

JOB DESCRIPTION FOR THE
LAY LEADER
1ST UMC OF VALLEY CENTER

The Primary Task of the Lay Leader

To gather the hopes and concerns of our congregation and community; to plan with others to address some of these; to recommend these plans to the appropriate administrative bodies and leadership; and to actively participate in and support such programs so that your community may become more loving and just.

Responsibilities of the Lay Leader

1. To attend and actively participate in Church Council meetings.
2. To foster awareness of the role of laity both within the congregation and through their ministries in daily life and to find ways within the community of faith to recognize these ministries.
3. To function as the primary lay representative of the laity in your church.
4. To advise the church council of the opportunities for ministry that will improve the quality of life in your community.
5. To meet regularly with the pastor to discuss the state of the church and the opportunities for ministry.
6. To attend and participate in the committee on lay leadership, the church council, and the annual church/charge conference.
7. To take part in study and training opportunities to understand the church and its mission.
8. To inform laypeople of training opportunities provided by the annual conference.
9. To interpret (with the pastor and lay member of the annual conference) to the congregation the actions and programs of the annual conference and the general conference.
10. To be accountable to the church conference through the church council.

Helpful Skills and Interests

1. Ability to listen to and communicate with people of all ages.
2. Ability to work with other volunteers and committees.
3. Skills for researching issues and programs related to making your community more loving and just.
4. Interest in participating in congregational and community structures and networks.