

## 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](http://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.