

MICHIGAN CONFERENCE LAY SERVANT MINISTRIES: Form 5

Certified Lay Speaker Annual Report & Renewal Request



Report for year ending _____

PART 1: CONTACT INFORMATION OF CERTIFIED LAY SPEAKER

Name _____

Email _____ Best Phone _____

Address _____ City/State/Zip _____

Church Name _____ District _____

PART 2: ANNUAL REPORT OF MINISTRY BY THE 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) _____

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 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 4: FEEDBACK BY THE LAY SPEAKER

Have you had adequate opportunity to serve as a lay 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? _____

PART 5: COURSE INFORMATION FOR RENEWAL

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 6: REQUEST OF THE CERTIFIED LAY SPEAKER FOR RENEWAL

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

Date _____ Signature of Lay Speaker _____

PART 7: PASTOR RECOMMENDATION FOR RENEWAL

I recommend this Certified Lay Speaker to continue as a Certified Lay Speaker.

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 Servant to continue as a Certified Lay Speaker.

Date _____ Signature of Church Council Chair _____

PART 9 (OPTIONAL): DISTRICT SUPERINTENDENT RECOMMENDATION FOR RENEWAL

I recommend this Certified Lay Speaker to continue as a Certified Lay Speaker.

Date _____ Signature of District Superintendent _____

PART 10: ACTION BY THE DISTRICT COMMITTEE ON LAY SERVANT MINISTRIES

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 District Director of Lay Servant Ministries _____

PART 11: ACTION BY THE CONFERENCE COMMITTEE ON LAY SERVANT MINISTRIES

The applicant has been approved as a Certified Lay Speaker.

Date _____ Signature of Conference 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/Speaker and District Director of Lay Servant Ministries.

Updated Nov. 2023