

# ANNUAL REPORTING FOR LAY SERVANT MINISTRIES

## Electronic Process

1. Go to Conference website for Lay Servant Ministries:

<https://www.umcnic.org/layservantministries>

2. SELECT your Annual Report form by clicking on it:

✓ Certified Lay Servant

- ✓ Completed Introduction to Lay Speaking: Basic Course
- ✓ Completed UM Heritage Course
- ✓ Completed "Advanced" course within the last three years
- ✓ Certification conferred by the District Committee on Lay Servant Ministries.

✓ Certified Lay Speaker

- ✓ Certified Lay Servant
- ✓ Completed the following courses: Leading Worship, Leading Prayer, Discovering Spiritual Gifts, Preaching and Polity, at least one "Advanced" course within the last three years.
- ✓ Applied to, interviewed with, and recommended by District Committee on Lay Servant Ministries.
- ✓ Certification conferred by the Northern Illinois Conference Committee on Lay Servant Ministries.

✓ Certified Lay Minister

- ✓ Certified Lay Servant
- ✓ Applied to the District Committee on Lay Servant Ministries.
- ✓ Completed the four-module-curriculum for Certified Lay Minister.
- ✓ Interviewed with and recommended by the District Committee on Ordained Ministry.
- ✓ Recommended by the District Committee on Lay Servant Ministries for Certification as a Certified Lay Minister.
- ✓ Certification conferred by the Northern Illinois Conference Committee on Lay Servant Ministries.

3. SAVE THE FORM TO YOUR COMPUTER

Once you've opened the appropriate form, "Save As" the form to your computer. (Choose a computer location & name for the form so you can easily find it; ie: DESKTOP, 2020 Certified Lay Servant Annual Report)

4. TYPE & SAVE your information into the form. Remember to save your answers to the form.
5. PRINT a copy of your final Annual Report for your records.
6. RECOMMENDATION OF PASTOR  
EMAIL a copy of your final Annual Report to your local pastor/church office, attaching the Annual Report form. To recommend you for annual Church Conference approval, the pastor will type their signature into your Annual Report, and save it on a computer for the Church Conference.
6. RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE  
After the Church Conference vote affirms your recommended Certification, the pastor or church office will type the District Superintendent's signature into the Annual Report, and save it on a computer to submit online.
7. SUBMIT your signed/completed Annual Report form online. Your pastor or church office submits your signed/completed Annual Report form by uploading it at <https://www.umcnic.org/layservantministries>
8. COPIES OF THE SUBMITTED ANNUAL REPORTS are distributed to the District Directors of Lay Servant Ministries and Northern Illinois Conference Director of Lay Servant Ministries.
9. NIC DATABASE IS UPDATED Once forms are validated by District Director/Dean, the annual list of Certified Lay Servants, Certified Lay Speakers and Certified Lay Missioners is sent to the District Regional Administrative Assistants to update the Northern Illinois Conference database.