

CHARGE CONFERENCE FORM #14: Annual Report of the Certified Lay Servant / Lay Speaker

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf14_certifiedlayservant

Individuals are invited to complete this form in their preferred language. | *Las personas están invitadas a responder en su propio idioma.* | 선호하는 언어로 답변하시길 바랍니다.



WHY THIS REPORT IS REQUIRED FOR CERTIFIED LAY SERVANTS AND CERTIFIED LAY SPEAKERS

This report documents the training and ongoing servant activities of those participating in Lay Servant Ministry programs. This form replaces any form provided to Certified Lay Servants or Certified Lay Speakers in the California-Pacific Conference by Discipleship Ministries.

WHO COMPLETES THIS REPORT

This report is to be completed by **those who qualify and want to be Certified Lay Servants or Certified Lay Speakers**. It must also be signed by the Pastor-in-Charge at your church. If you have completed only the BASIC Course, and have not taken an Advanced Course, you do not yet qualify as a Certified Lay Servant and do not need to complete this report.

- **Certified Lay Servants** serve in their local church to provide program leadership, lead meetings, conduct worship services, provide caring ministries, and other duties. Certified Lay Servants must complete a BASIC class, one Advanced course at least every 3 years, an annual report with pastor recommendation, and be presented to the charge conference. The pastor is advised to contact the District Office and the **Associate Director of Lay and Clergy Credentialing and Development**, Cathy Wilson, if the Pastor or Charge Conference does not recommend certification.
- **Certified Lay Speakers** serve by preaching the Word when requested by pastors or district superintendents. Certified Lay Speakers must be a Certified Lay Servant (see above), have the recommendation of the pastor for Certified Lay Speaker status, be presented to the charge conference and be recommended, complete the track of study as defined in ¶267, complete an interview with the District or Conference Committee on Lay Servant Ministries, and receive the recommendation of that committee. The pastor is advised to contact the District Office and the **Associate Director of Lay and Clergy Credentialing and Development**, Cathy Wilson, if the Pastor or Charge Conference does not recommend certification.
- **If you are applying to be a Certified Lay Minister this year**, one required qualification for your CLM status is to be a Certified Lay Servant. Thus, this form should be completed in this same year as the application to document the prerequisite status as Certified Lay Servant.
- If you are currently an active Certified Lay Minister, and you are filing an annual report to continue between certification years or are re-certifying, you should complete only Charge Conference Form #15 Annual Report of the Certified Lay Minister. Do not complete this form.

WHEN THIS REPORT SHOULD BE COMPLETED

Complete at least one week before your charge conference meets, or on the timeline prescribed by the lead pastor at your church.

RESOURCES YOU MAY NEED

The following documents may be needed to complete the work in this report.

- Many questions on this report are repeated each year, so a previous report may be useful for completing this one.
- Worksheet to prepare to complete this form as a Word document or in PDF format.

DISTRIBUTION OF REPORTS: The following individuals receive a copy of the report with the included information. You do not need to email your form separately to any of the individuals named below.

- **Certified Lay Servant or Certified Lay Speaker, and applicants** for those statuses
- **Pastor-in-Charge**, Lead Pastor, or equivalent. The pastor is advised to contact the District Office and the **Associate Director of Lay and Clergy Credentialing and Development**, Cathy Wilson, if the Pastor or Charge Conference does not recommend certification.
- **Church Office**, if email is provided
- **District Office**
- **District Director of Lay Servant Ministries**. The District Directors are Khanh Doan (East), Lynn Bowersox (Hawaii), Vaha Fisi'ihoi and Sheryl Paul (North), Susan Jeffries (South), and Troy Goar Johnson (Interim West).
- **Associate Director of Lay and Clergy Credentialing and Development**, Cathy Wilson
- **Conference Director of Lay Servant Ministries**, Troy Goar Johnson
- **Conference Data Services** for archiving and record updates

REPORT YEAR	
ABOUT THE LAY SERVANT APPLICANT	
A. NAME	
B. PRIMARY EMAIL	
C. PRIMARY PHONE	
D. MOBILE PHONE	
E. ADDRESS	
F. GENDER	Self-identify your gender from MALE, FEMALE, or NON-BINARY
G. FLUENT LANGUAGES	Choose all the apply from CHINESE (Cantonese), CHINESE (Mandarin), ENGLISH, JAPANESE, KOREAN, SAMOAN, SPANISH, TAGALOG (FILIPINO), TONGAN, VIETNAMESE, or OTHER (Specify).
ABOUT THE LOCAL CHURCH	
The signature of the Pastor-in-Charge is required to complete this report. The Pastor's signature is affirmation that the Pastor-in-Charge recommends this individual as a Certified Lay Servant or Certified Lay Speaker to the District Lay Servant Ministries Committee and the Conference Lay Servant Ministries Committee. If the Pastor-in-Charge does not affirm or recommend this individual, the pastor is instructed to not sign this form nor present this applicant to the Charge Conference and the individual will not be recognized as a Certified Lay Servant for the next calendar year.	
H. DISTRICT	Choose EAST, HAWAII, NORTH, SOUTH, or WEST
I. LOCAL CHURCH	
J. PASTOR-IN-CHARGE AT LOCAL CHURCH	
K. EMAIL OF PASTOR-IN-CHARGE	

L. CHURCH OFFICE EMAIL	
i. QUALIFICATION AS A CERTIFIED LAY SERVANT The terms "Certified Lay Servant" and "Certified Lay Speaker" are different in the Book of Discipline 2020 2024 than in years prior to 2016. Please read carefully. Requirements for initial status or renewal of status for Certified Lay Servants are: • Completion of the Lay Servant Ministries BASIC Course. • Completion of at least one Lay Servant Ministries Advanced Course within previous three years. • Annual Report and Renewal (completion of this form), including Pastor recommendation. Your pastor is requested to sign your report as affirmation of recommendation. • Church Council or charge conference recommendation. Your pastor will notify you and Lay Servant Ministries if not approved at the charge conference meeting. • District Committee on Lay Servant Ministries approval (§668.3). You will be notified if not approved, after this report is submitted and reviewed by the committee.	
1. CERTIFICATION & RENEWAL STATUS.	Choose from INITIAL APPLICATION AS A CERTIFIED LAY SERVANT or RENEWAL AS A CERTIFIED LAY SERVANT.
2. WHAT DATE/YEAR DID YOU COMPLETE THE BASIC COURSE?	
3. WHAT DATE/YEAR DID YOU COMPLETE YOUR LAST ADVANCED COURSE?	
4. WHAT WAS THE TITLE OF YOUR LAST ADVANCED COURSE?	
5. (OPTIONAL) DO YOU HAVE A CERTIFICATE YOU WANT ATTACHED TO YOUR DIGITAL LAY SERVANT MINISTRIES RECORD? ATTACH IT HERE TO UPLOAD TO THE CONFERENCE LIBRARY.	
ii. MINISTRIES OF THE CERTIFIED LAY SERVANT	
6. DESCRIBE YOUR CARING MINISTRIES IN THE LAST YEAR. Describe what and how often you have engaged in the following types of activities: served as a volunteer in a care-giving institution, served at a hospital, nursing home, or shut-in, served in caring/outreach projects like food pantry or prison ministry, provided one-on-one caring, participated in membership or evangelism visitation, or other caring activities. 5000 character limit.	
7. DESCRIBE YOUR LEADING MINISTRIES IN THE LAST YEAR. Describe what and how often you have engaged in the following types of activities: served as a member of a church/district/conference board, committee, commission, council, or task force, served as a volunteer at a community agency, served my local church, or served in a jurisdictional or general United Methodist Church role, or other leading role. 5000 character limit.	
8. DESCRIBE YOUR COMMUNICATING MINISTRIES IN THE LAST YEAR. Describe what and how often you have engaged in the following types of activities: brought message at worship services, delivered devotional messages, shared my faith story or testimony, served as a worship leader, taught classes, or other communicating roles. 5000 character limit.	
9. DURING THE PAST YEAR I HAVE PARTICIPATED IN THESE ADDITIONAL OPPORTUNITIES FOR MINISTRY.	
10. DEVELOPMENT OF DEVOTIONAL LIFE. In what activities have you engaged and/or what books have you read or used to help develop your devotional life, improve your understanding of the Bible, improve your understanding of The United Methodist Church, and to improve your servant ministries. 5000 character limit.	
11. WHAT WOULD YOU DESCRIBE ARE YOUR STRENGTHS IN MINISTRY. If you have taken the "Discovering Your Spiritual Gifts" class, you can look to that course for assistance with this question. 5000 character limit.	
12. UPLOAD A PHOTO OF YOU (HEADSHOT PREFERRED)	
iii. QUALIFICATION AS A CERTIFIED LAY SPEAKER	

The terms "Certified Lay Servant" and "Certified Lay Speaker" are different in the Book of Discipline 2020|2024 than in years prior to 2016. Please read carefully.
Requirements for **initial status** for **Certified Lay Speakers** are:

- Certified Lay Servant status, including one Advanced course at least every three years. (See Sections I & II.)
- **Completion of a track of study as defined in *The Book of Discipline 2020|2024* ¶267.3c. This track of study includes courses on leading worship, leading prayer, discovering spiritual gifts, preaching, United Methodist Heritage, and United Methodist polity.** The Conference Committee on Lay Servant Ministries may choose to approve the substitution of one course with a course not in the curriculum. See Question 12 below.
- **Pastor recommendation.** Your pastor is required to recommend you each year to re-certify. The pastor's signature on your report is affirmation of recommendation.
- **Church Council or charge conference recommendation.** Your pastor will notify you and Lay Servant Ministries if not recommended by the charge conference.
- **Annual completion of the certified lay speaker report,** affirming the recommendation of the pastor and charge conference.
- **Interview and approval from the District or Conference Committee on Lay Servant Ministries.** You will be notified if you are approved or denied by the District Director.

Requirements for **Certified Lay Speakers** to **re-certify annually**

- Annual completion of the certified lay speaker report, affirming the recommendation of the pastor and charge conference.
- Continued qualification as a Certified Lay Servant. Remember to take an Advanced Course at least once every three years and complete this form annually.
- You do not need to be re-interviewed after your initial interview and approval, as long as your Certified Lay Speaker status does not lapse.

13. CURRENT CERTIFIED LAY SPEAKER STATUS

Choose from NOT A CERTIFIED LAY SPEAKER,
APPLICATION FOR CERTIFIED LAY SPEAKER, or
RENEWAL AS A CERTIFIED LAY SPEAKER.

14. WHICH ADVANCED COURSES IN THE CERTIFIED LAY SPEAKER CURRICULUM HAVE YOU COMPLETED?

		Choose from -- YES -- NO	Choose from -- WITHIN THE CALIFORNIA-PACIFIC CONFERENCE -- IN / WITH ANOTHER ANNUAL CONFERENCE -- BEADISCIPLE.COM -- OTHER -- I DON'T UNDERSTAND THIS QUESTION
	DATE COMPLETED	DO YOU HAVE THE CERTIFICATE?	COURSE COMPLETED WHERE?
14a. LEADING WORSHIP			
14b. LEADING PRAYER			
14c. DISCOVERING YOUR SPIRITUAL GIFTS			
14d. PREACHING			
14e. UNITED METHODIST HERITAGE			
14f. UNITED METHODIST POLITY			
14g. OTHER			

15. "OTHER" SUBSTITUTION COURSE INFORMATION (optional)

16. WAS YOUR LAST INTERVIEW FOR CERTIFIED LAY SPEAKER STATUS APPROVED OR DENIED?

Choose from APPROVED, DENIED, or HAVE NOT BEEN EXAMINED YET (THIS IS MY APPLICATION FOR CERTIFIED LAY SPEAKER STATUS).

17. DATE OF LAST INTERVIEW WITH DISTRICT OR CONFERENCE COMMITTEE ON LAY SERVANT MINISTRIES. If not yet examined, leave blank or give scheduled future date.

iv. FEEDBACK & SIGNATURES

18. WHAT ADDITIONAL TRAINING OR SUPPORT DO YOU NEED OR WOULD SUGGEST TO FURTHER YOUR MINISTRY AS A LAY SERVANT. 5000 character limit.

19. GIVE ANY RECOMMENDATIONS YOU HAVE FOR IMPROVING THE LAY SERVANT MINISTRIES IN YOUR DISTRICT OR CONFERENCE. 5000 character limit.

PASTORAL APPROVAL

The signature of the Pastor-in-Charge is required to complete this report. The Pastor's signature is affirmation that the Pastor-in-Charge recommends this individual as a Certified Lay Servant or Certified Lay Speaker to the District Lay Servant Ministries Committee and the Conference Lay Servant Ministries Committee. If the Pastor-in-Charge does not affirm or recommend this individual, the pastor is instructed to not sign this form nor present this applicant to the Charge Conference and the individual will not be recognized as a Certified Lay Servant for the next calendar year.

During the signature process, the clergy person or lay person assigned who signs this form will be asked to check a box that says
RECOMMENDED FOR CERTIFICATION or NOT RECOMMENDED