



LAY SERVANT'S ANNUAL REPORT

UPPER NEW YORK CONFERENCE/THE UNITED METHODIST CHURCH REPORT OF THE LAY SERVANT TO THE CHARGE CONFERENCE This report covers the 12-month period from January 1- December 31, 2015

PART 1. DATA ON THE LAY SERVANT

Name _____ Nickname? _____ Name of District _____
 Address _____ Church Name _____
 City/State/Zip _____ Church Address _____
 Telephone _____ Other Phone _____
 Email Address _____ Church Telephone _____

PART 2. STATUS REQUEST OF THE LAY SERVANT FOR THE ENSUING YEAR

I hereby request recommendation of my pastor and my charge conference to ☐ BEGIN or ☐ RENEW my lay servant status as a:
☐ LOCAL CHURCH LAY SERVANT ☐ CERTIFIED LAY SERVANT
☐ I have completed the Basic Lay Servant course ☐ I have completed an Advanced or Refresher course
 Course Date _____ (At least once within past 3 years)
 Course name _____ Course Date _____

I have completed the following advanced courses (specifically required for lay speaker certification)

- | | |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Lay Servants Lead Worship – Date _____ | <input type="checkbox"/> Lay Servant Preaching Course – date _____ |
| <input type="checkbox"/> Lay Servants Lead in Prayer – Date _____ | <input type="checkbox"/> United Methodist Heritage – date _____ |
| <input type="checkbox"/> Lay Servants Discover Spiritual Gifts – date _____ | <input type="checkbox"/> United Methodist Polity – date _____ |

I have met or exceeded all the requirements as set down in the 2012 Book of Discipline of the United Methodist Church - Section XI. Lay Servant Ministries (p.p. 210-212) and I am applying to:

☐ BEGIN or ☐ RENEW my lay servant status as a CERTIFIED LAY SPEAKER

(Date)

(Signed – Lay Servant)

(Please complete the other side of this form.)

PART 3. RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this lay servant to begin or renew as a

- ☐ local church lay servant or
☐ certified lay servant
☐ and lay speaker for the ensuing year. _____

(Date)

(Signed – Pastor)

PART 4. CHARGE CONFERENCE RECOMMENDATION

The charge conference of the _____ (church or charge) recommends that the above lay servant begin or renew as a

- ☐ local church lay servant or
☐ certified lay servant
☐ and lay speaker for the ensuing year.

(Date)

(Signed – District Superintendent/Presiding Elder)

PART 5. ACTION BY THE DISTRICT COMMITTEE ON LAY SERVANT MINISTRIES

This application to begin or be renewed as a

- ☐ local church lay servant or
☐ certified lay servant
☐ and a candidate for lay speaker or ☐ and renewed as lay speaker
 within the _____ District of the Upper New York Conference is ☐ approved ☐ disapproved for the ensuing year.

(Date)

(Signed – District Director Committee on Lay Servant Ministries)

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(Continued)

PART 6. MINISTRIES BY THE LAY SERVANT

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

- ☐ served as MEMBER of committee, board commission, council, task force:
- ☐ at my local church (what) _____
- ☐ beyond my local church:
- ☐ in my district (what) _____
- ☐ in my conference (what) _____
- ☐ in my jurisdiction (what) _____
- ☐ at the general church level (what) _____
- ☐ served as CHAIR of committee, board, task force (what) _____
- ☐ served as a volunteer at a community agency (what) _____
- ☐ served as a volunteer in a caregiving 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 (such as a food pantry, prison ministry, Society of St.Stephen) (what) _____
- ☐ taught classes (what, how many) _____
- ☐ served as a worship leader in services (how many) _____
- ☐ delivered devotional messages (where, how many) _____
- ☐ preached in worship services (where, how many) _____

Additional opportunities for leading, caring, and communicating ministries participated in by the lay servant (describe opportunity and your part in it): _____

PART 7. PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

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?

PART 8: FEEDBACK BY THE LAY SERVANT

Do you believe that you have had adequate opportunity for service as a lay servant this 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: _____

If asked, would you be willing and able to lead a service and bring a message to a church in your area other than your own? ☐ yes ☐ no

When Parts 1, 2, 6, 7, and 8 have been completed keep a copy for your own records. Completion of this request requires your signature and that of your pastor before the process consideration can continue with your Charge Conference, District Superintendent/Presiding Elder and finally the action of the District Lay Servant Ministries Committee. The District LSM committee will review all reports and take the appropriate action. If all is in line with the Discipline guidelines you will receive your approval or disapproval notification for the following year.