



# LAY SPEAKER ANNUAL REPORT

## MISSOURI CONFERENCE/THE UNITED METHODIST CHURCH REPORT OF THE LAY SPEAKER TO THE CHARGE CONFERENCE

Initial Application or Request for Renewal for 2012 (Para 266-269, 2008 Book of Discipline)

This report covers the 12-month period from January to December 2011.

### PART 1. DATA ON THE LAY SPEAKER

Name

Name you go by (i.e. Sue, Bob)?

Address

City, MO Zip

Church UMC

(Check Contact Phone)

Home Phone

Work Phone

Cell Phone

Email

District

### PART 2. STATUS OF THE LAY SPEAKER (Renewal applicants must also complete the other side of this form)

I am 1<sup>st</sup> TIME APPLICANT as a:  Certified Lay Speaker  Local Church Lay Speaker

I am applying for RENEWAL as a:  Certified Lay Speaker  Local Church Lay Speaker

I  have  have not completed the basic course for lay speakers. Date: .

I  have  have not completed an advanced/refresher course? Date: . (Since 12/31/08?)

What was the title of the last advanced/refresher course taken?

If Certified, enter the date of your initial Certification. Date: .

Areas of Ministry: Select two from the instruction page for which you would best like or feel best equipped to serve: . If applying as a Certified Lay Speaker,

are you willing to serve in these capacities beyond your local church?  Yes  No

Including Pulpit Supply?  Yes  No

### PART 3. REQUEST OF THE LAY SPEAKER

I hereby request recommendation of my pastor and my charge conference for the above and for the ensuing year.

\_\_\_\_\_  
(Date) (signed) \_\_\_\_\_  
(Lay Speaker)

### PART 4. RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this lay speaker to begin or renew as a

Certified Lay Speaker  Local Church Lay Speaker for the ensuing year.

In addition, I recommend this Certified Lay Speaker for Pulpit Supply beyond the local church.

\_\_\_\_\_  
(Date) (signed) \_\_\_\_\_  
(Pastor)

### PART 5. RECOMMENDATION OF THE CHARGE CONFERENCE

The charge conference of the \_\_\_\_\_ (church or charge) recommends that the above lay speaker begin or renew as a  Certified Lay Speaker  Local Church Lay Speaker for the ensuing year.

\_\_\_\_\_  
(Date) (signed) \_\_\_\_\_  
(District Superintendent)

### PART 6. ACTION BY THE DIRECTOR/DISTRICT COMMITTEE ON LAY SPEAKING MINISTRIES

This application to begin or be renewed as a  Certified Lay Speaker  Local Church Lay Speaker within the \_\_\_\_\_ District of the Missouri Conference is  approved for the ensuing year

disapproved because \_\_\_\_\_

\_\_\_\_\_  
(signed) \_\_\_\_\_

(Date)

(District Director Lay Speaking Ministries)

## LAY SPEAKER'S ANNUAL REPORT FOR

(Name)

### PART 7. MINISTRIES BY THE LAY SPEAKER

During the past year I have participated in these ministry opportunities:

- Served as a MEMBER of Committee, Board Commission, Council, Task Force
  - At my local church (Describe)
  - Beyond my local church:
    - In my District (Describe)
    - In my Conference (Describe)
    - Other (Describe)
- Served as CHAIR of Committee, Board Commission, Council, Task Force (Describe)
- Served as a volunteer at a community agency (Describe)
- Provided one-on-one caring:
  - Hospital, nursing home or shut-in
  - Membership/evangelism visitation
  - Other:
- Provided leadership in caring/outreach projects (food pantry, prison ministry, Society of St. Stephen) (Describe)
- Taught classes (How many, describe)
- Served as worship leader (How many times)
- Delivered devotional messages (Where, how many)
- Preached in worship services (Where, how many)

Additional opportunities for leading, caring and communicating ministries participated in by the lay speaker (describe opportunity and your part in it):

### PART 8. PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER

In what activities have you engaged and/or what books have you read and used during the past year to help your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and improve your skills in leading, caring and communicating?

### PART 9. FEEDBACK BY THE LAY SPEAKER

Do you believe that you have had adequate opportunity for lay speaking ministry this year?

- Yes       No (If No, please explain)

What additional training or support do you need?

Give any recommendations you have for improving the Lay Speaking Ministries in your district or annual conference:

THIS CHARGE CONFERENCE REPORT FORM HAS BEEN APPROVED FOR USE WITHIN THE DISTRICTS OF THE MISSOURI CONFERENCE. NOTICE: After this form is completed and signed copies may be made as required (for example the lay speaker, church, district, etc.). As a minimum, one copy should be forwarded to the District Director of Lay Speaking, and the original becomes a part of the Charge Conference minutes maintained at the church.

*Lay Speaking Ministries: "Equipping United Methodists for all facets of lay ministry."*

**Instructions for completing the Lay Speaker Annual Report.** This application may be used within the local church for a lay person to apply to their church for permission to begin lay speaking courses and ministries with the intention of becoming a local church or certified lay speaker (Parts 1-4 apply); or as an initial application (Parts 1-6 apply) and annual renewal form (Parts 1-9) in accordance with the *Book of Discipline* (see next page) for either a local church or certified lay speaker.

**Part 1. Data:** Fill out completely. Contact information is essential.

**Part 2. Status:** If you are "1<sup>st</sup> TIME APPLICANT" so indicate. If you have taken both a basic and advanced course, you may apply as either a Certified Lay Speaker or Local Church Lay Speaker.

If you are RENEWING your status, please indicate for Certified or Local Church Lay Speaker.

Mark the courses you have taken (basic, advanced, refresher), and dates along with the title of the latest advanced or refresher course. Note if you are RENEWING and have not taken an advanced or refresher course since the date indicated, you will lose your lay speaker status. Contact your district director immediately to schedule courses to meet the requirements.

If certified, please enter the approximate date in the space provided of the first charge conference that certified you as a Certified Lay Speaker to aid in updating our records.

**Areas of Ministry:** Since lay speaking ministries encompass a wide range of service, the committee on lay speaking is often called to recommend lay speakers for service beyond the local church. Please indicate the areas of ministry emphasis in priority for which you would want to be considered from the following:

Accountability Groups, Administration, Bible Study, Chaplaincy, Children, Counseling, Evangelism, Healing, Homeless, Housing, Leadership, Missions, Music, Prayer, Preaching, Prison Ministry, Speaking, Stewardship, Sunday School, Teaching, Visitation, Worship, Youth, Other (specify).

**Part 3. Request:** The *Book of Discipline* requires that the lay speaker make application in writing through his or her local church. Often the pastor will seek the recommendation of the Staff Parish Relations Committee who is charged with reviewing all applications for ministry.

**Part 4. Pastor Recommendation:** The pastor takes the recommendation of the SPRC (if applicable), recommends concurrence by dating and signing. It is highly recommended that the lay speaker meet with the pastor to discuss his or her progress in lay speaking ministries and spiritual development. In addition, the pastor may choose to recommend the lay speaker for pulpit supply beyond the local congregation. (Lack of a recommendation does not inhibit the lay speaker from serving should he be invited to do so.)

**Part 5. Charge Conference Recommendation:** The Charge (or Church) conference recommends the lay speaker. Note that the District Superintendent's signature only indicates that the charge conference has made the recommendation and does not approve the application.

**Part 6. Action:** The action by the District Committee on Lay Speaking approves or disapproves the application. Reasons for disapproval are normally lack of completion of courses or other knowledge known to the committee.

Parts 7, 8 and 9. Ministries, Spiritual Growth and Feedback: Your input helps reviewers at each level make their recommendations. They are also a means for the lay speaker to measure his or her own accountability in ministry. Please describe and reflect on your experiences as a disciple and lay speaker.

## Lay Speaking Ministries from *The Book of Discipline, 2008*

¶ 266. Lay Speaking—1. A lay speaker (local church or certified) is a professing member of a local church or charge who is ready and desirous to serve the Church and who is well informed on and committed to the Scriptures and the doctrine, heritage, organization, and life of The United Methodist Church and who has received specific training to develop skills in witnessing to the Christian faith through spoken communication, church and community leadership, and care-giving ministries. An applicant must be active in the support of the local church or charge.

2. Lay speakers are to serve the local church or charge (or beyond the local church or charge) in any way in which their witness or leadership and service inspires the laity to deeper commitment to Christ and more effective discipleship, including the interpretation of the Scriptures, doctrine, organization, and ministries of the church.

3. Through continued study and training a lay speaker should prepare to undertake one or more of the following functions, giving primary attention to service within the local church or charge.

a) To take initiative in giving leadership, assistance, and support to the program emphases of the church.

b) To lead meetings for prayer, training, study, and discussion when requested by the pastor, district superintendent, or committee on lay speaking.

c) To conduct, or assist in conducting, services of worship, and present sermons and addresses when requested by the pastor, district superintendent, or committee on lay speaking.

d) To relate to appropriate committees and ministry areas in providing leadership for congregational and community life and fostering care-giving ministries.

e) To assist in the distribution of the elements of Holy Communion whenever celebrated upon request by the pastor of the church of which the lay speaker is a member.

4. Lay speaker training courses shall be those recommended by the General Board of Discipleship or alternates approved by the conference committee on lay speaking. Such training should enable ministries with all language and cultural groups as appropriate.

5. It is recommended that a service of commitment be held for persons recognized as local church or certified lay speakers.

¶ 267. Local Church Lay Speaker—1. A candidate may be recognized as a local church lay speaker by the district or conference committee on lay speaking after the candidate has:

a) Made application in writing to the appropriate committee and has been recommended by the pastor and the church council or the charge conference of the local church in which membership is held. The district superintendent shall be responsible for reporting the names of applicants to the appropriate committee.

b) Completed the basic course for lay speaking.

2. The local church lay speaker shall serve the local church in which membership is held by witness of the spoken word, vital leadership service, and care-giving ministry (see ¶ 266.3).

3. To maintain status, a report and reapplication with recommendations must be submitted annually and a refresher course approved by the Conference Committee on Lay Speaking Ministries must be completed once in every three years. (see ¶ 247.11).

¶ 268. Certified Lay Speaker—1. A candidate may be recognized as a certified lay speaker by the district or conference committee on Lay Speaking Ministries after the candidate has:

a) Made application in writing to the appropriate committee and has been recommended by the pastor and the church council or the charge conference of the local church in which he or she holds membership.

b) Completed both basic and one advanced training courses for lay speaking.

c) Had his or her qualifications reviewed and approved by the appropriate committee (see ¶ 258.2 f [9]).

2. The certified lay speaker shall continue to serve the local church in the witness of the spoken word, vital leadership service, and care-giving ministry (see ¶ 266.1). In addition, the certified lay speaker may serve in the district and conference and in local churches other than the local church in which membership is held.

3. Recognition as a certified lay speaker shall be renewed annually by the district or conference committee on Lay Speaking Ministries after the certified lay speaker has:

a) Requested in writing the renewal of certification.

b) Submitted an annual report to the charge conference and the committee on Lay Speaking Ministries, giving evidence of the satisfactory performance of lay speaking service.

c) Been recommended for renewal by the pastor and the church council or charge conference.

d) Completed at least once in every three years an advanced course for lay speakers.

¶ 269. Transfer of Certification by Certified Lay Speakers—A certified lay speaker who moves may transfer certification to the new district upon receipt of a letter from the previous district's committee on Lay Speaking

Ministries confirming current certification and the date of completion of the most recent advanced course taken.  
Further renewal of certification is in accordance with ¶ 267.