FORM # 8

Susquehanna Conference
The United Methodist Church

ANNUAL REPORT OF THE LAY SERVANT and LAY SPEAKER September 1, 2025 to August 31, 2026

Name	
Street Address	
City/State/Zip+4	
Preferred Phone	
E-Mail Address	
District	
Charge	
Local Church	
Church Mailing Address	

It is your responsibility to attach copies of certificates earned this year to this report.

PLEASE see the explanation sheet before you fill out the remainder of this form.

I am:

[ ] A Certified Lay Servant

[ ] A NEW Certified Lay Speaker

[ ] Continuing as Certified Lay Speaker

If you are not sure of your status, contact the District Team which cares for Lay Leadership.
https://susumc.org/lay-servant-ministries/

Questions to Certified Lay Speakers:

1. Are you willing to serve beyond the local church? _____
2. Are you willing to serve beyond the local church for an extended period of time? _____
3. Do you have current clearances registered on Ministry Safe by your local congregation? _____
4. Have you used the Ministry Safe training modules or taken Safe Sanctuary training within the past five years? _____

_____

Lay Servant's Signature (Certified Lay Servant, Lay Speaker) **Date**

Pastor's Recommendation of Concurrence for Certified Lay Servant or Lay Speaker

Pastor's Signature Date

Charge/Church Conference Recommendation of Concurrence for Certified Lay Servant or Lay Speaker

Signature of Superintendent/Presiding Elder Date

District Lay Servant Committee's Recommendation of Concurrence

Signature: Chairperson of the District Committee Date

ADVANCED Courses within the past three years (Include name of course, instructor, place, date & a copy of the Certificate.)

1.	
2.	
3.	
4.	

ENRICHMENT Classes within this year (Include name of course, instructor, place, and date.)

1.	
2.	
3.	

Important to note: Please keep a file of your classes for your records.

Ministry Opportunities within the past year

1.	
2.	
3.	
4.	

Spiritual Growth Activities within the past year

1.	
2.	
3.	
4.	

EXPLANATION SHEET

A NEW Certified Lay Servant: is a lay person who has completed one of the following: (1) *GROW! Living as a Spiritual Transformational Leader* within the past three years **OR** (2) completed the Basic course on-line or in a face-to-face setting **PLUS** one Advanced course on-line or in a face-to-face setting.

Continuing as Certified Lay Servant: has taken one (or more) Advanced Course within the past three years so that they can serve as a leader in their local church/charge. (Lay Servant 'Years' run from September 1 – August 31)

A NEW Certified Lay Speaker: is a Certified Lay Servant who has completed the six classes for the "track of study" to BECOME a Certified Lay Speaker (Book of Discipline ¶ 267.3.c) They have been interviewed and recommended by the District Committee on Lay Leadership (¶267.3.d) so that they can serve as a leader/speaker beyond the local church/charge.

Continuing as Certified Lay Speaker: has been previously listed as a Certified Lay Speaker by their District and has completed an Advanced Course within the past three years so that they can serve as a leader/speaker beyond the local church/charge.

ADVANCED Courses: These courses require approval by the Conference Lay Servant Team. These are offered through your District Committee on Lay Servant Ministries. You may take these courses in another district or setting. Certified Lay Servants and Certified Lay Speakers are required to take one (1) Advanced Course every three years. Some online offerings are available through www.BeADisciple.com

ENRICHMENT Classes: These may be online, Conference or District events, workshops, community enrichment or other similar courses. These can include an unlimited variety of subjects. To be qualified as Lay Servant/Speaker appropriate courses for re-certification, they must be pre-approved by the District Committee on Lay Servant Ministries by submitting the syllabus and qualification questionnaire.

MINISTRY OPPORTUNITIES: Church is both in the worship experience and in the community as we share the presence of the Christ. Leaders are often involved in various settings inside and outside the four walls of the church building. Examples include preaching, leading a Bible Study, teen events, food banks, hospital volunteering, hospice volunteering, delivering meals to elderly, etc.

SPIRITUAL GROWTH ACTIVITIES: Please note the practices and events that encourage and grow your spirit: retreats, reading, devotions, spiritual direction, walking reflections, fasting, healing services, worship experiences in other settings like vacation, etc.

Additional notes: Changes by the General Conference were implemented by the Conference Lay Servant Team as follows:

1. **GROW! Living as Spiritual Transformational Leaders** is a new eight-session curriculum designed by the Susquehanna Conference Office of Spiritual Transformational Leadership. It is taught as two 4 session Modules, eight individual sessions, or other combinations. All eight sessions fulfill the requirements for Certified Lay Servant in 2021/22 so that we grow spiritual transformational leaders who engage others in abundant Christian love that transforms lives wherever they go.

2. **(New) Certified Lay Speakers** must complete six Advanced Course modules in the following areas: preaching, leading worship, leading prayer, discovering spiritual gifts, UM Polity and Doctrine. These courses are available through www.BeADisciple.com. Preaching course must be taken in person (not on-line). To maintain status as a Certified Lay Speaker, an Advanced course must be taken every three years.

3. All copies of **Certificates of Completion** for courses taken this year must accompany this report to your Charge Conference.

4. **Certified Lay Servants, Certified Lay Speakers** must submit an annual report and receive approval from their pastor, charge or church conference and the District Committee on Lay Servant Ministry. This will include an interview with the district committee at least every three years.