



**CERTIFIED LAY SERVANT
ANNUAL REPORT 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 _____
Telephone (H) _____ (C) _____
E-mail _____
Name of District _____
Name of Church _____
Church Address _____
City/State/Zip _____
Church Telephone _____

(Part 2) STATUS OF THE LAY SERVANT

For initial application as a Certified Lay Servant ()

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

For renewal as a Certified Lay Servant ()

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

(Part 3) REQUEST OF THE LAY SERVANT

I request recommendation of my pastor and my church council/charge conference to begin/renew as a Certified Lay Servant for the ensuing year.

Date _____ Lay Servant _____

(Part 4) RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this person to begin/renew as a Certified Lay Servant for the ensuing year.

Date _____ Pastor _____

(Part 5) RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council/charge conference of _____ (church/charge) recommends the above person begin/renew as a Certified Lay Servant for the ensuing year.

Date _____ Church Council Chair or District Superintendent _____

(To be completed by those requesting renewal as a Certified Lay Servant)

(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
- on my District ___ Conference ___ Jurisdiction ___ General Church level
- other leading activities (Please list) _____

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

- served as worship leader in _____ services
- delivered _____ devotional messages
- taught _____ classes
- shared my faith story _____
- brought message in _____ worship services
- 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?

(Part 8) FEEDBACK BY THE LAY SERVANT

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:

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

Note: District Directors are encouraged to respond to any comments within this section.

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

(Revised April 2014)