

# 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? \_\_\_\_\_

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**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.) \_\_\_\_\_

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What additional training or support do you need? \_\_\_\_\_

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What recommendations do you have for improving lay servant ministries in your district? \_\_\_\_\_

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**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.)

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**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