



# LAY SERVANT ANNUAL REPORT

## 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 \_\_\_\_\_  
Telephone (H) \_\_\_\_\_ (CP) \_\_\_\_\_  
E-mail \_\_\_\_\_  
Name of District \_\_\_\_\_  
Name of Church \_\_\_\_\_  
Church Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Church Telephone \_\_\_\_\_

#### (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

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? \_\_\_\_\_
4. 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 \_\_\_
5. 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 \_\_\_ 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  
Local Church Lay Servant \_\_\_ Certified Lay Servant \_\_\_ Lay Speaker \_\_\_ for the ensuing year.

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

#### (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 \_\_\_ for the ensuing year.

Date \_\_\_\_\_ District Superintendent

**(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)
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**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)
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**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)
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**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 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

**NOTICE:** 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 Director of Lay Servant Ministries, (3) District Superintendent. The Recording Secretary of the Charge Conference keeps the ORIGINAL.