



West Virginia Conference
The United Methodist Church

**CERTIFIED LAY SERVANT
ANNUAL REPORT TO THE CHARGE
CONFERENCE**
Initial Application or Request for Renewal



Report for year ending _____

SECTION I: DATA ON THE LAY SERVANT

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

SECTION II: STATUS OF THE LAY SERVANT

___ **For initial application** as a Certified Lay Servant

1. What year did you complete your Basic Course? _____
2. What year did you complete your Advanced Course? _____
3. What was the title of your Advanced Course? _____

___ **For renewal** as a Certified Lay Servant

1. What year did you complete your last Advanced Course? _____
2. What was the title of your last Advanced Course? _____

SECTION III: REQUEST OF THE LAY SERVANT

I request recommendation of my pastor and my church council/charge conference to begin/renew as a Certified Lay Servant for the ensuing year.

Date _____ Lay Servant _____

SECTION IV: RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this person to begin/renew as a Certified Lay Servant for the ensuing year.

Date _____ Pastor _____

SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council/charge conference of _____ (church/charge)
recommends the above person begin/renew as a Certified Lay Servant for the ensuing year.

Date _____ Church Council Chair or District Superintendent _____

(To be completed by those requesting renewal as a Certified Lay Servant)

SECTION VI: MINISTRIES BY THE LAY SERVANT

During the past year, I have participated in ***caring ministries*** as follows:

- | | |
|---|--|
| <input type="checkbox"/> served as a volunteer in a care-giving institution | <input type="checkbox"/> provided one-on-one caring |
| <input type="checkbox"/> at a hospital, nursing home, or to a shut-in | <input type="checkbox"/> in membership/evangelism visitation |
| <input type="checkbox"/> served in caring/outreach projects (food pantry, prison ministry, etc) | |
| <input type="checkbox"/> other caring activities (Please list) _____ | |

During the past year, I have participated in ***leading ministries*** as follows:

- served as member of committee, board, commission, council, task force, etc.
- as a volunteer at a community agency
- at my local church
- beyond my local church
- on my District Conference Jurisdiction General Church level
- other leading activities (Please list) _____

During the past year, I have participated in ***communicating ministries*** as follows:

- brought message in _____ worship services
- served as worship leader in _____ services
- delivered _____ devotional messages
- taught _____ classes
- shared my faith story _____
- other speaking activities (Please list) _____

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):

SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, communicating and speaking?

SECTION VIII: FEEDBACK BY THE LAY SERVANT

1. Do you feel called to be in service in any area of ministry, either in the church or outside the church, in which you are not currently involved? Yes No (If yes, please list those areas below.)

2. What additional training or support do you need or would suggest to further your ministry:

3. Give any recommendations you have for improving Lay Servant Ministries in your District or Conference:

(Note: District Directors are encouraged to respond to any comments within this section.)

NOTICE: After this form is completed and signed by those listed above, the Recording Secretary of the Church Council or Charge Conference is requested to reproduce **THREE** copies: (1)Lay Servant, (2)District Director of Lay Servant Ministries or equivalent, (3)District Superintendent. The Recording Secretary of the Church Council or Charge Conference keeps the **ORIGINAL**.
(Revised April 2014)

