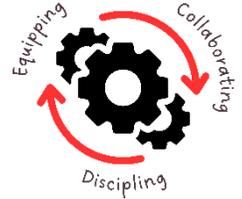




CERTIFIED LAY SERVANT Annual Report

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 the Lay Servant applicant for submission to vote at local church Administrative Board/Council or One Board.

*****This Report must be included in the Book for vote at each respective Fall Charge Conference.**

Directions for completing report:

1. **The Lay Servant 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, 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 Servant** 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 Lay Servant. Ask the local church Pastor and Board/Council to vote “**to recommend or not recommend**” for Lay Servant. 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, and the District Lay Servant Ministry Team, will be reviewed by the Conference Lay Servant Committee for final approval and Annual Certificate of Status. Timeline for this is mid-March with Certificates to be completed by July 31st.
7. **Questions? Contact your District LSM Director and also see the Requirement checklist on the Great Plains website – www.greatplainsumc.org/lay-servant-ministries.**

Part 1. DATA ON THE LAY SERVANT

Name: _____

Your Complete Mailing Address: _____

Your Phone: (Cell) _____ (Other) _____

Your E-Mail: _____

Recommending Church where you are Member: _____

District: _____ City/State/Zip: _____

Church email address: _____

Are you a Professing member of a United Methodist Church? _____ _Yes _____ No

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 SERVANT = **Attach a "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 –

a. **Each One a Minister (prior to January 2025)**

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

OR

b. **For the Common Good: Discovering and Using Your Spiritual Gifts (after January 2025)**

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

3) Safe Gatherings Approval – Please attach "Certificate of Approval."

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

i. _____

4) All Lay Servant applicants - please list any other "approved advanced Lay Servant Ministry" courses you have completed.

- *******Please attach "certificate of completions."**
- **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 Servants renewing - Have you completed an "approved advanced" Lay Servant Ministries course in the last three years? Yes No**
- **For #4 - Please list date, title, location, and instructor of each "approved advanced" Lay Servant Ministry course.**

*******Please attach all "certificate of completions" for above courses. *******

Please see the Lay Servant Ministries Great Plains webpage to download the current year "Lay Servant Ministries" catalog. www.greatplainsumc.org/lay-servant-ministries

Part 2 question 5

5) Please list any other Continuing Education Courses.

Please list Date, Title, location, and instructor

Part 3. LAY SERVANT ROLE – please provide brief statement to the following:

What are your top three Spiritual Gifts?

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

How do your specific Spiritual Gifts empower you to support the mission and vision of your local Church, the Great Plains Conference and The United Methodist Church?

How has your sense of “calling” to Lay Ministry grown or changed in the last year?

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

Tell us about your leadership experience you have had in the local church within the last year.

Where do you feel your ministry needs to be strengthened?

What courses are you interested in so that you are better equipped in your leadership?

Do you want more information on the credentialing process as a Certified Lay Speaker (CLS) or Certified Lay Minister (CLM)? Yes No

Part 3a. LAY MINISTRY INTERESTS -

Information for Committees and Nominations - Please see www.greatplainsumc.org/serve for more information to serve on Conference Committees. This is a good place to provide 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 LAY SERVANT – vote of Recommendation for Approval and Signatures

Lay Servant has completed this form and is submitting it in-person

requesting the recommendation of The Pastor and Local Administrative Board/Council or One Board to begin/renew (please circle) as a Certified Lay Servant 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 see review this Annual Report with the Lay Servant applicant. Also, please see “Talking Points” page provided by the Lay Servant Applicant, on page 5 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 Servant: 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 Servant for the ensuing year.

Note: These votes and signatures are for recommendation of approval. 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: _____

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 District and Conference Lay Servant Committee for final approval and Annual Certificate of Status.

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

- Tell us about your faith journey and your understanding of the call of God upon your life.
- How would you describe your understanding of God, Christ, and the work of the Holy Spirit?
- Tell us how your service in the local church or beyond has demonstrated your appreciation of the history, doctrine, polity, worship and liturgy of The United Methodist Church.
- What are you doing for personal spiritual growth?
- What are you doing to take care of yourself physically?
- Other comments you want to make about how you 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.”* From www.umcdiscipleship.org – The General Rule of Discipleship.