



**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.)

SECTION IX: REVIEW BY ANNUAL CONFERENCE DIRECTOR OF LAY SERVANT MINISTRIES

Certification is approved. Signature: _____ Date _____

(July 2017)

