

# Great Plains Lay Servant Ministry Certification Time-line Policy

## Pre-Charge Conference Season

### **Lay Leadership Coordinator**

**Before July 31<sup>st</sup> – have information to Communication Team to update Laity “Resources” website and Charge Conference packet.**

Updated Application

Updated Annual Reports (CLS, CLSp and CLM)

Updated Status Checklists (CLS, CLSp and CLM)

### **District Directors**

Email Lay Servants – information on Annual Report process.

## Charge Conference Season

### **Annual Reports submitted by Lay Servant Candidate**

To Local Church Administrative Board/Council and/or One Board  
Votes to Recommend Candidate. See Annual Report for  
instructions.

Annual Report then becomes part of the Charge Conference packet.

Charge Conference Votes to Recommend to District Committee Lay Servant  
Ministries

District AA’s upload Annual Reports, Certificates and Supporting Documents  
on Lay Servant Ministries “SharePoint” in District Folders (as is)  
As soon as possible after Charge Conference and before  
December 31.

As of January 1, 2025 only approved Lay Servant Courses are those  
courses approved by Discipleship Ministries and the three Great Plains  
specific CLM Courses (OT, NT and Preaching). No other courses will be  
approved for “initial” or “approved advanced” Lay Servant Ministry  
Courses through June 30, 2027.

## Post Charge Conference Season

District LSM Teams review Annual Reports for Certified Lay Servant (CLS) and Certified Lay  
Speaker (CLSp)

On the 3<sup>rd</sup> Tuesday in March - each District –

Recommend Certified Lay Servants and Certified Lay Speakers to  
Conference Committee Lay Servant Ministries for final approval.

Included in this process will be identifying Pulpit Supply

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## **For all Certified Lay Minister (CLM) Annual Reports and Checklists**

Lay Leadership Coordinator and Conference Certified Lay Minister (CLM)  
Sub-Team

Before December 31<sup>st</sup> review CLM Annual Reports and Checklist for  
referral to the Conference Registrar.

Before January 15<sup>th</sup> – Lay Leadership Coordinator will refer CLM  
applications to Conference Registrar for DCOOM interview  
(Please see CLM Annual Report for more information)

### **April 1 Deadline**

#### **Lay Leadership Coordinator**

Submit First Draft - Certified Lay Servants and Certified Lay Speakers to  
Great Plains Communications Team for publication in the  
Journal.

Email list of Great Plains “Pulpit Supply” to Data and Project Manager to  
upload to DS Sharepoint.

### **July 31<sup>st</sup> Deadline**

#### **Lay Leadership Coordinator**

Email Candidates for Lay Servant and Certified Lay Speaker  
Checklist and Status of LS Certificate (signed by District Directors and  
Lay Leadership Coordinator) and updated Brick River LSM Database  
Report.

Update Brick River LSM Database for current status.

#### **Before August 31** – Process for Certified Lay Minister

DCOOM will send minutes and recommendations to the GP Registrar.

GP Registrar notifies Lay Leadership Coordinator of  
recommendation

Lay Leadership Coordinator emails checklist, Certificate, and  
Brick River LSM Database to Certified Lay Minister.

Update Brick River LSM Database for current status.

#### **Lay Leadership Coordinator**

Continual Floating deadline – Update Brick River LSM Database for courses, and  
certificates.

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## **Commissioning Service – will be determined each year by Conference Committee on Lay Servant Ministry Team**

Book of Worship – has an order of service, but it may not be updated per the 2012 or 2016 BOD. Commissioning Service Link - [Discipleship Ministries | AN ORDER OF COMMITMENT FOR LAY SERVANTS AND... \(umcdiscipleship.org\)](#)

This can also be a time for training on process, nominations, strategy.

Individual call, gathering information for anything that would be helpful. It can also be a time for individual testimonies. Ideas for this gathering(s) are endless.

Also, this opportunity provides a time for District Directors/Teams to interview Certified Lay Speakers as per BOD.

Also, this time provides an opportunity for Lay Servants to express interest in laity call to another Lay Servant status and/or call to ordination.

## **Any CLM inquiry or reinstate refer to LLC/Conference Director Lay Servant Ministries**

- See Checklist and Annual Report
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- Lay Servants (CLS, CLSp and CLM)
  - Any person serving in a Disaffiliated church will not be approved or renewed.
    - Any capacity of service full or part-time.

Checklists and Annual Reports will be updated before July 31<sup>st</sup> each year.