



Update 9/2026

Pg.1 of 2

LAY SERVANT ANNUAL REPORT _____ (yr.)
Local Church Annual Charge (Church) Conference

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

Conference _____ District _____

Home Church _____ Church Address _____

Name of Lay Servant _____

Address _____

Street _____ City/State/Zip _____

Cell Telephone _____ E-Mail _____

STATUS OF LAY SERVANT

I am applying to ☐ begin
☐ renew

as a Certified Lay Servant (CLS)(Taken Basic Course and Advanced Course, certificate attached)

Completed an Advanced Lay Servant course

☐ I have ☐ have not

**Certificates of Completion MUST accompany this report and no more than 3 years old
(Renewal applicants must also complete the other side of this form.)**

GIFTS AND TALENTS

I am available to supply district pulpits as preacher/worship leader for Sunday worship services. ☐ Yes ☐ No

I am available to assist district churches with special program needs: ☐ Youth ☐ Adult ☐ Bible study

☐ Music ☐ Other _____

REQUEST OF THE LAY SERVANT

I hereby request recommendation of charge (church) conference to:

☐ begin or ☐ renew as a Certified Lay Servant

For the ensuing year.

APPROVAL AND RECOMMENDATION:

Lay Servant

Date

Pastor

Date

District Superintendent

Date

Representative of NMCBOL LS Ministries

Date

LAY SERVANT ANNUAL REPORT (continued)**MINISTRIES BY THE LAY SERVANT**

During the past year I have participated in these ministry opportunities:

- ☐ served as MEMBER of committee, board, commission, council, task force, etc.
☐ at my local church (what) _____
☐ beyond my local church:
☐ in my district (what) _____
☐ in my conference (what) _____
☐ in my jurisdiction (what) _____
☐ at the general church level (what) _____
☐ served as CHAIR, committee, board, task force, etc.(what) _____
☐ served as a volunteer at a community agency (what) _____
☐ provided one-on-one caring _____
☐ provided leadership in caring/outreach projects (such as food pantry, prison ministry, Society of St. Stephen, etc.)(what) _____
☐ taught classes (what, how many) _____
☐ served as worship leader in service (how many) _____
☐ delivered devotional messages (where, how many) _____
☐ preached in worship services (where, how many) _____
☐ presided over funeral services(what, how many) _____
 Additional opportunities for leading, caring, and communicating ministries participated in by the lay speaker (describe opportunity and your part in _____

PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

What activities have you engaged in and/or what books have you read or used during the past year to help you develop your devotional life, Spiritual Formation, understanding of the Bible, understanding of The United Methodist Church; and your gifts in leading, caring, and communicating?

FEEDBACK BY THE LAY SERVANT

Do you believe that you have had adequate opportunity for service as a lay servant this past year? ☐ Yes ☐ No
 (If NO, please explain)

What additional training or support do you need?

Give any recommendations you have for improving the lay servant ministry in your district or annual conference:

THIS CHARGE CONFERENCE REPORT FORM HAS BEEN APPROVED FOR USE WITHIN THE
 THE NEW MEXICO CONFERENCE.

Notice: After this form is completed and signed by the lay servant, pastor, district superintendent, and representative of the NMCBOL Lay Servant Ministries **The NMCBOL LS Representative will send a copy to the NMCBOL Lay Servant Data Organizer. If no Annual Report, with current Certificate, is received by the Data Organizer, the CLS will be NOT be recommended as a Certified Lay Servant.**