

INCOMPLETE/UNSIGNED FORMS WILL BE RETURNED BEFORE REVIEW

The East Ohio Conference of The United Methodist Church

Certified Lay SERVANT

ANNUAL REPORT TO THE CHARGE CONFERENCE

Initial Application or Request for Renewal (Certified Lay SPEAKERS please use other form)

Report for charge conference year ending _____



SECTION I: DATA ON THE LAY SERVANT

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 LAY SERVANT

The 2016 Book of Discipline no longer uses "Local (Basic) Lay Servant." Persons completing the Basic course will not need to complete this report. Persons are encouraged to take the Basic course as a step toward discerning a call to ministry that may include becoming a Certified Lay Servant. A certificate of completion is issued upon completing the Basic course. Persons may apply to become Certified Lay Servants after completion of both the Basic and an Advanced course.

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?

SECTION III: 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 signature _____

SECTION IV: 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 _____

SECTION V: 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)

SECTION VI: MINISTRIES BY THE CERTIFIED LAY SERVANT

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

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

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:

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

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

SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE CERTIFIED LAY SERVANT

(Additional writing space on next page)

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 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*.

Certified Lay Servant Additional Writing Space (Please be sure to indicate which question you are answering)