

**TENNESSEE CONFERENCE LAY SERVANT/ LAY SPEAKER ANNUAL REPORT FORM**  
*(This Charge Conference Report Form has been approved for use within The Districts of The TN Conference)*



**Initial Application or Request for Renewal Report for year ending:** \_\_\_\_\_

**Part 1) DATA ON THE LAY SERVANT/LAY SPEAKER**

Name Mrs.  Ms.  Mr.  \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_ Name of District \_\_\_\_\_  
 Name of Church \_\_\_\_\_ Church Telephone \_\_\_\_\_  
 Church Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Part 2) STATUS OF THE LAY SERVANT/LAY SPEAKER**

**Has begun the process as a:** Lay Servant

**For renewal as a:** Certified Lay Servant  Certified Lay Speaker

1. What year did you complete your Basic Course? \_\_\_\_\_
2. What year did you complete your last Advanced Course? \_\_\_\_\_
3. What was the title of your last Advanced Course? \_\_\_\_\_
4. What was the location of the last Advanced Course taken? \_\_\_\_\_
5. Which of the following 5 courses of study required by the Tennessee Conference Committee on Lay Servant Ministries for completion of the track for **Certified Lay Speaker** have you completed?

#5 & #6  
are for  
Certified  
Lay  
Speakers  
ONLY

Discover Your Spiritual Gifts  United Methodist Heritage  Preaching Course   
 Evangelism  Leading or Planning Worship  (Courses can be taken in any order.)

6. Date of last review for Certified Lay Speaker status \_\_\_\_\_ Approved: Yes  No

*Upon completion of the required course work, the Lay Speaking candidate will be examined by the District Committee on Lay Servant Ministries and recommended to the Tennessee Conference Committee on Lay Servant Ministries for certification. (If you wish to follow the new Lay Speaker track it is strongly recommended by the Tennessee Conference Committee on Lay Servant Ministries that the courses be taken in the order listed for Lay Speaker certification. Allowances can be made for special circumstances on a case by case basis.)*

**Part 3) REQUEST OF THE LAY SERVANT/LAY SPEAKER**

Request for recommendation of my pastor and my charge conference to begin as a:

Lay Servant  Certified Lay Servant  Certified Lay Speaker  for the ensuing year.

Date \_\_\_\_\_ Lay Servant/Lay Speaker's Signature \_\_\_\_\_

**Part 4) RECOMMENDATION OF THE PASTOR**

I recommend concurrence with the request of this person to begin / renew as a:

Local Church Lay Servant  Certified Lay Servant  Certified Lay Speaker  for the ensuing year.

Date \_\_\_\_\_ Pastor's Signature \_\_\_\_\_

**Part 5) RECOMMENDATION OF THE CHARGE CONFERENCE**

The charge conference of \_\_\_\_\_ (church/charge) recommends the above person begin or renew as a

Local Church Lay Servant  Certified Lay Servant  Certified Lay Speaker  for the ensuing year.

Date \_\_\_\_\_ District Superintendent's Signature \_\_\_\_\_

**Part 6) MINISTRIES BY THE LAY SERVANT/ LAY SPEAKER**

**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     in membership/evangelism visitation  
 at a hospital, nursing home, or to a shut-in     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  
 in my District     Conference     Jurisdiction     General Church level  
 other Leading activities (Please list) \_\_\_\_\_

**During the past year I have participated in Communicating ministries as follows:**

- brought message in \_\_\_\_\_ worship services     served as worship leader in \_\_\_\_\_ services  
 delivered \_\_\_\_\_ devotional messages     taught \_\_\_\_\_ classes     shared my faith story  
 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 SERVANT/LAY SPEAKER**

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 SERVANT/LAY SPEAKER**

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. \_\_\_\_\_

What additional training or support do you need or would suggest to further your ministry as a Lay Servant? \_\_\_\_\_

Give any recommendations you have for improving the Lay Servant Ministries in your District or Conference \_\_\_\_\_

***NOTICE: This form is to be completed and signed by ALL those listed on the form. A copy of the signed Annual Report presented at Charge Conference will be made by the local church and given to the Lay Servant/Lay Speaker. The Office of the District Superintendent will keep the ORIGINAL copy and make one (1) copy to be sent to the District Director Lay Servant Ministries. After verifying the information to be correct, the District Director of LSM will sign and forward one (1) copy to the Recording Secretary of the TN Conference on Lay Servant Ministries.***

Date: \_\_\_\_\_ District Director of LSM Signature: \_\_\_\_\_