

CERTIFIED LAY MINISTER CHECK LIST

Name: _____

FIRST STEPS – Book of Discipline, 2016, Para 268 (complete before attending CLM School)		DATE RECEIVED
1	Be certified as a Lay Servant or Lay Missioner.	
2	Receive the written recommendation of the pastor of the church where he/she holds membership, send to District Office.	
3	Receive the written recommendation of the church council or charge conference in the church where she/he currently holds membership, send to District Office.	
4	Receive the written recommendation of his/her District Superintendent, send to District Office.	
5	Request/Schedule welcome meeting with DCoM - https://susumc.org/boom-contacts/ - meet as requested.	
6	Request and Complete psychological assessments required by Board of Ordained Ministry* (Scheduled through your District Office) This process could take several months to complete perhaps during CLM School timeframe.	
PROCESS THE FOLLOWING DOCUMENTS (Before assignment to a local church or before attending CLM School)		
7	PA Child Abuse clearance (clearance valid for 5 years)	
8	PA Criminal Background clearance (clearance valid for 5 years)	
9	FBI Fingerprint clearance (clearance valid for 5 years)	
10	Ministry Safe (clearance valid for 5 years) Upload all clearances through your local church's account – where you are a member.	
ATTEND THE FOLLOWING WHEN THEY ARE MADE AVAILABLE.		
11	Attend the conference sponsored God's Call event when available. (send certificate to your District Office)	
12	Complete Conference sponsored CLM School – complete steps 1 – 10 before attending (This is to be done with the signed permission of the Conference Superintendent in the area where her/his church is located)	
13	Complete a module on the preparation of a covenant for mutual team ministry – included in CLM School	
14	Complete Boundaries Training (currently a module at Local Pastor Licensing & CLM school) (send certificate to your District Office)	
WHEN 1-14 ARE COMPLETED		
15	Request written assurance (letter or email) from the District Lay Servant Team that 1-14 are completed.	
16	Apply in writing to the chair of the District Committee on Ministry (DCoM) for an interview (bring completed Checklist)	
17	Receive the recommendation of the District Committee on Ministry (DCoM) – action report sent to CCLMS	
18	Receive approval of the Conference Committee on Lay Servant Ministries (This will be the CLM certification date)	
19	Once Certified, meet with DCoM at least biannually for Recertification and complete 1CEU for training.	

- *All CLM candidates must take MMPI-2, 16PF, Interview, and have written report. These assessments will be paid by the Board of Ordained Ministry
- Copies of the above items should be sent to the District Office for record keeping. The file will be shared with the District Committee on Ministry (DCoM). Be sure to keep copies of the documents you submit.
 - Future requirements include one CEU earned from an Advanced Lay Servant Ministry Course every two years to be reported on your CLM Annual Report at your Charge Conference. CLMs are interviewed and recommended by the DCoM every year (or as requested), approval comes from the Conference Committee on LSM.
 - A clergy supervisor will be assigned upon certification.