



**North Georgia
Conference Committee
On Lay Speaking Ministries**

ORGANIZATION AND POLICIES

Revised 11/09/2003

Conference Committee on Lay Speaking Ministries ORGANIZATION AND POLICIES

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Conference Committee on Lay Speaking Ministries ORGANIZATION AND POLICIES

ORGANIZATION

INTRODUCTION

Lay Speaking Ministries (LSM) is a conference-based system for training and mobilizing laity for services of leading, caring and communicating in the local congregation, the connectional church and the community. It is highly recommended that lay leaders at all levels, lay members of the annual conference and others seeking to prepare themselves for service be certified lay speakers.

The conference director of lay speaking ministries (conference director) is chair of the conference committee of Lay Speaking Ministries (CCLSM) and is the motivating and administrative leader of LSM in the conference. The conference lay leader and the conference board of laity (which includes the conference director of Lay Speaking Ministries and the district lay leaders) are responsible for the oversight of the CCLSM, seeing to it that lay speaking is enabled, has a conference director, and is organized. The CCLSM (which includes the District Directors of Lay Speaking Ministries) is responsible for seeing that training occurs regularly at the conference or district level, for approving locally developed teaching resources, for training and approving instructors of lay speaking, for setting conference rules, for carrying out the requirements of the Book of Discipline as it regards LSM, and for approving other training that can substitute for re-certification of lay speakers. Most of the actual organizational work and teaching of lay speaking courses occurs at the district level, where the district director as chair, district lay leader, and district superintendent make up the core of the district committee on LSM. The district board of laity relationship to the district committee on LSM parallels the relationship at the annual conference level.

The LSM system and the Association of Conference Directors of Lay Speaking Ministries are resourced by the General Board of Discipleship.

STANDING RULES OF THE ANNUAL CONFERENCE

The Standing Rules of the North Georgia Annual Conference which impact the organization and structure of lay speaking ministries are:

SR 41. Membership of Conference Board of Laity – The following shall comprise the membership of the board: the conference director of lay speaking ministries....

SR 43. Conference Committee on Lay Speaking Ministries – There shall be a conference committee on lay speaking ministries, which shall relate to the conference board of laity as specifically provided for in the Book of Discipline (§629.6). The committee shall be structured by the conference board of laity and shall include as a minimum the conference director of lay

speaking ministries, the district directors of lay speaking, the conference lay leader and the associate conference lay leaders. Up to four at-large members may be elected by the conference board of laity as needed for inclusiveness and/or operations from time to time. The conference director of lay speaking shall be elected for a four-year term by the conference board of laity after consultation with the conference committee on nominations. No person may serve as the conference director of lay speaking ministries for more than eight (8) consecutive years.

SR 60. District Board of Laity – There shall be in each district of the annual conference a district board of laity composed of, the district director of lay speaking ministries

SR 61. Election of District Lay Leader and Lay Leadership - The district director of lay speaking shall be elected annually, on nomination of the district nominating committee, after consultation with the district board of laity, by the membership of the district conference at the district orientation meeting before the annual conference session. It is recommended these officers will serve quadrennially and will be elected for their first term at the district orientation meeting immediately preceding the start of the new quadrennium. Replacements for these positions shall be elected at the annual district orientation meeting as needed.

ORGANIZATION OF THE CONFERENCE BOARD OF LAITY

The CCLSM chair will be elected from the beginning of the third year of the quadrennium to the end of the second year of the next quadrennium.

ORGANIZATION OF THE CONFERENCE COMMITTEE ON LAY SPEAKING MINISTRIES

1. The CCLSM may establish organization and policy not in conflict with the Book of Discipline or the Standing Rules of the annual conference and which have been approved by the conference board of laity.
2. There shall be an executive committee of the CCLSM comprised of the conference director of LSM, who shall serve as chair, and two district directors appointed annually by the conference director. The district director so appointed shall not serve more than four (4) consecutive years on the executive committee. The executive committee will act as the finance committee. The executive committee is empowered to act on behalf of CCLSM between meetings, reporting all such actions at the next meeting.
3. There shall be an evaluation and accountability committee appointed annually to serve no more than four consecutive years. The chair will be an associate conference lay leader appointed by the conference lay leader in consultation with the conference director. The conference director in consultation with the committee chair shall appoint two district directors to this committee.

4. The conference director shall appoint a recording secretary annually from the CCLSM membership or, if desirable, the conference director may appoint a recording secretary outside the committee who possesses the skills and facilities to serve this responsibility (such person from outside the committee shall have voice, but not vote).
5. The conference director shall annually present to the CBOL a report on LSM's operations as well as plans for the upcoming year. Agenda time shall be provided by the CLL for this report and discussion.
6. The annual budget will be prepared by the conference director, referred to the finance committee and then sent to CBOL for approval. All CCLSM budgeted funds come through the CBOL budget, except for fees charged at conference committee sponsored training courses. These fees shall be remitted to and accounted for through the Conference Treasurers Office.
7. In keeping with SR 34, task forces may be created and resource persons used to address major issues. When task forces are used, they shall be accountable to the conference director, have a definite life span determined before they are formed, and shall address only the issues for which they were created.
8. Districts are encouraged to create a district committee on lay speaking ministries as outlined in ¶662 of the Book of Discipline.

POLICIES OF THE CONFERENCE COMMITTEE ON LAY SPEAKING MINISTRIES

Our Lay Speaking Ministries system includes the following components:

1. Identifying and recruiting potential lay speakers
2. Identifying lay speaking instructors
3. Planning and conducting lay speaking schools
4. Matching lay speakers with service opportunities
5. Teaming with pastors and district superintendents
6. Contacting lay speakers regularly
7. Recognizing and affirming the work of lay speakers
8. Promoting inclusiveness among lay speakers and potential service areas
9. Keeping good records in the district/conference database and at the director level.

THE CONFERENCE COMMITTEE (CCLSM)

FINANCIAL REIMBURSEMENT:

1. Members of CCLSM shall be reimbursed at the standard conference mileage rate for attending regular meetings by requesting reimbursement on the meeting's mileage sheet .
2. The conference director is expected to actively participate in the connection through the Association of CDLSM. Expenses for attending meetings of this association shall be reimbursed up to the approved budget amount.
3. The conference director shall approve all expenses submitted by the district directors up to the approved CCLSM budgeted amount before they are submitted for payment to the conference office. The conference lay leader shall approve all personal expenses submitted by the conference director.

WEB SITE UTILIZATION:

The conference director shall be authorized to post information, schedules and notices in the section designated for lay speaking ministries within the CBOL main page. The conference director shall appoint a district director to serve as a CCLSM web liaison to the NGUMC web site. All district directors shall email their institute information to the CCLSM web liaison as a WORD attachment. The CCLSM web liaison will review the attachment for adherence to standards and then forward it to NGUMC within three days of receiving the information. Note that NGUMC will accept web postings only from our designated liaison. The liaison is responsible for removing outdated material from the website on a timely basis.

Following is the template for web postings. If a director needs to alter this format, he/she shall review the request with conference director.

_____DISTRICT

BASIC COURSE: Basic Course for Lay Speaking Ministry
PREREQUISITE: Pastor=s recommendation
DATES: August 1, 8, 15, 22, 29
TIME: 7:00 PM - 9:30 PM
PLACE: Utmost First UMC
COST: \$ 40.00

ADVANCED COURSE: Lay Speakers Lead Worship
PREREQUISITE: Completion of Basic Course
DATES: August 1, 8, 15, 22, 29
TIME: 7:00 PM - 9:30 PM
PLACE: High Steeple First UMC
COST: \$ 40.00

TO REGISTER:

Call AA BB at 770-111-1111 (w) or 770-222-2222 (h) or email zzzzz@yy.net

CCLSM MEEETINGS:

1. Conference and district directors are expected to attend all scheduled CCLSM meetings. Other committee members are expected to attend all possible meetings.
2. CCLSM shall hold a minimum of one meeting each quarter.
3. The usual length of the meetings shall be three hours.
4. Only the conference director or conference lay leader may call a meeting.
5. The directors shall submit a written or oral report each meeting that includes the following:
 - a. Courses held and scheduled to be held that calendar year
 - b. Locations, dates, times, instructors, numbers of students completing each course
 - c. Any other pertinent information about the lay speaking work in the district

COURSE APPROVAL:

1. All new GBOD courses are automatically approved for teaching. CCLSM has the option to withdraw approval of any GBOD course that it subsequently determines is not of good quality.
2. CCLSM may approve any course taught by the Southeastern Jurisdiction and approved by GBOD.
3. CCLSM may approve courses outside of GBOD
 - a. A task force shall attend the course and/or review the syllabus for CCLSM
 - b. All courses shall be skill-building, not just information-imparting
 - c. All courses should emphasize some combination of *caring, communicating* and *leading*.

THE CCLSM ANNUAL LAY SPEAKING INSTITUTE:

CCLSM should conduct an annual conference-level lay speaking institute.

THE ANNUAL REPORT OF LAY SPEAKERS:

The Lay Speakers Annual Report form shall be approved by CCLSM. The approved form shall be used until a revised form is approved. The approved form with an explanation of the process for becoming a lay speaker shall be posted on the conference web site.

The district director should:

1. Mid-August
 - a. Mail the approved lay speaker annual report form to each lay speaker with a cover letter explaining the process through the charge conference.
 - b. Give a copy of the approved annual report form to the district secretary for inclusion in the charge conference packets.
2. After the last charge conference: Contact those lay speakers who have not turned in their annual report.
3. January:
 - a. Review each annual report. Make sure the required sections are complete. The lay speaker must disclose at least one active ministry each year. Certified lay speakers must have taken an advanced course within the last three years.
 - b. Sort the reports into a local church group and a certified group
 - c. Each applicant will either be approved by the district committee on lay speaking ministries or a letter will be sent to the applicant indicating why the report has not been approved.
 - d. Transmit the approved reports to the district secretary and request they be entered into the conference database as local church or certified lay speakers.

GOOD RECORD KEEPING:

The district director's personal records shall agree with the conference database:

1. Send all adds, changes and deletes of lay speaking information to the district secretary to be entered into the conference database.
2. Verify the data input, perhaps with a hard copy printout from the district secretary.

ASSOCIATE DIRECTORS:

In consultation with the district superintendent, directors are encouraged to appoint Associates to assist with the work and to serve on the district committee. Co-directors are not recommended.

CONFERENCE AND DISTRICT DIRECTOR RE-CERTIFICATION

The conference and district directors shall re-certify as follows:

1. Enroll and participate in an approved lay speaking course from GBOD or CCLSM, following the same guidelines as the other lay speakers in the course.
2. Attend the National Training event for conference and district directors at Scarritt-Bennett
3. Teach an advanced course. Any lay speaker who teaches an advanced course receives standard certification.

THE DISTRICT COURSES

RECOMMENDATIONS FOR THE DISTRICT COURSES:

1. Hold a minimum of two basic and two advanced courses each year.
2. List all courses on the NGUMC web site. See WEB SITE UTILIZATION page 7.
3. Mail announcements of the courses minimally to the lay speakers and to the churches.
4. Welcome youth fifteen and older.
5. Welcome non-UMC members if the course is not full.
6. Welcome audits if course is not full. Cost is the same as for credit.
7. Make sure facilities accommodate the disabled.
8. Need pastor's permission to attend the basic course.
9. The instructors:
 - a. An instructor should be one or more of the following:
 - i. A certified lay speaker who has completed the course
 - ii. or - Qualified in the areas to be taught
 - iii. or - Clergy
 - b. An instructor should have teaching experience
 - c. After completion of the course the district director should send to the conference director:
 - i. The instructor's name, address, phone number, email address
 - ii. The instructor's biography and qualifications to teach this course
 - iii. Recommendation to teach again.
 - iv. Will this instructor teach outside the district?
10. Charge \$40 for the basic and \$40 for the advanced.
11. Refunds should not be granted once the books have been mailed. The student that cancels without refund may attend a later course at no charge if the course is using the same book.

12. Mail books and first assignments when payment is received. Generally there should be no sign-ups one week before the course to allow time for the mailings.
13. Basic courses should be a minimum of twelve teaching hours; advanced courses should be a minimum of twelve teaching hours.
14. All courses should be at least two sessions, one-week apart.
15. Instructor honorariums are recommended. The amount shall be determined by the director. One formula is \$10 per student, with \$60 minimum and \$200 maximum.
16. Directors should inform each other when students from another district complete courses in their district.

HANDLING OF REVENUE AND EXPENSES:

The following items should be done in consultation with the district superintendent:

1. A district lay speaking budget is recommended. Typical amounts range from \$500 to \$800.
2. All revenue checks should be made out to the district office. However, they may be mailed to the director to facilitate the sign-ups. The director will then forward the checks to the district office for deposit to the lay speaking line item.
3. All director expenses for reimbursement should be submitted to the district office with accompanying documentation. Expenses should not be taken out of fees received.
4. The district office should be requested to provide an informal statement and balance to the director at appropriate times.

REQUIREMENTS TO BECOME A LAY SPEAKER

1. Requirements to be a Local Church Lay Speaker:
 - a. The applicant must have the recommendation of his/her pastor and the local church charge conference.
 - b. The applicant must complete the basic course.
 - c. Each year the applicant must submit the Lay Speaker's Annual Report to his charge conference for the conference's recommendation. His pastor and district superintendent must sign this report. The applicant should disclose at least one active ministry on the report.

- d. The applicant must then be recognized as a local church lay speaker by the district committee on lay speaking ministries. Anyone not so recognized will be informed as to why recognition was withheld.
2. Requirements to be a Certified Lay Speaker:
 - a. The applicant must have completed the requirements for local church lay speaker.
 - b. The applicant must complete one advanced course every three years.
 - c. Each year the applicant must submit the Lay Speaker's Annual Report to his charge conference for the conference's recommendation. His pastor and district superintendent must sign this report. The applicant must disclose at least one active ministry on the report.
 - d. The applicant must then be approved as a certified lay speaker by the district committee on lay speaking ministries.
 3. A student with an unusual need to take the advanced course before the basic may do so with the approval of the executive committee as submitted to it by the district director. This student is neither local church nor certified lay speaker until he takes the basic course, at which time he becomes a certified lay speaker.

PROCEDURE FOR CHANGE IN ORGANIZATION AND POLICY

The conference board of laity approved this Organization and Policy on January 7, 2003. The Organization and Policy may be changed from time to time as needed by CBOL upon recommendation of the CCLSM or upon review by CBOL.