

Certified Lay Speaker (CLS)

Overview of a Certified Lay Speaker

See *Book of Discipline of The UMC – 2016* ¶267.

A certified lay speaker is a certified lay servant whose call has been affirmed by the Michigan conference committee on lay servant ministries to serve the church in pulpit supply in accordance and compliance with *The Book of Discipline of The UMC - 2016* ¶341.1.

The certified lay speaker serves by preaching the Word when requested by the pastor, district superintendent, or committee on lay servant ministries, in accordance and compliance with ¶341.1.



STEPS TO BECOME A CERTIFIED LAY SPEAKER (CLS)

1. Be currently certified as a lay servant.
2. Complete a track of study including one course from each of the following subject categories:
 - a. The BASIC Course for Lay Servant Ministries. **CANNOT BE TAKEN ON-LINE**
 - b. Leading worship: Leading Worship, Taylor Burton-Edwards or Your Ministry of Leading Worship 101 (online).
 - c. Leading prayer: Leading in Prayer, Mary O. Benedict or Leading Public Prayer (online).
 - d. Discovering Spiritual Gifts: Discover Your Spiritual Gifts, William J. Carter or Rediscovering Our Spiritual Gifts (online).
 - e. Preaching: Called to Preach, Dawn Chesser. **CANNOT BE TAKEN ON-LINE**
 - f. United Methodist Heritage: Living Our United Methodist Beliefs, George Hovaness Donigian or Living Our United Methodist Beliefs (online).
 - g. United Methodist Polity: Life Together in the United Methodist Connection, Beth Galbreath or Life Together in the United Methodist Connection (online).
 - h. Additional classes in these categories as they are available from Discipleship Resources.
NO MORE THAN HALF OF THESE CLASSES MAY BE TAKEN ON-LINE
3. Complete the Certified Lay Speaker Application (form 1).
4. Include your current church conference annual report.
5. Include the text of a sermon along with audio/video of the delivery. Include three sermon evaluations.
6. Obtain a letter of recommendation from the pastor
7. Obtain a letter of recommendation from the church council or church conference of the local church in which you hold membership.
8. Interview with and obtain recommendation from the district committee on lay servant ministries
9. Submit all the above to the conference committee on lay servant ministries, for approval and certification.

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To maintain status as a Certified Lay Speaker, you must:

1. Submit annual reports and renewal request form (form 2) to the church conference or church council and to the district committee on lay servant ministries, giving evidence of satisfactory performance as a certified lay speaker.
2. Complete at least one lay servant ministries advanced course in the last three years.
3. Obtain letter of recommendation for renewal from the pastor.
4. Obtain letter of recommendation for renewal from the church council or church conference of the local church or other United Methodist ministry in which you hold membership.
5. In the last three years, have interviewed with and obtained recommendation for renewal as a certified lay speaker from the district committee on lay servant ministries, and the approval for renewal from the conference committee on lay servant ministries.

Questions should be directed to the Michigan Conference Co-Directors of Lay Servant Ministries.

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MICHIGAN CONFERENCE LAY SERVANT MINISTRIES: Form 1



Certified Lay Servant/Speaker Application

PART 1: CONTACT INFORMATION OF LAY SERVANT/LAY SPEAKER

Name _____
Email _____ Best Phone _____
Address _____ City/State/Zip _____
Church Name _____ District _____

PART 2: STATUS FOR WHICH YOU ARE APPLYING

(Please only select Certified Lay Servant or Certified Lay Speaker, not both.)

Applying to be a **Certified Lay Servant.**

BASIC Course year completed? _____ Advanced Course year completed? _____

Title of Advanced Course? _____

Applying to be a **Certified Lay Speaker.**

Lay Servant Certification year? _____ BASIC course year completed? _____

I have completed all required Advanced Courses. Indicate title of class, date taken and if it was online.

Leading Worship _____ Online

Leading Prayer _____ Online

Discovering Spiritual Gifts _____ Online

Preaching _____

UM Heritage _____ Online

UM Polity _____ Online

List additional classes taken (include certificates of courses completed online or another district): _____

PART 3: CERTIFIED LAY SPEAKER ADDITIONAL DOCUMENTATION

This part is required for Certified Lay Speaker only.

I have included a copy of my current annual report.

I have included the text of a sermon along with audio/visual of the delivery.

I have included three sermon evaluations.

PART 4: REQUEST OF THE LAY SERVANT/LAY SPEAKER *(Please select only one box)*

I request a letter of recommendation from my pastor and Church Council/Church Conference to be a

Certified Lay Servant Certified Lay Speaker.

Date _____ Signature of Lay Servant/Lay Speaker _____

PART 5: RECOMMENDATION OF THE PASTOR *(Please select only one box)*

I have completed a letter of recommendation for this lay member to be a

Certified Lay Servant Certified Lay Speaker.

Date _____ Signature of the Pastor _____

PART 6: CHURCH COUNCIL/CHURCH CONFERENCE RECOMMENDATION *(Please select only one box)*

The Church Council/Church Conference of _____ United Methodist

Church has completed a letter of recommendation for this lay member to be a

Certified Lay Servant Certified Lay Speaker.

Date _____ Signature of Church Council Chair or District Superintendent _____

PART 7: ACTION BY THE DISTRICT COMMITTEE ON LAY SERVANT MINISTRIES

(Please only select Certified Lay Servant or Certified Lay Speaker, not both.)

Certified Lay Servant - The District Committee on Lay Servant Ministries has reviewed this layperson's qualifications and recommendations. This application is approved not approved.

Certified Lay Speaker - The District Committee on Lay Servant Ministries has met with the lay servant, heard their sermon, reviewed their application and recommendations.

This application is approved not approved.

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

PART 8: ACTION BY THE CONFERENCE COMMITTEE ON LAY SERVANT MINISTRIES

This part required for Certified Lay Speaker only.

The applicant has been approved as a Certified Lay Speaker.

Date _____ Signature of Conference Director of Lay Servant Ministries _____

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

Form Updated 2019

MICHIGAN CONFERENCE LAY SERVANT MINISTRIES: Form 2



Certified Lay Servant/Speaker Annual Report & Renewal Request

Report for year ending _____

PART 1: CONTACT INFORMATION OF CERTIFIED LAY SERVANT/LAY SPEAKER

Name _____

Email _____ Best Phone _____

Address _____ City/State/Zip _____

Church Name _____ District _____

PART 2: STATUS OF THE CERTIFIED LAY SERVANT/LAY SPEAKER

(Please only select Certified Lay Servant or Certified Lay Speaker, not both.)

I am a **Certified Lay Servant.** Most Recent Year Certified _____

Year last advanced course completed _____

Title of last Advanced Course _____

By checking this box, I confirm annual reports have been submitted through the church conference and District Committee on Lay Servant Ministries giving evidence of satisfactory performance.

I am a **Certified Lay Speaker.** Most Recent Year Certified _____

Year of last Advanced Course completed? _____

Title of last Advanced Course? _____

By checking this box, I confirm annual reports have been submitted through the church conference and District Committee on Lay Servant Ministries giving evidence of satisfactory performance.

PART 3: REQUEST OF THE CERTIFIED LAY SERVANT/LAY SPEAKER

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

Certified Lay Servant Certified Lay Speaker.

Date _____ Signature of Lay Servant/Lay Speaker _____

PART 4: RECOMMENDATION OF THE PASTOR

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

Date _____ Signature of the Pastor _____

PART 5: 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 Certified Lay Speaker.

Date _____ Signature of Church Council Chair or District Superintendent _____

PART 6: ACTION BY THE DISTRICT COMMITTEE ON LAY SERVANT MINISTRIES

Certified Lay Servant - The District Committee on Lay Servant Ministries has reviewed this lay servant's qualifications. Renewal is approved not approved.

Certified Lay Speaker - The District Committee on Lay Servant Ministries has met with this lay speaker, heard their sermon and reviewed their application. Renewal is approved not approved.

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

PART 7: ACTION BY THE CONFERENCE COMMITTEE ON LAY SERVANT MINISTRIES

This part required for recertification of Certified Lay Speaker only.

The applicant has been approved as a Certified Lay Speaker.

Date _____ Signature of Conference Director of Lay Servant Ministries _____

PART 8: MINISTRIES BY THE LAY SERVANT/LAY SPEAKER (to be completed by the Lay Servant/Lay Speaker)

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) _____
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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) _____
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PART 9: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT/LAY SPEAKER

In addition to the above ministry opportunities, what activities have you engaged 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 10: FEEDBACK BY THE LAY SERVANT/LAY SPEAKER

Have you had adequate opportunity to serve as a lay servant/speaker (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? _____

ADDITIONAL WRITING SPACE

(Please be sure to indicate which part and questions you are answering.)

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

Form Updated 2019

PLEASE COMPLETE ENTIRE FORM

