

STEPS INTO CERTIFIED LAY MINISTRY
A Process in Intentional Shared Ministry (Revised 11/08)

Step 1: Certified Lay Speaker

- Service in the local congregation Current Safe Sanctuary Clearances
- Appreciation of UM history, polity, doctrine, worship, liturgy

Step 2: Training in Modules 1 and 2 (Retreat 1)

- Module 1 Call to Ministry Module 2 Practice of Ministry

Step 3: Local Church Recommendation

- Written recommendation of the pastor and SPPR
- Supporting vote of the Church Council or Charge Conference where he/she holds membership
- Identify Mutual Ministry Team members at local church

Step 4: Training in Modules 3 and 4 (Retreat 2)

- Module 3 Organization of Ministry Module 4 Connection and Ministry
- Required Conference Level Professional Trainings (as available within 2 years)

Step 5: Begin Mutual Ministry Team (MMT) meetings in local church setting

- Study and completion of Module 1 as MMT Develop Covenant as MMT
- Send copy of signed covenant to District Superintendent:

Step 6: Recommendation by District Superintendent

- Completion of appropriate screening and assessment
- Continued work with MMT

Step 7: Apply in writing to the District Committee on Ministry

- Appear for review and endorsement: bring copies of covenant and other pertinent information. *All of these steps (1-7) must be completed within 2 years from the end of the second retreat. If process lapses, the CLM candidate begins again with the retreats.*

Step 8: Assignment of Equipping Pastor by DS

- Continued work with MMT until all four modules are completed

Step 9: CLM Assigned to a task by a District Superintendent

- Receives certification (certification is valid only with assignment by DS)
- Assignment is to a particular setting for a specified amount of time, and is at the discretion of the DS. CLM retains status as a lay person (without sacramental privileges).
- Set up MMT and develop *new* covenant in assigned ministry setting after completing Module 1
- Work with MMT through the four modules

Step 10: Re-Endorsement by the DCOM

- Required every 2 years After completion of all modules with MMT
 - Regularly update covenant with MMT and DS
 - Written Annual Review: MMT, Equipping Pastor and Completion of Signature Form
 - Recommendation of Charge Conference from the congregation to which the CLM is assigned (or, if not assigned, then the congregation where membership is held)
 - Psychological Assessment Recommendation of District Superintendent
 - Completion of Continuing Education (at least one CEU certified event (10 hours of instruction) per year in an area that fits into your ministry, your covenant, and the four modules. Possible CEU areas include:
 - District Enrichment Classes Advanced Lay Speakers Course
 - School of Missions Lay Ministry School
- Other classes covering any one of the following components: (contingent on DS approval):
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| Preaching and Exegesis | Christian Education |
| United Methodist Polity | Conflict Resolution and Congregational Dynamics |
| Leading and Planning Worship | Care of the Congregation |