

## *Now I Am A Lay Director, So What?*

*Ethel M. Wallace-Jenkins, Presenter*

*My favorite saying is that the work of the Director of Lay Activities is the "Life Blood" of the Lay Organization. By no stretch of the imagination are we implying that this position is more important than any other but the Director of Lay Activities has a grave responsibility. This person is responsible for planning, designing, developing, and implementing the programs and activities of this organization on all levels. To insure that the Mission, objectives, and purposes of the organization are realized it is imperative that the Director Plans educational programs that address the religious and social issues of this present day. The office of Lay Director is more than that of a glorified "Program Chairperson." This person is charged with the responsibility of working with and knowing the needs of the people whom we must prepare for effective Christ-centered leadership and as trainers to work as ambassadors for the Lay Organization. The person who has been elected to fill this position must possess Strong people and communication, verbal and non-verbal, skills. Because African Methodism is a "Global Organization" it is of utmost importance that the Connectional Director must develop an amiable and cooperative working relationship with Lay Directors throughout the world to accomplish this goal.*

*It is essential that the Lay Director possess the necessary characteristics and traits to serve as the liaison between the laity and clergy. The Lay Director is also charged with the responsibility of creating a close working/unified relationship with the president. For the good of the organization harmony between the Lay Director and president is of utmost importance to the growth and for the organization to function effectively. Even though there is a distinct division of labor evident, these two officers must respect each others' position and work together at all times. We are not saying that they must agree at all times, then someone would not be thinking.*

*We have attached for your consideration how we understand the work of the Director based solely on the official title of the position; "Director of Lay Activities." We hold and maintain that since we are the Lay Organization all programs and activities of this organization are lay activities. The cooperation of these two offices does not minimize the duties and responsibilities of the president and it most certainly does not take the power of appointment from the office of the President. The Director in most instances and on all levels serves as liaison between the organization and clergy.*

### **Section 13. Director of Lay Activities.**

**a. Qualifications.** Any candidate seeking the office of Director of Lay Activities must have:

1. At least a Bachelor's Degree or the equivalent in *education* and experience.
2. Extensive course work in research and writing, English, Speech, Program planning and development &/or Administration.
3. Experience in program planning, designing, and implementation; teaching, training and adult learning.

**b. Duties and Responsibilities** The Director of Lay Activities shall:

1. Maintain a close working relationship with the President and the Young Adult Representative in the planning, developing and implementing of the complete programmatic thrust of this organization. .

2. Plan, design, and direct all educational programs & other activities of this organization at the Biennial Session, including but not limited to, Scholarships, Awards and Speakers in consultation with the President and approval of the Executive Board..

3. Maintain a working relationship with Episcopal District Lay Directors.

4. Be responsible for planning and implementing a training program and course of study in accordance with the mission, purposes and objectives of the Lay Organization. The proposed training program and course of study, inclusive of proposed theme and outline for the study guide, shall be presented to the Executive Board for approval at the Executive Board Meeting immediately preceding the next Biennial Session.

5. The approved program will be presented at the Biennial session and shall be forwarded from the Connectional Director of Lay Activities to the Episcopal District Directors of Lay Activities within a period not to exceed thirty (30) calendar days after the closing of the Biennial session. Upon receipt, the Episcopal District Directors will immediately forward the course of study to the Conference Directors of Lay Activities.

6. Conference Directors of Lay Activities shall forward the course of study to the Station or Circuit Directors of Lay Activities. The training program and course of study shall reach the Directors of Lay Activities within fourteen (14) days after the Connectional Director of Lay Activities has forwarded same.

7. A full report of progress made in the implementation of the course of study and the work of the Director shall be given at each Biennial Session and Executive Board Meeting as outlined in this constitution.