

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

Name: _____

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.

Date: _____ **District Director of LSM Signature:** _____