

Steps To Becoming A Certified Lay Minister (CLM)

Date Completed:

- _____ Contact the pastor of your church.
- _____ Complete the Certified Lay Ministry Academy application. This requires the signature of your District Superintendent, pastor, and your three reference letters. Mailto: West Ohio Conference Office, 32 Wesley Blvd., Worthington Ohio 43085.
- _____ Complete the Notarized Statement Background Check Form.
- _____ Request that your District Committee on Ordained Ministry (DCOM) begin your certified lay ministry file, and ask when you should do an introduction interview. Schedule accordingly.
- _____ Read Christian as Minister. Discuss what you learned with your pastor.
- _____ Ask your pastor to schedule a time for the Church Council or Administrative Board to cast a vote regarding their affirmation of your call as a CLM.
- _____ Plan to complete the Lay Speaker Courses of Study. Due to the availability and timing of Lay Speaker training, candidates need only to verify its completion prior to being granted the final certification as CLM. *It is highly recommended that all applicants complete a minimum of four Lay Speaker courses of study prior to academy enrollment.*
 - Local Church Lay Servant Basic Course
 - Certified Lay Servant Advanced Course
 - Lay Speaker Course of Study
 - Discovering Your Spiritual Gifts
 - Leading Prayer
 - Go Preach
 - Leading Worship
 - Living Out United Methodist Beliefs
 - Life Together in the United Methodist Church
- _____ Complete the Certified Lay Ministry Academy. A course of study is available at the West Ohio Conference or at westohioumc.org/clm . Write and submit a one page summary of your reflection and learning after each Academy session to your District Office that is marked for your Lay Ministry file.

- _____ If your pastor is unable to assist you in the process to become a CLM, request that your District Superintendent or DCOM provide you with a mentor. This assignment should be made in writing.
- _____ Complete appropriate training for the ministry context that you are called (e.g. rural chaplaincy, Christian education, spiritual formation, church business administration, counseling, etc.).
- _____ Provide a copy of the Certified Lay Ministry Academy Certificate of Completion to your District Office.
- _____ Submit your Mutual Ministry Plan to your District Office.
- _____ Send a letter to the Chair of the DCOM designated interview team requesting an interview for CLM certification.
- _____ Review your Ministry Candidate file to ensure that it is complete.
- _____ Attend Annual Conference for the day that the newly certified CLM's will be recognized.
- _____ Recertify bi-annually with your DCOM interview team.
- _____ Complete an Annual Report including the latest Mutual Ministry Plan to maintain certification.

Recertification

- Provide a copy of the latest Mutual Ministry Plan
- Provide evidence of a Ministry review by Church Council, Administrative Board, or Charge Conference where assigned.
- Provide evidence of participation in continuing education in the specialty area you've identified (Lay Servant Ministry Advanced Course(s) , Rural Chaplains Focus Events, Nursing Courses, Christian Education Events, etc.).