LAY SERVANT MINISTRY GUIDEBOOK

A Guide to Lay Servant Ministries within
The Great Plains Conference of the United Methodist Church

August 14, 2020
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LIST OF REVISIONS

Original Issue – 10/31/17

Revision: 1 – 01/30/18 Inserted “Publication of Information” request on all Annual Reports
   Pages: 14, 22, 33.

Revision: 2 – 06/13/18 Add CLM courses (11 courses) offered by the Great Plains Conference
to CLM training options. Streamline the CLM approval process by approval of CLM checklist.

Revision: 3 – 8/14/2020 Add 3a “Ministry Interests” section to the CLM, CLS and CLSp reports.
Revise wording of CLM Checklist# 5 to “Completed CLM Great Plains educational requirement
(see LSM Guidebook, Page 27) or equivalent.”
LIST OF ACRONYMS

**BOD** – The Book of Discipline of the United Methodist Church 2016.

**CCLSM** – Conference Committee on Lay Servant Ministries. Membership consists of the District Directors of Lay Servant Ministries. Chaired by the Conference Director of Lay Servant Ministries. Purpose of the committee is to fulfill the requirements of BOD ¶266-268 as well as set the criteria and guidelines for district committees on Lay Servant Ministries, to develop lay servant courses and approve courses developed by district committees, and to organize conference-wide lay servant events. BOD ¶631.6

**CLM** – Certified Lay Minister

**CLS** – Certified Lay Servant

**CLSp** – Certified Lay Speaker

**DCLSM** – District Committee on Lay Servant Ministries. Committee chaired and formed by the District Director of Lay Servant Ministries members include the District Lay Leader, District Superintendent, and an instructor of lay servant courses. Other members are added as deemed necessary. Purpose of the committee is to plan and supervise the programs within the district. BOD ¶668.

**DCOOM** – District Committee on Ordained Ministry. BOD ¶666.

**GPC** – Great Plains Conference of the United Methodist Church.

**LSM** – Lay Servant Ministries
QUICK LINKS
The following “links” are provided as a resource to assist in finding the training and information quickly. They are provided in the order in which they appear within this guidebook.

Certified Lay Servants (CLS), and Certified Lay Speakers (CLSp)
Basic and Advanced courses for the CLS can be found through Discipleship Ministries at: https://www.umcdiscipleship.org/resources/lay-servant-ministries-catalog
Advanced courses can also be found on the BeADisciple website http://www.beadisciple.com/

Basic and Advanced courses offered within the Great Plains Districts can be found at: http://www.greatplainsumc.org/lsmtraining

A listing of all District Directors within the Great Plains Conference can be found at: http://www.greatplainsumc.org/lsmcontacts

General information on Lay Servant Ministries training can be found at: http://www.greatplainsumc.org/lsmtraining

Certified Lay Ministers (CLM)
Additional information on Lay Servant Ministries such as becoming a Lay Missioner or Parish Nurse can be found on the Discipleship Ministries website at: https://www.umcdiscipleship.org/resources/certified-lay-minister
https://www.umcdiscipleship.org/resources/lay-servant-ministries-catalog

CLM courses (11 courses) offered by the Great Plains Conference can be found at: http://www.greatplainsumc.org/CLMcourses

The coursework for the 4 Modules can be found through the BeADisciple website at: http://www.beadisciple.com/category/online-christian-courses/certified-lay-ministry/

The three additional classes (Old Testament, New Testament, and Preaching) may be found at: http://www.greatplainsumc.org/CLMcourses

The Lay Academy for Rural Church Ministries CLM courses can be found at: http://larcm.org/lay-training

Registrar forms for the background check and psychological evaluation can be found at: http://www.greatplainsumc.org/greatplainsboomforms under CLM Certification.
This information will be maintained on “UMCARES.” www.umcares.org/Login.aspx
Check with your D.S. for Login information.
Welcome to Lay Servant Ministries!
Welcome to Lay Servant Ministries! We are pleased that you are considering or have already been called to this vital lay ministry of The United Methodist Church. The intent of this Guidebook is to give you the information and forms that you will need to understand Lay Servant Ministries in the Great Plains Conference. It will also give you the required steps to become “Certified or Renewed” as a Lay Servant, Lay Speaker, or Lay Minister.

In addition, this Guidebook will assist Pastors and District Superintendents as they identify and support individual Lay Servants through the training and certification process.

General Information:
First, what is a Certified Lay Servant?
Lay servants have a wide range of functions both in the church and in the community. The three primary focus areas of Lay Servant Ministries are Leading, Caring, and Communicating.

Leading – Lay servant ministry leadership has many forms. It can include leading Bible study or other small group studies, leading mission endeavors globally and within the community, leading in the ministries of the church, leading in worship settings, and more.

Caring – Lay servants provide a caring presence in all they do. They may participate in caring and visitation ministries, welcoming strangers, and new members, establishing ministries that care for the hungry, those in need of clothing, the imprisoned and concern for pastors and staff. Lay servants show care and concern to others in a variety of fun and innovative ways.

Communicating – Lay servants are called to share the good news of Christ with others. This communication can occur in many ways such as sharing an encouraging word with those who are suffering, speaking out for the poor and the oppressed, conveying God’s work through preaching, teaching, or speaking in community venues, and perhaps most importantly, living their daily lives as followers of Jesus Christ.

Categories of “Certified Lay Servants.”
There are three categories of “Certification” for lay servants. There is the Certified Lay Servant (CLS), the Certified Lay Speaker (CLSp), and the Certified Lay Minister (CLM). A description of each is discussed below and you can also see a one-page summary of all three in Table 1 below.

Certified Lay Servants, (CLS) take initiative in giving leadership, assistance, and support to the program emphases of the church. Lead meetings for prayer, training, study, and discussion when requested by the pastor, district superintendent, District, or Conference Committee on Lay Servant Ministries (DCLSM or CCLSM). Lay Servants may conduct, or assist in conducting, services of worship, and present sermons and addresses when requested by the Pastor, District
Superintendent, DCLSM or CCLSM. Lay Servants relate to appropriate committees and ministry areas in providing leadership for congregational and community life and fostering caregiving ministries. They are permitted to distribute the elements of Holy Communion whenever celebrated upon request by the Pastor, providing the elements have been sanctified by clergy.

A Certified Lay Speaker, (CLSp) is a Certified Lay Servant, or person with equivalent training as defined by his or her district conference who is called and equipped to serve the church in pulpit supply in accordance with ¶267 and ¶341.1 of the 2016 Book of Discipline. The role of lay speaker was created at the 2012 General Conference to foster excellence, ensure quality, provide accountability, and retain the heritage of those laity called to provide pulpit supply.

A Certified Lay Minister, (CLM): is a Certified Lay Servant, Certified Lay Missioner (or equivalent as defined by his or her central conference), 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 ministries as part of a ministry team with the supervision and support of a clergy person. A Certified Lay Minister is assigned by a District Superintendent in accordance with BOD ¶268.1 and ¶419.2

If you are interested in becoming a CLS, CLSp, or CLM, pray to discern God's will in your life. Reflect on questions like these:

- Could God be calling you as a layperson to be a part of a ministry team using gifts given to you?
- Could you serve God faithfully as a Lay Servant in the congregation in which you are currently a member or a nearby congregation in need of lay leadership?
- Are you willing to explore this form of leadership in The United Methodist Church?

If you can answer "yes" to any of these questions, consider becoming Certified, and experience what it is like to be faithfully alive to the possibilities of leading the mission and ministry of a church today as part of a ministry team. Talk with your Pastor or District Superintendent to explore the process. Complete the training. Dedicate yourself to this task.

This Guidebook is also available on the Lay Servant Ministries page of the Great Plains Conference Website at http://www.greatplainsumc.org/laity

Revised 8/14/2020
Table 1
Lay Servant Ministries Info Sheet
(Reflects the 2016 General Conference Adopted Changes)

<table>
<thead>
<tr>
<th>CERTIFIED LAY SERVANT</th>
<th>CERTIFIED LAY SPEAKER</th>
<th>CERTIFIED LAY MINISTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serves the local church or charge (and/or beyond) and:</td>
<td>Serves by preaching the Word when requested by the pastor, district superintendent, or committee on Lay Servant Ministries, in accordance and compliance with ¶341.1.</td>
<td>As part of a ministry team with supervision and support of a clergyperson:</td>
</tr>
<tr>
<td>• Provides program leadership, assistance, and support</td>
<td></td>
<td>• Conducts public worship</td>
</tr>
<tr>
<td>• Leads meetings for prayer, training, study, and discussion</td>
<td></td>
<td>• Cares for the congregation</td>
</tr>
<tr>
<td>• Conducts, or assists in conducting, services of worship, preaches the Word, or gives addresses</td>
<td></td>
<td>• Develops new faith communities</td>
</tr>
<tr>
<td>• Provides congregational and community leadership and fosters caring ministries</td>
<td></td>
<td>• Preaches the Word</td>
</tr>
<tr>
<td>• Assists in the distribution of the elements of Holy Communion</td>
<td></td>
<td>• Leads small groups</td>
</tr>
<tr>
<td>• Teaches the Scriptures, doctrine, organization, and ministries of The United Methodist Church.</td>
<td></td>
<td>• Establishes outreach ministries</td>
</tr>
<tr>
<td><strong>REQUIREMENTS FOR CERTIFICATION:</strong></td>
<td><strong>REQUIREMENTS FOR CERTIFICATION:</strong></td>
<td><strong>REQUIREMENTS FOR CERTIFICATION:</strong></td>
</tr>
<tr>
<td>• Pastor and church council or charge conference recommendation</td>
<td>• Certified as a lay servant (or equivalent as defined by his or her central conference)</td>
<td>• Certified as a lay servant, lay missioner (or equivalent as defined by his or her central conference)</td>
</tr>
<tr>
<td>• Lay Servant Ministries BASIC course</td>
<td>• Pastor and church council or charge conference recommendation</td>
<td>• Pastor and church council or charge conference recommendation</td>
</tr>
<tr>
<td>• Lay Servant Ministries advanced course</td>
<td>• Completion of a track of study as defined in ¶267.3.c.</td>
<td>• Completion of a track of study as defined in ¶268</td>
</tr>
<tr>
<td>• District committee on Lay Servant Ministries, or equivalent structure (See ¶668.3) approval</td>
<td>• Conference committee on Lay Servant Ministries approval after interview with and recommendation from the district committee on Lay Servant Ministries</td>
<td>• District Superintendent recommendation</td>
</tr>
<tr>
<td><strong>REQUIREMENTS FOR RENEWAL:</strong></td>
<td><strong>REQUIREMENTS FOR RENEWAL:</strong></td>
<td><strong>REQUIREMENTS FOR RENEWAL:</strong></td>
</tr>
<tr>
<td>• Annual report &amp; renewal application</td>
<td>• Annual report &amp; renewal application</td>
<td>• Annual report</td>
</tr>
<tr>
<td>• Pastor and church council or charge conference recommendation</td>
<td>• Pastor and church council or charge conference recommendation</td>
<td>• Pastor and church council or charge conference recommendation</td>
</tr>
<tr>
<td>• Lay Servant Ministries advanced course in the last three years</td>
<td>• Lay Servant Ministries advanced course in the last three years</td>
<td>• Ministry review</td>
</tr>
<tr>
<td>• District committee on Lay Servant Ministries, or equivalent structure (See ¶668.3) approval</td>
<td>• Conference committee on Lay Servant Ministries approval every three years after interview with and recommendation from the district committee on Lay Servant Ministries</td>
<td>• Lay Servant Ministries advanced course or approved continuing education event every two years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• District Superintendent recommendation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Conference committee on Lay Servant Ministries approval every two years after interview with and recommendation from district committee on Ordained Ministry</td>
</tr>
</tbody>
</table>

**ADOPTED LEGISLATION AT 2016 GENERAL CONFERENCE**
For more information visit: www.UMCDiscipleship.org

**DISCIPLESHIP MINISTRIES**
The United Methodist Church
CERTIFIED LAY SERVANT (CLS)
CERTIFIED LAY SERVANT (CLS)

So, how does one get started to become a Certified Lay Servant? The following are provided as a guide to the Applicant, Pastor, District and Conference Committees, and the District Superintendents for use in the initial certification and renewal of CLS candidates.

<table>
<thead>
<tr>
<th>Certification Requirements</th>
<th>Educational Requirements</th>
<th>Renewal Requirements</th>
</tr>
</thead>
</table>
| 1. Pastor and Church council or Charge Conference recommendation.  
2. Satisfactory completion of the Educational Requirements.  
3. Submit completed Annual Report Form (Application) to the District Committee on Lay Servant Ministries (DCLSM)  
4. Approval by (DCLSM) ¶668.3. | 1. Satisfactorily complete Lay Servant Ministries “Basic Course.”  
2. Satisfactorily complete one Lay Servant Ministries “Advanced Course.” | 1. Submit an Annual Report (Renewal Application) to the Charge Conference or Church Council and to the DCLSM.  
2. Obtained a recommendation for renewal from the Pastor and Church Council or Charge Conference.  
3. Satisfactorily complete one Lay Servant Ministries Advanced Course within the previous 3 years.  
4. Certification may be renewed annually by the DCLSM after review of the Annual Report BOD ¶668.3.  
5. Received notice of approval from the DCLSM. |

The coursework for the CLS can be found through Discipleship Ministries of the United Methodist Church on the following website [https://www.umcdiscipleship.org/resources/lay-servant-ministries-catalog](https://www.umcdiscipleship.org/resources/lay-servant-ministries-catalog) and can also be found on the BeADisciple website [http://www.beadisciple.com/](http://www.beadisciple.com/) these courses may also be offered periodically through your District or another neighboring District within the Great Plains Conference, and can be found at [http://www.greatplainsumc.org/lsmtraining](http://www.greatplainsumc.org/lsmtraining)

All documentation should be supplied to the District Superintendent and to the District Director of Lay Servant Ministries for the district in which the candidate resides. A listing of all District Directors may be found at [http://www.greatplainsumc.org/lsmcontacts](http://www.greatplainsumc.org/lsmcontacts)

**CLS Initial Certification Requirements:**

1. The first step to becoming a Certified Lay Servant is to meet with your local pastor to discuss and discern your call to ministry.  
2. The second step is to satisfactorily complete the educational requirements:  
   a. Basic Course from Discipleship Ministries. (Offered in a face to face format only)  
   b. One Advanced Course from Discipleship Ministries, or one offered by your District, or another neighboring District within the Great Plains Conference.  
   c. Or a course approved by the CCLSM as “Advanced.”

Revised 8/14/2020
Additional information on CLS training and courses offered can be found on the Great Plains Website at: [http://www.greatplainsumc.org/lsmtraining](http://www.greatplainsumc.org/lsmtraining)

3. The third step after you have met the Educational Requirements is to obtain from your local Pastor and Church Council or Charge Conference a recommendation to become a Certified Lay Servant. This can be accomplished by filling out the “CLS Annual Report” (Application) shown below.

4. Following completion of the above, the fourth step is to have your District Committee on Lay Servant Ministries (DCLSM) review your qualifications (Annual Report) for final approval as a Certified Lay Servant.

**CLS Renewal Requirements**

1. To renew as a Certified Lay Servant, you must fill out and submit an Annual Report/Renewal application to your Church Council or Charge Conference and to the District Committee on Lay Servant Ministries, annually.

   The following must be completed on the CLS Annual Report:
   
   a. Provide evidence of satisfactory performance as a Certified Lay Servant.
   
   b. Obtain a recommendation from your pastor and the church council or charge conference where you are a member.
   
   c. Complete a Lay Servant Ministries Advanced Course in the last three years.

2. Following a satisfactory review of the above by the District Committee on Lay Servant Ministries your CLS certification may be renewed.
CERTIFIED LAY SERVANT

ANNUAL REPORT TO THE CHARGE CONFERENCE
GREAT PLAINS CONFERENCE OF THE UNITED METHODIST CHURCH

Report for year 20____
(from either January through December or last to current charge conference)

DEADLINE – December 31 – in the District Office
To be used for Initial Application or Renewal

Note: You must submit an Annual Report each year to the District Office.

Directions for completing report:
1. Please complete all parts. PRINT OR TYPE.
2. Seek approval by conferring with your pastor and with charge conference or church council and by obtaining their signatures.
3. Make two copies and distribute to yourself and to your charge conference/church council secretary.
4. Give or mail the signed original to the district office or District LSM Director by December 31. Each report is then reviewed by the District Lay Servant Ministries Committee.

Questions? Contact your District LSM Director.

Part 1. DATA ON THE LAY SERVANT
Name: ( ) Ms. ( ) Mrs. ( ) Mr. __________________________________________
Address: _____________________________________________________________ City/State/Zip: ____________________________
Phone: (H) ___________ (Cell) ___________ E-Mail: _____________________________
Church: ____________________________ District: ___________
Church Address: ____________________________ City/State/Zip: ____________________________
Church Phone: ____________________________ Pastor: ________________________________

Part 2. STATUS OF THE LAY SERVANT
___ Beginning (initial application) as Certified Lay Servant
• What year did you complete a Basic Course? _____________________________
• What year did you complete an Advanced Course? _____________________________
• What was the title of your Advanced Course? _____________________________
___ Renewing as Certified Lay Servant
• What year did you complete your most recent Advanced Course? _____________
• What was the title? _____________________________

Are you a member of a United Methodist Church? _____ Yes _____ No

Are you called and willing to provide pulpit supply? _____ Yes _____ No

Revised 8/14/2020
Part 3. LAY SERVANT ROLE
List your activities in the past year that demonstrate your role as Lay Servant, including personal spiritual development, service to the church, and mission opportunities in the community. If you need more space, expand this section or attach another page.

Part 3a. LAY 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. REQUEST OF THE LAY SERVANT
I request the recommendation of my pastor and my charge conference or church council to begin/renew as a Certified Lay Servant for the ensuing year.

Signature: ___________________________ Date: ___________________________

Part 6. RECOMMENDATION OF THE PASTOR
I recommend concurrence with the request of this person to begin/renew as a Certified Lay Servant for the ensuing year. Please add comments or concerns:

________________________________________________________

Signature: ___________________________ Date: ___________________________

Part 7. RECOMMENDATION OF THE CHARGE CONFERENCE OR CHURCH COUNCIL
The charge conference or church council of __________________________ (charge/church) recommends that the above person begin/renew as a Certified Lay Servant for the ensuing year. Add comments or concerns:

________________________________________________________

Chair Signature: ___________________________ Date: ___________________________

Revised 8/14/2020
Part 8. APPROVAL OF THE DISTRICT LAY SERVANT COMMITTEE

Has the applicant completed a Basic Course?  _____  Yes  _____  No

Has the applicant completed at least one Advanced Course within the past 3 years?  _____  Yes  _____  No

Does the applicant perform the role of Certified Lay Servant to a satisfactory standard?  _____  Yes  _____  No

The Lay Servant Ministries Committee of ________________________________ District

_____ approves  _____ does not approve because:

__________________________________________________________

Dist. LSM Dir Signature: __________________________________________ Date: ______________________

DS Signature: ___________________________________________________ Date: ______________________
GREAT PLAINS CONFERENCE CERTIFIED LAY SERVANT CERTIFICATION/RENEWAL CHECKLIST

Name: __________________________________________________________________________

Address: __________________________________________________________________________

City: ___________________ State: _________________ Zip Code: ___________________

Home Phone: ___________________________ Cell Phone: _____________________________

E-Mail: __________________________________________________________________________

Church Membership: __________________________________________________________________________

Charge Conference: __________________________________________________________________________

District/Sub District: ___________________ Annual Conference: __________________________

Certification Status: Certified Lay Servant? ___Yes ___No    Date: ________________________

Member of a United Methodist Church: ____Yes  ____No

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>INITIAL CERTIFICATION Process Checklist per ¶ 266 (2016 BOD)</td>
</tr>
<tr>
<td>1</td>
<td>1. Signature of Pastor and Church Council or Charge Conference. (Annual Report Form)</td>
</tr>
<tr>
<td>2</td>
<td>2. Completed CLS required courses. (LSM Basic Course and one Advanced Course) on Annual Report Form.</td>
</tr>
<tr>
<td>3</td>
<td>3. Submitted Annual Report for review by the DCLSM.</td>
</tr>
<tr>
<td>4</td>
<td>4. Approval and Certification by DCLSM.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RENEWAL OF CERTIFICATION Process Checklist per ¶ 266.4 (2016 BOD)</td>
</tr>
<tr>
<td>1</td>
<td>1. Completed a Lay Servant Ministries Advanced Course within the last three years. (Annual Report)</td>
</tr>
<tr>
<td>2</td>
<td>2. Signature of Pastor and the church council or charge conference of the candidate’s local church recommending renewal. (Annual Report)</td>
</tr>
<tr>
<td>3</td>
<td>3. Submitted Annual Report and Renewal Application to the Church Council or Charge Conference and to the DCLSM, providing evidence of satisfactory performance as a Certified Lay Servant. (Annual Report)</td>
</tr>
</tbody>
</table>
CERTIFIED LAY SPEAKER (CLSp)
CERTIFIED LAY SPEAKER (CLSp)

To become a Certified Lay Speaker, you must first be a Certified Lay Servant as described in the section above. To become a Certified Lay Speaker, the steps below may be used as a guide for the Applicant, Pastor, District and Conference Committees, and the District Superintendents for use in the initial certification and renewal of all CLSp candidates.

<table>
<thead>
<tr>
<th>Certification Requirements</th>
<th>Educational Requirements</th>
<th>Renewal Requirements</th>
</tr>
</thead>
</table>
| 1. Certified Lay Servant or equivalent as defined by the GPC.  
2. Completion of the track of study as defined in the BOD ¶267.3.c. (See Educational Requirements).  
3. Pastor and Church council or Charge Conference recommendation on Annual Report.  
4. Submit completed Annual Report Form (Application) to the District Committee on Lay Servant Ministries (DCLSM).  
5. Interview and Approval by the DCLSM ¶668.3.  
2. Satisfactorily completed the following six Lay Servant Ministries Advanced Courses:  
• Leading Prayer  
• Spiritual Gifts  
• UM Heritage  
• UM Polity  
• Leading Worship  
• Preaching | 1. Submit an Annual Report (Renewal Application) to the Charge Conference or Church Council and to the DCLSM.  
2. Obtain a recommendation for renewal from the Pastor and Church Council or Charge Conference.  
3. Satisfactorily complete one Lay Servant Ministries Advanced Course within the previous 3 years.  
5. Conference Committee on Lay Servant Ministries (CCLSM) may renew annually upon recommendation from the DCLSM.  
6. Receive notice of approval from the CCLSM. |

The coursework for CLSp can be found through Discipleship Ministries of the United Methodist Church on the following website [https://www.umcdiscipleship.org/resources/lay-servant-ministries-catalog](https://www.umcdiscipleship.org/resources/lay-servant-ministries-catalog) and can also be found on the BeAdisciple website [http://www.beadisciple.com/](http://www.beadisciple.com/) these courses may also be offered periodically through your District, or another neighboring District within the Great Plains Conference, and can be found at: [http://www.greatplainsumc.org/lsmtraining](http://www.greatplainsumc.org/lsmtraining)

Credit may also be given for any Great Plains CLM classes (of the eleven offered), against the corresponding CLSp class above. For example, if someone takes the CLM Worship class it will also count for the CLSp Worship class. The CLSp class does not count for credit towards CLM certification.

**All documentation should be supplied to the District Superintendent and to the District Director of Lay Servant Ministries for the district in which the candidate resides. A listing of all District Directors may be found at** [http://www.greatplainsumc.org/lsmcontacts](http://www.greatplainsumc.org/lsmcontacts)
CLSp Certification Requirements:

1. The first step is to meet with your local pastor to discuss and discern your call to the Lay Speaking ministry. You must also be currently certified as a Lay Servant, or equivalent.

2. The second step is to satisfactorily complete the educational requirements:
   a. There are six courses offered through Discipleship Ministries or within your District or another neighboring District within the Great Plains Conference, which must be satisfactorily completed. (1) Leading Prayer, (2) Spiritual Gifts, (3) United Methodist Heritage, (4) United Methodist Polity, (5) Leading Worship, and (6) Preaching.

   More information on training can be found at: http://www.greatplainsumc.org/lsmtraining

3. The third step is to obtain from your local Pastor and Church Council or Charge Conference a recommendation to become a Certified Lay Speaker. This can be done by filling out the “CLSp Annual Report” shown below.

4. Following completion of the above, the fourth step is to apply to and meet with your District Committee on Lay Servant Ministries (DCLSM) to review your qualifications from the Annual Report (Application) for recommendation to the Conference Committee on Lay Servant Ministries (CCLSM). Contact your District Director through your D.S. to schedule.

5. The fifth step is to have your Annual Report reviewed by the CCLSM for approval and certification.

CLSp Renewal Requirements

1. To renew as a Certified Lay Speaker, you must submit an Annual Report (Renewal application) to your Church Council or Charge Conference and to the District Committee on Lay Servant Ministries, annually.

   The following must be completed on the CLSp Annual Report:
   a. Provide evidence of satisfactory performance as a Certified Lay Speaker.
   b. Obtain a recommendation from your Pastor and the Church Council or Charge Conference where you are a member.
   c. Complete a Lay Servant Ministries Advanced Course in the last three years.
   d. Interview with and obtain a recommendation from the District Committee on Lay Servant Ministries in the last three years.

2. Following a satisfactory review of the above by the District Committee on Lay Servant Ministries, the Conference Committee on Lay Servant Ministries, will review your Annual Report/Renewal Application and your certification may be renewed.
CERTIFIED LAY SPEAKER
ANNUAL REPORT TO THE CHARGE CONFERENCE
GREAT PLAINS CONFERENCE OF THE UNITED METHODIST CHURCH
Report for year 20___ (from either January through December or last to current charge conference)
DEADLINE – December 31 – in the District Office
To be used for Initial Application or Renewal

Directions for completing report:
1. Please complete all parts. PRINT OR TYPE.
2. Check with your District Lay Servant Ministries (LSM) Director for any further requirements.
3. Obtain recommendation and signatures (on this form) from your pastor and from church council or charge conference.
4. Make two copies and distribute to yourself and to the church council or charge conference secretary.
5. For initial application and for renewal in every three years, request an interview with the District Committee of Lay Servant Ministries by contacting the District LSM Director.
6. Give or mail the signed original to the District Office or the District Lay Servant Ministries Director by December 31. Each report is then reviewed by the district and conference committees.

Questions? Contact your district LSM director.

Part 1. DATA ON THE LAY SPEAKER
Name: ( ) Ms. ( ) Mrs. ( ) Mr. ________________________________
Address: ________________________________ City/State/Zip: ________________________________
Phone: (H) ________________ (Cell) ________________ E-Mail: ________________________________
Church: ________________________________ District: ________________________________
Church Address: ________________________________ City/State/Zip: ________________________________
Church Telephone: ________________ Pastor: ________________________________

Part 2. STATUS OF THE LAY SPEAKER
_____ Beginning (initial application) as Certified Lay Speaker: Indicate what year and location or instructor for each of the required Lay Speaker Courses.

Basic: ____________________________________________________________
Prayer: ____________________________________________________________
Preaching: __________________________________________________________
Spiritual Gifts: _____________________________________________________
Heritage: __________________________________________________________
Polity: _____________________________________________________________
Worship: ___________________________________________________________
______ Renewing as Certified Lay Speaker

• What year were you first approved as a Lay Speaker? ____________
• What was the date of the last interview of your Lay Speaker status by the district committee (required every three years)? ____________
  Were you approved? ( ) yes ( ) no
• What year did you complete your last Advanced 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. LAY SERVANT ROLE

List your activities in the past year that demonstrate your role as Lay Servant/Lay Speaker, including personal spiritual development, service to the church, and mission opportunities in the community. If you need more space, expand this section or attach another page.

Part 3a. LAY 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. REQUEST OF THE LAY SPEAKER

I request the recommendation of my pastor and my church council or charge conference to begin/renew as a Certified Lay Speaker.

Signature: __________________________ Date: ________________________

8/14/2020
Part 6. RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this person to begin/renew as a Certified Lay Speaker.

Comments/Concerns: ____________________________________________________________

________________________________________________________ Date: ______________

Signature: _______________________________________________ Date: ______________

Part 7. RECOMMENDATION OF THE CHARGE CONFERENCE/CHURCH COUNCIL

The __________________________ charge conference/church council recommends that the above person begin/renew as a Certified Lay Speaker.

Comments/Concerns: ____________________________________________________________

________________________________________________________ Date: ______________

Chair Signature: ______________________________________________ Date: ______________

Part 8. APPROVAL OF THE DISTRICT LAY SERVANT COMMITTEE

Has the beginning applicant completed all seven of the required courses and other requirements? Yes / No
Has the renewing applicant completed at least one Advanced Course within the past 3 years? Yes / No
Does the applicant perform the role of the Lay Servant/Speaker to a satisfactory level? Yes / No

The Lay Servant Ministries Committee of __________________________ District

___ approves ___ does not approve because:

________________________________________________________

________________________________________________________

District LSM Director Signature: ___________________________ Date: ______________

DS Signature: ___________________________________________ Date: ______________

District Office: Please forward a copy of this completed form to the LSM conference director.

Part 9. APPROVAL OF THE CONFERENCE LAY SERVANT COMMITTEE

Has the beginning applicant completed all seven of the required courses and other requirements? Yes / No
Has the renewing applicant completed at least one Advanced Course within the past 3 years? Yes / No
Does the applicant perform the role of a Lay Servant/Speaker to a satisfactory level? Yes / No

The Lay Servant Ministries Committee of the Great Plains Conference:

___ approves ___ does not approve because:

________________________________________________________

________________________________________________________

GP LSM Director Signature: ___________________________ Date: ______________

Note: You must submit an Annual Report each year to the District Office or District Lay Servant Ministries Director.

8/14/2020
CERTIFIED LAY Speaker CLSp
Certification Process Checklist

Name: ________________________________________________________________________
Address: ______________________________________________________________________
City: _______________________ State: _________________ Zip Code: ___________________
Home Phone: ___________________________ Cell Phone: _____________________________
E-Mail: ________________________________________________________________________

Church Membership: ______________________________________________________________________
Charge Conference: ______________________________________________________________________

District/Sub District: _________________ Annual Conference: ___________________________

Certification Status: Certified Lay Servant (CLS)? ___Yes ___No
Certified Lay Speaker (CLSp) ___Yes ___No

Requirements per ¶ 267 (2016 BOD)
(Insert date when completed)

The information below is found on the CLSp Annual Report.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>1. Certified as a Lay Servant or equivalent.</td>
</tr>
<tr>
<td>_____________</td>
<td>2. Written recommendation from Pastor and Church Council or Charge Conference.</td>
</tr>
<tr>
<td>_____________</td>
<td>3. Completed CLSp track of study.</td>
</tr>
<tr>
<td></td>
<td>__ (1) Leading Prayer __ (2) Spiritual Gifts __ (3) United Methodist Heritage</td>
</tr>
<tr>
<td></td>
<td>__ (4) United Methodist Polity __ (5) Leading Worship __ (6) Preaching</td>
</tr>
<tr>
<td>_____________</td>
<td>4. Interviewed with and obtained a recommendation from the District Committee on Lay Servant Ministries (DCLSM).</td>
</tr>
<tr>
<td>_____________</td>
<td>5. Approval and certification from the Conference Committee on Lay Servant Ministries (CCLSM).</td>
</tr>
</tbody>
</table>
CERTIFIED LAY SPEAKER
Renewal Process Checklist

Name: ________________________________________________________________________

Address: ______________________________________________________________________

City: _______________________ State: _________________ Zip Code: ___________________

Home Phone: ___________________________ Cell Phone: _____________________________

E-Mail: ________________________________________________________________________

Church Membership: ____________________________________________________________

Charge Conference: _____________________________________________________________

District/Sub District: _________________Annual Conference: ___________________________

Date of CLM certification: _______

Requirements per ¶ 267.4 (2016 BOD)
(Insert date when completed)

The information below is found on the CLSp Annual Report.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>1. Submitted Annual Report/Renewal Application to the charge conference or church council and to the District Committee on Lay Servant Ministries (DCLSM), giving evidence of satisfactory performance as a Certified Lay Speaker.</td>
</tr>
<tr>
<td>_____________</td>
<td>2. Obtained recommendation from Pastor and church council or charge conference indicating continued recognition as a Certified Lay Speaker.</td>
</tr>
<tr>
<td>_____________</td>
<td>3. Completed an advanced course in the last 3 years.</td>
</tr>
<tr>
<td>_____________</td>
<td>4. Interviewed with and obtained recommendation for renewal from the DCLSM.</td>
</tr>
<tr>
<td>_____________</td>
<td>5. Approval of the CCLSM.</td>
</tr>
</tbody>
</table>
CERTIFIED LAY MINISTER (CLM)
CERTIFIED LAY MINISTER (CLM)

To become a Certified Minister, you must first be a Certified Lay Servant, (See the Certified Lay Servant section above). The steps below may be used as a guide for the Applicant, Pastor, District and Conference Committees, and the District Superintendents for use in the initial certification and renewal of CLM candidates.

There have been several changes to the CLM program which are documented within this section. Please note that no one needs to apply to take any of the CLM classes offered, they are open to anyone.

Secondly, the Educational Requirements for CLM Certification have changed to make CLM training more flexible, with 3 options. The first option utilizes the 4 Modules from Discipleship Ministries and the second option utilizes the Lay Academy for Rural Church Ministries. The 11 classes are no longer the only option to meet the educational requirements to obtain CLM certification. The 11 classes are still being offered and can be used to complete required CLM coursework, or can be used to supplement the 4 Modules, or can be taken as advanced classes. The detail information regarding these changes is presented below. It is recommended you consult with your District Director of LSM and District Superintendent to determine the best training alternative for your particular need.

Besides the normal pastoral role of the CLM’s, they now have the opportunity with further training to specialize in the following areas: Lay Missioner, Lay Missionary/Church Planter, Children’s Faith Formation, Men’s Ministry Specialist, and United Methodist Parish Nurse. Information on these ministries may be found at:

https://www.umcdiscipleship.org/resources/certified-lay-minister
https://www.umcdiscipleship.org/resources/lay-servant-ministries-catalog
**Certified Lay Minister (CLM)**

<table>
<thead>
<tr>
<th>Certification Requirements</th>
<th>Educational Requirements</th>
<th>Renewal Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Certified Lay Servant, Lay Missioner or equivalent as defined by the GPC.</td>
<td>1. Completed the Educational Requirements of a Certified Lay Servant.</td>
<td>1. Submit an Annual Report (Renewal Application) to the Charge Conference or Church Council.</td>
</tr>
<tr>
<td>2. Pastor and Church Council or Charge Conference recommendation.</td>
<td>2. Satisfactorily completed the following seven classes established by the Great Plains Conference:</td>
<td>2. Obtained a ministry review by the PPRC, Church Council or Charge Conference where the CLM is a member, or from where assigned.</td>
</tr>
<tr>
<td>3. Recommendation of District Superintendent. (Mutual Ministry Team/Elder assigned).</td>
<td>• Module 1 (Call and Covenant for Ministry).</td>
<td>3. Complete one Lay Servant Ministries Advanced Course or in the previous 2 years.</td>
</tr>
<tr>
<td>4. Completion of the track of study as defined in the BOD ¶268.3.c. (See Educational Requirements).</td>
<td>• Module 2 (The Practice for Ministry).</td>
<td>4. Obtained District Superintendent recommendation.</td>
</tr>
<tr>
<td>5. Approved screening assessment (Safe Gatherings, Background Check, Boundary Training, and Psych. evaluation).</td>
<td>• Module 3 (Organization for Ministry).</td>
<td>5. Submit Annual Report to the District Director of Lay Servant Ministries for review and completion of CLM Renewal Checklist.</td>
</tr>
<tr>
<td>6. Submit a completed Annual Report (Application) to the District Committee on Lay Servant Ministries (DCLSM).</td>
<td>• Module 4 (Connection for Ministry)</td>
<td>6. Forward Annual report and Checklist to the District Committee on Ordained Ministry (DCOOM).</td>
</tr>
<tr>
<td>7. District Director reviews the Annual Report and completes the CLM checklist for confirmation of all required steps (through #6) and submits to the District Committee on Ordained Ministry (DCOOM).</td>
<td>and</td>
<td>7. Obtain recommendation from DCOOM for Certification renewal.</td>
</tr>
<tr>
<td>8. Complete the CLM checklist items 7-10 and interview with and obtain a recommendation from DCOOM for certification. Submit completed checklist to the Conference Committee on LSM.</td>
<td>• Old Testament¹</td>
<td>8. The Certification may be renewed annually by the Conference Committee on Lay Servant Ministries (CCLSM) after interview and recommendation from DCOOM.</td>
</tr>
<tr>
<td>9. Approval by the Conference Committee on Lay Servant Ministries (CCLSM).</td>
<td>• New Testament¹</td>
<td></td>
</tr>
<tr>
<td>3. Satisfactorily completed the “Lay Academy for Rural Church Ministries” CLM curriculum, and</td>
<td>• Preaching¹</td>
<td></td>
</tr>
<tr>
<td>4. Satisfactorily completed the 11 courses offered by the GP Conference found at: <a href="http://www.greatplainsumc.org/CLM">http://www.greatplainsumc.org/CLM</a> courses.</td>
<td>-or-</td>
<td></td>
</tr>
</tbody>
</table>

¹ These classes are found on the Great Plains Lay Servant Ministries website at: http://www.greatplainsumc.org/CLMcourses

The coursework for the 4 Modules can be found through the BeADisciple website at http://www.beadisciple.com/category/online-christian-courses/certified-lay-ministry/

The 11 GP Conference classes and/or the three additional classes (Old Testament, New Testament, and Preaching) may be found at http://www.greatplainsumc.org/CLMcourses

The Lay Academy for Rural Church Ministries courses can be found at http://larcm.org/lay-training

Revised 8/14/2020
All documentation should be supplied to the District Superintendent and to the District Director of Lay Servant Ministries for the district in which the candidate resides. A listing of all District Directors may be found at [http://www.greatplainsumc.org/lsmcontacts](http://www.greatplainsumc.org/lsmcontacts)

**CLM Initial Certification Requirements:**

1. The first step is to meet with your local Pastor to discuss and discern your call to become a Certified Lay Minister. You must also be currently certified as a Lay Servant.
2. The second step is to obtain from your local Pastor and Church Council or Charge Conference a recommendation to become a Certified Lay Minister.
3. The third step is to obtain a letter of recommendation from your District Superintendent. (Form a Mutual Ministry Team with an assigned Elder).
4. The fourth step is to satisfactorily complete the educational requirements:
   - Module 1 (Call and Covenant for Ministry).
   - Module 2 (The Practice for Ministry).
   - Module 3 (Organization for Ministry).
   - Module 4 (Connection for Ministry).
   - Old Testament
   - New Testament
   - Preaching

   -or-

   Complete the Lay Academy for Rural Church Ministries CLM curriculum and
   - Old Testament
   - New Testament
   - Preaching

   -or-

   Satisfactory completed the 11 courses offered by the GP Conference found at: [http://www.greatplainsumc.org/CLM courses](http://www.greatplainsumc.org/CLM courses).
5. Have all forms reviewed by the District Director of LSM who completes the CLM checklist for completion of steps 1-6 and submits it to the District Committee on Ordained Ministry (DCOM).
6. The next step is to complete Safe Gatherings Certification, Boundary Training, a background check and have a psychological assessment conducted. The background check and psychological assessment are handled through the Great Plains Conference Registrar and the forms can be found at: [http://www.greatplainsumc.org/greatplainsboomforms](http://www.greatplainsumc.org/greatplainsboomforms) under CLM Certification. This information will be maintained on “UMCARES.” [www.umcares.org/Login.aspx](http://www.umcares.org/Login.aspx)
7. Interview with and obtain recommendation from the DCOOM for Certification. The interview is scheduled through your District Registrar.
8. Submit a completed Annual Report (Application) and CLM checklist to the District Committee on Lay Servant Ministries (DCLSM).
9. Approval and Certification by the CCLSM after recommendation from DCOOM.

Revised 8/14/2020
CLM Renewal Requirements

1. To renew as a Certified Minister, you must submit an Annual Report/Renewal application to your Church Council or Charge Conference and to the Conference Committee on Lay Servant Ministries, annually.

The following information must be completed on the CLM Annual Report:

2. Obtain a ministry review by the Pastor Parish Relations Committee, Church Council, or Charge Conference where the CLM is assigned, if applicable.

3. Completed a Lay Servant Ministries Advanced Course or continuing education event in the last two years.

4. Obtain recommendation for recertification from the District Superintendent.

5. Submit Annual Report to the District Director of Lay Servant Ministries for review and completion of CLM renewal checklist. If the checklist is complete, the Annual Report and CLM Renewal Checklist is forwarded to the DCOOM.

6. Annual Report and Checklist reviewed by the District Registrar for recommendation to be interviewed/examined by the District Committee on Ordained Ministry (DCOOM).

7. Obtain recommendation from the DCOOM for renewal of CLM Certification.

8. Submit the recommendation and CLM Renewal checklist to District Committee on LSM.

9. Obtain approval and certification from the Conference Committee on Lay Servant Ministries (CCLSM).
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: ________________________________
Revised 8/14/2020
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:
    o New Testament:  _______________________
    o Old Testament:  _______________________
    o Preaching:  _______________________
    o Safe Gatherings:  _______________________
    o Boundary Training:  _______________________
    o Background Check:  _______________________
    o 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, expand this section or 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: __________________

Revised 8/14/2020
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

Revised 8/14/2020
CERTIFIED LAY MINISTER
Initial Certification Process Checklist

Name: ___________________________________________________________________________

Address: _________________________________________________________________________

City: _______________________ State: _________________ Zip Code: _______________________

Home Phone: ___________________________ Cell Phone: _________________________________

E-Mail: ___________________________________________________________________________

District LSM Director: ________________________________ District: _______________________

Church Membership: __________________________________________________________________

Charge Conference: ___________________________________________________________________

District/Sub District: _________________ Annual Conference: _____________________________

Certification Status: Certified Lay Servant (CLS)? ___Yes ___No

OR
Certified Lay Speaker (CLSp) ___Yes ___No

Requirements per ¶ 268 (2016 BOD)
(Insert date when completed.)

The information below is found on the CLM Annual Report.

Date Completed | Requirement

_____________ 1. Certified as a Lay Servant/Lay Missioner or equivalent.

_____________ 2. Written recommendation from Pastor and Church Council or Charge Conference or S/PPRC.

_____________ 3. Supervising Elder assigned.

_____________ 4. Mutual Ministry Team formed.

_____________ 5. Completed CLM Great Plains educational requirement (see LSM Guidebook, Page 27) or equivalent.


Revised 8/14/2020
<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>7. Safe Gatherings Certification complete.</td>
</tr>
<tr>
<td>_____________</td>
<td>8. Boundary Training complete.</td>
</tr>
<tr>
<td>_____________</td>
<td>9. Background Check complete.</td>
</tr>
<tr>
<td>_____________</td>
<td>11. Checklist for items 1-6 completed by District LSM Director along with confirmation of completion from Conference Registrar of items 7-10 forwarded to CCLSM.</td>
</tr>
<tr>
<td>_____________</td>
<td>12. Items 1-7 reviewed by Conference Committee or District Director of LSM or equivalent.</td>
</tr>
<tr>
<td>_____________</td>
<td>13. Referral by District Director of LSM to District Committee on Ordained Ministry (DCOOM) for examination.</td>
</tr>
<tr>
<td>_____________</td>
<td>15. Approval of CCLSM. Chair reports results to BOOM Registrar.</td>
</tr>
</tbody>
</table>
CERTIFIED LAY MINISTER
Renewal Process Checklist

Name: ________________________________________________________________

Address: ______________________________________________________________________

City: _______________________ State: _________________ Zip Code: ___________________

Home Phone: ___________________________ Cell Phone: _____________________________

E-Mail: ________________________________________________________________________

Church Membership: ____________________________________________________________

Charge Conference: ______________________________________________________________________

District/Sub District: _________________Church Assigned (If any): _______________________

District Director of LSM: _________________________________________________________

Date of initial CLM certification: ______________________________________________________________________


Requirements per ¶ 268.4 (2016 BOD)
(Insert date when completed.)

The Information below is found on the CLM Annual Report.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>1. Submitted Annual Report to the charge conference or church council and to DDLSM.</td>
</tr>
<tr>
<td>____________</td>
<td>2. Ministry review from Pastor Parish Relations Committee or charge conference or church council indicating satisfactory performance.</td>
</tr>
<tr>
<td>____________</td>
<td>3. Completed in the last 2 years an advanced CLM course or approved continuing education event approved by the CCLSM.</td>
</tr>
<tr>
<td>____________</td>
<td>4. Recommendation for renewal from District Superintendent.</td>
</tr>
<tr>
<td>____________</td>
<td>5. Updated Safe Gatherings certification and background check.</td>
</tr>
<tr>
<td>Date Completed</td>
<td>Requirement</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>_____________</td>
<td>6. Checklist for items 1-5 completed by District Director and forwarded to CCLSM.</td>
</tr>
<tr>
<td>_____________</td>
<td>7. Items 1-4 reviewed by Conference Committee on LSM or equivalent.</td>
</tr>
<tr>
<td>_____________</td>
<td>8. DDLSM referral to District Committee on Ordained Ministry (DCOOM) for examination.</td>
</tr>
<tr>
<td>_____________</td>
<td>9. DCOOM recommendation to CCLSM for recertification.</td>
</tr>
<tr>
<td>_____________</td>
<td>10. CCLSM approval. Chair reports results to BOOM Registrar.</td>
</tr>
</tbody>
</table>
NOTE: CHANGES IN EDUCATIONAL REQUIREMENTS: TRANSITION
Beginning Oct. 31, 2017, the training requirements to become a Certified Lay Minister (CLM) were changed to those shown under “Educational Requirements” above. Prior to Oct. 31, 2017 the Great Plains Conference required completion of 11 classes as shown below:

Note: If you are beginning your CLM training after Oct. 31, 2017 the “Transition” section of this document is not applicable.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Been Certified as a CLS.</td>
<td>• Been Certified as a CLS.</td>
</tr>
<tr>
<td>• Satisfactorily completed the following eleven classes established by the Great Plains Conference:</td>
<td>• Satisfactorily completed the following seven classes established by the Great Plains Conference:</td>
</tr>
<tr>
<td>1. Module One (Lay Servant Ministries)</td>
<td>1. Module 1 (Lay Servant Ministries)</td>
</tr>
<tr>
<td>4. Preaching</td>
<td>4. Module 4</td>
</tr>
<tr>
<td>5. Worship</td>
<td>5. Old Testament</td>
</tr>
<tr>
<td>7. UM History/Polity</td>
<td>7. Preaching</td>
</tr>
<tr>
<td>8. UM Theology/Doctrine</td>
<td>-or-</td>
</tr>
<tr>
<td>9. Mission and Social Concerns</td>
<td>Satisfactory completion of the “Lay Academy for Rural Church Ministries” CLM curriculum plus:</td>
</tr>
<tr>
<td>10. Evangelism</td>
<td>• Old Testament</td>
</tr>
<tr>
<td>11. Leadership and Administration</td>
<td>• New Testament</td>
</tr>
<tr>
<td></td>
<td>• Preaching (offered by the GPC).</td>
</tr>
</tbody>
</table>

If you would like to change curriculums from the 11 Great Plains courses to one of the other options, use the table below to guide you.

Students who have been taking CLM classes prior to Oct. 31, 2017 may elect to continue taking them to meet the CLM educational requirements. However, should students decide to transition to the training requirements beginning Oct. 31, 2017 they may receive credit for the training they have received according to the Transition Table below:

Credit may also be given for any CLM classes of the eleven offered, against the corresponding CLSp class. For example, if someone takes the CLM Worship class it will also count for the CLSp Worship class. **Note: CLSp classes do not count as credit for CLM classes.**
### Transition Table – Course Credit

<table>
<thead>
<tr>
<th>Training Beginning Sept. 1, 2017</th>
<th>Credit for classes taken prior to Sept. 1, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>Needs to be completed by all CLM candidates – No change</td>
</tr>
<tr>
<td>Module 2</td>
<td>To receive credit for Module 2 student must have completed: Preaching, Worship, Pastoral Care, and Evangelism</td>
</tr>
<tr>
<td>Module 3</td>
<td>To receive credit for Module 3 student must have completed: Leadership/Administration.</td>
</tr>
<tr>
<td>Module 4</td>
<td>To receive credit for Module 4 student must have completed: History/Polity and Theology/Doctrine.</td>
</tr>
<tr>
<td>Old Testament</td>
<td>Needs to be completed by all CLM candidates – No change</td>
</tr>
<tr>
<td>New Testament</td>
<td>Needs to be completed by all CLM candidates – No change</td>
</tr>
<tr>
<td>Preaching</td>
<td>Needs to be completed by all CLM candidates – No change</td>
</tr>
</tbody>
</table>

Therefore, **students who have been taking classes prior to Oct. 31, 2017 may continue to do so.** Those who desire to transition to the training requirements beginning Oct. 31, 2017 may do so in accordance with the above transition table.

Example: If you have previously taken Preaching, Worship, and Pastoral Care, all you would need to do is take the Evangelism class to qualify for credit for Module 2. Or if you have previously taken History/Polity you could take Theology/Doctrine and obtain credit for Module 4. In either of these examples you could also enroll in the module itself to obtain credit.

**Since each case will be unique and different it is recommended that you meet with your District Superintendent and your District Director of Lay Servant Ministries to determine the most efficient means by which you can meet the CLM educational requirements.**

Also, the eleven CLM classes will continue to be offered as “Advanced” classes for renewal as well as the basic curriculum.
SPECIAL CLM CERTIFICATION:

In addition to the above, the Conference Committee on Lay Servant Ministries (CCLSM) may, on a case by case basis, make further determinations regarding CLM certification.

The CCLSM can evaluate candidates who have an educational background equivalent to, or greater than, that required for CLM certification, and may assist in determination of any additional classes required for CLM certification, if any.

Candidates for consideration in these cases must be submitted to the CCLSM by the written recommendation of the appropriate District Superintendent and by completing the CLM Annual Report form requesting CLM certification.

Compliance with all screening assessments is required including the background check, psychological evaluation, boundary training, and Safe Gatherings certification.