

**Job Description**  
**Lay Leadership and Congregational Vitality Coordinator**  
**Great Plains Conference of the United Methodist Church**

**Job Summary:** As a member of the Congregational Excellence Team, The LLCV Coordinator works with the district teams, cabinet, and other conference teams to determine the best strategies to support lay leadership excellence and vitality at the conference and local church level. This position is responsible for developing and monitoring processes to assess the vitality of local churches. The LLCV Coordinator will also develop conference-wide lay leadership strategies that support the implementation of conference-wide sharing of best practices, provide reliable follow-up and reporting on the impact of strategies and solutions that have been implemented. They will ensure compliance with church discipline and external regulations, actively participate in the application of lessons learned for continuous improvement and establish and maintain positive relationships with key conference stakeholders as needed.

**Qualifications:** All staff of the Great Plains Conference shall have at a minimum the following:

1. Be sympathetic with the Christian faith and the purposes of The United Methodist Church.
2. Exhibit a strong faith commitment to making disciples of Jesus Christ.
3. Possess the special aptitudes, skills, and capacities that are required in their respective fields of work. In this position that includes:
  - Experience in lay leadership in a local UMC church.
  - Passion for the ministry of the laity
  - A degree from an accredited post-secondary educational institution
  - Requires that you are a member of a UMC
  - Willingness to travel
  - Ability and commitment to function as a member of a team
  - Basic computer and e-mail skills
  - Safe Gatherings certified
  - Commitment to program innovation and excellence.
  - Excellent facilitation skills.
  - Ability to lift 25 lbs.

**Duties and Responsibilities**

- Conference churches with the necessary strategies for lay leadership vitality
- Conference-wide sharing of best practices for lay leadership vitality
- Develop and monitor processes to assist local churches in assessing their vitality and viability
- Positive relationships with key conference stakeholders
- Effective and efficient reporting
  - Together with the district teams and the Congregational Excellence Team, determine the best to support lay leadership excellence and vitality
  - In consultation with the Congregational Excellence Team and Cabinet, develop conference-wide Lay Leadership strategies that support conference vision
  - In consultation with the Congregational Excellence Team and Cabinet, develop and support the implementation of Lay Leadership initiatives through training and conference-wide sharing of best practices Provide reliable follow up and reporting on the impact of Lay Leadership and vitality strategies and solutions that have been implemented

- Ensure and provide the resources and partners for Lay Leadership solutions and strategies, that have the best profile of effectiveness, efficiency and quality.
- Collaborate with the Congregational Excellence Team as a liaison to one or more districts
- Ensure Lay Leadership compliance with church discipline and external (temporal) regulations
- Establish and maintain positive relationships with key conference stakeholders as needed to meet job expectations
- Coordinate and support the performance of the Lay Leadership vitality
- Ensure personal effectiveness, efficiency and alignment, as well as continuous improvement
- Perform all other duties as assigned.

### **Credentials and Experience**

The coordinator must exhibit evidence of developed vocational identity through:

1. A track record of visionary thinking and leadership
2. Experience as a lay servant minister, certified lay minister, district or conference lay leader or similar experience beyond the local church.

**Accountability:** The coordinator is supervised by the Director of Congregational Excellence