

The United Methodist Church
Iowa Annual Conference
Central District

Local or Certified Lay Speaker Process Checklist

Name: _____

Phone: _____

Address: _____

City, State, Zip: _____

Email address _____

Charge Conference or Church
Membership: _____

District: _____

Please register a calendar date in each blank space when action is completed.

Local Lay Speaker:

Discernment Phase

_____ Prepare a statement describing your sense of calling and desire to become a Local Lay Speaker. Share this statement with your local pastor, and discuss your call to ministry.

Preparation Phase

_____ Locate, register, and attend a Basic Lay Speaking course.

Review & Approval Phase

_____ Fill out 'Form F: Local Lay Speaker-Certified Lay Speaker' and submit to local pastor for recommendation to the church/charge conference and signature.

_____ Confirm that the signed Form F has been submitted to the church/charge conference for recommendation and signature. Once approved and signed by the Conference Superintendent or Presiding Elder, Form F is to be submitted to the District Office.

_____ Date approved as a Local Lay Speaker by District Committee/District Lay Speaking Director.

Annual Renewal Process

_____ Fill out 'Form F: Local Lay Speaker-Certified Lay Speaker' and submit to local pastor or SPRC chairperson for recommendation and signature.

_____ Confirm that the signed Form F has been submitted to the church/charge conference for recommendation and signature. Once approved and signed by the Conference Superintendent or Presiding Elder, Form F is to be submitted to the District Office.

_____ Date renewal approved as a Local Lay Speaker by the District Lay Speaking Committee/District Lay Speaking Director.

**Please note: Form F is to be filled out and submitted annually even though the Basic Lay Speaking course need be taken only once every three years to maintain your Local Lay Speaker status.*

Certified Lay Speaker:

Discernment Phase

_____ Prepare a statement describing your sense of calling and desire to become a Certified Lay Speaker. Share this statement with your local pastor, and discuss your call to ministry.

Preparation Phase

_____ Locate, register, and attend an *Advanced Lay Speaking course.
*No substitutes for the Advanced Lay Speaking course will be accepted.

Review & Approval Phase

_____ Fill out 'Form F: Local Lay Speaker-Certified Lay Speaker' (including the Annual Report portion) and submit to local pastor for recommendation and signature.

_____ Confirm that the signed Form F has been submitted to the church/charge conference for recommendation and signature. Once approved and signed by the Conference Superintendent or Presiding Elder, Form F is to be submitted to the District Office.

_____ Date approved as a Certified Lay Speaker by District Committee/District Lay Speaking Director.

Annual Renewal Process

_____ Fill out 'Form F: Local Lay Speaker-Certified Lay Speaker' and submit to local pastor or SPRC chairperson for recommendation and signature.

_____ Confirm that the signed Form F has been submitted to the church/charge conference for recommendation and signature. Once approved and signed by the Conference Superintendent or Presiding Elder, Form F is to be submitted to the District Office.

_____ Date renewal approved as a Certified Lay Speaker by the District Lay Speaking Committee/District Lay Speaking Director.

*****Please note: Form F is to be filled out and submitted annually even though the Advanced Lay Speaking course, or substitute educational opportunities, need be taken only once every three years to maintain your Certified Lay Speaker status.***

**Substitute Educational Opportunities for Certified Lay Speaker renewal include:

- Academy of Spiritual Formation
- Camp Training
- Chrysalis/Walk to Emmaus Training
- Discipleship Leadership Training
- Lay Witness Mission
- UMW School of Mission
- School for Lay Ministry
- Spiritual Workshop
- Stephens Ministry