

STEPS TO BECOMING A CERTIFIED LAY MINISTER

To become a Certified Lay Minister (CLM), you must be a professing member of a local church or charge, or a baptized participant of a recognized United Methodist ministry or other United Methodist ministry setting.

- Contact the Pastor of your local church or the District Director of Lay Servant Ministry to discuss attending the CLM Academy.
- Request the Pastor to schedule a time for the Church Council, Administrative Board or Lead Team to cast a vote regarding their affirmation of your Call as a CLM.
- Ask your Pastor to serve as a mentor while attending the CLM Academy. If your Pastor is unable to assist you in the process to become a CLM, request that your District Superintendent or District Committee on Ordained Ministry (DCOM) Chair provide you with a mentor. This assignment should be made in writing.

How to apply for the Academy

You must successfully complete the Certified Lay Servant “Basic” class and the Advanced class, “Spiritual Gifts” or its equivalent. Both classes are offered throughout the Conference and through Beadisciple.com.

- Complete the Certified Lay Ministry Academy application found here: <https://www.westohioumc.org/leadership/certified-lay-ministry-academy>

This form requires the signature of your Pastor and District Superintendent. With the application, you will also need to include the following references:

- A Personal Reference
- A Pastoral Reference
- A Ministry Peer Reference
- A Notarized Background Check Form, granting permission to release information for your personal history and psychological evaluation.

All forms can be found here: <https://www.westohioumc.org/leadership/certified-lay-ministry-academy>. All should be mailed together with the completed application.

We will schedule the on-line psychological evaluation. We will contact you with dates and times of availability. The cost of the two evaluations will be your responsibility. The background check and psychological evaluation will be sent directly to the West Ohio Office of Ministry for review.

Submit all the information above with the initial \$100 tuition payment. Make checks payable to: **West Ohio Conference, Attn: Lay Servant Ministry in the memo line.**

Mail to:

**West Ohio Conference
32 Wesley Blvd,
Attn: Lay Servant Ministry
Worthington, Oh 43085.**

Once **all** your information has been received, it will be reviewed by the West Ohio Conference Committee. You will be notified by mail of the decision.

Beginning the Academy

The CLM Academy begins with a retreat prior to course work through Beadisciple.com. You will be assigned a Spiritual Guide during the Retreat and this person will be with you for guidance and support throughout the Academy.

You must be accepted by the West Ohio Certified Lay Ministry Academy in order to participate in the Beadisciple.com CLM Academy program.

There are four required modules for the Beadisciple.com CLM Academy.

There will be additional course work required by the West Ohio Conference Committee on Lay Servant Ministry. The initial work takes place during the opening Retreat.

Read through the modules offered by **Beadisciple.com**, start dates, the attendance policy and all other requirements. Each Module through Beadisciple.com will **cost \$80**.

Some Modules will require the purchase of a book(s).

During the Academy, you are expected to attend all Beadisciple.com CLM Academy required Modules in order and in their entirety.

You are expected to read all required books and assignments. You are required to submit a one-page evaluation of each Module to your Spiritual Guide within 30 days of completing each Module.

The Evaluation form can be found here: [09-clm-academy-course-evaluation.pdf](#).

A copy of each evaluation should be sent to: West Ohio Conference, 32 Wesley Blvd, Worthington, Oh 43085 Attn: Lay Servant Ministry – CLM ACADEMY

Your Spiritual Guide will assist you in developing a Mutual Ministry Plan.

The form can be found here:

<https://www.westohioumc.org/sites/default/files/page/files/10-clm-mutual-ministry-plan.pdf>.

Once all the steps above have been successfully completed, you must be recommended by your District Committee on Ministry to become a Certified Lay Minister.

Contact the chair of this committee for a meeting time. You may also contact your District Administrator to assist in scheduling the meeting.

District Committee on Ministry

- Meet with your district DCOM and request a recommendation to become a Certified Lay Minister. The district DCOM chair will send the required forms and documentation to the West Ohio Conference Director of Lay Servant Ministry after your interview. Once all of your completion information has been received, it will be reviewed by the Conference Committee on Lay Servant Ministry for Certification. You will be notified by mail of the Committee's decision.

Moving Forward

In order to remain a CLM, you must complete at least 1 advanced Lay Servant Ministry class every two years and be interviewed by DCOM and receive a recommendation to continue.

Annually, you must complete a report for your church's charge conference. You can find the form here: [01-Lay Servant Annual Report1_0_0.pdf](#).