

**East Ohio Conference Certified Lay Minister (CLM) Re-certification Process**

**based on ¶268.4, 2016 BOD**

**(Required every 2 years)**

1. Submit the CLM Annual Report to the Charge Conference where membership is held **and** to the EOC Lay Servant Committee. Attach copy of current, signed MMC (SECTION VI).

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2. When recertifying, obtain a ministry review by PPRC/SPRC, church council, or charge conference where membership is held. (If under assignment, review comes from ministry setting where assigned.) Attach ministry review to the CLM Annual Report.

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3. Complete a LSM advanced course or approved continuing education event (approved by Lay Servant Committee) within the last two years. Provide documentation of completion to Lay Servant Committee.

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4. Obtain recommendation from **District Superintendent**. (page 37 form). Submit to Lay Servant Committee.

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5. Request DCOM meeting & obtain recertification recommendation. (page 37 form) Submit recommendation to the Lay Servant Committee.

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6. Check with the EOC office on status of background check.

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