

CANDIDACY CHECKLIST – Certified Lay Minister
Detroit Annual Conference
Approved by PH DCOOM – April 2008

For admission to the candidacy program for Certified Lay Minister:

The Candidate...

1. Date _____

Reviews *The Christian as Minister* with his/her local church pastor, another ordained deacon or elder. Every pastor should have a copy of *Christian as Minister*. If not, then it is available from the District Office.

2. Date _____

Submits a letter to his/her district superintendent describing his/her sense of call and desire to become an inquiry candidate. Participates in the *Ministry Inquiry Process* with a guide of your choosing. The guide in the *Ministry Inquiry Process* can be any committed Christian – lay, local pastor, diaconal, deacon or elder in full connection – who has already experienced God’s call and responded by seeking guidance and discernment in her or his own life through this or other similar programs. A workbook entitled *Ministry Inquiry Process* will guide this next step –available from Cokesbury {#X816771@ \$7 . Upon completion of the Ministry Inquiry Process the Inquiring Guide should send a letter to the District Superintendent and the Candidacy Registrar certifying that you have completed the Ministry Inquiry Process.

3. Date _____ Position: _____

Must be a member of The United Methodist Church for two years immediately preceding candidacy and serve for at least one year in a leadership position.

4. Date _____

Is a certified lay speaker. Last advance course taken: _____ Date: _____

5. Date _____ Position _____

Receives written recommendation of pastor and S/PPRC which is sent to district superintendent.

6. Date _____

Submits a letter to his/her district superintendent, with a copy to the District Committee on Ordained Ministry and the Candidacy Registrar of the Detroit Conference Board of Ordained Ministry, describing his/her sense of call, and applying for admission to the candidacy program and assignment of a candidacy mentor.

7. Date _____

Receives from the District Office or downloads it from the Conference or GBHEM website the Biographical/ Personal Data Inventory (Form 102)

8. Date _____

Completes a Background Check Form and sends it to DAC UMC Flint Regional Office, BOM, 1309 N. Ballenger Hwy. Flint, MI 48504 (attach check, certified check or money order for \$30 payable to Detroit Annual Conference)

9. Date _____

Completes Notarized Statement certifying candidate has not been accused in writing nor convicted of a felony, misdemeanor, or any incident of sexual misconduct or child abuse. These forms must be completed and returned to the District Office at least one month prior to the *Introductory Interview* with the district committee on ordained ministry. [Form 114]

10. Date _____

Meets with the district Committee on Ordained Ministry for the *Introductory Interview*.

For the Certification as a candidate for certified lay minister

11. Date _____ Completed Lay Ministry Module 1 - letter from pastor verifying this.

12. Date _____

Must be a graduate from high school or have equivalency.

[Submits a copy of diploma and/or transcript to District Superintendent.]

13. Date _____

Completes Candidacy Mentor's Request for the Psychological Assessment Packet with assistance of the Candidacy Mentor.

Copy of request goes to:

Candidacy Assessment Office, Division of Ordained Ministry, GBHEM

Along with

Personal and Professional Reference List [available from mentor or District Office]

Candidate Personal Information Form/ Personal Data Inventory [Form 102]

In addition send a copy of the request to

1. Clergy Assessment Service, 412 West Hintz Rd., Arlington Heights, IL. 60004-2439

2. Rev. Lisa McIlvenna, 3980 Walton Blvd., Rochester Hills, MI 48309, along with a check for \$100 payable to the Detroit Annual Conference. [Note address will change 7/1/08]

3. Keep a copy for your own files.

14. Date _____

Submits to an interview with the Pastor/Parish Committee & receives written recommendation.

15. Date _____

Receive 2/3 approval vote of the Church Council or Charge Conference (Use CLM Signature Form) Sends copy of this form to the District Superintendent. [Use Wesley Questions for Examiners Paragraph 310 – 2004 BOD]

16. Date _____

Completes the Psychological Assessment.

17. Date _____

Submits to the district Committee on Ordained Ministry written responses providing evidence of understanding and expectation concerning the following at least 4 weeks before meeting requesting certification.

- a) The most formative experiences of your Christian life.
- b) Your understanding of the ministries of a Certified Lay Ministry
- c) God's call upon you as a Certified Lay Ministry and the role of the church in your call
- d) Your future usefulness as a Certified Lay Minister
- e) Your personal beliefs as a Christian
- f) Your personal gifts for ministry
- g) How your personal relationships may affect your future ministry

18. Date _____

Meets with psychologist for a follow-up interview after the instrument is scored and a written report is sent to the Samaritan Counseling Center.

19. Date _____

Requests an interview with district committee on ordained ministry by writing a letter to the district committee with a copy to the district superintendent when all required documents have been submitted

20. Date _____

Interviews with district committee on ordained ministry for the *Certification* Interview.

- Responds to questions in number 17 above in the interview with the district Committee on Ordained Ministry –
21. Date _____ Approved as certified candidate for Certified Lay Ministry
 22. Date _____ Completed Lay Ministry Module 2
 23. Date _____ Completed Lay Ministry Module 3
 24. Date _____ Completed Lay Ministry Module 4
 25. Date: _____ Submitted the Certified Lay Minister Application,
 26. Date: _____ Submitted CLM Signature Form [1st page complete with all signatures],
 27. Date: _____ Submitted at least 3 Reference Forms __ 1 __2 __ 3
 28. Date: _____
Submitted to the district Committee on Ordained Ministry written to the following questions at least 4 weeks before meeting requesting certification for CLM
 - a. How have you experienced the presence of God in your ministry?
 - b. How would you describe your understanding of God, Christ, and the work of the Holy Spirit?
 - c. Describe the covenant of ministry you have for ministry in your setting.
 - d. What have been your greatest accomplishments as a leader?
 29. Date: _____ Completed Children, Youth & Vulnerable Persons Protection Training.
 30. Date: _____ Demonstrated appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church through service in his/her local church with affirmation letter from pastor.
 31. Date: _____ Been recommended by the District Superintendent after completion of appropriate screening.
 32. Date: _____ Meets with district Committee on Ordained Ministry for review and to request approval as a for Certified Lay Minister
 33. Date: _____ Approved as Certified Lay Minister

Rev. Peggy Paige, District Superintendent
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 Clyde, MI 48409

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 FAX: 810-385-8851
 Email: phdisumc@hughes.net or porthurons@hughes.net

Rev. Ann Emerson,
 Chairperson PH District Committee on Ordained Ministry
 % Lake Huron Retreat Center
 8794 Lakeshore Rd..
 Lakeport, MI 48059

Email: annbythelakeshore@comcast.net

Rev. Bruce Denton, Registrar Detroit Annual Conference Board of Ordained Ministry
 % Lake Orion UMC
 140 East Flint St
 Lake Orion, MI 48362

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Websites: Port Huron District
 Detroit Annual Conference's :
 General Board of Higher Education & Ministry's:

www.gbgm-umc.org/port-huron
www.umc-detconf.org
www.gbhem.org