

**CERTIFIED LAY MINISTER**  
**ANNUAL REPORT TO THE CHARGE CONFERENCE**

Initial Application or Request for Renewal

Report for year ending



**SECTION I: DATA ON THE CERTIFIED LAY MINISTER**

Name (Mrs. \_\_\_ Ms. \_\_\_ Mr. \_\_\_ )

Address City/State/Zip

Telephone E-mail

Name of District

Name of Church

Church Address City/State/Zip

Church Telephone

**SECTION II: STATUS OF THE CERTIFIED LAY MINISTER**

**For initial application** as a Certified Lay Minister

1. Are you currently a Certified Lay Servant? \_\_\_ Yes \_\_\_ No **...If No, Stop here and use the Lay SERVANT form**
2. What year did you complete your Basic Course?
3. What year did you complete your Advanced Course for certification as a lay servant?
4. What was the title of your Advanced Course?
5. Which of the following required Lay Speaking courses have been completed?  
\_\_\_ Module 1: Call and Covenant for Ministry      \_\_\_ Module 2: The Practice of Ministry  
\_\_\_ Module 3: Organization for Ministry      \_\_\_ Module 4: Connection for Ministry

*(Upon completion of the required course work and after completion of appropriate screening and assessment, the CLM candidate requests a letter of recommendation from his/her District Superintendent. The CLM candidate then applies in writing and appears before, the district committee on ordained ministry for interview and recommendation for certification.)*

**For recertification** as a Certified Lay Minister

1. What year did you first become certified as a Lay Minister?
2. Date of last review of CLM status: Approved: \_\_\_ Yes \_\_\_ No
3. What year did you complete your last approved continuing education event?
4. What was the title of your last approved continuing education event?

*(Upon completion of the required course work and after completion of appropriate screening and assessment, the CLM candidate requests a letter of recommendation from his/her District Superintendent. The CLM candidate then applies in writing and appears before, the district committee on ordained ministry for interview and recommendation for certification.)*

**SECTION III: REQUEST OF THE CERTIFIED LAY MINISTER**

I request a recommendation from my pastor and church council or charge conference to become or continue as a Certified Lay Minister.

**For those not currently under assignment:**

\_\_\_ I request a ministry review by my church council/charge conference where my membership is held. *(every two years)*

**For those currently under assignment:**

\_\_\_ I request a ministry review by the church council/charge conference where I am assigned. *(every two years)*

Date Certified Lay Servant/Certified Lay Minister

**SECTION IV: RECOMMENDATION OF THE PASTOR (for initial application)**

I recommend concurrence with the request of this person to become or continue as a Certified Lay Minister.

Date \_\_\_\_\_ Pastor \_\_\_\_\_

**SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE**

The church council/charge conference of \_\_\_\_\_ (church/charge)  
recommends the above person become or continue as a Certified Lay Minister.

Date \_\_\_\_\_ Church Council Chair \_\_\_\_\_

**SECTION VI: MINISTRIES OF THE CERTIFIED LAY MINISTER**

**Please attach a copy of your *Mutual Ministry Covenant* with all signatures.**

**\*\*Note in the “additional writing space ” the ways this ministry has produced fruit. \*\*Note as well ways the covenant has been modified based on your shared learning with the mutual ministry team.**

**SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE CERTIFIED LAY MINISTER**

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?

**SECTION VIII: FEEDBACK BY THE CERTIFIED LAY MINISTER**

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.)

**Additional Writing Space**

*(Please be sure to indicate which question you are answering.)*