**REPORT OF LAY SERVANT**

Instructions

From Fred Kellerman, Director of WV Annual Conference Lay Servant Ministries

 I know that many of you have had questions about how to fill out the Report to the Charge Conference which is required annually. When I looked at the form you received, I realized that some changes had to be made in order to make the form simpler and more appropriate to our WV Conference.

 Note the following:

1.) Under the old Lay Speaking program, (pre-2012) if you were:

 a.) a Lay Speaker, you are now a Certified Lay Servant. Fill out the form accordingly. You must take the basic class at least every three years to maintain your status.

 b.) if you were a Certified Lay Speaker, you are now a Certified Lay Servant and you have the same qualifications and privileges as before. You must take an advanced class at least every three years to maintain your status.

2.) In order to be a Certified Lay Speaker in our conference you need to have retaken the Basic Class since 2012 or taken it for the first time. You also need to complete the required six (6) classes. These classes are specified in the 2016 Book of Discipline and are being offered throughout the conference in the various districts. They also may be taken on-line (except for “Preaching”) from the Gen. Board of Discipleship. There is a cost to take the on-line courses but it’s not exorbitant.

3.) Regardless of your Lay Servant status, everyone should have taken the Lay Servant Basic class since 2012. THIS IS REQUIRED OF EVERY LAY SERVANT. I have been a Certified Lay Speaker for years . . . and I’m now a Certified Lay Servant. I must take the basic class within 3 years to maintain my Status. This is in addition to taking an advanced class once every 3 years. I hope everyone understands this. There are no exceptions . . . if you wish to continue as a Lay Servant in any capacity, you must take the basic course. Once you have completed the basic course and have taken one advanced course, you have earned the title “Certified Lay Servant” and do not need to retake the basic again.

4.) For those wishing to proceed on to become a Certified Lay Speaker, please realize that you are entering a new category of lay ministry. By completing this training and appearing before your District Committee on Lay Servant Ministry as well as the Conference Committee, you are indicating to your pastor, and particularly your District Superintendent, that you are willing to fill the pulpit often, if not regularly, and in some cases may be called to assigned supply. Please think this over seriously! Of course, you may wish to take the course work but not be interviewed by the committees in which case you will remain a well-trained Certified Lay Servant.

**REPORT OF THE LAY SERVANT**

**TO THE CHARGE CONFERENCE**

**WEST VIRGINIA ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH**

**Initial Application or Request for Renewal**

*This report covers the period from one charge conference to the next*

**(PLEASE PRINT OR TYPE)**

**PERSONAL INFO**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/State/Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pastor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART 1. DATA ON THE LAY SERVANT (please check)**

\_\_\_I am applying to become a Certified Lay Servant for the first time.

\_\_\_I am applying to renew my status as a Certified Lay Servant for another year.

\_\_\_I am applying to become a Certified Lay Speaker for the first time. (I have completed six

 required 10 hour courses as specified by the 2016 Discipline).

\_\_\_I am applying to renew my status as a Certified Lay Speaker.

**PART 2. TRAINING OF THE LAY SERVANT (please check all that apply)**

\_\_\_I have not yet taken a basic course in Lay Servant Ministries

\_\_\_I intend to take a basic course in Lay Servant Ministries

\_\_\_I have taken a basic course in Lay Servant Ministries

 Year last basic course taken \_\_\_\_\_\_\_\_

\_\_\_I have taken an advanced course in Lay Servant Ministries

 Year last advanced course taken \_\_\_\_\_\_\_

\_\_\_I have completed six (6) required 10 hour advance courses required for Lay Speaking

**PART 3. REQUEST OF THE LAY SERVANT**

I hereby request recommendation of my pastor and my charge conference as indicated in Part.2

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 4. RECOMMENDATION OF THE PASTOR**

I recommend this applicant for the status indicated in Part 2 aforementioned.

Pastor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

**PART 5. CHARGE CONFERENCE RECOMMENDATION**

The charge conference of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ church recommends this

 applicant for the status indicated in Part 2.

Signature of Dist. Superintendant or designee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 6. ACTION BY THE DIST. COMMITTEE ON LAY SERVANT MINISTRIES**

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

 District approves this applicant for the following status.

\_\_\_Certified Lay Servant

\_\_\_Certified Lay Speaker (having completed all requirements)

Signature of Chairperson of District Committee on Lay Servant Ministries:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 7. MINISTRIES BY THE LAY SERVANT**

During the past year I have participated in these ministry opportunities:

\_\_\_served as member of the following committee, board, commission, council, task force:

 \_\_\_in my local church:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_beyond my local church:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **\_\_\_**in my district:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_in my conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_served as chair of a committee, board, task force (what)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_served as volunteer at a community agency (what)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_served as volunteer in a care-giving institution (what)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_provided one-on-one caring:

 \_\_\_at a hospital, at a nursing home, or to a shut-in

 \_\_\_in membership/evangelism visitation

 \_\_\_other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_provided leadership in caring/outreach projects (i.e. food pantry, prison ministry, etc.)

\_\_\_taught classes (what, how many)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_served as worship leader in services (how many)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_delivered devotional messages (where, how many)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_preached in worship services (where, how many)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PART 8. PERSONAL AND SPIRITUAL GROWTH BY THE LAY PERSON**

In what activities have you engaged and/or what books have you read and 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 improve your skills in leading, caring and communicating?

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

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**PART 9. FEEDBACK BY THE LAY SERVANT**

Do you believe that you have had adequate opportunity for service as a Lay Servant in the past

year? \_\_\_Yes \_\_\_No

If no, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What additional training or support do you need?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Give any recommendations you have for improving the Lay Servant Ministries in your district or annual conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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THIS CHARGE CONFERENCE REPORT FORM HAS BEEN APPROVED FOR USE WITHIN THE WEST VIRGINIA CONFERENCE

**NOTICE:** After this form is completed and signed by applicant, pastor and district superintendant or designee, the office of the district superintendant is asked to make FIVE copies and distribute them as follows: (1) applicant;

(2) pastor; (3) district superintendant; (4) district director of Lay Servant Ministries; (5) conference director of Lay Servant Ministries. The ORIGINAL form goes to the recording secretary of the charge conference.