



Sicklerville United Methodist Church

Job Description for Lay Member of Annual Conference

Purpose

An effective lay member of annual conference will represent the congregation to the annual conference and interpret the work of the annual conference and the global United Methodist Church to the congregation. This person is especially interested in connecting the church of God with people who are not yet a part of it.

Responsible to Pastor

Description of duties

The Lay member of annual conference (and alternate, if elected) shall be a professing member of the congregation for at least 2 years and an active participant for at least 4 years preceding their election. This person shall report the actions of the annual conference to the congregation within 3 months of the close of the annual conference session. *United Methodist Book of Discipline*, ¶ 251.2

- Become knowledgeable about the structure and ministries of the annual conference, the United Methodist Church, and the congregation.
- Attend all sessions of annual conference or arrange for an alternate to be seated. During the conference session, the lay member will participate in discussions, debates, voting, and all other activities of annual conference.
 - Prepare to represent your congregation at the annual conference session by becoming familiar with local ministries and concerns.
 - Become familiar with the rules of annual conference and with basic parliamentary procedure.
- Engage in spiritual practices that build a relationship of 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.
- Participate fully as a member of the local church charge conference, the church leadership team, the committee on finance, and the committee on pastor-parish relations.

Time requirements

- Attend monthly Administrative Council meetings
- Attend 3-4 days at Annual Conference the end of May

Term 4 year term

Training and resources

Training for lay member of annual conference: a powerpoint available at [/lead-your-church/ministry-of-the-laity](#) under tab of resources for annual conference lay leaders.

Take advantage of pre-conference orientation sessions and information on your annual conference website so you are prepared both to learn and to contribute to the life of the church.

- Study the pre-conference reports and the minutes of the past session so that you are prepared for the ongoing business and the issues that will be on the agenda.
- Talk with your pastor and people in your congregation who have attended past sessions of the annual conference.

InfoServ, a service providing current information about United Methodist resources, programs, and staff services.

Qualifications, skills, and gifts

- *Spiritual gifts*: servanthood, faith, compassion, apostleship, discernment
- A vibrant and growing personal commitment to Jesus.
- Listen well and communicate with people of all ages.
- Enjoys learning about issues, programs, and hopes of people in the community and congregation and have an interest in learning about parliamentary procedure and church structure.
- Other qualifications to consider for this leader are listening and teaching skills, speaking, writing and interpretative skills, aptitude for networking ideas with interests of people in the congregation, and a desire to participate in discussion and decisions affecting ministry in many communities.