

## Certified Lay Ministry Checklist



NAME: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

CHURCH OF MEMBERSHIP: \_\_\_\_\_

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. (2020/2024 Book of Discipline, ¶268.1)

According to ¶268.2 of the 2020/2024 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.

Our 2020/2024 Book of Discipline tells us that a CLM as part of ministry under the supervision and support of a clergy person, can:

- conducts public worship
- care for the congregation
- assist in program leadership
- develop new and existing faith communities
- preach the Word
- lead small groups
- establish community outreach ministries

### I. Beginning CLM Candidacy and Home Church Approval

\_\_\_\_\_ Taken the Introduction to Lay Servant Ministries Course and provided certificate for file.

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

\_\_\_\_\_ Taken the approved LSM Spiritual Gifts course and provided certificate for file.

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

\_\_\_\_\_ Explore your sense of call with the pastor of your church of membership and obtain written recommendation and provided a letter or email for the file.

\_\_\_\_\_ Spoke with your district LSM Coordinator.

\_\_\_\_\_ Obtained written recommendation from church of membership.

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

\_\_\_\_\_ Obtained written recommendation from the church council or charge conference from church of membership and provided an email or letter for the file.

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

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\_\_\_\_\_ Safe Gatherings check complete (and any other checks required by Annual Conference)

\_\_\_\_\_ Complete CLM Application.

\_\_\_\_\_ CLM mentor assigned. Name of Mentor \_\_\_\_\_

### II. Next Steps - Education and Preparation

Complete Modules 1-4 for certified lay ministry as required by the Arkansas Annual Conference and formed a Mutual Ministry Team.

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.

\_\_\_\_\_ **Form a Mutual Ministry Team** As part of Module 1, a MMT will be formed to provide accountability and support. Typically consists of a pastor, a member of SPRC, a member of church council and other laity who could offer guidance.

Minimum Time: 30 hours

#### \_\_\_\_\_ **Module 2: 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)

#### \_\_\_\_\_ **Pastor communicates with District Superintendent Regarding Intent to Assign**

The candidate's pastor must contact the District Superintendent to express their intent to request an assignment for the CLM candidate within their congregation, pending certification.

#### \_\_\_\_\_ **Alternate Assignment or Deferment**

The pastor does not plan to request an assignment, the candidate (with guidance from the pastor and/or DS) must communicate whether:

- An alternate assignment is being sought and specify the potential assignment
- The candidate's covenant and ministry context are still under discernment

#### \_\_\_\_\_ **Meet with the DS**

Meet with DS for introduction and to express assignment intent. DS will provide a written recommendation of the candidate in order to proceed with Ministerial Assessment Packet (Modules 1 and 2 must be successfully completed before this step).

#### \_\_\_\_\_ **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

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### \_\_\_\_\_ **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

### \_\_\_\_\_ **CLM Covenant for Ministry**

Description: This document outlines the responsibilities of the certified lay minister in the congregation to ensure a clear understanding of the expectations of the CLM and other members of the mutual ministry team in the congregation. Provide a copy for the file.

## **III. Necessary Approvals for Certification**

\_\_\_\_\_ Ministerial Assessment Packet complete.

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

\_\_\_\_\_ Obtain letter of recommendation from DS for CLM certification (§268.3d) to be submitted to the dCOM and the Conference Committee on LSM.

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

\_\_\_\_\_ Submit **certificates for all 4 CLM Modules** and the **CLM Covenant for Ministry**.

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

\_\_\_\_\_ Contact the dCOM registrar and request an interview with the dCOM.

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

\_\_\_\_\_ Interview with dCOM (District Committee on Ordained Ministry) to seek recommendation to the Conference Committee on Lay Servant Ministries.

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

\_\_\_\_\_ Conference Committee on LSM gives final approval of CLM candidate and plans recognition at the Laity Session of Annual Conference. District Recognition and Local Church recognition is urged.

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

## **IV. On-going Requirements of CLMs**

\_\_\_\_\_ Participation in regular CLM Cohort meetings for accountability, support and continuing education.

\_\_\_\_\_ Complete one approved advanced course every two years.

\_\_\_\_\_ Be interviewed and recommended for renewal by dCOM every two years.

\_\_\_\_\_ Submit a charge conference report each year.

\_\_\_\_\_ Be re-certified by the Annual Conference LSM committee each year.

\_\_\_\_\_ Attend Boundaries in Ministry and the Importance of Self Care (or the conference equivalent) every 4 years.