



Certified Lay Servant Annual **Charge Conference Report & Renewal Request**



Report for year ending _____

PART 1: CONTACT INFORMATION OF CERTIFIED LAY SERVANT

Name _____

Email _____ Best Phone _____

Address _____ City/State/Zip _____

Church Name _____ District _____

PART 2: ANNUAL REPORT OF MINISTRY BY THE LAY SERVANT

1. During this year, I have participated in these **leading** ministry opportunities:

- ☐ served as a member or chairperson of a committee, board/council, task force, etc.
 - ☐ at my local church (Please list) _____
 - ☐ beyond my local church:
 - ☐ in my district (Please list) _____
 - ☐ in the conference (Please list) _____
 - ☐ in the jurisdiction or general church (Please list) _____
- ☐ Additional leading activities (Please list) _____

2. During this year, I have participated in these **communicating** ministry opportunities:

- ☐ Taught classes (Please list) _____
- ☐ Served as a leader/liturgist in worship (# of times) _____
- ☐ Preached in worship services (List where & # of times) _____
- ☐ Gave devotional messages (List where & # of times) _____
- ☐ Additional communication activities (Please list) _____

3. During the year, I have participated in these **caring** ministry opportunities:

- ☐ Provided one-on-one caring at a hospital, care facility, to a homebound member
- ☐ Volunteered at a school, hospital, care facility
- ☐ Served in care-giving/outreach activities (food pantry, prison ministry, etc.)
- ☐ In membership/evangelism visitation
- ☐ Served as a volunteer in a community board/agency (Please list) _____
- ☐ Additional caring activities (Please list) _____

PART 3: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

In addition to the above ministry opportunities, what activities have you engaged in and/or what books have you read or used during the past year to help develop your devotional life, improve your understanding of the Bible, improve your understanding of The United Methodist Church, and improve your skills in leading, communicating, and caring ministries? _____

PART 4: FEEDBACK BY THE LAY SERVANT

Have you had adequate opportunity to serve as a lay servant (caring, communicating, leading ministries) this year? ☐ Yes ☐ No (If no, please explain.) _____

What additional training or support do you need? _____

What recommendations do you have for improving lay servant ministries in your district? _____

PART 5: COURSE INFORMATION

Please list advanced courses beginning with the most recent. (Use "additional space" found on page 3 if needed.)

Book Title	Location	Date
Example: Each One a Minister	Grand Ave UMC in Hot Springs	10/18/2025

PART 6: REQUEST OF THE CERTIFIED LAY SERVANT

I request the recommendation of my pastor and my Church Council/Church Conference to continue as a Certified Lay Servant.

Date _____ Signature of Lay Servant _____

PART 7: RECOMMENDATION OF THE PASTOR

I recommend this lay member to continue as a Certified Lay Servant.

Date _____ Signature of Pastor _____

PART 8: CHURCH COUNCIL or CHURCH CONFERENCE RECOMMENDATION

The Church Council/Church Conference of _____ United Methodist Church recommends this lay member to continue as a Certified Lay Servant.

Date _____ Signature of Church Council Chair _____

PART 9: ACTION BY THE DISTRICT COMMITTEE ON LAY SERVANT MINISTRIES

The District Committee on Lay Servant Ministries has reviewed this lay servant's qualifications and is

☐ approved ☐ not approved.

Date _____ Signature of the District Director of Lay Servant Ministries _____

ADDITIONAL ADVANCED CLASS LIST AND WRITING SPACE

Please provide a list of all advanced classes completed since the last report date, including the title of the book, the date, and the class location. Also, be sure to indicate which part of any questions you are answering from above.

Please Note: The original completed form, including all signatures, is to remain at the local church. A copy is to be submitted with the charge conference documents. Additional copies are to be distributed to the Lay Servant and the District Director of Lay Servant Ministries.