



CERTIFIED LAY MINISTER

ANNUAL REPORT

GREAT PLAINS CONFERENCE OF THE UNITED METHODIST CHURCH

Report for year 20

Please complete all necessary parts. PRINT OR TYPE.

DEADLINE – December 31 – in the District Office

To be used for Initial Application and Renewal

Directions for Initial Certification or Renewal:

1. For initial certification, meet with your pastor to discuss and discern your call to become a CLM.
2. For initial certification, obtain recommendation and signatures (on this form) from your pastor and from church council or charge conference to become a CLM.
3. For renewal, show evidence of satisfactory performance as a CLM, and obtain a ministry review by the staff/pastor-parish relations committee, church council, or charge conference of the congregation in which you are a member or, if assigned, the staff/pastor-parish relations committee, charge conference, or supervisory board of the ministry setting in which you are assigned.
4. For initial certification, show evidence of completion of the conference educational requirements: Modules 1-4 plus New Testament, Old Testament and Preaching or Lay Academy plus New Testament, Old Testament, and Preaching or the online 11 courses offered by the Great Plains Conference. For renewal, show satisfactory completion of an advanced LSM course in the last two (2) years.
5. For initial certification and renewal, obtain recommendation and signature (on this form) from your district superintendent.
6. For initial certification, complete Safe Gatherings certification, boundary training, background check, and psychological assessment with guidance from the DCOOM registrar or Board of Ordained Ministry registrar.
7. For initial certification or renewal, have all forms reviewed by the District Director of LSM for a recommendation to be examined by the District Committee on Ordained Ministry (DCOOM).
8. For initial certification and renewal, interview with and obtain recommendation from DCOOM.
9. For initial certification and renewal, send all completed information to your District Director of Lay Servant Ministries for approval by the CCLSM.

Questions? Contact your District Director of Lay Servant Ministries.

Part 1. DATA ON THE LAY MINISTER

Name: () Ms. () Mrs. () Mr. _____

Address: _____ City/State/Zip: _____

Phone: (H) _____ (Cell) _____ E-Mail: _____

Home Church: _____ District: _____

Address: _____ City/State/Zip: _____

Phone: _____ Pastor: _____

Assigned Church: _____ Pastor: _____

Address: _____ City/State/Zip: _____

Phone: _____

Part 2. STATUS OF THE CERTIFIED LAY MINISTER

_____ Requesting initial certification as a Certified Lay Minister

- Are you currently a Certified Lay Servant? () yes () no
- What year did you obtain your LSM certification? _____
- Provide proof of completion of initial CLM educational requirements or equivalent including provider and date of completion: _____
- Indicate completion/certification dates for additional education and other requirements:
 - New Testament: _____
 - Old Testament: _____
 - Preaching: _____
 - Safe Gatherings: _____
 - Boundary Training: _____
 - Background Check: _____
 - Psychological Assessment: _____

_____ Requesting renewal as Certified Lay Minister

- What year were you first approved as a Certified Lay Minister? _____
- What year did you complete your last advanced or approved course? _____
Title and location of course: _____

Are you a member of a United Methodist Church? () yes () no

Are you called and willing to provide pulpit supply? () yes () no

Part 3. CERTIFIED LAY MINISTER ROLE (renewal only)

List your activities in the past year that demonstrate your role as Certified Lay Minister, including personal spiritual development, service to the church, and mission opportunities in the community. If you need more space, attach another page.

Part 3a. List Ministry Interests:

Part 4. PUBLICATION OF INFORMATION

Details about Lay Servants, Lay Speakers and Certified Lay Ministers are published in the annual conference journal. It is assumed, unless you choose to opt out of allowing this practice, that your name and contact information will be published. Please check the box below that corresponds with your wishes. If no selection is made, the assumption will be that you grant permission for your information to be published in the print and digital versions of the conference journal.

- Publish my name and contact information.
- Publish only my name and NOT my contact information
- Do not publish my name and contact information.

Part 5. RECOMMENDATION OF THE CHURCH PASTOR or SUPERVISING PASTOR (initial only)

I recommend or do not recommend that this person be certified as a Certified Lay Minister.

Comments/Concerns: _____

Signature: _____ Date: _____

Part 6. RECOMMENDATION OF THE CHARGE CONFERENCE/CHURCH COUNCIL OR, IF ASSIGNED, THE S/PPRC OF THE ASSIGNED CHURCH (initial only)

The _____ charge conference/church council/SPRC recommends or does not recommend that this person be certified as a Certified Lay Minister.

Comments/Concerns: _____

Chair Signature: _____ Date: _____

Part 7. MINISTRY REVIEW (renewal only)

The _____ charge conference/church council/SPRC has completed a ministry review and recommends or does not recommend this person for renewal as a CLM.

Comments/Concerns: _____

Signature: _____ Date: _____

Title/Position: _____

Part 8. APPROVAL OF THE DISTRICT SUPERINTENDENT

For initial certification, is the candidate fully qualified to perform the duties of a CLM? () yes () no
For renewal, has the applicant completed at least one Advanced LSM Course or approved equivalent in the past two years? () yes () no
For renewal, does the applicant perform the role of CLM to a satisfactory level? () yes () no

DS Signature: _____ Date: _____

Part 9. REQUEST BY DISTRICT LSM DIRECTOR FOR REVIEW BY DCOOM

The District Director of Lay Servant Ministry has reviewed this application of the above individual and requests that the District Committee on Ordained Ministry examine the candidate for certification / recertification as a Certified Lay Minister.

GPCCLSM Chair: _____ Date: _____

Part 10. APPROVAL OF THE DISTRICT COMMITTEE ON ORDAINED MINISTRY

The DCOOM of _____ District has reviewed the above applicant or certification / recertification as a CLM and _____ recommends **or** _____ does not recommend the applicant for recertification.

Comments/Concerns:

Chair Signature: _____ Date: _____

Part 11. APPROVAL OF THE CONFERENCE COMMITTEE ON LAY SERVANT MINISTRIES

Is the CLM Renewal Checklist Complete? () yes () no

The Lay Servant Ministries Committee of the Great Plains Conference:

_____ approves _____ does not approve the above person for certification / recertification.

Comments/Concerns/Goals: _____

GP LSM Director Signature: _____ Date: _____

Note: You must submit an Annual Report each year.

Provide copies to your DS and to your District Director of Lay Servant Ministries.