



CENTRAL TEXAS CONFERENCE
THE UNITED METHODIST CHURCH

Lay Leader Handbook

Conference Laity Team
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Welcome from Conference Lay Leader

Fellow Lay Leaders,

Thanks for accepting the responsibility of serving your church as lay leader. This handbook is a very basic framework describing your role along with major responsibilities, suggestions and resources. Also included are a number of probing questions to answer for yourself as well as suggested areas of prayer. My prayer is that this document will assist you in being the loving leader that God is calling you to be.

The Book of Discipline of the United Methodist Church leaves no doubt as to the “priesthood of all believers”. Paragraph 134 in the *Book of Discipline* states, “The United Methodist tradition has recognized that laypersons as well as ordained persons are gifted and called by God to lead the Church”. You are an essential part of leadership in your church. In partnership with your pastor, you will be an advocate for the laity in your church.

Ultimately, we all need to keep in mind these three ministry objectives:

In all that we do, we need to:

1. Keep Christ at the center
2. Make disciples of Jesus Christ
3. Develop lay leadership

I am excited to be in ministry and leadership with you. I pray that God will equip us for this ministry and give us wisdom to perceive His will.

I have no doubt that God will bless us as we work for his Kingdom.

Yours in Christ,

Mike Ford
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[Much of the material in this handbook originated from the Upper New York Conference. We thank them for their willingness to share.]

Job Description: Local Church Lay Leader

An effective lay leader functions as the primary representative and role model of Christian discipleship and faith lived out in the church and in daily life. The lay leader works with the pastor(s) to fulfill the mission and vision of the congregation.

Qualifications:

- This leader should be a growing Christian disciple who understands that everyone has spiritual gifts and experiences that are vital to the Body of Christ. As a leader, this person should seek to emulate the servant ministry of Jesus. This person benefits from having one or more of these spiritual gifts: compassion, discernment, faith, helping, leadership, and servanthood.
- This leader should be a living example of one who “loves God and loves neighbor.” It is important for a lay leader to listen well and communicate with people of all ages. This person should show evidence of working well with both clergy and laity and with various teams and task groups.
- This leader must have the ability to keep a broad view of the separate parts of the congregation and work with the pastor(s) to help align the entire ministry toward the mission of the church.
- This leader should model the outward focus of the church, connecting the congregation with the community and the world.

Responsibilities:

- Work with the pastor(s) to ensure that church ministries support the church’s mission of making disciples of Jesus Christ for the transformation of the world. The lay leader meets regularly with the pastor(s) to discuss the state of the church and the opportunities for ministry.
- Engage personally in spiritual practices that build a relationship of attentiveness to God's will and direction. These include commitments made through the vows of church membership: prayer, presence, gifts, service, and witness.
- Collaborate with other church leaders to envision, support, and celebrate ministries of laity within and beyond the local congregation.
- Represent laity on the church leadership team and other committees or teams of the congregation, such as the finance committee, the pastor-parish relations committee and the nominations and leadership development committee.
- Encourage teamwork between the pastor(s) and lay leadership and work to strengthen the relationship between the pastor(s) and the congregation.
- Work with the pastor(s) to identify committed laypersons who may be called to leadership in the congregation and help develop them as leaders.
- Participate in district and conference-level training; model an attitude of continual learning.
- Connect with lay leaders from other congregations and the district lay leader to share ideas and provide mutual support.

What does the lay leader do?

The primary task of the lay leader in a local church is to connect the people of the church, the leadership of the church, and the local community. This connection is multi-directional. As a member of important church leadership teams, the lay leader represents the laity and provides crucial insight into the wider community's needs. In the other direction, the lay leader helps to engage the people in the church's ministries. Before a church can become fruitful, however, it must first establish direction.

All United Methodist churches share a common mission—to make disciples of Jesus Christ for the transformation of the world. What this will look like in any particular context can vary a great deal. A local church must envision what living out the broader mission would look like in its community. Along with other church leaders, the lay leader helps to articulate a shared vision and set goals for moving toward that vision. Once the church has established its vision and set goals, the lay leader works to invite, equip, and encourage people to participate in ministry.

Like most worthwhile endeavors, the work of a lay leader isn't easy, but it should be fulfilling. To provide you with a clearer idea of how to proceed, the following sections offer some useful suggestions for fulfilling the responsibilities outlined in the job description.

Responsibility 1: *Work with the pastor(s) to ensure that church ministries support the church's mission of making disciples of Jesus Christ for the transformation of the world. The lay leader meets regularly with the pastor(s) to discuss the state of the church and the opportunities for ministry.*

The relationship between you and the pastor(s) of your church is tremendously important and must be mutually supportive. Become a partner in ministry with your pastor by praying, sharing, and working together. Communicate regularly. An effective relationship begins with open minds and mutual respect. Above all, both must recognize that the Church is God's Church. It doesn't belong to the laity or the clergy. Egos and agendas must be put aside. Congregations respond in a positive way to pastor-lay leadership when they see that both are spirit-filled and working in harmony for effective ministry. This kind of partnership ministry, with the whole congregation involved, becomes very important when pastoral leadership changes.

We suggest thinking about three characteristics of a good partnership:

Roles: What is it that each of you does in fulfilling the ultimate mission? There are clearly things that only ordained clergy do, but ministry of a local church must be more than the work of the ordained clergy. The challenge is to determine those tasks that the lay leader does that no one else does. Here are some examples:

- Hold the “big picture” perspective of the ministry of the church
- Serve as confidant and sounding board for how ideas, vision, and plans of the clergy might be received by others
- Share things being said in the congregation in one-on-one settings
- Filter multiple messages from the congregation into those things that the pastor should hear to help her or him prioritize where to act

- Reinforce ideas and messages from the pastor in the congregation

Respect: You must respect each other as people as well as the importance of the roles you play. It becomes virtually impossible for two people to work together if you do not respect each other. You do not need to be best friends or buddies. If personal friendships develop (and they often will), that is a tremendous blessing. However, friendship is not a requirement to perform this ministry, mutual respect for one another as disciples working for Christ is.

Reciprocity: When partnerships flourish, members of the tandem feel as though they receive something valuable from the partnership. If either of you feels that the time together isn't helping to achieve the ultimate purpose of the partnership, you will devalue the time together. Go into the relationship expecting God to produce the synergy between the two of you.

You and your pastor are a team, and teaming means sharing responsibilities. Identify opportunities to share, such as leading special events, visiting the sick and homebound, or contacting visitors to your church. This partnership will bless each of you as well as the church in many unforeseen ways if you give it the chance.

Some things to pray about:

- **The pastor as a person and as a leader.** Ask God to strengthen and give your pastor a clear vision that reflects God's will. Ask God to provide physical, emotional, and spiritual health. Pray for the well-being of your pastor's family and relationships, as well.
- **Spiritual connection:** Ask God to help you connect with the pastor around God's will for your shared ministry.
- **The ministry of the church:** Ultimately, the work the two of you do should bless others. Pray for that outcome.

Some things to think about:

- **What does vital ministry look like in the life of your congregation and its neighbors?** Along with the pastor and other leaders, you can help articulate your church's vision of how it will make disciples for the transformation of the world. You will help set goals to this end and ensure that the church invests its resources (staff, facilities, funding, etc.) toward achieving these goals.
- **What am I offering the pastor?** What knowledge and skills will I provide that will help her or his ministry thrive?
- **What do I need from a pastor to make my ministry flourish?** Clarifying what will help you makes it easier for the pastor to provide.
- **How best do you work with others?** Do you have a preferred communication format? (email, phone, face-to-face). How do you like to solve problems? Know these things and share them so that you can work well together.

Some things to try:

- **Plan ahead:** Everyone is busy. If your time is highly scheduled, then plan ahead so that you will have some time to meet face-to-face for extended conversation. You may even need to plan

phone calls. If you rely on spontaneity, the communications will almost never be sufficient for the partnership to reach its fullest potential.

- **Meet with only prayer or fellowship as the purpose:** Friendship is not required, but getting to know one another is. Meetings out of the regular location and format can go a long way in helping you get to know one another better. If the meetings are “all business,” you’ll miss out on many possible blessings.
- **Listen to each other’s stories:** Stories reveal much more about people than isolated facts. When building an effective partnership, listening to each other’s stories will help you know and understand each other. Ask questions that invite stories as a means of building your partnership: how did you become a United Methodist? What was your call to ministry like? What did you learn from a disappointment in ministry? How did you come to know Jesus as opposed to know about Jesus? What excites you about being here? These types of conversations build meaningful partnerships.

Responsibility 2: *Engage personally in spiritual practices that build a relationship of attentiveness to God's will and direction. These include commitments made through the vows of church membership: prayer, presence, gifts, service, and witness.*

Ministry is not just a job; it is spiritual endeavor. A Christian leader must be in a healthy, dynamic, and active relationship with God. We have a mission because God gives it. Our mission is to make disciples of Jesus Christ for the transformation of the world. We cannot fulfill this mission by leaving God out of it.

To be an effective leader you need to model servant leadership as Jesus did. Servant leaders do not see power as a means of control. Their leadership is an opportunity to help. Servant leaders seek to empower others to accomplish the vision. It’s important to note that you are in this position to work for Jesus—not to enhance yourself. You need to help your church focus on where God is leading. Your own life should be a beacon for how others should live their life for God.

The demands of leadership in the church are significant. The only way to meet them is to rely fully on God. Ministries of leadership are demanding spiritually, emotionally, and physically. The roles present particular challenges if you’re working a full-time job and/or raising children. Leaders must stay engaged with God as the source of their vision and strength. This means regularly praying, studying the Bible, worshiping, performing acts of mercy, connecting to Christian friends and mentors, and taking Sabbath time. If a leader in the church loses any one of these dimensions, it becomes very difficult to remain healthy and motivated to perform the role to which one is called.

When people join the United Methodist Church, they promise to support it through prayer, presence, gifts, service, and witness. As your church’s lay leader, you should intentionally embrace these promises in your own life. Doing so will help sustain you and your community. In addition, you provide an important model for how one lives out these promises.

Some things to pray about:

- **Ask God to assure you in every way possible that this is the role God intends for you.** Ask God to impress it on your soul so that you can move forward confidently knowing that this is how God intends you to serve now.

- **If you are hesitant or lack clarity about being called to this ministry, ask God to increase your desire for what is God’s will and to decrease the desire for what is not God’s will.** Ask God to close doors that are tempting you from God’s intended path for you so that the door God has chosen becomes more clear.
- **Ask God to increase your faith.** Trust that, if God brought you to this, God has equipped you to succeed. There will be challenges, struggles, and mistakes, but you must trust that God is with you and in control.

Some things to think about:

- **Why do you believe your church elected you to this role?** What is it they saw in you that you might not be seeing? Understanding this can help you discern what the church believes it needs.
- **What are some things you’ve always wanted for your church?** How might being in this role give you the chance to make them happen? We all bring hopes for our churches and communities to the table. This ministry may provide an opportunity to bring these hopes to fruition, provided they are what God intends.
- **How do you feel this ministry will let you become more of a blessing to others?** Where are the opportunities to do some good you couldn’t do previously? The biggest mistake a leader can make is to believe that this ministry is more about self than it is about others. Where do you see opportunities to make a difference for others?

Some things to try:

- **Feed yourself what you need.** You might look for a devotional focused on leaders, especially church leaders. These will focus your spiritual energy on resourcing and learning how to lead more effectively. If you want to deepen your prayer life, look for resources that will help. Chart an intentional path of learning for yourself.
- **Join a small group.** Small groups are an excellent tool for growing as a disciple. Support, encouragement, and the wisdom of others can help you grow in faith and deepen your commitment to service.
- **Reach out to others.** Ask other local church lay leaders about the lessons they’ve learned. Your district and conference lay leaders are a great resource for this. Also, seek out other lay leaders at district or conference events.
- **Craft and master your talking points.** One thing common among excellent leaders is that they can state their mission, vision, and plan clearly and efficiently. Can you explain what God is doing with you and your church in a couple sentences? If you encountered a friend at a district meeting, how would you answer the question, “so what’s happening with your church right now?” We know that where there is no vision, people perish. Toward what are you leading people? If you can’t say it with confidence and believe it, no one else will either. Is the vision clear? Does your vision inspire?

Responsibility 3: *Collaborate with other church leaders to envision, support, and celebrate ministries of laity within and beyond the local congregation.*

Being a lay leader involves helping people in the church understand that God calls all disciples to be active in ministry—not just a select few. *The Book of Discipline* explains:

The ministry of the laity flows from a commitment to Christ's outreaching love. Lay members of The United Methodist Church are, by history and calling, active advocates of the gospel of Jesus Christ. Every layperson is called to carry out the Great Commission (Matthew 28:18-20); every layperson is called to be missional. The witness of the laity, their Christ-like examples of everyday living as well as the sharing of their faith experiences of the gospel, is the primary evangelistic ministry through which all people will come to know Christ and The United Methodist church will fulfill its mission. (¶127)

God calls all people in the church to ministry—whether member or attendee, young or old, recent convert or lifelong participant. One of your tasks is to help people hear and respond to this call. Part of the challenge is to help folks recognize what we mean by ministry. Ministry is much more than preaching or teaching about God. Ministry also includes acts of service such as maintaining a church kitchen, driving someone to the pharmacy, or tutoring kids in math. This misperception keeps many laity from ministries to which God calls them. Helping your brothers and sisters understand ministry as a part of discipleship is a critical dimension of lay leadership in the church.

Along with other leaders of the church, the lay leader should strive to involve people in ministries that align with the vision and goals of the church. One hundred people pursuing one hundred disconnected ministries will be much less effective than the same group intentionally focused to achieve five or six shared goals. Within these parameters, leaders should empower laity to minister in creative ways. In addition, church leaders need to be continuously attentive to new areas of focus to which God may be calling the church.

As lay leader, you should ensure that people receive training and support for their ministries. Without preparation and continued encouragement, people can become discouraged by ministry challenges. Training and support can take many forms depending on the church. Some churches do their own training. Others band together. Training may also be available through your district or conference office.

Celebrating those actively in lay ministry is another form of support and encouragement. Publicly recognizing those in ministry doubles as a great way to communicate the values of the church and recruit new folks. Find stories of transformation, and share them with your congregation.

Some things to pray about:

- **God, give me courage.** Ask God to make you comfortable approaching people in your church about ministry opportunities.
- **God, give me the words.** Ask God to guide your speech so that you can communicate honestly and clearly about lay ministry.
- **God, please ready peoples' hearts.** Ask God to stir the passions of people so that when the explanations and invitations come, they are primed to respond affirmatively.

Some things to think about:

- **How can I reach the whole congregation?** Depending on the size of your church, it may be difficult to reach all of the laity with this message. Perhaps you need associate lay leaders or gifted partners who can make sure that everyone hears the message of expectation.
- **Refine the message.** We're not selling a used car here. This is a message designed to inform, inspire, and invite. We should not intimidate or make people feel guilty. Discuss with some

trusted friends, your district lay leader, and your pastor the best ways to talk about the necessity, beauty, and power of lay ministry.

Some things to try:

- **Ask the pastor about her or his plans for a new membership classes and baptisms.** These are perfect times to remind the entire congregation about the expectations on all of us as members of the church.
- **Teach and use the language of ministry** when discussing the work of the congregation until becomes normal for attendees to think of themselves as serving God in ministry.
- **Celebrate lay ministries often.** People also tend to do what is rewarded and valued. If we don't treat lay ministry as if it matters, it doesn't. If we don't treat ministries that occur outside of worship and Sunday School as if they matter, they don't.
- **Organize Laity Sunday.** The UMC designates the third Sunday in October as Laity Sunday, an opportunity for the church to celebrate the ministry of all lay Christians (*Discipline* ¶264.2). This is an excellent opportunity for laity to partner with the pastor(s) and be more involved in planning and leading worship. Worship planning resources for Laity Sunday or typically available through the General Board of Discipleship website (gbod.org).

Responsibility 4: *Represent laity on the church leadership team and other committees or teams of the congregation, such as the finance committee, the pastor-parish relations committee and the nominations and leadership development committee.*

As the elected lay leader of your congregation, you are automatically on several important committees in your church. You are a voting member on the charge conference (generally meets once per year), the church council, the finance committee, the pastor-parish relations committee, and the nominations and leadership development committee. The key reason for you to participate on all of these bodies is your perspective. You provide an important connection between these groups. You help ensure that each group is pulling in the same direction. You or an associate lay leader should be present at each meeting, along with your pastor, to serve as an interpreter of the actions and programs of the annual conference and the general Church—a good reason for the lay leader to also be the church lay member of annual conference.

Something to pray about:

- **That the gifts and graces of explaining the connection comes easily.** The structure and jargon can be difficult to understand.

Some things to think about:

- **How does each committee serve the larger vision?** This is always a challenge, but none of these groups exists for its own sake. Each plays a part in helping the church fulfill its mission. One valuable role a lay leader can play is to regularly assess how all the parts are coming together to make the system function well.
- **How well are we using our time and energy?** What is the focus of most meetings? Do we spend our time considering how the mission is being accomplished or do we discuss other things? Where is God in your meetings? Do meetings have a spiritual element and presence?

Some things to try:

- **Ask committees about how they see their activity adding up to the mission of the church.** Listening to these answers might surprise you. Also, challenge people to go beyond memorized words to what the mission means to them and how their group lives it. If people are very far apart, then building shared understanding and aligning efforts becomes a priority.
 - **Tithe meeting time.** If a meeting lasts an hour, is it unrealistic to give six minutes of the meeting to God? Everyone wants to feel that time is well spent. Make a conscious effort to give meetings a worshipful character. Invite God into the meeting intentionally.
 - **Celebrate victories and appreciate each other.** It's tragic when people who devote time and energy feel that no one notices. Make a conscious effort as a leader to show every committee member that you value their contributions—sometimes publicly and sometimes privately but always sincerely. Everyone likes to feel valued, and everyone needs to know he or she matters.
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Responsibility 5: *Encourage teamwork between the pastor(s) and lay leadership and work to strengthen the relationship between the pastor(s) and the congregation.*

Just as you and the pastor(s) are partners in leadership, you need to work to strengthen the relationship between the pastor and other leaders of the church, as well as with the larger congregation. You should provide public support and private insight for your pastor. Clear, honest, and discreet communication is essential. If a congregant is dissatisfied, chat with him or her individually to assess the roots of his or her concerns. Encourage him or her to express concerns directly to the pastor; discourage criticism behind the pastor's back. If congregants are unwilling to communicate concerns directly to the pastor, you should charitably communicate them to the pastor. You don't need to agree, but you should make the pastor aware of people's feelings.

Something to pray about:

- **Unity of purpose within your congregation.** When folks are moving in the same direction, conflict is easier to resolve.

Something to think about:

- **How can you help build up a team attitude within the church?** What positive behaviors can you encourage? What negative behaviors can you discourage?

Some things to try:

- **In meetings, draw people out who seem dissatisfied.** Encourage committee members to share their feelings so that the group can address them. If doing so during the meeting is impractical, find people after the meeting to listen to their concerns. People who feel frustrated and unheard may vent their feelings in unproductive ways, such as behind people's backs.
 - **Celebrate successes.** When you notice people functioning as a team, compliment them. Find good examples of teamwork in the church and publicly recognize them.
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Responsibility 6: *Work with the pastor(s) to identify committed laypersons who may be called to leadership in the congregation and help develop them as leaders.*

Churches must continually cultivate new leadership—that is, unless you plan to serve as a lay leader for the rest of your life. While some new leaders will self-identify, churches need to create a culture of invitation. Identify those in your congregation who may have qualities of leadership even if they may not be serving in this way. Encourage them to consider their calling. Help them to develop their skills through mentorship or formal training. Consider those folks who don't necessarily fit with stereotypes of church leadership. After all, God has done incredible work through unlikely leaders.

Something to pray about:

- **That God will raise up leaders from your congregation.** Pray also that you will be able to recognize and affirm those whom God has called.

Some things to think about:

- **Who is already a leader outside of church who isn't a leader in church?** How can you help such people apply their leadership skills in the church setting? What barriers are keeping them from doing so?
- **How can your church help identify leadership gifts in people who don't yet recognize it themselves?** Your church could be a place where people discover their gifts and learn to use them to glorify God.
- **How can your church help people discern their calling?** Not everyone is called to ordained ministry, but we need to be attentive to those whom God has called in this way. At the same time, churches need to provide and recognize the value of other avenues of Christian service.

Some things to try:

- **Invigorate and challenge the church's nominations and leadership development committee.** This body is central to identifying people's gifts and inviting people into ministry but often devolves into filling slots with warm bodies. Help build this group into a team that is continually developing leaders and deploying them into ministry.
- **Intentionally focus on young people.** Rather than merely inviting young people to the tasks of ministry, offer important positions of leadership to those with the appropriate gifts. Invite them to be a part of healthy committees. Treat them as peers. They may eventually move out of the area, but the leadership skills they acquire could easily translate to another congregation.
- **Organize a workshop or series of meetings dealing with spiritual gifts.** Help people understand their gifts and talents so that they can participate in ministries that they will find meaningful and fulfilling. While not everyone has gifts related to leadership, such exercises may identify potential new leaders.

Responsibility 7: *Participate in district and conference-level training; model an attitude of continual learning.*

As a lay leader, you will be inviting and connecting people to training opportunities. At the same time, you need to attend to your own development as a leader. Periodically, the district and conference offices will offer learning opportunities. We encourage you to take part (and invite others

to join you). If you have ideas for potential topics, pass them along to the district or conference lay leader.

We also encourage you to take part in Lay Servant Ministries—a leadership training and certification program of the United Methodist Church. Three tracks are available. The first step in each track is to take the Lay Servant Ministries BASIC Course, which should be offered somewhere in your district about twice a year. To be certified, you will also need the formal approval of both your pastor and your church (through the charge conference). Following the BASIC course, you will have opportunities to take advanced courses on specialized topics including leading prayer, leading worship, preaching, etc.

Something to pray about:

- **To be sensitized to areas in which you need to grow further as a leader.** Pray also that the training opportunities in which you participate will empower and encourage you as a leader.

Something to think about:

- **What continual learning opportunities would you find most helpful?** In which areas do you feel like you need to grow in order to mature as an effective leader?

Some things to try:

- **If you haven't already, take the Lay Servant Ministries BASIC Course as an introduction to this helpful program.** Lay leaders are encouraged to become certified lay servants. Such preparation should benefit you in areas of ministry beyond your role as a local church lay leader. You can find out more about the program on the conference website: ctcumc.org.
- **Commit to participating in at least two training opportunities related to leadership each year.** In addition, we encourage you to read a couple books each year that will help you as a leader. Pass on to others the names of books you have found helpful.

Responsibility 8: *Connect with lay leaders from other congregations and the district lay leader to share ideas and provide mutual support.*

Formal leadership training is helpful, but we also encourage you to connect with lay leaders in other congregations. Few people will understand your role as well as those who fill it in other churches. One of the strengths of the United Methodist Church is its connectional structure. Churches and their leaders can learn from and support one another.

Something to pray about:

- **That God will help you to form bonds with other lay leaders.** Establishing strong connections will require you to invest time and energy, but being part of a healthy community of peers will help energize your leadership and sustain you through difficult times.

Something to think about:

- **What can you bring to the table?** Even if you're new to the role of lay leader, you likely bring a wealth of experience from other areas of your life. How can you help lay leaders from other churches to be more effective in their ministry?

Some things to try:

- **Invite lay leaders from other churches in your area to a gathering.** Contact your district lay leader for information about whom to contact. Propose that you start to meet monthly or quarterly. Pick a theme or topic for each meeting in order to focus the discussion.
 - **Establish a mentoring relationship with another lay leader.** If you are experienced, you can mentor someone new. If you are new, seek out someone with more experience whose leadership you respect. Your district lay leader may be able to help you find a good match.
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People Who Can Help:

- District Lay Leaders
 - Central - Barbara Sullivan (barbaradiann@earthlink.net)
 - East - Sherry Doty (skrdoty@yahoo.com)
 - North – Clif Dobbins (cdobb3@gmail.com)
 - South - Barbara Hunsberger (tahunsberger@msn.com)
 - West - Holly Koch (hollykoch98@gmail.com)
 - Conference Lay Leader – Mike Ford (mikeford@ctcumc.org)
 - Associate Conference Lay Leader – Darlene Alfred (DarleneAlfred@gmail.com)
 - The Central Texas Conference Service Center
 - Director for Operations & Project Management: Kevin Walters (kevinwalters@ctcumc.org; 817.877.5222)
 - Lay Servant Ministries (leadership development program)
 - District Directors of Lay Servant Ministries
 - Central – Larry Ketcham (lketcham@digitex.net)
 - East – Chris Buse (cbbuse@hotmail.com)
 - North – Mariney Shackelford (mariney1@aol.com)
 - South – Barbara Foster (bfoster2015@yahoo.com) and Bill Johnson (billjohnson@embarqmail.com)
 - West – Bonita Horton (skeetmc39@gmail.com)
 - Conference Director of Lay Servant Ministries – Pam Phinney (pamphinney@hotmail.com)
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Further Resources:

- Central Texas Conference website (www.ctcumc.org)
 - District websites
 - Central District (<http://www.ctccentral.org/>)
 - East District (<http://www.ctcumc.org/eastdistrict>)
 - North District (<http://www.ctcnorthdistrict.org/>)
 - South District (<https://www.ctcumc.org/southdistrict>)
 - West District (<http://www.ctcumc.org/westdistrict>)
- *CTC Quick Notes*, a weekly email newsletter of key information and transformative tools for CTC clergy and local church leadership. To subscribe, email Vance Morton (vance@ctcumc.org), director of communications for the CTC.
- United Methodist Church website (www.umc.org)

- *Lay Leader/Lay Member: Connecting Your Congregation and Your Annual Conference*. By Sandy Jackson. (Guidelines for Leading Your Congregation Series). Nashville, TN: Cokesbury, 2016.
 - This twenty-eight-page booklet is a great resource for lay leaders and lay members to annual conference. You can order a physical copy or download it as a PDF from Cokesbury.com for \$3.99. The ‘Guidelines’ series includes many other titles that you may find helpful, as well.
- *Therefore, Go: The United Methodist Handbook*, United Methodist Communications 2017.
 - This forty-page booklet provides a broad overview of the United Methodist Church. It outlines basic concepts of UM beliefs, history, and structures. The booklet can be downloaded for free on the conference website: <http://www.ctcumc.org/umchandbook>
- *The Book of Discipline, 2016*
 - Revised every four years, this is a fundamental book outlining the law, doctrine, administration, organizational work, and procedures of the United Methodist Church. <https://www.cokesbury.com/product/9781501833212/the-book-of-discipline-of-the-united-methodist-church-2016/>
 - *The Book of Discipline* is also viewable online free of charge: <https://www.cokesbury.com/forms/DynamicContent.aspx?id=87&pageid=920#9568>
- *Job Descriptions and Leadership Training in the United Methodist Church, 2017-2020: A Leader Development Guide*. Nashville, TN: Discipleship Resources, 2016.
 - This book is designed specifically for those who serve on the committee on nominations and leadership development in a local church. It outlines basic practices for ensuring that people are actively engaged in a form of fulfilling ministry with clear expectations. A significant portion of the book is devoted to sample job descriptions for many common church positions, both paid and volunteer.
- *What Every Leader Needs to Know about Leading Meetings*. By Betsey Heavner. Nashville, TN: Discipleship Resources, 2010.
- *Partners in Ministry: Clergy and Laity*. By Roy and Jackie Trueblood. Nashville, TN: Abingdon Press, 1999.
 - This is a brief but helpful book designed specifically to promote teamwork between clergy and laity. It is a good resource for understanding how to develop a cohesive and functional leadership team.
- Discipleship Ministries (Formerly, the General Board of Discipleship-GBOD) (<http://www.umcdiscipleship.org/>)
 - This general agency of the UMC provides many useful resources for local churches.
- VitalSigns Church Statistics (<http://vitalsigns.trendsendapp.com/reports/25/overview>)
- MissionInsite Community Demographics (<http://www.ctcumc.org/missioninsite>)
- UMC Spiritual Gifts Assessment (<http://www.umc.org/what-we-believe/spiritual-gifts>)
- JustPeace Center for Mediation and Conflict Transformation (<http://justpeaceumc.org/>)
 - This UM center is a resource churches and people can use to work through conflict.
- Online courses available through United Methodist Communications (UMCOM)
 - What It Means to be United Methodist (<http://www.umcom.org/learn/united-methodism-101>)
 - Connectional Giving (<http://www.umcom.org/learn/connectional-giving>)
 - Church Marketing: How to Effectively Reach Your Community (<http://www.umcom.org/learn/effective-church-marketing>)

- Launching Your Church Website
(<https://www.umctraining.org/product?catalog=Launching-Your-Church-Website>)
 - Online courses available through www.beadisciple.com (a program of Southwestern College)
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Glossary of Useful Terms:

- **Annual Conference:** This has two meanings. First, it is a regional, organizational unit of the UMC that connects all the churches in its area. Second, it refers to the yearly meeting when an equal number of clergy and laity gather for focus and support as well as to conduct the business of the organization.
- **Central Texas Conference of the UMC (CTC):** Our conference covers a significant portion of central Texas ranging from Olney to Round Rock to Ballinger to Kerens. The conference service center is located at 3200 E. Rosedale St. in Fort Worth.
- **Charge Conference:** The official annual business meeting of the local church. Most often, the district superintendent conducts this meeting in a group setting with multiple churches participating.
- **Conference Lay Leader:** A layperson elected to work in partnership with the bishop and represent the interests of the laity. He or she contributes to conference planning and decision-making and serves on several conference committees. In addition, he or she chairs the conference laity team.
- **Conference Laity Team:** This group cultivates and supports active lay leadership in local churches. It consists of all district lay leaders, the conference lay leader, and a staff liaison from the CTC Service Center.
- **District:** The CTC is organized into five geographic districts (Central, North, East, South, and West) and one district for new church starts. The district serves as a primary point of connection of local churches. Each is supervised by a district superintendent.
- **District Lay Leader:** Works in partnership with the district superintendent and represents the interests of the laity. He or she serves on several district and conference committees including the conference laity team. He or she also supports and connects local church lay leaders.
- **District Superintendent (DS):** An ordained minister appointed by a bishop to oversee the pastors and local churches in a district.
- **District Administrator (DA):** A district employee who organizes and administers the day-to-day operations of the district office.
- **Lay Servant Ministries:** A leadership development program for lay people. It consists of several certification tracks designed to train and equip laity to be in effective ministry in local churches and beyond. Lay leaders are encouraged to become certified lay servants.