

Job Description for the
Committee on Lay Leadership
1st UMC of Valley Center

The Primary Task of the Committee on Lay Leadership

To ensure that First United Methodist Church of Valley Center has a process for discovering, inviting, nominating and supporting people for Christian spiritual leadership positions essential to the ministries of nurture and outreach in your local congregation and community.

Responsibilities of the Committee

1. To become familiar with as many persons in our congregation as possible. Be aware and make note of people's gifts, skills, interests, knowledge and commitment. Be sure to consider people of various ages (including youth, young adults, older adults) and life situations (married, single, retired). Develop a system for keeping this list up-to-date.
2. List the leadership positions established in our congregation (other than paid staff).
3. Study the responsibilities for each leadership position.
4. Match potential leaders with particular leadership positions.
5. Invite people to serve in leadership positions, receive their responses, and present those nominated to the church conference.
6. Be accountable to the charge conference through the church conference.

Helpful Skills and Interests

1. Ability to listen to and communicate with people of all ages.
2. Interest in and skills for becoming familiar with the gifts and interests of many members of your congregation.
3. Desire to match the capabilities of persons with established leadership positions and to interpret the tasks people will perform.
4. Willingness to work as a committee and with lay leadership in developing training opportunities and programs that support and encourage leaders throughout the year.