

ESGOBAETH LLANDAF  
LLE MAE FFYDD  
YN CYFRIF



DIOCESE OF LLANDAFF  
WHERE FAITH  
MATTERS

## Role Profile: Ministry Area Lay Chair

*The fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. [Galatians 5:22]*

### Terms of office

- The Lay Chair shall be a regular communicant member of the Ministry Area
- The Lay Chair shall be appointed by the Bishop following consultation with the Ministry Area Leader (MAL). They must be eligible to be a member of the Ministry Area Council (MAC). If not already an elected member, they will be co-opted to the MAC.
- The term of appointment for a Chair will be 3 years from the date of appointment. At the end of this 3-year period the Bishop may appoint a new Lay Chair or reappoint for a further 3-year term.
- Any individual can only be Chair for two consecutive terms after which a new Lay Chair must be appointed.
- If a previous Lay Chair has been in the post for two consecutive terms, he or she can be appointed again but only after a period of a year has elapsed from the end of the last term as Chair. In exceptional circumstances the Bishop may allow the term of a Lay Chair to be extended.
- The Lay Chair shall be an Ex-Officio member of all MA committees.
- The Lay Chair shall be included in the Leadership Team.

### Role responsibilities

- Offering strategic leadership alongside the Ministry Area Leader
- Chairing Annual Vestry Meetings (AVMs)
- Chairing meetings of the MAC, of which there shall be at least 4 per annum
- The role of the Chair can be agreed by each individual MAC, but often the role will include:
  - ◆ Working with the MAL in helping plan work and setting MAC agendas
  - ◆ Taking the lead on ensuring that meetings are properly run and recorded
  - ◆ Taking the lead on ensuring that members of the MAC as trustees comply with their duties and the charity is well governed
  - ◆ Having a second or casting vote if a vote is tied, but only if the MAC decide beforehand and specify it in their rules on running their meetings

- ◆ Acting as a spokesperson for the charity
- ◆ Being responsible for the interpretation of the Standing Orders of the MAC
- ◆ Being a signatory authority, to jointly sign contracts and agreements on behalf of the MAC and authorise expenditure
- ◆ Working with the MAL to identify, support and empower leaders from among the congregation to take roles on committees, lead areas of ministry, etc.
- The Lay Chair shall, with the MAL and other officers, be a channel of communication between the MA and the Diocese

### **Role qualities**

- Skill in managing meetings thoughtfully and without bias
- Good understanding of the legal responsibilities of Trustees and the Constitution of the Church in Wales
- Demonstrates leadership, empathy, integrity, transparency and good communication
- Some knowledge of parish and church finances

*Whoever aspires to be an overseer desires a noble task [1 Timothy 3:1]*