

MICHIGAN CONFERENCE LAY SERVANT MINISTRIES: Form 4



Certified Lay Servant Annual 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) _____
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PART 3: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

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 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 FOR RENEWAL

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.

PART 6: REQUEST OF THE CERTIFIED LAY SERVANT FOR RENEWAL

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 FOR RENEWAL

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

Date _____ Signature of Pastor _____

PART 8: CHURCH COUNCIL or CHURCH CONFERENCE RECOMMENDATION FOR RENEWAL

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. Renewal is
 approved not approved.

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

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 and District Director of Lay Servant Ministries. Updated 2022