

CERTIFIED LAY MINISTER TRACK GUIDE

Steps are completed in sequence unless otherwise directed. If a step is not completed, the candidate must take corrective action to remain a candidate or drop from the process.

All references annotated with a ¶ refer to a paragraph in The 2016 Book of Discipline of the United Methodist Church.

- ❑ Complete the certified lay servant process, ¶266.3.a–d. or the certified lay missionary, ¶269. Contact your district lay leader for local or online training opportunities.
- ❑ Obtain written recommendations from the pastor and the church council or charge conference of the local church in which membership is held (¶268.3.b).¹
- ❑ Attend the Part-Time Ministerial Leaders Introduction. To register, visit www.moumethodist.org/pml²
- ❑ Complete the PML curriculum.³ Until the curriculum is completed, the district superintendent may assign the candidate to an appropriate ministry.
- ❑ Receive letter of recommendation from district superintendent (¶268.3.d).
- ❑ If not already completed, complete all screening and assessments for serving in a pastoral role. After a satisfactory review, the Conference Committee on Lay Servant Ministries refers the candidate to the district committee on ordained ministry for interview. See ¶268.3.e and Candidacy Checklist in Section D, Resources.
- ❑ Interview with the district committee on ordained ministry. The district committee will make a recommendation to the Conference Committee on Lay Servant Ministries for final certification. See Action Required on page 23 of the dCOM Handbook.
- ❑ The Conference Committee on Lay Servant Ministries will return the action report to the district and notify the candidate with the decision.

Candidate approved: The district superintendent will assign a mentor and may assign the Certified Lay Minister in accordance with ¶419.2.

Candidate disapproved: The candidate may take corrective action, seek consultation with district superintendent or take no further action and remain a certified lay servant.

Certified lay ministers must renew their certification every two years following the procedures found in ¶268.4. See also dCOM handbook pages 25-26.

A Certified Lay Minister that transfers from another conference must present a letter from their conference committee on Lay Servant Ministries confirming their current certification status. The Missouri Conference Committee on Lay Servant Ministries will examine the candidate and specify which steps must be completed to meet the certification standards for certified lay ministers in the MOAC. This differs from ¶268.5 because of the more rigid certified lay minister curriculum in the MOAC.

(See notes on the following page)

Certified Lay Minister Process Notes:

1. District superintendents may wish to interview and recommend CLM candidates prior to the PML briefing. *The 2016 Book of Discipline* sequence of requirements places the DS recommendation after completion of the course of study. See ¶1268.3.d.
2. For information, refer to the contact at the bottom of www.moumethodist.org/pml. PML is managed by the Center for Leadership Excellence at the Missouri Conference.
3. There is no prescribed timeline for the completion of the curriculum, however, each candidate is expected to show forward progress in their annual report.

MISSOURI ANNUAL CONFERENCE CERTIFIED LAY MINISTER COMPLETE FILE CHECKLIST

Steps are completed in sequence unless otherwise directed. If a step is not completed, the candidate must take corrective action to remain a candidate or drop from the process.

- In-person interview with District Superintendent

Complete required documents for district file:

- Medical Form 103
- Biographical Form 102
- Candidate's Disclosure Form 114
- Waiver of Access to file
- Missouri Conference Safe Sanctuary/Safe Gatherings Letter
- Missouri Conference BOM screening packet
- Implicit Bias Course