

GREAT PLAINS CONFERENCE CERTIFIED LAY SERVANT CERTIFICATION/RENEWAL CHECKLIST

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Church Membership: _____

Charge Conference: _____

District/Sub District: _____ Annual Conference: _____

Certification Status: Certified Lay Servant? ___ Yes ___ No Date: _____

Member of a United Methodist Church: ___ Yes ___ No

_____ **INITIAL CERTIFICATION Process Checklist per ¶ 266 (2016 BOD)**

Date Completed

Requirement

- _____ 1. Signature of Pastor and Church Council or Charge Conference. (Annual Report Form)
- _____ 2. Completed CLS required courses. (LSM Basic Course and one Advanced Course) on Annual Report Form.
- _____ 3. Submitted Annual Report for review by the DCLSM.
- _____ 4. Approval and Certification by DCLSM.

_____ **RENEWAL OF CERTIFICATION Process Checklist per ¶ 266.4 (2016 BOD)**

Date Completed

Requirement

- _____ 1. Completed a Lay Servant Ministries Advanced Course within the last three years. (Annual Report)
- _____ 2. Signature of Pastor and the church council or charge conference of the candidate's local church recommending renewal. (Annual Report)
- _____ 3. Submitted Annual Report and Renewal Application to the Church Council or Charge Conference and to the DCLSM, providing evidence of satisfactory performance as a Certified Lay Servant. (Annual Report)