

# Applicant



## Certified Lay Ministry Course of Study

### Applicant Enrollment Package

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## 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 clergy person. The Certified Lay Minister can be assigned by a District Superintendent to provide lay servant leadership in a ministry or in a church.

## Who should consider beginning the application process and coursework for Certified Lay Ministry?

Perhaps you have considered being more involved in mission and ministry in the past, but wanted to remain in the community where you live as a faithful servant. Perhaps you are the one others look toward for leadership, perhaps you are comfortable sharing your faith story, or you could be discerning the service to which God is calling you. Have you ever asked yourself, “Could God be calling me to be a leader in mission and ministry?” Have you read “The Christian as Minister”? Have you had a conversation your pastor? Certified Lay Ministry may be an appropriate response for you at this time.

## What do I need to do to become a Certified Minister?

You need to commit to and complete the following requirements:

1. Meet with your pastor.
2. Meet with your local SPRC.
3. Meet with your District Superintendent.
4. Complete the Certified Lay Ministry application and submit it to the CLM office by July 1. (Note: all signatures and meetings need to happen prior to July 1.)
5. Complete the BWC Biographical Information Form 102 (included in the CLM application packet).
6. Requirements for making application to enter into the Certified Lay Ministry course of study:
  - a. Take the Basic Lay Servant Ministry course.
  - b. Take at least one Advanced Lay Servant course and be certified as a Certified Lay Servant.
7. Complete a background screening for criminal records search, sex offender records search, credit report search and driver's license report prior to the completion of Module 1.
8. Successfully complete the two-year learning experience, consisting of four seven-week modules and a separate demonstration project (practicum).
9. Demonstrate through service in the local church an appreciation for the history, polity, doctrine, worship and liturgy of The United Methodist Church.
10. Upon completion of all the coursework obtain the recommendation of the District Committee on Ordained Ministry (DCOM) and the approval and certification of the Conference Committee on Lay Servant Ministries (CCLSM).



## What is required to begin the Certified Lay Ministry process?

- Meet with your Pastor.
- Meet with your local SPRC.
- Meet with your District Superintendent.
- Complete the Certified Lay Ministry application and submit it to the CLM office by July 1. (Note: all signatures and meetings need to happen prior to July 1.)
- Complete the BWC Biographical Information Form 102 (included in the CLM application packet).
- Complete the requirements for making application to enter into the Certified Lay Ministry course of study
  - Must have taken the Basic Lay Servant Ministry course.
  - Take at least one advanced Lay Servant course.
- Complete a background screening for criminal records search, sex offender records search, credit report search and driver's license report prior to the completion of Module 1, at the direction of the course instructor.

### Step 1:

- An individual who is interested in becoming a Certified Lay Minister should meet with his/her pastor to discuss his/her interest and desire.
- The individual reads "The Christian as Minister" and discusses his/her sense of calling with the pastor.
- The pastor works with the District Superintendent to identify a time to meet with the SPRC, church council chair and pastor to discuss the needs of the church and the suitability of the person's gifts as a candidate for Certified Lay Ministry within the local church.
- The applicant must demonstrate the basic knowledge of the history, polity, doctrine, worship and liturgy of The United Methodist Church.

### Step 2:

- Applicant downloads the CLM Application Packet, which includes the Application Form, Biographical Information Form 102, and the Pastor's Recommendation Form.
- Applicant completes his/her forms with all required signatures and submits the forms to the Conference Director of Lay Servant Ministries, **Linda Flanagan, at 236 Barksdale Avenue, Waldorf, MD 20602** **with \$25 application fee by July 1. Make checks payable to BW Conference Treasurer.**
- Applicant provides the Pastor's Information Packet to his/her Pastor. The pastor is to complete and send the Pastor's Recommendation Form to the Conference Director of Lay Servant Ministries at the address above by July 1.



### Step 3:

- Coursework - Once the applicant has been accepted into the course of study, he/she must register for Module 1. (The BW Conference coursework was developed by Discipleship Ministries and General Board of Higher Education and Ministry)
  - During Module 1, at the direction of the instructor, the applicant will need to meet with his/her pastor to develop a mutual ministry agreement and covenant.
- Training resources will be provided the first night of class for each module. Additional resources will be assigned or recommended by the instructor for each module. In addition, a wide variety of reading and viewing materials and on-going support will come from your instructor, your pastor and local church members. All modules **MUST BE** taken in sequential order.

**Module I:** Call and Covenant for Ministry – 7 weeks

**Module II:** The Practice of Ministry – 7 weeks

**Module III:** Organization for Ministry – 7 weeks

**Demonstration Project**

**Module IV:** Connection for Ministry – 7 weeks

- Covenant for Ministry- Before the end of Module 1, each student must develop a covenant for ministry with pastor and District Superintendent.
- Demonstration Project - Between Modules III and IV, 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.

### Step 4:

- After successful completion of all the required coursework (Modules I through IV), the covenant, and the demonstration project, the applicant will receive a certificate of completion from the Certified Lay Ministry office.
- After successful completion of the coursework, covenant, and 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 Applicant.
- The SPRC will present the approved applicant at the next scheduled church council or charge conference and sign the Affirmation Form.
  - The Affirmation Form is signed by SPRC chair, church council chair and the pastor.
  - The signed Affirmation Form must be sent to the Conference Director of Lay Servant Ministries Linda Flanagan at 236 Barksdale Avenue, Waldorf, MD 20602 CLM office within 90 days after approval or no later than July 1.



**Baltimore-Washington Conference**  
The United Methodist Church



- A copy of the signed Affirmation Form is to be provided to the District Committee on Ordained Ministry (DCOM).



**Step 5:**

- The approved CLM applicant is to contact his/her District Committee on Ordained Ministry (DCOM) chair to request an interview and to provide him/her with any additional requirements necessary for the interview. The CLM applicant is to appear before DCOM for an interview between May and November depending on the district DCOM calendar of availability.
- Once recommended by the DCOM, the CLM applicant's name will be submitted to the Conference Committee on Lay Servant Ministries (CCLSM) as a Certified Lay Minister.
- Once approved by the CCLSM, the applicant will become 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 CCLSM 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.

**Note:** A Certified Lay Minister has no clergy rights or benefits (§ 271(6) The 2012 Book of Discipline of The United Methodist Church). This means as a CLM you cannot consecrate the elements of Holy Communion or officiate the Sacrament of Baptism.

### How and when do I re-certify as a Certified Lay Minister?

A CLM needs to recertify biennially (every 2 years) and be recommended by their District Committee on Ordained Ministry (DCOM) to the Conference Committee on Lay Servant Ministries (CCLSM) for approval to continue as a Certified Lay Minister. This requires:

- Satisfactory completion of an approved Advanced Lay Servant class (10 hours). The CLM may choose any approved class or may, at the request of the District Director of Lay Servant Ministries, teach an Advanced Lay Servant class for recertification purposes. It is the CLM's responsibility to know when they need to recertify.
- Annual written recommendation with a ministry review by the church council or charge conference from the congregation of which he/she is a member and if different, the congregation where assigned. This is on the annual Charge Conference Form. The original is to be turned in to your 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).
- Recommendation of the District Committee on Ordained Ministry. It is the CLM's responsibility to contact



the chair or registrar of their DCOM to request an interview for recertification.

- Written recommendation of the District Superintendent and the District Committee on Ordained Ministry. Documentation specified above is kept on file for review the DCOM.
- Approval of the recommendation by the Conference Committee on Lay Servant Ministries (CCLSM).



## How and when do I submit for a Baltimore-Washington Conference Background Screening?

The CLM Applicant is required to submit for a background screening before the completion of Module 1 and before registering for Module 2.

- The required background screening includes a criminal records search, sex offender records search, a credit report search and a driver's license report.
- The CLM applicant is to contact Rev. John Nupp, Executive Minister of Call and Clergy Care, 240-581-9543. He will make arrangements for your background check with you.  
You will pay the screening fee at the time you complete the online form. The cost will generally range from \$25 to \$40 and must be paid by credit card at the time of completing the form.

## What are the "Questions for Candidates"?

The questions that should be asked by the pastor and the SPRC to the applicant can be found on page 91 of "The Christian as Minister."

## What is the Pastor Recommendation process?

- The applicant is to meet with the pastor to discuss his/her sense of calling.
- The pastor will work with the district superintendent to include the pastor, members of SPRC, church council and the applicant 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.
- The pastor will sign the applicant's application form.
- The pastor will complete and sign the Pastor's Recommendation. The signed Pastor's Recommendation form is to be mailed before **July 1 to Conference Director of Lay Servant Ministries, Linda Flanagan, at 236 Barksdale Avenue, Waldorf, MD 20602.**
- The pastor is part of the Commitment and Covenant through the applicant's course of study and process.





## Certified Lay Ministry Information and Guidelines Checklist

These guidelines are for you to use and follow to ensure you have completed all the required and recommended steps and that you understand all the requirements for you to enroll in the Certified Lay Ministry program (CLM).

### Procedures and Processes

- ☐ I have met with my pastor to discuss my sense of calling to this ministry.
  - ☐ I have read "The Christian as Minister" by Sharon G. Rubey ISBN:-13:9780938162834.
  - ☐ I have had all required meetings:
    - Meeting with my Pastor
    - Meeting with my local church SPRC
    - Meeting with my District Superintendent at the request of my Pastor
  - ☐ I have taken the Basic Lay Servant Class.
  - ☐ I have/I will take at least one Advanced Lay Servant Class.
  - ☐ I have an appreciation and understanding of the United Methodist history, polity, doctrine, worship and liturgy of The United Methodist Church through service in the local church.
  - ☐ I have submitted my completed CLM required documentation and sent everything to the CLM Office by **July 1**  
The Baltimore-Washington Conference UMC, Attn: CLM Office, 11711 East Market Place, Fulton MD 20759.
    - Applicant Application with ALL Signatures
    - Check or Money Order for \$25 Application Fee
    - Biographical Information Form 102
    - Pastor's Recommendation (can be sent separate by the pastor)
- 
- ☐ I will participate in a background screening for criminal records search, sex offender records search, credit report search and driver's license report when requested to do so.
  - ☐ I will commit to the two years of training, learning and discernment in the CLM process:
    - Complete Modules 1-4; 7 weeks each in length of classroom instruction over two years.
    - Develop with my pastor a covenant between the church and myself to outline my gifts and ministry.
    - Design and complete a demonstration project which is done under the supervision of my instructor and my pastor at my local church.
    - Attend class at a location that works for me and other CLM students.
  - ☐ I will enter into this joint partnership with my pastor as a ministry partner as described in ¶ 271 in the 2012 Book of Discipline of The United Methodist Church.
  - ☐ I will commit to regular meetings and working sessions with my pastor.



### Understandings around Certified Lay Ministry

- ☐ I understand the primary intent of a CLM is to serve as a congregational leader, a ministry team leader and to work alongside the clergy as part of a ministry team.
- ☐ I understand that completion of the Certified Lay Ministry Course does not lead to an appointment in The United Methodist Church.
- ☐ I understand that I could be asked and assigned by my District Superintendent to provide lay servant leadership in a ministry or in a church with pastoral responsibilities.
- ☐ I understand that a CLM has no clergy rights or benefits, which means as a CLM I cannot consecrate the elements of Holy Communion or officiate the Sacrament of Baptism.

I, \_\_\_\_\_ understand and commit to the procedures, process and understandings this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_ (year). **(Keep this for your records)**



## 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 made out to **BW Conference Treasurer** ☐ Money Order for \$25 for the Application Fee (Check appropriate box.) Check #: \_\_\_\_\_

\*Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Return application form along with your check/money order made out to B W C o n f e r e n c e  
T r e a s u r e r. Mail form and payment 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.

# BIOGRAPHICAL INFORMATION FORM 102

Please Print Legibly

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Phone (Day): \_\_\_\_\_ Phone (Evening or Cell): \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ Sex: M \_\_\_\_ F \_\_\_\_

Ethnic Origin (check one): Asian \_\_\_\_ African American/Black \_\_\_\_ Hispanic \_\_\_\_ Caucasian \_\_\_\_ Native American \_\_\_\_ Pacific Islander \_\_\_\_

Other \_\_\_\_\_

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

Home Church: \_\_\_\_\_

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

Briefly describe your involvement in your local church, such as your leadership positions, groups you enjoy, church activities, etc.

\_\_\_\_\_

Describe your church involvement in activities beyond your local church, such as district or annual conference work, church camps, workshops, outreach, etc. \_\_\_\_\_

| Your Educational Background | Name of School | Dates Attended | Degree or Credit Hours |
|-----------------------------|----------------|----------------|------------------------|
| High School                 |                |                |                        |
| College                     |                |                |                        |
| Graduate School             |                |                |                        |
| Theological Seminary        |                |                |                        |
| Other                       |                |                |                        |

Course of Study for Ordained Ministry (check if applies) Yr.1 \_\_\_\_ Yr.2 \_\_\_\_ Yr.3 \_\_\_\_ Yr.4 \_\_\_\_ Yr.5 \_\_\_\_

Advanced Course of Study: \_\_\_\_\_ Semester Hours Credit: \_\_\_\_\_

Marital Status: (check one):

Single (never married) \_\_\_\_ Married (first marriage) \_\_\_\_ Married (second or more) \_\_\_\_ Widowed \_\_\_\_ Separated \_\_\_\_ Divorced \_\_\_\_

If married, spouse's name \_\_\_\_\_

Spouse Birth Date \_\_\_\_\_ Date of Marriage \_\_\_\_\_

Spouse's Occupation \_\_\_\_\_

Your children, if any:

| Name of Child | Date of Birth | Sex | Education |
|---------------|---------------|-----|-----------|
|               |               |     |           |
|               |               |     |           |
|               |               |     |           |
|               |               |     |           |
|               |               |     |           |

\_\_\_\_\_

Other dependents in addition to your spouse and children:

| Name of Dependent | Date of Birth | Sex | Education |
|-------------------|---------------|-----|-----------|
|                   |               |     |           |
|                   |               |     |           |
|                   |               |     |           |
|                   |               |     |           |

Describe your community involvement and volunteer work, such as participation in community organizations, social clubs, service agencies, and other non-church-related volunteer service: \_\_\_\_\_

\_\_\_\_\_

Your childhood family and other significant relatives or dependents you are responsible for:

| Name | Relationship | Age | Sex | Education | Marital Status | Occupation |
|------|--------------|-----|-----|-----------|----------------|------------|
|      |              |     |     |           |                |            |
|      |              |     |     |           |                |            |
|      |              |     |     |           |                |            |
|      |              |     |     |           |                |            |
|      |              |     |     |           |                |            |

Your work experience, such as current employment, previous employment, and military experience, if any.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you served as a local pastor, diaconal minister, deacon or elder in The United Methodist Church? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, what Conference? \_\_\_\_\_

| Conference Relationship       | Date |                           | Date |
|-------------------------------|------|---------------------------|------|
| Consecrated Diaconal Minister |      | Probationary Member       |      |
| License as a Local Pastor     |      | Deacon in Full Connection |      |
| Associate Member              |      | Elder in Full Connection  |      |

Have you had a change in clergy relationship with a conference of The United Methodist Church? Yes \_\_\_\_ No \_\_\_\_

If Yes, what Conference? \_\_\_\_\_

| Change in Conference Relationship              | Date |            | Date |
|------------------------------------------------|------|------------|------|
| Discontinuance                                 |      | Location   |      |
| Leave of Absence                               |      | Retirement |      |
| Disability Leave                               |      | Withdrawal |      |
| Termination by action of the Annual conference |      |            |      |

\*\*\*Note\*\*\* If additional space is needed, please use a separate sheet of paper and attach to this form. BOM Handbook, Chapter 3, BOM Registrars



## 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 \_\_\_\_\_

Mail completed form to: **Conference Director of Lay Servant Ministries: Linda Flanagan, at 236 Barksdale Avenue, Waldorf, MD 20602.**