

GUIDELINES FOR "LAY LEADERSHIP" POSITIONS TO BE FILLED

INSTRUCTIONS:

- **Please Have A Duplicated List Of Nominees So That Each Person Present May Have The Names Of The People Before Them When They Vote.**
- **Please Send Forms On White Paper, One-Side, Not Stapled.**

1. THE COMMITTEE ON NOMINATIONS and LEADERSHIP DEVELOPMENT - *Par. 258.1**

- a. The Pastor is Chairperson, committee elects own secretary.
- b. A Three (3) Year Term of Office, 1/3 elected each year in a Rotation Plan.
- c. Nine (9) Members as a maximum (*smaller churches may have 3, 4, or 5*) in addition to Pastor and Lay Leader.
- d. One Youth and/or Young Adult *shall* be included.
- e. Each year's new class and vacancies at the time of Charge Conference *shall* be elected from nominees, from the floor of the Charge Conference and/or through the recommendation of the Committee on Nominations and Leadership Development.
- f. Retiring Members of the committee *shall not* succeed themselves.
- g. Members of this committee must be professing members of the local church.
- h. A Lay person shall serve as Vice Chairperson.

2. THOSE TO BE ELECTED BY THE CHURCH CONFERENCE - *Par. 249*

- a. Lay Leader - *Par. 251.1*
- b. Lay Member(s) of the Annual Conference - *Par. 249.5, 251.2*
- c. Church Council Chairperson - *Par. 249.1 and 251.3*
- d. The Committee on Lay Leadership - *Par.249.2, 258.1*
- e. The Committee on Pastor-Parish Relations and its Chairperson - *Par.249.3, 258.2* (*Minimum of 5, maximum of 9 regular members. The Book of Discipline of The United Methodist Church – 2008 provides that the Lay Leader and a Lay Member of the Annual Conference shall be members. One member shall be a young adult; one may be a youth. All must be Professing Members of the Church or Charge. Par. 258.2 Charges of two (2) or more churches shall have a Charge SPRC*)
- f. The Chairperson and additional Members of the Committee on Finance - *Par. 249.4, 258.4*
- g. The Board of Trustees (*recommended that at least 1/3 be laywomen, at least 1/3 be laymen, at least 2/3 shall be persons who are Professing Members*) - *Par. 249.4, 258.3, 2524-2551*
- h. The Recording Secretary - *Par. 249.6, 247.4*
- i. The Membership Secretary - *Par.234*
- j. Nurturing Ministries Coordinator (*if using NOW Structure, Par. 252.2.a*)
- k. Outreach Ministries Coordinator (*if using NOW Structure, Par. 252.2.b*)
- l. Witness Ministries Coordinator (*if using NOW Structure, Par. 252.2.c*)
- m. Hunger Coordinator (*Requested by Conference*)
- n. Peace Advocate (*Requested by Conference*)

3. THOSE TO BE ELECTED unless they are paid employees:

- a. Church Treasurer - *Par. 249.4, 258.4.b*
- b. Financial Secretary - *Par. 249.4, 258.4, 258.4.a*

4. OPTIONAL POSITIONS FOR ELECTION (Optional Members of Church Council - *Par. 252, 253, 254, 255, 256, 257, 258*):

- a. Church Council - *Par.252*
- b. Age Level, Family, & Specialized Ministries - *Par.253*
- c. Other Ministry Group Coordinators - *Par. 254*
- d. Superintendent of Sunday School - *Par.255(1)*
- e. Health & Welfare Ministries Coordinator - *Par. 255(2)*
- f. Coordinator of Communication - *Par.255(3)*
- g. United Methodist Women - *Par.256.5*
- h. United Methodist Men - *Par.256.6*
- i. Church Historian - *Par. 247.5*

5. THOSE TO BE ELECTED ON CHARGES WITH TWO (2) OR MORE CHURCHES:

- a. Charge or Cooperative Parish Board of Trustees - *Par. 2527 (optional)*
- b. Charge Pastor-Parish Relations Committee - *Par 259.2(a) (c)*