

CERTIFIED LAY MINISTER POLICY
Western PA Conference of the United Methodist Church
Jan. 2008

General: In order to enhance the quality of ministry to small membership churches, expand the possibilities for team ministry in all churches, and in deference to an expression of spiritual gifts and evidence of God's grace associated with the lay ministry of early Methodism, the certified lay minister is to be recognized and utilized.

1. All lay persons interested in expanding their call to ministry in the church are encouraged to participate in the CLM process.
2. The certified lay minister shall preach the Word, provide a care ministry to the congregation, assist in program leadership, and be a witness in the community for the growth, missional and connectional thrust of The United Methodist Church as part of a ministry team with the supervision and support of an equipping pastor.

Initial Application: A certified lay speaker, or a person with equivalent training as approved by his or her district committee on lay speaking, may apply for endorsement as a certified lay minister by the District Committee on Ordained Ministry after he/she has:

1. Been recommended by the pastor of the local church where he/she holds membership and by majority votes of the SPPRC, and the Church Council or Charge Conference.
2. State Police Criminal Record Checks and Child Abuse Clearances checks.
3. Conference Required Professional Trainings (ie: Boundaries and Safe Sanctuary).
4. Completion of Certified Lay Ministry Retreats and Curriculum
5. Demonstrated appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church through service in his/her local church.

Training: The prescribed training consists of attending both entire sessions of the CLM Training Program that work through the curriculum written by the GBOD. The GBOD Modules must be successfully completed before the CLM candidate receives endorsement from DCOM. The required coursework includes:

- Module 1: The Call and Covenant for Ministry
- Module 2: The Practice of Ministry
- Module 3: The Organization of Ministry
- Module 4: The Connection for Ministry

Support: These Modules are reviewed again by the CLM candidate in relationship with a Mutual Ministry Team. The pastor is encouraged to participate in the MMT. The CLM candidate may be assigned to a ministry setting after the completion of Module 1, the written covenant, and endorsement by the DCOM. In that case, the MMT is comprised of people from the church assignment instead of the home congregation. In some circumstances, both groups may be used as the Modules are reviewed again.

Accountability: will be ongoing by the whole Mutual Ministry Team and the Equipping Pastor, as they work thru the Modules with the CLM applicant. The accountability/evaluation will include references to work completed in the Modules and practical experiences gained in the life/work of the congregation. After the CLM has been assigned to a ministry setting, a Mutual Ministry Team will continue to work with the CLM and submit annual reviews to the DCOM regarding the covenantal work of the CLM in the ministry setting. The evaluation is to be signed by the CLM, the Equipping Pastor, and members of the MMT.

Supervision: of the CLM will be handled by the Mutual Ministry Team and the Equipping Pastor with oversight by the District Superintendent and the District Committee on Ministry. A covenant with the congregation (thru the MMT/Pastor) is to be developed and maintained with roles and expectations clearly identified.

Endorsement: may be given to the CLM by the District Committee On Ministry following:

1. The formation of a covenant the completion of Module 1 with the MMT
2. Been recommended by the District Superintendent after completion of appropriate screening.
3. Made application in writing to the DCOM
4. Appeared before the DCOM for review. Endorsement may be contingent on DCOM requirements. Consensus of DCOM is to be documented; no formal vote is required.

Certification: may be given to the CLM candidate following:

1. Assignment of an Equipping Pastor by District Superintendent
2. Assignment to a ministry setting by District Superintendent

Re-endorsement: A certified lay minister under assignment (or a CLM candidate waiting for assignment and certification) is to appear every other year (unless DCOM requires annual appearance) before the District Committee on Ordained Ministry for re-endorsement after:

1. Ministry Review by Church Council or Charge Conference where assigned.
2. Written recommendation of the Equipping Pastor
3. Completion of Re-endorsement Form
4. Completion of all 4 Modules with MMT; and preparing to teach modules to another MMT
5. Psychological Assessment completed (one-time assessment)
6. Complete at least one additional course every other year through one of the following
 - a. District Enrichment Classes
 - b. Advanced Lay Speakers Course
 - c. School of Missions
 - d. Lay Ministry School
 - e. Other classes covering any one of the following components: (contingent on DS approval): Preaching and Exegesis
Christian Education
Care of the Congregation
United Methodist Polity
Conflict Resolution and Congregational Dynamics
Leading and Planning Worship

Re-certification is contingent on ministry assignment of DS and re-endorsement of DCOM

Discontinuance: Upon discontinuance as a certified lay minister, the certified lay minister shall return his/her certificate to the district superintendent who will note on the back of the certificate the reason for discontinuance. A certified lay minister may be discontinued upon:

1. The written request of the certified lay minister to the DCOM.
2. Or by the recommendation of the District Superintendent with review and approval by the DCOM.

Re-entry into the CLM process after formal discontinuance will be permitted with permission of the DS at appropriate step in the process.

Transfer: A certified lay minister, or CLM candidate, who moves may transfer endorsement to the new district upon receipt of a letter from the previous District Committee on Ordained Ministry confirming current endorsement.

Record-Keeping: The following record keeping practices shall be maintained:

1. Originals are to be kept by the CLM.
2. CLM will send copies of records/files to the CLM registrar.
3. CLM registrar will maintain files on all CLM candidates at various stages of process and will communicate with the DCOM and BOM.
4. District Committee of Ordained Ministry/District Superintendent:
 - a. **Endorsement Certificate** will be issued to the CLM by the DCOM upon endorsement of the candidate for the CLM process. Copies are to be kept with the CLM registrar and the DCOM secretary/registrar.
 - b. **Assignment Certificate** will be issued to the CLM by the District Superintendent after endorsement and upon assignment to a ministry setting. Copies are to be kept with the CLM registrar and the DCOM secretary/registrar.