

# Lay Servant Annual Report

Lay Servant Annual Report (revised 9-4-16) due at Charge Conference each year. Annual reports are required for all lay servants that have completed the Basic course and one advanced course.

All reports need to be prepared online. Go to the Conference web site <https://data.ngumc.org/ngdata/login.aspx> and click on "Create a Lay Account."

After you create your account log in and complete your Lay Servant report.

If you already have an account just log in and update your report.

If you need help your Church office should be able to get access to the data.

## **Lay Servant's Annual Report**

After completing your report print three copies.

Two copies are to be submitted to the church, and a third copy should be kept for your records.

FYI - One of those church copies will be given to the DS at the charge conference.