

Terms and Definitions

Appointed / Appointment: In the United Methodist Church, clergy (ordained or licensed) are sent out to serve by the Bishop, in consultation with the Superintendents, pastors and local churches. Clergy are *appointed* by the bishop on a yearly basis. The church or charge to which they are sent is the appointment. Appointments can only be changed by the bishop.

Assigned: Some churches are led by lay persons such as Certified Lay Ministers or Lay Minister Candidates. These persons are *assigned* to a church. This term is used to help identify the difference between clergy who are appointed and laity who are assigned.

BOOM (sometimes BOM or the “Board”): The Board of Ordained Ministry of the Susquehanna Conference has oversight of all clergy and their relationship to the Annual Conference. The Board is charged with caring for, examining, approving, and developing passionate, joy filled leaders in the United Methodist Church.

Candidate for Ministry: A person who senses a call from God and officially begins to explore the possibilities of ministry as clergy is a candidate for ministry.

Certified Candidate (for Ministry): A candidate for ministry, who has completed the candidacy studies, has been approved by his/her Charge Conference and has been approved by the DCOM. A certified candidate may attend Licensing School or Seminary (or both).

Certified Lay Minister: A lay person who has completed the entrance and course requirements for the CLM program and has been certified by the DCOM. A CLM may preach, teach, help with administration, conduct funerals, and visit the sick or other duties as described in a covenant with the church or charge. CLM's are expected to take one course per year after being certified. Membership is held in a local UM church.

Certified Lay Speaker: A lay person who has completed the basic lay speaking class and at least one advanced class and has the approval of the pastor, charge conference and superintendent to be used as a speaker in local churches. Occasionally, a Certified Lay Speaker may be hired on a week to week basis to fill the pulpit for a church or charge. No administrative or other duties are to be part of the expectations of the congregation(s). Membership is held in a local UM church.

Clergy: refers to persons who are *licensed or ordained* to ministries of the church; most often as pastors of local churches or deacons serving both a church and the community but also includes persons serving in other types of ministry such as chaplains, district superintendents or a variety of other ministries. A person is considered clergy if they are licensed or ordained. Clergy membership is held in the Annual Conference.

District Committee on Ordained Ministry (DCOM): The DCOM is an extension of the Conference Board of Ordained Ministry; the DCOM is charged with recruiting and guiding candidates for lay and ordained ministry through the process; biannually evaluating and approving those in the Certified Lay Minister program; annually approving those who are licensed local pastors and recommending to the Board candidates for commissioning

Elder: refers to ordained clergy who are full members of Annual Conference. The Elder is ordained (“set apart”) to the ministry of Word, Order, Sacrament and Service. Elders frequently serve in local churches but may also be appointed to Extension ministries such as military chaplains, District Superintendents or a variety of other ministries.

Laity, Lay person, Lay man, Lay woman: These terms, for our purposes, all refer to people who are not clergy; that is, they are not licensed or ordained. All followers of Jesus Christ are ministers. Some laity speak from the pulpit and serve as pastoral leaders, some are chaplains, some teach Sunday School, serve on church committees, witness by example in the workplace, etc. Some churches hire laity to serve as youth directors (and sometimes even call them youth “pastors”) but if they are not licensed or ordained, they are laity. Laity hold membership in a local congregation.

Lay Minister Candidate: A certified lay servant/speaker who has completed the entrance requirements for the CLM program. Upon completion of the entrance requirements, including approval by the DCOM, a LM Candidate may be assigned to a church or charge to preach, teach, help with administration, conduct funerals, and visit the sick or other duties as described in a covenant with the church or charge. A LM Candidate is expected to complete two courses per year until the course requirements are met. When the requirements are met, on recommendation of the DCOM, the candidate will become a Certified Lay Minister. Membership is held in a local UM church.

Lay Servant: A lay person who has completed basic and at least one advanced training course for lay servant ministries. A Lay Servant should received specific training to develop skills in witnessing to the Christian faith through spoken communication, church and community leadership, and care-giving ministries. Membership is held in a local UM church.

Lay Speaker: A lay person who has completed the basic lay speaking program and has been approved by pastor, superintendent and charge conference. A lay speaker may serve in leadership positions and/or fill the pulpit in his/her home charge.

Licensed Local Pastor (LLP): A Licensed Local Pastor is a person who has completed all the Candidate for Ministry requirements, has been approved by the District Committee on Ordained Ministry, has completed Licensing School or one-third of the work required for a Master of Divinity degree at an approved Seminary and has been appointed to a charge by the Bishop.

Pastor: A title of respect given to the Clergy leader of a church. It is sometimes inappropriately used for lay persons who serve in pastoral roles. Inaccurate and/or inappropriate use of this title should be discouraged.

Pastoral Leader: A lay person who undertakes some of the roles traditionally carried out by a pastor such as preaching, teaching, visiting hospitals, etc.

Supervising Elder: An elder who is assigned to supervise, encourage and guide a Certified Lay Minister or a CLM candidate. The supervising elder also communicates with the SPRC as necessary and meets regularly with the CLM/CLM candidate.

A Brief SPRC/PPRC Guide
Certified Lay Ministers and Lay Minister Candidates
2012 Book of Discipline ¶ 271

- Your pastoral leader is a Lay Person (laity) whose membership is in a local church
- Your pastoral leader is a certified lay speaker/servant and has completed background checks, child abuse clearances, received training in Sexual Ethics Boundaries and Safe Sanctuaries
- Your pastoral leader has completed psychological testing
- Your pastoral leader is ASSIGNED, not appointed by the Bishop
- If your pastoral leader is a LM Candidate, he/she will be taking at least two courses each year (Leadership University or other similar classes) until courses in the following areas have been taken. Typically, these are classes with about 10 hours of instruction.
 - Preaching and Exegesis;
 - Christian Education
 - Care of the Congregation
 - United Methodist Polity
 - Conflict Resolution & Congregational Dynamics
 - Leading and Planning Worship
- If your pastoral leader is a CLM, he/she will take at least one additional course in a ministry related topic each year. Typically, these are classes with about 10 hours of instruction.
- CLM's and LM candidates will have a Supervising Elder and meet with that elder at least monthly.
- CLM's and LM candidates will develop a covenant with your church or charge that will establish areas of responsibility for the CLM/LM Candidate and the congregation. The covenant will be reviewed by the District Superintendent and the Supervising Elder.
- CLM's and LM Candidates should meet yearly with the District Committee on Ordained Ministry monitoring and support. Biennially (once every two years), they must meet with the DCOM for evaluation, support and to receive approval for continuation in the program.

What may a CLM or LM Candidate do (as agreed upon in the covenant – these are not “must” do but rather “may” do)? Also bear in mind that CLM and LM Candidates are part-time employees.

- Preach and lead worship
- Lead Bible study
- Provide guidance and leadership to church council
- Visit sick and shut ins
- Complete reports for Charge Conference/End of year
- Conduct funerals

What are CLM's and LM Candidates NOT permitted to do?

- Sacraments and the legal solemnizing of marriages are reserved for ordained and licensed clergy
 - The communion elements may be consecrated by an elder during a worship service in his/her church and then distributed to the congregation served by a CLM or LM Candidate
- CLM's and LM Candidates may assist an elder at weddings and baptisms by sharing in scriptures and prayers.

Support for CLM's and LM Candidates

Congregations and SPRC's can support their CLM or LM Candidate in these ways:

- Pray for him/her
- Ensure that the covenant allows reasonable expectations and help the congregation and CLM maintain healthy boundaries
 - Respect the hours of service agreed upon
 - Recognize that sermon and worship preparation time is part of the hours worked
 - Keep lines of communication open
 - Do not expect the CLM or LM Candidate to know all the answers
- Since many CLM's and LM Candidates will also be working a secular job, ensure that he/she is finding time for rest and renewal
- Organize laity in the church to assist in areas not covered by the CLM's and LM Candidates
- Ensure that your CLM or LM Candidate meets regularly with his/her supervising elder and participates as possible in district opportunities
- Offer frequent words of encouragement
- Provide reasonable compensation for the service rendered by CLM's and LM Candidates
- Provide time off for necessary classes (and perhaps cover the cost of the classes)
- Understand the limitations of the role of CLM's and LM Candidates
 - work with the Supervising Elder to assure coverage for baptisms, communion and weddings
 - communicate with the congregation the UM understanding that presiding over the sacraments of baptism and communion is limited to licensed local pastors or ordained elders
- Promptly write or fill out references when asked to do so