**Lay Leader & Lay Member Frequently Asked Questions:**

**How do you propose legislation for Annual Conference?**

The opportunity to submit legislation is opened up every year in January and are due by February 15th. Legislation can be submitted via the GNJ website. A link to the form and reminders of the deadline are advertised in the GNJ Digest which is sent via email each week on Wednesdays. For more information or to sign up to receive the GNJ Digest, please [click here](https://www.gnjumc.org/thegnjdigest/).

**Is there a process for bringing issues before the Annual Conference?**

The Annual Conference session follows Robert’s Rules of Order so there are opportunities during conference to make motions, speak to an item, or bring amendments to legislation. As Lay Member you may speak to any issue that is on the floor during Annual Conference.

**What committees are the Lay Leader & Lay Member expected to attend?**

You would never leave the church building if you attended every meeting of every committee that exists in the life of the church! It is expected that the Lay Leader be involved in the major committees of the church including SPRC, Council, Trustees, and Finance. It is not expected that you attend every meeting, but it is expected that you have relationships with the leaders and members of those groups so that you are aware of what is going on. You should have your “finger on the pulse” of those groups to know that they are running healthily and who may need support. It is also a good practice to drop in on other committee meetings such as UMW or UMM to offer yourself as a resource to those groups.

**Who relays information from the Church Council meetings to the congregation?**

Either the pastor or the Lay Leader. Pastors and Lay Leaders should work together on this to determine what is most appropriate. Sometimes it will be appropriate for the Church Council Chair to share information. It all depends on what the topic is and what the leadership team determines together. You can never over-communicate. The more voices people hear from, the more apt people will be to engage and understand the message.