

# **Applicant Enrollment Package**

## **Certified Lay Ministry**

### **2022**

#### ***Spring 2022 Dates (in-person)***

***Opening Session***                      ***March 5th***

***Middle Session***                      ***April 9th***

***Closing Session***                      ***April 30th***

#### ***Fall 2021 Dates (in-person)***

***Opening Session***                      ***August 13th***

***Middle Session***                      ***September 10th***

***Closing Session***                      ***October 1st***

*Please read all information about Certified Lay Ministry in this enrollment package and consider all the necessary steps in the journey before filling out the application and recommendations.*



**Leadership Development**  
of the United Methodist Churches of Indiana

# **Applicant Enrollment Package**

## **Certified Lay Ministry**

### **2022**

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## **What is Certified Lay Ministry?**

### **History**

The Certified Lay Minister (CLM) is a position that was approved at the 2012 session of the General Conference of The United Methodist Church. It is a position designed to enhance the quality of ministry and ability of small membership churches, team ministry in larger membership churches, and ministry in other settings to meet the spiritual and temporal needs of a constantly changing world. (Paragraph 268, Book of Discipline, United Methodist Church)

### **What is expected of a Certified Lay Minister?**

The Certified Lay Minister is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the Word, lead small groups or establish community outreach ministries as part of a ministry team with the supervision and support of a clergyperson. (Paragraph 268, Book of Discipline, United Methodist Church)

### **Are you gifted for Certified Lay Ministry?**

Perhaps you have considered being more involved in mission and ministry in the past, but wanted to remain in the community where you live as a faithful servant. Perhaps you are the one that others look toward to share your faith story. Perhaps you are not confident of the service to which God is calling yet know that God has a hold on your life. Have you ever asked yourself: "Could God be calling me to be a leader in mission and ministry?" Every Christian is called to ministry no matter their context. If you have identified with any of these, you might be a good fit for the Certified Lay Minister program.

### **What is the Certified Lay Ministry Course in Indiana?**

The Certified Lay Ministry Course consists of Orientation and the Academy. The sessions are currently offered in Indianapolis to provide a central location for individuals coming from a variety of areas from across the Conference. Full participation in all of the classes is required in order to satisfy the training requirement for certification.

### **Why does it take so much training to become a Certified Lay Minister?**

The process of learning the various aspects of The United Methodist Church, discovering one's individual gifts, and exploring how those gifts may best be used to expand Christian discipleship require that significant time be set aside for study and prayer. As a standard, Discipleship Ministries of The United Methodist Church has set aside hour requirements for training and certification that dictate the amount of time spent on development as a CLM.

## Costs Associated with CLM Program

- Lay Servant Ministries
  - Lay Servant Ministry costs for steps 1 – 2 below vary by district. Please contact your District Director of Lay Servant Ministries or the district's Conference Assistant for more information.
- Certified Lay Minister program
  - \$50 – Application & Background Screening Fee. Due February 4<sup>th</sup> (Spring Course) or July 15<sup>th</sup> (Fall Course)
  - \$100 – CLM Orientation Registration Fee. Due February 18<sup>th</sup> (Spring Course) or July 29<sup>th</sup> (Fall Course)
  - \$250 – CLM Academy Fee. Due April 9<sup>th</sup> (Spring Course) or September 10<sup>th</sup> (Fall Course)

Total Fee for the CLM Academy, outside of Lay Servant courses/certifications, is \$400. Make checks payable to INUMC. You may submit payment to Luska Natali, Conference Assistant to Leadership Development (301 Pennsylvania Parkway, Suite 300, Indianapolis, IN 46280)

## Step-by-Step Guide to Certification

### STEP 1 – Certified Lay Servant BOD ¶266

- Completion of the Basic course for lay servants
- Completion of an Advanced course for lay servants
- Pastor and church council or charge conference approval
  - See the form available on the INUMC.org website – <https://www.inumc.org/wp-content/uploads/2018/06/LayServantMinistryAnnualReportForm2017.pdf>

### STEP 2 – Lay Speaker Course Work or/and Certification BOD ¶267

***Beginning in 2022 the Indiana Conference does not require CLM candidates to be certified Lay Speakers prior to attending the CLM Academy. However, CLM candidates are required to have completed the necessary coursework for Lay Speaker Certification.***

- Completion of required courses for lay speaker.
  - Required course of study categories: (7 Classes total; All classes except for the introduction to lay ministry and preaching can be completed at [www.beadisciple.org](http://www.beadisciple.org)).
    - Introduction to Lay Servant Ministries
    - Leading worship
    - Leading prayer
    - Discovering spiritual gifts
    - Preaching
    - United Methodist heritage
    - United Methodist polity

For Lay Speaker Certification:

- Pastor and church council or charge conference approval.
- See the form available on the INUMC.org website - <https://www.inumc.org/wp-content/uploads/2018/06/LayServantMinistryAnnualReportForm2017.pdf>

- Interview with District Committee on Lay Servant Ministries.
- Approval by Conference Committee on Lay Servant Ministries.

### **STEP 3- Attend Certified Lay Minister Academy – Sessions 1-3**

- Certified Lay Minister Course Forms and Deposit**
  - Fill out and send Application Form and Recommendation of Pastor and Administrative Board or Charge Conference Form.
  - Fill out and send Background Check Form.
  - Fill out and send the Notarized Disclosure Form CLM.
  - Send all three Forms with a \$50.00 Deposit by February 2<sup>nd</sup> (Spring Course) or July 15<sup>th</sup> (Fall Course)
- Certified Lay Ministry Orientation Fee**
  - Send \$100.00 for Certified Lay Ministry Orientation by February 18<sup>th</sup> (Spring Course) or July 29<sup>th</sup> (Fall Course)
- Certified Lay Ministry Academy**
  - Send \$250.00 for Certified Lay Ministry Academy by April 9th (Spring Course) or September 10<sup>th</sup> (Fall Course)
- Call Statement**
  - Prepare, Write and Send your Call Statement by April 9th (Spring Course) or September 10<sup>th</sup> (Fall Course)

Notify Luska Natali, Conference Assistant to Leadership Development, when all steps are complete to confirm attendance for Certified Lay Minister Academy

- Attend the Certified Lay Minister Academy (All steps above must be complete before attending)**

### **STEP 4 – Meeting with District Committee on Ministry (dCOM) to Finalize Certification**

- Notify dCOM Chair that all of the above have been completed.
- Submit the dCOM Checklist with appropriate documentation.
- Other materials as requested.
- Meet with dCOM for certification interview.
- Final Certification by Conference Committee of Lay Servant Ministries Directors.

### **STEP 5 - Conditional Assignment to congregation**

- Assignment to church or ministry, if a position is available.
  - Completion of Certified Lay Ministry certification does not guarantee assignment.
  - If not assigned to ministry outside of home church, assignment will be held at church where CLM's membership is held.
  - All of the following steps must be complete for long-term assignment as a CLM.
- Assignment to Supervising Pastor & Cohort Group.

## **Training and Recertification**

### **What training resources are available in your region?**

Training resources include class sessions, a wide variety of reading and viewing materials, and on-going support from instructors, clergy persons, and local church members. Please contact your District Director of Lay Servant Ministries or your District Office for information on when and where trainings are taking place through the Lay Servant Academy.

Discipleship Ministries of the United Methodist Church

<http://www.umcdiscipleship.org/leadership-resources/certified-lay-minister> will provide additional information.

### **How and when do I re-certify as a Certified Lay Minister?**

The CLM must be re-Certified by the dCOM every 2 years after a successful ministry program and recommendation of church council or charge conference of the local church of which the CLM is a member. Re-certification is based on the following:

1. Completion of the re-certification continuing education course (an Advanced Lay Servant Ministry course) offered through Lay Servant Academy.
2. Recommendation of the Pastor, Church Council or Charge Conference of which the CLM is a member.
3. Recommendation of the Conference Superintendent.

### **Downloadable Forms:**

Can be found on the Lay Servant Ministry webpages at

<https://www.inumc.org/ministries/leadership-development/lay-leadership-development/lay-servant-ministries/certified-lay-minister/>

## Contacts

**Luska Natali**, Conference Assistant to Leadership Development  
Indiana Conference of the United Methodist Church  
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District Directors of Lay Servant Ministry (Conference Committee on Lay Servant Ministry):  
<https://www.inumc.org/staff/board-of-laity/>

dCOM Chairs and Conference Superintendents:

<https://www.inumc.org/ministerial-services/clergy-leadership-development/district-committee-on-ministry/>

**Certified Lay Ministry (CLM) Academy  
APPLICATION FORM**

*Please Print Legibly*

**Your signature indicates that this candidate has met the necessary expectations and requirements to enroll in the Certified Lay Ministry Program.**

**Applying for Academy in:**  Fall  Spring **Year:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Best Time to Reach You: (select one)**  Morning  Afternoon  Evening

**Best Way to Reach You: (select one)**  Phone  Cell  Email

**Home Church:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Approvals to Attend CLM Academy**

By signing below, you affirm that the applicant has completed the required coursework for Lay Speaker certification (the applicant is not required to be a Certified Lay Speaker) and thereby is eligible to attend the Certified Lay Minister (CLM) Academy.

\_\_\_\_\_  
**Pastor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**District Director of Lay Servant Ministries' Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Conference Superintendent's Signature**

\_\_\_\_\_  
**Date**

**Return application form along with your check/money order for \$ 50.00 deposit to:**

Luska Natali  
Indiana Conference of the United Methodist Church  
301 Pennsylvania Pkwy, Suite 300  
Indianapolis, IN 46280

**Make check payable to: INUMC**



**Certified Lay Ministry  
Recommendation of Pastor and  
Administrative Board or Charge Conference**

Name \_\_\_\_\_ Date \_\_\_\_\_

Church \_\_\_\_\_ District \_\_\_\_\_

In order for a person to pursue Certified Lay Ministry, they must be recommended by the pastor and Charge Conference or Church Board where their membership is held. The recommendation should be based upon their understanding of Wesley's historic questions:

1. Do they know God as a pardoning God? Do they have the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?
2. Do they have the gifts, as well as grace, for the work? Have a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Speak justly, readily, clearly?
3. Have they evidence of fruit for ministry?

**PASTOR RECOMMENDATION**

Believing that \_\_\_\_\_ is called of God and is a suitable candidate for Certified Lay Ministry in The United Methodist Church, the Pastor of \_\_\_\_\_ United Methodist Church recommends this individual to the Administrative Board or Charge Conference.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Pastor)

**ADMINISTRATIVE BOARD OR CHARGE CONFERENCE RECOMMENDATION**

Believing that \_\_\_\_\_ is called of God and is a suitable candidate for Certified Lay Ministry in The United Methodist Church, the Administrative Board or Charge Conference of \_\_\_\_\_ United Methodist Church recommends this individual to the District Committee on Ministry.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Administrative Board Chair or Conference Superintendent or authorized Presiding Elder for Charge Conference)

Recommendation was made by:

Charge Conference

Church Board