

The contents of this booklet have been garnered
from research, web searches,
The 2008 Book of Discipline,
Active Laypersons experience,
observations and conversations over time.

It is my hope that the information will be used to
teach, enlighten, review and enhance those who
inhabit the churches of our great Zion.



*Special thanks to the Laypersons listed on page 4
for their contribution.*

**For more information, to order copies of this booklet or to
schedule a workshop please contact Director of Lay Activities
Patricia H. Wright at email address:
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AN EFFECTIVE LAY PERSON



A Workshop - Interactive Discussion

*designed and presented by
P. H. Wright*

TAKING NOTE....

From this session I take away:

I will use my learning to:

As An Effective Lay Person, I Will....

NOTES: _____

Eight Biblical Principles That Lay Leaders Should Study and Practice As They Serve God

1. Be a Servant Leader, as was Jesus Christ. (Matthew 20:27-28)
2. Serve and Worship God in all things. (I Peter 4:11)
3. Respect those in authority. (I Thessalonians 5:12-13)
4. Do not squander or squirrel away the abilities God has entrusted to you. Instead use them to His Glory. (I Peter 4:10)
5. When necessary, delegate. And once you have delegated, trust your assistants to get the job done; then, express appreciation. (Exodus 39:42-43)
6. Recognize your limitation, avoiding the natural tendency to try to do all the work alone, and the inclination to take on more than you can possibly handle. (Exodus 18:13-26)
7. Cultivate good character qualities, such as wisdom, understanding and respect. And then look for similar traits in those you would recommend for positions of leadership. (Deuteronomy 1:13-18)
8. Be prepared, under the power and direction of the Holy Spirit, to execute your duties, effectively and efficiently. (Matthew 24:45-47)

When leaders are faithful, they gain the attention of God and show that they can be trusted. Leaders would do well to remember that there are three spiritual precepts God always honors:

Faithfulness, Obedience and Submission to Authority.

What Does Mean To Be **EFFECTIVE ??**

Fill in the box with your definition

The Tools of An EFFECTIVE LAY PERSON

DO YOU USE THE TOOLS OF THE TRADE??

The Bible **The Discipline** (most recent edition)

Faith **Prayer** **Thirst for Knowledge**

Desire to Study **Willingness to Serve**

Willingness to Give

Effective is defined as:

- Producing a decided, decisive, or desired effect
- Ready for Service or action
- exerting force or influence; "the law is effective immediately,"
"a warranty good for two years;"
"the law is already in effect (or in force)"

THE BOOK OF DISCIPLINE (2008) **QUICK REFERENCES**

Preamble to Vision of AMEC Mission and Objectives

Page 16

"Duties of Stewardesses"

page 70

"Commission on Health"

Page 81 (under new section #7)

Elected Youth and Young Adult Delegate
to Annual Conference

Page 226

Itinerant Ministers included in Composition of the
Presiding Elder District Conference and
Church School Convention

Pages 123, 192

General Conference Candidate Certification

Pages 135, 143

Right-sizing the General Conference

Pages 209-210

Connectional Lay Organization Constitution and Bylaws
Term Limits/YA Representative

Pages 402-403

**AN EFFECTIVE LAY PERSON KNOWS
WHO IS WHO IN
THE LOCAL CHURCH,
ON THE PRESIDING ELDER'S DISTRICT,
ON THE CONFERENCE LEVEL???**

In YOUR Local Church who is the Pastor? Can you name the stewards? Trustees? Stewardesses? Members of the Official board?

PRESIDING ELDER DISTRICT

Presiding Elder
Presiding Elder Spouse.....
WMS - Area Chairperson.....
Lay President
Sons of Allen Chair
Christian Education Director.....

CONFERENCE

Presiding Bishop
Episcopal Supervisor.....
WMS President.....
Lay President
Sons of Allen Chair
Christian Education Director.....

HOW TO MAKE A MOTION

Obtaining the Right to the Floor

Address the Chair as Mr. or Madam President.

The Chair assigns the floor to the first person seeking recognition (if said person is entitled to the floor at that time).

Making the Motion

To make the motion say, "**I move that . . .**"
To second the motion a member says, "I second the motion". (or simply "Second")

Chair States the Motion

"It is moved and seconded that. . ."

Debating the Motion

The Chair opens the floor for debate by saying, "**Is there discussion?**" - or - "Are you ready for the question?"

Voting on the Motion

The Chair puts the question to the assembly for a vote by saying, "As many as are in favor of (repeating the motion), say AYE.

Those opposed, say NO."

Announcing Result of Vote

The Chair announces the result of the vote by saying, "The 'ayes' have it, the motion is adopted (or carried), and" (states what will happen as a result of the yes vote) - or - "The 'noes' have it, the motion is lost, and (again states what will happen as a result of the no vote).

Words of Wisdom from the Mouth of SOME STALWART LAY PERSONS.....

An Effective Lay Person is one who is a Born Again Christian and is always found on the positive side of every issue, they always promote the peaceful co-existence in the Body of Christ even if they do not agree with a Brother or Sister because they are Christ Centered, Goal Oriented and know the Mission of the Church and also would have to be an Advocate for the Church and God's people. An Effective Lay Person is a Prayer Warrior who continuously prays for peace in the body of Christ, They will be Good Examples for others to see. They are Teachable, Reachable and Loveable always willing to help when needed and are Evangelistic, recruiting souls for the kingdom.

James Honors.....

Lakeland District - Former Conference Lay President

An effective lay person is one who will stand up for what is right regardless of who stands with him or her.

Marian E. White

South Conference – Former Eleventh Episcopal Lay President

"An informed layperson is a more effective church person."

Helen Brown Oliver

4th Episcopal District - Director of Lay Activities

An Effective Lay Persons should:

Allow the Holy Spirit to guide them;

Know their (church) history;

Know they are accountable to God;

Have the "tools" of their respective ministry...

The **Bible** (King James or New King James version),

The Book of Discipline (2008),

The **Lay Organization Bylaws** (All Levels),

The AME Christian Recorder, The AME Hymnal; and

Stand by their decisions to serve as you never know who may be in need!

Maria Wallace - 2nd District, Director of Lay Activities.

Itinerant Elder - The highest level of ordination for the Itinerant minister in the A.M.E. Church. A ministerial candidate can be ordained an elder, after they have achieve the ordination of Deacon and have served an additional two years on trial under the observation of the Ministerial Institute. They are eligible for the ordination as an Elder when they have achieved the educational standard set by the discipline, successfully completed their ministerial institute training and upon reviewed been judged worthy of the ordination by the Board of Examiners of the Ministerial Institute.

Licentiate - A preacher who has been granted a license to preach by the Quarterly Conference of his local church, under the guidance of their Presiding Elder.

Local Deacon - A minister who serves at the pleasure of the local church, and under the guidance of the local church's pastor (under most circumstances) who has achieved their first level of ordination.

Local Elder - A minister who serves at the pleasure of the (under most circumstances) who has achieved their second and final level of ordination.

Pastor - The official head of every local congregation. He is appointed to his position by the Presiding Bishop of the Annual Conference in which the church is located and is held responsible for the total program of the church to which he has been appointed.

Presiding Elder - The Presiding Elder is responsible for ensuring that each local church under his supervision understands and complies with the policies and programs of the A.M.E. Church. He presides over the Quarterly Conference sessions at which time he gets all the information necessary to inform him that the local congregation is operating in harmony. The Presiding Elder is appointed by the Bishop.

A.M.E. Church Definitions

Bishop - The Bishop is the chief administrative and executive head of the African Methodist Episcopal Church. The authority of the Bishop is given by the General Conference and may be taken away by the same body or its appropriate interim agency. The bishop is responsible for overseeing the spiritual temporal affairs of the church, including presiding over annual conferences, making pastoral appointments, ordaining deacons and elders, organizing missions and promoting the interest of the denomination.

Exhorter - A person who encourages through personal testimony, explaining and interpreting the scriptures, employs his/her talents as a teacher, leading groups and conducting prayer services. An exhorter is examined and licensed by the Quarterly Conference.

Itinerancy - The traveling ministry. The system utilized by the A.M.E. Church by which traveling ministers are appointed to their charges by the Bishop, each appointment for a one year term. There are two levels of ordination in the Itinerant Ministry: the Deacon and the Elder.

Itinerant - A traveling Deacon or Elder

Itinerant Deacon - The first level of itinerant ordination in the A.M.E. Church. The ministerial candidate is brought into the Annual Conference on trial as a Licentiate. If after serving two years on trial, and achieving the level of education as dictated by the Discipline and having attended and passed those duties brought before them by the Ministerial Institute, the candidate is reviewed and if approved is ordained a Deacon. As a Deacon, the ministerial candidate can do everything but consecrate the elements of Communion. They can marry, bury, serve communion once it is consecrated, and if needed, Pastor a church. Their main function is to assist the pastor of a local church in any way deemed needed.

THE STRUCTURE

GENERAL CONFERENCE

ANNUAL CONFERENCE

DISTRICT CONFERENCE

QUARTERLY CONFERENCE

CHURCH CONFERENCE

African Methodist Episcopal Church
IT ' S CONNECTIONAL

THE GENERAL CONFERENCE

Who Meets? Bishops, elected ministerial and lay delegates, and congregants of our Zion.

What is the Primary Purpose for the meeting?

The primary purpose of the General Conference is to elect new bishops and other general officers and to vote on new legislation affecting the church.

When do we meet?

The General Conference meets every four (4) years.

Where do we meet?

The General Conference meets in cities throughout the Connectional Church.

THE ANNUAL CONFERENCE

Who Meets? The Presiding Bishop, pastors and ministers and delegates representing the local churches in the conference attend this important meeting.

What is the Primary Purpose for the meeting?

The primary purpose of the Annual Conference is to have each pastor in the conference report on the spiritual and financial condition of each church and to ordain new itinerate deacons and elders for the ministry. Every four years the Annual Conference elects lay and minister delegates to the General Conference.

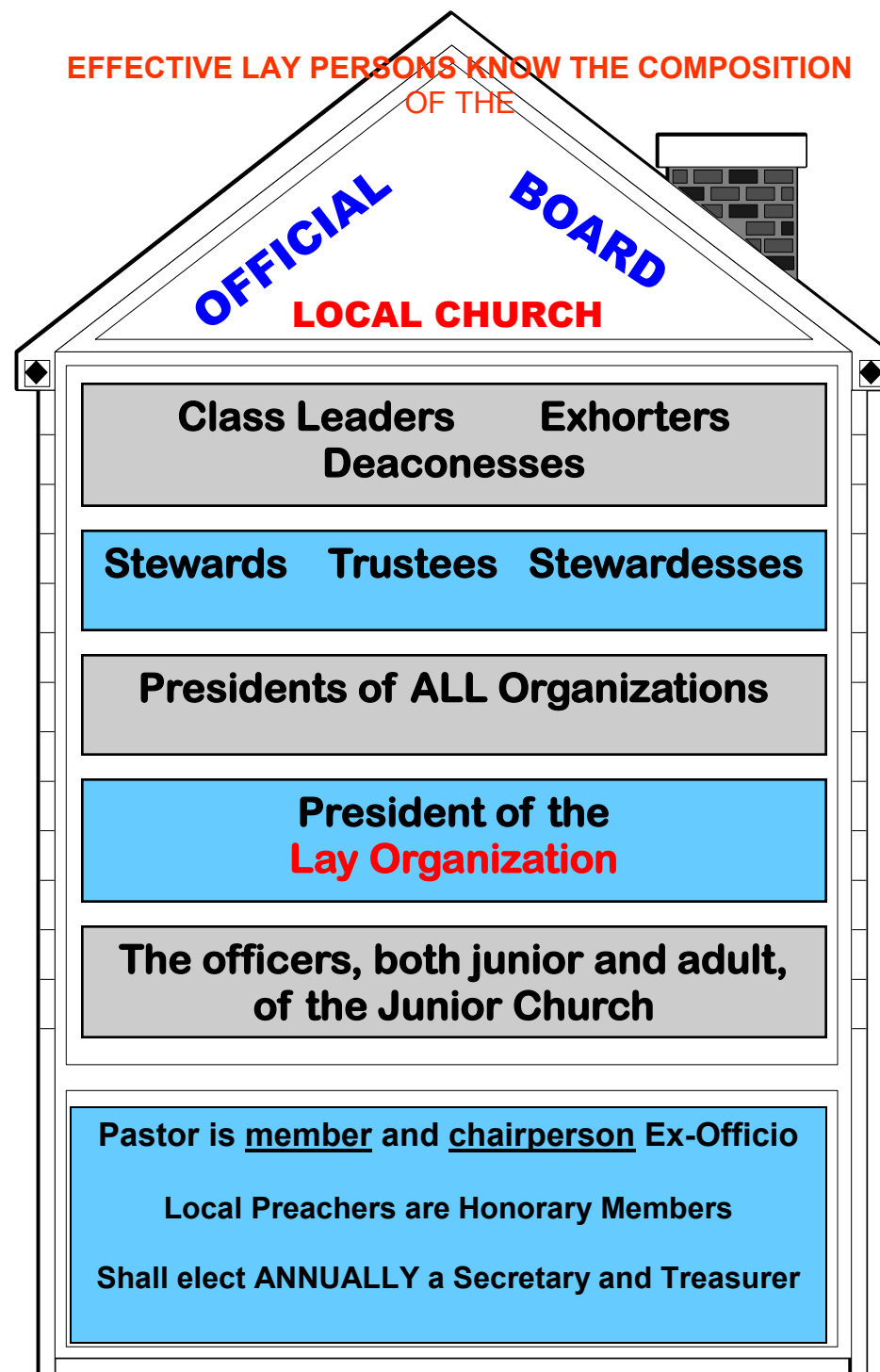
When do we meet?

The Annual Conference meets once a year.

Where do we meet?

The Annual Conference meets in a centralized city in the Annual Conference geographical area.

EFFECTIVE LAY PERSONS KNOW THE COMPOSITION
OF THE



KNOWING WHO TO CALL

"Protocol should not supersede Common Sense!"

The Proper Care of Members and Guests

All organizations function under certain rules or customs in order to accomplish their goals. Protocol should be a very important part of those rules. Protocol is simply good manners, treating those attending a meeting or event as you would treat them in your home. It should be an expression of these good manners in an atmosphere of friendliness and politeness, giving the proper recognition and mutual respect to the offices and the guests.

In Arranging the **PROCESSIONAL REMEMBER...**

The highest-ranking person is last-in and first-out of any room or vehicle

PROCESSIONAL

Local Church Officers
Presiding Elder District Officers
Conference Officers
Episcopal District Officers
Connectional Officers
General Officers
Bishops

RECESSIONAL

Bishops
General Officers
Connectional Officers
Episcopal District Officers
Conference Officers
Presiding Elder District Officers
Local Church Officers

In **INTRODUCING OR ACKNOWLEDGING** officers (establishing the protocol) mention the highest ranking guest first.

IN MAKING REMARKS, the remarks should **BEGIN WITH THE LOWEST RANKING** and go up the line. The last comments come from the highest ranking guest or officer.

THE DISTRICT CONFERENCE

Who Meets? The Presiding Elder, pastors and ministers and elected steward delegates representing the local churches in the conference, local church organizations including the local Missionary Society, Lay Organization, and youth groups attend this important meeting.

What is the Primary Purpose for the meeting?

The primary purpose of the District Conference is to have each pastor in the conference report on the spiritual and financial condition of each church and to examine local preachers presented for Deacon's and Elder's Orders and report to the Annual Conference only those who satisfactorily pass examination.

When do we meet?

The District Conference meets once a year, in a session that is not less than 3 days nor more than two days.

Where do we meet?

The District Conference meets in a place set at the Annual Planning Meeting of the presiding elder district.

Folks In Heaven

I was shocked, confused, bewildered as I entered Heaven's door,
not by the beauty of it all, not by the lights or decor,
But it was the folks in Heaven who made me sputter and gasp--
the thieves, the liars, the sinners, the alcoholics, the trash.

There stood the kid from seventh grade who swiped my lunch money twice.
Next to him was my old neighbor who never said anything nice.

Uncle Bill, who I always thought was rotting away in hell,
was sitting pretty on cloud nine, looking incredibly well.
I nudged Jesus, "What's the deal? I would love to hear Your take.
How'd all these sinners get up here? God must've made a mistake.
And why's everyone so quiet, so somber? Give me a clue."
"Hush, child," said He. "They're all in shock. No one thought they'd see you."

J. Taylor Ludwig

THE QUARTERLY CONFERENCE

Who Meets? The Presiding Elder, pastor and ministers officers and all elected presidents of local church organizations and auxiliaries.

What is the Primary Purpose for the meeting?

The primary purpose of the Quarterly Conference is to have the pastor, stewards, trustees and all the elected presidents of the church organizations and auxiliaries report on the spiritual and financial condition of the local church. Appeals are heard.

When do we meet? The sessions of the District Conference shall be held every three (3) months, or four (4) times a year in every church or circuit.

Where do we meet? The time and place of meetings shall be selected by the presiding elder after consultation with the pastor. (Usually, held in local church) .

THE CHURCH CONFERENCE

Who Meets? The pastor and ministers, stewards and trustees and all elected presidents of the local church organizations and auxiliaries representing the local church and all members.

What is the Primary Purpose for the meeting?

The primary purpose of the Church Conference is to discuss the pastor's agenda, items of concerns, needs and vision with the church membership and to vote on decisions affecting the local church.

When do we meet?

The church Conference meets at the call of the pastor.

Where do we meet? The Church Conference meets in the local church

WRITTEN PROTOCOL

QUESTION: What is the appropriate format for written protocol on programs

LOCAL LEVEL

Resident Bishop
Episcopal Supervisor
Presiding Elder
Pastor
Episcopal President
Episcopal DOLA
Conference President
Conference DOLA
District Lay President
Local Lay President

* may include district and local DOLA

CONFERENCE LEVEL

Resident Bishop
Episcopal Supervisor
Host Presiding Elder
Associate Presiding Elders
Host Pastor
Connectional Lay President
Connectional Director of Lay Activities
Episcopal President
Episcopal Director of Lay Activities
Conference President
Conference Director of Lay Activities
Host District Lay President
Host Local Lay President

QUESTION: If we have Connectional officers in our Local, District, Conference or Episcopal levels do we list them in written protocol?

RESPONSE: **No.** Other than the Connectional Lay President and Director of Lay Activities, do not list Connectional Officers on cover as part of the written protocol. Connectional officers will be recognized and acknowledged during the **VERBAL** establishing of the protocol. You may list them elsewhere in the program booklet as a way of formal recognition but this is not required.

OTHER INFORMATION:

The pastor's spouse is NOT an office and is not listed in written protocol (on a program). The PE's spouse is not part of the written protocol.

The Second and Third Vice Presidents **are not listed** as part of the written protocol.