

CHARGE CONFERENCE FORM #15: Annual Report of the Certified Lay Minister

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at

http://www.calpacumc.org/ccf15_certifiedlayminister



The individual completing this form is not considered a Certified Lay Minister until all requirements, including the assessments, interviews, and votes done after this form, are completed successfully. To be recognized as a Certified Lay Minister for the next conference year, an individual's name must be listed in the Business of the Annual Conference Questions and voted on by the Clergy Executive Session during the Annual Conference. This form is only one piece of certification and renewal.

Individuals are invited to respond in their preferred language. | *Las personas están invitadas a responder en su propio idioma.* | 선호하는 언어로 답변하시길 바랍니다.

WHY THIS REPORT IS REQUIRED FOR CERTIFIED LAY MINISTERS AND APPLICANTS FOR CERTIFIED LAY MINISTER STATUS

This report documents the training and ongoing servant activities of those participating in the Certified Lay Ministry program. This form replaces any form provided by Discipleship Ministries to Certified Lay Ministers in the California-Pacific Conference.

WHO COMPLETES THIS REPORT

This report is to be completed by **those who qualify and want to be Certified Lay Ministers**. It must also be signed by the Pastor-in-Charge at your church and your District Superintendent.

- **If you are applying for your first certification as a Certified Lay Minister this year**, one required qualification for your CLM status is to be a Certified Lay Servant. Thus, Charge Conference Form #14 and #15 should both be completed this year to document the prerequisite status as Certified Lay Servant. Other prerequisites include completing the six (6) approved CLM courses, having an approved Tier I Psychological Assessment, being recommended by a vote of your charge conference, having and passing a District Committee on Ministry interview, and having and passing an interview with the Conference Committee on Lay Servant Ministries. The final step is to be voted for certification by the Clergy Executive Session of the Annual Conference (annually in June).
- **Re-certification takes place every other conference year.** If you were first certified in an even-numbered year, you will re-certify in even-numbered years and are **between** certification years for 2027. If you were first certified in an odd-numbered year, you will **need to re-certify in 2027**.
- **If you are continuing as a Certified Lay Minister and you are re-certifying this coming year**, you should complete Charge Conference Form #15 Annual Report of the Certified Lay Minister. Do not complete Form #14. If you are re-certifying, you will need to have taken an advanced LSM course or other approved continuing education event within the last 2 years that you have not previously taken, be recommended by a vote of your charge conference, have and pass another interview with your District Committee on Ministry, and have and pass an interview with the Conference Committee on Lay Servant Ministries. You will not repeat your Tier I Psychological Assessment as long as your CLM status has not lapsed. The final step is to be voted for certification by the Clergy Executive Session of the Annual Conference (annually in June).
- **If you are continuing as a Certified Lay Minister this year and you were certified or re-certified just this previous June**, you should complete Charge Conference Form #15 (this form). You do not have to be voted by your charge conference or be interviewed. Consider taking your continuing education during this off-cycle year.
- **For questions about the certification process**, please contact Denise Serino, CLM Director, at deeserino@gmail.com, or Cathy Wilson, the Associate Director of Lay and Clergy Credentialing and Development, at cwilson@calpacumc.org.

WHEN THIS REPORT SHOULD BE COMPLETED

- **If you are certifying for the first time and/or re-certifying this coming year, you need a vote by your charge conference to proceed.** Meet with your pastor at least two weeks before charge conference to be sure your certification vote is on the charge conference agenda. **You will submit this form after the charge conference. The charge conference vote is required to complete the form.** This form only needs to be completed if more than 50% of the votes cast at charge conference are in favor of initial certification or re-certification. **It is the pastor's responsibility to decide how to present information about you to the charge conference.** The pastor may ask you to complete most of the form and use Save & Resume so that the pastor has information about you and your ministry to present to the charge conference. If you and your church use this method, be advised that your form will only exist in draft form for 30 days and will be discarded by the system. Be sure to finalize your submission before it is discarded.
- **If you are continuing as a Certified Lay Minister this year and you were certified or re-certified just this previous June**, you should complete this form. You do not have to be voted by your charge conference or be interviewed. Complete this form at least 1 week before your charge conference or on the timeline requested by your lead pastor.

RESOURCES YOU MAY NEED

- Many questions on this report are repeated each year, so a previous report may be useful for completing this one.
- Worksheet to prepare to complete this form as a Word document or in PDF format.

DISTRIBUTION OF REPORTS: The following individuals receive a copy of the report. You do not need to email your form separately to any of these individuals.

- The **Certified Lay Minister or applicant**.
- The **Pastor-in-Charge**, Lead Pastor, or equivalent (required signer). The pastor is also advised to contact Associate Director Cathy Wilson if the charge conference does not recommend Certified Lay Minister status.
- **Church Office**, if email is provided
- **District Office** and **District Superintendent** (required signer)
- **District Director of Lay Servant Ministries**. The District Directors are Khanh Doan (East), Lynn Bowersox (Hawaii), Vaha Fisi'ihoi and Sheryl Paul (North), Susan Jeffries (South), and Troy Goar Johnson (Interim West).
- **District Committee on Ordained Ministry**. Since the DCOM is responsible for recommending applicants for Certified Lay Minister status, a copy is delivered to the DCOM when the applicant is certifying or re-certifying.
- **Conference Director of Lay Servant Ministries** Troy Goar Johnson
- **Certified Lay Ministry Director** Denise Serino
- **Associate Director of Lay and Clergy Credentialing and Development** Cathy Wilson
- **Conference Data Services** for archiving and record updates.

REPORT YEAR			
0. WHAT IS YOUR CURRENT STATUS FOR CERTIFIED LAY MINISTER? This question changes future questions available on the online form. It also alerts leadership and staff to work with you on scheduling any follow-up requirements. If you are re-certifying at the 2027 Annual Conference (odd-numbered years), you are re-certifying in the 2026-2027 conference year and should choose "Already certified & seeking re-certification".		Choose from APPLYING FOR FIRST CERTIFICATION OR RE-CERTIFYING AFTER A LAPSE IN CERTIFICATION ALREADY CERTIFIED & SEEKING RE-CERTIFICATION ALREADY CERTIFIED & BETWEEN CERTIFICATION YEARS	
ABOUT THE APPLICANT FOR CERTIFICATION			
A. NAME			
B. PRIMARY EMAIL			
C. PRIMARY PHONE			
D. MOBILE PHONE			
E. ADDRESS			
F. GENDER		Self-identify your gender from MALE, FEMALE, or NON-BINARY	
G. FLUENT LANGUAGES		Choose all the apply from CHINESE (Cantonese), CHINESE (Mandarin), ENGLISH, JAPANESE, KOREAN, SAMOAN, SPANISH, TAGALOG (FILIPINO), TONGAN, VIETNAMESE, or OTHER (Specify).	
ABOUT THE LOCAL CHURCH			
H. DISTRICT		Choose EAST, HAWAII, NORTH, SOUTH, or WEST	
I. LOCAL CHURCH			
J. PASTOR-IN-CHARGE AT LOCAL CHURCH			
K. EMAIL OF PASTOR-IN-CHARGE			
L. CHURCH OFFICE EMAIL			
M. HAVE YOU MOVED LOCAL CHURCHES OR MINISTRY SETTINGS WITHIN THE LAST YEAR?		Choose from YES or NO.	
i. QUESTIONS FOR ALL CERTIFIED LAY MINISTERS AND APPLICANTS			
1. CONSENT TO SHARE PROFILE INFORMATION Choose from + I consent to share information about myself in a public venue, including directories or on a website. I will have the opportunity to review any information that is shared and I understand that if I ask for information to be removed, that request will be honored. + I do not want information about me or my ministry shared publicly but consent to have it shared directly to individual leaders if requested (for example, by email to a pastor or SPRC chair of a local church). + I only want this profile information shared with my pastor, District Office, District Superintendent, and conference leadership who receive my report directly.			
2. PHOTO (HEADSHOT PREFERRED)		Upload a .jpg or .png of you.	
3. MY BACKGROUND EXPERIENCE AND EDUCATION INCLUDE			
4. I AM INTERESTED IN SERVING IN THE FOLLOWING TYPES OF MINISTRY AREAS. Examples might include preaching, leading worship, conducting memorial services, hosting workshops, organizing special projects like food distribution and community meals, hosting or leading small groups or book studies, etc.			
5. CLERGY WHO CAN SPEAK TO MY CLM EXPERIENCE AND MINISTRY ARE			
	NAME	PHONE NUMBER	EMAIL
PASTOR #1			
PASTOR #2			
PASTOR #3			
6. DESCRIBE YOUR CARING MINISTRIES IN THE LAST YEAR. Describe what and how often you have engaged in the following types of activities: served as a volunteer in a care-giving institution, served at a hospital, nursing home, or shut-in, served in caring/outreach projects like food pantry or prison ministry, provided one-on-one caring, participated in membership or evangelism visitation, or other caring activities. 5000 character limit.			

7. DESCRIBE YOUR LEADING MINISTRIES IN THE LAST YEAR. Describe what and how often you have engaged in the following types of activities: served as a member of a church/district/conference board, committee, commission, council, or task force, served as a volunteer at a community agency, served my local church, or served in a jurisdictional or general United Methodist Church role, or other leading role. 5000 character limit.	
8. DESCRIBE YOUR COMMUNICATING MINISTRIES IN THE LAST YEAR. Describe what and how often you have engaged in the following types of activities: brought message at worship services, delivered devotional messages, shared your faith story or testimony, served as a worship leader, taught classes, or other communicating roles. 5000 character limit.	
9. DURING THE PAST YEAR I HAVE PARTICIPATED IN THESE ADDITIONAL OPPORTUNITIES FOR MINISTRY. 5000 character limit.	
10. DURING THE PAST YEAR I HAVE ENGAGED IN THE DEVELOPMENT OF MY SPIRITUAL LIFE AS FOLLOWS. In what activities have you engaged and/or what books have you read or used to help develop your devotional life, improve your understanding of the Bible, improve your understanding of The United Methodist Church, and to improve your servant ministries.	
11. WHAT ADDITIONAL TRAINING OR SUPPORT DO YOU NEED OR WOULD YOU SUGGEST TO FURTHER YOUR MINISTRY AS A CERTIFIED LAY MINISTER? DO YOU HAVE REQUESTS FOR COURSE TOPICS?	
12. GIVE ANY RECOMMENDATIONS YOU HAVE FOR IMPROVING LAY SERVANT MINISTRIES IN YOUR DISTRICT OR CONFERENCE.	

13. WHAT WAS THE MOST HELPFUL TRAINING YOU HAVE RECEIVED (SO FAR) AND WHY?

PASTORAL RECOMMENDATION

The digital signature of the Pastor-in-Charge on the final document is affirmation that the Pastor-in-Charge

- recommends the applicant or CLM as a Certified Lay Minister to the District Committee on Ministry and the Conference Lay Servant Ministries Committee
- that the charge conference has recommended the applicant as a Certified Lay Minister; and
- that the recommendation provided in Question 14 is complete and accurate

14. MY PASTOR HAS OFFERED THE FOLLOWING WORDS OF RECOMMENDATION FOR MY CERTIFICATION.

Discuss your application in advance with your pastor, who can provide this recommendation to copy & paste in the form. The pastor will affirm that wording is complete and accurate during the digital signature process. 3000 character limit.

ii. CERTIFIED LAY MINISTER REQUIREMENTS

There are several requirements for Certified Lay Minister status. See the Certified Lay Minister website at <http://www.calpacumc.org/lsm> for more information.

Requirements for continuing as a Certified Lay Minister between certification years

- **Annual Report of the Certified Lay Minister (CCF#15).** Complete this form online, sign it, and have your pastor sign it.
 - **Pastor recommendation.** Your pastor is required to sign your report as affirmation of the pastor's recommendation. (See Question #14.)

Requirements for first certification or those who are re-certifying after a lapse in certification status

- **Certified Lay Servant Certification:** Previous completion of the Lay Servant Ministries BASIC Course and, within the last two years, at least one Lay Servant Ministries Advanced Course or approved continuing education course equivalent, as defined by the Conference Committee on Lay Servant Ministries or equivalent structure. To document this requirement, complete Charge Conference Form #14 if this is your application for initial certification. **If you meet this qualification, answer YES to Question #17.** (See Questions #17 - #20.)
- Completion of the **track of study** as prescribed in The Book of Discipline 2020|2024 ¶268. See the Certified Lay Minister website at <http://www.calpacumc.org/lsm> for more information. There are six CLM courses to complete. These are not the same 6 courses for Certified Lay Speaker. The two curricula are different in several respects, although there is cross-over. (See Question #21.)
 - Introduction to Ministry Overview
 - Congregational Caring
 - Developing Disciples
 - Leadership in the Wesleyan Way
 - The Purpose of Preaching
 - Sacramental Theology and Worship
- **Tier 1 Psychological Assessment:** Make arrangements for this assessment well in advance (months) via the CLM Director, Associate Director, and your district office. For those who are re-certifying after a lapse in certification, consult with the Associate Director about the status of this assessment. (See Questions #22 & #23.)
- **Annual Report of the Certified Lay Minister (CCF#15).** Complete this form online with all signatures and charge conference vote.
 - **Church council or charge conference recommendation.** The charge conference vote must be reported on this form. If your charge conference does not recommend you for certification, your pastor will notify you, the CLM Director, and the Associate Director. This vote should also be recorded in the charge conference minutes. (See Question #29.)
 - **Pastor recommendation.** Your pastor is required to sign your report as affirmation of the pastor's recommendation. (See Question #14.)
 - **District Superintendent recommendation.** Your District Superintendent is required to sign your report as affirmation of recommendation. (See Question #24.)
- **Interview and recommendation of the District Committee on Ordained Ministry.** (See Question #25 & #26.)
- **Interview and recommendation of the Conference Committee on Lay Servant Ministries.** (See Question #27 & #28.)

Requirements for re-certification

- **Additional Education:** Since certification two years prior, a re-certifying CLM needs to complete an advanced LSM class or approved continuing education event that they have not previously completed. Course of Study and seminary coursework may qualify, if approved in advance by the Associate Director and CLM Director. (See Question #16.)
- **Annual Report of the Certified Lay Minister (CCF#15).** Complete this form online with all signatures and charge conference vote.

• Pastor recommendation. Your pastor is required to sign your report as affirmation of the pastor's recommendation. (See Question #14.) • District Superintendent recommendation. Your District Superintendent is required to sign your report as affirmation of recommendation. (See Question #24.) • Church council or charge conference recommendation. The charge conference vote must be reported on this form. If your charge conference does not recommend you for certification, your pastor will notify you, the CLM Director, and the Associate Director. This vote should also be recorded in the charge conference minutes. (See Question #29.) • Interview and recommendation of the District Committee on Ordained Ministry. (See Question #25 & #26.) • Interview and recommendation of the Conference Committee on Lay Servant Ministries. (See Question #27 & #28.)			
iii. QUESTIONS ONLY FOR THOSE WHO ARE SEEKING RE-CERTIFICATION OR CLMS BETWEEN CERTIFICATION YEARS			
15. WHAT DAY DID YOU FIRST BECOME A CERTIFIED LAY MINISTER?			
16. WHAT CONTINUING EDUCATION HAVE YOU COMPLETED WITHIN THE PAST TWO YEARS?			
iv. REQUIREMENTS FOR FIRST CERTIFICATION OR THOSE WHO ARE RE-CERTIFYING AFTER A LAPSE IN CERTIFICATION			
These questions in Section ii are only for those seeking first certification as a Certified Lay Ministers or those who are re-certifying after a lapse in certification. Current CLMs do not need to complete these questions.			
17. DO YOU CURRENTLY QUALIFY AS A CERTIFIED LAY SERVANT?		Choose from YES or NO.	
18. WHAT DATE DID YOU COMPLETE THE BASIC LAY SERVANT MINISTRIES COURSE?			
19. WHAT DATE DID YOU LAST COMPLETE AN ADVANCED COURSE OR APPROVED CONTINUING EDUCATION EVENT?			
20. WHAT WAS THE TITLE OF YOUR LAST ADVANCED COURSE OR APPROVED CONTINUING EDUCATION EVENT?			
21. CONFIRM YOUR COMPLETION OF THE CURRICULUM.	Choose COMPLETED, SCHEDULED PRIOR TO ANNUAL CONFERENCE, WAIVED PRIOR TO FIRST CERTIFICATION, or NOT YET COMPLETED OR SCHEDULED.		Choose YES or NO.
	STATUS	DATE COMPLETED	DO YOU HAVE THE CERTIFICATE?
INTRODUCTION TO MINISTRY OVERVIEW			
CONGREGATIONAL CARING			
DEVELOPING DISCIPLES			
LEADERSHIP IN THE WESLEYAN WAY			
THE PURPOSE OF PREACHING			
SACRAMENTAL THEOLOGY & WORSHIP			
22. WHAT IS THE STATUS OF YOUR TIER 1 PSYCHOLOGICAL ASSESSMENT?	Choose from NOT YET SCHEDULED, APPROVED, SCHEDULED BUT NOT COMPLETED, EXPIRED, DENIED, OTHER (Specify)		
23. (IF APPROVED, DENIED, EXPIRED, OR SCHEDULED), WHAT IS/WAS THE DATE OF YOUR ASSESSMENT?			
iv. ADDITIONAL REQUIREMENTS FOR FIRST CERTIFICATION AND REQUIREMENTS FOR RE-CERTIFICATION			
These questions do not need to be completed for current CLMs who are between certification years. If you were certified or re-certified in 2026, you will not complete this section for the 2026-2027 conference year. You should plan to answer these questions for the 2027-2028 conference year (even-numbered years).			
24. DISTRICT SUPERINTENDENT RECOMMENDATION			
The signature of the District Superintendent on the final document is affirmation that the District Superintendent recommends this individual as a Certified Lay Minister to the District Committee on Ministry and the Conference Lay Servant Ministries Committee. A recommendation by the District Superintendent is a requirement of certification, per The Book of Discipline 2020 2024 ¶268.3. If the District Superintendent does not recommend this individual, the signature request should be declined, and the individual will not be recognized as a Certified Lay Minister.			
INTERVIEW AND RECOMMENDATION OF THE DISTRICT COMMITTEE ON ORDAINED MINISTRY (DCOM)			
25. HAVE YOU BEEN INTERVIEWED IN 2026-2027 BY YOUR DCOM FOR CERTIFIED LAY MINISTER STATUS? WHAT WAS THE OUTCOME OF THE INTERVIEW?		Choose from RECOMMENDED FOR CERTIFICATION SCHEDULED BUT NOT YET INTERVIEWED NOT YET SCHEDULED OR INTERVIEWED DENIED OTHER (Specify)	
26. DATE OF LAST DCOM INTERVIEW FOR CERTIFIED LAY MINISTER			
INTERVIEW AND RECOMMENDATION OF THE CONFERENCE COMMITTEE ON LAY SERVANT MINISTRIES (CLSM)			
27. HAVE YOU BEEN INTERVIEWED IN 2026-2027 BY THE CLSM COMMITTEE FOR CERTIFIED LAY MINISTER STATUS? WHAT WAS THE OUTCOME OF THE INTERVIEW?		Choose from RECOMMENDED FOR CERTIFICATION SCHEDULED BUT NOT YET INTERVIEWED NOT YET SCHEDULED OR INTERVIEWED DENIED OTHER (Specify)	
28. DATE OF LAST CLSM COMMITTEE INTERVIEW FOR CERTIFIED LAY MINISTER			
29. CHARGE CONFERENCE VOTE			
29a. YES VOTES #		29b. NO VOTES #	
29c. ABSTENTIONS #		29. % YES VOTES	