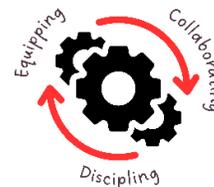




CERTIFIED LAY MINISTER Annual Report

GREAT PLAINS CONFERENCE OF THE UNITED METHODIST CHURCH



Report for Charge Conference Book **2025 Charge Conference Season**

For credentialing season July 1, 2026 to June 30, 2027.

DEADLINE – Report to be completed by Lay Minister applicant for submission to vote at local church Administrative Board/Council (supervisory board) or One Board. This Report must be included in the Charge Conference Book for vote at each respective Fall Charge/Church Conference.

Directions for completing report:

1. **The Lay Minister applicant is responsible** for completing and submitting this form. Please read the entire document.
2. **Please complete all parts each year.** This will help to affirm that you have completed all the credentialing requirements. This also simplifies the recommendation process for the Local Church, the Charge Conference, The Conference CLM Sub-team, and the District Lay Servant Ministry Teams. It also allows The Conference Lay Servant Committee to review a complete document for final approval. If you do not use PDF Format, please PRINT.
3. **Lay Minister, applicant, please** submit this document in-person at a Local Church Administrative Board/Council or One Board. Provide witness to your call to serve and to the work you have completed to be recommended for credentialing as a Certified Lay Minister. Ask the local church Pastor and Board/Council to vote **“to recommend or not recommend”** for Lay Minister. Submit the Annual Report, along with the minutes to be included in the fall Charge Conference Book. This ensures it is also voted on at the Charge Conference and submitted to the District Office with the Charge Conference Book.
4. Please **submit** a copy of all course **“Certificate of Completions”** with your Annual Report.
5. **Keep a copy** of all Annual Reports, supporting documents and Certificates for your personal records.
6. **Recommendations** from the Local Church, The Charge Conference, The Conference CLM Sub-Team, the District Lay Servant Ministry Team, and District Committee On Ordained Ministry will be reviewed by the Conference Lay Servant Committee for final approval and Annual Certificate of Status. Timeline for this is mid-March with Annual Certificates to be completed by July 31st.
7. **Questions? Contact your District LSM Director and see the Requirement checklist on the Great Plains website – www.greatplainsumc.org/lay-servant-ministries.**

Part 1. DATA ON THE LAY MINISTER

Name: _____

Your Complete Mailing Address: _____

Your Phone: (Cell) _____ (Other) _____

Your E-Mail: _____

Recommending Church where you are Professing Member: _____

District: _____ City/State/Zip: _____

Church email address: _____

Are you a Professing member of a United Methodist Church? Yes No

If not assigned to a specific church - are you called and willing to provide pulpit supply (beyond your local Church)?

Yes No

Specific pulpit supply information: _____

Ethnicity: African Asian Black Hispanic/Latino Multi-Racial Native American
Pacific Islander White Prefer not to answer

Part 2. STATUS OF THE LAY MINISTER applicant - *Attach Certificate of Completion for each course.*****

Is this an Initial application for Certified Lay Servant? Yes No

Or is this a Certified Lay Speaker **Renewal**? Yes No

Required Courses for Certified Lay Minister: ***Please attach copies of the Certificate of Completion for each course***.

1) Lay Servant Ministries – Basic Course

a. **Date, location, and instructor of this course**

2) Lay Servant Ministries Advanced Course – Great Plains requirement is the Spiritual Gifts Course – Each One a Minister (prior to January 2025) - Date, location and instructor of this course

OR

**For the Common Good: Discovering and Using Your Spiritual Gifts (after January 2025)
Date, location, and instructor of this course**

3) Great Plains required (please list date and instructor for these courses).

a. **New Testament – “Reading the New Testament with Fresh Eyes”**

b. **Old Testament – “Finding the Christian Story in the Old Testament”**

c. **Preaching – “Preaching for Transformation”**

d. **CLM Modules 1-4: Date Completed all four CLM Modules -**

4) **Safe Gatherings Approval – Please attach “Certificate of Approval.”**

a. **Date Your Safe Gatherings approval expires**

i. _____

5) **All Lay Minister applicants - please list any other “approved advanced Lay Servant Ministry” courses you have completed. (CLM Renewal – please list courses here that you have completed for CLM requirements prior to January 1, 2025, if they are different than above courses).**

- **Note: January 1, 2025 to June 30, 2027, only courses approved by Discipleship Ministries and the three Great Plains specific CLM Courses (OT, NT, and Preaching) will be accepted as “approved advanced” Lay Servant Ministry Courses. For course offerings in the Great Plains Conference and through BeADisciple see the Great Plains webpage – www.greatplainsumc.org/lay-events Please be sure the courses offered are endorsed as “approved advanced Lay Servant Ministry” courses.**
- **Lay Ministers renewing - Have you completed an “approved advanced” Lay Servant Ministries course in the last two years?**

Yes	No
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Please see the Lay Servant Ministries Great Plains webpage to download the current year “Lay Servant Ministries” catalog. www.greatplainsumc.org/lay-servant-ministries

Please list date, title, location, and instructor of each “approved advanced” Lay Servant Ministry course - not recorded on the previous page.

******Please attach all “certificate of completions” for the above courses.******

Part 3. Lay Servant Role

What are your top three Spiritual Gifts?

What gifts, skills, and abilities do you bring to ministry as a Lay Minister?

As a Lay Minister, how will these gifts, skills and abilities empower you to support the mission and vision for your Local Church, The Great Plains Conference, and the United Methodist Church?

How has your sense of call as a Lay Minister grown or changed this last year?

Briefly, tell us about your Lay Minister experience that you have had in this last year?

How have you experienced the presence of God in your ministry?

The CLM Mutual Ministry Team Covenant is a very helpful tool to guide the total ministry of the congregation. The MMT Covenant helps guide the CLM, the congregation, and the district leaders, toward mission and ministry by clarifying pastoral expectations, stating ministry priorities and deciding leadership support.

Please list names and positions of “key” leaders from your local church that serve on your Mutual Ministry Mutual Ministry Team (MMT)?

What part do these key leaders have in developing the Mutual Ministry covenant for your ministry?

Briefly describe how this covenant helps guide the missional purpose of everyone involved in the Mutual Ministry Covenant and how the Mutual Ministry Covenant has nurtured relationships in respect to collegiality, mutual support and open communication, as well as commitment to the mission and vision of the United Methodist Church.

How often does your MMT review your Mutual Ministry Covenant?

How do you feel your ministry needs to be strengthened?

What courses are you interested in so that you are better equipped as a Lay Minister?

Part 3a. LAY MINISTRY INTERESTS -

Interested in Conference **Committees and Nominations** - Please see www.greatplainsumc.org/serve for more information to nominate others or yourself.

In the space below, please provide some ideas for Laity Summit workshops.

Part 4. PUBLICATION OF PERSONAL INFORMATION

Details about Lay Servants, Lay Speakers and Certified Lay Ministers may be published in the annual conference journal. Please check the box if you give permission for your information to be published in the Great Plains Journal.

Publish my name and contact information.

Do not publish my name and contact information.

Part 5. REQUEST OF THE CERTIFIED LAY MINISTER APPLICANT – The Lay Minister applicant has completed this form and is submitting it in-person

requesting the recommendation of The Pastor and Local Administrative Board/Council or One Board and/or supervisory team to begin/renew (please circle) as a Certified Lay Minister for the ensuing year.

_____ We recommend approval

_____ We do not recommend approval

Signature of Pastor : _____ Date: _____

Signature of Local Church Administrative Board/Council Chair

_____ Date: _____

Pastor and Local Church Board/Council – please review this Annual Report with the Lay Speaker applicant. Also, please see “Talking Points” page provided by the Lay Minister Applicant, on page 7 of this Annual Report form. Review questions of your choice from the “Talking Points.” Please add any comments below you would like to share.

Lay Minister applicant: Submit this signed form and minutes to be included in the fall Charge/Church Conference Book. Keep a copy for your personal records.

Part 6. RECOMMENDATION OF THE CHARGE CONFERENCE

The **charge conference** of _____(charge) recommends that the above person begin/renew (please circle) as a Certified Lay Minister for the ensuing year.

Note: These votes and signatures are for recommendation. This document along with supporting documents will be submitted to the District Lay Servant Ministries Committee and the Conference Lay Servant Ministries Committee for final Annual approval and Certificate of Lay Servant Status.

Charge Secretary Signature: _____

Presiding District Superintendent or Elder Signature: _____

Date of Charge Conference: _____

Note: Charge Conference Secretary.

- Please submit this form with the Charge Conference Packet to the District Administrative Assistant.
- The District Administrative Assistant will then upload the
 - Annual Report, Course Certificate of Completions, along with any other supporting documents to the "Lay Servant Ministries SharePoint site for the District and Conference Team to review.

Part 7. Recommendations from the Local Church and The Charge Conference will be reviewed by the GP Conference CLM Sub-Team, the District LSM Team, and Conference Lay Servant Committee for final approval and Annual Certificate of Status. (Please see CLM Requirement checklist and the Time-line policy on our Great Plains website - [Lay Servant Ministries](#))

Talking Points and Discussion Questions: for Local Church Pastor and Administrative Board/Council or One Board interview

- Have the applicant describe their faith journey and their understanding of the call of God upon their life.
- Have the applicant describe their understanding of God, Christ, and the work of the Holy Spirit?
- Have the applicant describe their service in the local church, district or beyond that has demonstrated their appreciation of the history, doctrine, polity, worship and liturgy of The United Methodist Church.
- Have the applicant share the spiritual disciplines they are practicing for personal spiritual growth?
- Have the applicant share the spiritual disciplines they are practicing for their physical care?
- Please see discussion questions below.
 - Do you know God as a pardoning God? What does that mean to you? Describe to us how God's love lives in you. Do you desire nothing but God? Describe to us what it means to be holy in all manner of conversation?
- Have they the gifts, as well as the evidence of God's grace, for the work? Have they a clear, sound understanding, a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?
- Have the applicant share anything else about how they practice the General Rule of Discipleship.

The General Rule of Discipleship (To witness to Jesus Christ in the world, and to follow his teachings through acts of compassion, justice, worship, and devotion under the guidance of the Holy Spirit.) is a simple guide for the Christian life. It serves to remind disciples of the essential practices required of those who accept the challenge of Jesus to “deny themselves, take up their cross daily, and follow me” (Luke 9:23). It aims to help disciples to keep Christ at the center of all they do as they conduct themselves in their home, workplace, recreation, and the church. As they keep Christ at the center, faithful disciples follow the teachings about Jesus no less than the teachings of Jesus.