

LAY MINISTRIES ANNUAL REPORT

Electronic Process

THIS DOCUMENT HAS TWO SECTIONS, FIRST FOR LAY SERVANTS, SECOND FOR LOCAL CHURCH

Purpose: Annually each Certified Lay Servant, Certified Lay Speaker and Certified Lay Minister must submit an annual report at the time of their local congregation's charge/church conference. This process will enable Lay Servants to complete their forms electronically, submit them to their local pastor for recommendation and then have the local church submit it electronically to the District and Conference as part of their local congregation's charge/church conference forms.

Forms and directions are available at: <https://www.umcnic.org/layservantministries>

Follow these steps:

- Select the correct form for the position you are reporting, i.e., Certified Lay Servant Annual Report; double click
- The form will open, go to the top of your browser and click on "download" (it may be either a word or a symbol of a piece of paper with a downfacing arrow), click on it
- A box will open, select "open" and click [You'll know you've done it correctly when the form opens and the lines are highlighted in blue so you can fill-in your information]
- When you're done updating the form including TYPING your signature, go to the top of the form and click on "file", select "save as" you will be prompted with a location on your hard drive to save the form, if it's the location you want just click on it, name the file and save. If you want to save it into another folder, browse for that and save it.
- Now that the form is on your computer, you can proof it, make corrections or just do a final save.

- When you're ready to submit it to your local pastor, go to your mail, send a message to your church/pastor and attach the form.
- Your pastor/administrative assistant can type in their name as recommending you for re-certification; and download it with the other charge/church conference required reports. The local pastor/church does NOT need to print the form for a signature. The District Superintendent does NOT have to sign the form or receive a copy.
- You should save a copy for your records (you have an electronic copy already).
- Each Lay Servant's name will be put on a list to be reviewed during the local church's Charge/Church Conference if recommended at the meeting will be downloaded as with all Charge Conference forms to the Conference and District.
- A copy will be mechanically forwarded to the District Director of Lay Servant Ministries. The Director is responsible for tracking certifications including annual reports.

If you are not comfortable with using a computer you have some options:

- Ask your church's Administrative Assistant for help in pulling the form and completing it;
- Ask your church's Administrative Assistant to pull the form, print a copy and you can handwrite the update as you've done in the past. Your church's Administrative Assistant can either process the paper copy in the prior process or scan it and submit it electronically along with other documents.

Do you have questions or need help? Following are some people that might be able to help:

- Your District Director or Dean of Lay Servant Ministries
- Your church's Administrative Assistant
- Your District's Administrative Assistant
- A Lay Servant friend going through the process
- Your Conference Director of Lay Servant Ministries

SECTION TWO: LOCAL CHURCH

- Lay Servant will e-mail a completed Annual Report to their local church/pastor in preparation for Charge/Church Conference
- Local church DOES **NOT** NEED TO PRINT THE FORM FOR SIGNATURE
- Compile a list of Lay Servants that send Annual Reports
- Present the list of Lay Servants during the annual Charge/Church Conference for review and recommendation
- When recommended, local pastor/administrative assistant can open the form, TYPE the name of the pastor and church council chair or District Superintendent (which ever is appropriate based on Charge/Church conference)
- On Conference website download form
- If local church has a practice of maintaining a printed copy, one can be printed now that the names have been typed in for recommendation