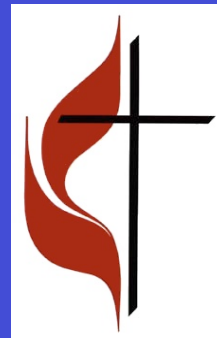


THE ROLE OF LAY MEMBER OF ANNUAL CONFERENCE



All God's People in
All Places,
And in
All Times,
Are Called to Love
And to Serve.



Ministry of the Laity

The two primary responsibilities of the Lay Member of Annual Conference, stated in general terms, are:

- ❖ Interpreting the actions and programs of the Annual Conference and the general church to the local church.
- ❖ Communicating the vision and needs of the local church to the Annual Conference and the general church.

**Fulfilling the general responsibilities
of Lay Member to Annual Conference
involves specific responsibilities
that fall into three areas:**

- ❖ **Prepare for Annual Conference.**
- ❖ **Participate During Annual Conference.**
- ❖ **Serve After Annual Conference.**

Prepare for Annual Conference

1. Study the pre-conference manual and other materials provided to you before Annual Conference.
2. Attend any pre-conference district or cluster meetings.
3. Learn about the Annual Conference's process for conducting business, including the Holston Conference Rules and Robert's Rules of Order (parliamentary procedure).

4. Develop a general knowledge of the *Book of Discipline*.
5. Meet with the Pastor, Lay Leader, and congregation members to discuss issues that will be part of the Annual Conference business.

Participate During Annual Conference

- ❖ Attend the Annual Conference Laity Session.
- ❖ Participate in all business sessions of the Annual Conference.
- ❖ Listen to all proceedings in order to make informed decisions when voting.

4. Participate in all worship experiences.
5. Attend all plenary and Bible study sessions.
6. Record your experiences throughout Annual Conference (Reporting Guide).
7. Explore all resource displays to gather information and ideas for ministry in your local church.

Serve After Annual Conference

1. Report to the congregation in the weeks following the Annual Conference Session and to the church council at its next meeting after the close of the conference session (no later than 3 months after the close of the session).
2. Interpret, along with the Pastor, the actions of the Annual Conference Session to the congregation.
3. Interpret for the local church the programs, mission, structure, ministry and finances of the Annual Conference.

4. Serve as a member of:

- ❖ Staff/Pastor-Parish Relations Committee
- ❖ Finance Committee
- ❖ Church Council

For more information:

- ❖ Guidelines: Lay Leader/Lay Member
- ❖ Book of Discipline (esp. ¶ 602.4)
- ❖ Pastor
- ❖ District and Conference Lay Leaders

This section is applicable to both:

Lay Members and Clergy

PARTICIPATION IN THE CONFERENCE SESSIONS

Introduction

- ❖ Consider what I tell you about participation as you listen to a brief review of some of the major business items.
- ❖ Always bring all materials with you.
 - Agenda can change.
- ❖ Become familiar with acronyms listed in Program Book.
 - First time participants can easily get lost with so many acronyms.

1. “MEMBER”

- ❖ You are a Member of A.C — not “delegate”
- ❖ You are not an observer, you are a “participant”
- ❖ All members, lay and clergy have equal voice

2. PARTICIPATE

- ❖ No one group (Clergy or Lay) should dominate the discussions
- ❖ Do not be intimidated
- ❖ I encourage you to participate actively in the proceedings
 - “Let your voice be heard”

3. PROCESS FOR PARTICIPATION

- a. “Bar of the Conference”
- b. To gain the floor
 - Raise hand (hold paper to be visible)
 - Stay where you are until Bishop recognizes you
 - Bishop will direct you to a specific microphone

c. **At the Microphone**

1. Say quiet prayer that what you will say will glorify God and further His kingdom
2. Then, clearly state:
 - ❖ Name
 - ❖ “Lay person”/”laity” or “Clergy”
 - ❖ Name of your church
 - ❖ Your District
3. Then address the Chair or the house

d. At the Microphone

1. **Types of things we can do:**
 - ❖ Make a Motion
 - ❖ Move to Amend a Motion or Report
 - e.g., extensive budget discussion in some years. Budget, just like anything else that has been presented for action, can be amended from the floor.

- ❖ Move to Substitute a Motion
- ❖ Make a Point of Order (to address a matter of order or procedure)
- ❖ Move to Reconsider (only if you voted for the prevailing side)
- ❖ Ask a Question
 - A Question is almost always in order (but be brief)
 - If you do not understand something, get recognized and ask
 - Do not sit still if you do not understand something

2. If you want to take some action, but do not know the proper procedure:

- ❖ Get recognized
- ❖ At mic, explain to the Chair what you want to do, and Chair will advise you

3. If making a Motion

- ❖ Please write it out
 - Preferably on form in program book

4. Things to Watch Out For:

- ❖ Motions to limit Debate
- ❖ Motions to limit number and length of speeches
- ❖ Motion to cut off Debate
 - (“Call for the previous question”)

Thanks for Serving

Compiled by Holston Conference Board of Lay Ministry