



Certified Lay Minister Checklist

A certified lay minister is a certified lay servant who 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. A certified lay minister is assigned by a district superintendent. (*Book of Discipline* 2020/2024, ¶268).

Note: All Certified Lay Ministers must submit a report to the charge conference annually (¶268.4.a).

Requirements for Initial Certification	Date Completed
_____ Certified as a lay servant.	_____
_____ Obtained written recommendation from the pastor and the church council or charge conference of the local church in which applicant holds membership.	_____
_____ Received a letter of recommendation from applicant’s district superintendent.	_____
_____ Completed all four Certified Lay Minister modules for certified lay ministers: (<i>Attach certificates of completion.</i>)	
◦ Module 1: Call and Covenant for Ministry	_____
◦ Module 2: The Practice of Ministry	_____
◦ Module 3: Organization for Ministry	_____
◦ Module 4: Connection for Ministry – Discipleship Ministries	_____
_____ Had all requirements for certification reviewed by the conference committee on Lay Servant Ministries	_____
_____ Referred to the conference committee on Lay Servant Ministries to district committee on ordained by ministry for examination	_____
_____ Interviewed and recommended by district committee on ordained ministry to annual conference committee on Lay Servant Ministries for final certification.	_____
_____ Home church provided a statement that applicant is MinistrySafe certified with a “Level 5” criminal background check and has no concerns regarding applicant’s suitability for the role.	_____
_____ Completed “Understanding Clergy Sexual Ethics”* online ethics training course within the last four years. (<i>Attach certificate of completion.</i>)	_____
_____ Received final approval by Conference Committee on Lay Servant Ministries	_____

Requirements for Continuing Certification:**Date Completed:**

Note: All Certified Lay Ministers must submit a report to the charge conference annually (§268.4.a).

Submitted an annual report to and received recommendation from pastor and the charge conference or church council where membership is held, to the conference committee on Lay Servant Ministries giving evidence of satisfactory performance as a certified lay minister.	_____
Obtained a ministry review by the committee on pastor-parish relations, church council, or charge conference from the congregation where membership is held, or when under assignment, from the committee on pastor-parish relations, charge conference, or supervisory board of the ministry setting in which the lay minister is assigned.	_____
Completed an approved Lay Servant Ministries advanced course* or approved continuing education event, as defined by the Conference Committee of Lay Servant Ministries in the last two (2) years.	_____
_____ ° Name of last Advanced Course taken: _____	_____
Maintained MinistrySafe compliance through local church.	_____
Completed "Understanding Clergy Sexual Ethics"* online ethics training course within the last four years. <i>(Attach certificate of completion.)</i>	_____
Interviewed with the District Committee on Ministries (dCOM) for examination and recommendation for recertification by Conference Committee on Lay Servant Ministries.	_____
Received approval for recertification by of the Conference Committee on Lay Servant Ministries.	_____

Areas of Service:

The Certified Lay Minister serves as part of a ministry team with the supervision and support of a clergy person. Certified Lay Ministers conduct public worship, preach God's Word, provide congregational care, develop new faith communities, lead small groups, assist in program leadership, and engage in outreach ministries. Upon additional training, Certified Lay Ministers may specialize in congregational care, children's faith formation, church planting, men's ministry, and parish nursing.

***Courses Approved for Certification:**

For a list of all classes approved by Discipleship Ministries as an Advanced Lay Servant Ministries (LSM) Class for initial and renewal certification, please refer to the Lay Servant Ministries Catalogue, <https://www.umcdiscipleship.org/resources/lay-servant-ministries-catalog>.

Online courses approved by Discipleship Ministries are available in an online-only format through beadisciple.com. Classes approved as Advanced LSM classes are clearly marked on the Beadisciple webpage.