

Steps To Becoming A Certified Lay Minister (CLM)

(3–12 months before applying to attend the Certified Lay Ministry Academy)

Date Completed

- _____ Contact the pastor of your local church. Express interest in attending the West Ohio Conference Certified Lay Ministry Academy to become certified as a Certified Lay Minister (CLM).
- _____ Read the book *Christian as Minister*. Discuss what you learned with your pastor.
- _____ Request the 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.
- _____ Ask your pastor to serve as a mentor while attending the Certified Lay Ministry Academy. If your pastor is unable to assist you in the process to become a CLM, request that your District Superintendent or District Committee on Ordained Ministry (DCOM) Chair provide you with a mentor. This mentor assignment should be made in writing.

(1–3 months before the commencement of the Certified Lay Ministry Academy)

All required forms, syllabus, class locations, scheduled event dates and other information can be accessed on the West Ohio Conference website www.westohioumc.org/conference/certified-lay-ministry.

Keep a personal copy of all documents including forms, certificates, course evaluations, annual reports, etc.

Date Completed

- _____ Complete the Certified Lay Ministry Academy application. This requires the signature of your District Superintendent and local church pastor. Mail to: **West Ohio Conference Office, Attn: Certified Lay Ministry, 32 Wesley Blvd., Worthington, Ohio 43085.**
- _____ Complete a Notarized Statement Background Check Form granting permission to release information for a personal history evaluation. Mail to: **West Ohio Conference Office, Attn: Certified Lay Ministry, 32 Wesley Blvd., Worthington, Ohio 43085.**
- _____ Request three references provide letters of recommendation. These should be submitted to: **West Ohio Conference Office, Attn: Certified Lay Ministry, 32 Wesley Blvd., Worthington, Ohio 43085.**

- Personal Reference Form
- Pastoral Reference Form
- Ministry Peer Reference Form

_____ Submit the initial \$100 tuition payment by January 31. Mail to: West Ohio Conference Office, Attn: Certified Lay Ministry, 32 Wesley Blvd., Worthington, Ohio 43085. Make checks payable West Ohio Conference and write CLMA in the check subject line.

_____ Become familiar with the Certified Lay Ministry Academy web page, academy syllabus, professional instructors and event dates/locations.

_____ Request your District Committee on Ordained Ministry (DCOM) begin your certified lay ministry file. Ask to schedule a DCOM/CLM introductory interview. Schedule accordingly.

_____ Plan to complete the six Lay Speaker Required Core Courses of Study. Due to the availability of Lay Speaker core courses, candidates need only to verify the completion of these six courses prior to being granted Certified Lay Minister Certification. It is highly recommended that all applicants complete a minimum of four Lay Speaker core courses of study prior to academy enrollment.

Note: Five of the six core courses may be completed at beadisciple.com

• **Prerequisites to register for Certified Lay Servant Advanced Courses or Lay Speaker Core Courses**

- **Local Church Lay Servant Basic Course**
Completion Date _____
- **Certified Lay Servant Advanced Course**
Completion Date _____
Course Title _____

Note: Lay Speaker core courses also qualify as an Advanced Course.

• **Lay Speaker Six Required Core Courses of Study**

- ***Discovering Spiritual Gifts***
Completion Date _____
- ***Leading Prayer***
Completion Date _____
- ***Go Preach***
Completion Date _____
- ***Living Our United Methodist Beliefs***
Completion Date _____
- ***Leading Worship***
Completion Date _____
- ***Life Together in the UM Connection***
Completion Date _____

(During the Certified Lay Ministry Academy)

Date Completed

- _____ Read all required texts/readings prior to academy sessions.
- _____ Attend all academy sessions in their entirety. See attendance policy.
- _____ Complete a Course Evaluation within 30 days of each academy course/session. Keep the original and submit a copy to your District Office to be placed in your Lay Servant File and a copy to your Spiritual Director.

Note: To obtain the West Ohio Conference Certified Lay Ministry Academy Certificate of Completion, students will also be required to submit a copy of all course evaluation to the West Ohio Conference office.

- _____ Develop your *Mutual Ministry Plan*.
- _____ Prepare for your CLM certification interview:
- Request in writing an interview with DCOM for CLM Certification by academy year.
 - Review your Ministry Candidate file prior to the interview to ensure that it includes all lay servant ministry certificates and required CLM academy course evaluations.
 - Submit your *Mutual Ministry Plan* for approval.

(After completing the Certified Lay Ministry Academy)

Date Completed

- _____ Complete the Certificate Completion Requirements Form and provide required documents.
Mail to: West Ohio Conference Office, Attn: Certified Lay Ministry, 32 Wesley Blvd., Worthington, Ohio 43085. A completion certificate will be mailed to the student and their district office.
- _____ Interview with your DCOM and request a recommendation to become certified as a Certified Lay Minister (CLM).
- Note: The DCOM Chair will send required forms and documentation to West Ohio Conference Director of Discipleship Resources. Upon receipt of recommendation, review and approval, the candidate will receive a Certified Lay Minister Certificate verifying certification for two years. A copy of this certificate will be mailed to the district office.*
- _____ Meet with your District Superintendent to request a ministry assignment.
- _____ Attend West Ohio Annual Conference as a Member by Virtue of Office. This requires an Annual Conference pre-registration. Newly certified CLM's are recognized annually. CLM's receive notification of the date and time of recognition once determined.
- _____ Complete appropriate training for the ministry context that you are called (e.g. rural chaplaincy, Christian education, spiritual formation, church business administration, counseling, etc.).

(Renewal of Certification as a Certified Lay Minister)

Annually

- Complete a Lay Servant Annual Report.
- Submit an updated Mutual Ministry Plan to your DCOM to be included in your ministry file.
- Provide evidence of annual ministry review by Church Council, Administrative Board, or Charge Conference where assigned.
- Provide evidence annually 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.).

Bi-Annually

- Interview bi-annually with your DCOM and request a recommendation for recertification.

Note: The DCOM Chair will send required forms and documentation to West Ohio Conference Attn: Certified Lay Ministry. Upon receipt of recommendation, review and approval, the candidate will receive a Certified Lay Minister Certificate verifying recertification for two years. A copy of this certificate will be mailed to the district office.

- Meet with your District Superintendent to request a ministry assignment.