

**REPORT TO THE CHARGE CONFERENCE**

<b>(Part 1) LAY SERVANT DATA</b>	
Name _____ Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>	Name of District _____ Name of Church _____
Address _____	Church Address _____
City/State/Zip _____	City/State/Zip _____
Telephone _____	Church Telephone _____
Email _____	
<b>(Part 2) REQUEST OF LAY PERSON</b>	
First Time: I am applying to BEGIN study to become (check all that apply): <input type="checkbox"/> <u>Certified Lay Servant</u> <input type="checkbox"/> <u>Certified Lay Speaker</u> <input type="checkbox"/> <u>Certified Lay Minister</u>	
Note: <i>The District Lay Servant Ministries Director will contact you with information on the next Lay Academy of Church Excellence (LACE) required courses and other information.</i>	
I hereby request recommendation of my pastor and my charge conference to complete coursework to become certified in the area/areas indicated above.	
Date _____	Lay Person _____
<b>(Part 3) RECOMMENDATION OF THE PASTOR</b>	
I recommend concurrence with the request of this person to begin/complete coursework for certification in the area/areas indicated above for the ensuing year.	
Date _____	Pastor _____ (Student gives a copy to the District and Pastor keeps a copy for approval at next Charge Conference.)
<b>(Part 4) RECOMMENDATION OF THE CHARGE CONFERENCE</b>	
The charge conference of _____ (church or charge) recommends that the above person begin/complete coursework for certification in the area/areas indicated above for the ensuing year.	
Date _____	District Superintendent _____
NOTICE: <i>After this form is completed and signed by all those listed above, the Recording Secretary of the Charge Conference is requested to reproduce <u>THREE</u> copies: (1) Lay Servant, (2) District Director of Lay Servants, (3) District Superintendent. The Recording Secretary of the Charge Conference keeps the ORIGINAL form.</i>	