

## 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. The District Director may 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 . The Conference Director **will** 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.
5. 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 ( **you keep these** ) to the Conference Director of Lay Servant Ministries. There will be a “called “meeting of all of the District Directors/**Conference Director** to determine the qualifications of the applicant . This can be done either by phone call / or by direct meeting , **or by e-mail.**
6. If the Applicant is accepted /denied , the Conference Director will forward a letter/**email** to the District Director and the Applicant of either the acceptance or denial ( with reasons why ) of the application.
7. 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 ( **general** ) LSM 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 Lay Speaker Track ( **and continued as Certified Lay Servants if LSM Program requirements are met** ) . The 6 required categories listed in G.C. Legislation are : Lay Servant Basic course, 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.
8. If the Application is approved , then the person is then ( **immediately** )accepted into the “ **Lay Servant Speaker Track**” and will be given a “**Pending**” Lay Speaker Certificate” ( **good for 5 years** ) , signed by the District Director , Conference Director and the District Superintendent. **The District Superintendent is then notified by the Conference Director of LSM ( in writing ) of the intent of the Lay Speaker to be available for temporary assignment** as such. If/ and when the Applicant has met “ALL” of the Arkansas Conference LSM Program requirements to be a Lay Speaker , they will be recognized as an **Arkansas Conference Lay Speaker . with the appropriate new Certificate removing “Pending ”. 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.**
9. The Appropriate District Superintendent will be notified in writing by the Conference Director of LSM 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 Pastors who need Pulpit Supply on a more limited basis ( week-by-week ) .