

## 2009 COMMITTEE ON LAY LEADERSHIP ¶259.1)

**Whether or not you use this form or one of the church's design, all churches should nominate persons to serve in the leadership positions listed in Sections A and B. Section C is to be used as positions apply to each local church.**

The 2004 Book of Discipline ¶252.1 makes reference to Church Council rather than Administrative Board/Council. Officers and Leaders (A-C) being nominated by the Committee on Lay Leadership to serve your church must be elected by Charge Conference action (¶249). Midyear vacancies shall be filled by Church Council action (¶252.4b). Refer to the 2004 Book of Discipline and the paragraph numbers furnished below for information on each office, committee or specialized ministry.

### A. OFFICERS TO BE ELECTED

- 1. Chairperson Church Council ¶251.3 \_\_\_\_\_
- 2. Church Treasurer ¶259.4b \_\_\_\_\_
- 3. Financial Secretary ¶249.4 \_\_\_\_\_
- 4. Lay Member (Delegate) to Annual Conference ¶251.2
  - (a) Lay Member(s) (One for each appointed pastor and Full Deacon) \_\_\_\_\_
  - (b) Alternate(s) (One for each appointed pastor and Full Deacon) \_\_\_\_\_
- 5. Lay Leader ¶251.1 \_\_\_\_\_
- 6. Recording Secretary ¶247.4 \_\_\_\_\_
- 7. Membership Secretary ¶234 \_\_\_\_\_

### B. ADMINISTRATIVE COMMITTEES ¶259

1. COMMITTEE ON PASTOR-PARISH RELATIONS (Staff Parish) ¶259.2 Shall be composed of persons who are full members of the local church or charge or associate members. The committee shall be composed of not fewer than five nor more than nine representative of the total charge. One of the members shall be a young adult (age 17-27) and one member may be a youth (age 12-17). In addition, the lay leader and a lay member of the annual conference shall be members. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee. Retiring members of the committee shall not succeed themselves.

Chairperson (to be included in one class) \_\_\_\_\_

### CLASS MEMBERS (By year elected)

Class of 2009	Class of 2010	Class of 2011
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____

Lay Member (delegate) to Annual Conference \_\_\_\_\_

Lay Leader \_\_\_\_\_

**2. COMMITTEE ON FINANCE** ¶259.4 Composed of the chairperson, the pastor(s); a lay member of the annual conference; the chairperson of the church council; the chairperson or representative of the committee on pastor-parish relations; a representative of the trustees to be selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the charge conference may determine. The financial secretary, treasurer, and church business administrator if paid employees, shall be members without vote.

(a) Chairperson **OTHER MEMBERS** (To be added as the Charge Conference may determine)

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

**3. BOARD OF TRUSTEES** ¶259.3 & 2524-2551 consisting of not fewer than three nor more than nine persons, and it is recommended that a least one-third be laywomen and that a least one-third be laymen. The trustees shall be of legal age as determined by law, and at least two-thirds shall be members of the United Methodist Church. No pastor is a voting member of the board of trustees unless elected as a member.

Chairperson \_\_\_\_\_  
**CLASS MEMBERS** (By year elected)

- | Class of 2009 | Class of 2010 | Class of 2011 |
|---------------|---------------|---------------|
| 1. _____      | 1. _____      | 1. _____      |
| 2. _____      | 2. _____      | 2. _____      |
| 3. _____      | 3. _____      | 3. _____      |

**4. COMMITTEE ON LAY LEADERSHIP** ¶251

This committee is composed of full members of the local church. This committee is to be composed of not more than nine persons, in addition to the pastor and the lay leader. At least one young adult elected by the charge conference shall serve as a member of the committee. One or more members elected by the charge conference may be youth. The pastor shall be chairperson. A layperson elected by the committee on lay leadership shall serve as the vice chairperson.

Chairperson (Pastor) \_\_\_\_\_  
 Vice Chairperson (Lay) \_\_\_\_\_  
 Lay Leader \_\_\_\_\_

**CLASS MEMBERS ¶259.1d)** Each year's new class, and vacancies at the time of the charge conference, shall be elected from nominees, from the floor of the charge conference and/or through the recommendation of the committee on lay leadership. Retiring members of the committee shall not succeed themselves. Only one person from an immediate family residing in same household.

- | Class of 2009 | Class of 2010 | Class of 2011 |
|---------------|---------------|---------------|
| 1. _____      | 1. _____      | 1. _____      |
| 2. _____      | 2. _____      | 2. _____      |
| 3. _____      | 3. _____      | 3. _____      |

**5. Interpreter of Connectional Giving** Responsibilities of this person shall be: 1) To keep the congregation aware of its Connectional Giving. 2) To be educated and informed about each line item of Connectional Giving. 3) To keep abreast of the congregation's monthly giving to Connectional Giving. 4) To meet with the pastor and chairperson of finance to discuss Connectional Giving. \_\_\_\_\_

C. SPECIALIZED MINISTRIES - complete information below ONLY if these positions apply to your local church structure.

1. MINISTRY GROUP CHAIRPERSON ¶256 (According to local church structure)

- (a) Christian Unity and Interreligious Concerns \_\_\_\_\_
- (b) Church and Society \_\_\_\_\_
- (c) Health and Welfare \_\_\_\_\_
- (d) Disaster Response Coordinator \_\_\_\_\_
- (e) Community Volunteers \_\_\_\_\_
- (g) **Campus Ministry Representative** (required by Annual Conference) \_\_\_\_\_
- (f) Education \_\_\_\_\_
- (h) Missions \_\_\_\_\_
- (l) Religion and Race \_\_\_\_\_
- (j) Status and Role of Women \_\_\_\_\_
- (k) Stewardship \_\_\_\_\_
- (l) Worship \_\_\_\_\_
- (m) Children's Home Rep. (May be same as Health & Welfare) \_\_\_\_\_
- (n) Evangelism \_\_\_\_\_
- (o) Superintendent of Church School \_\_\_\_\_
- (q) Parish Nurse Ministry \_\_\_\_\_
- (p) Prayer Advocacy \_\_\_\_\_

**AGE LEVEL, FAMILY, AND SPECIALIZED-MINISTRIES COORDINATORS ¶258**

- (a) Coordinator of Children's Ministries \_\_\_\_\_
- (b) Coordinator of Youth Ministries \_\_\_\_\_
- (c) Coordinator of Adult Ministries \_\_\_\_\_
- (d) Coordinator of Family Ministries \_\_\_\_\_

**COORDINATORS OF THESE MINISTRIES MAY BE ELECTED ALSO ¶256**

- (e) Coordinator of Young Adult Ministries \_\_\_\_\_
- (f) Coordinator of Older Adult Ministries \_\_\_\_\_
- (g) Coordinator of Single Adult Ministries \_\_\_\_\_
- (h) Coordinator of Persons with Disabilities \_\_\_\_\_