

Annual Report –Certified Lay Minister

Initial Application or Request for Renewal

Report for year ending _____



Part 1) Data on the Certified Lay Minister

Name: _____

Address: _____

City/State/Zip: _____

Telephone: (H) _____ (Cell) _____

Email: _____

Name of District: _____

Name of Church: _____

Church address: _____

City/State/Zip: _____

Church Telephone: _____

Part 2) Status of the Certified Lay Minister

For initial application as a Certified Lay Minister

1. Are you currently a Lay Servant? _____

2. What year were you certified as a Lay Servant? _____

I have completed the required Modules as follows:

Module 1 – Date _____ Module 2 – Date _____

Module 3 – Date _____ Module 4 – Date _____

(Upon completion of the required course work and after completion of appropriate screening, the CLM candidate requests a letter of recommendation from District Superintendent, and then applies in writing and appears before the district committee on ordained ministry for interview and recommendation for certification.)

For renewal 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: _____

3. What year did you complete your last approved continuing education course?

4. What was the title of your last approved continuing education course?

(Upon completion of an approved continuing education event and ministry review by is/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.)

Part 3) **REQUEST OF THE CERTIFIED LAY MINISTER**

I request recommendation from my pastor and my church council/charge conference to begin/renew as a Certified Lay Servant for the ensuing year.

Date: _____ 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 my church council/charge conference where I am assigned.
(every two years)

Date: _____ Certified Lay Minister: _____

Part 4) RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this person to become or renew as a Certified Lay Minister for the ensuing year.

Date: _____ Pastor: _____

Part 5) RECOMMENDATION OF THE CHARGE CONFERENCE

The charge conference of _____ (church/charge) recommends this person to become or renew as a Certified Lay Minister for the ensuing year.

Date: _____
District Superintendent or Presiding Elder

Part 6) MINISTRIES BY THE 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:

- 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 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 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:
