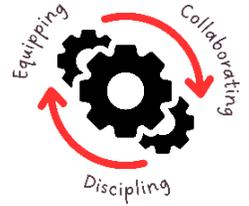




# CERTIFIED LAY SPEAKER Annual Report



**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:**

- The Lay Speaker applicant is responsible** for completing and submitting this form. Please read the entire document.
- 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.
- Lay Speaker 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 Lay Speaker. Ask the local church Pastor and Board/Council to vote **“to recommend or not recommend”** for Lay Speaker. 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.
- Please **submit** a copy of all course **“Certificate of Completions”** with your Annual Report.
- Keep a copy** of all Annual Reports, supporting documents and Certificates for your personal records.
- 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 31<sup>st</sup>.
- Questions? Contact your District LSM Director and also see the Requirement checklist on the Great Plains website – [www.greatplainsumc.org/lay-servant-ministries](http://www.greatplainsumc.org/lay-servant-ministries).**

**Part 1. DATA ON THE LAY SPEAKER**

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

**Initial** is the applicant a Certified Lay Servant  Yes  No  
Or is this a Certified Lay Speaker **Renewal**  Yes  N

**Part 2 – STATUS OF THE LAY SPEAKER – (Required Courses) \*\*\*\* Attach 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**

**Required track of Study – Please include title, date, location and instructor – Attach**

**Leading Worship:** \_\_\_\_\_

**Leading Prayer:** \_\_\_\_\_

**Preaching:** \_\_\_\_\_

**UM Heritage:** \_\_\_\_\_

**UM Polity:** \_\_\_\_\_

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

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

i. \_\_\_\_\_

- 4) All Lay Speaker 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](http://www.greatplainsumc.org/lay-events) Please be sure the courses offered are endorsed as “approved advanced Lay Servant Ministry” courses.

For #4 - Please list date, title, location, and instructor of each “approved advanced” Lay Servant Ministry course - not recorded on page 3.

- Lay Speakers renewing - Have you completed an “approved advanced” Lay Servant Ministries course in the last three years?  Yes  No

\*\*\*\*Please attach all “certificate of completions” for the 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-ministires](http://www.greatplainsumc.org/lay-servant-ministires)

- 5) Please list any other Continuing Education Courses.  
 Please list Date, Title, location, and instructor

**Part 3. LAY SERVANT ROLE – please provide a 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 Speaker?**

**As a Lay Speaker, 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 Speaker grown or changed this last year?**

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

**Has your Pastor or local church heard you speak in this last year?**       Yes       No

**Have you asked your Pastor or local church to listen to a sermon you prepared?**       Yes       No

**Share a few resources that you use to prepare your sermon or speaking engagement.**

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

**How do you feel your ministry needs to be strengthened?**



## **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, district 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?
- Does the applicant know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?
- Have they the gifts, as wells 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 they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their service?
- 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](http://www.umcdiscipleship.org) – The General Rule of Discipleship.