

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

Initial Application or Request for Renewal



Report for 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**

\_\_\_ **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 \_\_\_\_\_

**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 LAY SERVANT**

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

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

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 \_\_\_\_\_ worship services
- served as worship leader in \_\_\_\_\_ services
- delivered \_\_\_\_\_ devotional messages
- taught \_\_\_\_\_ classes
- shared my faith story \_\_\_\_\_
- other speaking activities (Please list) \_\_\_\_\_

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):

\_\_\_\_\_

**SECTION VII: 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?

\_\_\_\_\_

**SECTION VIII: FEEDBACK BY THE LAY SERVANT**

1. 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.)

\_\_\_\_\_

2. What additional training or support do you need or would suggest to further your ministry:

\_\_\_\_\_

3. 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**. **(Revised April 2014)**

