



CERTIFIED LAY MINISTER PROCESS CALIFORNIA-PACIFIC ANNUAL CONFERENCE

(Date) Meet with home church pastor to discuss call and discern whether your call leads to becoming a Certified Lay Minister in the United Methodist Church.

(Date) Obtain recommendation form and all forms necessary for entering the process of obtaining Certified Lay Minister certification.

(Date) Apply in writing to the Church Council or Charge Conference from the home church where you hold membership and be recommended by vote of the Church Council or Charge Conference and the home church pastor. Copy of letter of approval to be sent to the District Superintendent by chair.

(Date) Completion of all approved education requirements, i.e. Lay Ministry Academy.

(Date) Standard background check & certification of signature that applicant has committed no Felony, nor been convicted of any child abuse. This is to be done by the Sponsoring church and should be current. Attach background check results to application packet submitted to District Committee on Ordained Ministry.

(Date) Apply in writing to the District Committee on Ordained Ministry. Application packet should include;
____ cover letter,
____ a three page statement of how the Lay Academy and concurrent ministry involvement has shaped and confirmed your calling to Certified Lay Ministry,
____ three letters of reference. Letters of reference should be from those who know your work and personal character, including your best skills and examples of where they have seen you be in service.

(Date) Psychological testing including the MMPI and MCMI3 by the conference Ministerial Assessment Specialist. Results go to the candidate and to the District Committee on Ordained Ministry chair.

(Date) Appear before the District Committee on Ordained Ministry for review and approval.

____ Recommended and assigned by the District Superintendent.
(Date)

ONCE CERTIFIED AT A LOCAL CHURCH, THERE MUST BE: (See annual Certified Lay Minister report form for recording reviews, recommendations and continuing education dates.)

____ Annual ministry review by the Church Council or Charge Conference where the CLM is assigned. Annual Report to be sent to D.S., DCOM, and Director of Leadership.

____ Annual recommendation of the District Superintendent.

____ Bi-annual satisfactory completion of an approved Continuing Education event and report sent to D.S., DCOM, and Director of Leadership.

____ Bi-annual review by the District Committee on Ordained Ministry or their appointed ad-hoc committee.