

2010
INSTRUCTION FORM A
For “Cluster” Charge Conferences

**Churches with individual Charge Conferences should
use instruction FORM B (below)**

Mail or deliver a completed and signed set of Charge Conference forms for each church to your District Superintendent two (2) weeks prior to your Charge Conference date.

1. Spend time planning your presentation at the Cluster Charge Conference. Plan the presentation so that it will be a celebration, not just another meeting. Recruit people who are excited to share. Remember, it is the pastor's responsibility to make certain that all participants are well prepared for their presentations.
2. Encourage attendance at the Cluster Charge Conference. Don't take attendance for granted. Send cards, public announcements, personal encouragement, etc. This is an opportunity to meet fellow United Methodists, share ideas and be inspired. Note that the Discipline provides for the option of a Church Conference. Consult with your DS if you need to do this.
3. Check with the host pastor on the availability of any audio/visual equipment you may need and be prepared to bring your own if necessary. One person from your church should be designated as the recording secretary. *The checklist on page 1 may be used to record the minutes of the Conference.*
4. Computer users – to secure the charge conference forms, go to the Conference web site at www.arumc.org and link to the Charge Conference Forms.
5. Type all forms. If you cannot type, find someone who can. Please do not put your materials in a binder, as this must be taken apart to be placed in the permanent file. Simply staple the pages together!
6. Fill in **three (3)** sets of forms for **each** church you serve; one set each for the District Superintendent, the local church, and the pastor. **Mail or deliver a completed and signed set (not a computer disk) of Charge Conference forms for each church to your District Superintendent two (2) weeks prior to your Charge Conference date.**
7. **Committee Nominations and Leadership Report (Agenda VII):** The Charge Conference elects church officers. Include in the report all your committees with all committee members. *Give accurate addresses (including zip codes), phone numbers and e-mail addresses.* The Committee on Nominations and Lay Leadership may nominate persons to take their places, but may not nominate themselves. We must have an e-mail address for every church. If the church does not have e-mail, we need the pastor's e-mail address or the e-mail address of a member of the congregation who is willing to receive e-mail for the church.) Have a sufficient number of copies to give to all persons attending the conference for your church. Remember, when filling in this form: a charge can have as many Lay Members to Annual Conference as it has clergy appointed to the charge (including Deacons). *You are encouraged to publish / distribute the nominations prior to the Charge Conference.*
8. **Local Church Leadership Form.** You will find included a **Local Church Leadership Computer Print-out** from last year's Charge Conference. Please update by using a *red* ink pen to make corrections to the

list of names and/or addresses. **Please** include email addresses for those who have them. **DO NOT USE MAGIC MARKER OR WHITE OUT!!!** The District Office **needs** to see the previous name. Please return the computer printout by the date on the form.

9. Interpreter Enrollment Forms: You will receive the *Interpreter* Enrollment forms in the mail from the *Interpreter*. **They are not included in your packet.**

10. Lay Speaker's Report Form: Please give a copy of this form to each of your lay speakers and ask each to submit his/her form at Charge Conference. **Be sure you sign these.**

11. Policy Statement on Misconduct of a Sexual Nature is to be filled out for each church. **This is to be done annually.** Clearly indicate the name of the church in the proper places. These policies shall be read by the Board/Council, Pastor(s), and staff, adopted by the local Church and signed as indicated. This should be done by your Council/Board beforehand.

12. Don't forget to include your Safe Sanctuary policy. Guidelines can be found on the Conference web site.

13. Present the names and reports of candidates for ordained/diaconal ministry, renewal of candidacy, certification/recertification of lay speakers.

14. If there is something you think may be controversial coming before the Conference, inform the District Superintendent before the Cluster Charge Conference convenes. By the same token, if there are areas you wish to have emphasized, commended, celebrated, etc., give the DS a "heads-up"

15. Please consult with your DS if you want him/her to preach at your morning worship service (prior to a noon charge conference)

16. Remember, the pastor's oral report should be a brief summary while the pastor's written report becomes a part of the Church's historical records

2010
INSTRUCTION FORM B
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1. Spend time planning your Charge Conference. Plan the conference so that it will be a celebration, not just another meeting. Follow the suggested agenda as closely as possible. Recruit people who are excited to share. Remember, it is the pastor's responsibility to make certain that all participants are well prepared for their presentations.
2. Encourage attendance at the Charge Conference. Don't take attendance for granted. Send cards, public announcements, personal encouragement, etc. Note that the Discipline provides for the option of a Church Conference. Consult with your DS if you plan to do this.
3. Have a table and two chairs available for the District Superintendent and Recording Secretary. Make certain a Recording Secretary is present. *The checklist on page 4 may be used to record the minutes of the Conference.*
4. Computer users – to secure the charge conference forms, go to the Conference web site at www.arumc.org and link to the Charge Conference Forms.
5. Type all forms. If you cannot type, find someone who can. *Please do not put your materials in a binder, as this must be taken apart to be placed in the permanent file. Simply staple the pages together!*
6. Fill in **three (3)** sets of forms for **each** church you serve; one set each for the District Superintendent, the local church, and the pastor. **Mail or deliver a completed and signed set (not a computer disk) of Charge Conference forms for each church to your District Superintendent two (2) weeks prior to your Charge Conference date.**
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8. **Local Church Leadership Form**
You will find included a **Local Church Leadership Computer Print-out** from last year's Charge Conference. Please update by using a *red* ink pen to make corrections to the list of names and/or addresses. **Please** include email addresses for those who have them. **DO NOT USE MAGIC MARKER OR WHITE OUT!!!** The District Office **needs** to see the previous name. Please return the computer printout by the date on the form.
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10. **Lay Speaker's Report Form:** Please give a copy of this form to each of your lay speakers and ask each to submit his/her form at Charge Conference. **Pastor: be sure you sign these.**
11. **Policy Statement on Misconduct of a Sexual Nature** is to be filled out for each church. **This is to be done annually.** Clearly indicate the name of the church in the proper places. This policy shall be read by the Board/Council, Pastor(s), and staff, adopted by the local Church and signed as indicated. This should be done by your Council/Board beforehand.
12. Present the names and reports of candidates for ordained/diaconal ministry, renewal of candidacy, certification/recertification of lay speakers.
13. If there is something you think may be controversial coming before the Conference, inform the District Superintendent before the Conference convenes. By the same token, if there are areas you wish to have emphasized, commended, celebrated, etc., give the DS a "heads-up."
14. Please consult with your DS if you want him/her to preach at your morning worship service (prior to a noon charge conference).
15. The pastor's oral report should be a brief summary. The pastor's written report becomes a part of the Church's historical records.

2010 CHARGE CONFERENCE MINUTES

The Charge Conference for the _____ Charge of the _____ DISTRICT

was held (date) _____, 2010, at (place)_____.

It was chaired by _____, D.S. _____ was Recording Secretary.

The pastor is _____.

ACTIONS OF THE CONFERENCE: *(checklist may be used for minutes)*

- | | | | | | | | | | | | | | | | | |
|--|----------------------|---------------------|--|-------|----------|--|-------|----------|--|-------|----------|--|-------|----------|--|--|
| <p><input type="checkbox"/> Pastor's report by: _____</p> <p><input type="checkbox"/> members removed (see report)</p> <p><input type="checkbox"/> Trustees' report by: _____
adopted? _____</p> <p><input type="checkbox"/> Sexual Misconduct Policy adopted? _____</p> <p><input type="checkbox"/> S/PR report by: _____
adopted? _____</p> <p><input type="checkbox"/> Finance report by: _____
adopted? _____</p> <p><input type="checkbox"/> UMW report by: _____</p> <p><input type="checkbox"/> UMM report by: _____</p> <p><input type="checkbox"/> UMY report by: _____</p> <p><input type="checkbox"/> Other ministry area reports:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><u>ministry area</u></td> <td style="width: 30%;"><u>presented by</u></td> <td></td> </tr> <tr> <td>_____</td> <td>by _____</td> <td></td> </tr> <tr> <td>_____</td> <td>by _____</td> <td></td> </tr> <tr> <td>_____</td> <td>by _____</td> <td></td> </tr> <tr> <td>_____</td> <td>by _____</td> <td></td> </tr> </table> | <u>ministry area</u> | <u>presented by</u> | | _____ | by _____ | | _____ | by _____ | | _____ | by _____ | | _____ | by _____ | | <p><input type="checkbox"/> Committee on Nominations & Lay
Leadership: by _____
Nominations from the floor:

_____</p> <p><input type="checkbox"/> Elected? _____</p> <p><input type="checkbox"/> Candidates for Ministry Recommended:
_____ approved? _____
_____ approved? _____</p> <p><input type="checkbox"/> Candidate for Ministry Renewed:
_____ approved? _____
_____ approved? _____
_____ approved? _____</p> <p><input type="checkbox"/> Certified/Local Church Lay Speakers:
_____ approved? _____
_____ approved? _____
_____ approved? _____</p> <p><input type="checkbox"/> Benediction by: _____</p> |
| <u>ministry area</u> | <u>presented by</u> | | | | | | | | | | | | | | | |
| _____ | by _____ | | | | | | | | | | | | | | | |
| _____ | by _____ | | | | | | | | | | | | | | | |
| _____ | by _____ | | | | | | | | | | | | | | | |
| _____ | by _____ | | | | | | | | | | | | | | | |

(signed) _____
Secretary

District Superintendent

**PASTOR'S MEMBERSHIP REPORT
2010 CHARGE CONFERENCE**

CHURCH _____ **DATE** _____

I. TOTAL FULL MEMBERS AT 2009 CHARGE CONFERENCE _____

Total Full Members received since last Charge Conference _____
(Attach a list of names by category.)

Total Full Members removed since last Charge Conference _____
(Attach a list of names by category.)

II. TOTAL FULL MEMBERS AT 2010 CHARGE CONFERENCE _____

This number should reflect changes made in IV below

**III. NAMES OF PERSONS FILED WITH CHARGE CONFERENCE FOR LATER
REMOVAL:**

**IV. NAMES OF PERSONS BEING RECOMMENDED FOR REMOVAL BY CHARGE
CONFERENCE ACTION:**

Note that the Discipline requires these to be considered individually!

IV. MEMBERSHIP BOOKS HAVE BEEN AUDITED? _____ Yes _____ No

REPORT OF THE TRUSTEES

NAME OF CHURCH _____
 DATE _____

I. FULFILLING OUR SACRED TRUST AS TRUSTEES

A. The official name of your church and where the deed is recorded (§ 2549.1,2, 2008 Discipline)

Name	Court House Office	Book	Page
Church Building	_____	_____	_____
_____	_____	_____	_____
Parsonage	_____	_____	_____
Cemetery	_____	_____	_____

*Indicate properties acquired since the previous Charge Conference **AND ATTACH COPY OF DEED***

- B. Does the deed contain the Trust clause in accordance with § 2503? _____
 C. Where are the deeds kept? _____

 D. Who is custodian of these and other legal papers? (§ 2549.8) _____
 E. Has there been an accessibility audit filed? (§ 2532.6 and § 2549.10) _____

II. INSURING OUR SACRED TRUST AS TRUSTEES (§ 2549.7)

A. Property Insurance

	Amount	Company	Expiration Date
1. Umbrella Coverage	_____	_____	_____
2. Church Bldg. & Contents	_____	_____	_____
3. Parsonage & Contents	_____	_____	_____

A. Liability and Comprehensive Coverage

1. Auto 1	_____	_____	_____
2. Auto 2	_____	_____	_____
3. Worker's Compensation	_____	_____	_____
4. Personnel Liability	_____	_____	_____
5. Criminal, Sexual Misconduct Liability	_____	_____	_____

III. THE ACCOUNTING OF THE PROPERTIES ENTRUSTED AS TRUSTEES (§ 2549.3, .4, .5, .6, .9)

A. ASSETS (Current)

1. Value of church buildings	_____
2. Value of parsonage(s)	_____
3. Value of other real estate (land, building, cemeteries, etc.)	_____
4. Value of trusts, bequests, gifts	_____
5. Value of income on all properties, both real and personal	_____
Grand total value of assets	_____

B. LIABILITIES

1. Church property debt	_____
2. Parsonage debt	_____
Grand total of indebtedness	_____
3. Amount paid this year on	_____
a. Principal of debt	_____
b. Interest on debt	_____

IV. ATTACH YOUR CONGREGATION'S SAFE SANCTUARY POLICY

 Chairperson of Trustees

POLICY STATEMENT ON MISCONDUCT OF A SEXUAL NATURE

I. Statement of Policy

The _____ United Methodist Church affirms the 2000 Book of Resolutions, Sexual Abuse Within the Ministerial Relationship and Sexual Harassment Within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church is incompatible with biblical teachings of hospitality, justice and healing. In accordance with the 2008 Book of Discipline (§161.F) all human beings, both male and female, are created in the image of God, and thus have been made equal in Christ. As the promise of Galatians 3:26-29 states, all are one in Christ. Therefore we support equity among all persons without regard to ethnicity, situation, or gender.

Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, co-worker, volunteer, person being counseled or any other person to whom the minister relates in his/her capacity as a minister.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating, or coercive.

Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

Misconduct of a sexual nature within the life of the church interferes with its moral mission. The _____ United Methodist Church stands in opposition to the sin of misconduct of a sexual nature in the Church and society at large and commits itself to fair and expedient investigation of any charge of sexual misconduct within the church and to take action deemed appropriate and in compliance with the Book of Discipline. Further, the United Methodist Church bears affirmative responsibility to create an environment of hospitality for all persons, male or female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

II. Procedures

- A. If you experience what you consider to be inappropriate behavior, keep a written record of your experiences including dates, times, places, and witnesses. Keep any written material you may have received from the person.

You may wish to confront the person with the inappropriate behavior and demand that it cease.

If you choose not to confront the person alone, you may choose to ask someone to accompany you to confront the person and seek reconciliation.

If you choose not to confront the person, or if the behavior continues, report the incident to the chair of the person's appropriate evaluating committee (e.g., a pastor or church staff member would be reported to the chair of the staff/parish relations committee; a district superintendent to the chair of the committee on superintendency; a bishop to the chair of the committee on episcopacy).

If the conflict is not resolved to your satisfaction, the committee chair shall convene the entire committee to meet with the accused, the person bringing the accusations, and each supporting person.

If the situation is not resolved to your satisfaction following these efforts, then follow the Discipline's procedures for grievances, complaints, and charges.

- B. If you are confronted by someone who has experienced or observed inappropriate behavior on your part, listen to the accusation and agree to change the behavior or otherwise resolve the situation and reconcile the relationship.

If you are unable to resolve the situation with your accuser, contact the chair of your appropriate evaluating committee. Ask to meet with your accuser and committee chair to resolve the conflict. The accused and the person bringing the accusation each have the right to bring a supportive person to this meeting.

If the conflict remains unresolved, the committee chair shall convene the entire committee to meet with the accused, the person bringing the accusations, and each supporting person.

- C. If you receive a report of inappropriate behavior, listen seriously and objectively. Help the person follow the steps outlined above.

If you are a clergy/church professional in a paid supervisory position in the local church or a conference agency, and an employee is being harassed, you should immediately take corrective or preventative action.

According to Arkansas law, any person receiving a report from a child under age 18, indicating sexual abuse of that child, is required to report the abuse to the proper authorities.

Date adopted by the Church Council/Administrative Board_____/_____/2010

Signatures of Administrative Board/Church Council Chairperson and all paid staff.

_____	_____
_____	_____
_____	_____
_____	_____

LOCAL CHURCH PASTOR'S COMPENSATION for 2011

1. **Include** premiums for conference medical insurance only in Section IV, Line 3
2. **Do not include** premiums for any other insurance paid by the church on the "Other" line (7).
3. Compensation is recommended by the Pastor-Parish Relations Committee after consultation with the pastor and the District Superintendent. The recommendation is reported to the Finance Committee and the Administrative Board/Council for discussion and agreement. Compensation is **set** by the Charge Conference.
4. The compensation set by the Charge Conference is for the position, not the person.

PART I – INFORMATION (Complete a form for each appointed clergy on the charge: Elders, Deacons, Local Pastors)

Church _____ Conference _____

Pastor _____ Clergy Status _____

Address _____ City _____ State _____ Zip _____

Phone _____ (work) _____ (home) _____ (cell) DOB _____

PART II – COMPENSATION

	2010	2011
1. Base compensation paid by local church – (Salary) (Do not include lines 2 – 7)		
2. Before tax contributions made to UM Personal Investment Plan		
3. Before tax contributions made to other 403(b) Plan		
4. Salary reduction to "cafeteria plan," pursuant to IRC Section 125		
5. Professional Accountable Reimbursable Expense Plan with the local church. (May include things such as: travel, continuing education, books, publications, entertainment allowance, membership dues, etc.)		
6. Compensation designated for expenses to be reported on IRS Schedule C (e.g., travel, continuing education, books & publications)		
7. Utilities/housing appurtenances (IRC Section 107 Housing Exclusion – Amount designated for utilities and other housing expenses and not subject to federal income taxation.) Do Not Include Housing Allowance		
8. Other (Specify)		
9. COMPENSATION paid by local church (add lines 1-8)		
10. Equitable compensation or other conference funds		
TOTAL COMPENSATION paid to Pastor (add lines 9 & 10)		

This is an increase / decrease of: _____

PART III – HOUSING

Parsonage: If parsonage is provided, check here []

Housing allowance in lieu of a parsonage \$ _____

PART IV – ADDITIONAL ITEMS

1. Has the chairperson of the Pastor-Parish Relations Committee, or members of the Pastor-Parish Relations Committee, visited the parsonage during the year making sure the house is being properly maintained and the pastoral family's needs are being met? _____ Date of visit _____
2. How much vacation time will be given your pastor? _____ Weeks
3. Is the church providing 100% of Conference Health Insurance for your pastor? [] Yes [] No
Check the appropriate insurance: [] Single [] Single with Child [] Family [] Private
Cost of the insurance provided by church: \$ _____
4. Have you and your pastor(s) participated in a process of evaluation? _____

PART V – SIGNATURES

Pastor

District Superintendent

S/PR Chairperson

CHARGE INFORMATION SHEET
FOR PASTORS WITH MORE THAN ONE CHURCH
GRAND TOTAL COMPENSATION SUMMARY FOR THE CHARGE FOR 2011

CHARGE _____

PASTOR _____

TENURE _____

Church 1:
Church 1:
 Base Compensation (Salary) _____
 Before Tax UM P.I.P. contribution _____
 Other 403(b) pre-tax contribution _____
 Accountable Reimbursement _____
 Designated for Professional Expense
 (IRS Schedule C) _____
 Utilities/Housing Appurtenances _____
 Other (do not include Conference
 Insurance Premiums) _____
TOTAL _____

Church 2:
 Base Compensation (Salary) _____
 Before Tax UM P.I.P. contribution _____
 Other 403(b) pre-tax contribution _____
 Accountable Reimbursement _____
 Designated for Professional Expense
 (IRS Schedule C) _____
 Utilities/Housing Appurtenances _____
 Other (do not include Conference
 Insurance Premiums) _____
TOTAL _____

Housing Allowance in lieu of a Parsonage _____
Church 1:

Housing Allowance in lieu of a Parsonage _____

Church 3:
 Base Compensation (Salary) _____
 Before Tax UM P.I.P. contribution _____
 Other 403(b) pre-tax contribution _____
 Accountable Reimbursement _____
 Designated for Professional Expense
 (IRS Schedule C) _____
 Utilities/Housing Appurtenances _____
 Other (do not include Conference
 Insurance Premiums) _____
TOTAL _____

Church 4:
 Base Compensation (Salary) _____
 Before Tax UM P.I.P. contribution _____
 Other 403(b) pre-tax contribution _____
 Accountable Reimbursement _____
 Designated for Professional Expense
 (IRS Schedule C) _____
 Utilities/Housing Appurtenances _____
 Other (do not include Conference
 Insurance Premiums) _____
TOTAL _____

Housing Allowance in lieu of a Parsonage _____

Housing Allowance in lieu of a Parsonage _____

COMBINED TOTALS FROM ALL CHURCHES

Base Compensation (Salary) _____
 Before Tax (403b) _____
 Salary Reduction (Cafeteria Plan) _____
 Accountable Reimbursement _____
 Designated for Professional Expense
 (IRS Schedule C) _____
 Utilities/Housing Appurtenances _____
 Other (do not include Conference
 Insurance Premiums) _____
GRAND TOTAL _____
 Housing Allowance in lieu of a Parsonage _____

*The Grand Total is a _____ increase
 or _____ decrease of \$ _____ over
 2010 compensation and does not include the
 conference medical insurance premium.*

**REPORT OF THE COMMITTEE ON FINANCE
TO THE 2010 CHARGE CONFERENCE**

Name of Church _____ Date _____, 2010

Note: "The committee on finance shall establish written financial policies to document the internal controls of the local church. The written financial policies should be reviewed for adequacy and effectiveness annually by the committee on finance and submitted as a report to the charge conference annually." (2008 Book of Discipline, ¶258.4c)

I. The treasurer's books were audited in 2009. ____ Yes ____ No
(Attach copy of last Reconciliation Report.)

II. Our church will pay 100% of the 2010 Conference apportionments. ____ Yes ____ No

If not, what is your plan to ensure that the apportionments are paid in 2011? _____

III. Our church will pay 100% of the 2010 District apportionments. ____ Yes ____ No

IV. By December 31, 2010, will the Church Council/Board have adopted an operating budget for the church for 2011? ____ Yes ____ No
(Attach copy of last adopted budget)

V. How often does the church treasurer give regular reports to the Pastor and the Administrative Board/Council and membership concerning the church's financial status?
____ Weekly ____ Monthly ____ Quarterly

VI. Our church participates in the following General Church Special Sunday Offerings:

- ____ Human Relations Day
- ____ One Great Hour of Sharing
- ____ Native American Awareness Sunday
- ____ Peace with Justice
- ____ World Communion Sunday
- ____ United Methodist Student Day

VII. Who are the two unrelated persons who count the Sunday Offering?

_____ and _____

THE UNITED METHODIST CHURCH
REPORT OF THE LAY SPEAKER TO THE CHARGE CONFERENCE

This report covers the 12 month period from _____ to _____
(either Jan. thru Dec. or from last to current charge conference)

(Part 1) **DATA ON THE LAY SPEAKER**
NAME _____ () Mr. () Mrs. () Ms.
WHAT NAME DO YOU GO BY: _____
ADDRESS _____
CITY, STATE, ZIP _____
HOME PHONE _____ WORK
PHONE _____
FAX _____ E-MAIL _____
NAME OF DISTRICT _____
NAME OF CHURCH _____ United Methodist Church
ADDRESS OF CHURCH _____

(Part 2) **STATUS OF THE LAY SPEAKER**
I am applying to begin as a () Certified Lay Speaker or () Local Church Lay Speaker.
I am applying for renewal as a () Certified Lay Speaker or () Local Church Lay Speaker.
I () have () have not completed the Basic Training Course for lay speakers.
I () have () have not completed the Advance Course for lay speakers.
What year did you complete the last advance course you took? _____
What was the title of the last Advance Course you took? _____

(Part 3) **REQUEST OF THE LAY SPEAKER**
I hereby request recommendation of my pastor and my Charge Conference to begin or renew as a ()
Certified Lay Speaker () Local Church Lay Speaker for the ensuing year.

(date) _____ (signed) _____
(Lay Speaker)

(Part 4) **RECOMMENDATION OF THE PASTOR**
I recommend concurrence with the request of this Lay Speaker to begin or renew as a () Certified Lay
Speaker or () Local Church Lay Speaker for the ensuing year.

(date) _____ (signed) _____
(Pastor)

(Part 5) **ACTION BY THE DISTRICT COMMITTEE ON LAY SPEAKING**
This application to begin or be renewed as a Certified or Local Church Lay Speaker within the
_____ District of The Arkansas Conference is () approved () disapproved for the
ensuing year.
(date) _____ (signed) _____
(Chair, District Committee on Lay Speaking)

(Part 6) **CHARGE CONFERENCE RECOMMENDATION**
The Charge Conference recommends that the above Lay Speaker begin or renew as a () Certified Lay
Speaker () Local Church Lay Speaker for the ensuing year.

(date) _____ (signed) _____
(District Superintendent)

(Part 7)

MINISTRIES BY THE LAY SPEAKER

During this past year I have:

- () Participated in Communicating ministries as follows:
 - () preached in _____ worship services.
 - () served as worship leader in _____ services.
 - () delivered _____ devotional messages
 - () taught _____ classes.
- () other speaking activities _____

- () Participated in Leading ministries as follows:
 - () served as member of committee, board, commission, council, task force, etc.
 - () as a volunteer at a community agency.
 - () at my local church.
 - () beyond my local church.
 - () in my District.
 - () in the Arkansas Conference
 - () in the South Central Jurisdiction
 - () at the General Church level
 - () other leading activities _____

- () Participated in Caring ministries as follows: _____

(Part 8)

PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER

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

(Part 9)

FEEDBACK BY THE LAY SPEAKER

Do you believe that you have had adequate opportunity for service as a lay speaker this past year?

- () yes () no (if no, please explain):

What additional training or support do you need?

Give any recommendations you have for improving the lay speaking program in your District or Annual Conference:
