

Pacific Northwest Conference — United Methodist Church

Certified Lay Minister — Annual Report / Application

Initial Application, Annual Report, and/or Request for Renewal

This form serves as the PNW Conference's Initial Application, Annual Report, and/or Request for Certified Lay Minister (CLM). Fields marked with an asterisk (*) are required. If a required question does not apply to you, enter "N/A". When complete, submit this form with your church Charge Conference forms and provide a copy to the Conference Lay Leader.

Report for Year Ending: *

The Certified Lay Minister

First Name: *

Last Name: *

Preferred Name: *

Address 1: *

Address 2:

City: *

State: *

Zip: *

Email: *

Phone: *

District: *

Church Name *

Status of the Certified Lay Minister

Please indicate the purpose of this report by checking one:

☐

For initial application as a Certified Lay Minister

☐

For recertification as a Certified Lay Minister

Are you currently a Certified Lay Servant? *

Yes

☐

No

☐

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Coursework & Certification History

Lay Servant / Lay Minister Coursework

What year did you complete your Basic Course? *

Year completed Advanced Course for Lay Servant certification: *

Title of that Advanced Course: *

Which required Lay Speaking courses have been completed? *

☐

Module 1: Call and Covenant for Ministry

☐

Module 2: The Practice of Ministry

☐

Module 3: Organization for Ministry

☐

Module 4: Connection for Ministry

What year did you first become certified as a Lay Minister? *

When did you last meet with DCOM? *

Continuing Education

Year completed your (most recent) Advanced Course: *

Title of that Advanced Course: *

Year of last approved continuing education event: *

Title of that event, and who sponsored it: *

Upon completion of required coursework and screening/assessment, the CLM candidate requests a letter of recommendation from the District Superintendent, then applies in writing and appears before the District Committee on Ordained Ministry (DCOM) for interview and recommendation for certification.

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Request & Recommendations

Request of the Certified Lay Minister

- ☐ I request a recommendation from my pastor and church council/charge conference to become or continue as a Certified Lay Minister.
- ☐ I request a ministry review by my church council/charge conference where my membership is held. (every two years - for those not currently under assignment)
- ☐ I request a ministry review by my church council/charge conference where I am assigned. (every two years - for those currently under assignment)

Candidate/CLM (electronic signature): *

By checking a box above, I request to begin/renew as a Certified Lay Minister on: (mm/dd/yyyy)

Recommendation of the Pastor or Ministry Mentor

- ☐ I certify that I have spoken with the pastor or ministry mentor named below and received their recommendation to become a Certified Lay Minister.

Name of Pastor or Ministry Mentor: *

Date met with Pastor or Ministry Mentor: *

Recommendation of the Church Council / Charge Conference

- ☐ The Church Council/Charge Conference recommends that the applicant apply/renew as a Certified Lay Minister.

Name of Recommending Church: *

Church Council Chair (name): *

Date the recommendation was voted upon: *

Note: Record the recommendation in the Charge Conference Quick Minutes. If recommendation was voted on at a church council meeting, attach the quick minutes or meeting minutes when submitting this form.

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Ministries of the Certified Lay Minister

Caring Ministries — During the past year, I have participated as follows:

- ☐ Served as a volunteer in a care-giving institution
- ☐ Provided one-on-one caring (hospital, nursing home, or to a shut-in)
- ☐ Membership/evangelism visitation
- ☐ Served in caring/outreach projects (food pantry, prison ministry, etc.)

Other Caring Activities (please list): *

Leading Ministries — During the past year, I have participated as follows:

Served as a member of a committee, board, commission, council, task force, etc.:

- | | |
|---|--|
| ☐ As a volunteer at a community agency | ☐ At my local church |
| ☐ Beyond my local church | ☐ On the district level |
| ☐ On the Conference level | ☐ On the Jurisdictional level |
| ☐ On the General church level | |

Other Leading Activities (please list): *

Communicating Ministries — Number of times during the past year:

Brought Messages in Service	
Served as Worship Leader in Services	
Delivered Devotional Messages	
Taught Classes	
Shared my Faith Story	
Other Speaking Activities (please name):	

Additional Opportunities for Ministry

During the past year, I have participated in additional opportunities for ministry as follows:

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Personal & Spiritual Growth, and Feedback

Personal and Spiritual Growth

Please share what activities you have engaged in and/or what books you have read or used during the past year to help develop your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and improve your skills in caring, leading, communicating, and speaking.

Feedback by the Certified Lay Minister

Do you feel called to serve in an area of ministry (in or outside the church) in which you are not currently involved?

☐

No

☐

Yes

Please list those areas:

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Feedback (continued)

What additional training or support do you need or would you suggest to further your ministry? *

Please give any recommendations for improving Lay Servant Ministries in your District or Conference: *

Are you willing to provide occasional pulpit supply (guest preaching)? If so, how far are you willing to travel? *

NOTICE: After completing this form, send copies to the recording secretary of the Charge Conference and to the Lay Servant Ministries Director, along with a copy of the charge conference quick minutes or minutes from the council meeting showing this was voted on. (Form revised May 2026)