

Instruction Sheet for CC Form #19

Lay Speaker Annual Report – Eastern Shore District

Lay Speaking Ministries
Annual Report to Charge Conference
Virginia Conference
The United Methodist Church

(PART 1) DATA ON THE LAY SPEAKER

To be filled out by the Lay Speaker. Please complete all information. Contact information is very important for the Lay Speaking Ministry Committee to maintain.

(PART 2) STATUS OF THE LAY SPEAKER

Training Status:

Certified Lay Speakers must have completed at least one (1) advanced course in the past 3 years. If you have not done so, you are not eligible to register as a CLS and must register as a LCLS until you have completed the required training.

Applying First Time:

Check BEGIN if you have completed the Basic Lay Speaking training in the past year and request to begin as a local church Lay Speaker.

Check BECOME if you are a local church Lay Speaker in good standing and have completed an Advanced Lay Speaking Course in the last year to become a Certified Lay Speaker.

NOTE: Although not required, a local church lay speaker with Basic only should be encouraged to attend Advance Lay Speaking training. A LCLS is not required to register as a certified lay speaker when they take advanced courses.

Advanced lay speaking courses provide additional training that is useful for all lay speakers in their local churches

Applying as a Renewal:

Check RENEWAL/local church lay speaker if you are in good standing as a local church lay speaker to continue for the next year.

Check RENEWAL/certified lay speaker if you are in good standing as a certified lay speaker to continue for the next year.

For Certified Lay Speakers – You must list the last YEAR you completed your LAST advanced course and the TITLE. The report is incomplete without this information.

(PART 3) REQUEST OF THE LAY SPEAKER

There is a Page 2 of this report. Make sure all information is complete in Part 1, 2, 6, 7, and 8 before completing Part 3. The report is incomplete if information is missing and may be returned to you or the pastor.

Once your information is complete, check the appropriate box to begin or renew as a local church lay speaker or certified lay speaker. You must sign and date or the report is incomplete.

(PART 4) RECOMMENDATION OF THE PASTOR

Pastors - It is the responsibility of each Lay Speaker to complete this form. **Do not sign** unless all the required information in Part 1, 2, 3, 6, 7, & 8 is COMPLETE.

Please ensure that the Lay Speaker has completed the required training for the type of Lay Speaker they are registering with the District. If they have not had the required training in the past 3 years, they are not eligible to register. If unsure of their training status, contact the District Office.

(PART 5) RECOMMENDATION OF THE CHARGE CONFERENCE

Please ensure that the Lay Speaker has completed the required training for the type of Lay Speaker they are registering with the District. If they have not had the required training in the past 3 years, they are not eligible to register. If unsure of their training status, contact the District Office. The District Superintendent signs the report.

Complete all parts of the report. There are 2 pages. Make sure you are using the most current version available on the district website <www.easternshoredistrictumc.org>

(PART 6) MINISTRIES BY THE LAY SPEAKER

Please read the instructions carefully for Part 6 and complete all information.

CARING MINISTRIES

Lay Speakers, check all applicable boxes. Please provide details in Part 7: Personal and Spiritual Growth by the Lay Speaker. You may attach a separate sheet.

LEADING MINISTRIES:

Local Church Ministries:

Lay Speakers, check all applicable boxes. Please provide details in Part 7: Personal and Spiritual Growth by the Lay Speaker. You may attach a separate sheet.

SPEAKING MINISTRIES.

To complete this section check the appropriate box and then indicate how many times you participated in each speaking ministry checked.

Example:

brought the message in 8 worship services

List additional opportunities in Part 7 or on a separate piece of paper.

(PART 7) PERSONAL AND SPIRITUAL GROWTH

Please list at least 3 activities you have served in and 3 books you have read. It is very important that Lay Speakers participate in activities and read materials that help you in your personal and spiritual growth.

(PART 8) FEEDBACK:

Please indicate Yes or No and provide additional comment if desired.

***YOU ARE NOW READY TO COMPLETE PART 3 and SUBMIT TO THE PPRC & PASTOR.
Keep a copy for your records.***

DISTRICT COMMITTEE ON LAY SPEAKING

After the Charge Conference, the Committee on Lay Speaking will review the annual reports.

What is Lay Speaking Ministry?

Leading, Caring, Communicating: these words characterize what lay speakers do in ministry as The United Methodist Church engages the world of the twenty-first century!

LEADING: Lay speakers combine words and actions in leadership roles within their churches and communities.

CARING: As lay speakers combine words with deeds, they find ways to care for others. Some are involved in crisis ministries, such as visiting grieving families. Lay speakers share a ministry of caring one-on-one with people in times of need and in times of joy, and show their faith by responding to others with care--giving love and service.

COMMUNICATING: Both the Bible and Christian experience point to the importance of proclaiming God's transforming love for a broken world. Lay speakers often fill pulpits, lead Bible studies, or speak in youth and children's groups, healthcare centers, retirement centers, prison ministries, and more.

Lay Speaking Ministries is a program to provide training opportunities and experiences to equip disciples of Jesus Christ to realize and respond to their personal call to ministry. Since each disciple is 'gifted' with one or more spiritual gifts (skills given by the Holy Spirit for the express purpose of serving the body of believers and thereby God), Lay Speaking Ministries strives to help disciples become aware of their particular gift or gifts by offering educational events to enhance and develop the skill level necessary for the full fruition of these gifts. It is an excellent vehicle for servant ministry skill development and has aided thousands of church members to be better servants of Jesus Christ, to become stronger church family leaders, and to more capably assist their pastors.

Lay Speaker Annual Reports

Annual reports are required for all Local Church and Certified Lay Speaking Ministers (LSMs). The annual reports serve two purposes: 1) a request for a trained candidate to begin as a new Lay Speaking Minister or a request for a trained and previously approved Lay Speaking Minister to continue; and 2) a written report of what the Lay Speaking Minister has accomplished in the past year in the leading, caring and speaking ministries in their local church and beyond.

Requirements: In order for a Lay Speaking Minister to be approved by the District Committee on Lay Speaking Ministry, the new candidate or renewing Local Church LSM must submit a complete and accurate annual report and have completed the basic course within the past 3 years. A new or renewing Certified LSM must have completed an advanced course in the past 3 years. Typically, a LSM should serve as a Local Church LSM for one year before applying as a Certified Lay Speaker even if they have taken an advanced course.

What is expected of a Lay Speaker?

Local Church Lay Speakers

- Support and minister to the local church
- Look for leadership opportunities in the local church
- Must file a report with their Charge Conference every year
- Take a refresher course every three years

Certified Lay Speakers

- Support and minister to the local church and beyond
- Can be utilized by other congregations
- Look for leadership opportunities in the local church and beyond
- Must file a report with their Charge Conference every year
- Must take at least one Advanced Course every three years to maintain certification.

Annual reports are reviewed and signed (as applicable) by:

- **Staff Pastor Parrish Relations (SPPR) Committee (submits all reports with FORM CC-18)**
- **Pastor**
- **Administrative Board/Council (as applicable)**
- **Annual Charge Conference**
- **District Superintendent**
- **District Committee on Lay Speaking**

1. **The new or renewing Lay Speaker** submits a complete, accurate, and signed annual report to the SPPR Committee for review.
2. **The SPPR Committee** reviews the information for accuracy. The committee may interview new or renewing LSMs to discuss their ministry to include any concerns of either the committee or the LSM and complete any missing information on the report.

The SPPR Committee, which includes the pastor and the Lay Leader, has the initial responsibility to recommend or not recommend Lay Speakers. If the committee and pastor do not recommend a LSM, they should work with the LSM to resolve any issues.

Incomplete reports may result in the District Committee on Lay Speaking Ministry not approving the LSM. PLEASE ensure the reports are complete and accurate.
3. **The Pastor** will sign the report upon recommendation of the SPPR Committee recommending concurrence with the request of the LSM to begin or renew as a Local Church Lay Speaking Speaker or a Certified Lay Speaker. The LSM annual reports are part of the Charge Conference Report submitted to Charge Conference annually.
4. **The Administrative Board/Council** (when in a charge) will review the Lay Speaking Minister Annual Reports as part of the Charge Conference Report and concur or not concur (as applicable). If the board/council does not concur, the pastor should work to resolve any issues
5. **The Annual Charge Conference** will concur with the pastor's recommendation that the LSM be recognized and approved by the Committee on Lay Speaking Ministry as a Local Church LSM or Certified LSM and check the appropriate box for the District Superintendent (DS) to concur and sign. If the Charge Conference of DS does not concur, they should work with the Pastor to resolve any issues.
6. **The District Superintendent** signs the annual report under the Charge Conference/Church Council recommendation, if concurring with their recommendation.
7. **The District Committee on Lay Speaking Ministry** will review all LSM reports and approve or disapprove to recognize LSMs as a Local Church LSM or Certified LSM based on the information provided. If a report is not complete or accurate, the committee will contact the pastor to correct the report in a timely manner. The committee will send a letter to all LSMs submitting a report to advise them of their status for the year.

SPPR Committee Review Checklist:

Form Item	Completed?
Personal Information complete	<input type="checkbox"/> YES <input type="checkbox"/> No if no, return to the LSM to complete and resubmit
Registration Status (only one LSM status should be selected. An LSM may also be a candidate for Lay Pulpit supply, local pastor, or seminary candidate)	Status complete: <input type="checkbox"/> YES <input type="checkbox"/> No If no, determine correct status or if committee does not agree with LSM request status, resolve and complete form
Training Status: all information must be entered or	Status complete: <input type="checkbox"/> YES <input type="checkbox"/> No If no, a list of training is available from the District Office
Request of the LSM (only one box should be checked and signed on appropriate line)	Request complete: <input type="checkbox"/> YES <input type="checkbox"/> No If no, return to the LSM to complete. Ensure status and check/sign accordingly.
Recommendation of Pastor (signs for the same status as the LSM request)	Complete: <input type="checkbox"/> YES <input type="checkbox"/> No If no, return to pastor to sign accordingly.
Charge Conference/Church Council Recommendation (the district superintendent sign)	Skip to page 2:
Leading Ministries <ul style="list-style-type: none"> • Local Church checked? Then at least local church leadership activity should be checked • Volunteer checked? Then a brief account of volunteer work should be listed on a separate sheet of paper • Beyond the Local Church? Then at least one should be checked under 'beyond local church'. If other is checked, list activities on a separate sheet of paper 	Complete: <input type="checkbox"/> YES <input type="checkbox"/> No If no, return to the lay speaker to complete
Caring Ministries: <ul style="list-style-type: none"> • for any ministry checked, details should be listed or summarized on a separate sheet of paper 	Complete: <input type="checkbox"/> YES <input type="checkbox"/> No If no, return to the lay speaker to complete

-continued on page 6

<p>Speaking Ministries</p> <ul style="list-style-type: none"> • Brought the message? This MUST be a number – how many times did they preach in a worship service? • Served as worship leader? This MUST be a number – how many times did they serve as a worship leader • # of devotional message delivered? This MUST be a number – how many times did they deliver a devotional message • Taught special classes, other speaking activities & additional opportunities? Details should be listed or summarized on a separate sheet of paper 	
<p>Personal and Spiritual Growth: It is very important for the LSM to list information under this section. Growth is very important in lay speaking ministries. Information can be on a separate sheet of paper</p>	<p>Complete: <input type="checkbox"/> YES <input type="checkbox"/> No If no, return to the lay speaker to complete</p>
<p>Feedback: Yes or No</p>	<p>Complete: <input type="checkbox"/> YES <input type="checkbox"/> No</p>
<p>Training: What additional training is desired?</p>	<p>Optional</p>
<p>Skills/Training</p>	<p>Optional</p>

When reviewing annual reports, consider if the LSM is eligible for renewal if they are not serving in some aspect of leading or caring or speaking ministries and growing personally and spiritually through activities that improve their skills in caring, leading, and speaking.

Lay Speaking Ministry is more than preaching. In fact, a lay speaker does not have to preach. There are other ways for a Lay Speaker to participate in speaking ministries such as leading worship, teaching classes or other speaking activities. Or the LSM may focus on caring or leading ministries, however LSMs should be active in ministry to the best of their ability.

A report that does not support active ministry may result in concern by the Committee on Lay Speaking when they are approving a lay speaker. Therefore, it is very important for lay speakers to take the time to carefully and prayerfully complete their annual report.

If the SPPR Committee or Pastor has any questions regarding the Annual Report, please contact Rev. Brenda Laws, Director, Committee on Lay Speaking Ministry or one of the Committee Members:

- Brenda Laws (757) 824-0795
- Barbara Justis (757) 665-1419
- Barbara Mason (757) 336-6436
- Iris Smith (757) 787-3807