

Lay Leader Leadership Track

Job Description

Purpose

The Lay Leader Leadership Track represents and strengthens the ministry of the laity at UPUMC. Working closely with the pastors and Church Council, Lay Leaders listen to the congregation, help identify its spiritual needs and aspirations, and encourage laity to live out their discipleship within the church, their homes, workplaces, and communities.

The Learning, Leading, and Legacy Lay Leaders work together to provide continuity, shared relationships, and leadership for this work.

Primary Responsibilities

Members of the Lay Leader Leadership Track:

- Meet regularly with the pastors to discuss the spiritual health, priorities, and ministry needs of the congregation.
- Listen attentively to the concerns, hopes, and aspirations of congregants and communicate significant themes to the pastors and Church Council.
- Help identify qualitative and quantitative signs of congregational engagement, spiritual growth, and connection.
- Encourage greater participation in worship, small groups, service, generosity, and sharing faith.
- Help the congregation recognize and celebrate the ministries of laity within the church and throughout the community.
- Identify opportunities to equip and develop laity for ministry and communicate relevant district and conference training opportunities.
- Encourage and coordinate lay-led fellowship and hospitality opportunities, recruiting and supporting others to lead individual events.
- Participate in PPRC and other leadership bodies as required by the *Book of Discipline* and UPUMC's organizational structure.
- Attend Visitor Coffee with the Pastors two or three times each year and help welcome new members into the life of the congregation.
- Help communicate significant Church Council priorities and decisions to the congregation in coordination with church staff.

Additional Responsibilities of the Leading Lay Leader

The Leading Lay Leader:

- Meets monthly with the senior or executive pastor to identify congregational needs, spiritual priorities, and opportunities for lay ministry.

- Coordinates the work of the Learning, Leading, and Legacy Lay Leaders.
- Provides monthly updates to Church Council concerning the work of the Lay Leaders and significant observations about the congregation's spiritual life.
- Periodically offers Church Council a broader assessment of the congregation's spiritual health, engagement, concerns, and aspirations.
- Serves as a visible and accessible representative of the laity.
- Helps ensure that concerns brought forward by congregants are communicated to the appropriate leaders and receive an appropriate response.

Gifts and Experience

Effective Lay Leaders demonstrate:

- A mature and active spiritual life.
- A love for UPUMC and a commitment to its vision.
- Strong listening, relational, and communication skills.
- The trust and respect of people across the congregation.
- The ability to recognize patterns without overreacting to isolated concerns.
- A desire to help others discover and live into their ministries and callings.
- Comfort speaking before Church Council and occasionally before the congregation.
- The ability to maintain appropriate confidentiality and healthy boundaries.

Time Commitment

Lay Leaders participate in monthly Church Council meetings, regular meetings with pastors, PPRC meetings, occasional congregational events, and other leadership gatherings connected with the role. The Lay Leader calendar offers some flexibility and can be shaped around the church's priorities and the gifts of those serving.

The commitment has historically averaged approximately **five to six hours per week**, with some particularly active seasons requiring additional time. The Learning, Leading, and Legacy model is intended to distribute responsibilities, provide mutual support, and prevent the work from resting on one person.

