



## DETAILED MINISTRY DESCRIPTION

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

*Member, Committee on Lay Leadership*

### ***Lay Leadership Committee Vision***

To effectively match the spiritual gifts, skills, personal styles, and passions of congregation members with the volunteer jobs needed to be filled within the church.

### ***Title***

Member, Committee on Lay Leadership

### ***Purpose***

To present a qualified slate of officers to the Charge Conference for approval.

### ***Responsible to***

Senior Pastor, Church Council and Charge Conference.

### ***Description of duties***

- Become familiar with the Vision and Mission statements of the church.
- Attend all called meetings of the Committee on Lay Leadership.
- Make recommendations of individuals to fill the volunteer positions needed in the church.
- Volunteer to make calls to individuals selected by the committee to be asked to fill volunteer positions. Inform individuals of job descriptions for the position they are being asked to fill. Ask all potential volunteers to prayerfully consider the position and the commitment required for accomplishing the job. Report the results of your calls back to the committee at the next scheduled meeting.

### ***Budget Responsibilities***

None.

### ***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.

### ***Time requirements***

- Attend meetings of the Committee on Lay Leadership.
- Making calls to selected volunteers.

### ***Term***

Three years.

### ***Training and resources***

- [The United Methodist Book of Discipline](#) - ¶258.
- Cokesbury Guidelines: [Nomination & Leadership Development](#) – An electronic copy is available on the LUMC Equipping Ministry webpage.
- Be as familiar as possible with all members of the congregation.
- Review proper telephone etiquette.

### ***Background Check***

Not required for this position.

### ***Qualifications, skills, and gifts***

- A personal and growing relationship with Christ.
- On a personal spiritual journey.
- Possess one more of the following spiritual gifts:
  - Administration (D)
  - Encouragement (D)
  - Faith (R)
  - Helps (D)

\* R - Required; D - Desirable

### ***Benefits to the Servant***

To have an active role in providing the church a committed, gifted, passionate, and skilled cadre of volunteers.