Certified Lay Ministry, Program Requirements

California-Pacific Conference, UMC

Prerequisite:
- United Methodist local church membership in good standing for a minimum of one year

Training:
- Certification as a Lay Servant (CLS)
  - This requires the completion of one Basic LSM Course and one Advanced LSM course.
    Scheduled events and registrations may be found at www.calpacumc.org/lsm
- Attend CLM Orientation (two-day retreat, Fall of each year)
- Attend CLM Training sessions – Cycles A, B, C, & D (offered in two-year rotation: A & B - year 1, C & D - year 2)
  - Trainings and Orientation may be taken out of order.
  - Only one training session may be substituted with a corresponding Cycle (or Module) on www.BeADisciple.com with prior approval from the CLM Registrar. All other sessions must be completed in person.

Recommendations and Support:
- Written recommendation from the candidate’s local church pastor
- Recommendation (by vote) of the local church Charge Conference of the candidate’s membership
- Written recommendation from the District Superintendent (District Office contact info found here: http://www.calpacumc.org/districts/)

Background Check and Psychological Assessment:
- Complete Background Check and Safe Gatherings training
  - To be completed online in connection with your local church. Registration may be accessed here: https://safegatherings.com/app/registration
  - To find your church, select “Church or Faith-Based Organization” and “Methodist,” where prompted, then select your state and type in your church’s name.
  - Your church will receive your report once submitted. Both the background check and training are required.

(See next page for further requirements)
• Register with UMCARES through the District Office
  o This should be done after or at the same time as requesting recommendation from your District Superintendent for certification

• Request and take Tier I Psychological Assessment
  o The assessment will be requested through UMCARES and should be proctored by your clergy mentor. The assessment will then be sent for processing and you will be invited to schedule a reading date at the Samaritan Center in Upland. The assessment requirement is not fulfilled until the reading with a counselor has been reported to the District Office.

Application for Certification and Interviews:
• Complete Charge Conference form 16 at
  [https://calpacumc.formstack.com/forms/2018_16_layservantreport](https://calpacumc.formstack.com/forms/2018_16_layservantreport)
  o Complete this during the fall following your completion of the LSM requirement, and each year until certification as a Lay Minister.

• Complete Charge Conference form 17 at
  [https://calpacumc.formstack.com/forms/2018_17_certifiedlayminister](https://calpacumc.formstack.com/forms/2018_17_certifiedlayminister)
  o Complete this during the fall of the year you anticipate becoming certified. (i.e. submit in October if you intend to be certified that following June) and each year following certification.

• Receive approval of Conference LSM Committee
  o The committee confirms that you have completed your requirements and will recommend for you to interview with the District Committee on Ordained Ministry (DCOM) based on the Charge Conference report that demonstrates readiness.

• Interview with the District Committee on Ordained Ministry (DCOM)
  o The registrar for your DCOM will contact you with an invitation to interview based on your charge conference report (17) that indicates you have completed all requirements for certification.
  o Prepare Reflection Papers for DCOM
  o Submit three references to DCOM – two church/ministry setting, one personal

Continuation Requirement:
• Every CLM must submit charge conference paperwork every year (form 17), complete continuing education requirements, and interview with their DCOM every two years for renewed certification