



Certified Lay Minister (CLM) Requirement Checklist

Conference Committee on Lay Servant Ministry/CLM

New England Conference of the United Methodist Church

(¶268, 2016 *Book of Discipline*) v2-20-2021

Beginning CLM Candidacy

- ___ 1. Explore your sense of call with your pastor and participate in Ministry Exploration Summit (bomregistrar@yahoo.com).
- ___ 2. Write to your District Superintendent (DS), including statement of call and letter of support from your pastor [submit copy of Certified Lay Servant (CLS) Certificate, if certified]. In letter, ask for admission to the CLM candidacy process and a CLM candidacy mentor. Meet with DS to discuss your candidacy and ministry options.

Home Church Approval

- ___ 3. Request an interview for recommendation for CLM certification from the church council or charge conference of the UM church in which you are a member (include statement of call). If you are **not** already a CLS, ask to be approved for CLS at the same time (¶268.3a). With your pastor present, the group will ask you about your ministry call to CLM and **Wesley's Questions for Examiners:**

(a) Do they know God as pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation? (b) Have they gifts, as well as evidence of God's grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly? (c) Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?

- ___ 4. Upon local church approval of candidate, the pastor/presiding elder must document the decision(s) in writing (email ok). In the letter include church approval date and Pastor's recommendation of candidate (¶268.3b). Submit copies to (a) DS, (b) District Committee on Lay Servant Ministry (LSM) and (c) Conference Committee on LSM/CLM.

Education & Planning with DS

- ___ 5. Once admitted into CLM candidacy by DS (#2) begin the required Candidacy Studies with assigned mentor. Required studies include *Answering the Call* guidebook (2016), one additional lesson (#10) and any other requirements the DS assigned. Contact bomregistrar@yahoo.com for the guidebook/appendix (pdf and or book, no charge). Mentors must report completion of required mentoring to the Conference Committee on LSM/CLM: seacoast.layregistrar@gmail.com.
- ___ 6. Complete CLM Modules 1-4 with teacher/mentor/group as assigned by your DS. Obtain the Module pdfs from DS or bomregistrar@yahoo.com. Module 1 includes the CLS BASIC course and an advanced course, *Discovering your Spiritual Gifts*. Thus, the minimal CLS **educational** requirements are completed with CLM Module 1 (¶266.3a). Check with your District Committee on LSM for other CLS requirements. Teacher/Mentor must inform the Conference Committee on LSM/CLM (seacoast.layregistrar@gmail.com) when the educational requirements have been completed.
- ___ 7. Throughout your CLM candidacy process, communicate with your pastor and DS to plan your future CLM ministry and to form your Mutual Ministry Team.

CLS Certification & other CLM Requirements

- ___ 8. Complete all requirements for CLS. Provide materials to the District Committee on Lay Servant Ministry, including any they may have assigned, and request CLS certification (¶266.3). This committee reports their approval to Conference Committee on LSM/CLM (seacoast.layregistrar@gmail.com).
- ___ 9. Complete psychological assessment, after paying fee to BOM Registrar (address below), Checks must be made payable to "New England Conference" or request online pay link from bomregistrar@yahoo.com.
- ___ 10. Complete Criminal Background and Credit Check. Contact bomregistrar@yahoo.com for correct link and instructions.
- ___ 11. Ask DS for letter of recommendation for CLM Certification (¶268.3d). DS submits letter (email ok) to the dCOM and the Conference Committee on LSM/CLM.

Interviews & CLM Certification

- ___12. Upon church approval, completion of mentoring, educational requirements, background check, psychological test, CLS certification and DS recommendation, contact Chairperson of the Conference Committee on LSM/CLM (seacoast.layregistrar@gmail.com) for permission to meet dCOM (§268.3e). Chairperson informs dCOM of approval.
- ___13. After Conference Committee on LSM/CLM refers candidate to dCOM (#12), candidate may schedule interview for CLM recommendation (§268.3e). Candidate provides Statement of Call and any other materials the dCOM may have assigned. dCOM reports decision to (a) Conference Committee LSM/CLM, (b) BOM Registrar and (c) candidate.
- ___14. Become a CLM by final approval of the Conference Committee on LSM/CLM (§268.3). Committee reports final CLM certification decisions to bomregistrar@yahoo.com. Candidate should receive a certificate.
- ___15. As a CLM, you must re-certify every two years by interviewing with and being recommended by the dCOM and being re-certified by the Conference Committee on LSM/CLM (see §266.4). CLM re-certification minimally requires one CLS advanced course (every two years) and maintaining CLS certification (§268.4).

Conference Committee on LSM/CLM Chairperson, Jen Jordan: seacoast.layregistrar@gmail.com

Forms: www.neumc.org/thecandidacyprocess or bomregistrar@yahoo.com; BOM Registrar: Deborah Venator, PO Box 4171, Concord, NH 03302

To find your District LSM Committee: <https://www.neumc.org/layservantministries>; To find your DS: <https://www.neumc.org/districts>