

**REPORT TO THE CHARGE CONFERENCE**

**(Part 1) LAY SERVANT DATA**

Name \_\_\_\_\_ Name of District \_\_\_\_\_  
 Mrs.  Ms.  Mr.  Name of Church \_\_\_\_\_  
 Address \_\_\_\_\_ Church Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Church Telephone \_\_\_\_\_  
 Email \_\_\_\_\_

**(Part 2) REQUEST OF LAY PERSON**

First Time: I am applying to BEGIN study to become (check all that apply):  
 Certified Lay Servant     Certified Lay Speaker     Certified Lay Minister

Note: *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 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 \_\_\_\_\_

**(Part 3) RECOMMENDATION OF THE PASTOR**

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.)

**(Part 4) RECOMMENDATION OF THE CHARGE CONFERENCE**

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: *After this form is completed and signed by all those listed above, the Recording Secretary of the Charge Conference is requested to reproduce THREE copies: (1) Lay Servant, (2) District Director of Lay Servants, (3) District Superintendent. The Recording Secretary of the Charge Conference keeps the ORIGINAL form.*