Great Plains Conference Certified Lay Servant (CLS) Annual Requirement Checklist

2025 Charge Conference Season for July 1, 2026 to June 30, 2027 Credentialing Requirements per ¶ 266 (2024 BOD)

Check box: Initial Credentialing ☐ **Renewal Credentialing** ☐

District Directors: please fill out the following information. This information is found on each person's current year Annual Report

Name	
City and Sate	
Email Address	
Phone Contact Information	
Email	
District and Annual Conference	
Is Lay Servant applicant a Professing Member of a United Methodist Church	
Name of UMC or Ministry Setting	

The information below is found on the CLS Annual Report:

List in each box

Date Completed	**Annual Certified Lay Servant (CLS) Requirements.**
	To approve as a Lay Servant (CLS) -the following two courses are required. Please fill this date out for all CLS's - "Initial" and "Renewal" applicants. 1) Introduction to Lay Servant Ministries – Basic Course 2) For the Common Good: Discovering and Using Your Spiritual Gifts
	Date and Title of **Last** "approved advanced Lay Servant" course listed on the Annual Report. Title:
	For Renewal – An "approved advanced Lay Servant" course is required every three years. List the date the applicant is required to complete an "Approved Advanced" Lay Servant Ministry Course.
	Safe Gatherings is required for all Lay Servants. List the Date the applicant's Safe Gatherings certificate expires.
	Date the District Committee on Lay Servant Ministry Team Reviews the Annual Report. Check the box - Recommends approval ☐ Does not Recommend approval ☐
	Date the Conference Lay Servant Ministry Team Reviewed Recommendations and Annual Reports. Recommends approval ☐ Does not Recommend approval ☐
	This document, a copy of the person's Brick River Lay Servant database record, and the Annual Certificate of Credentialing will be emailed to the person above by the Conference Lay Leadership Coordinator before July 30, 2026.
Notes: From LSM Directors for the applicant.	

Revised 07/01/2025

Note: "Each One a Minister- Rediscovering Your Spiritual Gifts" is also an "approved advanced" course, prior to January 2025 for initial CLS certification.

BeADisciple courses - must have the following endorsement to be an "approved advanced LS course" for Initial or Renewal credentialing. *This course has been approved by Discipleship Ministries as an advanced course in Lay Servant Ministries. It provides the required 10 contact hours.*