

Important: You MUST save this file to your computer & open it in Adobe Acrobat Reader BEFORE filling it out.

LAY SERVANT ANNUAL REPORT
of the Lay Servant to the Charge Conference Initial
Application or Request for Renewal



Report for year ending _____

Part 1) Data on the Lay Servant

Mrs. Ms. Mr.

First Name _____ Last Name _____

Street Address (must be your address) _____

City _____ State _____ Zip _____

Cell Phone, with area code _____ E-mail _____

District (please check one):

- | | | | | |
|------------------------------------|--------------------------------|------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Central | <input type="checkbox"/> East | <input type="checkbox"/> North | <input type="checkbox"/> North Central | <input type="checkbox"/> Northeast |
| <input type="checkbox"/> Northwest | <input type="checkbox"/> South | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> West |

Church Name _____

Pastor Name _____

Street Address _____

City _____ State _____ Zip _____

Church phone, with area code _____

Part 2) Status of the Lay Servant

- Initial Application Renewal Application
- a Local Church Lay Servant Certified Lay Servant Certified Lay Speaker
- What year did you complete your Basic Course? _____
- What year did you complete your last Advanced/Refresher Course? _____
- What was the title of your last Advanced/Refresher Course? _____
- Which of the following required Lay Speaking Course Categories have you completed?
 Leading Worship Leading Prayer Discover Your Spiritual Gifts
 Preaching United Methodist Heritage United Methodist Polity
- Date of last review for Certified Lay Speaker status _____ Approved: Yes No

(Upon completion of the required course work, the Lay Speaking candidate will be examined by the district committee on Lay Servant Ministries and recommended to the conference committee on Lay Servant Ministries for certification).

Part 3) Request of the Lay Servant

Request for recommendation of my pastor and my charge conference to begin as a (*initial applicants only*):

Local Church Lay Servant Certified Lay Servant Certified Lay Speaker for the coming year.

Date _____ Lay Servant Signature _____

Part 4) Recommendation of the Pastor

I recommend concurrence with the request of this person to begin /renew as a:

Local Church Lay Servant Certified Lay Servant Certified Lay Speaker for the coming year.

Date _____ Pastor Signature _____

Report must be signed by pastor before being turned in.

Part 5) Recommendation of the Charge Conference

The charge conference of _____ (church/charge) recommends the above person begin or renew as a

Local Church Lay Servant Certified Lay Servant Certified Lay Speaker for the coming year.

Date _____ District Superintendent Signature _____

Part 6) Ministries By The Lay Servant

During the past year I have participated in Caring ministries as follows:

- served as a volunteer in a care-giving institution provided one-on-one caring
 at a hospital, nursing home, or to a shut-in in membership/evangelism visitation
 served in caring/outreach projects (food pantry, prison ministry, etc)
 other caring activities (Please list) _____

During the past year I have participated in Leading ministries as follows:

- served as member of committee, board, commission, council, task force, etc.
 As a volunteer at a community agency at my local church beyond my local church
 in my District Conference Jurisdiction General Church level
 other leading activities (Please list) _____

During the past year I have participated in Communicating ministries as follows:

- brought message in _____ worship services served as worship leader in _____ services
 delivered _____ devotional messages taught _____ classes Shared my faith story
 other speaking activities (Please list) _____

During the past year I have participated in additional opportunities for ministry as follows:

Part 7) Personal and Spiritual Growth by the Lay Servant

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, communicating and speaking? _____

Do you feel called to be in service in any area of ministry, either in the church or outside the church, in which you are not currently involved? Yes No If yes, please list those areas below.

What additional training or support do you need or would suggest to further your ministry as a Lay Servant?

Give any recommendations you have for improving the Lay Servant Ministries in your District or Conference.

Note: District Directors of Lay Servant Ministries are encouraged to respond to any comments within this section and bring these items to the District and Conference Committees of Lay Servant Ministries to promote continuous improvement.

After this form is completed and signed by those listed above, the Recording Secretary of the Charge Conference is requested to reproduce THREE copies: (1) Lay Servant, (2) District Committee on Lay Servant Ministries, (3) District Superintendent. The Recording Secretary of the Charge Conference keeps the ORIGINAL.

District Committee for Lay Servant Ministries Use Only

Date Received: _____ Date Reviewed: _____

Approved as Local Church Lay Servant Certified Lay Servant by District Committee for LSM Yes No

Recommended for approval by the Conference Committee for LSM as Certified Lay Speaker: Yes No

Comments:

District Director for Lay Servant Ministries Signature _____

Certificate Issued Date _____