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.