

**LAY LEADER**  
**Ministry Position Description**  
**Bethel United Methodist Church (July 2012)**

The Lay Leader shall function as the primary lay representative of the laity in the local church and shall have the following responsibility:

- a. Fostering awareness of the role of the laity within the congregation and through their ministries in the home, workplace, community and world.
- b. Meeting regularly with the pastor to discuss the state of the church and the needs for ministry.
- c. The Lay Leader holds membership in the Charge Conference, Church Council, Committee on Finance, Pastor Parish Relations Committee and Lay Leadership Committee. Along with the pastor, the Lay Leader shall interpret the actions and programs of the annual conference and the General Church to better comply with its guidelines.
- d. Advise the Church Council of opportunities for ministry and the expressed needs for a more effective ministry.
- e. Inform the laity of training opportunities provided by the annual conference, jurisdictional conference and general church.

**Meetings:**     **Church Council Board**, 4<sup>th</sup> Monday, 6 PM odd months starting in January.  
                  **Finance Committee**, 1<sup>st</sup> Tuesday, 6 PM odd months starting in January.  
                  **Pastor Parish Relations Committee**, 4<sup>th</sup> Tuesday, 6 PM February, May, August, and November.  
                  **Lay Leadership Committee** - Committee meetings are usually held on Sunday afternoons as needed primarily in the month of August.  
                  **Child Protection – Safe Sanctuary Committee** – Called meetings as necessary.