

# Pulpit Supply Checklist

Certified lay speakers serving as **pulpit supply** are to be active, supporting, and professing members of a local congregation. They should desire to serve the Church and know and be committed to Scripture and the doctrine, heritage, organization, and life of The United Methodist Church. Along with all disciples, they are called to be in mission and ministry in every aspect of their life: home, workplace, community, leisure activities, local congregations, and the world. (see *2016 Discipline* ¶267)

## INITIAL REQUIREMENTS:

- Applied to and obtained recommendation from the pastor and the church council or charge conference of the local church in which he or she holds membership.
- Completed the Lay Servant Ministries BASIC course.
- Completed one Lay Servant Ministries advanced course from each of these categories:
  - Leading worship
  - Leading prayer
  - Discovering spiritual gifts
  - Preaching
  - United Methodist heritage
  - United Methodist polity
- Home church provided a statement that applicant is [MinistrySafe](#) certified with a “Level 5” criminal background check and has no concerns regarding his or her suitability for the role.
- Completed “Understanding Clergy Sexual Ethics” online ethics training course (aka “Keeping our Sacred Trust”). (Contact Glennis Eckels at the CTC Service Center: [glenniseckels@ctcumc.org](mailto:glenniseckels@ctcumc.org))
- Provided video and text of a sermon for interview with district lay ministry team
- Interviewed with and recommended by the district lay ministry team and approved by conference laity team (either group may require additional work)

## ANNUAL RENEWAL REQUIREMENTS:

- Applied to and received recommendation from the pastor and church council or charge conference where membership is held, giving evidence of satisfactory performance.
- In the last three years, completed a Lay Servant Ministries advanced course.
- Maintained MinistrySafe compliance through local church.
- In the last four years, completed “Keeping our Sacred Trust” online ethics training course.
- In the last three years, interviewed with and obtained recommendation for renewal from the district lay ministry team and the approval of the conference laity team for re-certification.

## AREAS OF SERVICE:

Remember, not all disciples are gifted or called to preach. Certified lay speakers serving as pulpit supply may be invited by a pastor or district superintendent to lead an occasional worship service. Certified lay speakers serving as pulpit supply are not intended for long-term leadership in a particular church.

[Last saved: 4/16/2020]