

MICHIGAN CONFERENCE OF SEVENTH-DAY ADVENTISTS
LAY ADVISORY REPRESENTATIVE
JOB DESCRIPTION

PURPOSE AND FUNCTION: The Lay Advisory Representative (LAR) serves as a channel of communication between the local congregation and the Lay Advisory Coordinating Committee, as well as the Michigan Conference.

TERM: Five Years– concurrent with the Michigan Conference Quinquennium.

ACCOUNTABILITY: To the local congregation.

RECOMMENDATION: That the local church Lay Advisory Representative (LAR) also be elected to serve as a member of the local church board.

RESPONSIBILITIES AND DUTIES:

1. Attend the Lay Advisory annual business meeting and retreat.
2. As a channel of communication to the church, the LAR is encouraged to share information from the monthly MAP report. This can be accomplished through the options available at the local church: in print through the weekly bulletin, monthly newsletter, or as a special insert; or verbally as a report to the pastor, church board, and congregation during Sabbath services.
3. Share monthly MAP reports and other MAP materials with local church.
4. Volunteer to make the monthly (4th Sabbath) MAP offering call from the pulpit.
5. The LAR should be one who systematically supports MAP, striving toward the goal of 1% or more of his/her income.
6. Because of the nature of the responsibilities that ties this local church officer closely to MAP and to conference operations, the LAR serves as a channel of communication between the local congregation and the Lay Advisory Coordinating Committee, as well as the Michigan Conference.
7. Attend Town Hall meetings called by the Conference. In addition, inform and encourage other church members in the congregation to attend, which promotes a better understanding of the purpose, contributions, or issues important to the Michigan Conference and MAP.
8. The LAR provides any local church financial requests for MAP Pooled Resource Funds. Send request to the Area Lay Advisory Chairperson who, in turn, will provide evaluation and referral to the Statewide Lay Advisory Coordinating Committee.

QUALIFICATIONS:

The LAR will be a church member of the local congregation and one who is committed to the message and mission of the church, by actions, lifestyle, and leadership ability. The person should be faithful in tithing and systematic giving to the local church, local conference, and world church.

REVISED 10-06-16