

District Committee on Ordained Ministry  
Virginia Conference, The United Methodist Church  
**Certified Lay Minister Interview**

The 2016 Book of Discipline, ¶268

*A certified lay minister is a certified lay servant, certified lay missionary, or equivalent as defined by his or her central conference, who is called and equipped to conduct public worship, care for the congregation, assist in program leadership, develop new and existing faith communities, preach the Word, lead small groups, or establish community outreach ministries as part of a ministry team with the supervision and support of a clergy person. A certified lay minister is assigned by a district superintendent in accordance with ¶419.2.*

Requirements prior to interview

1. Must be a certified lay servant or a person with equivalent training (if not a certified lay servant, contact the Center for Clergy Excellence).
2. Made application in writing, including detailed statement as to reasons for application and evidence of how their service in the local church has demonstrated appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church, to the district committee on ordained ministry.
3. Written recommendation of the district superintendent.  
*One cannot request the status of a certified lay minister unless the district superintendent is willing to assign the certified lay minister to a ministry position.*
4. Biographical Form (Form 102)
5. State Criminal and Sex Offenders Background Check
6. Expanded Background Report
7. Written recommendation by the pastor of the local church where he/she holds membership.
8. Vote of the church council or charge conference (included in recommendation by the pastor).
9. Verification of completion of courses relevant to his/her assignment including preaching and exegesis, the care of the congregation, etc.

Suggested Questions

- Tell us about your journey of faith.
- Tell us about your leadership experiences in the local church.
- Tell us how your service in your local church has demonstrated your appreciation of the history, polity, doctrine, worship and liturgy of The United Methodist Church. (This is a required question from the *Book of Discipline*.)
- Share about your devotional life. How are you growing spiritually?
- Tell us about your personal strengths...your areas of growth.
- What have you read that has been helpful in your spiritual life?
- What 2-3 characters in the Bible resonate with your own spiritual life/journey?
- Talk about your family.
- Talk about positive and negative relationships in your life.
- What are the most stressful aspects of ministry for you?
- What do you do to take care of yourself physically?
- Share a conflict situation in which you have been involved and how you dealt with it.
- Share a leadership experience you have had this year.