

Christ Servant Ministry Annual Report Instructions



The *CSM Annual Report* is used to help the Charge Conference better understand the ministry and contributions of a Christ Servant Minister, Certified Lay Speaker, or Certified Lay Minister to the life of the congregation. This format has been approved for use by all the Districts of the Eastern Pennsylvania Conference.

WHO SHOULD COMPLETE THE CSM ANNUAL REPORT?

1. If you are seeking **renewal or recognition** as a *Christ Servant Minister* or *Certified Lay Speaker*, please complete both sides of the CSM Annual Report. If you are a *Certified Lay Minister* complete the CLM form mailed to CLMs by CLM Coordinator, Judy Ehninger.
2. Your form is complete when it has been signed and dated by you, your pastor, and the district superintendent. Keep a copy of your annual report for your records! (The **original** form is submitted electronically by the Charge Conference and filed with Charge Conference records.)
3. ***Within one week following your Charge Conference, you are expected to send copies of your report to ...***
 - (1) George Hollich, the Conference Director of Christ Servant Ministry,
 - (2) Judy Ehninger (if you are a Certified Lay Minister),
 - (3) and to your District Representative as listed below...

CSM Conference Director

George Hollich, CSM
212 West Orchard Drive
Palmyra, PA 17078
717-838-2812 CSM_Program@comcast.net

North

Judy Ehninger, CLM
2620 Gracie Lone
Macungie, PA 18062
610-965-2290
ehninger@ptd.net

East

Ruth Portzline, CLM
1353 Peach Tree Lane
Warrington, PA 18976
215-343-4749
gmomof345@yahoo.com

South

Sheri Kentner, CLM
110 Beechwood Terrace
Pottstown, PA 19465
sherikentner@gmail.com

West

Lynn McCord, CLM
29 Pinewood Ave
Lititz, PA 17543
717-615-5616
dpmlm1@gmail.com



Annual Report - Request for Continuation
Christ Servant Ministries
Eastern Pennsylvania Conference of the United Methodist Church

Use this report...

- 1. To fulfill the 2016 Disciplinary Requirement that each participant in the Christ Servant Ministries program -- whether Christ Servant Minister, Certified Lay Speaker, or Certified Lay Minister -- complete and submit an annual report to his or her charge conference to remain in good standing.
2. To provide information to the Conference Director for inclusion in the Conference Journal and on the CSM website, "www.ChristServantMinistries.net".

Part 1. Information about the Lay Servant

Mr. Mrs. Ms. Name
What name do you go by? (i.e. Sue, Bob, Jim)
Address City/State/Zip
Home Phone Work Phone E-mail
Name of District Name of Church
Church Address City/State/Zip
Church Phone Church E-mail

Part 2. Lay Servant's Request to continue the journey

I want to continue my journey as a Lay Servant: Yes No

Part 3. Status of the Lay Servant

Christ Servant Minister Certified Lay Speaker Certified Lay Minister

List the DATE(s) and TITLE(s) of advanced course work taken since your last annual report...

Part 4. Servant's Request

I request recommendation of my pastor and my charge conference to begin or renew as a...

Christ Servant Minister Certified Lay Speaker Certified Lay Minister

Date Signature of the Lay Servant

Part 5. Recommendation of the Pastor

As pastor, I recommend concurrence with the request of this person to begin or renew as

Date Signature of the pastor

Part 6. Recommendation of Charge Conference (or) Church Council (for initial applications)

The charge conference of the (church or charge) recommends approval of this request.

Date Signature of the District Superintendent (or designee)

NOTICE: After the Lay Servant completes this form and signatures are obtained for Parts 4, 5, and 6, reproduce copies and distribute to: District Superintendent, Church Conference Secretary, and keep a copy for yourself. Also, mail copies of the form to the CSM District and Conference Directors. For any questions, please go to the website: www.ChristServantMinistries.net or call George Hollich: 717-838-2812.

Part 7. Church Ministries

During the past year, I have participated in these ministry opportunities (please check the appropriate boxes, and then provide specific corresponding ministry opportunities):

- at my local church: _____
- beyond my local church:
 - in my district: _____
 - in my conference: _____
 - in my jurisdiction: _____
 - at the general church level: _____
- served as CHAIR of committee, board, task force: _____
- served as a volunteer at a community agency: _____
- provided one-on-one caring:
 - at a hospital, nursing home, or to a shut-in
 - in membership/evangelism visitation
 - other: _____
- provided leadership in caring/outreach projects such as a soup kitchen, prison ministry, etc.
Please list: _____
- taught classes (what, how many) _____
- served as a worship leader in services (how many) _____
- delivered a devotional message (how many) _____
- preached in worship services (where, how many) _____

Additional opportunities for leading, caring, and communicating ministries participated in by the Christ Servant Minister (describe opportunity and your part in it): _____

Part 8. Personal and Spiritual Growth

Describe activities in which you have engaged and/or books you have read and used during the past year to help you develop your devotional life, improve your understanding of the Bible, improve your understanding of The United Methodist Church, or to improve your skills in leading, caring, and communicating? _____

I feel I have been gifted in the areas of _____

Part 9. Commentary about the Past Year

Do you believe that you have had adequate opportunity or service as a Lay Servant this year?

Yes No If no, please explain: _____

What additional training or support do you need? _____

Give any recommendations you have for improving the Christ Servant Ministry program in your district or annual conference: _____

Part 10. Sharing of Information

I give my permission for information on this form to be shared...

in the Conference Journal Yes No on the Web site Yes No