



# Charge Conference Preparation for Lay Servants and Lay Speakers

**1. Lay Servants/Lay Speakers: Make sure you are clear on the roles, certification requirements, and renewal requirements from the chart to the right. Complete your report in Unity accurately.**

**2. Pastors: When signing Lay Servant/Lay Speaker Unity reports, ensure all sections are filled out completely and accurately. If church member is a Lay Servant, be clear as to whether they are pursuing qualification as a Lay Speaker, and have certificates for all seven requirements. Make sure all are up to date with training requirements.**

CERTIFIED LAY SERVANT	CERTIFIED LAY SPEAKER
<p>Serves the local church or charge (and/or beyond) and:</p> <ul style="list-style-type: none"> <li>• Provides program leadership, assistance, and support</li> <li>• Leads meetings for prayer, training, study, and discussion</li> <li>• Conducts, or assists in conducting, services of worship, preaches the Word, or gives addresses</li> <li>• Provides congregational and community leadership and fosters caring ministries</li> <li>• Assists in the distribution of the elements of Holy Communion</li> <li>• Teaches the Scriptures, doctrine, organization, and ministries of The United Methodist Church.</li> </ul>	<p>Serves by preaching the Word when requested by the pastor, district superintendent, or committee on Lay Servant Ministries, in accordance and compliance with ¶341.1.</p>
<p><b>REQUIREMENTS FOR CERTIFICATION:</b></p> <ul style="list-style-type: none"> <li>• Pastor and church council or charge conference recommendation</li> <li>• Lay Servant Ministries BASIC course</li> <li>• Lay Servant Ministries advanced course</li> <li>• District committee on Lay Servant Ministries, or equivalent structure (See ¶668.3) approval</li> </ul>	<p><b>REQUIREMENTS FOR CERTIFICATION:</b></p> <ul style="list-style-type: none"> <li>• Certified as a lay servant (or equivalent as defined by his or her central conference)</li> <li>• Pastor and church council or charge conference recommendation</li> <li>• Completion of a track of study as defined in ¶267.3.c.</li> <li>• Conference committee on Lay Servant Ministries approval after interview with and recommendation from the district committee on Lay Servant Ministries</li> </ul>
<p><b>REQUIREMENTS FOR RENEWAL:</b></p> <ul style="list-style-type: none"> <li>• Annual report &amp; renewal application</li> <li>• Pastor and church council or charge conference recommendation</li> <li>• Lay Servant Ministries advanced course in the last three years</li> <li>• District committee on Lay Servant Ministries, or equivalent structure (See ¶668.3) approval</li> </ul>	<p><b>REQUIREMENTS FOR RENEWAL:</b></p> <ul style="list-style-type: none"> <li>• Annual report &amp; renewal application</li> <li>• Pastor and church council or charge conference recommendation</li> <li>• Lay Servant Ministries advanced course in the last three years</li> <li>• Conference committee on Lay Servant Ministries approval every three years after interview with and recommendation from the district committee on Lay Servant Ministries</li> </ul>



ADOPTED LEGISLATION AT 2016 GENERAL CONFERENCE  
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