

UNITED METHODIST CHURCH, KENTUCKY ANNUAL CONFERENCE

# **Proposed Summary of Ministry Opportunities**

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*Prepared by The Committee of Assisting UMC Members to Seek  
Ministry Opportunities of the Board of Lay Ministry*

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The United Methodist Church offers a host of ministry opportunities. The two charts below are summarizations of ministry opportunities offered in the United Methodist Church for the laity.

To read the chart, look at the left-hand side of it and pick out a ministry opportunity. One can read across the chart in a horizontal manner quickly reviewing the headings labeled *Program, Authority, Purpose, Duties, Process, Educational Requirements, and Comments*. The booklet provides additional detailed information in the annexes listed in pages 4-44. YOU CAN VIEW THESE PAGES BY GOING TO THE BOARD OF LAY MINISTRY WEBSITE.

The Board of Lay Ministry prepared this booklet to assist the laity in seeking out opportunities available to them, and to clear up any confusion concerning the purpose, duties, and educational qualifications inherent in each opportunity.

The information contained in this booklet is not all inclusive of the opportunities available to laypeople who desire to serve God. There exist many other options for learning, training, and leading in the United Methodist Church.

“Faithful membership in the local church is essential for personal growth and for developing a deeper commitment to the will and grace of God. As members involve themselves in private and public prayer, worship, the sacraments, study, Christian action, systematic giving, and holy discipline, they grow in their appreciation of Christ, understanding of God at work in history and the natural order, and an understanding of themselves.” UMC Discipline §218

The Board of Lay Ministry developed the LACE Program to prepare the laity for lay speaking and to assume leadership duties in the local church. However, once the layperson completes LACE, he/she may feel led to pursue additional studies where he/she feels they can make significant contributions to the church. It is in this spirit that the Board of Lay Ministry offers this booklet.

**NOTE: AT THE 2012 GENERAL CONFERENCE, THE NAME LAY SPEAKER HAS BEEN CHANGED TO LAY SERVANT. YOU WILL HAVE TO SUBSTITUTE THIS TERMINOLOGY IN THE PRECEDING PAGES. THIS WAS DONE AFTER THIS DOCUMENT WAS MADE.**

| <b>Program</b>                        | <b>Authority</b>                                       | <b>Purpose</b>   | <b>Duties</b>   | <b>Process</b>  | <b>Educational Requirements</b> | <b>Comments</b>  |
|---------------------------------------|--|--|---|---|---------------------------------|--|
| LACE (Local or Certified lay Speaker) | UMC Discipline §267 + additional Studies in leadership | Lay speaking &/or leadership in local church; Leading, caring & communicating. | Lay speaking & learn more about UMC & prepare for leadership in church.   | Complete 5 classes usually taught on Sat. mornings once per month | None                            | Student acquires leadership skills, & becomes local lay speaker, if desired.<br>See Annex A  |
| Local lay speaker                     | UMC Discipline & 267                                   | Lay speaking in local church   | Serve local church in way their leadership & service inspires.            | Complete LACE or Lay Speaking curriculum                          | None                            | Become Certified lay speaker by completing one Advanced Course.<br>See Annex B               |
| Certified lay speaker                 | UMC Discipline §266                                    | Lay speaking any Methodist church  | Serve local or other churches in way their leadership & service inspires. | Complete at least one advance course every three years            | None                            | A certify lay speaker can speak in any Methodist church in conference; see Annex B           |
| Local Pastor                          | UMC Discipline § 314 & 315                             | Supplement elders in small membership churches                                 | Perform duties of pastor including sacraments. Licensed, not ordained.    | Complete requirements under §311 & 314                            | High school diploma or GED      | Can administer sacraments only in local church & <b>receive compensation.</b><br>See Annex C |

|   |                      |  |   |   |   |   |
|---|----------------------|--|---|---|---|---|
| Certified Lay Minister<br>(Currently, being piloted in the Kentucky Conference) | UMC Discipline §271  | Serve in community in church assigned by DS; Enhance quality of ministry to small membership churches. | Serve as pastor as assigned in community by DS & under supervision of clergyperson. | Certification Process & requirements<br>See Annex D   | None  | Cannot administer sacraments & expected to retain outside employment; <b>No compensation</b> ; currently, being piloted in the Kentucky Conference  |
| Elder & Deacon  | UMC Discipline §311  | Provide seminary trained ministers and deacons, and provide additional training for the clergy         | To minister through service, word, sacrament, and order.                            | Certification process and requirements<br>See Annex E | Usually Bachelors and Masters in Theology from approved Seminary. | Elder-Itinerant ministry and can serve sacraments. Deacon-Respond to God's call to lead in service & to equip others for this ministry through teaching, proclamation, and worship & assist elders in administration of sacraments. UMC Discipline §303.2 |
| Deaconesses<br>Home Missioner   | UMC Discipline §1313 | Provide full-time ministries of love, justice & service for the laity                                  | Provide full-time ministries of love, justice & service for the laity               | Certification process and requirements<br>See Annex F | None  | Rooted in Scripture, & ecumenical in scope & global in outreach.  |

|                               |                     |  |   |   |      |  |
|-------------------------------|---------------------|--|---|---|------|--|
| Hispanic LACE Training        | UMC Discipline §266 | Create Spanish-speaking ministry similar to LACE only in greater depth   | Serve local church in way their leadership & service inspires   | Complete the Hispanic LACE training   | None | The graduates of the Hispanic LACE program prepares people to ministry to needs of Spanish-speaking population |
| Lay Ministry Planting Network | UMC Discipline 259  | To raise up lay planters and support teams with passion for the Gospel, compassion for God's people, and with a boldness to produce a great harvest. | Church planting skills are extremely helpful in starting any new ministry: i.e., new satellites, worship services, Sunday School classes, small groups, or mission outreaches. Some laity will want to help support a new church start in their district. Some may even be called to be the lead pastor or staff person of a new church start or satellite. | 10 six-hour classes generally meeting on Saturdays. The ultimate goal of the curriculum: to equip lay persons with the knowledge, skills, and abilities to be United Methodist Church planters. | None | To learn more about the training, please contact <a href="mailto:path1@gbod.org">path1@gbod.org</a>            |

## **Annex A-- LACE: *Lay Academy of Church Excellence***

The mission of the Lay Academy of Church Excellence (LACE) is to provide an integrated program to educate, energize, and empower lay people in each United Methodist local church to become faithful disciples and effective leaders who create vital congregations for the transformation of the world. LACE accomplishes this mission by assisting faithful disciples to identify, develop, and enhance their spiritual gifts leading them into leadership roles in diversified fields of ministry.

Completion of the core curriculum prepares LACE participants for three options.

- Complete the basic requirements to become a lay speaker.
- Learn more about United Methodist history and theology.
- Sharpen leadership skills to become a more effective servant leader in the Church.

More about the program

- The program is taught entirely within the boundaries of each district. Thus, there is no need to travel very far to attend the classes.
- The program is taught in five (5) sessions.
- The district response teams (also known as District Leadership Teams) will have the discretion to schedule the sessions depending on the needs in each district. Each district response team will designate five (5) strategic host churches throughout the district to provide classrooms and lunch for the participants.
- The Board of Laity designed the program at no expense to participants except their time to participate. However, participants will be asked to give a love offering to the individual churches providing lunch.
- The instructors will consist of local people including pastors, deacons, district superintendent, and lay people proficient in the different classes being taught.
- Districts may bring in additional speakers who are experts in their fields providing funds are available.

If you have ever had a desire to learn more about Methodism, become a lay speaker, or acquire skills that will help you become an effective church leader, then this program is for you. Remember, God works through each of us to make our local churches vital congregations for the transformation of the world!

**LACE**

**LAY ACADEMY OF CHURCH EXCELLENCE**

**MODIFIED FOR NEW BASIC LAY SPEAKING CURRICULUM (2010  
REVISION)**



**THE CURRICULUM COMMITTEE OF THE BOARD OF LAY MINISTRY  
OF THE KENTUCKY UNITED METHODIST CONFERENCE**

## **COMMITTEE MEMBERS**

Mel Bowdan, Jr., Linda Gayheart, Chris Harman, Brenda Glover, Fred Goodwin, Julie Love, Lisa Murrell, Lew Nicholls, Edward Shytle, Jayne Squires

October 12-13, 2007  
Revised: January 2010

## **LAY ACADEMY OF CHURCH EXCELLENCE (LACE) MISSION STATEMENT**

The mission of the Lay Academy of Church Excellence (LACE) is to provide an integrated program to educate, energize, and empower lay people in each United Methodist local church to become faithful disciples and effective leaders who create vital congregations for the transformation of the world. LACE accomplishes this mission by assisting faithful disciples to identify, develop, and enhance their spiritual gifts leading them into leadership roles in diversified fields of ministry.

## REVISED CURRICULUM

In 2009 the United Methodist Church revised the *Lay Speaking Ministries Basic Course Participant's Book*. Since LACE prepares participants to become lay speakers and develop leadership skills, it became necessary to revise the LACE curriculum to conform to the new *Lay Speaking Ministries Basic* handbook. The basic curriculum of LACE remains unchanged. Where the new *Lay Speaking Ministries Basic* handbook duplicates some material, several classes have been eliminated. Nevertheless, the same information contained in the original LACE curriculum is contained in this revised edition.

### LAY ACADEMY OF CHURCH EXCELLENCE (LACE)

#### CURRICULUM

#### Day One

**Hour I: Basic LSM—Ministry of the Baptized** (Session One of *Basic Course Participant's Book*) United Methodist Background, Wesleyan Emphases, Connectional Church, The Priesthood of Believers, Exploring God's Call, Hearing & Responding to God's Call.

**Hour II: Basic LSM—Ministry of the Baptized** (Session One of *Basic Course Participant's Book* and *Gifts of the Spirit* by Kinghorn) The instructor will teach the Biblical concept of spiritual gifts and will administer the spiritual gifts inventory developed by Chris Harman and available to the Conference. The spiritual gifts inventory will provide students an opportunity to discover their spiritual gifts.

**Hour III: Basic LSM—Leading** (Session Two of *Basic Course Participant’s Book*) Servant Leadership, Roles in Leadership and Concept of Spiritual Leader, Principles of Christian Conferencing and Understanding Concepts of Consensus and Discernment.

**Hour IV: Basic LSM—Leading** (Session Two of *Basic Course Participant’s Book*) Servant Leadership, Roles in Leadership and Concept of Spiritual Leader, Principles of Christian Conferencing and Understanding Concepts of Consensus and Discernment.

**Hour V: Basic LSM—Leading** (Session Two of *Basic Course Participant’s Book*) Servant Leadership, Roles in Leadership and Concept of Spiritual Leader, Principles of Christian Conferencing and Understanding Concepts of Consensus and Discernment.

## Day Two

**Hour I: Basic LSM—Caring** (Session Three of *Basic Course Participant’s Book*) Biblical basis for caring ministry, compare and contrast acts of compassion and acts of justice, types of caring ministries, and how to show care for creation.

**Hour II: Basic LSM—Caring** (Session Three of *Basic Course Participant’s Book*) Biblical basis for caring ministry, compare and contrast acts of compassion and acts of justice, types of caring ministries, and how to show care for creation.

**Hour III: Basic LSM—Communicating** (Session Four of *Basic Course Participant’s Book*) Importance of communication skills, respectful communication guidelines, mutual invitation, listening skills, and sharing a faith story with another participant.

**Hour IV: Basic LSM— Communicating** (Session Four of *Basic Course Participant’s Book*) Importance of communication skills, respectful communication guidelines, mutual invitation, listening skills, and sharing a faith story with another participant.

**Hour V: Basic LSM—Into the World** (Session Five of *Basic Course Participant's Book*) Fulfilling the Great Commission, importance of continued study and spiritual growth, hospitality in the church, and tools for ministry.

## Day Three

**Hour I: Ministry Presentation/Leadership<sup>1</sup>:** The instructor may teach leadership in the church using as the primary text *Christian Reflections on Leadership Challenge* by Kouzes and Posner. This suggested text addresses how to model the way, inspire a shared vision, challenge the process, enable others to act, and encourage the heart. During this hour half of the class will be sharing their individual ministry presentations in a separate class.

**Hour II: Ministry Presentation/Leadership<sup>1</sup>:** The instructor may teach leadership in the church using as the primary text *Christian Reflections on Leadership Challenge* by Kouzes and Posner. This suggested text addresses how to model the way, inspire a shared vision, challenge the process, enable others to act, and encourage the heart. During this hour half of the class will be sharing their individual ministry presentations in a separate class.

**Hour III: Our Methodist Heritage:** The suggested text is *The United Methodist Member's Handbook* by George E. Koehler. This lesson provides a quick review of our Methodist heritage, a brief synopsis of our overall approach to theology, and why we belong to the whole church universal.

**Hour IV: Conflict Management in the Church:** The instructor may use as the primary text *Church Conflict: The Hidden Systems Behind the Fights* by Charles H. Cosgrove. This text explains the use of an excellent tool for identifying potential conflicts and how to manage them,

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<sup>1</sup> Each district will have the flexibility to best structure Hours I & II according to the number of participants attending the class. A suggestion is that Hour I be divided in half if there is a large number of participants in the class. Half of the class will deliver their ministry presentations while the other half is taking the course on Leadership. The participants who shared their ministry presentations in Hour I will then take the Leadership class in Hour II.

resulting in minimal damage to the church. The Lay Leader Manual found on-line on the Conference website also provides additional insight on how to effectively resolve conflict among people.

**Hour V: Baptism and Communion in the United Methodist Church:** Participants will explore baptism and communion in the United Methodist Church. Suggested texts related to baptism are *By Water and the Spirit* and *This Holy Mystery* by Gayle Carlton Felton.

## Day Four

**Hour I: Church Organization:** The instructor may use *The Book of Discipline of the United Methodist Church* as a primary text in this session focusing on the Church. The District Lay Leader Manual found on-line on the Kentucky Conference website and *The United Methodist Handbook* by George E. Koehler are both excellent resources that may be used.

**Hour II: Duties of Church Officers:** The instructor will teach duties of the local church officers making reference to *The Book of Discipline* as a resource. The instructor will focus on the Pastor-Parish Relations Committee, Finance Committee, Lay Leadership Committee, and the office of administrative chairperson.

**Hour III: Conducting Administrative/Council Board Meetings:** This session focuses on the important function of the church administrative board, including how to empower the church council as a vital element of the local church. The instructor may use the suggested text of *Transforming Church Boards into Communities of Spiritual Leaders* by Charles M. Olsen.

**Hour IV: Stewardship:** The instructor may use the suggested text *Creating a Climate for Giving* by Donald W. Joiner. Rather than focusing on yearly fund-raisers, this text provides insight on creating a church climate where worshipers give regularly and willingly after seeing that their tithes, gifts, and offerings are making a difference in the world. *Guidelines on Stewardship*, available through Cokesbury, is another excellent resource on stewardship.

**Hour V: Kentucky Conference Resources:** This course will inform the participants of the UMC resources available to each local church through the Conference website, UMC Official website, Conference library, and other appropriate Conference resources.

## Day Five

**Hour I: Five Practices of Fruitful Congregations:** Learn the five practices of fruitful congregations that include radical hospitality, passionate worship, intentional faith development, risk-taking mission and service, and extravagant generosity. The text for this lesson comes from *Five Practices of Fruitful Congregations* by Robert Schnase.

**Hour II: Evangelism:** The instructor will explore with the participants the most effective ways to communicate the Gospel. Suggested text is *Faith Sharing* by Eddie Fox and George Morris. A workbook is also available.

**Hour III: Myers-Briggs Spirituality Inventory:** The suggested text is *Knowing Me , Knowing God: Exploring Your Spirituality with Myers-Briggs* by Malcolm Goldsmith. The instructor will show how people experience God in different ways using their senses. The foundation of this hour is based on the Myers-Briggs spirituality/personality inventory.

**Hour IV: Worship Modalities:** The instructor will teach the different ways worship can occur through songs, prayers, liturgical dance, use of PowerPoint presentations, and/or other creative modes of worship. Suggested text is *Transforming Worship* by Tim Carson.

**Hour V: Wrap-up, DS Comments, and Communion.**

## Logistical Support for LACE

LACE has a total of twenty-five (25) hours of instruction. Each district is free to schedule the twenty-five (25) hours in any configuration desired to meet the needs of the students. The first 10 hours deal exclusively with the Lay Speaking Program. It is critical that you follow the suggested curriculum required by the United Methodist Basic Lay Speaking Program in the first 10 hours. During the next 15 hours of instruction you will have more flexibility in tailoring the suggested classes to meet the immediate needs of your own district.

### 1. Suggested Configurations

- a. LACE will consist of five meetings on a Saturday from 9:00 a.m. to 3:30 p.m. once a month. The months may be any five chosen by the leadership team that they believe works best for their district. Each meeting will consist of five sessions of one-hour duration. The time frames will be as follows:

|                       |                           |
|-----------------------|---------------------------|
| 9:00 a.m.—9:15 a.m.   | Announcements and Worship |
| 9:15 a.m.—10:15 a.m.  | Session One               |
| 10:15 a.m.—10:30 a.m. | Break                     |
| 10:30 a.m.—11:30 a.m. | Session Two               |
| 11:30 a.m.—12:00 p.m. | Lunch                     |
| 12:00 p.m.—1:00 p.m.  | Session Three             |
| 1:00 p.m.—1:15 p.m.   | Break                     |
| 1:15 p.m.—2:15 p.m.   | Session Four              |

|                     |              |
|---------------------|--------------|
| 2:15 p.m.—2:30 p.m. | Break        |
| 2:30 p.m.—3:30 p.m. | Session Five |

The district leadership team (known as the district response team in some districts) shall determine when each of the five (5) Saturday's will be scheduled for the LACE program. The district leadership team may, in their discretion, hold any session on the Friday before the Saturday meeting in an effort to release the students earlier on Saturday.

- b. Another suggested configuration is to hold the entire twenty-five (25) hours during one month. Select a month when things slow down in the church, and people would appreciate some type of activity in which to participate. This could be accomplished by holding classes each Saturday during the selected month for a total of twenty (20) hours. The remaining five (5) hours could be held on Wednesday/Sunday evenings during the regularly scheduled church services. All attendees at the church could be invited to sit in on the classes. This would provide exposure to the LACE program and generate additional future students.
  - c. An alternative would be to hold these last five (5) classes on Friday evening before each Saturday session, and then maybe one on a Wednesday or Sunday evening. **The district planning committee tasked with presenting the LACE curriculum can be flexible in deciding when and how to offer LACE.**
2. LACE will be held in a different church throughout the district each month or week, depending on the configuration selected. Only one church may host a meeting each year. The idea is to give maximum exposure of the program to as many churches as possible throughout the district. It is suggested that each host church provide day-care for children. In the event the host church provides day-care, the host church must comply with the Safe Sanctuary Policy that can be found online on the conference website.
3. Reimbursement
- a. Textbooks—The district leadership team, in their discretion, may purchase selected books for each student consistent with available district funds. If no funds are available, then the district may ask the students to purchase a copy of the texts the instructors use should they desire to have their own copy. It is suggested that the district leadership team purchase at least *Lay Speaking Ministries—Basic Course*, *Christian Reflections on Leadership Challenge*, and *The United Methodist Member's Handbook* as the primary texts consistent with available district funds. If there are no available district funds, then the district

can charge a one-time fee to the students in an amount equal to cover the costs of the texts the district selects to give to the students. If a student is unable to purchase their own books or unable to pay the fee to cover the costs of the books, then the individual churches could offer scholarships in an amount equal to cover the costs of the books. **The district must be creative in finding ways to acquire the books the district desires to give each student. In these days and times, even the Conference is operating on limited resources.**

The Conference purchased and sent one copy of each of the selected texts to every district superintendent for use by the instructors. District superintendents should have at least one copy of each suggested text in their office.

- b. Lunch—The district will pay a per diem to the host church for providing lunch in an amount to be set by the district superintendent consistent with available funds. If there are no district funds available, then students will be asked to make a love offering to the host church to help offset the cost of lunch and utilities.
4. Most instructors will be selected from those within the district who have an expertise in the subject matter. The district superintendent may pay for out-of-district instructors consistent with available district funds.
5. LSM lay speaking directors can certify that the student completed all requirements of the Basic Lay Speaking Course. Students will be asked to complete the Lay Speaking Basic Course in order to take additional courses in the Advanced Lay Speaking series. **The DS will clearly tell the students that even if they complete the Basic Course, they will not have to speak publicly or fill a pulpit unless they desire to do so. A person does not have to fill the pulpit once he or she completes the Lay Speaking curriculum. Instead, they can take their newly acquired skills and knowledge and apply it in some way to help build the local church.**
6. The district lay leader and the district lay speaking director are jointly responsible for coordinating LACE. The district response team (also called the district leadership team), district director of lay speaking ministries, the district superintendent, and the district lay leader will all work in concert on the district leadership team to provide curriculum selection, logistical support, and execution of the program.

7. LACE graduates will be encouraged to apply their acquired knowledge to strengthen their respective local churches in numbers and in spirit. Graduates will be encouraged to participate in future classes as instructors and/or facilitators, to provide logistical support, or to fulfill the mission in other creative ways.
8. All students who complete the course and complete the Lay Speaking Basic Course will be encouraged to continue their studies by taking Advanced Lay Speaking Courses.
9. The district leadership team may substitute any one class with a class that meets a more immediate need for the district. **The team may not substitute any LSM class since all of these are necessary for the student to complete basic lay speaking certification.**
10. Attendance Policy: Each student must attend four (4) out of five (5) weekend classes comprised of five (5) sessions each. Each student must attend the first and fifth weekend classes to be eligible for certificate of completion.
11. If a student completes all of the requirements for the Basic Lay Speaking Course, including a ministry presentation, then he/she will receive a certificate of completion. If the student completes at least four (4) out of five (5) weekend classes comprised of five (5) sessions each, then he/she will receive a certificate of completion of LACE.
12. If the student completes all of the requirements for the Basic Lay Speaking Course and four (4) out of five (5) weekend classes comprised of five (5) sessions each, then the student will receive recognition on the floor of the next Kentucky Annual Conference.

You will find enclosed an evaluation form that should be given to each student at the end of the day. Ask them to fill out and return the evaluation form to either the DS, District Lay Leader, or District Lay Speaking Director. Evaluations will be used to improve the LACE program.

Information for LACE taken from <http://kyumc.org/pages/detail/1336>.

# Annex B—Lay speaking

## What is Lay Speaking Ministries?

Lay Speaking Ministries offers training opportunities for laity who would like to use their witness, leadership, and service to inspire others to a deeper commitment to Christ and more effective discipleship. This may include the interpretation of the Scriptures, doctrine, organization, and ministries of the church. [Paragraph 266 of the Discipline]

In years past, the primary function of lay speakers was to conduct services when a preacher wasn't present. Though preaching is still an important part of lay speaking ministries, it encompasses much more. The motto of 'Caring - Communicating - Leading' shows that lay speakers can impact every area of ministry. An excellent article was written by Jim Lane & Rev. Roger Carlson on the [History of Lay Speaking](#).

The 2008 Discipline covers Lay Speaking Ministries in paragraphs 266-269.

### **2008 Discipline: Section XI. Lay Speaking Ministries**

¶ 266. Lay Speaking—1. A lay speaker (local church or certified) is a professing member of a local church or charge who is ready and desirous to serve the Church and who is well informed on and committed to the Scriptures and the doctrine, heritage, organization, and life of The United Methodist Church and who has received specific training to develop skills in witnessing to the Christian faith through spoken communication, church and community leadership, and care-giving ministries. An applicant must be active in the support of the local church or charge.

2. Lay speakers are to serve the local church or charge (or beyond the local church or charge) in any way in which their witness or leadership and service inspires the laity to deeper commitment to Christ and more effective discipleship, including the interpretation of the Scriptures, doctrine, organization, and ministries of the church.

3. Through continued study and training a lay speaker should prepare to undertake one or more of the following functions, giving primary attention to service within the local church or charge.

a) To take initiative in giving leadership, assistance, and support to the program emphases of the church.  
b) To lead meetings for prayer, training, study, and discussion when requested by the pastor, district superintendent, or committee on lay speaking.

c) To conduct, or assist in conducting, services of worship, and present sermons and addresses when requested by the pastor, district superintendent, or committee on lay speaking.

d) To relate to appropriate committees and ministry areas in providing leadership for congregational and community life and fostering care-giving ministries.

e) To assist in the distribution of the elements of Holy Communion whenever celebrated upon request by the pastor of the church of which the lay speaker is a member.

4. Lay speaker training courses shall be those recommended by the General Board of Discipleship or alternates approved by the conference committee on lay speaking. Such training should enable ministries with all language and cultural groups as appropriate.

5. It is recommended that a service of commitment be held for persons recognized as local church or certified lay speakers.

¶ 267. Local Church Lay Speaker—1. A candidate may be recognized as a local church lay speaker by the district or conference committee on lay speaking after the candidate has:

a) Made application in writing to the appropriate committee and has been recommended by the pastor and the church council or the charge conference of the local church in which membership is held. The district superintendent shall be responsible for reporting the names of applicants to the appropriate committee.

b) Completed the basic course for lay speaking.

2. The local church lay speaker shall serve the local church in which membership is held by witness of the spoken word, vital leadership service, and care-giving ministry (see 266.3).

3. To maintain status, a report and reapplication with recommendations must be submitted annually and a refresher course approved by the Conference Committee on Lay Speaking Ministries must be completed once in every three years. (see 247.11).

¶ 268. Certified Lay Speaker—1. A candidate may be recognized as a certified lay speaker by the district or conference committee on Lay Speaking Ministries after the candidate has:

a) Made application in writing to the appropriate committee and has been recommended by the pastor and the church council or the charge conference of the local church in which he or she holds membership.

b) Completed both basic and one advanced training courses for lay speaking.

c) Had his or her qualifications reviewed and approved by the appropriate committee (see 258.2 f [9]).

2. The certified lay speaker shall continue to serve the local church in the witness of the spoken word, vital leadership service, and care-giving ministry (see 266.1). In addition, the certified lay speaker may serve in the district and conference and in local churches other than the local church in which membership is held.

3. Recognition as a certified lay speaker shall be renewed annually by the district or conference committee on Lay

Speaking Ministries after the certified lay speaker has:

- a) Requested in writing the renewal of certification.
- b) Submitted an annual report to the charge conference and the committee on Lay Speaking Ministries, giving evidence of the satisfactory performance of lay speaking service.
- c) Been recommended for renewal by the pastor and the church council or charge conference.
- d) Completed at least once in every three years an advanced course for lay speakers.

¶ 269. Transfer of Certification by Certified Lay Speakers—A certified lay speaker who moves may transfer certification to the new district upon receipt of a letter from the previous district's committee on Lay Speaking Ministries confirming current certification and the date of completion of the most recent advanced course taken. Further renewal of certification is in accordance with 267.

**Information for Lay Speaking taken from**

**[http://www.layspeakingministries.org/index.php?option=com\\_content&view=article&id=8&Itemid=11](http://www.layspeakingministries.org/index.php?option=com_content&view=article&id=8&Itemid=11)**.

## **Annex C—Licensed local pastor (Local Pastor)**

### **Ministry of the Licensed Local Pastor**

*Full-time and part-time licensed local pastors under appointment are clergy members of the annual conference in which they are appointed. Those who are licensed for pastoral ministry and appointed to the local church shall preach, conduct divine worship and perform the duties of a pastor. —2008 Book of Discipline, ¶¶ 602, 315*

### **Licensed to Word, Sacrament, and Service**

The licensed local pastor has answered the call from God to serve the mission of Jesus Christ through the work of the local congregation in The United Methodist Church. The licensed local pastor while appointed to a particular charge shall perform all the duties of a pastor, including proclamation of the Word of God, leading in worship and liturgy, performing the sacraments of baptism and holy communion, the services of marriage (where state laws allow), burial, confirmation, and membership reception. The licensed local pastor has the authority of a pastor only within the setting and during the time of the appointment and shall not extend beyond it.

### **Licensed not Ordained**

The licensed local pastor is not ordained in The United Methodist Church but is licensed for pastoral ministry to perform the duties of a pastor as described previously. In order to receive a license for pastoral ministry one must:

- complete the candidacy process, becoming certified as a candidate for ministry.
- be recommended by the district Committee on Ordained Ministry (dCOM).
- complete the studies for the licensed local pastor. (A licensed local-pastor school is normally conducted within the bounds of each conference.)
- be approved by the conference Board of Ordained Ministry.
- provide the annual conference with a satisfactory certificate of good health and other evaluations as required by the annual conference.
- be approved by the clergy session of annual conference.
- be licensed and receive an appointment from the bishop.

## Licensed to Order the Life of the Congregation(s)

Within the setting of the appointment, the licensed local pastor shall oversee the total ministry of the congregation(s) on the charge in its nurturing ministries and in fulfilling its mission of witness and service in the world. The licensed local pastor will give pastoral support, guidance, and training to the lay leadership and help them fulfill the ministry to which they are called. The licensed local pastor is to provide ministry within the charge and to the world by using the process of goal setting and planning through which the laity take responsibility for ministry in the name of Jesus Christ. The licensed local pastor is to have administrative oversight of the charge and to supervise the working program of the congregation(s) on the charge. (Duties are outlined in ¶340 in the 2008 Book of Discipline)

## Local Pastor Relationships

- Bishop—the bishop of the conference will issue the license for pastoral ministry once all requirements have been met and will make the appointment where one serves in ministry.
- District superintendent—the district superintendent will have supervision over the process of education and the appointment within the district.
- Local pastor registrar—this person is a member of the conference board of ordained ministry and works directly with local pastors.
- District Committee on Ordained Ministry—a group within the district where the local pastor is appointed who guides one in education, formation and conducts annual review and makes recommendations about continuing as a licensed local pastor.
- Clergy mentor—a person assigned to assist the local pastor in all areas of ministry while in the Course of Study.
- Fellowship of Local Pastors and Associate Members— an organization within the conference to offer support for its members while in ministry in The United Methodist Church.

## Academic Qualifications

Licensed local pastors must have graduated from an accredited high school or have received a certificate of equivalency before becoming a certified candidate. The licensed local pastor must pursue theological education through an approved seminary or in the Course of Study.

The [Course of Study](#) is a basic theological education program prescribed by the Book of Discipline and offered by the General Board of Higher Education and Ministry (GBHEM), the Division of Ordained Ministry (DOM). It includes licensed local-pastor school (see above). The Course of Study also includes the five-year basic Course of Study and the advanced Course of Study. The basic Course of

Study is a five-year curriculum with four courses each year. The curriculum is as follows:

*Year One:*

- The Pastor as Interpreter of the Bible
- Theology in the Wesleyan Spirit
- Pastoral Care for Spiritual Formation
- Pastoral Leadership and Administration

*Year Two:*

- Hebrew Bible I
- Theological Heritage: Early and Medieval
- Formation for Discipleship
- Practice of Preaching

*Year Three:*

- New Testament I
- Theological Heritage: Reformation
- Our Mission: Evangelism
- Pastoral Care and Counseling

*Year Four:*

- Hebrew Bible II
- Wesleyan Movement
- Worship and Sacraments
- Personal and Social Ethics

*Year Five:*

- New Testament II
- Contemporary Theology

- Our Mission: Transforming Agent
- Theology and the Practice of Ministry

A full-time local pastor shall complete the basic Course of Study within eight years of when they were licensed and a part-time local pastor shall complete the basic Course of Study within 12 years of when they were licensed. Students who complete the five-year Course of Study, have 60 semester hours of undergraduate credit, and have served four years as full-time local pastors may apply for associate membership in the annual conference. ¶322

The [Advanced Course of Study](#) is a curriculum that enables a local pastor to meet the educational requirements for probationary membership, full conference membership, and ordination as an elder in The United Methodist Church. It consists of 32 semester hours of graduate theological study or its equivalent as determined by GBHEM (see ¶324.6 of the 2008 *Book of Discipline*). Included in this curriculum must be United Methodist history, doctrine and polity for a minimum of two semester hours in each field of study. There are other guidelines regarding the advanced Course of Study, and it is important to seek this information from the conference and GBHEM, Division of Ordained Ministry.

The basic Course of Study and some Advanced Course of Study courses are offered through the Course of Study schools located in several regions in the United States. The list of the schools, including the directors names and addresses, are found on the Web site [www.gbhem.org/ministry](http://www.gbhem.org/ministry).

### **Students Appointed As Local Pastors**

Students enrolled as pre-theological or theological students in a college, university, or school of theology listed by the University Senate may be appointed as part-time or full-time local pastors.

**Taken from** [http://www.gbhem.org/site/c.lsKSL3POLvF/b.3813185/k.8E54/Ministry\\_of\\_the\\_Licensed\\_Local\\_Pastor.htm](http://www.gbhem.org/site/c.lsKSL3POLvF/b.3813185/k.8E54/Ministry_of_the_Licensed_Local_Pastor.htm).

### **Overview of the Role of a Local Pastor in the United Methodist Church**

A licensed local pastor is one who has answered the call to serve the mission of Jesus Christ through the work of a local congregation in The United Methodist Church. Local pastors are clergy members of the annual conference in which they are appointed.

### **What do licensed local pastors do?**

A licensed local pastor is not ordained in The United Methodist Church but is licensed for pastoral ministry. A local pastor performs all the duties of a pastor, including proclamation of the Word of God, leading in worship and liturgy, performing the sacraments of baptism and holy communion, the services of marriage (where states allow), burial, confirmation, and membership reception. A local pastor has the authority of a pastor only within the setting and during the time of the appointment only.

### **What is the “call” to ministry as a licensed local pastor?**

“Call” is God’s invitation to use God-given gifts and talents to minister in the local church. For some, the call comes early; for others, it comes later in life. Answering the call and living the vocation of a local pastor mirrors the call to Christian discipleship in the world. Help in determining God’s call is available at [www.IsGodCallingYou.org](http://www.IsGodCallingYou.org). Specific information for youth and young adults is available at [www.ExploreCalling.org](http://www.ExploreCalling.org).

The local pastor’s call is to order the life of a congregation. The local pastor oversees the total ministry of the congregation—its nurturing ministries and its mission of witness and service in the world. The local pastor gives pastoral support, guidance, and training to the lay leadership and helps them fulfill the ministry to which they are called. The local pastor has both administrative and supervisory oversight of the program and outreach of the congregation to which the local pastor is appointed.

### **What is the process for becoming a United Methodist licensed local pastor?**

The first step is consulting with a pastor and studying materials to discern and define the call further. That is followed by further consultation with the congregation’s staff/parish relations committee and district superintendent, the help of a mentor, and recommendation by the district committee on ordained ministry. After completion of the studies for the local pastor at a license school, the candidate must be approved by the conference board of ordained ministry in order to be licensed and receive an appointment from the bishop.

### **What are the educational requirements for becoming a licensed local pastor?**

Licensed local pastors must have graduated from an accredited high school or have received a certificate of equivalency before becoming a certified candidate. The local pastor must pursue theological education through an approved seminary or in the Course of Study.

### **What is an approved seminary?**

An approved seminary is one that has been approved to train United Methodist clergy by The United Methodist Church’s University Senate. This list includes both United Methodist and non-United Methodist seminaries.

### **What are the license schools and the Course of Study?**

The Course of Study is a basic theological education program prescribed by The Book of Discipline and offered by the General Board of Higher Education and Ministry. It includes license school, the five-year basic Course of Study, and the advanced Course of Study. Annual conference

boards of ordained ministry offer license schools. The Course of Study is offered during the summer on the campuses of eight United Methodist seminaries. [See the Licensing and Course of Study page for links to the PDFs of current offerings.](#)

## Licensing & Course of Study

Welcome to the Licensing and Course of Study web site for The United Methodist Church.

If God is calling you to become a licensed [local pastor](#), we welcome you to the start of your journey.

### Where Do I Begin?

1. Talk to your pastor.
2. Read [The Ministry of the Licensed Local Pastor](#).
3. Locate License Schools, Course of Study Schools and Advanced Course of Study Schools.
4. Read the [FAQ](#) for more detailed answers to licensing questions.



### The Course of Study

The Course of Study (COS) is prescribed by the General Board of Higher Education and Ministry – Division of Ordained Ministry (§ 1421.3d). It includes License School, the Five-Year Basic Course of Study, Advanced Course of Study, and Correspondence Studies. In prescribing the COS, the Division of Ordained Ministry is responsible for developing curriculum, purpose and learning goals; providing resources; establishing, maintaining, and evaluating License Schools and Course of Study Schools (COS); keeping central records on all students, and reporting on student progress to each Board of Ordained Ministry every year.

### Regional Course of Study Schools

Regional Course of Study Schools are established by the Division of Ordained Ministry at locations central to the student populations, taking into consideration such factors as availability of United Methodist theological school faculty, library resources, dormitory space, the density of student populations, etc. Full time local pastors shall attend one of the approved Regional Course of Study Schools.

## **Extension Schools for Part-Time Local Pastors**

When the Division of Ordained Ministry determines that there is a need for a Basic Five-Year COS school for part-time local pastors who are unable to attend a Regional Course of Study School, the division may negotiate its development as an extension of an existing Regional Course of Study School. Regional Schools establishing Extension Schools shall not cross jurisdictional lines without consultation with other Course of Study Directors in the jurisdictions involved.

## **Curriculum**

The Basic Five-Year Course of Study is a year-round experiential and classroom learning process. This process assumes cooperation between the instructors in the Course of Study Schools and the clergy mentors in the annual conferences. Each Regional Course of Study School shall offer all 20 courses of the Basic Five-Year COS and shall seek to meet the needs of both the full-time and part-time local pastors. Normally courses are to be taken in the sequence prescribed by the curriculum. At a minimum, students are expected to take first year courses in the first year of study and fifth year courses in the final year of study. In addition to these basic curriculum courses, the school may provide a communication skills program for students. Other special programs may be funded at the discretion of the schools or the Division of Ordained Ministry and other programs that meet student needs.

**Taken from [http://www.gbhem.org/site/c.lsKSL3POLvF/b.3508459/k.691C/Licensing\\_Course\\_of\\_Study.htm](http://www.gbhem.org/site/c.lsKSL3POLvF/b.3508459/k.691C/Licensing_Course_of_Study.htm).**

# Annex D—Certified Lay Minister

## Frequently Asked Questions About Certified Lay Ministry

*The certified lay minister is a new form of leadership in The United Methodist Church, authorized by the 2004 General Conference. E-mail your CLM questions or comments to [clm@gbod.org](mailto:clm@gbod.org). Thanks!*

### LEADERSHIP

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### PROCESS

1. [How does a CLM become certified?](#)
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### ACCOUNTABILITY

1. [How is the CLM placed for service?](#)
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### TRAINING

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3. [How are CLM's compensated?](#)

## CAN A CERTIFIED LAY MINISTER:

1. [Lead a confirmation class?](#)
2. [Receive persons who have completed a confirmation class into membership \(by the laying on of hands\)?](#)
3. [Receive persons into membership by transfer?](#)

## LEADERSHIP

### 1. What is a certified lay minister (CLM)?

A Certified Lay Minister is a qualified United Methodist layperson called to congregational leadership as part of a ministry team under the supervision of a clergy person. This person enters the certification process, which includes training, support, supervision and accountability while serving in a local church assigned by the District Superintendent.

### 2. What does certification mean?

Certification is the process recognized in the United Methodist Church to prepare someone for significant service. In this case, certification provides a layperson with the training, support, supervision and accountability to lead a congregation that either does not have a traditional clergy appointment or one that developing team ministry.

Remember: certification is intended to be an on-going process — not an end in itself. So, you could honestly say that certification take a lifetime and begins with a placement!

### 3. Where do I find this position in the *Book of Discipline*?

Paragraph 272 explains Certified Lay Minister, requirements and service distinction.

### 4. How is a CLM different from other recognized ministers?

A CLM is a unique, recognized lay servant in the UMC. A CLM is intended for the missional leadership of smaller churches as part of a team ministry under the supervision of a clergyperson. As part of the historic continuation of lay leadership in our church, CLM

resembles earlier Exhorters, Class Leaders, Lay Preachers, and Missioners.

Specific distinctions are offered below to explain (not compare) leadership. A CLM is different from...

- *An Elder?*  
An Elder is a clergy member of the Annual Conference ordained for Word, Order and Sacrament. Under the guaranteed appointment (placement) of a Bishop, they usually have completed seminary training. Their sole livelihood comes from a church.
- *A Licensed Local Pastor?*  
A Licensed Local Pastor is a **clergy** member of the Annual Conference providing pastoral leadership in a local congregation. They are *appointed* (placed) by the Bishop for non-itinerant ministry in a local congregation. Their training includes attending a Conference Licensing (or Pastor's) School and completing the Course of Study Program available from the General Board of Higher Education and Ministry.
- *A Certified Lay Speaker?*  
A Certified Lay Speaker is a layperson that has completed the basic course in lay speaking ministries and an additional advanced course. Their certification is renewed every three years upon completing another course.

While Lay Speakers are intended to serve in the ministry and mission within the local congregation where they are a member in good standing, Certified Lay Speakers may serve beyond their local church. They may provide temporary pulpit supply for pastors who are away from their church on vacation, mission project or a family crisis. Traditionally, these individuals also speak on Laity Sunday.

##### **5. When is a person actually *certified*?**

When the CLM completes the process and appears before the DCOM, they will be issued a certificate after a successful review. Remaining certified is dependent on continuing the process: being active in competent service and completing additional courses for recertification.

In those cases where a CLM no longer has an assignment due to church discontinuance or merging, the District Superintendent is encouraged to assign them to another congregation. This may be his or her own local church or another needing missional leadership as part of ministry team.

##### **6. What attire is appropriate for the CLM to wear during worship?**

Since the position of certified lay minister is not a clergy position, the Lay Minister does not have sacramental authority at any time.

Appropriate attire would be regular ordinary "go to church" clothes, an alb or sash/praise garment. This person leads a congregation in the work of ministry but is not considered clergy and should not try to appear as such. Therefore, clergy robe, stole or collar should never be worn.

The CLM should not assume the title "*Pastor*," or be addressed as a *Reverend*.

### **7. Why do we need CLMs? Are they really necessary?**

Rather than using deficit thinking (we have a clergy shortage, lack of funds for traditional pastoral leadership in our small church, use certified lay speakers already...), it is helpful to see CLMs as an asset (an extension of clergy/lay leadership) in missional settings such as our smaller congregations, faith communities, ethnic/culturally diverse ministries and other places where team ministry is valued.

While Certified Lay Speakers have previously been placed in a similar role before the 2004 General Conference, it is now the intent of the church that a CLM be utilized in these situations. Their certification process prepares them to be an intentional, holistic congregational leader assigned under the supervision of an equipping clergyperson in a team ministry. The CLM is not intended simply for occasional pulpit supply.

## **PROCESS**

### **1. How does a CLM become certified?**

There are certain requirements that must be met for a layperson to become certified. (*Note: Being completely certified is not, however, a prerequisite for serving as part of a ministry team or being assigned to lead a congregation. In fact, being active in leadership is one way to demonstrate the gifts and graces someone has for the ministry!*)

To become certified, a person must:

- **Be recommended by the pastor and charge conference.**
  - Review the literature available and begin discernment with trusted spiritual friends to test the call.
  - Talk with their pastor about this call to ministry.
    - Pastor writes a letter explaining whether or not they recommend this person as certification lay minister. (This recommendation must be taken seriously! It is the first level of recommending process. The letter should state the person is a member in good standing in the local church and highlight their service and abilities which are seen locally as fruit of ministry.)

- If Pastor is in agreement with individual's desire to explore certification as a Lay Minister, he/she refers the recommendation for certification to the Administrative Council (or main church leadership group).
  - Meet with the Administrative Council with the Pastor present to discuss CLM and their ministry call.
    - The Administrative group makes a decision to support or not to support the call. (Vote or consensus process).
    - A letter is sent to the District Superintendent with their decision
- **Be in active service in the church and demonstrate and understanding of United Methodist history and doctrine. It is recommended that they are a certified Lay Speaker or the equivalent.**
  - Meet with your District Superintendent to discuss certification and ministry opportunities on the District.
    - Have copies of local church recommendations.
  - Lay Speaker Certification (or equivalent preparation such as attending Licensing School, Seminary coursework, Conference Lay Institute or Leadership Academy, etc.).
  - District Superintendent notifies the District Committee on Ministry of the individual's entry as a potential CLM when all previous training and recommendations are in order.
  - District Superintendent (or designated person) initiates any screening process required by the annual conference or District Committee on Ministry

The Discipline does not require psychological assessment or background checks for Certified Lay Ministry. They are done only when required by action of an annual conference, board or district committee on ordained ministry. The policies governing tests or credit checks are determined by the annual conference.

*Note: The cost for any screening process should be clearly understood by the potential certified lay minister at the beginning of the process. Suggestions for financial assistance are that fees may be covered by the individual and returned when certification is completed, sponsored by a local congregation, partially or fully met by the Conference Board of Ministry, or other sources.*

- DS meets with the congregation under consideration for the CLM assignment to introduce mutual ministry and ensure their readiness for this form of ministry.
  - Congregation workshop conducted
  - Mutual Ministry Team (MMT) is formed
  - Plans are made for the development of the Ministry Covenant.

CLM is placed as pastoral leader in the local church as part of a ministry team (MMT) and assigned a supervising clergyperson.

The CLM is placed as the pastoral leader in the local church as part of a mutual ministry team (MMT) and is assigned a supervising clergy person.

- **Complete the recommended coursework.**

- Meet with your supervising clergy person to:
  - Decide time and place of regular meeting for ministry supervision
  - Learn available methods of completing coursework (Local church small group, Conference Lay Academy or Institute, Seminary Lay Program, or District Peer group).
  - Choose learning method you are most likely to be able to complete. Consult with your MMT as you make your decision since they must be involved in the learning process for you to complete the work.
  - Schedule timeline for completing coursework.
  - Obtain coursework at [www.upperroom.org/bookstore](http://www.upperroom.org/bookstore) (Type in "certified" in the search box.) Please carefully preview each PDF product description. These products are available only as PDF downloads and are non-discountable, non-refundable and non-returnable.
  - Register for Academy or CLM peer group, if required.
- Begin recommended coursework. (Remember: regardless of the learning method selected, the local church mutual ministry team must be formed and active to complete activities in the assigned setting. "Shared Praxis" (learning approach which involved learning – action - reflection) is a crucial part of this formative process.

- **Be recommended by the district superintendent.**

- Meet with DS to discuss background-testing results, assess certification experience to date, congregation leadership experience, and additional support necessary to be successfully certified and effective in leadership.
- Complete follow-up as agreed.
- DS recommends certification and continuing assignment or removes CLM from process.

- **Apply in writing to the District Committee on Ministry and be reviewed by the committee.**

- Schedule interview with DCOM upon completion of coursework
  - Write a letter formally requesting meeting. Include a copy of your CLM Process Checklist with completed requirements checked for easy review

- DCOM should review the CLM process and individuals related paperwork to be sure everything has been completed before the meeting.
- Interview with DCOM occurs with entire committee or designates (sub-group formed for this process).
  - Time and location should be negotiated carefully in advance for CLM and support/sponsors' convenience.
  - The interview time should be a supportive encouraging experience appropriate for this form of ministry. DCOM will allow time for the CLM to raise any questions they may have related to process and re-certification expectations. (This interview is not intended as a theological inquisition, but more of a guide toward continuing growth and development as a lay pastoral leader).
  - DCOM may recommend certification with re-certification courses it deems important to consider later
- Recertification takes place every 2 years by completing a ministry course and meeting again with the DCOM for recognition.

## **2. What is the role of the Conference Boards such as Board of Ordained Ministry or Board of Laity?**

These groups have a vital supportive role in the training and recognition of CLMs by collaborating in developing a Conference Policy and practice. They are not responsible for certification.

## **ACCOUNTABILITY**

### **1. How is the CLM placed for service?**

The CLM can be assigned by the Bishop in consultation with the Cabinet (205.4) or by DS (§) to a congregation to providing preaching, care ministry, program leadership, and witness to the community as part of a mutual ministry team.

### **2. How are the sacraments celebrated in a congregation served by a CLM?**

Only clergy have sacramental authority in the UMC. Baptism and Holy Communion are the 2 sacraments celebrated by our Denomination. CLMs do not have sacramental authority but may conduct weddings and funerals according to the laws of their state with permission of their Conference Policy.

### **3. Who is the CLM accountable to for their leadership?**

A supervising clergyperson with equipping gifts is essential to the CLM's effectiveness. The Mutual Ministry Team, from the local congregation served, is also part of the accountability process.

A local church served by a CLM still has a Pastor Parish Relations Committee (SPRC) and Charge Conference to communicate the CLM's effectiveness and support.

## TRAINING

### 1. What is the coursework required?

The General Board of Discipleship and The General Board of Higher Education and Ministry has worked together to prepare a basic coursework to prepare leaders for this form of ministry.

The required coursework has four modules:

- [\*Call and Covenant for Ministry\*](#)  
Description: Understanding of theology and call for ministry, exploring spiritual gifts, and developing a ministry covenant.  
Minimum Time: 10 hours
- [\*The Practice of Ministry\*](#) (Four Sections)  
Description: Leading Worship, Preaching/Sharing Faith, Discipleship Ministries, and Caring for a Congregation.  
Minimum Time: 8 hours per section
- [\*Organization for Ministry\*](#)  
Description: focus on the leader's task of organizing a congregation for mission and ministry and provides specific guidance on topics central to a congregation's health.  
Minimum Time: 8 hours
- [\*Connection for Ministry\*](#)  
Description: United Methodist Theology, Practice and Polity are explained with the roles of the local congregation district, conference and general church.  
Minimum Time: 8 hours
- *Please carefully preview each PDF product description. These products are available only as PDF downloads and are non-discountable, non-refundable and non-returnable.*

\*Actual time given may vary according to the ministry setting/context and format chosen to complete the material (local church small group, District peer group, or Conference Academy). The point is to take an adequate amount of time to complete the coursework so it can be used effectively in ministry.

**Please Note:** This Coursework is not intended to compare with traditional training such Certified Lay Speaking Schools/Courses, Licensing School, Course of Study, or even Seminary. It is designed to prepare a CLM for effective pastoral service as part of a ministry team that should include leaders who have completed traditional training or theological education.

## **2. Where can I get the training to become a certified lay minister?**

Training may be offered by your conference or district – check with your District Superintendent for available opportunities. The Coursework (4 Modules) provided by the General Board of Discipleship as downloads can also be used as a group-study with the supervision of a clergy person and the support of a mutual ministry team (key leaders) of the congregation being served by the CLM.

We believe that whatever format chosen it should include work/interaction with people in the local congregation being served.

## **SUPPORT**

### **1. Whom should I contact regarding my interest in this role?**

Talk with your Pastor and District Superintendent. Our e-mail contact is [clm@gbod.org](mailto:clm@gbod.org).

### **2. What are some creative ways to utilize the CLM?**

There are many ways that the service of a CLM can enhance the mission of the church. Specifically:

- Assigned as a congregational leader in a small church that needs consistent, affordable pastoral care.
- Serving as part of a pastoral ministry team on a larger circuit or parish under the supervision of a lead pastor (appointed Elder or Licensed Local Pastor) to increase the pastoral care in the area.
- Being from the specific culture or ethnic group an existing congregation is trying to reach as a new faith community. Indigenous leadership can be essential in this situation!
- Extending the reach of clergy into an area experiencing decline or shrinking resources.
- Larger churches forming a pastoral ministry team to provide adequate services to members.

### **3. How are CLM's compensated?**

Remember a CLM is a layperson serving out of their Baptism as a disciple of Jesus Christ. They are not intended to be reimbursed as of full/part time clergy. Therefore salary, health care or other clergy benefits are not appropriate. The CLM is encouraged to have their main source of livelihood beyond the local church. Most will serve in the church they grew up in or one nearby their home. The

assigned congregation may offer stipendiary support (mileage, resources, training, and other items deemed vital for ministry) after negotiation that includes the CLM and DS.

(Important: consult your federal and state tax codes to learn the impact of reimbursement or other support provided to a CLM, including living in a parsonage. These items may need to be declared legally as income!)

## **CAN A CERTIFIED LAY MINISTER**

### **1. Lead a Confirmation Class?**

Yes

### **2. Receive persons who have completed a confirmation class into membership (by the laying on of hands)?**

Yes

### **3. Receive persons into membership by transfer?**

Yes

Certified Lay Minister taken from <http://www.gbod.org/site/c.nhLRJ2PMKsG/b.5689185/k.AFF0/FAQs.htm#anchor13>.

## Annex D—Ordained Ministry (Elders and Deacons)

### Steps into Licensed and Ordained Ministry (§311, 2008 Book of Discipline)

Candidacy for ordained ministry is the first formal step toward ordination as a deacon or an elder or licensing in The United Methodist Church.

#### Inquiring about Candidacy

- Persons exploring a call to licensed or ordained ministry should contact the pastor of their local church, another elder or deacon, or the district superintendent of the district in which their United Methodist setting is located to inquire about the candidacy process.
- As people begin considering the candidacy process they are encouraged to use resources such as [The Christian as Minister](#) and the [Ministry Inquiry Process](#) to learn more about the ways they can serve. These resources are available from Cokesbury, 1-800-672-1789 or the Web site at [www.cokesbury.com](http://www.cokesbury.com).

#### Beginning Candidacy

- The inquiring candidate who wishes to begin the candidacy process writes to their district superintendent including a statement of call, requests admission to the candidacy program and the assignment of a candidacy mentor.
- The potential candidate shall have been a member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one year.
- After completing the online registration to the candidacy program (including the \$75 fee), with information from the district superintendent's office, the candidate and candidacy mentor will study the resources adopted by the conference board of ordained ministry. A Guidelines for Candidacy resource will be available upon registration.
- The candidacy mentor helps the candidate examine the call of God in light of the biblical record, the role and function of United Methodist clergy, personal gifts and grace, and evidence of leadership.

#### Declaring Candidacy

- The candidate will consult with the pastor and Pastor/ Staff Parish Relations Committee in their local church, or the equivalent in the ministry setting as authorized by the district committee on ordained ministry in order to request a meeting to declare their intent and

seek a recommendation. The statement of call and the responses to John Wesley's historic questions found in ¶310 of the United Methodist *Book of Discipline* will be used in the consideration.

- The committee will interview the candidate and make a recommendation to the charge conference or the equivalent in the ministry setting.
- The charge conference will vote whether to recommend the candidate to the district committee on ordained ministry. The recommendation must be confirmed by a two-thirds majority vote.

### **Certified Candidacy**

- In order to be certified, the candidate will request to meet with the district committee for an interview and approval as a certified candidate. The following must be completed and/or prepared prior to the meeting:
  - a written response to questions regarding God's call and the role of the church in the call, formative Christian experiences, beliefs as a Christian, gifts for ministry and present understanding of the call to ministry as deacon, elder, or licensed ministry;
  - required psychological reports, credit checks, criminal background check, and notarized statement regarding convictions for felony or misdemeanor or written accusations of sexual misconduct or child abuse;
  - other information as the district committee may require;
  - agree to maintain the highest ideals of Christian life as set forth in the *Book of Discipline*, ¶¶102-104; 160- 166.

### **Local Pastor Studies (¶¶314-315, 2008 Book of Discipline)**

- A certified candidate may apply for license as a local pastor after completing the steps above for candidacy certification and the studies for license prescribed by the General Board of Higher Education and Ministry or after completing one-third of the work for a Master of Divinity degree at a school of theology approved by the [University Senate](#).
- Licensing studies are a prerequisite to appointment as a full-time or part-time local pastor.
- Following licensing and recommendation, an appointed local pastor must make satisfactory progress in the prescribed Course of Study.
- Those who are appointed as licensed local pastors are no longer certified candidates and are assigned a clergy mentor.

### **Continuing Candidacy (¶312, 2008 Book of Ordained Ministry)**

- The progress of candidates must be reviewed annually by the district committee which will interview and vote for continuance when the following conditions have been met satisfactorily.
- The candidate has received the annual recommendation of his or her charge conference or equivalent body.

- The candidate is making satisfactory progress in his or her studies. One who is enrolled as a student shall present an official transcript to the district committee annually.
- The candidate continues to evidence gifts, growth, and God's grace for the work of ministry.

### **Completion of Candidacy for Provisional Membership and Commissioning (¶324, 2008 *Book of Discipline*)**

- Candidacy requirement: Each candidate shall have been a certified candidate for at least one (1) year and no more than twelve (12) years.
- Service requirement: Each candidate shall have demonstrated his or her gifts for ministries of service and leadership to the satisfaction of the district committee on ordained ministry.
- Undergraduate education requirement: A candidate shall have completed a bachelor's degree from a college or university recognized by the University Senate.
- In some instances exceptions may be made, in consultation with the General Board of Higher Education and Ministry. Exceptions will be considered for missional purposes and for persons who have a minimum of sixty semester hours of Bachelor of Arts credit. Additionally, the candidate:
  - a) Must have been prevented from pursuit of the normal course of undergraduate education;
  - b) Must be a member of a group whose cultural practices and training enhance insight and skills for effective ministry that are not available through conventional formal education; or
  - c) have graduated with a bachelor's degree or its equivalent from a college not recognized by the University Senate.
- Graduate education requirement:
  - a) Candidates for deacon or elder shall have completed one-half of the basic graduate theological studies (BGTS) in the areas of Old Testament, New Testament, theology, church history, mission, worship/liturgy, evangelism, and United Methodist doctrine, polity, and history. These courses may be included within or in addition to a seminary degree.
  - b) A candidate for elder shall have also completed one-half of the studies toward a Master of Divinity or its equivalent including one-half of the BGTS from a seminary listed by the University Senate.

c) A candidate for deacon shall have also completed one-half of the studies of a theological master's degree from a University Senate-approved school, or received a master's degree in the area of ministry in which the candidate will serve, and completed one-half of the BGTS.

- Alternate routes to ordination:

a) See *Discipline* ¶324.5 for alternate route for deacons.

b) See *Discipline* ¶324.6 for route for licensed local pastors.

- Other requirements: Each candidate shall

a) present a satisfactory certificate of health;

b) respond to a written and oral doctrinal examination;

c) provide a written, concise autobiographical statement;

d) be interviewed and recommended by a three-fourths majority vote of the district committee;

e) submit a form provided by the BOM with a notarized statement detailing any written accusations or convictions for felony, misdemeanor, or incident of sexual misconduct or child abuse; and

f) have a personal interview with the board or ordained ministry.

### **Steps to Ordination as a Deacon or an Elder and Full Membership (¶¶330, 335, 2008 *Book of Discipline*)**

- A candidate who has been a provisional member for at least two (2) years following completion of educational requirements may be admitted into membership in full connection in an annual conference and ordained as a deacon or an elder.
- A candidate for deacon who has
  - a) served under Episcopal appointment in a ministry of service for at least two full annual conference years following completion of educational requirements;

b) been supervised throughout the provisional period by a district superintendent and by the board of ordained ministry; and

c) responded to an examination administered by the board on the covenantal relationship to God, the Church, and the Order of Deacon, the understanding of diakonia, servant leadership, and the interrelatedness of the church and the world may be recommended to the clergy session for ordination as deacon in full connection.

- A candidate for elder who has

a) served full time under Episcopal appointment for at least two full annual conference years following the completion of the educational requirements;

b) been supervised throughout the provisional period by a district superintendent and the board of ordained ministry;

c) satisfied the board regarding physical, mental, and emotional health;

d) prepared a sermon on a passage specified by the board and presented a plan for teaching a book of the Bible; and

e) responded to an examination administered by the board in the areas of theology and vocation may be recommended to the clergy session for ordination as elder.

Information obtained from

[http://www.gbhem.org/site/c.lsKSL3POLvF/b.3817851/k.9DF1/Continuing\\_Candidacy\\_Process\\_for\\_Deacon\\_Elder\\_Local\\_Pastor.htm](http://www.gbhem.org/site/c.lsKSL3POLvF/b.3817851/k.9DF1/Continuing_Candidacy_Process_for_Deacon_Elder_Local_Pastor.htm).

# Annex F-Deaconess or Home Missioner

Becoming a Deaconess or Home Missioner

Below are the qualifications and steps in becoming a deaconess or home missioner.

## Qualifications

As a Deaconess or Home Missioner, you must have:

- A call from God to full-time vocation in mission service.
- Membership in The United Methodist Church in the annual conference you will be serving
- Commitment to functioning through "diverse forms of service directed toward the world to make Jesus Christ known in the fullness of his mission"(Book of Discipline)
- Biblical, theological, and sociological grounding in the following Core Studies (*Core Studies must be completed at a United Methodist related institution or one approved by the United Methodist University Senate*):
  - Old Testament
  - New Testament
  - Theology of Mission
  - History of the United Methodist Church
  - Polity and Doctrine of the United Methodist Church
- A commitment to continuing the practice of discernment
- A position (*compensated or uncompensated*) in an approved ministry of love, justice and service at the time of commissioning. Appointments may include more than one position.
- Professional training, education and / or certifications for the ministry in which one is called

## Steps

1. Complete the Application for Deaconess/Home Missioner Relationship

- Application for Deaconess/Home Missioner Relationship
- [Reference Form: 2pp, 94K](#)

- [Disclosure Statement: 3pp, 42K](#)

For a paper application please write or email the Office of Deaconess and Home Missioner at the address found below.

2. Return the application to:

The Office of Deaconess and Home Missioner  
475 Riverside Drive, Room 320  
New York, NY 10115  
Email: [deaconess@gbgm-umc.org](mailto:deaconess@gbgm-umc.org)  
212-870-3850

3. We will review the application and will send you a letter regarding our action.

4. If you are approved, you will have to satisfactorily complete the following:

- Staff Interview
- Psychological Evaluation and Clearance
- Medical Clearance
- Preparation and Training
- Criminal Background Check

You will move to the candidate stage and are matched with a mentor and begin Core Studies.

5. After you complete the Core Studies, we will verify approval of your appointment as a future deaconess or home missioner.

6. If your appointment is approved, you will attend orientation and preparation training scheduled by the Deaconess and Home Missioner Program Office.

8. You will then be commissioned by the Women's Division as a Deaconess or Home Missioner.

9. Once you are commissioned, your appointment is officially recognized with the fixing of the appointment by the bishop of the annual conference in which you will be serving.

Information taken from <http://new.gbgm-umc.org/umw/programs/deaconesses/qualifications/>.