

At-large Administrative Council Lay Member

Members of the laity who serve simply as a lay person and not as a representative of a certain committee or ministry as a member of the administrative council.

The Book of Discipline says that the church (Administrative) council shall function as the executive agency of the charge conference (244.1). It is the group of leaders that guides and furthers the ministry of the congregation.

- Creates and supervises the strategic plan for an effective congregation
- Should reflect as a group the character and population of the congregation
- Envision, plan, implement and annually evaluate a congregation's ministry and mission
 - o Hold a broad view of the future of the congregation and how the congregation will live into the mission of The United Methodist Church to "make disciples of Jesus Christ for the transformation of the world." (120)
 - o Organize and coordinate ministry according to the vision of the church and help further the mission and the vision.
 - o Manages and administers the ongoing life of the congregation by overseeing and coordinating among committees and others with the mission and vision of the church in mind.
 - o Seriously evaluate the congregation's ministry effectiveness as a way to help people grow in faith and live as disciples in the world.
- Carries out the actions approved by the charge conference.
- Meets at least quarterly.
- Reviews the membership of the local church
- Approves salaries for pastor and staff to the charge conference after recommendations from SPRC
- Fill interim vacancies among lay officers between charge conference meetings
- The charge conference will determine the size of the administrative council. The membership of the council may consist of as few as eleven persons or as many as the charge conference deems appropriate. The council shall include persons who represent the program ministries of the church as outlined in ¶ 243. The membership shall include but not be limited to the following: a) the chairperson of the church council; b) the lay leader; c) the chairperson and/or a representative of the staff-parish relations committee; d) the chairperson and/or a representative of the committee on finance; e) the chairperson and/or a representative of the board of trustees ;f) the church treasurer; g) a lay member to annual conference; h) the president and/or a representative of the United Methodist Men; i) the president and/or a representative of the United Methodist Women; j) a young adult representative, k) a representative of the United Methodist Youth; l) the pastor(s).

<https://www.umc.org/en/content/book-of-discipline-252-the-church-council>

Committee on Nominations and Leadership Development

- The charge of this committee is to identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for the local congregation.
- The committee on nominations and leadership development shall serve throughout the year to guide the church administrative council on matters regarding the leadership (other than employed staff) of the congregation.
- The committee shall recommend to the charge conference, at its annual session, the names of people to serve as officers and leaders of designated ministries of the church.

<https://www.umc.org/en/content/book-of-discipline-2581-committee-on-nominations-and-leadership-development>

<https://www.umcdiscipleship.org/resources/nominations-and-leader-development>

Board of Trustees

- Trustees annually review property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. They also review personnel insurance for protection against risk and consult with the staff parish relations team about other personnel insurance.
- Trustees conduct an annual accessibility audit of buildings and grounds to discover and then work toward eliminating barriers that impede the full participation of all people.
- The team submits annual budget requests to the committee on finance for property maintenance and improvement and new property purchases.

Note: It is recommended that at least one-third of the members be lay-women and one-third be lay-men and the remaining one-third be a combination of either women or men (on a minimum 3 persons and no more than 9 persons committee).

<https://www.umc.org/en/content/book-of-discipline-2525-ff-board-of-trustees>

<https://www.umcdiscipleship.org/resources/trustees3>

Staff-Parish Relations Committee

- This committee is in essence the personnel committee of the pastoral charge...the church.
- It works closely with the pastor and staff concerning their relationship with the congregation and the entire work of the church.
- These individuals must listen well to both staff and people of all ages in the congregation, while keeping a focus on the mission of the church and must be able to maintain confidentiality.
- It is to confer with the district superintendent or the bishop concerning the appointment of the pastor for the church.

(Source: A Dictionary for United Methodists, Alan K. Waltz, Copyright 1991, Abingdon Press. Used by permission.)

<https://www.umc.org/en/content/book-of-discipline-2582-staff-or-pastor-parish-relations-committee>
for further information including duties 1-17)

<https://www.umcdiscipleship.org/resources/pastor-staff-parish-relations-committee>

Committee on Finance

- An effective finance committee proposes a budget; then raises, manages, and distributes the financial resources of the congregation to support and strengthen the mission and ministry of the congregation.
- The finance committee annually compiles a budget for supporting the mission and vision of the local church and submits the budget to the church leadership team for review and adoption. During the year, the finance team recommends any changes to the approved annual budget to the church leadership team.
- This team is responsible for developing and carrying out plans to raise enough income to support the budget that has been approved.
- The finance team (or committee) recommends to the church leadership team proper depositories for church funds and carries out the church leadership team's directions about administration and disbursement of funds and about procedures for the church treasurer and the financial secretary.

<https://www.umc.org/en/content/book-of-discipline-2584-committee-on-finance>

<https://www.umcdiscipleship.org/articles/job-description-finance-committee>

Lay Delegate (member) to Annual Conference

Annual conference is a unique geographic area of the United Methodist Church and is assigned a Bishop (Davidson United Methodist Church is in the Western North Carolina Conference).

The annual Conference session is the annual meeting of the lay and clergy members of the geographical area. This meeting sets directions and budgets for the area.

The lay member of annual conference, along with the pastor, interprets the work done by the annual conference session to the congregation. They are liaisons between the congregation and the general church and represent the congregation on the actions taken at the annual conference sessions.

- The lay member of annual conference needs to become knowledgeable about the structure and ministries of the annual conference, The United Methodist Church, and the congregation.
- This leader must be a member of the congregation for four years preceding the election.
- This leader will attend all sessions of annual conference or arrange for an alternate to be seated. During the conference session, this leader will participate in discussions, debates, voting, and all other activities of annual conference.
- This leader needs to engage in spiritual practices that build attentiveness to God's will and direction. Business sessions of the church can divert attention from spiritual discernment into parliamentary procedure and political positioning. Members of annual conference need to hold one another accountable to the mission and vision of the church.
- Lay members are also members of the annual conference for the year they are elected. The lay member, along with the pastor, serves as an interpreter of the actions of the annual conference session.
- Lay members play a key role in linking the mission and vision of the local congregation with the mission and vision of the annual conference. In having this link, the church is even more clearly focused, and the responsibility of laity in the call to ministry is more clearly set forth.

- Lay members are to serve on the administrative council, the committee on finance, and the committee on staff-parish relations in addition to being a member of annual conference.
- An important part of being the link with the annual conference is for lay members to report to the local church council on actions of the annual conference as soon as possible after the close of the conference. Communication truly improves connection.
- This leader is accountable to the charge conference through the administrative council.

<https://www.umcdiscipleship.org/resources/lay-member-of-annual-conference>

Laity: From the Greek *Laos*, “people of God,” the members of a congregation

Layperson: A baptized, confirmed member of a local church

Lay Leader (*Book of Discipline of the United Methodist Church 249.5, 251.1*)

Local church official, elected by charge conference, who serves as the primary lay representative of the local church whose duties include:

- Foster an awareness of the role of laity both within the congregation and throughout their ministries in the home, workplace, community, and world.
- Represents the laypeople of the congregation in working with the pastor for the mission and vision of the congregation.
- The lay leader meets regularly with the pastor to discuss the state of the church and the opportunities for ministry to advance the mission and ministry of the congregation in the community.
- Serves as a member of the charge conference, administrative council, finance committee, nominations and leadership committee, staff parish relations committee where, along with the pastor, shall interpret the actions and programs of the annual conference and the General Church; recommended to also serve as a lay member to annual conference.
- Lay leaders are voting members of all the aforementioned committees. Each of these committees has specific responsibilities, but the lay leader represents the laity in each situation, as well as serving as an interpreter of the actions and programs of the annual conference and the general church. To be better equipped to comply with this responsibility, it is recommended that a lay leader also serve as a lay member of annual conference.
- The lay leader assists in advising the church council about opportunities available and the needs expressed for a more effective lay ministry of the church in the community.
- The lay leader plans with other leaders in the congregation for celebrating the ministry of laypeople throughout the year and especially on Laity Sunday.
- Associate lay leaders may be elected to work with the lay leader of any church.

(*Book of Discipline of the United Methodist Church 249.5, 251.1*)

<https://www.umcdiscipleship.org/resources/lay-leader>