

LSM Directors Procedure for Determining / Sending Re-Instatement Letter

1. Determine Whether Lay Servant / Lay Speaker has attended a class / Alternate / Online Class at least once within the last 3 years.

1. Look at the LSM Master list for the current year / past 3 years record. (It is the District Director`s job to make sure that these records are accurate and up to date)
- b. Look for any classes / alternate service / online class records (it is the Lay Servant / Speaker`s responsibility to get the records to the District Director ,
- c. Look at the Annual Report for Lay Servant / Speaker(if you have one-again , it is the Lay Servant / Speaker`s responsibility to get the records to the District Director)
- c. Look at any other Lay Servant records you may have.

2. If none of these show that the Lay Servant / Speaker has attended a class / alternate service / online class within the past 3 years

- a. Prepare the letter with the appropriate checkmarks.
- b. Keep a copy for your records.
- c. Along with the letter , send the latest Class application or other info for the next available classes or direct them to the arumc.org website.

Remember this letter is asking them to return to the training that we provide , not just dropping them from the program , unless absolutely necessary. We have the obligation of providing timely training classes , considering the size of each District , and advertising them , to make sure that each Lay Servant has been given the opportunity at least each three years to attend a training class.