



# 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 \_\_\_\_\_

## PART 1. DATA ON THE LAY SERVANT (Please Print)

Name \_\_\_\_\_ 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 (Please complete the other side of this form.)

I hereby request recommendation of my pastor and my charge conference to  BEGIN or  RENEW my lay servant status as a:

**CERTIFIED LAY SERVANT**  
 I have completed the Basic Lay Servant course Course Date \_\_\_\_\_  
 I have completed an Advanced or Refresher course (At least once within past 3 years)  
 Course Name \_\_\_\_\_  
 Course Date \_\_\_\_\_

**CERTIFIED LAY SPEAKER**  
 I have completed the following advanced courses (specifically required for lay speaker certification)

Lay Servants Lead Worship – Date \_\_\_\_\_  Lay Servant Preaching Course – date \_\_\_\_\_  
 Lay Servants Lead in Prayer – Date \_\_\_\_\_  United Methodist Heritage – date \_\_\_\_\_  
 Lay Servants Discover Spiritual Gifts – date \_\_\_\_\_  United Methodist Polity – date \_\_\_\_\_  
 I have completed an Advanced course (at least once every three years) for recertification date \_\_\_\_\_  
 Course Name \_\_\_\_\_

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) as a:  Certified Lay Servant;  Certified Lay Speaker

\_\_\_\_\_  
(Date) (Signed – Lay Servant)

## PART 3. RECOMMENDATION OF THE PASTOR

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

Certified lay servant;  Certified lay speaker for the ensuing year.

Date: \_\_\_\_\_ Pastor Signature: \_\_\_\_\_

## PART 4. CHARGE CONFERENCE RECOMMENDATION

The charge conference of the \_\_\_\_\_ (church or charge) recommends that the above lay servant

begin or  renew as a:

Certified lay servant;  Certified lay speaker for the ensuing year.

Date: \_\_\_\_\_ District Superintendent/Presiding Elder: \_\_\_\_\_

**PART 5. THE DISTRICT COMMITTEE ON LAY SERVANT MINISTRIES** within the \_\_\_\_\_ District of the Upper New York Conference has.....  approved or  disapproved this individual as a:

Certified lay servant;  Certified lay speaker for the ensuing year.

Date: \_\_\_\_\_ District Director on Lay Servant Ministries: \_\_\_\_\_

# LAY SERVANT'S ANNUAL REPORT (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 consideration process 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.**

**Please include copies of any and all course completion certificates (*this will help the committee build a record of your course work*)**