

Certified Lay Ministry Academy Attendance Policy

West Ohio Conference values the training and experience that is offered through the *Certified Lay Ministry Academy*. In addition to the professionalism offered by the instructors, the networking experience with fellow candidates is vital and embraces an opportunity for spiritual growth, expands theological thinking, offers learning in a multicultural, diverse setting and demonstrates practical applications of ministry training.

Therefore, it is critical that participants are in attendance at the retreat and each of the Saturday sessions in their entirety. It is also necessary that all required texts/reading assignments are completed in advance and that all course evaluations and written reflections are submitted in a timely manner.

Emergencies do happen and will be considered on an individual basis in cooperation and recommendation of the *Certified Lay Ministry Academy Chair* and *Spiritual Directors*. Please plan your family vacations, family/friends gatherings, church obligations, and other nonemergency situations far enough in advance so as not to conflict with any *Certified Lay Ministry Academy* session. Students may be required to complete the missed curricular within the next academy year when it is offered or complete other work as deemed by the *West Ohio Conference CLM Ministry Team* and *Spiritual Directors* or as deemed necessary through the *West Ohio Conference Lay Servant Ministries Committee*.