

THE CERTIFIED LAY MINISTER PROGRAM

(2012 Book of Discipline, ¶271)

The Susquehanna Conference of The United Methodist Church

1. Entrance Requirements – All persons serving a local church beyond pulpit supply who are not in the process of being licensed or ordained must be enrolled in this program. Persons must complete the entrance requirements for this program or will not be permitted to serve beyond pulpit supply. This will be monitored by the Conference Board of Ordained Ministry (BOOM).
 - a) Recommendation of pastor
 - b) Approval of the Charge Conference
 - c) Status of certified lay speaker or equivalent training
 - d) Recommendation of District Superintendent
 - e) State police and child abuse
 - f) Psychological assessment completed. Psychological Assessment will be ordered by the DS after the candidate has met with the DCOM.
 - g) Boundaries and Safe Sanctuary training completed
 - h) Complete an orientation to the Certified Lay Minister program (by BOOM) Topics for orientation: roles in ministry, role of self-care, role of leadership, mutual team ministry (covenant and expectations)
 - i) Two references
 - j) Approval of the District Committee on Ordained Ministry

Upon completion of the entrance requirements, a person may serve a church or charge as a candidate for lay ministry. Lay Minister Candidates and Certified Lay Ministers are assigned, not appointed, and have NO sacramental privileges.

2. Program requirements will be monitored by the District Committee on Ordained Ministry (DCOM) and an assigned Supervising Elder.
 - a.) Complete courses in the following areas as approved by your DCOM (the courses may be through Leadership University, Lay Seminary, a Seminary approved by the University Senate, or other source approved by your DCOM)
 - i. Preaching and Exegesis;
 - ii. Christian Education
 - iii. Care of the Congregation
 - iv. United Methodist Polity
 - v. Conflict Resolution & Congregational Dynamics
 - vi. Leading and Planning Worship
 - b) Two courses must be completed each year until the above requirements are fulfilled. Failure to complete the educational requirement in any given year will result in the participant being dropped from the program.
 - c) Develop a covenant for mutual team ministry with a supervising elder and the members of the Pastor-Parish Relations Committee (PPRC) and participate in the ministry covenant developed.
 - d) Apply in writing to the District Committee on Ordained Ministry

Upon completion of the program requirements, recommendation of the local church being served and the Supervising Elder, and approval of the DCOM, the candidate may become a Certified Lay Minister.

3. Continuing Requirements (Monitored by the DCOM and the supervising elder.)
 - a) Complete at least one additional course each year through one of the following sources: Leadership University, Lay Seminary, Advanced Lay Speakers Course or others as approved by your DCOM with these possible topics:
 - i. UM History
 - ii. Faith Sharing
 - iii. UM Theology
 - iv. Ministry with Children
 - v. Sacraments
 - vi. Advanced Preaching
 - vii. Youth Ministry
 - viii. Courses in Bible; etc.
 - b) If not assigned, apply for recertification in writing biennially (every 2 years) to the District Committee on Ministry (DCOM) upon
 - Ministry Review by the Church Council or Charge Conference from the congregation of which he/she is a member
 - Satisfactory completion of an approved Continuing Education event
 - Recommendation of the District Superintendent.
 - c) If under assignment, biennial approval from the District Committee on Ministry (DCOM) after
 - Ministry Review by the Church Council or Charge Conference of the church/charge being served
 - Satisfactory completion of an approved Continuing Education event
 - Recommendation of the District Superintendent.
 - d) Attend and participate in Annual Conference as an “at large” lay member if possible

4. Meet with the District Committee on Ordained ministry as requested. It is strongly encouraged that the DCOM meet with the Lay Minister Candidates and Certified Lay Ministers at least once a year. The DCOM is required to vote for recertification every 2 years. Certification is the responsibility of the DCOM. Assignment to a church setting is at the will of the Bishop and Cabinet.

Failure to complete the continuing requirements will result in the Certified Lay Minister being dropped from the program. BOOM will maintain lists of Lay Minister Candidates, Certified Lay Ministers and Certified Lay Ministers not serving a church.

DCOM will file biennial action reports with the CLM registrar regarding all CLM’s and CLM candidates.

The registrar for the CLM program is:

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