

LAY SERVANT MINISTRY GUIDEBOOK

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

August 14, 2020

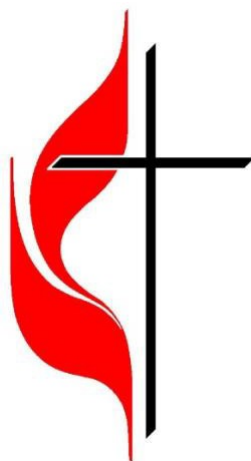


TABLE OF CONTENTS

LIST OF REVISIONS 3

LIST OF ACRONYMS 4

QUICK LINKS 5

WELCOME..... 6

GENERAL INFORMATION..... 6

 WHAT IS A LAY SERVANT?.....6

 CATEGORIES OF CERTIFIED LAY SERVANTS (CLS, CLSP, CLM).....7

LAY SERVANT MINISTRIES INFO SHEET – TABLE 1 8

CERTIFIED LAY SERVANT 9

 CERTIFICATION AND RENEWAL REQUIREMENTS.....10

 ANNUAL REPORT..... 12

 PROCESS CHECKLIST 15

CERTIFIED LAY SPEAKER.....16

 CERTIFICATION AND RENEWAL REQUIREMENTS.....17

 ANNUAL REPORT.....19

 PROCESS CHECKLIST 22

CERTIFIED LAY MINISTER.....24

 CERTIFICATION AND RENEWAL REQUIREMENTS.....25

 ANNUAL REPORT..... 29

 PROCESS CHECKLIST 33

TRAINING TRANSITION (FOR CLM’S ONLY).....37

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 ¶1267 and ¶1341.1 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 ¶1268.1 and ¶1419.2



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>

Table 1
Lay Servant Ministries Info Sheet
 (Reflects the 2016 General Conference Adopted Changes)

CERTIFIED LAY SERVANT	CERTIFIED LAY SPEAKER	CERTIFIED LAY MINISTER
<p>Serves the local church or charge (and/or beyond) and:</p> <ul style="list-style-type: none"> • Provides program leadership, assistance, and support • Leads meetings for prayer, training, study, and discussion • Conducts, or assists in conducting, services of worship, preaches the Word, or gives addresses • Provides congregational and community leadership and fosters caring ministries • Assists in the distribution of the elements of Holy Communion • Teaches the Scriptures, doctrine, organization, and ministries of The United Methodist Church. 	<p>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.</p>	<p>As part of a ministry team with supervision and support of a clergy person:</p> <ul style="list-style-type: none"> • Conducts public worship • Cares for the congregation • Develops new faith communities • Preaches the Word • Leads small groups • Establishes outreach ministries • Serves as a class leader • Engages in specialized ministries after appropriate training such as in parish nursing and church planting • Assists in program leadership
<p>REQUIREMENTS FOR CERTIFICATION:</p> <ul style="list-style-type: none"> • Pastor and church council or charge conference recommendation • Lay Servant Ministries BASIC course • Lay Servant Ministries advanced course • District committee on Lay Servant Ministries, or equivalent structure (See ¶668.3) approval 	<p>REQUIREMENTS FOR CERTIFICATION:</p> <ul style="list-style-type: none"> • Certified as a lay servant <i>(or equivalent as defined by his or her central conference)</i> • Pastor and church council or charge conference recommendation • Completion of a track of study as defined in ¶267.3.c. • Conference committee on Lay Servant Ministries approval after interview with and recommendation from the district committee on Lay Servant Ministries 	<p>REQUIREMENTS FOR CERTIFICATION:</p> <ul style="list-style-type: none"> • Certified as a lay servant, lay missionary <i>(or equivalent as defined by his or her central conference)</i> • Pastor and church council or charge conference recommendation • Completion of a track of study as defined in ¶268 • District Superintendent recommendation • Appropriate screening & assessment • Conference committee on Lay Servant Ministries approval after interview with and recommendation from district committee on Ordained Ministry
<p>REQUIREMENTS FOR RENEWAL:</p> <ul style="list-style-type: none"> • Annual report & renewal application • Pastor and church council or charge conference recommendation • Lay Servant Ministries advanced course in the last three years • District committee on Lay Servant Ministries, or equivalent structure (See ¶668.3) approval 	<p>REQUIREMENTS FOR RENEWAL:</p> <ul style="list-style-type: none"> • Annual report & renewal application • Pastor and church council or charge conference recommendation • Lay Servant Ministries advanced course in the last three years • Conference committee on Lay Servant Ministries approval every three years after interview with and recommendation from the district committee on Lay Servant Ministries 	<p>REQUIREMENTS FOR RENEWAL:</p> <ul style="list-style-type: none"> • Annual report • Pastor and church council or charge conference recommendation • Ministry review • Lay Servant Ministries advanced course or approved continuing education event every two years • District Superintendent recommendation • Conference committee on Lay Servant Ministries approval every two years after interview with and recommendation from district committee on Ordained Ministry
<div style="display: flex; align-items: center;">  <div> <p>ADOPTED LEGISLATION AT 2016 GENERAL CONFERENCE</p> <p>For more information visit: www.UMCdiscipleship.org</p>  <p>DISCIPLESHIP MINISTRIES The United Methodist Church</p> </div> </div>		

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.

Certification Requirements	Educational Requirements	Renewal Requirements
<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. Satisfactorily complete Lay Servant Ministries “Basic Course.” 2. Satisfactorily complete one Lay Servant Ministries “Advanced Course.” 	<ol style="list-style-type: none"> 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 <u>may be renewed annually</u> 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> and can also be found on the BeADisciple website <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>

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>

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.”

Additional information on CLS training and courses offered can be found on the Great Plains Website at: <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

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: _____

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

INITIAL CERTIFICATION Process Checklist per ¶ 266 (2016 BOD)

Date Completed

Requirement

1. Signature of Pastor and Church Council or Charge Conference. (Annual Report Form)
2. Completed CLS required courses. (LSM Basic Course and one Advanced Course) on Annual Report Form.
3. Submitted Annual Report for review by the DCLSM.
4. Approval and Certification by DCLSM.

RENEWAL OF CERTIFICATION Process Checklist per ¶ 266.4 (2016 BOD)

Date Completed

Requirement

1. Completed a Lay Servant Ministries Advanced Course within the last three years. (Annual Report)
2. Signature of Pastor and the church council or charge conference of the candidate’s local church recommending renewal. (Annual Report)
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)

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.

Certification Requirements	Educational Requirements	Renewal Requirements
<ol style="list-style-type: none"> 1. Certified Lay Servant or equivalent as defined by the GPC. 2. Completion of the track of study as defined in the BOD ¶1267.3.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 ¶1668.3. 6. Approval by the Conference Committee on Lay Servant Ministries, (CCLSM). 	<ol style="list-style-type: none"> 1. Completed the Educational Requirements of a Certified Lay Servant. 2. Satisfactorily completed the following six Lay Servant Ministries Advanced Courses: <ul style="list-style-type: none"> • Leading Prayer • Spiritual Gifts • UM Heritage • UM Polity • Leading Worship • Preaching 	<ol style="list-style-type: none"> 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. 4. Recommendation for renewal by the DCLSM after review of the Annual Report. 5. Conference Committee on Lay Servant Ministries (CCLSM) <u>may renew annually</u> 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> and can also be found on the BeADisciple website <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>

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>

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: _____

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: _____

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: _____

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.

**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.

Date Completed

Requirement

1. Certified as a Lay Servant or equivalent.

2. Written recommendation from Pastor and Church Council or Charge Conference.

3. Completed CLSp track of study.

__ (1) Leading Prayer __ (2) Spiritual Gifts __ (3) United Methodist Heritage
__ (4) United Methodist Polity __ (5) Leading Worship __ (6) Preaching

4. Interviewed with and obtained a recommendation from the District Committee on Lay Servant Ministries (DCLSM).

5. Approval and certification from the Conference Committee on Lay Servant Ministries (CCLSM).

**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.

Date Completed

Requirement

- | | |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | 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. |
| _____ | 2. Obtained recommendation from Pastor and church council or charge conference indicating continued recognition as a Certified Lay Speaker. |
| _____ | 3. Completed an advanced course in the last 3 years. |
| _____ | 4. Interviewed with and obtained recommendation for renewal from the DCLSM. |
| _____ | 5. Approval of the CCLSM. |

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)

Certification Requirements	Educational Requirements	Renewal Requirements
<p>1. Certified Lay Servant, Lay Missioner or equivalent as defined by the GPC.</p> <p>2. Pastor and Church Council or Charge Conference recommendation.</p> <p>3. Recommendation of District Superintendent. (Mutual Ministry Team/Elder assigned).</p> <p>4. Completion of the track of study as defined in the BOD ¶268.3.c. (See Educational Requirements).</p> <p>5. Approved screening assessment (Safe Gatherings, Background Check, Boundary Training, and Psych. evaluation).</p> <p>6. Submit a completed Annual Report (Application) to the District Committee on Lay Servant Ministries (DCLSM).</p> <p>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).</p> <p>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.</p> <p>9. Approval by the Conference Committee on Lay Servant Ministries (CCLSM).</p>	<p>1. Completed the Educational Requirements of a Certified Lay Servant.</p> <p>2. Satisfactorily completed the following seven classes established by the Great Plains Conference:</p> <ul style="list-style-type: none"> • Module 1 (Call and Covenant for Ministry). • Module 2 (The Practice for Ministry). • Module 3 (Organization for Ministry). • Module 4 (Connection for Ministry) <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • Old Testament¹ • New Testament¹ • Preaching¹ <p style="text-align: center;">-or-</p> <p>3. Satisfactorily completed the “Lay Academy for Rural Church Ministries” CLM curriculum, and</p> <ul style="list-style-type: none"> • Old Testament¹ • New Testament¹ • Preaching¹ <p style="text-align: center;">-or-</p> <p>4. Satisfactory completed the 11 courses offered by the GP Conference found at: http://www.greatplainsumc.org/CLM courses.</p>	<p>1. Submit an Annual Report (Renewal Application) to the Charge Conference or Church Council.</p> <p>2. Obtained a ministry review by the PPRC, Church Council or Charge Conference where the CLM is a member, or from where assigned.</p> <p>3. Complete one Lay Servant Ministries Advanced Course or in the previous <u>2 years</u>.</p> <p>4. Obtained District Superintendent recommendation.</p> <p>5. Submit Annual Report to the District Director of Lay Servant Ministries for review and completion of CLM Renewal Checklist.</p> <p>6. Forward Annual report and Checklist to the District Committee on Ordained Ministry (DCOOM).</p> <p>7. Obtain recommendation from DCOOM for Certification renewal.</p> <p>8. The Certification <u>may be renewed annually</u> by the Conference Committee on Lay Servant Ministries (CCLSM) after interview and recommendation from DCOOM.</p>

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>

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>

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-

Satisfactorily completed the 11 courses offered by the GP Conference found at:

[http://www.greatplainsumc.org/CLM courses](http://www.greatplainsumc.org/CLM%20courses).

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> under CLM Certification. This information will be maintained on "UMCARES." www.umcares.org/Login.aspx Check with your D. S. for Login information.
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.

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: _____

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, 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: _____

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

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.

6. Letter of Recommendation from District Superintendent.

Date Completed

Requirement

- _____ 7. Safe Gatherings Certification complete.
- _____ 8. Boundary Training complete.
- _____ 9. Background Check complete.
- _____ 10. Psychological Evaluation complete.
- _____ 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.
- _____ 12. Items 1-7 reviewed by Conference Committee or District Director of LSM or equivalent.
- _____ 13. Referral by District Director of LSM to District Committee on Ordained Ministry (DCOOM) for examination.
- _____ 14. Recommendation of DCOOM to CCLSM for certification. Checklist completed by District Director.
- _____ 15. Approval of CCLSM. Chair reports results to BOOM Registrar.

**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.

Date Completed	Requirement
_____	1. Submitted Annual Report to the charge conference or church council and to DDLSM.
_____	2. Ministry review from Pastor Parish Relations Committee or charge conference or church council indicating satisfactory performance.
_____	3. Completed in the last 2 years an advanced CLM course or approved continuing education event approved by the CCLSM.
_____	4. Recommendation for renewal from District Superintendent.
_____	5. Updated Safe Gatherings certification and background check.

Date Completed

Requirement

- _____ 6. Checklist for items 1-5 completed by District Director and forwarded to CCLSM.
- _____ 7. Items 1-4 reviewed by Conference Committee on LSM or equivalent.
- _____ 8. DDLSM referral to District Committee on Ordained Ministry (DCOOM) for examination.
- _____ 9. DCOOM recommendation to CCLSM for recertification.
- _____ 10. CCLSM approval. Chair reports results to BOOM Registrar.

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.

CLM Educational Requirements <u>Prior to Oct. 31, 2017</u>	Additional Options for CLM Educational Requirements <u>beginning Oct. 31, 2017.</u>
<ul style="list-style-type: none"> • Been Certified as a CLS. • Satisfactorily completed the following <u>eleven</u> classes established by the Great Plains Conference: <ol style="list-style-type: none"> 1. Module One (Lay Servant Ministries) 2. Old Testament 3. New Testament 4. Preaching 5. Worship 6. Pastoral Care 7. UM History/Polity 8. UM Theology/Doctrine 9. Mission and Social Concerns 10. Evangelism 11. Leadership and Administration 	<ul style="list-style-type: none"> ▪ Been Certified as a CLS. ▪ Satisfactorily completed the following <u>seven</u> classes established by the Great Plains Conference: <ol style="list-style-type: none"> 1. Module 1 (Lay Servant Ministries) 2. Module 2 3. Module 3 4. Module 4 5. Old Testament 6. New Testament 7. Preaching <p style="text-align: center;">-or-</p> Satisfactory completion of the “Lay Academy for Rural Church Ministries” CLM curriculum plus: <ul style="list-style-type: none"> • Old Testament, • New Testament • Preaching (offered by the GPC).

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

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.