

Lay Leadership Responsibilities

Purpose:

1. *To identify, develop, deploy, evaluate and monitor Christian spiritual leadership in the congregation.*
2. *Work with the Administrative Council to determine the diverse ministry teams of the congregation and skills needed for leadership.*
3. *Identify the spiritual gifts and abilities of ministry team leaders and members.*

Term: *Team Leader is the Church Pastor; 3 years for team members; 3 years for Lay Leader*

Meetings: *As needed with Lay Leadership Team; Quarterly combined with Finance, SPRT, Trustees, and Lay Leadership*
Lay Leadership Team Leader & Lay Leader attend Administrative Council

Duties (as governed by the Book of Discipline):

1. *Engage in biblical and theological reflections on the mission of the church*

Duties (as established through the UMCL Lay Leadership and Administrative Council):

2. **Team Leader:** *Schedule and lead the monthly meetings. Create agenda and lead the meeting.*
3. **Team Leader:** *Responsible for the meeting minutes (take or ensure are taken).*
4. **Team Leader:** *Maintain the ministry binder with meeting minutes and other activity information as necessary.*
5. **Team Leader:** *Communicate with the congregation as necessary*
6. **Lay Leader** *is the vice- team leader*
7. *Develop and enhance Christian spiritual life (skills, character, and spiritual gifts)*
8. *Recommend to Administrative Council the names of people to serve as officers and leaders of ministry teams of the church.*
9. *Care needs to be taken to include inclusivity and diversity.*
10. *Assist the Administrative Council in assessing the changing leadership needs*
11. *Communicate open positions with the congregation and welcome people to offer to fill a position.*
12. *Recruit, nurture and support ministry team leaders. Prepare them to lead.*
13. *Guide the Administrative Council on leadership matters focusing on mission and ministry.*
14. *Maintain the Ministry Team Descriptions for church ministries.*
15. *Maintain the UMCL Committee Structure chart.*

Limitations & Collaborations:

1. *Employed staff is lead, managed and supported by SPRT*

Skills, Character, Spiritual Gifts:

Skills: Leadership, teaching

Character:

Spiritual Gifts: Faith