



## Request to be on the Canal District Lay Speaking Preaching Registry

- by:  a certified lay speaker who took a lay speaking preaching course prior to 2006  
 by:  a person recently educationally qualified to be recognized as a certified lay speaker  
 and/or  
 by:  a participant of a lay speaking preaching course held in, or since, 2006

**type or print all information clearly.**

For help call the District Preaching Registry Manager, Donna Kaye Montemayor, at 330 676-0995

### IMPORTANT NOTES

Re: above. Lay Speakers who have taken a preaching course prior to 2006 may take the course again for full educational qualification toward recognition (and to meet the every-three-year educational requirement).

Do **NOT** deface the *Preaching Evaluation* [Form CD LSM G107b] which accompanies **this** form [Form CD LSM G107a]; it must be utilized for copying purposes by those who go on the registry. Keep it clean so it can be copied. Only the face of that form is copied, what's on the back of it is for your information (and anybody else's — perhaps your pastor — with whom you may wish to share it).

Before filling out and submitting this request, be sure to read **carefully and understand** the information on the back of the Preaching Evaluation form. It explains the rationale for the registry and how the evaluations are used to: 1. enable the lay speaker who preaches to improve his/her preaching skills and ability; 2. provide valuable information to pastors who seek someone capable to fill a pulpit for whatever reason. It also briefly explains the process to be used by lay speakers on the registry to provide the data necessary for both the preceding to be accomplished.

Lay speakers on the registry **must** have an email address, which **must** be shown on this form, in order to receive the results of evaluative ratings. If a person wishing to be on the registry does not have his or her own email address, that person must make arrangements with someone who does have an email address, to accept emails from the Registry Manager; the ideal situation would be that the person receiving such would be able to print out the email and somehow get it to, or have it picked up by, the person on the registry. If an email address is not on this form when submitted, the lay speaker will not be accepted on the registry.

Please do not forget that lay speakers are encouraged to make copies of all official forms after they are filled out and before turned in to the appropriate office, person, or body. They are strongly encouraged to keep those copies in a personal file. That is particularly true of these forms related to being placed on the registry.

**Requests for evaluative ratings must be emailed to Donna Kaye Montemayor, dkm1105@gmail.com**

**Be sure you understand the notes above, and the information on the back of the *Preaching Evaluation*, before signing and submitting this form**

Proper Name \_\_\_\_\_ Ms. Miss Mrs. Mr. \_\_\_\_\_  
First Initial Last (circle which) Nick Name

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ if can be called at work

Email \_\_\_\_\_ Church \_\_\_\_\_

Church Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Church Phone (\_\_\_\_) \_\_\_\_\_

I understand, and will follow, the procedures to be used by lay speakers on the registry. I know I will remain on the registry as long as I am recognized as a certified lay speaker unless I decide to withdraw by notifying the registry manager. My being placed on the registry is my own personal choice, and I permit my ratings to be made available to any person requesting them by email.

Date \_\_\_\_\_ Requestor's Signature \_\_\_\_\_

**Mail this form to: Donna Kaye Montemayor, 1324 Mockingbird Drive, Kent, Ohio 44240**

## BACKGROUND

The Discipline does not stipulate any requirement that must be met for a lay speaker to preach, except that he/she be either a local church lay speaker or a certified lay speaker. The actuality, technically, is that a pastor can ask and allow **any** UMC lay person to preach in a United Methodist Church (*except, theoretically, by someone — lay or clergy — outside the UMC, in which case the District Superintendent is **supposed** to authorize the preaching*).

But over the years, because of the lack for quite some time of persons available to fill pulpits, regardless of the disciplinary stipulations (which still continue), lay speaking became highly focused on preaching, regardless of whether or not anybody had any pulpit training.

Since a preaching course was added to the Board of Discipleship advanced courses, it became a common belief throughout the connection that only certified lay speakers who took that course could, or should, preach.

Even if, by Discipline, that is correct (which it was not and is not), there are unfortunate realities which impact the situation. The most unfortunate is that no courses provide for grading of the performance of participants; not even satisfactory or unsatisfactory, nor pass or fail (*which means, of course, that the same situation holds with ANY course, preaching or otherwise*). The result was, and is, that lay speakers taking the preaching course may or may not have developed real skill and/or internalized requisite knowledge.

So, finally, pastors began depending on the recommendations of persons (clergy or laity) they trusted to decide whether or not any particular lay speaker would be asked to fill their pulpit. One consequence is that there are some lay speakers who are often being asked to fill in, while others who may be quite good are not asked at all.

## WHAT CANAL DISTRICT LAY SPEAKING MINISTRIES HAS DONE (IS DOING)

1. For several years, the preaching course has been upgraded (part of increasing lay speaking courses to a Friday evening and two Saturdays). It has helped that a new preaching course was developed by the Board of Discipleship and the old course scrapped — the new one, while pretty basic, is quite good.

2. The number of participants in the preaching course has been limited to 12 persons, allowing for much more attention to detail, the provision of help, and a more reality-based preaching experience. A date for a preaching course is not set until there are at least 8 persons who have indicated their sincere desire to take the course. The actual dates are set by the availability of the trainers and those participants.

3. While grading is not permissible, a preaching evaluation tool was developed and is utilized. When each participant makes a presentation, the other participants become the congregation and they evaluate the presenter. The results are quite powerful, particularly since the items on the evaluation are understood as goals to be achieved.

4. As of 2006, participants must be recommended for the course by their pastor, and the pastor must agree that their first “formal” sermon will be given during that church’s regular worship. If nothing else, that provides preliminary screening (understanding the pastor *could* be wrongfully recommending someone).

5. The course graduate automatically is placed on the registry, with the first evaluation done by members of his/her own local church congregation.

## HOW THE REGISTRY IS UTILIZED, AND HOW TO USE

The “tested” and refined evaluation tool gave birth to the registry and is key to its success or failure.

Every person on the registry must make ten copies of the “Preaching Evaluation” in preparation for each time he or she preaches and wishes to be evaluated.

Also prepare an envelope addressed to: **Donna Kaye Montemayor, 1324 Mockingbird Drive, Kent, Ohio 44240.**

He/she must recruit another person (preferably a lay speaker) to assist — who will attend the service at which the sermon is presented. The task of that volunteer is to distribute, at random but with an effort to reach some diversity (age, sex, etc.), those Evaluations to at least 8 persons in attendance. That means getting there a bit early in order to provide a little explanation of what’s desired. The volunteer will also make sure to be at the exit (or where-ever) to collect the Evaluations; that must be done in such a manner that the “evaluators” are not identified. The last task of the volunteer is to place them all in an envelope and mail it to the Registry Manager at the District Office.

The ratings from the Evaluation will be compiled and emailed to the person who gave the sermon. If persons on the registry do not have email, they must find someone whose email address they can utilize for this purpose (perhaps his/her pastor?) That email address (either a personal one, or somebody’s to whom the information can be sent) must appear on the Request to be on the Registry.

Persons on the registry repeat this process every time they preach (or as often as they desire) so an “accumulative” rating can be established. That provides them a tool for self-improvement.

Any person wishing to know the ratings can request a report from the Registry Manager by email. Which enables clergy to have some measurement of the potential of any lay speaker on the registry and improves the potential for lay speakers to demonstrate higher quality work.

**Requests for evaluative ratings must be made by email to Donna Kaye Montemayor, [dkm1105@gmail.com](mailto:dkm1105@gmail.com)**



# CANAL DISTRICT LAY SPEAKER PREACHING EVALUATION

Lay Speaker \_\_\_\_\_

Church \_\_\_\_\_ Date \_\_\_\_\_

### Raters

Before the sermon begins read the items carefully to have them in mind — but do not do any rating until afterward. Then circle the number on the scale beside each item which seems to best fit your impression of how the presenter did. **Be truthful about your ratings; this is to assist the presenter to improve, not feel good or bad.** Fold the form in half (ratings inside) and return to the person who gave it to you. **You will not be identified.**

### ITEMS ABOUT PRESENTATION TO RATE

	very poor	poor	so — so	good	very good
1. Has something important to say about <i>listeners, world, church, community, or other</i> — and says it convincingly. ....	1	2	3	4	5
2. Stays true to the biblical text; the message clearly fits the scriptures rather than the scriptures fitting the message. ....	1	2	3	4	5
3. Has rapport with listeners; message seems relevant to their lives — they can see how it applies to them. ....	1	2	3	4	5
4. Grasps and holds the attention and interest of listeners; listeners attention doesn't wander. ....	1	2	3	4	5
5. Ideas are organized, logical, and flow naturally from one to another; everything seems connected. ....	1	2	3	4	5
6. Maintains eye contact: makes listeners feel personally addressed and somehow involved and participating. ....	1	2	3	4	5
7. Uses appropriate gestures and facial expressions; appears natural; good body language that isn't distracting. ....	1	2	3	4	5
8. Keeps to allotted time, or time doesn't seem to matter to listeners because they get caught up in the message. ....	1	2	3	4	5
9. Makes no more than two-to-three <b>major</b> points; <u>all</u> points — regardless — are sharp, clear, and on target. ....	1	2	3	4	5
10. Calls listeners to respond; to think, to act, to do, to change, to get better, to make something happen. ....	1	2	3	4	5
11. Presentation is expository; it leads to a deeper, better comprehension of the meaning of the bible and/or scripture. ...	1	2	3	4	5
12. Uses language which fits the listeners and doesn't make them feel "talked down to" or belittled. ....	1	2	3	4	5
13. Listeners feel the presenter is interested in them as real, and important, human beings. ....	1	2	3	4	5