

# 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:

- |  |  |
|--|--|
| <input type="checkbox"/> Module 1 – Date _____ | <input type="checkbox"/> Module 2 – Date _____ |
| <input type="checkbox"/> Module 3 – Date _____ | <input type="checkbox"/> 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 his/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 Minister 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:

\_\_\_\_\_

\_\_\_\_\_