



## CERTIFIED LAY MINISTER ANNUAL REPORT TO THE CHARGE CONFERENCE

Report for year ending \_\_\_\_\_

### Part 1) DATA ON THE CERTIFIED LAY MINISTER

Name (Mrs. \_\_\_ Ms. \_\_\_ Mr. \_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_  
E-mail \_\_\_\_\_  
Name of District \_\_\_\_\_  
Name of Church \_\_\_\_\_  
Church Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Church Telephone \_\_\_\_\_

### (Part 2) STATUS OF THE CERTIFIED LAY MINISTER

**For initial application** as a Certified Lay Minister ( )

1. Are you currently a Certified Lay Servant? \_\_\_yes \_\_\_no
2. What year did you complete your Basic Course? \_\_\_\_\_
3. What year did you complete your Advanced Course for certification as a lay servant? \_\_\_\_\_
4. What was the title of your Advanced Course? \_\_\_\_\_
5. Which of the following required modules have been completed?  
Module 1: Call and Covenant for Ministry \_\_\_ Module 2: The Practice of Ministry \_\_\_  
Module 3: Organization for Ministry \_\_\_ Module 4: Connection for Ministry \_\_\_

*(Upon completion of the required course work and after completion of appropriate screening and assessment, the CLM candidate requests a letter of recommendation from his/her District Superintendent. The CLM candidate then applies in writing and appears before, the district committee on ordained ministry for interview and recommendation for certification.)*

**For recertification** as a Certified Lay Minister ( )

1. What year did you first become certified as a Lay Minister? \_\_\_\_\_
2. Date of last review of CLM status: \_\_\_\_\_ Approved: \_\_\_yes \_\_\_no
3. What year did you complete your last approved continuing education event? \_\_\_\_\_
4. What was the title of your last approved continuing education event? \_\_\_\_\_

*(Upon completion of an approved continuing education event and ministry review by his/her church council or charge conference WHERE MEMBERSHIP IS HELD, or if under assignment WHERE ASSIGNED, the CLM requests a letter of recommendation from his/her District Superintendent. The CLM candidate then applies in writing and appears before the district committee on ordained ministry for interview and recommendation for re-certification.)*

### (Part 3) REQUEST OF THE CERTIFIED LAY MINISTER

I request a recommendation from my pastor and church council or charge conference to become or continue as a Certified Lay Minister.

Date \_\_\_\_\_ Certified Lay Servant/Certified Lay Minister \_\_\_\_\_

**For those not currently under assignment:**

( ) I request a ministry review by my church council/charge conference where my membership is held. *(every two years)*

**For those currently under assignment:**

( ) I request a ministry review by the church council/charge conference where I am assigned. *(every two years)*

Date \_\_\_\_\_ Certified Lay Minister \_\_\_\_\_

**(Part 4) RECOMMENDATION OF THE PASTOR (for initial application)**

I recommend concurrence with the request of this person to become or continue as a Certified Lay Minister.

Date \_\_\_\_\_ Pastor \_\_\_\_\_

**(Part 5) RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE**

The church council or charge conference of \_\_\_\_\_ (church/charge) recommends the above person become or continue as a Certified Lay Minister.

Date \_\_\_\_\_ Church Council Chair \_\_\_\_\_

**(Part 6) MINISTRIES OF THE CERTIFIED LAY MINISTER**

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

- ☐ served as a volunteer in a care-giving institution
- ☐ provided one-on-one caring
- ☐ at a hospital, nursing home, or to a shut-in
- ☐ in membership/evangelism visitation
- ☐ served in caring/outreach projects (food pantry, prison ministry, etc)
- ☐ 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:

\_\_\_\_\_

**(Part 7) PERSONAL AND SPIRITUAL GROWTH BY THE CERTIFIED LAY MINISTER**

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?

\_\_\_\_\_

**(Part 8) FEEDBACK BY THE CERTIFIED LAY MINISTER**

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:

\_\_\_\_\_

(July 2017)