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**Great Plains Conference Certified Lay Minister (CLM) Annual Requirement Checklist  
2025 Charge Conference Season for July 1, 2026 to June 30, 2027 Credentialing  
Requirements per ¶ 266 and ¶ 268 (2024 BOD)**

**CLM Applicant before starting the Modules for Certified Lay Minister credentialing, you must be a Certified Lay Servant. Then, you must talk to your Pastor, Church Council (Admin Council or One Board of the local church in which you are a professing member), and District Superintendent. Share your call with them and ask them for a short-written recommendation. Email the signed recommendations to The Lay Leadership Coordinator. Also, ask the Lay Leadership Coordinator for a meeting to talk more about your call and the process for Certified Lay Minister (CLM) credentialing.**

**Find more information on the Great Plains Lay Servant Ministry website. This is the link - [Lay Servant Ministries](#)**

**Lay Leadership Coordinator: will fill out the following information. This information is found on each person's current year Annual Report .**

**Check box: Initial Credentialing**

**Renewal Credentialing**

<b>Name</b>			
<b>City and State</b>			
<b>Email Address</b>			
<b>Phone Contact Information</b>			
<b>Email</b>			
<b>District and Annual Conference</b>			
<b>Is Lay Servant applicant a Professing Member of a United Methodist Church?</b>	<input type="checkbox"/>	<b>Name of UMC or Ministry Setting Of membership.</b>	
<b>If CLM is assigned – Name of UMC or Ministry setting assignment.</b>		<b>If CLM is not assigned – List the applicant's call for CLM Specialization.</b>	

**The information below is found on the CLM Annual Report:**

**List in each box**

**Date Completed**

**Annual Certified Lay Servant (CLS) Requirements.**

	<p>Is the applicant a Certified Lay Servant/Lay Missioner or equivalent? Date the applicant completed the Basic Course. Date the applicant completed the "For the Common Good: Discovering and Using your Spiritual Gifts course.</p>				
	<p>Safe Gatherings is required for all Lay Servants. List the date the applicant's Safe Gatherings certificate expires.</p>				
	<p><b>Great Plains CLM required track of study beginning January 1, 2025</b></p>				
Date all Four Modules completed	<p>Certified Lay Minister (CLM) Modules 1-4 on BeADisciple: Date Completed -</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Module 1</td> <td style="width: 50%;">Module 2</td> </tr> <tr> <td>Module 3</td> <td>Module 4</td> </tr> </table>	Module 1	Module 2	Module 3	Module 4
Module 1	Module 2				
Module 3	Module 4				

	Other Great Plains (GP) specific required courses on BeADisciple. CLM Old Testament – Finding the Christian Story in the Old Testament – GP specific. CLM New Testament – Reading the New Testament with Fresh Eyes – GP specific. CLM Preaching – Preaching for Transformation- GP specific.
	Does this person have a Mutual Ministry Team from the church in which they are a professing member or from the church in which they are assigned? <i>Note:</i> there may be person(s) on the Mutual Ministry team from both.
Date	For renewal, an <b>“approved advanced”</b> Lay Servant course is required every two years. Title and date of completion of the “approved advanced” Lay Servant course that meets this requirement. Title:
	Based on the date of completion of the last “approved advanced” Lay Servant course, list the year in which the next required renewal course will be due.
Notes from Lay Leadership Coordinator for the applicant:	
<p><b>Note:</b> “Each One a Minister- Rediscovering Your Spiritual Gifts” is also an “approved advanced” course, prior to January 2025 for initial CLS certification. Also, for Renewal Only – the courses required prior to January 1, 2024 and 2025 will be sufficient for renewal. <b>Great Plains Conference and the BeADisciple courses</b> - must have the following endorsement to be an “approved advanced LS course” for Initial or Renewal credentialing. <i>This course has been approved by <a href="#">Discipleship Ministries</a> as an advanced course in Lay Servant Ministries. It provides the required 10 contact hours.</i></p>	
Lay Leadership Coordinator will review the CLM Annual Reports and CLM Checklist with the Conference Lay Servant Ministry sub-team. This Committee will “recommend to refer” or “recommend not to refer” to the District Committee on Ordained Ministry. This committee will meet prior to December 31 <sup>st</sup> of the current Charge Conference season.	
Lay Leadership Coordinator will refer all CLM “recommendations to refer” to the Conference Registrar prior to January 15 <sup>th</sup> of the current Charge Conference season.	
Lay Leadership Coordinator will email the person’s being referred the following documents. This “requirement checklist, the applicants Brick River Lay Servant database report. With a note to watch for an invitation to “Form Vites” from the Conference Registrar or your respective District DCOOM registrar. This will open the portal and the invitation for interviews by each respective District on Ordained Ministry.	
Other forms required by the District Committee on Ordained Ministry for each applicant. Include, but may not be limited to the following:	
Safe Gatherings Certificate	Annual Report
Supervisory Report and/or Mutual Ministry Team Report	Background Check
Psychological Evaluation	District Superintendent Report
Boundary Training complete – This is required only if assigned.	
After the District Committee on Ordained Ministry interview. Each DCOOM Chair will send the “recommendation” to the Conference Registrar. The Conference Registrar will notify the Lay Leadership Coordinator of each applicants “recommendation.”	
The Conference Lay Servant Ministry Team votes for final approval on each applicant, after receiving DCOOM “recommendation.”	
The Lay Leadership Coordinator will prepare the CLM credentialing certificates. This process will be complete and each applicant will receive their credentialing CLM certificate prior to July 31 of the current Annual Conference year.	