



CERTIFIED LAY MINISTER ANNUAL REPORT TO THE CHARGE CONFERENCE

Report for year ending _____

(Part 1) DATA ON THE CERTIFIED LAY MINISTER

Name Mrs. ___ Ms. ___ Mr. ___ _____
Address _____
City/State/Zip _____
Telephone (H) _____ (C) _____
E-mail _____
Name of District _____
Name of Church _____
Church Address _____
City/State/Zip _____
Church Telephone _____

(Part 2) STATUS OF THE CERTIFIED LAY MINISTER (Please note that a lay minister is a Certified Lay Servant. Once approved as a Certified Lay Minister, only one annual report must be filed. CLMs may also be considered Certified Lay Speakers for pulpit supply, if they so desire.)

For initial application as a Certified Lay Minister ()

1. Are you currently a Certified Lay Servant? ___yes ___no
2. What year did you complete your Basic Course? _____
3. What year did you complete your latest Advanced Course for lay servant certification? _____
4. What was the title of your latest Advanced Course for lay servant certification? _____
5. Prior to taking Lay Ministry training, contact the District Director for Lay Servant Ministries regarding instructions for interview with the District Superintendent prior to or after training.
6. Which of the following required modules have been completed?
Module 1: Call and Covenant for Ministry ___
Module 2: The Practice of Ministry ___
Module 3: Organization for Ministry ___
Module 4: Connection for Ministry ___

(Initial application shall be accompanied by copies of completion certificates for the Basic Course, for the latest Advanced Course, as well as for the Advanced Course for Spiritual Gifts, and for the four required modules. Upon completion of the required course work, the CLM will ensure review and obtain approving signatures from the pastor and the church council chair. This form and all the accompanying signatures in Parts 3, 4, and 5, along with all the above referenced certificates will be forwarded to the District Director of Lay Servant ministries.

For recertification 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: _____ Approved: ___yes ___no
3. What year did you complete your last approved continuing education event? _____
4. What was the title of your last approved continuing education event? _____

(Please attach/include copy of last approved continuing education event. 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 will ensure review and obtain approving signatures from the pastor and the church council chair. This form and all the accompanying signatures in Parts 3, 4, and 5, along with all the above referenced certificates will be forwarded to the District Director of Lay Servant ministries.

(Part 3) REQUEST OF THE CERTIFIED LAY MINISTER

Initial request: I request a recommendation from my pastor and church council or charge conference to become or continue as a Certified Lay Minister.

Date _____ Certified Lay Minister _____

Recertification request:

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 the church council/charge conference where I am assigned. *(every two years)*

Date _____ Certified Lay Minister _____

(Part 4) RECOMMENDATION OF THE PASTOR

I recommend this person to become or continue as a Certified Lay Minister.

Date _____ Pastor _____

(Part 5) RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council or charge conference of _____ (church/charge) recommends the above person to become or continue as a Certified Lay Minister.

Date _____ Church Council Chair _____
(Secretary of charge conference/church council will forward copy of report with all signatures and certificates of training completion to district superintendent, and district director for lay servant ministries.)

(Part 6) RECOMMENDATION OF THE DISTRICT DIRECTOR/INITIAL REVIEW FOR CERTIFICATION/RECERTIFICATION REQUESTS

(Note: The District Director will review certification or recertification requests, ensuring that all local approvals have been met, and all lay servant and lay minister training documents are attached. The District Director will ensure that requirements for District Superintendent interview have been followed, as well as all parts of the CLM Process document. The package will then be forwarded to the Conference Director for Lay Servant Ministries.)

Date _____ District Director _____

(Part 7) INITIAL REVIEW BY CONFERENCE COMMITTEE OF LAY SERVANT MINISTRIES

(Note: The Conference Director will review the recommended package submitted by the District Director and ensure compliance with all requirements. Circulation to members of the Conference Committee on Lay Servant Ministries will be made for review and approval. The package will then be forwarded to the District Registrar for background checks and further documentation required by the District Committee on Ministries.)

This candidate has received initial approval and is recommended to the District Committee on Ministry for review.

Date _____ Conference Director _____

(Part 8) REVIEW AND APPROVAL BY CONFERENCE COMMITTEE OF LAY SERVANT MINISTRIES

This candidate has been recommended for approval by the District Superintendent and the District Committee on Ministries and is approved by the Conference Committee on Lay Servant Ministries as a Certified Lay Minister. A Certificate was issued this date.

Date _____ Conference Director _____