

# **CONNECTIONAL LAY COUNCIL**

**DEPARTMENT OF LAY MINISTRY  
OF THE  
CHRISTIAN METHODIST EPISCOPAL CHURCH**

## **PROGRAM OF STUDY**



**“JUMP START YOUR ORGANIZATION”  
~QUICK REFERENCE~  
FOR EFFECTIVE LOCAL LAY MINISTRY**

**JUNE 2007**

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## **INTRODUCTION**

As we find ourselves swiftly moving through the “Annual Conference Season”, many local lay leaders are preparing to attend their conference. Some lay leaders have already attended their Annual Conference and joyfully shared information about their successes over the previous twelve (12) months. Others have made the journey, however, and sadly reflected and reported on how they would like to have done great things but ran into some challenges and road blocks that left them frustrated and discouraged.

Each of us have or know someone, who when attempting to start, a motor vehicle have encountered a low or dead battery. In order to start the vehicle and get it going again, the battery had to receive a boost from a power source. In other words, it needed a “jump start.”

Well, many of our local lay councils need a “jump start”. Some were, at one time, vibrant, alive, and full of energy and activity; somewhere along the way, however, they lost their charge, or in some cases have never been charged at all.

We, therefore, write the June 2007 lesson to assist those organizations who have lost their spark and/or those who are attempting to get started for the first time.

Thus, it is our request that Episcopal District Vice Presidents, Regional Lay Leaders, District Lay Leaders, Zone Leaders, and active Local Lay Leaders use this Program of Study to help give a boost to a lay organization that has stalled and desires to get rolling again. You may in turn find the church that has never had or cannot remember having an active lay council; if properly used, the content and spirit of this lesson may be just what they need!

*Prayer: God our Father, it is our prayer and our hope that this lesson will prove to be beneficial to those who expose themselves to it. Bless, Father, those who choose to be a vehicle and source of power for individuals and churches who desire to do more for you through their local lay organization. In Jesus' name we pray. Amen*

**“GET CONNECTED”**

**KNOW THE ORGANIZATION’S PURPOSE:** Your purpose is to: (1) help tell the “Good News” and win souls to Christ and (2) help motivate and promote the Church's total program.

- Obtain a copy of the 2000 Lay Ministry Manual of the Department of Lay Ministry, *by General Secretary, Dr. Victor Taylor, which is the foundation reference for the lesson.* Particularly read or reread pages 23- 29.
- According to the 1982 General Conference "Every Local Church" must have a lay council.
- Work to create a feeling of trust between the laity and the pastor.
- Allow what you say and do, along with how you handle the business of your organization, be your “witness.” DON'T JUST TALK; ACT!

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**FILL ALL OFFICES AND KNOW THE FUNCTION OF EACH OFFICER**

1. **Local Lay Leader** – The Lay Leader along with the Chief Pastor at each level of the Church shall serve as the interpreter and the implementer of the lay program. *The Lay Leader has the responsibility of coordinating and motivating the laity of the Church toward effective service. He/She must seek to improve personal relationships among clergy lay and challenge the laity to be their best in coming closer to God and mankind.*

[2000 Lay Manual, page 43; also see the same for the prescribed characteristics of the Lay Leader]

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**The Local Lay Leader should:**

- *Plan an agenda & preside for each meeting.*
- *Preside fairly and according to “Roberts Rules of Order.”*
- *Keep the meeting moving.*
- *Start on time and close on time.*
- *Call Special Lay Council meetings when necessary.*
- *Set the goals for the year.*
- *Know the duties of the office and the officers & utilize the same.*

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2. **1st Vice Lay Leader** – shall preside in the absence of the Lay Leader. He/she shall serve as the Program Chairperson, and serve as Lay Leader should this office become vacant during the year.

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3. **2nd Vice Lay Leader** – shall preside in the absence of the Lay Leader and 1<sup>st</sup> Vice Lay Leader. He/She shall serve as Membership Chairperson.

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4. **Secretary** – shall be responsible for keeping the minutes of the Lay Council and maintain the permanent minute records.

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5. **Assistant Secretary** – shall serve in the absence of the Secretary and serve regularly as Corresponding Secretary.

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6. **Treasurer** – shall receive all funds and shall keep an account of all funds received. He/she pays out money on orders of the Lay Council and/or voucher system. He/she shall serve as Chairperson of the Finance Committee.

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7. **Parliamentarian** – advises the presiding officer, upon request by the same, regarding parliamentary procedure. The advice is rendered to the presiding officer only, unless the presiding officer requests the Parliamentarian to address the full Council.

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8. **Worship Leader** – shall conduct devotional services (lead or assign responsibility for songs, prayers, and scriptures for meetings).

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**“THE LAY BELIEFS AND OBJECTIVES”**

**“Make them come alive!”**

**LAY BELIEFS > A. Studying; B. Seeking; C. Sharing; D. Serving**  
**“Become familiar with them and understand the meaning of each”**

**OBJECTIVES**

1. To study the Holy Bible
2. To engage in ministries yet unfulfilled in the local Church
3. To promote Christian Stewardship
4. To study the Discipline of the C.M.E. Church
5. To establish a sound financial system
6. To inspire other members to become more informed about the church
7. To assist in developing a tithing program
8. To make Christian commitment increasingly more meaningful as it relates to a person's whole life
9. To develop personal evangelism
10. To develop a lay speaking bureau
11. To study parliamentary procedure
12. To study the history of the C.M.E. Church
13. To maintain a good working relationship between pastor and laity
14. To encourage financial support of the Church's programs
15. To develop a vigorous lay teaching ministry

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**LOCAL LAY COUNCIL**

All Local Lay Members and all other laypersons who have expressed a desire to become a member shall be the Local Lay Council. All of these persons shall be card carrying members. The Local Lay Leader presides at the Local Lay Council meeting.

- ❑ Charter the Organization; frame and display the charter.
- ❑ Renew lay cards in October of each year.
- ❑ Members should obtain a Lay Lapel Pin, which symbolizes commitment to the lay organization and to lay work in advancing God’s church).
- ❑ Arrange with the pastor a time to install officers.

<b>TIPS FOR HAVING A GOOD MEETING</b>	<b>TIPS FOR OVERALL EFFECTIVENESS</b>
Hold regular meetings at a regular time.	<b>ALWAYS</b> seek Gods vision and guidance for the work of the ministry.
Always have an agenda; as time permits allow additions.	<b>LEARN</b> the organization’s purpose and its beliefs; become familiar with the objectives and make them "come alive".
Involve your Worship Leader; have a spiritual devotion.	<b>MAKE</b> giving a priority.
Follow basic parliamentary procedure.	<b>SEEK</b> to create and build trust and cooperation between members of the laity and pastor.
Communicate with your secretary before your meeting.	<b>SUPPORT</b> the work and programs of the church with your physical presence at events.
Pre-determine the length of your meeting.	<b>FILL</b> all offices within the organization and know their function; involve the officers in carrying out the work of the lay ministry.
Announce meetings, invite church members personally, and make sure that order is maintained.	<b>PLAN</b> the work of the ministry and hold regularly scheduled meetings, preceded by prayer and devotion.
Keep things moving. If you can't decide on an issue, table or postpone it until next meeting.	<b>ANNOUNCE</b> meetings; extend face-to-face invitations, & maintain order in all meetings.
In presiding, be consistent and be fair.	<b>BUILD</b> leaders, not followers!!
Begin and end meetings with a positive statement or affirmation.	<b>GIVE</b> genuine praise, recognition, and rewards when deserved.