

Arkansas Conference Lay Servant Ministries
Lay Servant Re-instatement letter

Rev. 1 March 2014

Date _____

To: _____

I am writing in regards to your service in the Arkansas United Methodist Lay Servant Ministries Program . Our 2012 General Conference passed new Legislation concerning our program and we have had to change our “past” practices and initiate new ones.

It is with deep concern that I am sending this letter to you , because our records indicate that you:

1. _____ Apparently have not attended a training class for Lay Servants in several years.
2. _____ Do not have an Annual Report of the Lay Servant to Charge Conference on file.
3. _____ Your Annual Report of Lay Servant to Charge Conference was not completed / signed

If this information is incorrect please contact your District Director of Lay Servant Ministries , District Office , (or myself) . Our rules require (and always have) that each Lay Servant attend a class each three years , file an Annual Report to Charge conference form and complete certain other requirements.

Unless we hear from you within 10 days of receipt of this letter , we will regretfully have to remove your name from our list of Lay Servants. Please do not let this happen. We want you to remain in our program , but also we must remain loyal to our need to have currently trained Servants. Not everyone wants to serve in the Pulpit and that is ok with us. We still want to provide excellent classes for all service in the Church.

We do understand that you may be actively serving in a Lay Servant capacity , and not inactive , but we are dedicated to providing the Arkansas Conference with the best we have to offer. We are committed to partnering with our Pastors , District Superintendents, and Congregations to provide support , training and proper documentation for each and every one of our Lay Servants. The United Methodist Church and our Arkansas Conference says that our Mission is “to make disciples of Jesus Christ equipped to transform the world with excellence and passion. We readily adopt that as our “Mission Statement” for the LSM Program, (so that --- we can be equipped with “Excellence and Passion” to be in Leading , Caring and Communicating Service to our churches and communities.)

With that in mind we have set out on a new journey in the Lay Servant Ministry Program to provide new avenues of training and support for our program. We plan to be offering online training in this next year as well. This effort will take several years to achieve the results that we need. We ask each of you to please not take this letter as a letter of rejection , but a letter of invitation to contact your District Director of Lay Servant Ministries, or District Office to find out when the next classes will be held and get your certification renewed.

If you have not attended a class in the last three years :

1. You must attend our Basic Class first (course book has been updated) (Local Church Lay Servant)
2. Next you must attend an advanced class, (Certified Lay Servant)
3. Get your Charge Conference Forms filled out and signed by Pastor and District Superintendent , (even though it may not be Charge conference time yet.) This is to give us the information we need to update our records.
4. We have a Web Page linked to the Conference Website www.arumc.org/resources/lay servant ministry with these forms on it.
5. We have a New position in our program created by the 2012 General Conference called by our old name of “Lay Speaker”. If you apply for this position ,it will require 6 defined classes. (contact your District Director for list or see them on our webpage) . You will be basically letting the District Superintendent know that you are willing to be assigned to a local church on a longer temporary assignment than we usually are , to fill in for a Pastor , if the District Superintendent asks you. We can give you more information on that when you contact us.

We want to offer you a “one-time” opportunity to re-instate your LSM Certification . Please contact your LSM Director , or District Superintendent’s Office within 10 days of receipt of this letter and let us know you will be attending the next class held – either in your District or one closer to your home.

Our Goal is to have at least one Lay Servant Ministries Participant in each local church, and classes held in as many local churches as we can to make it more convenient for you to attend – won’t you let us help you and your local church to realize that goal too?

Peace ,

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