

Thank you for the great work you are doing in your congregations. To keep your certification current, Certified Lay Servants will need to complete an advanced course every three years, and a Certified Lay Minister requires 10 hours of continuing education annually. "Those that I serve deserve my best educated and intentional service in Ministry."

Jane Hincks and Myrna Hill, Conference co-lay leaders

Thank you for completing this annual report for the year _____.

Demographic Information:

Name _____ District _____
 Address _____ City _____
 State _____ Zip _____
 Phone _____ Church _____
 Email Address _____

_____ Yes _____ No I give my permission to publish my e-mail and phone # in the Dakotas Conference Journal.

Certification Categories (definitions)

Certified Lay Servant: *A Certified Lay Servant serves the local church or charge through leadership, assistance and support.*

1. Obtain recommendation from the pastor and the church council or charge conference of the local church or other United Methodist Ministry in which he/she holds membership
2. Complete the Discernment Retreat (Basic Course)
3. Applied to and had qualification reviewed by the DCOM on Lay Servant Ministries or equivalent structure (Para.668.3)
4. Complete advanced course every three years

Certified Lay Speaker: *The role of a Certified Lay Speaker is a specific calling for ministry of pulpit supply*

1. Must first be Certified Lay Speaker
2. Obtain recommendation from the pastor and the church council or charge conference of the local church he/she holds membership
3. Complete a track study including courses on leading worship, leading prayer, preaching, United Methodist heritage and polity. All requirements are met by attending the Lay Speaking Retreat held annually through the Dakotas Annual Conference.
4. Interviewed by the District Committee for approval and certification

Certified Lay Minister: *The role of a Certified Lay Minister serves as part of a ministry team with the supervision and support of a clergy person.*

1. Attend Discernment Retreat
2. Submit "Call Statement" or interest to District Superintendent for approval
3. Pastor and charge conference approval
4. Complete certification as a Lay Servant (by taking advanced course)
5. Complete required training (modules 2-4) available annually through the Dakotas Annual Conference Licensing School
6. Endorsement by appropriate District Committee on Ordained Ministry
7. File annual report with documentation of 10 hours of continuing education annually

New or Renewal Certification

_____ New certification _____ Renewal certification

Please select certification

_____ Certified Lay Servant

_____ Certified Lay Speaker

_____ Certified Lay Minister

Name of Last Course taken _____ Year _____

MINISTRIES OF THE CERTIFIED LAY SERVANT/CERTIFIED LAY MINISTER:

Please recount your activity this past year as part of the Lay Servant Ministries. Include the number of worship services you have led, teaching/speaking/leadership opportunities; whether you are serving on committees or boards in your church, district, conference or local community agencies; and other caring ministries, such as visitation, volunteer in mission or other ways in which you have extended the ministry of the church: _____

PERSONAL/SPIRITUAL GROWTH:

What has helped you this past year to grow in your faith, improve your understanding of scripture and The United Methodist Church, or to improve your skills as part of the Lay Servant Ministries? (Please include bible studies, books read, seminars, workshops, etc.) : _____

What recommendations can you give to the Lay Servant Ministries program in the Dakotas? How can we help you become more effective as a Certified Lay Servant Leader or Certified Lay Minister?

1. I request recommendation of my pastor and church council or charge conference to begin/renew certification as identified above.

Applicant's signature _____ Date _____

2. The church council and/or charge conference and I recommend approval of this application for certification/re-certification of this Lay Servant Leader.

Pastor's signature _____ Date _____

Please keep a copy for your files and return this original to:

Dakotas Conference UMC
Leadership Coordinator
PO Box 460
Mitchell SD 57301
leadershipdevelopment@dakotasumc.org