

CERTIFIED LAY SERVANT CHECK LIST

Name: _____

REQUIREMENTS		
	FIRST STEPS	DATE RECEIVED
1	Receive the written recommendation of the pastor of the church where he/she holds membership.	
2	Receive the written recommendation of the church council or charge conference in the church where she/he currently holds membership	
3	Receive the written recommendation of his/her District Superintendent (this requirement may vary for each district)	
ATTEND THESE COURSES WHEN THEY ARE AVAILABLE THROUGHOUT THE SUSQUEHANNA CONFERENCE https://susumc.org/lay-ministry/		
4	GROW! Living as a Spiritual Transformational Leader – Modules 1 & 2, all eight sessions (2 CEUs), OR	
5	Introduction to Lay Ministry: The Basic Course + One Advanced Course which together equals 2 CEUs	
WHEN 1-5 ARE COMPLETED		
6	Complete Form 8 – https://susumc.org/ - Lay Ministry page or Charge Conference forms	
7	Submit completed Form 8 with attached Certificates of Completion to the local church's Charge Conference	
8	Charge Conference submits Form 8 to the District Office for review and submits to District LSM Committee	
9	Approval of Certification is given by the District Committee on Lay Servant Ministry	
10	Form 8 must be submitted annually to the Charge Conference. At least 1 CEU certificate must be attached from an approved Advanced Course every three years.	

Questions can be directed to the Director of Lay Servant Ministries - Kim Shockley, kshockley@susumc.org

The Conference Committee on Lay Servant Ministries also suggests that anyone seeking a greater understanding of their own call explore by attending **God's Call Event**.

It is the Lay Servants responsibility to keep copies of the documents (especially Certificates of Completion) you submit.