**Duties of the Office of Conference Lay Leader**

Members of the Conference Board of Lay Ministries shall be elected or appointed according to *The Book of Discipline of The United Methodist Church.* The Board shall strive for inclusive representation. Candidates for election to the Conference Board of Lay Ministries shall meet the following qualifications:

* Must be a member of a local United Methodist Church for at least two years
* Must have leadership experience and ability
* Shall understand United Methodist polity and agree to support the church as described by *The Book of Discipline of The United Methodist Church*, 2016.

# Conference Lay Leader

* Shall preside over all Conference Board meetings
* Shall preside over Conference Laity sessions
* Shall appoint the Conference Board of Lay MinistriesSecretary
* Shall appoint the Conference Director of Lay Servant Ministries
* Shall gather concerns of laypersons and advocate and plan for these concerns.
* Develop the strength and authority of the laity for ministry through the organized church.
* Shall provide training and support for local church lay leaders
* Shall foster awareness of the role of laity within the church
* Shall provide leadership in planning and executing Laity Session (at Annual Conference)
* Shall find ways to recognize all lay ministries
* Shall support and help coordinate work of organized laity, such as United Methodist Men (UMM), United Methodist Women (UMW), United Methodist Youth (UMY), etc.
* Shall, in cooperation with district superintendents, pastors, and lay members of the Annual Conference, support lay participation in planning and decision making processes at district and local levels.
* Shall serve on the Vision Team Executive Committee, Committee of Episcopacy, Conference Sessions Committee, and United Methodist Men. United Methodist Women, Board of Stewards for Camping and Retreat Ministry, Conference Committee on Nominations, and Conference Lay Servant Ministries Committee. Shall establish any other committee needed to do the work of the Lay Ministries.