

LAY SPEAKER'S ANNUAL REPORT

FLORIDA CONFERENCE OF THE UNITED METHODIST CHURCH

The purpose of this report is to identify Lay Speakers, both Local Church Lay Speakers and Certified Lay Speakers, that have met the standards of education and service that are set forth in the United Methodist Church Book of Discipline.

Instructions for this report: LS form must be accessed and completed on-line, www.flumc.org under charge conference forms. Please print a copy of the completed form to be signed and submitted at your church's annual charge conference.

PART 1: All information must be completed for report to be reviewed.

PART 2: Fill out the portion that applies to the status you now hold—Local or Certified.

LOCAL Lay Speaker is required to have completed the Basic Course by Charge Conference 2009. This certification is good for 3 years.

CERTIFIED Lay Speaker is required to have completed the Basic Course and to have completed one Advanced Course every three years. This training is required. A person cannot be re-certified without it.

PART 3: Lay Speakers are expected to serve in the area to which they have been called-- leadership, communicating, or in caring ministries. Please list the things you have done this past year.

PART 4: Lay Speakers are responsible for growing in discipleship through continued study, devotions, and self-improvement. Please list what you have done towards achieving this goal.

PART 5: Your feedback is appreciated.

PART 6: Check the appropriate box and sign.

PART 7: Turn LS Report in to your Pastor for him/her to sign prior to your church's Annual Fall Charge Conference. Be sure you have met all the requirements in Part 2.

PART 8: Your pastor will present this to the Charge Conference.

PART 9: The Committee on Lay Speaking, led by the District Director, will review your LS Report, and, if all is in order, will enter you in their Lay Speaking Database for the year.

For additional information or questions contact your District Lay Speaking Director via the Florida Conference Web site at www.flumc.org. Click the Ministries tab, click the Laity Matters link, and then click the Lay Speaking Ministries link to contact your LS Director.

LAY SPEAKER'S ANNUAL REPORT

FLORIDA CONFERENCE, UNITED METHODIST CHURCH REPORT OF THE LAY SPEAKER TO THE CHARGE CONFERENCE

This report covers the 12 month period from _____ to _____
(from last charge conference to current charge conference)

Each lay speaker (local church or certified), to remain in good standing, is required to complete this form annually before charge conference, and submit it to his/her 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 (District Director and any others on committee).

Information contained in this LS Annual Report is approved by the Lay Speaker for use in the Ministries of the Florida Conference.

LS form must be accessed and completed on-line, www.flumc.org under charge conference forms. Please print a copy of this completed form to be signed and submitted at your church's annual charge conference.

PART 1: Information on the Lay Speaker

Mr. _____ Mrs. _____ Ms. _____ Dr. _____ Rev. _____

Name _____ District _____

Preferred First Name _____ Church _____

Address _____ Address _____

City & zip _____ City & zip _____

Home phone _____ work _____ Church phone _____

Email _____ Church Email _____

PART 2: Status of the Lay Speaker

LOCAL CHURCH LAY SPEAKER:

I am applying to _____ BEGIN or _____ RENEW as a Local Church Lay Speaker for Lay Speakers _____ (required) Date I took the BASIC TRAINING COURSE Date of local church lay speaker refresher course _____ (required every 3 years starting in 2007)

CERTIFIED LAY SPEAKER:

I am applying to _____ BEGIN _____ RENEW as a Certified Lay Speaker Date I took the BASIC TRAINING COURSE for Lay Speakers _____ (required) Date and subject of last ADVANCED TRAINING COURSE I took for Lay Speaking Ministries:

(Required every 3 years) (An Approved Alternate Course may be substituted with District Director's approval)

PART 3: Ministries by the LAY SPEAKER during the past year

COMMUNICATING:

Preached in _____ worship services (where) _____

Served as worship leader in _____ services (where) _____

Delivered _____ devotional messages (where) _____

Taught _____ classes (type) _____

Other Communicating Ministries (details) _____

_____ Yes _____ No Are you available (and qualified) to fill a pulpit on Sunday Mornings?

LEADERSHIP:

Community Served as Chair/Member of board, task force, etc. (details)
_____ Other Community Leadership

(details) _____

Local Church (details) _____ Other Local Church Leadership
(details) _____ Served as Chair/Member of
board, committee

District/Conference/Jurisdiction/General Church

Served in District _____

Florida Conference _____

Southeastern Jurisdiction _____

General Church _____

CARING MINISTRIES:

_____ Food & Clothing Banks _____ Prison Ministry _____ Hospital/Nursing Home _____ Shut-ins

Other Caring

Ministries _____

PART 4: Personal and Spiritual Growth by the Lay Speaker

During this past year, in what other activities have you engaged; what additional Lay Speaking Courses have you taken, what books have you read to develop your devotional life, understanding of the Bible, of the United Methodist Church, and to improve your skills in Leading, Caring, and Communicating? (For more space, attach a separate sheet with your response)

PART 5: Feedback by the Lay Speaker Do you believe that you have had adequate opportunity for service as a Lay Speaker this past year? _____ Yes _____ No (explain) (For more space, attach a separate sheet with your response)

Recommendations for improving Lay Speaking Ministries in your District or Conference

PART 6: Request of the Lay Speaker

I hereby request recommendation of my Pastor and my Charge Conference to _____begin _____renew

As _____Local Church Lay Speaker _____Certified Lay Speaker for the ensuing year .

Date _____ Lay Speaker's Signature _____

PART 7: Recommendation of the Pastor

I recommend concurrence with the request of this Lay Speaker to _____begin _____renew

As _____Local Church Lay Speaker _____Certified Lay Speaker for the ensuing year.

Date _____ Pastor's Signature _____

PART 8: Recommendation of the Charge Conference

The Charge Conference of _____UMC recommends that the above lay speaker
_____begin _____renew as a _____Local Church Lay Speaker _____Certified Lay Speaker for the ensuing year .

Date _____ District Superintendent /Presiding Elder Signature _____

PART 9: Action by the District Committee on Lay Speaking Ministries

Within the _____District is _____approved _____disapproved for the ensuing year.

This application to begin or renew as _____Local Church Lay Speaker _____Certified Lay Speaker

Date _____ District Director of Lay Speaking Ministries _____