
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

Name Mrs. Ms. Mr. _____

Address _____

City _____ State _____ Zip _____

Primary Phone _____ Home Work Cell E-mail _____

District Capitol Area North Capitol Area South Maumee Watershed Foothills
 Miami Valley Northwest Plains Ohio River Valley Shawnee Valley

Name of Church _____

Church Address _____

City _____ State _____ Zip _____

Church Phone: _____ Pastor Name: _____

Part 2) Status of the Lay Servant

Initial Application: (complete parts 3, 4 & 5)

To begin as a Local Church Lay Servant

For renewal as: a Local Church Lay Servant Certified Lay Servant Lay Speaker Certified Lay Minister

1. What year did you complete your Basic Course? _____
2. What year did you complete your last Advanced Course? _____
3. What was the title of your last Advanced Course? _____

Which of the following required Lay Speaking/Learning & Leading Courses have you completed?

- Leading Worship Leading Prayer Discover Your Spiritual Gifts
 Preaching United Methodist Heritage United Methodist Polity

4. Date of last review for 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:

Local Church Lay Servant Certified Lay Servant Lay Speaker Certified Lay Minister for the ensuing 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 Lay Speaker Certified Lay Minister for the ensuing year.

Date _____ Pastor Signature _____

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 Lay Speaker Certified Lay Minister for the ensuing 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 are encouraged to respond to any comments within this section

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 and/or District Committee on Ordained Ministry of all Certified Lay Ministers, (3) District Superintendent. The Recording Secretary of the Charge Conference keeps the ORIGINAL.