



*Living God's Word,
Sharing God's Love*

DETAILED MINISTRY DESCRIPTION

Lay Leader

LUMC Vision

To be a beacon of God's amazing grace that empowers people's lives to celebrate demonstrate, and acclaim the awesome power of the risen Lord, Christ Jesus.

Title

Lay Leader

Purpose:

- To work with the church's leadership to address the hopes and concerns of our congregation and community and to foster through greater laity involvement in mission and ministry a more loving and just community.

Responsible to:

- Charge Conference through the Church Council.

Description of duties

- To keep focused on the primary purpose.
- To foster awareness of the role of laity both within the congregation and through their ministries in daily life and find ways to recognize these ministries.
- To function as the primary lay representative of the laity in the church.
- To advise the church council of the opportunities for ministry that will improve the quality of life in the community.
- To meet regularly with the pastor(s) to discuss the state of the church and opportunities for ministry.
- To serve on the committee on lay leadership, the committee on finance, the church council, and the charge conference.
- To take part in study and training opportunities to understand the church and its mission.
- To inform laypeople of training opportunities provided by the district or annual conference.
- To interpret (with the pastoral staff and lay members to the annual conference) to the congregation the actions and programs of the annual conference and the general church.

Budget Responsibilities

Provide requested budget information to Finance Chairperson for the annual budget.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

Time requirements

Attend called meetings of the Church Council and meetings requested by the pastoral staff.

Term

One year, with annual renewal (if mutually desired) for a maximum of 3 years.

Training and resources

- **United Methodist Book of Discipline** - ¶251.1, 251.2, 602.4
- Cokesbury Guidelines: **Lay Leader / Lay Member** - Electronic copy is available through the LUMC Equipping Ministry webpage.
- Information and workshops available through the Conference Office.

Background Check

Not required for this position.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

Qualifications, Skills, and Gifts

- A personal and growing relationship with Christ.
- On a personal spiritual journey.
- Public speaking skills to assist pastoral staff with worship services.
Ability to listen to concerns of congregation and discuss possible resolutions with pastoral staff.
- Understanding of church structure and responsibilities of pastoral staff.
- Possess one or more of the following spiritual gifts:
 - Administrative (D)
 - Faith (D)
 - Knowledge (D)
 - Leadership (R)
 - Wisdom (D)

* R - Required; D - Desirable

Benefits to the Servant

To assist in nurturing the laity to live God's word and share God's love.