

## LSM Lay Speaker Application Procedure

1. Receive Application from Lay Servant ( completely filled out – if not contact applicant and get corrected before proceeding further ) this should not take longer than 30 days.
  - a. Documents required to be either with application or available from District Director records / files.
    1. Current year / past 3 year Training record form for District approved classes / alternate / online class
    2. Current year ( Last Charge Conference) Annual Report of the Lay Servant / Speaker
    3. Proof of all classes attended District Certificate copy , ( online certificate copy / alternate service Certificate copy or other document proof. ( All training must meet LSM Program requirements )
    4. At least 2 Church Evaluations
    5. Answers to questions on application
    6. Copy of Sample Sermon
2. If all documents / records are in order , decide whether you need to meet with applicant or can make first visit by phone.

( This is to just find out more about the applicant and their intentions to be a Lay Speaker. This should not be considered a Pass / Fail type interview. If possible you could meet with the person at the next scheduled class training in the District ) . Particular attention should be paid to the applicant`s past Annual Report as to their overall ministries information (2<sup>nd</sup> page ) . Applicant should have a detailed reporting of what they have been doing in the different areas of ministry of the church ) participation in disciplined groups such as covenant discipleship groups or class meetings is an expected part of personal mission involvement ) . If not –why not?
3. If there is a multi-person District Committee , then all on the Committee should have the chance to meet / talk with applicant. In lieu of this , the District Director can present the facts to each member of the committee by phone or e-mail and a decision can be made to forward / reject the application . In either case , the Conference Director should then be sent the information.
4. This process make take some time , but we should try and expedite the applicant`s forward progress if possible , without causing too much delay ) . ( Remember , if it was your application - how would you want to be treated ) We should make every attempt to complete this process within 30 days maximum.
4. Once all involved in the interview process has the applicant`s information and a decision has been made , then forward a copy of the application - minus the records to the Conference Director of Lay Servant Ministries. There will be a “called “meeting of all of the District Directors to determine the qualifications of the applicant . This can be done either by phone call / or by direct meeting .
5. If the Applicant is accepted /denied , the Conference Director will forward a letter to the District Director and the Applicant of either the acceptance or denial ( with reasons why ) of the application.
6. If the applicant has not met all of the training requirements yet , they will stay in the “Track” for 5 years maximum to finish their training requirements and all must complete continued training classes at least once every three years to stay in the LSM Program. If at the end of 5 years after initial application the Lay Speaker has not finished all of the 6 required courses , then they will be dropped from the program. ( the 6 required categories listed in G.C. Legislation are : Lay Servant Basic course, and Leading Worship, Leading Prayer, Discovering Spiritual Gifts, Preaching, and United Methodist Heritage and UMC Polity, and/or other courses as may be determined by the annual conference committee on Lay Servant Ministries or equivalent structure.
7. If the Application is approved , then the person is then accepted into the “ **Lay Servant Speaker Track**” and will be given a “certificate” of such , signed by the District Director , Conference Director and the District Superintendent. If the Applicant has already met “ALL” of the Arkansas Conference LSM Program requirements to be a Lay Speaker , they will be recognized as an **Arkansas Conference Lay Speaker . The Lay Speaker may have an appropriate copy of the Certificate reduced to a “business card” format for their personal use. No other form of identification is to be used for the Lay Speaker designation.**
8. The Appropriate District Superintendent will be notified when a Lay Servant enters the Lay Speaker Track and / or when they have completed the training requirements for Approval as a Lay Speaker. The District Superintendent will have sole discretion to determine if / when the Lay Speaker Track participant is assigned to fill in for a Pastor who is out of the pulpit for an extended period of time , otherwise the District Director will be responsible for helping our Pastor`s who need a fill-in Lay Servant / Speaker on a week-by-week basis.