

Pastor



Certified Lay Ministry Course of Study

Pastor's Informational Package

Contents:

What is a Certified Lay Minister?

Instructions for the pastor

Pastor's Responsibility to the applicant to begin and through the process

The Church and Pastor's Responsibility after the student has finished all coursework

When does the CLM recertify and what reports are needed at Annual Conference?

Forms

Pastor's Recommendation Form

Affirmation Form of the Church Council or Charge Conference

What is a Certified Lay Minister?

The Certified Lay Minister (CLM) is a position that was created by the 2004 session of the General Conference of The United Methodist Church. This position was designed to enhance the quality of ministry and ability of small membership churches and team ministry in larger membership churches to meet the spiritual and temporal needs of a constantly changing world (§ 271 in the 2012 Book of Discipline of The United Methodist Church).

Certified Lay Ministers preach the Word, provide care ministry to the congregation, assist in program leadership, and are a witness in the community as part of a ministry team with the supervision and support of a clergyperson. The Certified Lay Minister can be assigned by a District Superintendent to provide lay servant leadership in a ministry or in a church.

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

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

- Meet with your individual to discuss his/her sense of calling.
- Review The "The Christian as Minister" (edited by Meg Lassiat, ISBN-13-9780938162834) with the individual.
- Request a meeting with the District Superintendent. This meeting should include the applicant, members of SPRC, church council chair, pastor and District Superintendent to discuss the needs of the church and the suitability of the person's gifts as a candidate for the certified lay ministry program within the local church. This needs to be completed before July 1.
- Sign the Certified Lay Ministry application so that it can be submit to the CLM office by July 1.
 - Note all signatures and meetings need to happen prior to July 1.
- Note the applicant has certain requirements to complete before making application to enter into the Certified Lay Ministry course of study:
 - Must have taken the Basic Lay Servant Ministry course.
 - It is recommended that the applicant take at least one advanced Lay Servant course before completing Module 4 of Certified Lay Ministry. (This will be required in 2017 before the start of Module 1.)
- Does the individual demonstrate an appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church through service in the local church?
- Complete and sign the Pastor's Recommendation Form before July 1 and mail to: The Baltimore-Washington Conference, Attn: CLM Office, 11711 East Market Place, Fulton, MD 20759-2594.

Pastor's responsibility to the applicant in the Certified Lay Ministry Process.

- Have you reviewed the pastor's role and responsibilities as described in ¶ 271 in The 2012 Book of Discipline of The United Methodist Church?
- Are you willing to be in partnership with your applicant throughout this endeavor?
- Will you commit to meeting and working with your applicant after successful completion of Module 1 to develop a mutual ministry agreement and covenant?
- Are you willing to commit to meeting regularly with your applicant over the next two years in his/her commitment towards certification?
- Between Modules III and IV, will you commit to supporting the student's demonstration project?
- Demonstration Project - each student must complete a demonstration project that will reflect how his/her gifts might be used in a congregational setting. The subject for the project is to be selected by the student after consultation with the Pastor and the CLM Instructor. The student's final decision must be supported by the Pastor and the CLM Instructor. The completed project will include the following components: purpose, timeline, structure, implementation site, required elements (both personnel and materials), required training and/or preparation, budget and funding source, timeframe, and measures of effectiveness.

The Church and Pastor's responsibility after the candidate completes the coursework.

- After successful completion of all the required coursework, Modules I through IV, and the demonstration project, the applicant will receive a certificate of completion from the Office of Certified Lay Ministry at the Laity Session of the Annual Conference.
- After successful completion of the coursework and the demonstration project the applicant is to request a meeting with the local church SPRC and pastor for approval (by majority vote) for the student to become a CLM Candidate.
- SPRC is to present the approved candidate at the next scheduled church council or charge conference and acquire the appropriate signatures for the Affirmation Form.
 - The Affirmation Form is signed by SPRC chair, church council chair and the pastor, and is to be sent to the CLM Office. (The Baltimore-Washington Conference, Attn: CLM Office, 11711 East Market Place, Fulton, MD 20759-2594) within 90 days after approval or no later than July 1 of the approval year.
 - The CLM Candidate is to provide a copy of the signed Affirmation Form to the District Committee on Ordained Ministry (DCOM).
- The approved CLM candidate is to contact the chair of the District Committee on Ordained Ministry (DCOM) to request an interview. The CLM candidate is to appear before DCOM between May and November, depending on the DCOM calendar availability.
- Once the CLM candidate is approved by the DCOM, the CLM candidate will be affirmed as a Certified Lay Minister. The CLM will be added to the next report of the Board of Ordained Ministry (BOOM) that is submitted to the Annual Conference.



- Upon satisfactorily completing all of the above steps and completing the appropriate screening, the CLM may be recommended by the DCOM to the District Superintendent to serve in ministry as a Certified Lay Minister. A CLM is to preach the Word, provide care ministry to the congregation, assist in program leadership, and to be a witness in the community as part of a ministry team with the supervision and support of a clergyperson. A CLM may be assigned by his/her District Superintendent to pastor a church as an interim pastor, to pastor a church in the absence of a pastor or provide leadership in the church. A CLM is assigned to a church and **is not** appointed to a church.
- After the individual has been certified by the DCOM the church can honor and affirm the CLM at a church service or reception at the church.

Note: A Certified Lay Minister has no clergy rights or benefits (§ 271(6) The Book of Discipline of The United Methodist Church). Which means a CLM cannot consecrate the elements of Holy Communion or officiate the Sacrament of Baptism.

When does the CLM recertify and what reports are needed at Annual Conference?

- Recertification - A CLM needs to recertify biennially (every 2 years) and be re-approved by his/her District Committee on Ordained Ministry (DCOM) to continue as a Certified Lay Minister.
- It is the CLM's responsibility to contact the chair or registrar of his/her DCOM to request an interview for recertification.
- Only the approved recertification class may be used for the continuing education requirement for recertification.
- Charge Conference Report - There is to be an annual written recommendation with a ministry review by the church council or charge conference from the congregation of which the CLM is a member and if different, the congregation where assigned. The original is to be turned in to the church for vote and approval at your charge conference. A copy is to be sent to the CLM Office (The Baltimore-Washington Conference, Attn: CLM Office, 11711 East Market Place, Fulton, MD 20759-2594).



Certified Lay Ministry APPLICATION FORM

Please Print Legibly * Notes Required Signatures

Your signatures indicate that this candidate has met the necessary expectations and requirements to enroll in the Certified Lay Ministry Course of Study.

Applicant Name _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone (Evening or Cell): _____

Email Address: _____ Title/Position(s) in the UMC: _____

District: _____

Home Church: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Pastor's Name: _____ Phone: _____

* Pastor's Signature: _____ Date: _____

Council Chair's Name: _____ Phone: _____

* Council Chair's Signature: _____ Date: _____

SPRC Chair's Name: _____ Phone: _____

* SPRC Chair's Signature: _____ Date: _____

District Superintendent's Name: _____ Phone: _____

* District Superintendent's Signature: _____ Date: _____

Original application with signatures and payment must be received no later than July 1 to be eligible.

There is a \$25 Application Processing Fee

Enclosed is a Check Money Order for \$25 for the Application Fee (Check appropriate box.) Check #: _____

I plan to attend in the (Name of District): _____

*Signature of Applicant: _____ Date: _____

Return application form along with your check/money order to: Conference Director of Lay Servant Ministries, Linda Flanagan, at 236 Barksdale Avenue, Waldorf, MD 20602. For more information, go to <http://bwcumc.org/ministries/ministry-of-the-laity/>

NOTE: We must have your completed application submitted to the CLM office with all required signatures prior to registering.

Registration is \$100 for each module. For details regarding dates, locations, times and to register for your class go to

<http://bwcumc.org/ministries/ministry-of-the-laity/>.

You will need to have an Arena username and password to register. Registration MUST be completed prior to the class start date.



Pastor's Recommendation Form for CLM Applicant

Applicant Name _____ Date _____

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

Please check all the following that apply:

- The above person attends church regularly
- The above person has been a member of our church in good standing for _____ years.
- He/She is a person of strong moral Christian commitment and character.
- The above person is a leader in our church in the capacity of:

- The above person is a developing leader and is now involved in our church in:

- As his/her pastor, I have met with the applicant and had a conversation regarding his/her participation in this program.

Recommendation:

- Full recommendation
 - Recommendation with reservation (Please explain below.)
 - Minimum recommendation (Please explain below.)
 - Not Recommended
- _____

Pastor's Name

Pastor's Signature

Pastor's Phone # _____

Church Phone # _____

Church Name _____

District _____

Church Address _____