



CERTIFIED LAY MINISTER ANNUAL REPORT TO THE CHARGE CONFERENCE

Report for year ending _____

(Part 1) DATA ON THE CERTIFIED LAY MINISTER

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 CERTIFIED LAY MINISTER (Please note that a lay minister is a Certified Lay Servant. Once approved as a Certified Lay Minister, only one annual report must be filed. CLMs may also be considered Certified Lay Speakers for pulpit supply, if they so desire.)

For initial application as a Certified Lay Minister ()

1. Are you currently a Certified Lay Servant? ___yes ___no
2. What year did you complete your Basic Course? _____
4. What year did you complete your latest Advanced Course for lay servant certification? _____
5. What was the title of your latest Advanced Course for lay servant certification? _____
6. Which of the following required modules have been completed?
 Module 1: Call and Covenant for Ministry ___ Module 2: The Practice of Ministry ___
 Module 3: Organization for Ministry ___ Module 4: Connection for Ministry ___

(Initial application shall be accompanied by copies of completion certificates for the Basic Course, for the latest Advanced Course, as well as for the Advanced Course for Spiritual Gifts, and for the four required modules. Upon completion of the required course work and appropriate screening and assessment, the CLM will request a letter of recommendation from the District Superintendent. The CLM candidate then applies in writing and appears before the district committee on ordained ministry for interview and recommendation for certification. Final approval is obtained from the Conference Committee on Lay Servant Ministries.)

For recertification as a Certified Lay Minister ()

1. What year did you first become certified as a Lay Minister? _____
2. Date of last review of CLM status: _____ Approved: ___yes ___no
3. What year did you complete your last approved continuing education event? _____
4. What was the title of your last approved continuing education event? _____

(Please attach/include copy of last approved continuing education event. Upon completion of an approved continuing education event and ministry review by his/her church council or charge conference WHERE MEMBERSHIP IS HELD, or if under assignment WHERE ASSIGNED, the CLM requests a letter of recommendation from his/her District Superintendent. The CLM candidate then applies in writing and appears before the district committee on ordained ministry for interview and recommendation for re-certification. Final approval is obtained from the Conference Committee on Lay Servant Ministries.)

(Part 3) REQUEST OF THE CERTIFIED LAY MINISTER

Initial request: I request a recommendation from my pastor and church council or charge conference to become or continue as a Certified Lay Minister.

Date _____ Certified Lay Servant _____

Recertification request:

For those not currently under assignment:

() I request a ministry review by my church council/charge conference where my membership is held. *(every two years)*

For those currently under assignment:

() I request a ministry review by the church council/charge conference where I am assigned. *(every two years)*

Date _____ Certified Lay Minister _____

(Part 4) RECOMMENDATION OF THE PASTOR

I recommend this person to become or continue as a Certified Lay Minister.

Date _____ Pastor _____

(Part 5) RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council or charge conference of _____ (church/charge) recommends the above person to become or continue as a Certified Lay Minister.

Date _____ Church Council Chair _____

(Secretary of charge conference/church council will forward copy of report with all signatures to district superintendent, district director, and conference committee on lay servant ministries (c/o rod.groom@gmail.com).

(Part 6) MINISTRIES OF THE CERTIFIED LAY MINISTER

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:

- ___ 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:

(Part 7) PERSONAL AND SPIRITUAL GROWTH BY THE CERTIFIED LAY MINISTER

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 CERTIFIED LAY MINISTER

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:

(PLEASE USE ADDITIONAL PAGES AS NEEDED)

FOR USE BY CONFERENCE COMMITTEE ON LAY SERVANT MINISTRIES ONLY

REVIEW/APPROVAL

For initial application as a Certified Lay Minister ()

1. Applicant is currently Certified Lay Servant (Part 2) ____
2. Recommended by Pastor and Church Council/Charge Conference (Part 4, Part 5) ____
3. Completed track of study ____
4. Received recommendation of District Superintendent (letter or email) ____
5. All requirements for certification, including appropriate screening and assessment, reviewed ____
6. Referred to district committee on ordained ministry (name of district: _____) ____
7. District committee on ordained ministry recommends certification ____
8. Committee on Lay Servant Ministries approves this person to become a Certified Lay Minister:

Date _____ Conference Director _____

For recertification request as a Certified Lay Minister ()

9. Applicant is currently Certified Lay Servant (Part 2) ____
10. Recommended by pastor, committee on pastor-parish relations (if under assignment) and/or church council/charge conference (Part 4, Part 5) ____
11. Completed an approved continuing education event in the last two years (Part 2) ____
12. Received recommendation of District Superintendent (letter or email) ____
13. Received/reviewed all requirements for recertification ____
14. Referred to district committee on ordained ministry (name of district: _____) ____
15. District committee on ordained ministry recommends certification ____
16. Conference Committee on Lay Servant Ministries approves this person to continue as a CLM

Date _____ Conference Director _____