

*Thank you for our great work you are doing in your congregations. To keep your certification current, Certified Lay Servants will need to complete an advance course every three year, 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 the annual report.

### Demographic Information:

Name \_\_\_\_\_ District \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Church \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_ Yes \_\_\_ No You have my permission 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, assists and supports.*

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? 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? Conference that would help us make you 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 \_\_\_\_\_

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**PLEASE KEEP A COPY FOR YOUR FILES AND RETURN THE ORIGINAL COPY TO:**

Dakotas UMC  
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Leadership Coordinator  
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Mitchell SD 57301  
[Taya.swanson@dakotasumc.org](mailto:Taya.swanson@dakotasumc.org)