

# Lay Speaker's Annual Report

The Lay Speaker's Annual Report has two very specific uses.

1. Any lay speaker -- whether local church or certified lay speaker -- to remain in good standing is obliged to fill in the form annually before charge conference and submit it to her or his pastor. After approval by both the pastor and the charge conference, a copy is to be sent to the district office for the use of the district committee on lay speaking ministries.
2. Any person seeking to become a lay speaker is required to submit this form to his or her pastor for approval by the pastor and the charge conference or church council. The form may be printed and reproduced for the above-stated purposes.

## Part 1. Data on the Lay Speaker

Mr.  Mrs.  Ms.  Name

What name do you go by (i.e. Sue, Bob, Jim) Address

City/State/Zip Home Phone Work Phone

E-Mail Name of District: Name of Church

Church Address City/State/Zip Church Phone

## Part 2. Status of the Lay Speaker (Renewal applicants must complete the entire form.)

I am applying to BEGIN as a: certified lay speaker  local church lay speaker

I have  have not  completed the **basic** training course for lay speakers.

I have  have not  completed an **advanced** training course for lay speakers.

I am applying for renewal as a:  certified lay speaker  local church lay speaker

What year did you complete the LAST advanced course you took?

What was the TITLE of the LAST advanced course you took?

## Part 3. Request of the Lay Speaker

I hereby request recommendation of my pastor and my charge conference to begin or renew as a  
 certified lay speaker  local church lay speaker for the ensuing year.

Date

Signature

## Part 4. Recommendation of the Pastor

I recommend concurrence with the request of this lay speaker to begin or renew as  
 certified lay speaker  local church lay speaker for the ensuing year.

Date

Signature of the Pastor

## Part 5. Charge Conference Recommendation

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

Signature of the District Superintendent

## Part 6. Action by the District Committee on Lay Speaking

This application to begin or be renewed as a  certified lay speaker  local church lay speaker within the  
\_\_\_\_\_ District of the Oklahoma Conference is  approved  disapproved for the ensuing year.

Date

Signature of the Chair of the District Committee on Lay Speaking Ministry

**Part 7. Ministries by the Lay Speaker**

During the past year, I have participated in these ministry opportunities (please check the appropriate boxes, and then provide specific corresponding ministry opportunities):

- at my local church: \_\_\_\_\_  beyond my local church: \_\_\_\_\_
- in my district: \_\_\_\_\_  in my conference: \_\_\_\_\_
- in my jurisdiction: \_\_\_\_\_  at the general church level: \_\_\_\_\_
- served as CHAIR of committee, board, task force: \_\_\_\_\_
- served as a volunteer at a community agency: \_\_\_\_\_
- provided one-on-one caring: \_\_\_\_\_  at a hospital, nursing home, or to a shut-in: \_\_\_\_\_
- in membership/evangelism visitation: \_\_\_\_\_  other: \_\_\_\_\_
- provided leadership in caring/outreach projects -- such as a food pantry, prison ministry, Society of St. Stephen: \_\_\_\_\_
- taught classes (what, how many): \_\_\_\_\_
- served as a worship leader in services (how many): \_\_\_\_\_
- delivered devotional message: \_\_\_\_\_
- 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 you develop your devotional life, improve your understanding of the Bible, improve your understanding of The United Methodist Church, and to improve your skills in leading, caring, and communicating?

**Part 9. Feedback by the Lay Speaker**

Do you believe that you have had adequate opportunity or service as a lay speaker 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 ministry in your district or annual conference: \_\_\_\_\_

This Charge conference form has been approved for use within the Districts of the Oklahoma Conference. After this form is completed and signed by the lay speaker, pastor, and District Superintendent, the office of the District Superintendent is requested to reproduce **five** copies and distribute as follows: (1) Lay Speaker, (2) Pastor, (3) District Superintendent, (4) District Director of Lay Speaking ministry, and (5) Conference Director of Lay Speaking ministry. The **original** form goes to the recording Secretary of the Charge Conference.