



# CERTIFIED LAY SERVANT

## ANNUAL REPORT TO THE CHARGE CONFERENCE GREAT PLAINS CONFERENCE OF THE UNITED METHODIST CHURCH

Report for year 20

(from either January through December or last to current charge conference)

**DEADLINE – December 31 – in the District Office**

To be used for Initial Application or Renewal

**Note: You must submit an Annual Report each year to the District Office.**

### **Directions for completing report:**

1. Please complete all parts. PRINT OR TYPE.
2. Seek approval by conferring with your pastor and with charge conference or church council and by obtaining their signatures.
3. Make two copies, and distribute to yourself and to your charge conference/church council secretary.
4. Give or mail the signed original to the district office or District LSM Director by December 31. Each report is then reviewed by the District Lay Servant Ministries Committee.

**Questions? Contact your District LSM Director.**

### **Part 1. DATA ON THE LAY SERVANT**

Name: Ms. Mrs. Mr. \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Church: \_\_\_\_\_ District: \_\_\_\_\_

Church Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Church Phone: \_\_\_\_\_ Pastor: \_\_\_\_\_

### **Part 2. STATUS OF THE LAY SERVANT**

\_\_\_ Beginning (initial application) as Certified Lay Servant

- What year did you complete a Basic Course? \_\_\_\_\_
- What year did you complete an Advanced Course? \_\_\_\_\_
- What was the title of your Advanced Course? \_\_\_\_\_

\_\_\_ Renewing as Certified Lay Servant

- What year did you complete your most recent Advanced Course? \_\_\_\_\_
- What was the title? \_\_\_\_\_

Are you a member of a United Methodist Church? \_\_\_ Yes \_\_\_ No

Are you called and willing to provide pulpit supply? \_\_\_ Yes \_\_\_ No

**Part 3. LAY SERVANT ROLE**

List your activities in the past year that demonstrate your role as Lay Servant, including personal spiritual development, service to the church, and mission opportunities in the community. If you need more space, expand this section or attach another page.

**Part 3a. LIST MINISTRY INTERESTS**

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**Part 4. PUBLICATION OF INFORMATION**

Details about Lay Servants, Lay Speakers and Certified Lay Ministers are published in the annual conference journal. It is assumed, unless you choose to opt out of allowing this practice, that your name and contact information will be published. Please check the box below that corresponds with your wishes. If no selection is made, the assumption will be that you grant permission for your information to be published in the print and digital versions of the conference journal.

- Publish my name and contact information.
- Publish only my name and NOT my contact information
- Do not publish my name and contact information.

**Part 5. REQUEST OF THE LAY SERVANT**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 6. 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. Please add comments or concerns:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 7. RECOMMENDATION OF THE CHARGE CONFERENCE OR CHURCH COUNCIL**

The charge conference or church council of \_\_\_\_\_ (charge/church) recommends that the above person begin/renew as a Certified Lay Servant for the ensuing year. Add comments or concerns:

\_\_\_\_\_  
\_\_\_\_\_

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 8. APPROVAL OF THE DISTRICT LAY SERVANT COMMITTEE**

Has the applicant completed a Basic Course? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has the applicant completed at least one Advanced Course within the past 3 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the applicant perform the role of Certified Lay Servant to a satisfactory standard? \_\_\_\_\_ Yes \_\_\_\_\_ No

The Lay Servant Ministries Committee of \_\_\_\_\_ District

\_\_\_\_\_ approves \_\_\_\_\_ does not approve because:

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Dist LSM Dir Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DS Signature: \_\_\_\_\_ Date: \_\_\_\_\_