
**SUPERVISING CLERGY ANNUAL REPORT for
CERTIFIED LAY MINISTER SERVING UNDER ASSIGNMENT in the
IOWA ANNUAL CONFERENCE of THE UNITED METHODIST CHURCH**

Certified Lay Minister (CLM): _____ **District:** _____

Supervising Clergy: _____ **Date of Report:** _____

Name of CLM's Home Charge: _____

CLM's Assignment/Ministry: _____

ASSIGNMENT DUTIES

Certified Lay Minister-In order to enhance the quality of ministry to small membership churches, expand team ministry in churches and in deference to an expression of gifts and evidence of God's grace associated with the lay ministry of early Methodism, the certified lay minister is to be recognized and utilized. 1. The certified lay minister shall preach the Word, provide a care ministry to the congregation, assist in program leadership, and be a witness in the community for the growth, missional and connectional thrust of The United Methodist Church as part of a ministry team with the supervision and support of a clergy person. (2016 Book of Discipline, ¶268)

Are you satisfied that he/she is fulfilling the duties of a CLM? Yes No

If not, what are the areas of concern?

It is expected that the Mutual Ministry Team will provide regular support and evaluation for the CLM. How is this being accomplished?

SPIRITUAL GIFTS

What spiritual gifts do you see in the CLM?

THE PRACTICE OF MINISTRY

What growth have you observed in the areas of preaching, caring ministry, program leadership, and witness in the community? (Indicate any of these areas which are not a part of the CLM's assignment.)

ORGANIZATION FOR MINISTRY

How does the CLM demonstrate ability to lead in visioning and planning to assess ministry effectiveness, to lead meetings, to handle conflict and criticism, and to address the nature of change and transition?

CONNECTION FOR MINISTRY

How does the CLM demonstrate an understanding of United Methodist history, doctrine, and polity?

How does the CLM demonstrate an understanding of and support of our connectional church?

SACRAMENTS

The CLM shall not conduct the sacraments of Holy Baptism or Holy Communion. He/she may contact the supervising pastor or the Superintendent to arrange a service of Baptism or Holy Communion.

Who is conducting Holy Communion services at the charge? How often?

How are arrangements made for Holy Baptism?

Please outline the procedure used in regards to weddings and funeral/memorial services. Please attach sheet with information about this.

ACCOUNTABILITY and EFFECTIVENESS

For purposes of accountability and effectiveness, a CLM must be supervised by an ordained, commissioned, or licensed pastor (supervising clergy). A CLM and supervising clergy must meet regularly for supportive and evaluative purposes. Each must submit an annual report to the dCOM.

Are you meeting on a regular basis with the CLM? Yes No

How many meetings this year: _____ Date of last meeting _____

Has the CLM submitted a request for recertification to the dCOM? Yes No

If you do not know, please ask your CLM. If they have not submitted a request and the annual report, review the report with them before submission

CONTINUING EDUCATION

Each CLM must satisfactorily complete an approved continuing education event each year for recertification.

Has the CLM discussed continuing education plans with you? Yes No

Has the continuing education requirement been met? Yes No

Additional Comments:

Signed _____ Date _____