

# CLM Process

April 27, 2018

1. The interested Certified Lay Minister (CLM) candidate should first become a Certified Lay Servant. Information on that process can be gotten through the District Directors for Lay Servant Ministries (see <http://flumclsm.org/directors.html> for contact info).
2. The CLM candidate should successfully complete the Lay Servant Ministries Spiritual Gifts Class, available occasionally through the districts or online through [www.beadisciple.com](http://www.beadisciple.com) (listed as “Rediscovering Our Spiritual Gifts”).
3. The candidate should ensure that she or he has the support of the local pastor and church council.
4. The candidate should contact the District Superintendent to determine whether a preliminary interview is desired.
5. The District Superintendent may serve as the mentor/supervising pastor, or assign the local pastor or other clergy to guide and supervise the CLM candidate.
6. Once the candidate has initial approval, the four required Modules may be obtained from the Conference Director for Lay Servant Ministries ([rod.groom@gmail.com](mailto:rod.groom@gmail.com)). The manuals are free for their intended purposes within the bounds of the Florida Annual Conference.
7. The District Superintendent will determine which of the following approved training formats will be used:
  - a. One-on-one directed self-study with monthly follow-up by assigned mentor/supervising clergy. Currently being used in North Central, and previously used by North West, Gulf Central, and South Central Districts.
  - b. Lay Academy, with clergy, certified lay minister, or qualified lay servant instructors. Currently being used in North East, and anticipated in Gulf Central and South West Districts.
  - c. Online through [www.beadisciple.com](http://www.beadisciple.com), with Dr. Joshua Reichard.
  - d. Other formats may be approved in the future as they are developed. For example, the North Carolina Conference is developing its own online program.
8. Once training has been completed, the candidate will contact Elizabeth Flynn ([eflynn@flumc.org](mailto:eflynn@flumc.org)) to access the UMCares system. The next available date for the appropriate District Committee on Ministry meeting will be requested for review and recommendation by DCOM. All materials required to be uploaded are due one month prior to the scheduled meeting.
9. The initial background check is required for all Certified Lay Ministers. Please make out check to Florida Conference Treasurer for \$25.00, and send it to:

Office of Clergy Excellence  
450 Martin Luther King Jr. Ave.  
Lakeland, Fl. 33815

NOTE: A full clergy assessment will be required for Certified Lay Ministers assigned to a pastoral charge that is not served by an ordained or licensed minister. See the policy letter under Resources at [www.floridalayservants.com](http://www.floridalayservants.com).

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10. Once review and recommendation is received from DCOM, the candidate will fill out the initial request on the Certified Lay Minister Annual Report (available at <https://www.flumc.org/chargeconferenceforms>) and submit it for approval signatures by assigned clergy and church council. Copies of required completion certificates and lay servant certification should be attached, along with copies of approval documentation by the District Superintendent and the DCOM. These should be digitized and emailed to [rod.groom@gmail.com](mailto:rod.groom@gmail.com). He will then circulate and obtain approval from the Conference Committee on Lay Servant Ministries and issue a Certificate of Certification.
11. Annual reports will be submitted through the pastor and church council every year and forwarded to the Conference Director ([rod.groom@gmail.com](mailto:rod.groom@gmail.com)). CLMs complete requirements and file for recertification every other year.
12. Problems or special circumstances can be addressed through the Conference Director.

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Rod Groom  
Florida Conference Director  
Lay Servant Ministries