

East Ohio Conference **CERTIFIED LAY MINISTRY (CLM) Step by Step Guide**

(Developed for Class of 2019 – 2020, based on pilot CLM Guidelines accepted by EOC BOM December 2017)

STEP ONE: Applicant **PREREQUISITES - must meet 1a OR 1b**

_____ 1a. Applicant is a **CERTIFIED LAY SERVANT** - Year last certified _____ **AND** has completed the approved **ADVANCED LAY SERVANT COURSE “EACH ONE A MINISTER”** or its equivalent (Spiritual Gifts discernment course) - Date completed _____

OR

_____ 1b. Applicant is currently an EOC **CERTIFIED LAY SPEAKER** - Year last certified _____

STEP TWO: APPLICATION

_____ 2a. Applicant meets at least once with the **PASTOR OF HIS/HER HOME CHURCH** to discern God’s call on his/her life.

_____ 2b. Applicant meets at least once with his/her **District Superintendent** to discuss the nature of Certified Lay Ministry and the steps required to become a CLM.

_____ 2c. Applicant completes the *CERTIFIED LAY MINISTER ANNUAL REPORT TO THE CHARGE CONFERENCE FORM* which serves as the application to begin the process of becoming a CLM.

_____ 2d. Prior to the next charge conference, applicant submits to his/her home pastor:

:

- Most current *CERTIFIED LAY SERVANT* or *CERTIFIED LAY SPEAKER ANNUAL REPORT FORM*
- *CERTIFIED LAY MINISTER ANNUAL REPORT TO THE CHARGE CONFERENCE FORM* (the form completed in 2c)

(If charge conference is past, forms may be submitted to the applicant’s Church Council.)

_____ 2e. Date the **CHARGE CONFERENCE OR CHURCH COUNCIL** recommends applicant to the District Superintendent as an active member in good standing. _____

_____ 2f. **District Superintendent** signs the application (*CERTIFIED LAY MINISTER ANNUAL REPORT TO THE CHARGE CONFERENCE FORM*) and keeps a copy. Date signed _____

_____ 2g. Applicant notifies **EOC Certified Lay Ministry Coordinator** that he/she has completed steps one and two and is ready to begin CLM training. Date **CLM Coordinator** notified _____

STEPS ONE and TWO MUST be completed prior to beginning STEP THREE.

STEP THREE: TRAINING COMPONENTS - Steps 3a and 3b may be completed in either order or concurrently.

- 3a. Applicant successfully completes all four CERTIFIED LAY MINISTRY on-line modules offered through BeADisciple.com (Modules MUST be taken sequentially).

Dates, costs, and module overviews are found at <https://www.beadisciple.com/certified-lay-ministry/>

- _____ Module 1. Call and Covenant for Ministry (minimum 30 hours)
- _____ Module 2. The Practice of Ministry (minimum 32 hours)
- _____ Module 3. Organization for Ministry (minimum 8 hours)
- _____ Module 4. Connection for Ministry (minimum 8 hours)

- 3b. Applicant successfully completes ADDITIONAL East Ohio Conference CLM training components:

- _____ 1. Face-to-face training sessions that supplement online modules and assist with course requirements.
- _____ 2. Meets on a regular basis with a CLERGY MENTOR assigned at the beginning of the training components by the **District Superintendent** to discern what ministries God is calling him/her and in what settings.
- _____ 3. Meets on a regular basis with SUPERVISING PASTOR assigned at the beginning of the training components by the **District Superintendent** to discern what ministries God is calling him/her and in what settings. (Mentor and supervising pastor may be the same person.)
- _____ 4. Develops a two-page Statement of Call per training guidelines.
- _____ 5. Forms a Mutual Ministry Team (MMT) consisting of five to eight individuals including the supervising pastor, CLM Mentor, District Superintendent/Designee, SPPR committee member and either the Lay Leader, Annual Conference delegate or a Certified Lay Servant. Dates MMT met during the training process:

- _____ 6. Chairs and meets with his/her MMT to formulate an initial *MUTUAL MINISTRY COVENANT* (MMC) per CLM training guidelines.

STEP FOUR: INTRODUCTORY/COURTESY INTERVIEW – Optional, but highly recommended.

- _____ 4a. Applicant may request an Introductory/Courtesy Interview with his/her **DISTRICT COMMITTEE ON (ORDAINED) MINISTRIES (DCOM)**. Contact the **District Superintendent** and the **DCOM Chair** requesting an introductory/courtesy interview. (The name and contact information for the DCOM Chair is available through the applicant's district office.)

STEP FIVE: DISTRICT SUPERINTENDENT'S LETTER OF SUPPORT

_____ 5a. Applicant requests a formal letter of support from his/her **District Superintendent**, stating that he/she is ready for a formal interview with the DCOM for recommendation for CLM certification. Date and method request made: _____

_____ 5b. Prior to sending the requested formal letter of support, **District Superintendent/Designee** verifies:

- all training has been completed
- a MMC has been developed with the MMT
- the MMT has met
- applicant has had regular communication with his/her supervising pastor and mentor

The letter from the **District Superintendent** should be addressed and sent directly to the CLM applicant. Date letter received _____

STEP SIX: BACKGROUND CHECK

_____ 6a. Applicant contacts his/her **district office's administrative assistant** to initiate the appropriate EOC screening (background check) and assessments. The district administrative assistant will contact the EOC office to schedule the appropriate background check. Cost is covered by Conference LSM funds and results are confidential to Connectional Ministries or Board of Ministries staff.

1. An applicant serving in a setting where he/she has been a member for at least one year completes the on-line background check offered through the East Ohio Connectional Ministries Office (CMO). The **district's administrative assistant** contacts the EOC office to request the CMO background check. The applicant will receive an e-mail from the conference office with a link and instructions to complete the background check.

OR

2. Applicants serving in a ministry setting where they have not been a member for at least one year must complete an East Ohio Conference Board of Ministries (BoM) Background Check conducted by Oxford Management Company. The **district office's administrative assistant** requests the background check from the current BoM Background Coordinator. The applicant will receive an email from the current Board of Ministry Background Check Coordinator and will receive a packet in the mail with instructions.

STEP SEVEN: DCOM RECOMMENDATION INTERVIEW

_____ 7a. Applicant sends a letter to the **District Committee on (Ordained) Ministries Chair** requesting a formal interview to be considered for recommendation to the East Ohio Conference **Committee on Lay Servant Ministries** as a CLM. Applicant will send a copy of the letter to his/her District Superintendent and his/her Supervising Pastor. Date letter sent _____

_____ 7b. Applicant will submit WITH the letter of request for a DCOM interview, the following documents:

- _____ *CERTIFIED LAY MINISTER ANNUAL REPORT FORM TO THE CHARGE CONFERENCE*
(the CLM application)
- _____ Statement of Call
- _____ Documentation applicant has completed his/her parts of required background check
- _____ Initial MUTUAL MINISTRY COVENANT, signed and dated by all Mutual Ministry Team members

_____ 7c. Completion of DCOM formal recommendation interview - Date completed _____

STEP EIGHT: CONSIDERATION FOR APPROVAL FOR CERTIFICATION

- _____ 8a. If **DCOM** recommends the applicant for certification, the applicant follows up with his/her **District Office** to ensure his/her recommendation form (*CERTIFIED LAY MINISTER SUPERINTENDENT AND DISTRICT COMMITTEE ON MINISTRY RECOMMENDATION FOR CERTIFICATION*) has been submitted to the **EOC Lay Servant Committee**.
- _____ 8b. Applicant contacts the **EOC CLM Coordinator** to determine when the recommendation will be reviewed by the **EOC Committee on Lay Servant Committee Ministries** and when he/she can expect to be contacted regarding his/her certification status.
- _____ 8c. If the applicant's **DCOM** does not recommend him/her for certification as a CLM, the applicant meets with his/her **District Superintendent and Supervising Pastor** for further discussion.