

2015-16 CERTIFIED LAY MINISTRY PROCESS CHECKLIST
Dakotas/Minnesota Annual Conferences

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

HOME CHURCH: _____

AC & DISTRICT: _____

Pastor's Name: _____

Pastor's Contact Info: _____

PHASE I
(CLM Retreat—Module 1)

- _____ Completion of Ministry Discernment Retreat (MDR - CLM Module 1): _____ (date)
- _____ Copy of Current Certified Lay Servant/Speaker Certificate (or proof of intent to complete an advanced course within calendar year)
- _____ Contact Pastor stating participation in MDR and need to complete follow-up assignment
- _____ Application in writing to District Superintendent (including call statement) of interest in pursuing Certified Lay Ministry
- _____ District Superintendent initiates a conversation with the CLM candidate (DS makes connections with DCOM if deemed appropriate)

PHASE II
(Before first meeting with the dCOM)

- _____ Biographical Information Sheet (Completed at MDR)
- _____ Copy of the Spiritual Gifts Inventory (Taken during MDR)
- _____ Identify potential Members of Mutual Ministry Team—including the pastor (In consultation w/ Conference Equipper for LSM/CLM. Page 14 of Module 1 document.)
- _____ Copies of Clearances (Appropriate background checks as required by annual conference)
- _____ Signed and completed Part I of Certified Lay Minister Recommendation Form (Please attach supporting minutes/documentation of majority approval from SPRC and the Church Council OR the Charge Conference)
- _____ Written recommendation from pastor of church

PHASE III
(Before second meeting with the dCOM)

- _____ Completion of CLM Modules 2-4 (List year & type) _____ Weekend _____ LicLay Min. School
- _____ DS Screening & Assessment for assignment as determined by DS (CLMs assigned as pastor to a local congregation are to complete psychological assessment prior to a beginning assignment. Cost shared w/ BOM.)

Give DS a copy of rough draft of ministry covenant signed by members of the Mutual Ministry Team. See page 51 of Module 1 document for more information/examples.

**PHASE IV
(After second meeting with the dCOM)**

_____ Signed and completed Part II of Certified Lay Minister Recommendation endorsing candidate for service as a Certified Lay Minister

_____ Assignment of Supervising Clergy/Mentor by DS

_____ Certification and assignment by District Superintendent to ministry setting

Date of Assignment/Certification: _____

Location of Assignment: _____

_____ Re-Formation of ministry covenant with MMT in *assigned* ministry setting as appropriate

_____ Completion of Professional Training Requirements of Conference (or their equivalent) as they become available, including (but not limited to):

_____ Boundaries (date: _____) _____ Domestic Violence (date: _____)

_____ Safe Sanctuaries (date: _____) _____ Racism (date: _____)

_____ Completion of courses relevant to Certified Lay Minister’s area of specialization.

**BI-ANNUAL RE-ENDORSEMENT
(Before meeting with the dCOM every two years)**

_____ Recommendation of District Superintendent

_____ Annual Written review from Church Council or Charge Conference

Reference work completed toward specialization and practical experiences gained in the life/work of the congregation (due annually before Dec. 10). Please submit any revisions made to the MMT covenant/work description.)

_____ Annual Written Report from the MMT with whom the CLM is working

_____ Annual Review from supervising clergy/mentor

_____ Continuing Education Events (*at least one CEU or 10 hours of instruction per year*)

Please list:

_____ dCOM re-endorsement review

Dates: _____

Copies of supporting documentation of all required components are to be maintained by: the CLM, the Conference CLM Registrar (Currently the Equipper for LSM/CLM), and the District Committee on Ordained Ministry