



**West Virginia Conference**  
The United Methodist Church

**CERTIFIED LAY MINISTER  
ANNUAL REPORT TO THE CHARGE  
CONFERENCE**  
Initial Application or Request for Renewal



Report for year ending \_\_\_\_\_

**SECTION I: DATA ON THE CERTIFIED LAY MINISTER**

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 CERTIFIED LAY MINISTER**

\_\_\_ **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? \_\_\_\_\_
3. What year did you complete your Advanced Course for certification as a lay servant? \_\_\_\_\_
4. What was the title of your Advanced Course? \_\_\_\_\_
5. Which of the following required Lay Speaking courses 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

*(Upon completion of the required course work and after completion of appropriate screening and assessment, the CLM candidate 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 certification.)*

\_\_\_ **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? \_\_\_\_\_

*(Upon completion of the required course work and after completion of appropriate screening and assessment, the CLM candidate 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 certification.)*

**SECTION III: REQUEST OF THE CERTIFIED LAY MINISTER**

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

**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 Servant/Certified Lay Minister \_\_\_\_\_

**SECTION IV: RECOMMENDATION OF THE PASTOR (for initial application)**

I recommend concurrence with the request of this person to become or continue as a Certified Lay Minister.

Date \_\_\_\_\_ Pastor \_\_\_\_\_

**SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE**

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

Date \_\_\_\_\_ Church Council Chair \_\_\_\_\_

**SECTION VI: 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 (*Additional writing space below*):

**SECTION VII: 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?

**SECTION VIII: 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.)

