

STEPS TO BECOMING A CERTIFIED LAY MINISTER

A Certified Lay Minister (CLM) is a certified lay servant who is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the Word, lead small groups or establish community outreach ministries as part of a ministry team with the supervision and support of a clergy person.

To become a Certified Lay Minister, you must be a professing member of a local church or charge, or a baptized participant of a recognized United Methodist ministry or other United Methodist ministry setting.

- Contact the Pastor of your local church to discuss attending the CLM Academy.
- Request the Pastor to schedule a time for the Church Council, Administrative Board or Lead Team to cast a vote regarding their affirmation of your call as a CLM.
- Ask your Pastor to serve as a mentor while attending the CLM 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 assignment should be made in writing.

Preparations for the Academy

You must successfully complete the Certified Lay Servant “Basic” class and the Advanced class, “Spiritual Gifts” or its equivalent. Both classes are offered throughout the Conference and through Beadisciple.com.

- Complete the Certified Lay Ministry Academy application found here: <https://www.westohioumc.org/leadership/certified-lay-ministry-academy>

This form requires the signature of your Pastor and District Superintendent. Mail the completed form to:

West Ohio Conference
32 Wesley Blvd, Worthington, OH 43085
Attn: Certified Lay Ministry

With the application, you will also need to include:

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

All forms can be found here: <https://www.westohioumc.org/leadership/certified-lay-ministry-academy>.

- Complete a Notarized Statement Background Check Form granting permission to release information for your personal history and psychological evaluation. We will schedule you for the psychological evaluation. It will be an on-line evaluation. We will contact you with dates and times of availability. The cost of the two evaluations will be your responsibility.

- Submit all the information above **with the initial \$100 tuition** payment. Make checks payable to West Ohio Conference, Attn: Lay Servant Ministry in the memo line. Mail to West Ohio Conference, 32 Wesley Blvd, Attn: Lay Servant Ministry, Worthington, Oh 43085.

- Become familiar with the CLM Academy through <https://beadisciple.com/certified-lay-ministry/> which is where most of the academic study will take place.

There are four required modules for the Beadisciple.com CLM Academy plus additional study required by the West Ohio Conference Committee on Lay Servant Ministry.

Read through the modules, start dates, the attendance policy and all other requirements. Each Module through Beadisciple.com will cost \$75. Some Modules will require the purchase of a book(s).

You must be accepted by the West Ohio Certified Lay Ministry Academy in order to participate in the Beadisciple.com CLM Academy program.

Once **all** your information has been received, it will be reviewed. You will be notified of the decision made by the Conference Committee as soon as possible.

During the Academy

You are expected to attend all Beadisciple.com CLM Academy required Modules in order and in their entirety.

You are expected to read all required text and readings and submit a one-page evaluation of each Module to your Spiritual Guide within 30 days of completing each Module.

A copy of each evaluation should be sent to:

West Ohio Conference,
32 Wesley Blvd, Worthington, Oh 43085
Attn: Lay Servant Ministry – CLM ACADEMY

Develop a Mutual Ministry Plan. The form can be found here:

<https://www.westohioumc.org/sites/default/files/page/files/10-clm-mutual-ministry-plan.pdf>

Prepare for your CLM certification interview

Request in writing an interview with the District Committee on Ministry (DCOM) for CLM Certification.

Review all of 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 CLM Academy

Meet with your district DCOM and request a recommendation to become a Certified Lay Minister. The district DCOM chair will send the required forms and documentation to the West Ohio Conference Director of Lay Servant Ministry.

Once all of your completion information has been received, it will be reviewed by the Conference Committee on Lay Servant Ministry for Certification.

You will be notified by mail of the Committee's decision.

All people that receive Certification will be included in the Conference celebration of Laity.