



**CERTIFIED LAY SERVANT  
ANNUAL REPORT 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) \_\_\_\_\_ (C) \_\_\_\_\_  
E-mail \_\_\_\_\_  
Name of District \_\_\_\_\_  
Name of Church \_\_\_\_\_  
Church Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Church Telephone \_\_\_\_\_

**(Part 2) 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? \_\_\_\_\_

**(Part 3) 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 \_\_\_\_\_

**(Part 4) 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 \_\_\_\_\_

**(Part 5) 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)

**(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) \_\_\_\_\_

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:

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

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:

\_\_\_\_\_

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)