If recommendations cannot be made, please do not sign the form, but indicate reasons why you do not recommend this person be certified as a CLM.**

COMMENTS:



**CERTIFIED LAY MINISTER**  
District Superintendent & District Committee on Ministry  
**RECOMMENDATION FORM**  
**For Re-Certification**

\_\_\_\_\_ **Annual Conference**

\_\_\_\_\_ District

Name: \_\_\_\_\_ Name of Church: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Charge: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Recommendation of District Superintendent**

I recommend this person to be recertified as a lay minister.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(District Superintendent)

District: \_\_\_\_\_

**Recommendation of dCOM**

The \_\_\_\_\_ District Committee on Ordained Ministry recommends  
\_\_\_\_\_ be recertified as a lay minister.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Chair of the District Committee on Ordained Ministry)

**NOTE: If recommendations cannot be made, please do not sign the form, but indicate reasons why you do not recommend this person be recertified as a CLM.**

COMMENTS:

The United Methodist Church



# CERTIFICATE OF APPROVAL

This certificate verifies the approval of

\_\_\_\_\_

(Name)

**As a Certified Lay Minister**

By the Conference Committee on Lay Servant Ministries of the

\_\_\_\_\_

(District)

\_\_\_\_\_

(Conference)

\_\_\_\_\_

Date of Approval

\_\_\_\_\_

Conference Director of LSM

**Approval of Re-Certification of the Lay Minister (every two years):**

(District)	(Conference)	Conference Director of LSM	Date of Approval
(District)	(Conference)	Conference Director of LSM	Date of Approval
(District)	(Conference)	Conference Director of LSM	Date of Approval
(District)	(Conference)	Conference Director of LSM	Date of Approval
(District)	(Conference)	Conference Director of LSM	Date of Approval
(District)	(Conference)	Conference Director of LSM	Date of Approval
(District)	(Conference)	Conference Director of LSM	Date of Approval
(District)	(Conference)	Conference Director of LSM	Date of Approval
(District)	(Conference)	Conference Director of LSM	Date of Approval
(District)	(Conference)	Conference Director of LSM	Date of Approval
(District)	(Conference)	Conference Director of LSM	Date of Approval



**DISCIPLESHIP MINISTRIES**  
The United Methodist Church

1908 GRAND AVENUE  
NASHVILLE, TENNESSEE 37212  
[www.GBOD.org](http://www.GBOD.org)

January 1, 2015

**To Whom It May Concern:**

We have received requests for an opinion in regard to psychological assessment for certified lay minister applicants. While we are living in an environment where the employment of religious workers requires adequate background checks, the Book of Discipline does not require psychological assessment or background checks for Certified Lay Ministry. Whether or not a full psychological is needed for a CLM must be decided by action of an annual conference, board or district committee on ordained ministry.

The policies governing psychological assessment or credit checks for Certified Lay Ministry are not determined by GBHEM or GBOD. We, therefore, trust the annual conferences to determine whether it is necessary or not. Some annual conferences require only Criminal Record Check and Child Abuse History while others require a psychological assessment as well.

Because certified lay ministers may not receive salary and/or other benefits for their work, reimbursement for the costs associated with psychological assessment, if required by the annual conference, should certainly be considered.

Sincerely,

**Jodi L. Cataldo**  
**Director-Laity in Leadership**  
Discipleship Ministries | The United Methodist Church  
[www.GBOD.org](http://www.GBOD.org)  
(877) 899-2780 EXT. 7179  
(862) 432-0981 (Mobile)





# SERVICE OF RECOGNITION FOR CERTIFIED LAY MINISTRY

## The Certified Lay Minister

Lay preachers, exhorters, and class leaders have served the church since the earliest days. The United Methodist Church has recognized the historic call to ministry of all believers and has officially established the role of certified lay minister. A certified lay minister is a qualified United Methodist layperson called to congregational leadership as part of a ministry team under the supervision of a clergy person to further the growth, mission, and connectional thrust of The United Methodist Church. The certified lay minister is provided with training, support, supervision, and accountability while serving to enhance the quality of ministry to small-membership churches and to expand team ministry in other churches. The certified lay minister may be assigned as a congregational leader of a small church, as a part of the ministry of a larger circuit or parish, as part of a specific cultural or ethnic group ministry, or as staff person in a large church to provide ministry to the members.

Today we recognize \_\_\_\_\_ as a certified lay minister in The United Methodist Church.

## Recognition of Common Ministry and Reaffirmation

### Leader:

Ministry is the work of God, done by the people of God. Through baptism, all Christians are made part of the priesthood of believers, the church, Christ's body, made visible in the world. We all share in Christ's ministry of love and service for the redemption of the human family and the whole creation. Therefore, in celebration of our common ministry, I call upon the people of God gathered here: "Remember your baptism and be thankful."

### CLM and Congregation:

**We remember our salvation by the grace of God. We remember our baptism. We are thankful for the cross and resurrection of Christ. We commit to be people living and giving grace.**

## Celebration of Gifts of Ministry

### Leader:

\_\_\_\_\_, we celebrate the gifts of ministry God has given you. We commend your calling to be a certified lay minister of The United Methodist Church. We believe that God wills the use of your gifts, graces, and talents for his service. You have completed the requirements for certification as a certified lay minister. You now are prepared to lead worship, to proclaim the gospel, to assist in program leadership, to provide a care ministry to the congregation, to be a witness in the community, and to guide members in applying the gospel to their daily lives.

### Leader:

\_\_\_\_\_, by the grace of God, you have been equipped for service in The United Methodist Church. Will you evidence your desire to live out your faith, following the commandment of Jesus to love God and love your neighbor as yourself?

**CLM:**

With God's help, I will seek to live my life as an example of Christ's love.

**Leader:**

\_\_\_\_\_, will you be faithful in your duties as a certified lay minister, be responsible to the faith and polity of The United Methodist Church, and be ever responsive in relationship to the clergy under whose supervision you may serve?

**CLM:**

I will.

**Leader:**

\_\_\_\_\_, will you strive to do no harm to those whom you serve?

**CLM:**

I will.

**Leader:**

\_\_\_\_\_, will you commit yourself to do all the good you can?

**CLM:**

With God's help, I will practice mercy and work for justice and be a good steward of the gifts God has given in my ministry and in my daily life.

**Leader:**

\_\_\_\_\_, will you faithfully practice the means of grace?

**CLM:**

I commit myself to regularly praise and worship God, spend time in daily prayer and searching the Scriptures. I will participate as often as possible in the Lord's Supper and will seek a deep relationship with Christ. I will strive to fast habitually and practice accountability through covenant disciple groups.

**Leader and Congregation:**

**We recognize you as an ambassador of Christ and this congregation. We affirm your gifts and graces, your talents and service, your calling and commitment. Through our prayers we are united with you in your work.**

**Leader:**

God of grace and power, pour out your Spirit on \_\_\_\_\_ today and on this congregation as they minister in your name. Guide and strengthen \_\_\_\_\_ in his/her work, the work you have called and prepared him/her to do, that together we may be one in ministry to all the world; through your Son, Jesus Christ our Savior and Lord. Amen.

## BLESSING OF THE HANDS

### For Parish Nurses

Adapted from "Blessing of the Hands," [wyomingmedicalcenter.org](http://wyomingmedicalcenter.org)  
By Jodi L. Cataldo, Discipleship Ministries of The United Methodist Church

#### GATHERING CALL

LEADER: O Lord, Great Healer and Comforter, you have called us, your servants, to a life and ministry of healing and comforting.

RESPONSE: You have called us to minister in your name. Give us strength, wisdom, and gentleness to help others as we share your love with all in our circle of touch this day.

#### UNISON PRAYER

**O Lord, we understand that your call is not a thing of the past but draws us into your healing ministry today. We are humbled by such a holy calling, for you, O Lord, are the great healer and physician. Thank you for the opportunity to share in your healing ministry. We ask that you bless us now as you send us out to minister among the lonely, the sick, and the suffering in your name.**

#### ANOINTING

LEADER (anointing each set of hands with oil): In this sacred office of nursing and healing ministry, may your hands be God's hands; may your touch be God's touch. May God give you strength, comfort, and a healing presence as you allow God's hands to touch others through these hands of yours.

#### UNISON PRAYER

**O Lord, we pray that our hands will be your hands and that our touch will be your touch. Thank you for giving us the strength, the comfort, and the gift to be your presence among those we minister to. Help us to be loving, tender, and compassionate as we share your grace-filled touch through this holy work you have called us to. Bless us to be a blessing. In your name, we pray. Amen.**

# **Certified Lay Ministry Specializations**



# Certified Lay Minister

## With a Specialization in

### Children's Faith Formation

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. Certified lay ministers are 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. The certified lay minister is assigned by the district superintendent.

To become a **certified lay minister (CLM)**, you need to complete the following requirements:

1. Be certified as a lay servant, lay missionary, or equivalent (as defined by your central conference).
2. Obtain recommendation from the pastor and the church council or charge conference of the local church in which you hold membership
3. Complete Modules 1-4 for certified lay ministry or equivalent as defined by the General Board of Discipleship or the NPHLM in collaboration with GBOD and the conference committee on lay servant ministries or equivalent structure
4. Receive recommendation from the district superintendent.
5. Have all requirements for certification, including appropriate screening and assessment as defined by the annual conference reviewed by the conference committee on lay servant ministries or equivalent structure for referral to the district committee on ordained ministry for examination and recommendation of persons who have applied in writing to be certified as lay ministers by the conference committee on lay servant ministries or its equivalent .
6. For renewal of certification every two years thereafter:
  - a. Submit an annual report to charge conference or church council where membership is held and to the conference committee on lay servant ministries, or equivalent structure
  - b. Obtain a ministry review every two years by the committee on pastor-parish relations, church council, or charge conference from the congregation of which you are a member, or when under assignment, from the ministry setting in which you are assigned.

To become a **CLM with a Specialization in Children's Faith Formation**, complete the following requirements:

1. Complete the above requirements for certification as a lay minister.
2. Complete appropriate background checks, boundaries training, and psychological assessment.
3. Complete training through the Office of Ministry with Children at Discipleship Ministries—Eight-week training is offered twice yearly (E-mail [childrensministry@umcdiscipleship.org](mailto:childrensministry@umcdiscipleship.org))
4. Interview with Director of Ministry with Children at Discipleship Ministries and receive a certificate of recognition in Children's Faith Formation from Ministry with Children at Discipleship Ministries.

5. Submit certificate of recognition to annual conference CLM oversight body, Discipleship Ministries' Office of Laity in Leadership, and Discipleship Ministries' Office of Ministry with Children.
6. For renewal of accreditation, complete requirements for recertification as a lay minister and ten hours of continuing education annually.

## Certified Lay Ministry Courses

Discipleship Ministries and GBHEM have worked together to develop the basic coursework to prepare leaders for this form of ministry. The required coursework has four modules:

### **MODULE 1: Call and Covenant for Ministry**

Description: Understanding of theology and call for ministry, exploring spiritual gifts, and developing a ministry covenant. This module includes the LSM BASIC and spiritual gifts course. (Minimum Time: 30 hours)

### **MODULE 2: The Practice of Ministry**

Description: Four Sections on Leading Worship, Preaching/Sharing Faith, Discipleship Ministries, and Caring for a Congregation. (Minimum Time: 8 hours per section or 32 total hours)

### **MODULE 3: Organization for Ministry**

Description: Focus on the leader's task of organizing a congregation for mission and ministry. It provides specific guidance on topics central to a congregation's health. (Minimum Time: 8 hours)

### **MODULE 4: Connection for Ministry**

Description: United Methodist theology, practice, and polity are explained with the roles of the local congregation district, conference, and general church. (Minimum Time: 8 hours)

These modules are available only as PDF downloads from the Upper Room at <http://bookstore.upperroom.org> and are non-discountable, non-refundable and non-returnable. Some annual conferences offer alternative equivalent training, or they allow online education through <http://BeADisciple.com>. Please be sure to check with your annual conference to determine what it will allow as an equivalent.

The coursework (4 modules) may also be used as a group study with the supervision of a clergy person and the support of a mutual ministry team (key leaders) of the congregation being served by the CLM. Whatever the format chosen, it should include work/interaction with people in the local congregation being served.

For more information, visit [www.umcdiscipleship.org/leadership-resources/certified-lay-minister](http://www.umcdiscipleship.org/leadership-resources/certified-lay-minister)  
Or send a message to [laity@umcdiscipleship.org](mailto:laity@umcdiscipleship.org).



# Certified Lay Minister

With a Specialization as a  
**United Methodist Church**

**Men's Ministry Specialist**

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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. Certified lay ministers are 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. The certified lay minister is assigned by the district superintendent.

To become a **Certified Lay Minister (CLM)**, you need to complete the following requirements:

1. Be certified as a lay servant, lay missionary or equivalent (as defined by your central conference).
2. Obtain recommendation from the pastor and the church council or charge conference of the local church in which you hold membership.
3. Complete Modules 1-4 for certified lay ministry, or equivalent as defined by the General Board of Discipleship or the NPHLM in collaboration with GBOD, and the conference committee on lay servant ministries or equivalent structure.
4. Receive recommendation from the district superintendent.
5. Have all requirements for certification, including appropriate screening and assessment as defined by the annual conference, reviewed by the conference committee on lay servant ministries, or equivalent structure, for referral to the district committee on ordained ministry for examination and recommendation of persons who have applied in writing to be certified as lay ministers by the conference committee on lay servant ministries, or its equivalent.
6. For renewal of certification every two years thereafter:
  - a. Submit an annual report to charge conference or church council where membership is held and to the conference committee on lay servant ministries, or equivalent structure.
  - b. Obtain a ministry review every two years by the committee on pastor-parish relations, church council, or charge conference from the congregation of which you are a member, or when under assignment, from the ministry setting where you are assigned.

To become a **CLM with a Specialization as a Men's Ministry Specialist**, complete the following requirements:

1. Contact the General Commission on United Methodist Men ([www.gcumm.org](http://www.gcumm.org) or 615-340-7145) and complete Candidate Application and return to GCUMM.
2. Complete scheduled phone interview. After the phone interview, the candidate will be assigned a coach to work with during the certification process.
3. Complete the above requirements for certification as a lay minister.
4. Contact GCUMM. Under the guidance of an assigned coach, complete the men's ministry specialist training through the General Commission on United Methodist Men.
5. Interview with and receive certificate of recognition as a men's ministry specialist by the General Commission on United Methodist Men.



6. Submit certificate of recognition to annual conference CLM oversight body and Discipleship Ministries' Office of Laity in Leadership
7. For renewal of accreditation, complete requirements for recertification as a lay minister and ten hours of continuing education annually.

## Certified Lay Ministry Courses

Discipleship Ministries and GBHEM have worked together to develop the basic coursework to prepare leaders for this form of ministry. The required coursework has four modules:

### **MODULE 1: Call and Covenant for Ministry**

Description: Understanding of theology and call for ministry, exploring spiritual gifts, and developing a ministry covenant. (Minimum Time: 30 hours)

### **MODULE 2: The Practice of Ministry**

Description: Four Sections: Leading Worship, Preaching/Sharing Faith, Discipleship Ministries, and Caring for a Congregation. (Minimum Time: 8 hours per section or 32 total hours)

### **MODULE 3: Organization for Ministry**

Description: Focus on the leader's task of organizing a congregation for mission and ministry. It provides specific guidance on topics central to a congregation's health. (Minimum Time: 8 hours)

### **MODULE 4: Connection for Ministry**

Description: United Methodist theology, practice, and polity are explained with the roles of the local congregation district, conference, and general church. (Minimum Time: 8 hours)

These modules are available only as PDF downloads from the Upper Room at <http://bookstore.upperroom.org> and are non-discountable, non-refundable and non-returnable. Some annual conferences offer alternative equivalent training or they allow online education through <http://BeADisciple.com>. Please be sure to check with your annual conference to determine what it will allow as an equivalent.

The coursework (4 modules) provided by the Discipleship Ministries as downloads may also be used as a group study with the supervision of a clergyperson and the support of a mutual ministry team (key leaders) of the congregation being served by the CLM. Whatever the format chosen, it should include work/interaction with people in the local congregation being served.

**For more information, visit** [www.umcdiscipleship.org/leadership-resources/certified-lay-minister](http://www.umcdiscipleship.org/leadership-resources/certified-lay-minister)

**Or send a message to** [laity@umcdiscipleship.org](mailto:laity@umcdiscipleship.org)



# Certified Lay Minister

## With a Specialization as a National Plan for Hispanic/Latino Ministries Lay Missioner

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. Certified lay ministers are 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. The certified lay minister is assigned by the district superintendent.

To become a **certified lay minister (CLM)**, you need to complete the following requirements:

1. Be certified as a lay servant, lay missioner, or equivalent (as defined by your central conference).
2. Obtain recommendation from the pastor and the church council or charge conference of the local church in which you hold membership.
3. Complete Modules 1-4 for certified lay ministry or the equivalent as defined by the General Board of Discipleship or the NPHLM in collaboration with GBOD, and the conference committee on lay servant ministries or equivalent structure.
4. Receive recommendation from the district superintendent.
5. Have all requirements for certification, including appropriate screening and assessment as defined by the annual conference, reviewed by the conference committee on lay servant ministries, or equivalent structure, for referral to the district committee on ordained ministry for examination and recommendation of persons who have applied in writing to be certified as lay ministers by conference committee on lay servant ministries, or its equivalent.
6. For renewal of certification every two years thereafter:
  - a. Submit an annual report to charge conference or church council where membership is held and to the conference committee on lay servant ministries, or equivalent structure.
  - b. Obtain a ministry review every two years by the committee on pastor-parish relations, church council, or charge conference from the congregation where you are a member, or when under assignment, from the ministry setting where you are assigned.

To become a **CLM with a specialization as a NPHLM lay missioner**, complete the following requirements:

1. Complete the above requirements for certification as a lay minister.
2. Complete appropriate background checks, boundaries training, and psychological assessment.
3. Receive certificate of recognition as a NPHLM lay missioner from the NPHLM.
4. Submit certificate of recognition to annual conference CLM oversight body and Discipleship Ministries' Office of Laity in Leadership.

5. For renewal of accreditation, complete requirements for recertification as a lay minister and ten hours of continuing education annually

## **Certified Lay Ministry Courses**

Discipleship Ministries and the National Plan for Hispanic/Latino Ministries have worked together to develop the basic coursework in the Spanish language to prepare leaders for this form of ministry. The required coursework has four modules:

### **MODULE 1: Call and Covenant for Ministry**

Description: Understanding of theology and call for ministry, exploring spiritual gifts, and developing a ministry covenant. This module includes the LSM BASIC and spiritual gifts course. (Minimum Time: 30 hours)

### **MODULE 2: The Practice of Ministry**

Description: Four Sections: Leading Worship, Preaching/Sharing Faith, Discipleship Ministries, and Caring for a Congregation. (Minimum Time: 8 hours per section or 32 total hours)

### **MODULE 3: Organization for Ministry**

Description: Focus on the leader's task of organizing a congregation for mission and ministry. It provides specific guidance on topics central to a congregation's health. (Minimum Time: 8 hours)

### **MODULE 4: Connection for Ministry**

Description: United Methodist theology, practice, and polity are explained with the roles of the local congregation district, conference, and general church. (Minimum Time: 8 hours)

These modules are available from the National Plan for Hispanic/Latino Ministries at <http://nphlm.org/resources/> and will soon be available through the Upper Room Bookstore at <http://bookstore.upperroom.org> . Some annual conferences offer alternative equivalent training or they allow online education. Please be sure to check with both the NPHLM and your annual conference to determine what they will allow as an equivalent.

The coursework (4 modules) provided by the Discipleship Ministries and the NPHLM as downloads can also be used as a group-study with the supervision of a clergyperson and the support of a mutual ministry team (key leaders) of the congregation being served by the CLM.

Whatever the format chosen, it should include work/interaction with people in the local congregation being served.

**For more information, visit**

[www.umcdiscipleship.org/leadership-resources/certified-lay-minister](http://www.umcdiscipleship.org/leadership-resources/certified-lay-minister)

**Or send a message to**

[laity@umcdiscipleship.org](mailto:laity@umcdiscipleship.org)



# Certified Lay Minister

## With a Specialization as a United Methodist Parish Nurse

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. Certified lay ministers are 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. The certified lay minister is assigned by the district superintendent.

To become a **certified lay minister (CLM)**, you need to complete the following requirements:

1. Be certified as a lay servant, lay missionary, or equivalent (as defined by your central conference)
2. Obtain recommendation from the pastor and the church council or charge conference of the local church in which you hold membership.
3. Complete Modules 1-4 for certified lay ministry or the equivalent as defined by the General Board of Discipleship or the NPHLM in collaboration with GBOD and the conference committee on lay servant ministries or equivalent structure.
4. Receive a recommendation from the district superintendent.
5. Have all requirements for certification, including appropriate screening and assessment as defined by the annual conference, reviewed by the conference committee on lay servant ministries, or equivalent structure, for referral to the district committee on ordained ministry for examination and recommendation of persons who have applied in writing to be certified as lay ministers by the conference committee on lay servant ministries, or its equivalent.
6. For renewal of certification every two years thereafter:
  - a. Submit an annual report to charge conference or church council where membership is held and to the conference committee on lay servant ministries, or equivalent structure.
  - b. Obtain a ministry review every two years by the committee on pastor-parish relations, church council, or charge conference from the congregation of which you are a member, or when under assignment, from the ministry setting where you are assigned.

To become a **CLM with a specialization as a United Methodist parish nurse**, complete the following requirements:

1. Complete the above requirements for certification as a lay minister.
2. Obtain a B.S.N. degree and hold an active nursing license.
3. Complete appropriate background checks, boundaries training, and psychological assessment.
4. Complete "Foundations of Faith Community Nursing" course offered through Church Health Center.
5. Interview with and receive certificate of recognition as a UM parish nurse from the district committee on ordained ministry (to include participation by an established parish nurse), or equivalent body.
6. Submit certificate of recognition to annual conference CLM oversight body, Discipleship Ministries' Office of Laity in Leadership, and General Board of Global Ministries' Global Health Unit.

7. For renewal of accreditation, complete requirements for recertification as a lay minister and ten hours of continuing education annually.

## Certified Lay Ministry Courses

Discipleship Ministries and The General Board of Higher Education and Ministry have worked together to develop the basic coursework to prepare leaders for this form of ministry. In this case, certification provides a layperson with the training, support, supervision, and accountability needed to lead in team ministry. The required coursework has four modules:

### **MODULE 1: Call and Covenant for Ministry**

Description: Understanding of theology and call for ministry, exploring spiritual gifts, and developing a ministry covenant. This module includes the LSM BASIC and spiritual gifts course. (Minimum Time: 30 hours)

### **MODULE 2: The Practice of Ministry**

Description: Four Sections on Leading Worship, Preaching/Sharing Faith, Discipleship Ministries, and Caring for a Congregation. (Minimum Time: 8 hours per section or 32 total hours)

### **MODULE 3: Organization for Ministry**

Description: Focus on the leader's task of organizing a congregation for mission and ministry. It provides specific guidance on topics central to a congregation's health. (Minimum Time: 8 hours)

### **MODULE 4: Connection for Ministry**

Description: United Methodist theology, practice, and polity are explained with the roles of the local congregation district, conference, and general church. (Minimum Time: 8 hours)

These modules are available only as PDF downloads from the Upper Room Bookstore at <http://bookstore.upperroom.org> and are non-discountable, non-refundable and non-returnable. Some annual conferences offer alternative equivalent training or they allow online education through <http://BeADisciple.com>. Please be sure to check with your annual conference to determine what it will allow as an equivalent.

The coursework (4 modules) may also be used as a group study with the supervision of a clergyperson and the support of a mutual ministry team (key leaders) of the congregation being served by the CLM. Whatever the format chosen, it should include work/interaction with people in the local congregation being served.

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**Or send a message to** [laity@umcdiscipleship.org](mailto:laity@umcdiscipleship.org)



# Certified Lay Minister

## With a Specialization as a United Methodist Church Lay Missionary/Church Planter

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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. Certified lay ministers are 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. The certified lay minister is assigned by the district superintendent.

To become a **certified lay minister (CLM)**, you need to complete the following requirements:

1. Be certified as a lay servant, lay missionary, or equivalent (as defined by your central conference).
2. Obtain recommendation from the pastor and the church council or charge conference of the local church in which you hold membership.
3. Complete Modules 1-4 for certified lay ministry or the equivalent as defined by the General Board of Discipleship or the NPHLM in collaboration with GBOD, and the conference committee on Lay Servant Ministries or equivalent structure.
4. Receive recommendation from the district superintendent.
5. Have all requirements for certification, including appropriate screening and assessment as defined by the annual conference, reviewed by the conference committee on Lay Servant Ministries, or equivalent structure, for referral to the District Committee on Ordained Ministry for examination and recommendation of persons who have applied in writing to be certified as lay ministers by conference committee on lay servant ministries, or its equivalent.
6. For renewal of certification every two years thereafter:
  - a. Submit an annual report to charge conference or church council where membership is held and to the conference committee on lay servant ministries, or equivalent structure.
  - b. Obtain a ministry review every two years by the committee on pastor-parish relations, church council, or charge conference from the congregation where you are a member, or when under assignment, from the ministry setting where you are assigned.

To become a **CLM with a specialization as a United Methodist lay missionary/church planter**, complete the following requirements:

1. Complete the above requirements for certification as a lay minister.
2. Complete appropriate background checks, boundaries training, and psychological assessment.
3. Complete lay missionary-church planter training through Path 1/New Church Starts of Discipleship Ministries.
4. Interview with and receive certificate of recognition as a UMC lay missionary/church planter by Path 1/New Church Starts.

5. Submit certificate of recognition to annual conference CLM oversight body and Discipleship Ministries' Office of Laity in Leadership.
6. For renewal of accreditation, complete requirements for recertification as a lay minister and ten hours of continuing education annually.

## Certified Lay Ministry Courses

Discipleship Ministries and GBHEM have worked together to develop the basic coursework to prepare leaders for this form of ministry. The required coursework has four modules:

### **MODULE 1: Call and Covenant for Ministry**

Description: Understanding of theology and call for ministry, exploring spiritual gifts, and developing a ministry covenant. This module includes the LSM BASIC and spiritual gifts course. (Minimum Time: 30 hours)

### **MODULE 2: The Practice of Ministry**

Description: Four Sections: Leading Worship, Preaching/Sharing Faith, Discipleship Ministries, and Caring for a Congregation. (Minimum Time: 8 hours per section or 32 total hours)

### **MODULE 3: Organization for Ministry**

Description: Focus on the leader's task of organizing a congregation for mission and ministry. It provides specific guidance on topics central to a congregation's health. (Minimum Time: 8 hours)

### **MODULE 4: Connection for Ministry**

Description: United Methodist theology, practice, and polity are explained with the roles of the local congregation district, conference, and general church. (Minimum Time: 8 hours)

These modules are available only as PDF downloads from the Upper Room at <http://bookstore.upperroom.org> and are non-discountable, non-refundable and non-returnable. Some annual conferences offer alternative equivalent training or they allow online education through <http://BeADisciple.com>. Please be sure to check with your annual conference to determine what it will allow as an equivalent.

The coursework (4 modules) provided by Discipleship Ministries as downloads may also be used as a group study with the supervision of a clergy person and the support of a mutual ministry team (key leaders) of the congregation being served by the CLM. Whatever the format chosen, it should include work/interaction with people in the local congregation being served.

**For more information, visit** [www.umcdiscipleship.org/leadership-resources/certified-lay-minister](http://www.umcdiscipleship.org/leadership-resources/certified-lay-minister)

**Or send a message to** [laity@umcdiscipleship.org](mailto:laity@umcdiscipleship.org).

Discipleship Ministries | The United Methodist Church

[www.UMCdiscipleship.org](http://www.UMCdiscipleship.org)

(877) 899-2780 EXT. 7179

