

# Responsibilities IN THE Local Church

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# INTRODUCTION

These “ministry descriptions” or job descriptions for local church officers and helpers were first published in a series of ministry description brochures. They cover the various responsibilities and assignments in an Adventist congregation. This introduction describes the purpose of the ministry descriptions and how to make use of this resource.

## Purpose

A ministry description is designed to be placed in the hands of a church member to give him or her basic information about a particular task or role in the congregation. It describes the role and function of one church office or volunteer assignment that he or she has accepted or is considering. Each can be photocopied as a two-page sheet—front and back. It can be read quickly. The information is practical and concise, and is placed in the context of a spiritual foundation for church life.

These documents are called “ministry descriptions” and not “job descriptions” in order to underline the spiritual nature of church duties. Every leader in the congregation is called to minister to people, not just to do a job or hold an office.

## What is Included?

Each ministry description includes the same basic kinds of information about each role or task, with some variations and additional information appropriate to the particular topic. The key elements you will find in each document are as follows:

The introduction presents **Bible principles** on which that particular ministry is based. Each document teaches the biblical concept of the ministry of the laity and the church as the “body” of Christ. It also focuses each office on the mission of the church in the world.

The specific **duties** of each officer are outlined in a brief list of only three to six key items.

The **resource materials and services** provided for each ministry are listed in every document. This is not a complete list, but the most important items for that particular role. A complete list of resources is available for each ministry area from *AdventSource*, 5040 Prescott Avenue, Lincoln, NE 68506. To request a catalog call 1-800-328-0525 or visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org).

## Relationship to the Church Manual

The *Seventh-day Adventist Church Manual* is the “constitution and by-laws” for the local church in the Adventist denomination. It speaks largely to issues of policy, standards and church discipline and order, although it does include formal lists of duties for some church offices.

Nothing in these Ministry Descriptions contradicts *The Church Manual*, although much practical material is included that goes beyond what is mentioned in *The Church Manual*. It is not the purpose of these documents to replace the function of *The Church Manual*, but to provide a supplement with detailed information which cannot be included in *The Church Manual* since it must serve the world field and cannot be amended or revised, except by the General Conference in session.

## **A North American Resource**

These Ministry Descriptions are produced by the North American Division of the General Conference for use in Bermuda, Canada, and the United States. They have been adapted from materials prepared by the General Conference departments for use in the world field, and freshly written to deal with the unique concerns and issues faced by Adventist churches in North America. Therefore, they may not be useful elsewhere in the world, and are not intended to be distributed outside North America.

## **Different Kinds of Churches**

The North American Division includes many different sizes and types of churches. Two out of three have less than 100 members, while about fifty have more than 1,000 members. Some are located in large cities, others in small towns and a few in rural areas. Many different cultures and ethnic groups are represented among them. There are Black churches, Hispanic churches, Asian churches, Quebecois churches in Canada and others. An effort has been made to produce materials that are usable in all these situations.

Often suggestions are given as to how to adapt principles and concepts to smaller churches and larger churches, or urban and rural churches, etc. The illustrations and experiences mentioned in these documents include items drawn from all of the major ethnic and cultural groups in North America. As far as possible, writers were asked to use gender neutral terms and to indicate that all offices in the local church are open to both women and men.

## **How Many Offices or Ministries are Included?**

There are a total of 54 ministry descriptions in this volume. Additional roles may need to be added in the future, and some may come to the end of their usefulness, so this resource is open-ended in conception. It is the goal of this resource to provide a document for each major office and program responsibility in the local church.

Some churches may find it necessary to write a new ministry description for a program or role not mentioned in this series. You will find the resource called *Connections* valuable in creating new documents. That resource is also available through *AdventSource* by calling 1-800-328-0525 or visit [www.adventsource.org](http://www.adventsource.org).

## **Distribution**

This binder has a set of photocopiable masters. You can take any document to a photocopy machine and make copies for individuals or committees when needed. Any local church or pastor who purchases a copy is given limited permission to make as many copies as are necessary for local activities. The same permission is given to conference staff members for use in training events and consultations. No one may charge for these copies or sell complete copies of this volume.

The complete set of ministry descriptions is also available on CD in PDF format and as a text document. This makes it easily transferable to any word processor to allow churches to customize the documents for their use.

## **A Theology of Church Ministry**

Key theological principles regarding the nature and mission of the church, the role of the Holy Spirit in the church and the character of church life undergird these materials. These theological assumptions are important because they determine how practical issues are approached and what kind of church program is encouraged.

The church is the “body” of Christ (Eph. 1:22). It therefore is an organic union of the individual members and has “body life.” Congregations are essentially a fabric of relationships, a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of Christ.

Christ is head of the church (Col. 1:18). He calls each member into the church, bestows new life upon them in baptism and gives them a new purpose. He establishes the mission of the church (Matt. 28:19-20). He presides over the life of the church.

The church is a servant body. It was created for service. It serves the Lord in praise, serves one another in love, and serves the world in humility. When the church serves the world it is an expression of the love of Christ to the world. “For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

Christ calls every member of the church into ministry. The church is “a kingdom of priests” (I Peter 2:9). Each Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry. The ministry of the laity is to the world and one another, and the ministry of pastors is to equip and enable the laity in ministry (Eph. 4:11-12).

It was during the middle ages that the clergy became distinct from other members as a superior element in the church. The biblical concept of “laity” refers to the whole body of believers and includes all believers as ministers in the body. In actuality, however, the church today still has a great distance to go before effectively applying this concept. Yet these materials view the work of each local church officer and program leader as a ministry to which God calls people; it is His will operating in their lives.

## Resource Materials

*Connections: The Right People... In the Right Places... For the Right Reasons* is a new, comprehensive leadership resource to help local congregations effectively implement spiritual gifts in the church. A *Connections Kit* is available which contains all the materials to establish a gifts-based ministry in the church, including a leader's guide for teaching gifts, an implementation guide for setting up this new ministry, a consultant's guide used in training members to interview for determining ministry direction, video and overhead transparencies for use in teaching gifts, and one participant's guide as a sample of what members may use when discovering their gifts.

*Connections* is an excellent resource for strengthening the nominating committee process. It can be used in a variety of churches with a variety of implementation strategies. Some churches retain the traditional nominating committee structure using *Connections* to supplement their work. Other churches use a new approach (such as a church ministries committee) that teaches gifts on a regular basis, creates unique Ministry Position Descriptions, uses an interview process, and then guides members into ministry positions based upon the unique design of each individual.

You can order a *Connections Kit* by calling AdventSource at 1-800-328-0525 or visit [www.adventsource.org](http://www.adventsource.org).

*Practical Spiritual Gifts* (1996) by James Zackrison. Available at AdventSource by calling 1-800-328-0525 or visit [www.adventsource.org](http://www.adventsource.org).

*Spiritual Body Builders* (1997). A leader's guide and participant's manual for spiritual gift discovery. Available at AdventSource by calling 1-800-328-0525 or visit [www.adventsource.org](http://www.adventsource.org).

*What You Do Best in the Body of Christ* (1995). A self-study guidebook for gift discovery. Available at AdventSource by calling 1-800-328-0525 or visit [www.adventsource.org](http://www.adventsource.org).

## How Ministry Description Brochures Are Designed To Be Used

There are a number of ways in which these documents can be used in a local church. The situations for which the ministry descriptions are specifically designed include the following:

**1. New Assignments.** When a church member accepts a church office or other responsibility, he or she needs to know what is expected. These documents describe the role and functions for which he or she is responsible, and the resources available. Each document is a quick read. The language is clear, concise and practical. All of the major tools and resource materials are outlined. They are designed to be placed in the hands of new officers at the time that they accept their assignments. This can be done in person, or with a short letter from the pastor.

**2. Nominating Committee.** Traditionally, nominating committees have not interviewed members, but have focused on reviewing a slate of positions and then sought to fill these positions by reviewing the church membership list. Using this



format, the members of the nominating committee face many questions both during committee discussion and when they ask people to consider assignments. What does an elder, deacon, stewardship leader, or children's ministries coordinator do? How much time will it take? How much help will I have? I've never done this before; can I get training? These documents provide answers to these questions. If each nominating committee has a full set in hand, it makes their contacts much easier. A nominating committee worksheet has been included in the series so they can keep notes and information in one place. It also outlines a simple procedure for an effective and highly spiritual nominating process.

**3. Recruiting Volunteers.** Whether a church uses a resource like *Connections* (see below) or uses the traditional nominating committee approach, the local church depends on volunteers for its work. No task is more important to the life of the congregation than recruiting volunteers for its programs and activities. The single most effective way to recruit volunteers is through private contacts with individuals in which they are first interviewed concerning their background and interests, and then invited to consider particular opportunities that seem to match their needs. These documents are designed to be used in that process. They allow a person to quickly read the basics of a ministry and see how it might fit their abilities and gifts. Each document explains what is involved so that a volunteer knows how to plan. One or more documents can be given to a church member to read over and pray about as they consider how to get involved in their congregation. For creating more detailed ministry descriptions which describe specific, local information, consider the *Connections Kit* which contains materials for creating descriptions unique to your church needs.

**4. Use with the *Connections Kit*.** These ministry descriptions can be used effectively with the spiritual gifts implementation package called *Connections*. That resource guides members through a three-step process in finding a meaningful place of service in the church.

1. **Discovery:** Members go through a "discovery session" and learn of their unique suitability for service in the church.
2. **Consultation:** Members meet one-on-one with a trained church member to review what they have learned about their own gifts and consider possible places of service in the church. It is during this second step that members can review particular ministry descriptions to consider service opportunities that match their unique gifts.
3. **Service:** Members try possible areas of service.

If the match between the member and the position is good, members are more likely to be fruitful and fulfilled helping build the body of Christ and glorifying God with their unique gifts. The *Connections Kit* can be ordered through AdventSource by calling 1-800-328-0525 or visit [www.adventsource.org](http://www.adventsource.org).

# NOMINATING COMMITTEE

You may be looking at this because you are a pastor preparing for the nominating process in your church, or because you are a member of a nominating committee. This is a summary designed for use in the work of the nominating committee. It is part of the series of ministry descriptions published as “job descriptions” for local Adventist churches in the United States, Canada, and Bermuda.

## Committee Procedures

Once the nominating committee has been selected and has met to elect a chairperson and secretary, it is best to proceed with its work as follows:

### A. Determine the mission and ministries needed in your church

1. Hold a season of prayer asking that the Holy Spirit give discernment and wisdom to the committee.
2. Review the specific mission of your local church. If your church does not have a mission statement, resources are available to formulate one. The elders and/or church board typically coordinate this step.
3. In light of your church’s unique mission statement, review the ministry positions that are needed to accomplish God’s task for your church. Again, this step may be done by the elders and/or the church board and voted in a church business meeting and then a list of church offices (ministry positions) can be presented to the nominating committee.

### B. Determine the gifts of members

1. Using church records, determine the status of every member. You might use a simple code to indicate members on the list who are local/active, shut-ins, out of town, address unknown, under censure, etc. The church clerk may be helpful in this step.
2. For all local/active members, enter their names on the worksheet provided in this resource.
3. Create a gift profile for every member (including interests, special talents, areas of service in the past, etc.). The form enclosed can be used for this step.

### C. Match members’ gifts with ministry positions

1. After determining the gifts of members, match them with ministry opportunities that fit their gift profile. Some churches interview every member to complete the gift profile and discuss possible areas of service (making no commitments at the time of the interview). If members are not clear on their gifts, there are seminar resources to teach spiritual gifts in your church.
2. Discuss the offices that require ordination, after reviewing the requirements related to orientation outlined in the *Church Manual*.
3. Determine who on the nominating committee will call/contact each member to invite them to serve in a ministry position. It is helpful to provide information for the member when making this call. If a member asks a question, avoid responding with statements like, “I don’t know” or “It doesn’t matter.” Find information. Answer questions. Be as helpful as you can to the member considering your request.
4. Ask questions if a member declines to serve: “Is there something unclear in the ministry position?” or “Is there another ministry position that might interest you?”

5. Complete your nominating committee report by making sure all active members have been invited to serve. Make sure each person on your report has agreed to serve before you present your report to the congregation. Also review the report to ensure a balance with regard to new and long-term members, younger and older adults, men and women, various ethnic and occupational groupings, etc.
6. Names are then brought before the church for final approval. Every office may not be filled. God has promised gifts and people to do the work ordained for your church. Ask the church board to prioritize offices and ministries based on the unique needs and resources of your church.

## **Ordained Leaders**

The significant leadership role of those who hold these offices is recognized in the New Testament ceremony of “laying on of hands.”

**Elders**—a ministry of visitation, worship leadership, spiritual mentoring and church administration (MDB #16).

**Deacons and Deaconesses**—a ministry of helping with the physical needs of the congregation, the church equipment and building (MDB #13).

## **General Church Officers**

Although they are not ordained, these general officers are members of the church board and important to the administration of church business.

**Church Clerk**—the keeper of the official records of the congregation, including membership list, minutes of business meetings and the church board, and the statistical reports for the denomination. If your church employs a secretary, he or she will often hold this elected office (MDB #9).

**Treasurer**—the official finance officer for the congregation and all its projects and auxiliary organizations. It is essential that there be at least one assistant, even in the smallest congregation, to insure continuity in an emergency (MDB #41).

**Music Ministry**—organist, pianists, choir directors and song leader (MDB #26).

## **Children’s Leaders**

These adult leaders work with children in the congregation from pre-school through grade eight.

**Children’s Church Leader**—a ministry to help children worship God in an age-appropriate way; to prepare children to understand what is happening in the “Big Church” during the worship hour (MDB #53).

**Children’s Ministries Coordinator**—the overseer for all activities and programs for children in the congregation (MDB #5).

**Children's Sabbath School Leaders** are needed for beginner, kindergarten, primary, junior and earliteen Sabbath Schools. In small churches there may be only two combined Sabbath Schools—beginner, kindergarten and primary combined for younger children and junior and earliteen combined for older children (MDB #6).

**Children's Sabbath School Teachers and Assistants** are needed in each division; one or more pianists and one or more assistant leaders (MDB #8). Sabbath School teachers are also needed for small group Bible lesson study (MDB #7).

**Pathfinder Club Director**—a ministry to children grades five through ten and older, involving them in camping, nature study, physical fitness, community service, Christian witness and character development. Selects his or her own staff with the approval of the church board or Church Ministries Council (MDB #28).

**Adventurer Club Director**—a ministry to children in grades one through four, involving them in club meetings, special activities, family nights, and lots more (MDB #3).

**Vacation Bible School Director**—a ministry to help children develop a friendship with Jesus, with the Bible, with the church and with each other (MDB #54).

## **Youth Ministries**

These adult leaders work with teenagers in grades 9 through 12, the academy or high school years.

**Youth Ministries Coordinator** is the overseer for all activities and programs for teenagers sponsored by the congregation (MDB #49).

**Youth Sabbath School Leader**—a ministry of planning, spiritual leadership, teaching, building community and program development (MDB #50).

**Youth Sabbath School Assistants** are needed; one or more to provide music, two or more to be part of the leadership team (MDB #51).

## **Young Adult Ministries**

These leaders work with the 18-29 age group. The leadership does not necessarily need to come from that age group.

**Young Adult Ministries Coordinator** is the overseer for all activities and programs for young adults in the congregation (MDB #46).

**Young Adult Sabbath School Leader**—a ministry of planning, spiritual leadership, teaching, building community and program development. In small churches this may only be a class (MDB #47).

**Young Adult Sabbath School Assistants** are needed; one or more to provide music, two or more to be on the leadership team (MDB #48).

## Adult Ministries

Most of the programs and activities of local churches are for adults of all ages.

**Greeters**—a ministry in the foyer on Sabbaths, making contact with newcomers and taking an interest in individuals. A coordinator supervises two or more teams, depending on the size of the congregation (MDB #18).

**Hospitality and/or Visitation Team**—a ministry to visitors and new members, as well as others who may be lonely. A coordinator and several teams or couples are needed (MDB #21 or MDB #43).

**Ushers**—a ministry of helping with the Sabbath services. A head usher supervises and a number of ushers are needed according to the size of the congregation (MDB #42).

**Adult Sabbath School Coordinator (or General Superintendent)**—a ministry of developing leaders, planning programs and recruiting volunteers for the Sabbath School. Usually one to four assistants are needed, depending on the size of the church (MDB #32).

**Adult Sabbath School Teachers** are appointed by the Sabbath School committee or church ministries council, not the nominating committee. Although individuals are not selected by your committee, it is good to keep these positions in mind (MDB #2).

**Outreach Coordinator (or Personal Ministries Leader)**—this ministry is also called lay activities leader and evangelism committee chairperson in some local churches. It is a ministry of program development, recruiting and training volunteers to work for soul-winning and service in the community. Because so much must be learned in this role, it is important that at least one assistant be selected to “learn the ropes” (MDB #27).

**Adult Sabbath School Secretary**—A ministry of ordering and distributing materials for church programs, and providing clerical help for program leaders (MDB #33).

**Prospect Care Coordinator (or Interest Coordinator)**—a ministry of building a list of prospects for church membership by contacting each name from all the many different programs and discovering their needs and level of interest, then developing an individual follow-up plan for each person. In larger churches one to three assistants may be needed (MDB #30).

**Community Services Director**—a ministry of meeting the physical, economic, social, relational and spiritual needs of the poor and troubled in the community. (This is **not** necessarily the same person as the Dorcas leader, but coordinates the Dorcas Society and any other community service projects in the church.) One or more assistants may be needed, depending on the size of the program (MDB #11). Every center also relies on volunteers to operate (MDB #12).

**Health Ministries Leader**—a ministry of planning and developing programs to educate members and the community about chemical dependency, diet, physical fitness and disease prevention. Depending on the size of the program, a committee may be needed (MDB #19).

**Women’s Ministries Leader**—a ministry of planning and developing programs to meet the needs of women in local congregations. This may take place through a planning committee, assessments, program development, and advocating women’s needs, concerns and contributions (MDB #44).

**Men’s Ministries Director**—a ministry of planning and developing programs to meet the needs of men in local congregations (MDB #52).

**Religious Liberty Leader**—a ministry of educating the congregation and the community about public issues (MDB #31).

**School Board**—a ministry of sponsoring a church school. Includes the board chairperson (MDB #34) and several members (MDB #35). If your church is the sole sponsor of the school, the nominating committee will nominate the entire board. If you co-sponsor the school, you will nominate only the representatives from your church.

**Education Secretary**—a ministry of promoting Christian education and recruiting students for Adventist schools (MDB #15).

**Communication Representative**—a ministry of public relations, advertising representing the church to the news media. May also include the church newsletter (MDB #10).

**Bible Studies**—Lay Bible ministers are credentialed by the local conference with the approval of the church board or church ministries council and not selected by your committee, but it is good to keep this position in mind since it is a major one (MDB #4).

**Stewardship** is a ministry of education, helping to prepare the church budget each year, and communicating the financial needs of both the local and world church (MDB #40).

**Small Group Leaders** may be appointed by the pastor with the approval of the church board or church ministries council and not selected by your committee, but it is good to keep this responsibility in mind since it is a major one (MDB #38).

**Planning Committee** in larger churches is sometimes nominated by your committee and sometimes appointed by the church board (MDB #29).

**Social Committee** is a ministry of providing opportunities for fellowship and fun (MDB #39).

**World Missions Coordinator**—a ministry of educating and promoting world missions to the local congregation through reports, distribution of material, planning special events, and educating in particular the children and youth of the church (MDB #45).

**Lay Pastor**—a ministry of assisting the pastor in shepherding the congregation through visitation, Bible study, planning, committee work, and assisting in mid-week and worship services. Most conferences provide special training for this position (MDB #25).

**Lay Evangelists** are credentialed by the conference with the approval of the church board or church ministries council and not selected by your committee, but it is well to keep this responsibility in mind since it is a major one (MDB #24).

**Seminar Coordinator** is a ministry of planning and presenting a series of seminars for the community (MDB #36).

**Family Ministries Coordinator (or Committee)**—a ministry of needs assessment, program development and education (MDB #17).

**Home and School Association**—a ministry of communication between parents and church school. Sometimes this may be done by the school board rather than your committee (MDB #20).

**Investment Leader**—a ministry of teaching church members to become partners with God (MDB #23).

**Inner City Coordinator**—a ministry of social action and evangelism in the urban areas (MDB #22).

**Adult Ministries Coordinator** is the overseer for all activities and programs for adults in the congregation (MDB #1).

**Other offices** may need to be filled because of actions voted by the local church board, local traditions or directives of your local conference. The *Church Manual* permits the nominating committee to fill other offices for which it sees a need. In fact, your committee may wish to recommend a particular office for your local church that no one else has suggested.

## Spiritual Gifts

Spiritual gifts are abilities bestowed by the Holy Spirit on the members of your congregation to enable your church to carry on its ministry to its own members and to the community. This is the primary resource that God has given your committee to work with.

*Connections: The Right People... In the Right Places... For the Right Reasons* is a new, comprehensive leadership resource to help local congregations effectively implement spiritual gifts in the church. A *Connections Kit* is available which contains all the materials to establish a gifts-based ministry in the church, including a Leader's Guide for teaching gifts, an Implementation Guide for setting up this new ministry, a Consultant's Guide used in training members to interview for determining ministry direction, video and overhead transparencies for use in teaching gifts, and one Participant's Guide as a sample of what members may use when discovering their gifts.

*Connections* is an excellent resource for strengthening the nominating committee process. It can be used in a variety of churches with several implementation strategies. Some churches retain the traditional nominating committee structure using *Connections* to supplement their work. Other churches use a new approach (such as a Church Ministries Committee) that teaches gifts on a regular basis, creates unique Ministry Position Descriptions, uses an interview process, and then guides members into ministry positions based upon the unique design of each individual. You can order a *Connections Kit* by calling AdventSource at 1-800-328-0525 or visit [www.adventsource.org](http://www.adventsource.org).

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*Spiritual Body Builders* (1997) A leader's guide and participants manual for spiritual gift discovery. Available at AdventSource by calling 1-800-328-0525 or visit [www.adventsource.org](http://www.adventsource.org).

*What You Do Best in the Body of Christ* (1995). A self-study guidebook for gift discovery. Available at AdventSource by calling 1-800-328-0525 or visit [www.adventsource.org](http://www.adventsource.org).



# YOUR MINISTRY MATTERS!

Church \_\_\_\_\_

Year \_\_\_\_\_

## Membership Profile:

Member's Name	Membership Status	Spiritual Gifts and Talents	Possible Areas of Service	Committee Member Making Contact	Accepted/ Declined



# ADULT MINISTRIES COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as “his body, the fullness of him who filleth every thing in every way” (Eph. 1:22).

God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

The Holy Spirit is the vital life force of the church. When you come to Christ, you are prepared by the Holy Spirit, who has already led you to repentance, for service. Thus, the church is a servant body. Created for service, it serves the Lord in praise, in love, and the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

### Duties of the Adult Coordinator

Your leadership role will include the following:

1. *Leadership development.* As you chair the adult ministries committee, bringing together the adult Sabbath School superintendents and teachers, and the leaders in charge of outreach and evangelism, community service, nurture, family life, hospitality and social activities, stewardship, health-temperance, etc., your primary duty is to help them become better leaders. Encourage them to take advantage of training programs. Bring updated information to them. Share relevant videos, books, resource catalogs, etc. Meet with them individually and help them to evaluate their skills.
2. *Planning.* As you meet with the church ministries council and the adult ministries committee, you will help the leaders involved focus on establishing objectives, developing methods and programs to achieve these objectives, creating a coordinated master calendar of church activities, and establishing a comprehensive budget for adult ministries. It is your responsibility to work with the individual program leaders to help them draw together an overall plan and budget.
3. *Program administration.* The adult coordinator keeps the adult Sabbath School and other activities working in harmony with the overall plan and adult curriculum. He or she monitors adult programs and events to be sure they draw the family unit together in the home, church and community. You facilitate the outreach, soul-winning and nurture activities planned by the various auxiliary organizations through the adult ministries committee and the church ministries council. You support the action plans developed in the church ministries council and help overcome barriers to their implementation, assist with recruiting and training volunteers, get funding and resource materials, etc.
4. *Special events.* You will organize with the church ministries council and implement through the adult program leaders the annual Ingathering outreach, the campaign for missionary magazines, and other special seasonal projects such as Friend Day, stewardship emphasis, spiritual gifts emphasis, and holiday events. Guidelines for these events will be supplied by the local conference and adapted for your local church by the church ministries council or church board.
5. *Communication.* You will advise the church ministries council and/or church board on all matters pertaining to adult activities in the local church. You will be the primary advocate for your program leaders and groups. Regular times for communication need to be established with the pastor, church ministries leader, church treasurer and the program leaders involved.

6. *Information.* The adult coordinator is the primary source of information about adult activities in the congregation. You should put together a calendar listing all events for adults and see that these activities get advertised in the church bulletin and newsletter. Keep an up-to-date set of statistics regarding the membership, the number and type of households, the age profile, the percentages involved in ministry, attending regularly, etc. Be ready to share accurate information whenever there is discussion of adult ministries.

## **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adventist Mission in the 21st Century*, ed. by Jon Dybdahl. Subtitled “Presenting Jesus to a Diverse World,” this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn’t?

*Community of Faith*, by Russell Staples. Explores the biblical and theological background for our understanding of the church and its role in today’s world.

*Lifestyles of the Remnant*, by Keavin Hayden. The author takes another look at church standards, taking them out of the context of legalism or orthodoxy—presents much needed principles.

*Making Committees Work* by Mack Tennyson. A guide for the chair of a committee.

*Practical Guide to Personal Ministries* prepared by North American Division Adult Ministries.

*Sabbath School Handbook* prepared by the North American Division Adult Ministries.

*Sharing Our Faith With Friends*, by Monte Sahlin. Provides a variety of chapters on helping your church grow, reaching the thirty and forty-something generation, a relational approach to evangelism, small groups, etc.

*Who Are the Seventh-day Adventists?* by John Seaman. This sharing booklet gives a brief sketch of Adventist history, beliefs, people, church, and mission.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# ADULT SABBATH SCHOOL TEACHER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

In no other part of the church's Sabbath morning activities is the ministry of the laity more vital than in the Sabbath School class.

In the class setting there is an interchange of ideas that is non-threatening, a sharing of faith and biblical instruction. Friendships are made in the circle of fellowship; a sense of community is built up. Questions are asked and answered in an informal setting.

For most of the Sabbath service the visitor or member listens—to the prayer, special music, and the sermon. He or she may participate in the congregational singing, but the main opportunity for sharing comes in the Sabbath School class. As a Sabbath School class leader, you have a sacred responsibility to share your personal experience, as well as knowledge. “Those who teach in Sabbath School must have their hearts warmed and invigorated by the truth of God, being not hearers only, but also doers of the Word. They should be nourished in Christ as the branches are nourished in the vine” (Ellen G. White, *Counsels on Sabbath School Work*, page 94). You can't share with others what you have not experienced yourself.

### Duties of the Adult Sabbath School Teacher

The duties of an adult Sabbath School teacher or class leader are:

1. *Preparation.* Before opening God's Word to teach, there should be more preparation than a brief perusal on Friday night. A good habit to establish is to spend a concentrated hour on Sabbath afternoon becoming familiar with the main points of the new lesson. During the rest of the week you can dig for more material.
2. *Helping everyone feel welcome.* At the beginning of each class meeting, it is essential to make newcomers, as well as regular members, feel welcome. A simple question like “What has your week been like?” can help everyone to feel cared for so they can let go of the worries of the week and concentrate on Bible study. A good question with new people is “Where is your church home?” It can give you a lot of information and help you to know how best to minister to them. Keep some extra quarterlies on hand to give to those who may not have one and invite newcomers to participate in the lesson study. If your church has a fellowship dinner, invite them to attend. A good missionary project for your family would be to invite visitors to your home for Sabbath dinner. A sumptuous feast isn't necessary to make the guest feel at home. The fellowship and sharing will do that.
3. *Serving as the “Undershepherd” of the class.* The Sabbath School class is the most important fellowship unit in the church. For most of your class members it is the primary place where they receive support and friendship. It is your responsibility as the class leader to enable this to happen. It is recommended that you have a “shepherding time” or “sharing time” preceding the lesson discussion. Announcements can be made regarding plans. You can ask about missing members. Often those in the class will have information about these persons and some can be asked to make personal visits. In cases of illness, arrangements can be made to visit the person, perhaps to supply a warm meal or volunteer to help with housework or child care. This time of sharing opens the door for better participation in the discussion part of the class.
4. *Prayer.* The opening of hearts to the Holy Spirit is essential to each successful class meeting. And as the class members pray for one another, they come closer to each other and are enabled to bear one another's burdens. It is important to take time to ask for the prayer requests of those present. You should offer prayer at the beginning and end of each class, ask a class member do so, or ask the group to pray together in twos or threes. In smaller classes it may be appropriate at times to have a season of prayer in which everyone has opportunity to pray.

5. *Guiding class members to learn and grow.* The most important thing for your class members to learn is the practical application of Bible truth. Sabbath School is not so much a place to learn facts and abstract doctrines, but to grow in Christian living. Help them to make specific applications of the lesson each week in the practical issues they face everyday. Key discussion questions are: “What difference does this topic make in how you live your life?” and “How would you explain this truth to a friend who does not attend any church?”
6. *Starting on time.* Nothing is more discouraging for a Sabbath School class than to be assembled and wonder where the teacher is. You should be one of the first to arrive at the classroom. This gives you time to greet individuals and see that everything is in readiness. In case of emergency or illness, preparation should be made for a substitute teacher. You have the responsibility to see that the Sabbath School superintendent is notified and that a substitute has been provided if you must be absent.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adult Sabbath School Idea Book Number One*, by James Zackrisson is a 55-page book designed for improving adult Sabbath Schools.

*Adventist Mission in the 21st Century*, ed. by Jon Dybdahl. Subtitled “Presenting Jesus to a Diverse World,” this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn’t?

*Contemporary Comments* is a teacher resource available each week. Contributors focus on how the lesson applies to current events. Sign-up at [www.creativeministry.org](http://www.creativeministry.org) or call 1-800-272-4664.

*Great Stories and How to Tell Them*, by Steven Mosley. Explains how to take profound biblical truths and crystallize them in narrative form; includes a collection of heart-gripping stories which illustrate each of the 27 fundamental beliefs.

*How to Teach the Bible with Power* by Charles Betz. Will help you teach the Bible to any age group, including adults. Practical Christ-centered principles will help you teach with power.

*Leading Adult Sabbath School* by Charles Betz, with Jack Calkins.

*Reinvent Your Sabbath School*, by Chris and Yolanda Blake. Start a ministry-driven class that can transform your Sabbath School into the most delightful hour of the week.

*Sabbath School Teacher Training Series* is a set of five units for training Adult Sabbath School teachers. Seminars include the Sabbath School Class as a Caring Unit, The Mission of the Sabbath School Class, Group Dynamics, Learning Styles, and Instructional Skills.

*Sharing Scripture* is an alternative quarterly that emphasizes practical application of the Adult Sabbath School quarterly. Call 1-800-272-4664 for a free sample.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# ADVENTURER CLUB DIRECTOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Jesus loved little children, and valued them highly. He empathized with the plight of sick children and their parents, and often went out of His way to heal a sick child (Matt. 5:35-43; Mark 7:25-30; Luke 9:38-42). He enjoyed interacting with the children in the temple (Matt. 21:15). When His disciples minimized the value of children by sending away the mothers who were seeking blessings for their children, Jesus reasserted their importance (Matt. 19:14).

Jesus clearly instructed His followers to reach out and minister to children: “He took a little child and had him stand among them. Taking him in his arms, He said to them, ‘Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me’” (Mark 9:36, 37). The Adventurer Club is one way in which the church can welcome and care for His children.

God designed the family to be the primary place where children would learn to love and obey God. Religious instruction and devotion in the Old Testament centered around the home (Deut. 6:4-9; Ex. 12:21-27). In recent years, families have become increasingly fragmented and the church has taken over more of the spiritual education of children. In the end times, God will “turn the hearts of the fathers to their children, and the hearts of the children to their fathers” (Mal. 4:6). The Adventurer Club director will seek to involve parents in the ministry of the Adventurer Club.

Jesus trained His disciples by bringing them apart from the world and into a strong fellowship with Himself and each other. The club atmosphere can create a community of love and help protect children from the negative influences of worldly society.

Jesus chose a child to demonstrate the humility, trust, and lack of self-consciousness found in a member of His kingdom. (Matt. 18:2). He stated that, “From the lips of children and infants (God has) ordained praise” (Matt. 21:16). Our children have a tremendous capacity to witness for the Lord!

### Duties of the Adventurer Club Director

The Adventurer Club Director will:

1. *Communicate* with the church and community in order to promote the club. The conference Adventurer coordinator provides guidance in running the club, and may ask for regular reports to be sent to the conference office. A church Adventurer executive committee (including the pastor, primary Sabbath School leader, church school teachers, parent representatives, and Adventurer Club leadership) will help to set the major policies and goals for the Adventurer club. The church board should be consulted regarding major decisions.
2. *Staff* the Adventurer Club with caring, well-qualified adults and teens. The Adventurer director will seek out persons who are clearly growing in the love of Jesus, love children and work well with them. The director will see that each staff member is trained carefully and given a job which is appropriate to the interests of the club.
3. *Organize* the Adventurer Club by working with the executive committee and staff to identify what goals and objectives need to be accomplished in the coming year. The director and staff may choose the general types of activities to take place. Staff are assigned to lead out in each area. Then a budget is set up, based on the income from church appropriation, club dues, and fundraising. Finally, an amount is designated for each area of the club to spend.
4. *Plan* the club meetings and yearly calendar. Make a schedule of activities for each regular club meeting, and a yearly calendar which may include regular club meetings, special activity nights, family nights, Adventurer Family Network meetings, and yearly events such as Induction and Investiture.

5. *Evaluate* how well the club is reaching its goals. Take time at staff meetings to discuss ideas and concerns. Use what is learned to create a better, more effective club.

As Adventurer Club director, you will be ministering to children in grades one through four. These young “Christians-in-training” are active, fun-loving, little people who have the capacity to truly love Jesus. As you discover the needs of the children and families in your church and community, you will acquire a vision of what the Lord wants to do through your Adventurer Club. You will seek to bring together staff and programming to help the children become more closely acquainted with the love of Jesus and His plans for them. This will help them acquire the habits, skills, and knowledge to live for Him in today’s world. God has ordained parents to be their primary spiritual leaders, and you will seek to include and support them in every way you can through the Adventurer Club.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adventurer Activity Books and Parent Manuals* are for each grade level. They contain activity sheets for both the child and adult to complete each of the curriculum activities required for earning the Adventurer class pin.

*Come Meet Jesus Video Series*. These videos were used during NET ‘98 and Net ‘99 and would be great for Adventurer Club activities, children’s church, children’s Sabbath School, or places where children need to be entertained during adult meetings.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

*Margie Asks, Why Do People Have to Die?* by Laura Rocke Winn. The great controversy and the state of the dead are both covered in this delightful story book for ages six through nine.

*The Adventurer Staff Manual* is the main resource for directing the Adventurer Club. A section on club organization contains all the information you need to start a club, plan activities and schedules, and organize staff. It describes the Adventurer uniform, and gives information on many other aspects of club organization. Pins, patches, certificates, uniforms, and awards described in the manual are all available through your local conference Adventurer office.

Your local library, school, and bookstore have materials for you to borrow or purchase which may help in running the various aspects of your club.

Visit *AdventSource* On-Line at [www.adventsource.org/adventurer](http://www.adventsource.org/adventurer) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# BIBLE STUDIES

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

The last words of Christ before His departure from this world to those whom He had trained to carry on His work are of utmost importance to the church today. Notice His exact words: “But ye shall receive power, after that the Holy Ghost is come upon you; and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria, and unto the uttermost part of the earth” (Acts 1:8 KJV).

This command was given not only to all those who heard Him speak, but also to all who would accept Him in the ages to come. They were to make known to the world the story of the Father’s love and salvation.

Revival and church renewal take place when members use their Bibles to witness for Christ. Ellen White has written of “a great reformatory movement among God’s people . . . Hundreds and thousands were . . . visiting families, and opening before them the Word of God. Hearts were convicted by the power of the Holy Spirit, and a spirit of genuine conversion was manifest. On every side doors were thrown open to the proclamation of the truth. The world seemed to be lightened with the heavenly influence. Great blessings were received by the true and humble people of God” (Ellen G. White, *Testimonies for the Church*, Vol. 9, page 126).

### Duties of the Lay Bible Minister

The work to which a person is called when he or she becomes a lay Bible minister can best be described as follows:

1. *Bible studies.* Most of the time that the lay Bible minister has available will be used to conduct personal Bible studies with individuals and families who have expressed an interest in studying the Word of God. Each study will take one or two hours a week. A regular routine of appointments is important in order to build relationships and help people grow in discipleship.
2. *Inquirers class.* Lay Bible ministers assist with the pastor’s Bible class and bring their students to this class as they begin to attend church. (Sometimes the special Sabbath School class for prospective members is called the discovery class or visitor’s class. It is often led by an elder or a lay Bible minister because the pastor has two or more congregations to work with each Sabbath and cannot attend Sabbath School.)
3. *Missing member visits.* From time to time the pastor may assign the names of former or missing members to visit. This will give you contact with people with whom you will be able to study after you gain their friendship and confidence.
4. *An undershepherd.* The lay Bible minister will help the pastor seek and find the lost. He or she provides the pastoral caring and attention which the pastor will not have the time to give to each prospective member. Often people turn to Christ and begin to think of joining a church at times of crisis in their lives. This means that the lay Bible minister must help to meet their emotional, economic and social needs as well as their spiritual needs and religious questions. Much time may be spent just listening. Time will also be invested in helping prospective members to make friends among church members, attend classes that are important to their growth, such as stop-smoking programs or family life seminars, and make use of the aid provided by Adventist Community Services and other social services.
5. *Finding prospects.* A lay Bible minister is constantly on the alert for people who may be ready to enter into Bible study. He or she will be sensitive to possibilities among friends, relatives, work associates, visitors at church, newcomers in the community, participants in outreach seminars and those who respond to Adventist media ministries and awareness activities. And he or she will learn to invite prospects to begin Bible studies.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*A Shared Vision for the Local Church.* Help your church develop a vision of its ministry by understanding the biblical foundation and seven essentials of local church ministry.

*A Simple and Easy Way to Study the Bible With Others* by Don and Marjorie Gray is the briefest and most practical how-to book available.

*Does Your Church Need a Doctor?* by James W. Zackrison.

*Expect Great Things: How to Be a Happy, Growing Christian,* by Richard O'Fallon. A template for successful Christian living, with the goal of being like Jesus.

*How to Find a Bible Study* by Don Dronen. Full of faith-sharing ideas and resources.

*How to Find and Reach Receptive People* by James W. Zackrison.

*Lifestyles of the Remnant,* by Keavin Hayden. The author takes another look at church standards, taking them out of the context of legalism or orthodoxy—presents much needed principles.

*Nine Facets of the Effective Small-Group Leader* by Carl George with Clarence Schilt. Included are nine videos and a workbook that explain how to succeed with your adult ministries committee.

*Persuasion* by Mark Finley is a readable, practical book that focuses on the special skills needed to help people make decisions.

*Power Witnessing: How to Witness to Different Personalities,* by David Farmer. Explains temperament theory and how to tailor one's witness to individual personalities so as to appeal to their unique world view.

*Search for Certainty Bible Study Guides,* by Mark Finley. Presents traditional Adventist doctrines in a clear, carefully-reasoned, faith-building way—30 lessons in a set, available by the set or in packs of 100 per title.

*Studying Together,* by Mark Finley. This ready-reference Bible handbook assists you in studying Christ-centered truths with friends and neighbors.

*Ten Who Left* by Fred Cornforth and Tim Lale tells the story of people who have left the Adventist church and why.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# CHILDREN'S MINISTRIES COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

- Responsible to the church board
- Relates closely with the Sabbath School council, children's Sabbath School division teams, the VBS team, and all other children's ministry teams.
- Ministry mission to coordinate all of the ministries for children; to recruit, screen, equip and support children's leaders; to be an advocate for children; to be a liaison with the local conference for the sharing of information and data.

### Responsibilities

- Chairs the children's ministries committee, made up of children's Sabbath School division leaders, Vacation Bible School leader, children's church leader, and other leaders of ministries for children.
- Represents the children's ministries committee on both the Sabbath School council and the church board.
- Works with children's leaders to develop a budget for each of their ministries, with a line item for each; presents the budget to the church treasurer and the church board.
- Takes an active interest in the strategic planning of the pastor and/or church board.
- Organizes a special program for children's Sabbath, the first Sabbath of October.
- Distributes information and communications from the conference to all children's leaders; collects information for reports and mails them to the conference.
- Oversees a permanent file of all children, with pertinent information both of church children and guests to outreach programs; shares the student files with ministry leaders who help update and maintain the record.
- Demonstrates a concern for child safety by personally completing the volunteer ministry information form and by allowing no person to work with children who has not already filled out the form and been approved; insists that guidelines for volunteers and caregivers be followed.

### Coordination of Children's Ministries

- Plans new programs as church resources permit, assigning both starting and ending dates for each.
- Develops with the CM committee a coordinated calendar of children's ministry events for the entire year, distributing it to every family and leader in the church.
- Coordinates the ministries to children so that leaders see their ministry as part of a larger team, all working together for the good of the church's children.
- Works with ministry leaders to clarify the goals of each ministry.

### Managing Volunteers in Children's Ministries

- Recruits volunteers, such as leaders, assistant leaders, teachers, and support staff, for the various ministries; has prospective volunteers fill out the volunteer ministry information form.
- With ministry leaders, screens volunteers by evaluating written applications and by interviewing prospective volunteers.
- Equips volunteers by encouraging them to attend conference training events and complete their children's ministries basic certification; provides adequate resources, materials, and equipment.
- Encourages ministry leaders to mentor and lead their team members.
- Mentors a promising leader into the role of children's coordinator.

### Selecting Children's Curriculum

- Encourages ministry leaders to use Seventh-day Adventist materials produced by the General Conference, where available.
- Reviews and evaluates support resources for content and general suitability.

- Makes selections in consultation with the ministry leader, and presents the selection for a vote of the children's ministries committee and/or the church board.

### **Time Commitment**

Approximately 10-15 hours per week.

### **Length of Commitment**

One or two years, depending on the practice of the local church.

### **Training**

- Basic children's ministries certification (strongly recommended).
- Advanced children's ministries certification (on-going).
- Leadership training (on-going).
- Volunteer management seminar (recommended).

### **Qualifications**

#### **1. Volunteer Ministry Qualifications**

A commitment to

- Jesus Christ and to a growing personal relationship with Him.
- Christ-centered ministry to children.
- The Seventh-day Adventist Church and to its beliefs.
- A balanced Christian lifestyle.
- Teamwork.
- Cooperative ministry under the leadership of the pastor and church board.
- Personal growth and learning, continually upgrading methods and skills.

#### **2. Special Qualifications**

- An attitude of servant leadership.
- A passion for children and children's ministries.
- Leadership experience in a ministry to children.

### **Resources**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Christ Wise Discipleship Guide for Juniors and ChristWise Discipleship Guide for Teens (earli-teens)*, by Troy Fitzgerald.

*Come Meet Jesus Child Evangelism Kit*. Everything you need to plan 27 programs for children, including music videos, theme videos, music CDs, and guidebook—designed especially for use in child evangelism meetings and can be used for children's church, neighborhood Bible clubs, VBS follow-up.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

Visit [www.childmin.com](http://www.childmin.com) for

- A volunteer ministry information form and directions for its use.
- An electronic filing system for student information.

Visit links to [www.gracelink.net](http://www.gracelink.net) for Sabbath School curriculum.

Visit [www.acma-online.org](http://www.acma-online.org) for a children's ministries support network.

Visit *AdventSource* On-Line at [www.adventsource.org/children](http://www.adventsource.org/children) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# CHILDREN'S SABBATH SCHOOL LEADER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

- Responsible to the children's ministries committee
- Relates closely with the children's coordinator and other children's Sabbath School division teams.
- Ministry mission: Through the ministry of Sabbath School to help children know God, to hear God's Word, and to respond appropriately; the leader fulfills the ministry mission either alone or by leading a team of volunteer teachers, depending on the size of the church.

### Responsibilities

The leader of a children's division of the Sabbath School—beginner, kindergarten, primary, junior, earliteen, or combined age groups—has the following responsibilities:

- Meets regularly with the division team for planning and room preparation.
- Represents the age division on the children's ministries committee.
- Develops a division budget with the help of the children's coordinator.
- Organizes the division Sabbath School storage and room decorations; assigns general responsibilities.
- Organizes the Sabbath School time and assigns responsibilities to teachers and assistant(s).
- Demonstrates a concern for child safety by completing the volunteer ministry information form and returning it when asked, and by observing the guidelines for volunteers and caregivers.

### Coordination of Sabbath School Ministry

Delegates and coordinates the following aspects of ministry

- *Record keeping:* Maintains and updates files on the children who participate in the ministry program, including their attendance; alerts the leader to current birthdays.
- *Welcoming ministry:* Greets kids at the door and recognizes visitors.
- *Mail ministry:* Sends absent member postcards, birthday cards.
- *Hospitality ministry:* Provides weekly snacks, organizes food for class potlucks and socials.
- *Family visitation ministry:* Divides the students among leaders and teachers so that each receives a home visit at least once during the year (fall suggested).
- *Music ministry:* Chooses songs, leads the singing; includes students in special music.
- *Class teacher ministry:* Assigns one teacher per five students to guide, but not to actually teach.
- *Program leader/teacher:* Models leadership of the program (which amounts to teaching Sabbath School) up front; may team teach with an assistant or delegate parts of or the whole program.

### Screening Volunteers

- Evaluates written applications with the children's coordinator.
- Interviews promising volunteers and helps match their spiritual gift with a ministry need in the division.
- Allows nobody to work with children who has not successfully completed the volunteer ministry information form and been approved by the screening committee.

### Leading and Teaching

- Encourages both children and volunteers to pursue personal prayer life.
- Looks for opportunities to invite children to accept Jesus; leads them through the steps to Jesus in age-appropriate ways.
- Mentors ministry team members by demonstrating ministry functions, giving clear directions, verbalizing expectations, and affirming their efforts.

- Mentors a promising assistant leader for future leadership.
- Sets a standard for classroom management and Sabbath School programming—and expects assistants to maintain that standard so teaching will be seamless.

### **Selecting Children's Curriculum**

- Places orders with the Sabbath School secretary for Seventh-day Adventist Sabbath School materials, published by the General Conference.
- Adapts the materials as necessary to fit the local needs.
- Expects assistant leaders to use the same basic curriculum, adapting as needed.

### **Time Commitment:**

Approximately 10 hours per week.

### **Length of Commitment**

One or two years, depending on the practice of the local church.

### **Training**

- Basic children's ministries certification (on-going).
- Advanced children's ministries certification (on-going).
- A volunteer management seminar (recommended).

### **Qualifications**

#### **1. Volunteer Ministry Qualifications**

A commitment to:

- Jesus Christ and to a growing personal relationship with Him.
- Christ-centered ministry to children.
- The Seventh-day Adventist Church and to its beliefs.
- A balanced Christian lifestyle.
- Teamwork.
- Cooperative ministry under the leadership of the pastor and church board.
- Personal growth and learning, continually upgrading methods and skills.

#### **2. Special Qualifications**

- An attitude of servant leadership.
- A passion for children and children's ministries.
- Leadership experience in a ministry to children.

### **Resource Materials**

*Beyond the Edge*, by Sarah Kelnhofer. Contains 52 mission stories from the front lines, plus a three-part activity section for children following each story.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

*Little Voices Praise Him*. This delightful collection of 315 songs is part of the new GraceLink curriculum for Beginner and Kindergarten, but can be used in VBS, children's church, and at home. Available on CD.

Visit [www.childmin.com](http://www.childmin.com) for

- A volunteer ministry information form and directions for its use.
- An electronic filing system for student information.

Visit links to [www.gracelink.net](http://www.gracelink.net) for Sabbath School curriculum.

Visit [www.acma-online.org](http://www.acma-online.org) for a children's ministries support network.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# CHILDREN'S SABBATH SCHOOL TEACHER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

- Responsible to the Sabbath School division leader
- Relates closely with the children, their parents, and others on the leadership team.
- Ministry mission: Through the ministry of Sabbath School to help children know God, to hear God's Word, and to respond appropriately to it.

### Responsibilities

The Sabbath School teacher plays a key role in achieving the ministry mission for Sabbath School and has the following responsibilities:

- Sits with the children assigned and learns their names.
- Relates to children in a loving, respectful manner.
- Notes missing members and gives their names to the mailing ministry leader.
- Calls children during the week to encourage and pray with them.
- Recognizes the children outside of class.
- Looks for opportunities to encourage children to accept Jesus; helps them start their own plan for daily devotions.
- Demonstrates a concern for child safety by filling out the volunteer ministry information form and returning it when asked and by observing the guidelines for volunteers and caregivers.

### To the Leader

- Attends division leadership meetings as called by the leader.
- Assists the leader with room organization/decoration, as asked.
- Adapts to the leadership and classroom management style of the leader.
- Attends Sabbath School regularly; notifies the leader when emergencies cause a change of plans.
- In Sabbath School; encourages children to get involved and complete activities described by the leader.
- Coaches a group of children; is not called upon to prepare a lesson or be an up-front lecturer.

### To the Team

- Fills in where needed in an emergency.
- Supports the leader and other teachers.
- Accepts responsibility for one or more aspect of Sabbath School ministry, such as
  - Record keeping: Maintaining and updating student card files; records visitor information and attendance.
  - Welcoming ministry: Greeting kids at the door and helping them feel at home.
  - Mail ministry: Sending absent member postcards or birthday cards.
  - Hospitality ministry: Providing weekly snacks and organizing food for class potlucks and socials.
  - Music ministry: Choosing songs, leading the singing and involving students in special music.
  - Family visitation ministry: Visiting assigned students in their homes.

### To God

- Maintain a habit of daily personal prayer and Bible study.
- Model God's grace in relationships within the class.
- Seeks to love and accept each child at all times.
- Expresses love for God by praying with the class and telling a personal salvation story—what God has done for them—and by “walking the talk.”

- Encourages the children to express their love for God in their everyday actions, by telling their stories and by praying with someone in need of prayer.

### **Time Commitment**

Approximately 30 minutes to one hour per week.

### **Length of Commitment**

One or two years, depending on the practice of the local church.

### **Training**

Basic children's ministries certification (on-going classes).

### **Qualifications**

#### **1. Volunteer Ministry Qualifications**

A Commitment to:

- Jesus Christ and to a growing personal relationship with Him.
- Christ-centered ministry to children.
- The Seventh-day Adventist Church and to its beliefs.
- A balanced Christian lifestyle.
- Teamwork.
- Cooperative ministry under the leadership of the pastor and church board.
- Personal growth and learning, continually upgrading methods and skills.

#### **2. Special Qualifications**

- An attitude of servant leadership.
- A passion for children and children's ministries.
- Leadership experience in a ministry to children.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Beyond the Edge*, by Sarah Kelnhofer. Contains 52 mission stories from the front lines, plus a three-part activity section for children following each story.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

*Little Voices Praise Him*. This delightful collection of 315 songs is part of the new GraceLink curriculum for Beginner and Kindergarten, but can be used in VBS, children's church, and at home. Also available on CD.

Visit [www.childmin.com](http://www.childmin.com) for

- A volunteer ministry information form and directions for its use.
- An electronic filing system for student information.

Visit [www.gracelink.net](http://www.gracelink.net) for Sabbath School curriculum.

Visit [www.acma-online.org](http://www.acma-online.org) for a Children's Ministries support network.

Visit *AdventSource* On-Line at [www.adventsource.org/children](http://www.adventsource.org/children) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).



# CHILDREN'S SABBATH SCHOOL ASSISTANT

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

- Responsible to the division leader.
- Relates closely with the division Sabbath School teachers and other assistant leaders on the team.
- Ministry mission: To help children know God, to hear God's Word, and to respond appropriately. The assistant leader fulfills the ministry mission by supporting the Sabbath School teachers and by teaching when asked.

### Responsibilities

The assistant leader of a children's division of the Sabbath School—beginner, kindergarten, primary, junior, earliteen, or combined age groups—has the following responsibilities:

- Attends division team meetings for planning and room preparation.
- Takes turns teaching in Sabbath School when assigned by the leader.
- Steps in when a substitute class teacher is needed.
- May team teach with another assistant or with the leader.
- Demonstrates a concern for child safety by completing the volunteer ministry information form and returning it when asked, and by following the requirements for volunteers and caregivers.

### Coordination of Sabbath School Ministry

Delegates and coordinates the following aspects of ministry, as assigned by the leader:

- Record keeping: Maintains and updates files on the children who participate in the ministry program, including their attendance; alerts the leader to current birthdays.
- Welcoming ministry: Greets kids at the door and recognizes visitors.
- Mail ministry: Sends absent member postcards or birthday cards.
- Hospitality ministry: Provides weekly snacks, organizes food for class potlucks and socials.
- Family visitation ministry: Divides the students among leaders and teachers so that each receives a home visit at least once during the year (fall suggested).
- Music ministry: Chooses songs, leads the singing; includes students in special music.
- Class teacher ministry: Assigns one teacher per five students to guide, but not to actually teach.
- Program leader/teacher: Models leadership of the program (which amounts to teaching Sabbath School) up front; may team teach with an assistant or delegate parts of or the whole program.

### Screening Volunteers

Assists the leader and children's coordinator, as requested, in the following screening activities:

- Evaluating written applications with the children's coordinator.
- Interviewing promising volunteers and helps match their spiritual gift with a ministry need in the division.
- Allowing nobody to work with children who has not successfully completed the volunteer ministry information form and been approved by the screening committee.

### Teaching Ministry

- Learns to lead out following the teaching resource material provided for the GraceLink lessons.
- Learns to lead a child to Jesus, encouraging the child in daily prayer and lesson study.
- Learns to understand the goals of the GraceLink Sabbath School and the philosophy behind the lessons.

- Learns to adapt the activities suggested in the GraceLink material so as to meet the specific needs of their church.
- Follows the standard for classroom management and Sabbath School programming set by the leader; tries to maintain that standard so teaching will be seamless from one leader to another.

### **Time Commitment**

Approximately 5-10 hours per week.

### **Length of Commitment**

One or two years, depending on the practice of the local church.

### **Training**

Basic children's ministries certification (nearing completion).

Advanced children's ministries certification (on-going).

### **Qualifications**

#### **1. Volunteer Ministry Qualifications**

A commitment to

- Jesus Christ and to a growing personal relationship with Him.
- Christ-centered ministry to children.
- The Seventh-day Adventist Church and to its beliefs.
- A balanced Christian lifestyle.
- Teamwork.
- Cooperative ministry under the leadership of the pastor and church board.
- Personal growth and learning, continually upgrading methods and skills.

#### **2. Special Qualifications**

- An attitude of servant leadership.
- A passion for children and children's ministries.
- Leadership experience in a ministry to children.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

*Little Voices Praise Him*. This delightful collection of 315 songs is part of the new GraceLink curriculum for Beginner and Kindergarten, but can be used in VBS, children's church, and at home. Also available on CD.

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- A volunteer ministry information form and directions for its use.
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# CHURCH CLERK

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. It is “his body, the fullness of him who filleth everything in every way” (Eph. 1:22).

God calls us into His body for the purpose of establishing us in a saving relationship with Him and bring us into community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

You experience the presence of Jesus Christ in the world within your church; the world experiences the living presence of Jesus Christ as it witnesses your church. When a local church serves the world it is an expression of the love of Christ to the world. It is the body of Christ serving the world’s needs and being used by the Spirit as an agency of salvation. Thus the church is a servant body. Created for service, it serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

Our priesthood is to each other within the church and to the world. The clerk, like every other church officer, is a ministering servant of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

### Duties of the Church Clerk

Although the role varies somewhat from church to church, the ministry to which a person is called when he or she becomes a church clerk involves the following:

1. *Secretary church board and business meetings.* Although a church secretary sometimes is delegated this responsibility, it is the duty of the clerk to see that this task is performed and properly entered in the church records. The official copy of the minutes should include complete copies of all reports, documents and financial statements. It is a public record which any church member or denominational representative can look at.
2. *Church membership.* There must always be a vote by the church, not just the church board, to add or drop a name from the church membership roll, except in the case of the death of a member. The clerk handles the correspondence between the individuals seeking transfers and the churches with which the transfer is being made. The clerk also fills out a certificate and report forms when a person is baptized or makes a profession of faith. In cooperation with the Sabbath School teachers, you should take a keen interest in keeping track of each member, making note of those who do not attend regularly and those who are absent. When a member moves away, the church clerk should try to keep in touch with them and promptly contact the pastor in the new district to have him visit them and encourage them to transfer to a new church home.
3. *Church records.* All church records, minutes of business meetings and board meetings, the church officer list, and the list of church members are maintained by the church clerk. This information is not only for the sake of the church family but portions of this information are also sent on special forms to the local conference office for its use in statistical reports. Also, it is vital that you supply copies of these records to new pastors and church board members so they have the information needed for their work.
4. *List of committees.* The clerk should make note of any committees that are appointed and give the chairman of the group a list of the members making up the committee, along with an outline of the work the committee is being asked to accomplish.

5. *Church directory.* It is the responsibility of the clerk to have a church directory produced as needed. This may be printed, photocopied, or produced for the church by one of the companies that makes photo directories. It should include non-member spouses and unbaptized children from church-related households, as well as regular attendees not yet baptized. It is well to include a statement that “this is not an official membership list.” Its purpose is to facilitate friendship in the congregation.
6. *Church bulletin.* If there is no church secretary, the responsibility for the church bulletin may belong to the church clerk. This is a duty that can be delegated to another person if it is more convenient to do so.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*A Manual for the Local Church Clerk or Statistical Secretary* is a 40-page user-friendly booklet filled with helpful suggestions, forms, and explanations for keeping accurate membership records in your church.

*The Seventh-day Adventist Church Manual* outlines very specific procedures for the transferring of members and the keeping of records. It is an essential resource for clerks.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# COMMUNICATION REPRESENTATIVE

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

It's true that communication is central to every aspect of our local church structure today, technically making every leader in the church a communicator. But as the appointed communication leader, your role in ministry is specifically defined to insure that members are kept informed and the church is properly represented to the public. Following are the four areas that encompass your ministry as communication leader in the local church:

### Public Relations

As communication leader, you are responsible for building, monitoring, and protecting the image of your local church and its name, within your community.

*To do this effectively:* Insure that the church is identified by an exterior sign appropriate to the building's architecture and check the church's appearance regularly for problems needing attention. Arrange for the identification of the church through listings in local telephone directories, tourist publications, highway signs, and hotels and motels. Arrange for church representation at exhibits and fairs, in parades, and at other community events. Build and nurture relationships with community leaders, clubs, and organizations, and encourage increased church involvement and support in the community when and where appropriate.

*Try this:* Develop and maintain a church web site; join a communication association like the Society of Adventist Communicators and the Religious Communication Council; supply the *What's a Seventh-day Adventist?* brochure and the *Hands of Hope* booklet to members for distribution to friends, work associates, and community leaders; customize and share the Giving is Caring calendar with community contacts and local government officials.

### Media Relations

Your objective is to raise public awareness of our church—its members, its mission, and its message; work to get church activities and events noted in the media; and help to get the church's views included in the news adequately and accurately.

*To do this effectively:* Report church activities to local radio, television, and newspapers by submitting news releases and public service announcements, arranging for interviews, writing letters to the editor on matters of concern to the church, writing or assigning feature stories or columns, arranging for photo coverage of congregational activities or events, and serving as a source of information for public media representatives. Look for opportunities, story ideas, and current issues that concern your church and community. Seek to become personally acquainted with newspaper editors, broadcast assignment editors, religion reporters, and community relations personnel. Develop initial contacts with press kits, nurture contacts with phone calls, and follow up contacts with hand-written note cards.

*Try this:* Develop and maintain a local media contact list; seek coverage of camp meeting, a health fair, or a Pathfinder event that benefits kids or the community; send your contacts Christmas cards from your church.

### News and Information

It's vital to keep church members informed about upcoming activities, and equally important to share church news with conference communication directors and the larger Adventist family.

*To do this effectively:* Publish a regular newsletter with photos, articles, and input from members and/or submit articles and photos to conference communication directors for conference newsletters or sections in union papers. Maintain an attractive bulletin board in the church lobby highlighting church activities, news, photos, and developments.

*Try This:* Send sick, shut-in, and missing members copies of the church newsletter or bulletin. Publish a church pictorial directory paid for by ads from community businesses and church well-wishers; watch First Wednesday via satellite to keep up with your worldwide Adventist family.

## **Advertising and Promotion**

One of your most important responsibilities is to strategically promote all church programs and evangelism campaigns to attract attendance.

*To do this effectively:* Regularly consult with the pastor and departmental leaders about events and activities they are planning. Assist them with the creation and placement of brochures, flyers, direct mail, broadcast and print ads, and other promotional ideas. Professionally prepared advertising materials are available for many programs, as are public relations and advertising agencies for consultation.

*Try This:* Ask a college student member whose talent is graphic arts to design your flyers, brochures, and ads; invite members who work in communication by profession to help develop an advertising campaign for your next evangelism effort or church project.

## **Resources**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Brief History of Adventism*, by George Knight.

*Community of Faith*, by Russell Staples. The author explores the biblical and theological background for our understanding of the church and its role in today's world.

*Professional Representation.* To represent your church in a polished and professional manner in meetings or at community events, use the Adventist Press Kit Folder. Fill it with brochures, news releases, and a business card to make a good first impression. To send reminders, follow up with colleagues or new contacts, or say thank you, use the Adventist Note Cards. To place bulk orders for these materials, call *AdventSource* at 800-328-0525.

*Search for Identity*, by George Knight.

*What's a Seventh-day Adventist?* Want to share your faith in a friendly yet professional way?

There's a new brochure called *What's a Seventh-day Adventist?* available in English, French, and Spanish that you can give to friends, neighbors, work associates, and family members who want to know about Seventh-day Adventists. It briefly notes the Sabbath, our beliefs, history, mission, and statistics. There's a space for you to attach your local church contact information and it lists the official Adventist Church web site address and a toll-free number for further inquiries. *The Hands of Hope* booklet and other useful pamphlets are also available. For special bulk rates, call *AdventSource* at 800-328-0525.

*Who Are the Seventh-day Adventists?* by John Seaman. This sharing booklet gives a brief sketch of Adventist history, beliefs, people, church, and mission.

## **Web Sites**

News and Information - [www.adventist.org](http://www.adventist.org); [www.nadadventist.org](http://www.nadadventist.org); [www.adventistreview.org](http://www.adventistreview.org)

Events - [www.plusline.org](http://www.plusline.org)

Resources - [www.plusline.org](http://www.plusline.org); [www.adventsource.org](http://www.adventsource.org)

Visit *AdventSource* On-Line at [www.adventsource.org/communication](http://www.adventsource.org/communication) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# COMMUNITY SERVICES DIRECTOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

In His earthly ministry Christ worked out a pattern for His followers to copy. He “went about doing good and healing all that were oppressed” (Acts 10:38). Christ identified with the poor and oppressed. “He fed the hungry and healed the sick. . . By the good He accomplished, by His loving words and kindly deeds, He interpreted the Gospel to men,” comments Ellen White. “Christ’s work in behalf of man is not finished. It continues today. In like manner His ambassadors are to preach the gospel and to reveal His pitying love for lost and perishing souls. By an unselfish interest in those who need help they are to give a practical demonstration of the truth of the gospel” (*Welfare Ministry*, pages 56-57).

When a church serves the world it is an expression of the love of Christ to the world. It is the body of Christ serving the world’s needs and being used by the Holy Spirit as an agency of salvation.

The church was created for service. It serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works” (Eph. 2:10).

### Duties of the Community Services Director

The major functions and tasks of the local church community service director are the following:

1. *Discovering the needs of the community.* A needs assessment of your area should be completed every two or three years by visual inspection; by talking with police, fire, mental health, and welfare authorities; by reviewing the news media; and by conducting surveys. A methodology for conducting a community survey has been published in chapter four of *Ministries of Compassion* (AdventSource 1994).
2. *Mobilizing a response to specific concerns.* It is your responsibility to help your church identify social concerns to which it feels called to respond. Usually this decision will be made in the outreach or personal ministries committee. Once the decision is made you will have the task of getting the word out and rousing the congregation to action. To learn how to mobilize and organize the church members for outreach, see *Ministries of Compassion*, chapter three.
3. *Organization of programs.* You will be asked to recruit volunteers and arrange details of disaster relief programs, entry events (activities through which non-members participate for the first time in a church-sponsored activity), and other social action projects. These will include health screening, aid for the poor, literacy and employment assistance, and inner city programs.
4. *Establish cooperation.* The community services director is asked to work with other organizations in the community so the church does not duplicate services. Contracts have been negotiated at national levels with the Red Cross and government agencies specifying what Adventist Community Services will do in the event of major disasters and related to certain social problems. Similar agreements are needed in your area. This may mean that you, or someone you appoint, will meet regularly with inter-agency committees to represent the Adventist Church.
5. *Communication.* You are the person the congregation expects to keep it posted about Adventist Community Services activities, as well as provide information on current issues. This means that you will want to utilize the personal ministries time once a month (as outlined in denominational policy), prepare announcements for the bulletin and church newsletter, and distribute a comprehensive statistical report at least once a year. Since the yearly “Ingathering” appeal is a major source of funds for community services, the community service leader will want to be involved.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*A Public Relations Primer* compiled by Ann Calkins will help your Adventist Community Services Center identify with current social issues, and gain public attention.

*Adventist Mission in the 21st Century*, ed. by Jon Dybdahl. Subtitled "Presenting Jesus to a Diverse World," this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn't?

*Christian Service* by Ellen G. White.

*Compassion in a time of AIDS* by Harvey Elder, M.D., Bruce Campbell Moyer, S.T.D., Eunice Diaz, Ph.D., Carolyn Watkins, M.A.

*Follow Me: How to Walk With Jesus*, by Miraslov Kis. With sensitive sketches of people whose lives were transformed when they met Jesus, the author gives us new eyes, and then explores the implications of following Jesus.

*Ministries of Compassion* is a revised edition of the Adventist Community Services manual. This is the official guide for community service centers, the inner city program, and similar projects.

*Ministries of Health and Healing* (2002 Revised) is the handbook for health ministries. Includes overall mission and objectives, and chapters on specific ministries.

*The Ministry of Healing* by Ellen G. White.

*Welfare Ministry* by Ellen G. White.

*When Disaster Strikes* is a step-by-step guide for public information officers and is a must for anyone involved in Adventist Disaster Response.

*Who Are the Seventh-day Adventists?* by John Seaman. This sharing booklet gives a brief sketch of Adventist history, beliefs, people, church, and mission.

Visit *AdventSource* On-Line at [www.adventsource.org/cs](http://www.adventsource.org/cs) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# COMMUNITY SERVICES VOLUNTEER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

For more than 100 years the Seventh-day Adventist Church has sponsored social work, disaster relief and public health services in North America and around the world. It views the church as a servant body. Created for service, Christ's followers serve the Lord in praise, serve one another in love, and serve the world in humility.

Christ modeled for us the life of service. He "went about doing good and healing all that were oppressed" (Acts 10:38).

Christ identified with the poor and oppressed. "He fed the hungry and healed the sick. By the good He accomplished, by His loving words and kindly deeds, He interpreted the Gospel to men," comments Ellen White. "Christ's work in behalf of man is not finished. It continues today. In like manner His ambassadors are to preach the gospel and to reveal His pitying love for lost and perishing souls. By an unselfish interest in those who need help they are to give a practical demonstration of the truth of the gospel" (*Welfare Ministry*, pages 56-57).

God calls every man and woman to service. Every believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry. (Eph. 4:11-12) The church is a kingdom of priests set free to minister for Christ. Our priesthood is to each other within the church and to the world. A community services volunteer is a ministering servant of God.

### Duties of a Community Services Volunteer

The program varies from place to place, based on local need. In about 500 cities and towns across the United States, Canada and Bermuda, Adventist Community Services (ACS) centers operate. In thousands of other locations ACS projects work out of church basements and borrowed facilities. The work of a community services volunteer might include any of the following activities:

Adopt a grandparent	Door-to-door contacts	Health education
Adoption services	Drug abuse detox	Health screening
Advocacy program	Drug abuse prevention	Home nursing
Alcohol program	Drug abuse rehabilitation	Home nursing class
Baby care class	Families of prisoners	Homeless shelter
Bible study group	Family camping	Homemaker services
Big brother/sister	Family counseling	Immigration program
Blind camp	Family finance seminar	Information and referral service
Blind services	Family life workshop	Inner city program
Board member	Field trips	Intake desk
Branch Sabbath School	Financial counseling	Inter-agency liaison
Camping for children	First aid class	Interviewing clients
Child care	Follow-up contacts	Job-finding service
Children's story hour	Food bank/pantry	Job training program
Clothing/bedding program	Food distribution	Layettes
Community cupboard	Foster child care	Legal aid
Community surveys	Foster grandparenting	Literacy tutoring
Cooking school	Free clinics	Literature rack
Counseling services	Fund raising	Marriage seminar
Craft class	Furniture program	Meals on Wheels
Deaf services	Grantsmanship	Migrant ministry
Disaster Response	Grief recovery seminar	Newcomer ministry
Divorce recovery seminar	Handicapped services	Operation Overcoat
Domestic violence program	Health appraisals	

Operation Paintbrush	Senior citizen group	Telephone friend program
Parenting seminar	Senior citizen lunches	Transients aid
Pathfinder Club	Sewing class	Transportation assistance
Preparing for baby class	Shoes for Little Shavers	Tutoring
Prison ministry	Smoking cessation program	Vacation Bible School
Public relations	Soup kitchen	Van ministry
Receptionist	Stress seminar	Videos, educational
Refugee ministry	Suicide prevention	Visiting the aged
Runaway shelter	Support group	Visiting the sick
Self-help groups	Tax assistance	Weight control program

### Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adventist Mission in the 21st Century*, ed. by Jon Dybdahl. Subtitled “Presenting Jesus to a Diverse World,” this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn’t?

*Follow Me: How to Walk With Jesus*, by Miraslov Kis. With sensitive sketches of people whose lives were transformed when they met Jesus, the author gives us new eyes, and then explores the implications of following Jesus.

*Ministries of Compassion* includes the guidelines and policies under which projects and centers associated with the Adventist Church are to be organized as well as a wealth of “how to” information. This new edition is specifically for North America.

*The Ministry of Healing* by Ellen G. White.

*Welfare Ministry* by Ellen G. White.

*Who Are the Seventh-day Adventists?* by John Seaman. This sharing booklet gives a brief sketch of Adventist history, beliefs, people, church, and mission.

Visit *AdventSource* On-Line at [www.adventsource.org/cs](http://www.adventsource.org/cs) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# DEACON AND DEACONESS

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

As Jesus gives insight into the nature of His church using the symbol of the body in I Corinthians 12, so it is that when we join the Church we become “members” of the body of Christ and are equipped for specific functions by the Holy Spirit. God wills that the various “body parts” (members) function effectively toward the common goal of the church: making disciples of Jesus Christ.

It is an erroneous concept that the clergy have a “sacred calling” and the general membership only a “secular calling.” This concept impedes the progress of the church by leading some to believe their contributions are less important. In fact, the New Testament teaches that all members of the body of Christ are ministers of Jesus Christ. There are necessary differences in function, but the status of all leaders is the same.

You have been called to function as a deacon or deaconess in your congregation. The God who calls is able to sustain you as you cooperate with Him.

While in many instances the work of the deacon and deaconess overlap, distinctions will be described. Though deacons have traditionally been men and deaconesses have been women, in some Adventist churches today both men and women serve in both roles. We derive both English titles from the same New Testament Greek word.

### Duties of the Deacon and Deaconess

The ministry to which a person is called when he or she becomes a deacon or deaconess includes the following duties:

1. *Greeting and ushering.* Especially in smaller congregations, the deacon and deaconess will serve as greeters and ushers for the services held in the church. They will also help the pastor and other event leaders maintain the smooth operation of church meetings.
2. *Upkeep of church property.* They will take responsibility for the care and upkeep of church property, including the oversight or actual doing of the janitorial work, repairs, grounds maintenance, interior decorating and small renovations.
3. *Security.* They will care for the security of those in attendance at church activities, always vigilant for the comfort and safety of all persons. This includes opening the church building(s) before meetings and locking the facility at the conclusion of activities.
4. *Visitation.* They will join with the pastor and elders in visiting church members. Some churches assign a geographic area or certain number of members for deacons and deaconesses in teams of two or three to visit.
5. *Assisting with the baptismal ceremony.* The traditional roles for this service are described below.

The deacons will

- Prepare and fill the pool.
- Assist male candidates.
- Do the physical labor related to the service.

The deaconesses will

- Prepare the robes for all who are participating.
- Assist female candidates.
- Launder and store robes, towels, etc., after the ceremony.

6. *Assisting with the communion service.* The traditional roles for this service are described below.

The deacons will

- Provide the physical arrangements, such as placing the communion table.

Place the towels, basins and water in the appropriate rooms for use in the ordinance of humility.

Dispense water and basins for the men during the Ordinance of Humility, giving particular attention to visitors, new members, and the aged.

The deaconesses will

Prepare the bread and grape juice.

Arrange the emblems and covering on the table.

Dispense water and basins for the women during the ordinance of humility, giving attention and assistance to visitors, new members, and the aged.

Clean and store the linens and serving pieces used in communion.

It is appropriate for either deacons or deaconesses, who have been ordained, to assist in distributing the emblems and uncovering and recovering the table during the service.

7. *Caring for the congregation.* In many churches an unwritten tradition gives the women who serve as deaconesses or deacons the responsibility of organizing hot meals for any church family that experiences a death or other tragedy. This may mean simply taking food to the home or, in some cases, the serving of an entire meal to family and guests after a funeral. Often the planning of wedding and baby showers is also done by this group. This is an important aspect of a caring ministry in the congregation.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*A New Frontier: Every Believer A Minister*, by Rex D. Edwards.

*Blinded by the Light*, by Phil Dunham with Maylan Schurch. The author presents seven steps to apostasy, 16 questions for evaluating independent ministries, 11 ways to deal with liberal teachers in the church, seven mistakes made by breakaway congregations, and 10 statements by “new light” teachers that should serve as early warning signals.

*Expect Great Things: How to Be a Happy, Growing Christian*, by Richard O’Ffill. A template for successful Christian living, with the goal of being like Jesus.

*Follow Me: How to Walk With Jesus*, by Miraslov Kis. With sensitive sketches of people whose lives were transformed when they met Jesus, the author gives us new eyes, and then explores the implications of following Jesus.

*How to Make a Friendly Call*, by Willard D. Callender. (1982, Judson Press).

*Let My People Go: Empowering Laity for Ministry*, by Lindgren and Shawchuck. (1980, Abingdon Press).

*Lifestyles of the Remnant*, by Keavin Hayden. The author takes another look at church standards, taking them out of the context of legalism or orthodoxy—presents much needed principles.

*No More Broken Places*, by Carolyn Rathbun Sutton. This book about Nehemiah and his wall is interwoven with stories from the author’s life and divorce, plus wise and wonderful advice on living the Christian life.

*Problem Solvers and Soul Winners*, by Vincent E. White.

*The Deacon At Work*, by F.A. Agar. (1987, Judson Press).

*The Emerging Role of the Deacon*, by Charles Deweese. (1979, Broadman Press).

*The Work of the Deacon and Deaconess*, by Harold Nichols. (1986, Judson Press).

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# DISABILITIES MINISTRIES COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God's church is a community of people who share the Gospel with everybody. Christ healed the boy with deaf and dumb spirits (Mark 9). His healing of the paralytic (Luke 5:18-26) is clear evidence of a new, intentional disabilities ministry. It suggests that in every congregation there should be a band of compassionate workers responsible for sensitizing and reminding the entire church of its mission to disabled people.

Disabled people within the community and local church are often spiritually neglected. The signs on the front of our churches say "WELCOME," but many of these same churches present insurmountable barriers to the disabled. The steep stairs, narrow doorways and hallways, and restrooms located on another floor or in distant locations are generally unreachable by the disabled and elderly. Inaccessible pews prevent the disabled from sitting with family members. Strict adherence to worship schedules prevent the participation of people with certain disabilities because of the extra time needed in moving from seat to duty and back. In too many places these barriers discourage the disabled from attending and joining—even when they are looking for a church home.

Governments within North America have taken steps to abolish the barriers that deny equal opportunity of employment, public services, transportation, public accommodations, and telecommunication services to disabled individuals. Church members are expected to enable the disabled in their communities and congregations by eliminating physical and attitudinal barriers, too. They should see the removal of restricting obstacles for the disabled not only as a present challenge, but a high priority if their church is seeking to fulfill the Christ's mission of reaching, nurturing, and enabling all people.

Church leaders are to demonstrate the acceptance of all members as equals in work and worship environments. Unless leadership clearly appreciates the diversity of those whom God loves, disabilities ministries will be in vain. Realizing this, the position of disabilities awareness coordinator has been established at the union conference, local conference, and local church levels to give special attention to members and others with disabilities.

### Duties of the Disabilities Ministries Coordinator

Specifically, the job description of the disabilities ministries coordinator is to

1. Monitor physical access to the church facilities and functions, and make recommendations that will help to make the church fully accessible to people with disabilities.
2. Provide education for the church members concerning mental, emotional, and physical disabilities and the people they affect.
3. Assist in the process of assimilating people with disabilities into the active life of the church.
4. Conduct surveys to identify the needs of disabled people in the church and community.
5. Develop, coordinate, and maintain vital programs to meet the spiritual needs of disabled members.
6. Serve as a liaison with Christian Record Services (the church's ministry to the blind, [www.christianrecord.org](http://www.christianrecord.org)) and local organizations that provide services to people with disabilities.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Accessible Building Design: A Disabled User's Guide to an Accessible Building* (1993, Diane Publishing).

*Americans with Disabilities Act* by Thomas D. Schneid (1993, Van Nos Reinhold).

*Americans with Disabilities Act Handbook* by Henry H. Perritt, Jr. (Employment Law Library, No. 1816) (1991, John Wiley).

*Disabilities Manual for Local Church Leaders*, prepared by the North American Division.

*Expect Great Things: How to Be a Happy, Growing Christian*, by Richard O'Ffill. A template for successful Christian living, with the goal of being like Jesus.

*Follow Me: How to Walk With Jesus*, by Miraslov Kis. With sensitive sketches of people whose lives were transformed when they met Jesus, the author gives us new eyes, and then explores the implications of following Jesus.

*Make Us One: Celebrating Spiritual Unity in the Midst of Cultural Diversity* by Delbert Baker.

*Outlook Two Thousand* (1991, Gordon Press).

*Perspectives on Disability: Text & Readings on Disability* (1993, Health Markets Research).

*Working Together*, by Thompson U. Kay. A complete guide to starting a deaf ministry in your church.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# EDUCATION SECRETARY

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Adventist schools have been established under the direction of the Lord. “And all thy children shall be taught of the Lord; and great shall be the peace of thy children” (Isaiah 54:13). It has always been God’s purpose to educate His children in a climate consistent with His will. The church operates a school system to provide children and youth with a balanced physical, mental, spiritual, social, and vocational education, with God as the source of all moral value and truth. The stated interest of the church is the restoration in people of the image of their Maker, resulting in the optimum development of the whole person for both this life and the life here-after.

Early in the Old Testament God gave instruction that His followers were to be taught in all significant areas of life: healthful living, civic order, social justice, purposeful work and the deeper meaning of His divine character and law (Deut. 6:1-25). This is the continuing mission of the Seventh-day Adventist school system.

Adventist churches operate schools to bring about the salvation of children and youth through acceptance of and faith in Jesus as their personal Savior and, following that, to help them achieve growth in character so that they will become God-fearing, honest, stable, and productive members of society. The curricula in Adventist schools are designed to instruct students in a biblical view of the origin of life, human duty and destiny.

Paul compares the church to a body in which all of the parts “should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it” (I Cor. 12: 25-27). The educational system of the church includes some of the most important parts of the body. The education secretary has the vital job of helping the entire congregation minister more effectively to the children and youth of the church by encouraging, and in some cases making it financially possible for, each one who desires a Christian education to get it.

“Every man and woman in our ranks, whether a parent or not, ought to be intensely interested in the Lord’s vineyard. We cannot afford to allow our children to drift away into the world and to fall under the control of the enemy. Let us come up to the help of the Lord, to the help of the Lord against the mighty. Let us do all in our power to make our schools a blessing to our youth.” (Ellen G. White, *Counsels to Parents, Teachers, and Youth*, page 210).

### Duties of the Education Secretary

Although the program varies from church to church depending on the size of your congregation, the ministry of the education secretary will include the following:

1. *Keep records of children.* You will need a written record of all the children and young people in church families. A card file of the church membership by household needs to be developed. The church clerk could assist you in this responsibility. After the name of each school-age child a notation should be made as to where the child is attending school. If there are any special problems relating to finance, a parent who is not a church member, etc., a notation should be made on these cards. Of course, no information of a confidential nature should be made public. This file is to help facilitate an accurate report to the conference education office or the school board. You will not automatically serve as a member of the local school board.
2. *Assistance to families with children in public schools.* Communicate to the pastor the obstacles that may have kept a student from attending church school. Work with the family and the school personnel to see if the problem can be resolved.

3. *Promote Christian education.* Cooperate with the pastor and other educational personnel in your church in helping to educate church members concerning the benefits of Christian education and the necessity of providing an Adventist education for all the youth who desire it. Vigorously promote giving toward financial aid for needy and worthy students. Coordinate periodic reports to the church featuring the church school, junior academy, senior academy and college. Help plan the yearly Education Day program.
4. *Help the parents of infants.* Christian education begins at infancy in the home. If plans for education in a Christian school begin at the time a new baby arrives in the home, and parents have planned ahead, the financial burden of a church school does not bring on a sudden drain in the family budget.
5. *Special care for the children of new converts.* Special care needs to be shown in communicating the opportunities available in the Adventist schools to new converts and their children. Appropriate brochures and handbooks from the various schools they could attend should be given to them. Arrangements could be made for the new family to visit the schools along with another church member who is familiar with the educational institution and program.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Counsels on Education*, Ellen G. White. This book is a compilation of the major articles pertaining to Christian Education that first appeared in the nine volumes of *Testimonies for the Church*.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

*Myths in Adventism, An Interpretive Study of Ellen White, Education, and Related Issues* by George Knight. It explores the basic issues of true education both in the home and institutions. It will broaden your understanding of the high goals of Adventist education.

*Why Can't I Do School?* by Helen Godfrey Pyke. The author, an English professor with ADD and dyslexia, shares stories of students who learned differently, but were successful.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# ELDER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as “. . . his body, the fullness of him who filleth every thing in every way” (Eph.1:22).

God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

The symbol of water baptism marks our entrance into the body of Christ and also marks the baptism of the Holy Spirit experienced by a new disciple. “I tell you the truth, unless a man is born of the water and the Spirit, He cannot enter the kingdom of God” (John 3:5). The Holy Spirit is the vital life force of the church. When you come to Christ, you are prepared by the Holy Spirit, who has already led you to repentance, for service.

When a church serves the world it is an expression of the love of Christ to the world. It is the body of Christ serving the world’s needs and being used by the Spirit as an agency of salvation. Thus, the church is a servant body. It was created for service. It serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

God calls every member of the church into ministry. The church is a kingdom of priests set free to minister for Christ. Our priesthood is to each other within the church and to the world. An elder, like any other church officer, is a ministering servant of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

It was during the middle ages that the clergy became distinct from other members as a superior element in the church. The biblical concept of laity includes all believers as ministers in the body. In actuality, the church today still has a great distance to go before effectively applying this concept. You should view the work of an elder as a ministry to which God calls people; it is His will operating in their lives.

### Duties of the Elder

The ministry to which a person is called when he or she becomes an elder can best be described in the following ways:

1. *Visitation.* Nurture develops on a horizontal level in the church, with members offering encouragement and spiritual counsel to one another. In such a caring community, even the pastor is nurtured through the membership of the church. An elder can be a vital element in this kind of caring church. The elder can actively visit members in their homes, encourage others to do so, and assist in the training of prospective members.
2. *Commitment.* It is especially important for the local elder to be committed to the outreach of the church. The congregation needs to know that its leaders have a clear vision of the mission of the church. It has been said that church growth is “caught” rather than taught. When an elder enthusiastically models a commitment of his or her time to outreach ministry, others catch the same spirit and commit themselves to the mission of the church. An elder should schedule time for ministering to the unsaved.
3. *Worship leadership.* The involvement and leadership of an elder can make a tremendous difference in the weekly worship celebration service of the church. Quality leadership and participation can transform a dull, lifeless worship service into meaningful celebration and praise. Skills in worship leadership, such as the reading of scripture, offering public prayers, planning the order of service, and in smaller churches at least, delivering the sermon, should be developed.
4. *A spiritual mentor.* The spiritual life of an elder should constantly lead members of the church to seek a deeper spiritual experience for themselves. I Timothy, chapter 3, describes the Christian life of an elder in these words: “. . . above reproach, the husband of one wife, temperate, prudent, respectable, hospitable, able to teach, not addicted to wine or pugnacious,

but gentle. . .” An elder should model, by his or her devotional life, Christian personality and spiritual interest, a higher ideal for each member to reach. The elder should reflect the fruits of the Spirit in his or her relationship with others: love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness and self-control.

5. *Church Administration*. An elder should always attempt to make a positive contribution to the organization and progress of the church. While doing this, he or she should not try to dominate or control but rather enable others to participate in decision-making in the church and ministry. An elder often serves in an advisory capacity to various departments, committees, and projects. In doing this, the elder provides unity among the various programs of the church, communicates progress to the church board and encourages a unified mission.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adventist Heritage Series*, by George Knight. Series includes *A Brief History of Seventh-day Adventists* (especially good for new members), *A Search for Identity: The Development of Seventh-day Adventist Beliefs* (how our doctrines were developed), and *Organizing to Beat the Devil: The Development of Adventist Church Structure*.

*Community of Faith*, by Russell Staples. The author explores the biblical and theological background for our understanding of the church and its role in today’s world.

*Expect Great Things: How to Be a Happy, Growing Christian*, by Richard O’Ffill. A template for successful Christian living, with the goal of being like Jesus.

*Experiencing the Power of His Word*, by David Marshall. The author examines the central purpose of the Bible, looks at its human authors, discusses biblical inspiration and God’s role in the Bible’s authorship, describes how the books of the Bible were gathered together, and tells the exciting story of how manuscript discoveries in the last 150 years demonstrate the authenticity and accuracy of the Book of Books.

*Follow Me: How to Walk With Jesus*, by Miraslov Kis. With sensitive sketches of people whose lives were transformed when they met Jesus, the author gives us new eyes, and then explores the implications of following Jesus.

*Heralds of God’s Word*, by Mike Strickland. A lay preaching seminar.

*Lifestyles of the Remnant*, by Keavin Hayden. The author takes another look at church standards, taking them out of the context of legalism or orthodoxy—presents much needed principles.

*Radical Disciples for Revolutionary Churches*, by Russell Burrill. The author explores what it takes to produce church members who want to be participants, not spectators, and proposes a major change in how to “do evangelism.”

*Rekindling a Lost Passion: Recreating a Church Planting Movement*, by Russell Burrill. The author supplies the nuts and bolts of planting new churches and issues an urgent call to recapture that same passion for the lost that Christ has.

*Revolution in the Church*, by Russell Burrill. Believing that both pastors and laity have strayed far from their biblically assigned roles, the author proposes a radical change in how Adventists “do church.”

*Revolutionized Church of the 21st Century*, by Russell Burrill. Experience the explosive power of a church built on relationships.

*So You’ve Been Asked to Speak*. A practical guide to public speaking.

*The Sounds of Grace in our Churches*, by V. Bailey Gillespie provides 100 creative ideas to enrich your church.

*They Had a World to Win*, by Adriel Chilson. This collection of short biographies of church leaders provides a wealth of sermon illustrations.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# FAMILY MINISTRIES COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

The strength of the church is based in the spiritual life of its members and families. God expects families to have mutually satisfying relationships (Mal. 4:6). He desires that husbands and wives experience unity (Matt. 19:5, 6); that parents “do not exasperate your children; instead, bring them up in the training and instruction of the Lord” (Eph. 6:4).

The guiding principles of the Bible direct that Christians nurture the spiritual, physical, intellectual, emotional and social needs of the individuals, couples and families who constitute the fabric of fellowship in the church. When the church ministers to the needs of families as Christ did, they are restored to wholeness. Families who feel complete, and have harmonious relationships, are more likely to be dedicated to God’s goals (Col. 2:10).

Family crises cannot be the only motivation for family ministry. Healthy family functioning is a primary goal. A family should provide for the transmission of values, and be a witness for God in the world of His power to unify and engender the happiness of each person. The family is the ordained place where human beings can experience love to its fullest extent—romantic love, friendship love and redemptive love.

Families need to be taught the meaning of love. Love fosters health and decreases stress. “Better a meal of vegetables where there is love than a fattened calf with hatred” (Prov. 15:17).

Families need to develop stable relationships patterned after God’s relationship with us. He has declared, “Never will I leave you, never will I forsake you” (Heb. 13:5). God’s love is unconditional, enduring and responsible.

The family is probably the best illustration God has of what He is like. A family that is spiritually healthy will manifest characteristics of humility, patience, hope, and loving acceptance.

### Duties of the Family Ministries Coordinator

The major functions and tasks of the family ministries coordinator are the following:

1. *Needs assessment.* Work with the pastor to survey the needs of the church: couples, single persons, single parents, children, teens, young adults, mature adults, etc., finding which topics are of interest to them. Needs assessment tools such as survey questionnaires and analysis worksheets are available in some of the resource materials listed in this leaflet and from your local conference office. Your conference family ministries director may be able to assist you.
2. *Program development.* The family ministries coordinator works in cooperation with other church leaders to implement family life programs. This involves planning, promotion, recruitment and training of volunteers, delivery of the programs and evaluation. Although a number of very detailed and “user-friendly” program helps are available, successful programs still require considerable attention to detail, good organization and strong communication for many weeks in advance.
3. *Chairs the family ministries committee.* It is recommended that even in the smallest congregations a committee be selected for family ministries instead of following the tradition of making it a one-person assignment. Family ministry is about relationships and helping people learn to be Christlike in their relationships. This needs to be modeled in a group setting because it is “caught as much as it is taught.” Even if the committee only meets once a quarter, and includes people who hold other offices in the church, it should become a support group as well as a working unit. As chairperson it is your responsibility not only to put together an agenda and moderate the discussions, but to facilitate times of personal sharing, prayer and learning.
4. *Family advocate.* The family ministries coordinator sits on the church board and should represent the needs and concerns of family life there. It is easy for a board to

become involved in the organizational and financial issues of the church and forget that congregations are essentially clusters of households; people trying to live out their faith together. It is your responsibility to help the board keep in view the relational needs of the members of the church and make family life a real priority in all that the church does.

5. *Information source.* The congregation will depend on you as a primary source of information about ministry. It would be a good idea for you to begin to construct a list of Christian counselors to whom you can feel confident making referrals. You will want to guard against getting too involved or “playing psychologist” (unless you are one), but highly developed listening skills will make it easy for other church members to share their concerns and needs with you and ask for information. This informational task includes taking opportunity regularly, during personal ministries time or Sabbath School or worship, to share information with the whole congregation as it comes to you from the conference and in resource materials.

### Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Facing Family Crises*, by Ron and Karen Flowers with Elaine and Willie Oliver, Bernie and Karen Holford, Gary Hopkins, Lindrey Niles and Larry Yeagley.

*Families Filled with Joy*, by Ron and Karen Flowers with Bryan Craig, Bernie and Karen Holford and Elaine and Willie Oliver.

*Family Life* is a quarterly newsletter published by the Adventist Association of Family Life Professionals. A subscription can be ordered by writing AAFLP, 12501 Old Columbia Pike, Silver Spring, MD 20904 or call 301-680-6462.

*Family Ministries Curriculum*, prepared by Willie Oliver and May-Ellen Colon. Published by North American Division, Family Ministries. Available in both English and Spanish.

*Grieving*, by Reg Brown. A practical Christian guide to the grieving process with down-to-earth counsel for those who have lost a loved one.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

*Keeping the Faith*, by V. Bailey and Judith Gillespie with Timothy Gillespie and Cheryl Webster.

*New Beginnings*, by Ron and Karen Flowers with Elaine and Willie Oliver, Waveney Martinborough, Danie Swanepoel, Bernie and Karen Holford, Pleny Camagay and JoAnn Davidson.

*Respect in the Family*, by Marilyn A. Wolcott. Practical Christ-centered guidelines for developing solid family relationships through respect and honor.

*The Color of Grace in our Homes*, by Stuart Tyner. Provides 100 creative ideas to enrich family worship.

*Understanding Families*, by Karen and Ron Flowers with Roberto Badenas, Bryan Craig and Elaine and Willie Oliver.

*Understanding Intimate Violence*, edited by Barbara Couden. Presents hope, help and healing for domestic violence, including how to help a victim, recovery programs that work, and where to go for help.

*Why Our Teenagers Leave the Church: Personal Stories from a 10-Year Study*, by Roger Dudley. Find out why they leave and what keeps some of them in the church.

Visit AdventSource On-Line at [www.adventsource.org/family](http://www.adventsource.org/family) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# GREETER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a fellowship sharing a common purpose and continually growing in faith. Paul describes the church as Christ's "body" (Eph. 1:22).

People experience the presence of Jesus Christ in the world through the ministry of the church. When your local church serves the needs of people, members and non-members, it is an expression of the love of Christ. The church is a servant body, created for service. "For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them" (Eph. 2:10).

Christ calls every member of the church into ministry. The church is "a kingdom of priests" (I Peter 2:9). As a greeter, you are a minister. Every Christian believer is called to ministry, gifted by the holy Spirit, and in baptism ordained for ministry. (Eph. 4:11-12) Shortly after Pentecost, the gift of greeting or hospitality (Romans 12:13, I Tim. 3:2, I Peter 4:9) was first exercised specifically for the church and those whom Christ died to save. As believers praised God, they had favor with people. Their love for one another attracted others to their fellowship and "the Lord added to the church daily such as should be saved" (Acts 2:47).

God supplies each person in the church with the resources for ministry—scripture, spiritual power, God's character, and spiritual gifts. A greeter is equipped for his or her ministry by the gifts of the Holy Spirit. These spiritual gifts are special abilities given by the Holy Spirit to make their ministry effective and build up the body of Christ.

When a person steps into a church for the first time, he or she evaluates the atmosphere. He asks himself: "Will they accept me? Will it be easy to make friends? Will my spiritual and personal needs be met? Will it be easy to find my way around? Will my family like it here?"

The newcomer will quickly come to some conclusions during the first few minutes. First impressions are often lasting impressions. Consequently, the ministry of the greeters is one of the most important things that happens in any congregation! Sometimes it is called "foyer ministry."

Although a greeter's love should be no stronger than is the love found in the rest of the body of Christ, nevertheless the greeter performs a major role in ensuring that people see and experience that love. In Christ, you have received God's unconditional love, and, in Christ, you are called to extend that same unconditional love to others. The ministry of greeting is perhaps one of the most crucial in the church because it is one of the most visible. It is a ministry vital to the saving work of the church.

### Duties of the Greeter

Although the program varies from church to church, the ministry to which a person is called when he or she becomes a greeter can best be described in the following ways:

1. *Contact with newcomers.* When you notice unknown guests, introduce yourself first, extend a welcome, and then ask for the visitors' names. While the visitors write in your guest book or complete registration cards, call over an usher or deacon. Introduce the visitors to this person who will show them to a seat or help them in finding Sabbath School classes, the parents' room, etc. It is especially important that you make a record of each visitor and turn this over to the pastor or interest coordinator. This is an important source of new members when properly followed up.
2. *Take an interest in people.* The congregation depends on the greeters to make their church personal. If you really care about people, they will be able to see it. Some are shy and will want you to preserve their dignity by not being too forward. Others are gregarious and want to be asked questions. Try to sense needs such as those who are confused about the location of children's activities or need access to a rest room, etc. Be as helpful as you can.

3. *Invitations to dinner.* Your local church should have a plan to make sure that visitors are either invited to lunch at someone's home or to a church fellowship dinner. Larger churches organize groups to host dinner every Sabbath. Small churches will have potlucks usually once a month.
4. *Listen for deeper needs.* People come to church burdened with hurts, disappointments and personal crises. As you have opportunity, steer hurting people to those in the church family to whom they can turn for help—the pastor, professional or peer counselors, teachers, physicians, social workers, Adventist Community Services leaders, and others. Use your knowledge to meet people at their points of need.
5. *Distribute materials.* Your task as a greeter has more to do with relationships than mechanical aspects like handing out the church bulletin. At the same time bulletins are also important! Many churches have a special handout or packet for visitors also. This often includes a map of the Sabbath School rooms, some history and a list of week-day activities like Bible study groups, Pathfinder Club, health classes, the Adventist Community Services center, family life workshops and Bible seminars. If your church does not have something like this, perhaps the greeters should meet to prepare one.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

David Keirse and Marilyn Bates have divided the temperaments into 32 subgroups in their book entitled *Please Understand Me: Character & Temperament Types*. If you want more detail on this subject, you will prefer their work.

*Extending a Warm and Caring Welcome* is a 43-page manual for training greeters.

*First Impressions Matter*, presented by Eileen Gemmill. A video seminar for training greeters and ushers.

*Full Circle*, by David R. Mains, is an excellent book about the dynamics of church life.

*How to Say "Hello" Without Saying "Good-Bye"* by James Zackrison is a 14-page booklet on reaching out to visitors.

*The Many Faces of Friendship*, by Eileen Guder and *Out of the Salt Shaker & into the World: Evangelism as a Way of Life*, by Rebecca Manley Pippert both provide helpful information on how to relate to unchurched people who come to visit for the first time.

*Ushers Guide for Ushers Pride*, by Kenneth Washington. The complete manual for training ushers. Includes responsibilities for special services including weddings and funerals.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# HEALTH MINISTRIES LEADER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Health ministries are an integral part of the mission of the Adventist Church. “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God” (I Cor. 10:31). Health ministry is the gospel of Christ illustrated, the message of God practiced. Without it, the gospel witness is muted; it is merely a theory, an idea.

The most important objective of health ministry is to help men and women reach their full potential, mentally, spiritually and physically. To reach full potential, health principles must be practiced.

The more closely these principles are followed, the better health the person enjoys. The more active a church is in public health education, the more effective will be its public evangelism, for health is the most universal entering wedge.

### Duties of the Health Ministries Leader

The ministry to which a person is called when he or she becomes the health ministries leader in a local church can be described in the following ways:

1. *Health promotion.* Keeping church members aware of the importance of health and educating new members on the significance of health and temperance is one of the major responsibilities of the health ministries leader. This responsibility should be carried out at every opportunity; however, in the second week of October, a special program and emphasis should be planned. The Health Emphasis Week is a unique opportunity to increase the level of awareness and practice of health principles in your local church. Ministry is most effective when there is adequate personnel and financial resource. Request a budget from your church board early in their fiscal year. Get the support of your pastor and church leaders for any project you undertake. The last Sabbath in February of each year is set aside to create an awareness of our health and temperance journals: *The Winner* for children, *Listen* for teens, and *Vibrant Life* for adults.
2. *Continuing health education.* There is a question asked in the New Testament, “How can they learn without a teacher?” This is especially true regarding the health education of new church members. The health ministries leader is responsible for the health education of the new members in the Adventist lifestyle. Here are a few suggestions:
  - a. Provide each new member with the pamphlet *Good Health in One Package*. This little pamphlet, available from *The Health Connection* catalogue, explains the eight basic principles of health and temperance. Call (1-800-548-8700).
  - b. Invite the new church members systematically, for the first few months at least, to your home or to the church’s fellowship dinners, to acquaint them with vegetarian food.
  - c. Loan or give them one of the Ellen G. White health classics, especially *Ministry of Healing*.
  - d. Ask them to assist your local church in outreach programs.
  - e. Invite them to training seminars on health ministry; invite them to camp meeting or other special meetings on health.
3. *Committees.* You are the chairperson of your local church health ministries committee, and a member of the church board and the church ministries council. Your committee is the place to plan particular activities and events. On the board you will represent the interest of health ministry in the policy and financial decisions of the local church. If your church has a church ministries council, you will coordinate your activities with those of the other leaders in these meetings to plan a comprehensive, balanced church program.

4. *Program development.* It is your responsibility to take the initiative in coordinating the planning and organization of health screening and health seminars for the public. Everywhere Adventists are known as providers of stop smoking plans, cooking schools, and seminars on nutrition, heart disease, stress management, cancer prevention, physical fitness, weight control and the Bible basis for healthful living, as well as screening projects for high blood pressure, coronary heart disease and other health problems. Constant attention is given to these programs in the press across the United States and Canada. Major corporations and civic leaders often request the help of Adventists in these areas. Unless you bring together your committee and develop programs, these will not be available in your community. You cannot do it alone, but you can recruit and coordinate a team that can make it happen, using the proven guidebooks and kits available.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*60 Ways to Energize Your Life*, compiled by Jan W. Kuzma, Kay Kuzma, and DeWitt S.

Williams. This sharing book gives readers 60 ways to boost their spiritual, physical, and mental health.

*A Physician Explains Ellen White White's Counsel on Drugs, Herbs, and Natural Remedies*, by Mervyn Hardinge.

*Better Health: New Beginnings.* A nine-part video series featuring Dr. Hans Diehl's revolutionary lifestyle guidelines.

*Health Power*, by Hans Diehl and Aileen Ludington. This exciting new health book helps readers take responsibility for their own health. Color photographs throughout—easy to use format and large size makes it ideal for public seminars and classes.

*Ministries of Health and Healing*, is the handbook for health ministries. Includes overall mission and objectives, and chapters on specific ministries.

*Ministries of Compassion*, is a handbook for inner city programs and social action projects.

*Step Fast Lifestyle Series.* Everything you need to present a Step Fast Lifestyle Seminar—includes 12 dynamic 30-minute presentations plus the Step Fast Resource Guide on CD-ROM.

*The Health Connection* catalog lists a complete line of resources for wellness, drug, and alcohol prevention. Call 1-800-548-8700.

*The Ministry of Healing* by Ellen G. White, is the most fundamental statement of the goals and methods of Adventist Health ministry.

Check the Health Ministries web page for the latest information, events and activities: [www.nadadventist.org/hm](http://www.nadadventist.org/hm).

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).



# HOME AND SCHOOL ASSOCIATION

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Adventist church schools have been established under the direction of God. It has always been God's purpose to educate His children in a climate consistent with His will. He planned the first school in the Garden of Eden where His children were to learn the wonders of the world they lived in. The church operates a school system to provide children and youth with a balanced physical, mental, spiritual, social, and vocational education, with God as the source of all moral value and truth. The stated interest of the church is the restoration in each person of the image of the Creator, resulting in the optimum development of the whole person for both this life and the life hereafter.

Early in the Old Testament instruction was given that followers of God were to be taught in all significant areas of life; healthful living, civic order, social justice, purposeful work, and the deeper meaning of God's divine character and law (Deut. 6:1-25). This is the continuing mission of the Seventh-day Adventist school system.

But teachers alone, even loving, Christian teachers, cannot do the work of leading young people to salvation, knowledge, and maturity. The most effective education will take place when teachers, parents, and church members work together to provide an environment where children can learn and grow. Paul compares the church to a body in which all of the parts "should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it" (I Cor. 12:25-27). When parents support the church school and the teachers, everyone is honored and everyone rejoices.

### Duties of the Home and School Association

The ministry to which a person is called when he or she becomes a Home and School Association president can be described in the following duties.

1. *Plan meetings.* The Home and School president should plan for regular Home and School meetings for parents, teachers, and other interested church members during the school year. Careful thought should go into setting a time and place of meeting that will be the most convenient for the majority of the members.
2. *Promote Adventist education.* Your association should seek to assure that every child in your church has the opportunity of attending a Seventh-day Adventist school. Show support for the principles of Christian education by your example and leadership.
3. *Raise funds.* The Home and School Association can enhance the regular academic program of the school by creatively raising funds for items such as audio-visual aids, library resources, computers, and playground equipment. By uniting the parents and the school in a project to increase the effectiveness of the educational process you will also gain more cooperation and understanding between home and school.
4. *Communicate with the church.* Several times during the school year you, or someone you appoint, should appear before the entire congregation to promote Christian education and create enthusiasm for the work of the Association. Many members with no children in the church school will be willing to help support both financially and by volunteer work when they see the needs of the school and are aware of the work projects being done.
5. *Encourage both parents and teachers.* Parent education classes need to be offered to teach parents how to instill right character traits and lead children toward heaven. Any classes that will strengthen the home or encourage family worship will be a blessing for the children of your church. Planning events to honor the teachers in your school will be a great encouragement to the Christian teachers who work with the children. Also encourage teachers to better themselves by attending seminars and retreats.

## **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# HOSPITALITY

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

The most valuable earthly possession a person can have is a warm, supportive friendship. People without relationships are miserable people, but relationships cannot be purchased. They arise from our innermost needs, grounded in our God-given ability to love and care for others. A growing, healthy church nurtures healthy relationships.

In all cultures, friendships are developed through hospitality. True hospitality is a spiritual ministry. In today's busy world, a counterfeit hospitality often undermines our desire to meet this basic human need. People think, "I'd really like to have someone over, but . . ." Fear of being inadequate in time, skills, or a suitably furnished home creates in many Christians a reluctance to undertake hospitality.

Adventist congregations face some real challenges in becoming caring churches. These include a reluctance to get too friendly with secular people which results in few friendships with non-Christians. Adventist standards for leisure activity may pose a problem. And many homemakers work outside the home, resulting in very little time to prepare for "entertaining." In order for the gospel commission to be realized, the Adventist church needs a renewed spirit of Christian hospitality.

The Bible suggests several attributes found in a ministry of hospitality. A focus on the needs of others rather than on one's own is exemplified in the stories of Abraham and the three visitors (Genesis 18), the Shunammite woman (II Kings 4:8-37), and the Good Samaritan (Luke 10:25-37). A willingness to share whatever one has, even if it is meager, is demonstrated in the widow of Zarephath (I Kings 17), the little boy with a lunch (John 6:9), and the disciples from Emmaus (Luke 24:13-32).

A loving heart seeking relationship is exemplified by Mary (Luke 10:38) and in Simon's home (Luke 7:36-50). Courage to risk developing relationships is seen in Abigail (I Samuel 25) and in Rahab (Joshua 2).

Strikingly little is said about skills of cooking, the possession of a beautiful home, or ability in conversation. In fact, the only reference to this is Christ's gentle remonstrance with Martha not to "fret and fuss" about the details of preparing a meal for Him. He pointed her instead to the priority of being with Him. Thus, simplicity and service characterize the type of hospitality found in the scriptures.

A counterfeit form of hospitality is often confused with true Christian hospitality. This "entertaining" is ego-centered and based on materialistic concepts sold in advertisements and the media which suggest that being a "good" host or hostess demands gourmet cooking ability, a spotless and sparkling home, witty and charming conversations, etc. This form of entertaining can result in bondage, excessive labor, preoccupation with one's own needs, and reluctance to be spontaneously generous.

### Duties of the Hospitality Team

The ministry to which a person is called when he or she becomes a member of the hospitality team will include the following duties:

1. *Study and preparation.* Development of a deeper understanding of Christian hospitality and the supporting skills requires study in a small support group. The hospitality team should meet once a month or once a quarter. It is important to spend time in caring for one another and in spiritual nurture through Bible study and prayer in order to be able to really love and care for others.
2. *Taking care of visitors.* Organize a system for visitor hospitality which will provide follow-up for their needs as appropriate. This usually includes providing a Sabbath meal. In smaller churches, this function may include the greeter activities on Sabbaths. It also means contacting each visitor, listening to each man and woman, and doing the

things they need and expect in order to feel cared for by your congregation. The tradition of a festive Sabbath dinner, with animated conversation and rich fellowship is key to this, but no group activity can replace individual ministry.

3. *Caring for new members.* There is a special need for a system of hospitality for prospective and new members, as well as members with special needs, which will integrate them into the fellowship of the church. This may take many forms and may overlap to some extent with other activities in your congregation. It could include a pastor's Bible class, a new member class, home Bible study groups, a special fellowship dinner for new members once or twice a year, visitation and personal ministry, or the assignment of a special friend or "spiritual helper."
4. *Coordination.* You must promote and cooperate with efforts to encourage social fellowship among church members as a whole. What is the relationship between your hospitality ministry and the social committee of the church or the small group ministry? You need to settle these questions in discussions with the other leaders involved and work together with them in building the total program of your congregation. In this meeting there will be time for group study and discussion of a Bible passage about hospitality, sharing of experiences and blessings, and scheduling teams.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Christian Hospitality Made Easy* by Patricia B. Mutch is a self-instructional kit including lecture notes and directions for each seminar session. Available from Patricia Mutch, Marsh Hall, Andrews University, Berrien Springs, MI 49104.

*Creative Hospitality* is a book by Nancy Van Pelt. Provides excellent ideas for practicing Christian hospitality.

*Open Heart, Open Home*, a matching study guide, and six hours of audio cassette tapes. Available from Seminars Unlimited. Call 1-800-982-3344.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# INNER CITY COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God created the church to be a fellowship of people growing in faith and with a common purpose. The New Testament describes it as the “body” of Christ (Eph. 1:22).

God calls us into His body for the purpose of establishing a saving relationship with Him and a bond of common life with one another. Water baptism is a symbol that marks our entrance into the body and the outpouring of the Holy Spirit in our lives (John 3:5). The Holy Spirit is the vital force of the church.

The church is a servant body. God created it for service. “For we are his workmanship, created in Christ Jesus for good works” (Eph. 2:10). When the church serves the world it is the expression of Christ’s love to the world, being used by the Spirit as an agency of salvation.

God calls every member of the church into ministry. Our priesthood is to each other within the church and to the world (I Peter 2:9). Every believer is a minister, called by God and ordained in baptism (Eph. 4:11-12).

God supplies each person in the church with the resources for ministry—scripture, spiritual power, God’s character and spiritual gifts. Some church members are called to a special ministry in the inner city and equipped to fulfill that special calling by the gifts of the Holy Spirit.

### Duties of the Inner City Coordinator

The ministry to which a person is called when he or she becomes an inner city coordinator or urban ministries coordinator can best be described in the following ways:

1. *Planning.* A primary task of the inner city coordinator is that of a guide and facilitator who helps the church and the community establish and find ways to achieve their goals. He or she helps the church move effectively in the direction it chooses to go. The choice of direction and methods of implementation must be that of the congregation and the community, with the coordinator assisting. The coordinator is not without opinions, but his or her goal is always to help the church become aware of the needs in the city and find the means of working cooperatively toward meeting these needs. The coordinator encourages discussion, invites participation in fact finding, and maintains a process of planning and program development.
2. *Identifying needs.* The inner city coordinator tries to be aware of conditions in the community and the metro area. He or she is interested in the social problems, public attitudes and values of the various segments of urban society. He or she does not place blame or criticize, but seeks understanding and ways to be helpful. Plans for urban ministry will be effective only to the extent that they are based on objective fact and a sensitivity to the self-identity and perceptions of each ethnic, socioeconomic and lifestyle group. This means learning to conduct surveys, interview civic leaders, make use of census data and social science information, and seek out opportunities for the church to meet needs in the community.
3. *Community relations.* The urban church must relate to a complex community situation where there are many diverse groupings instead of one culture. The inner city coordinator helps the church to find ways to establish a caring, healing relationship with each group. He or she must maintain open lines of communication with the specific groups within the community and at the same time resist being “captured” or used by any group or class. He will seek to establish good relations with community groups even when they may be suspicious or resistant. A coordinator cannot function effectively in community relations for the church if he speaks as a partisan for one group, project or point of view over another. Instead he is an advocate for a process of inter-group cooperation and effective methods of community work.

4. *Advocacy.* There are times when the inner city coordinator must take initiative. The most difficult task is to stimulate a sense of need with churches or communities which appear apathetic or actively disinterested. Many churches and communities are content with the status quo. The inner city coordinator has the responsibility of communicating the needs of hurting people and stimulating discontent about painful conditions in the community. He or she speaks for the poor, the oppressed, the victims, the discouraged and shut-out.
5. *Program development.* Special programs of urban ministry have been set up by Adventist churches in many large cities in the United States and Canada. Sometimes these are directed by the Community Services leader, personal ministries leader, health-temperance leader, Adventist Youth Society or a Community Services Center. At times they are managed by the inner city coordinator. This responsibility includes the recruitment and training of volunteers, learning to delegate, providing operational supervision and overall project leadership. These programs vary greatly in their exact nature and each requires specific technical skills of its own. Before you agree to be inner city coordinator in your local church, you will want to clarify with your pastor precisely what details of program management are included among the expectations.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adventist Mission in the 21st Century*, ed. by Jon Dybdahl. Subtitled "Presenting Jesus to a Diverse World," this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn't? *Effective Urban Ministry* by Monte Sahlin is based on a study of urban churches in the North American Division, and outlines the keys to urban church growth, as well as describing a complete strategy for a city church and a cooperative program for a partnership of Adventist churches in a metropolitan area. A copy can be obtained from Center for Creative Ministry at 1-800-272-4664.

*Ministries of Compassion*, is a handbook for inner city programs and social action projects.

*Power Witnessing: How to Witness to Different Personalities*, by David Farmer. Explains temperament theory and how to tailor one's witness to individual personalities so as to appeal to their unique world view.

*S.T.O.P. Program Manual* by Charles Cheatham is a practical handbook for initiating a ministry with troubled teenagers in the inner city. It is published by the Allegheny East Conference, Box 266, Pine Forge Rd., Pine Forge, PA 10548.

*Who Are the Seventh-day Adventists?* by John Seaman. This sharing booklet gives a brief sketch of Adventist history, beliefs, people, church, and mission.

*Who Cares? A-Zillion Ways You Can Meet the Needs of People Around You* by Linnea Torkelsen (1996).

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# INVESTMENT LEADER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

There is no direct mention in the Bible concerning the Investment program. Nevertheless, it has roots in the parable of the talents (Matt. 25:14-30). “The talents which God has entrusted to us, whether they be large or small, whether they be money or strength or time, are talents for which we are responsible and we should invest them. As we do, God will multiply them for the finishing of His work” (Nash and Parker, *Investment: The Miracle Offering*).

Investment is not simply another offering; it is a plan whereby an individual invests money, time, or effort in a faithful partnership with God for the purpose of supporting His world mission. It is a contract bound by faith. Above all we should remember that God is the senior partner in any Investment project. As we invest with God as a partner we will be laying up treasures in heaven. “For where your treasure is, there will your heart be also” (Matt. 6:21).

Even though your best-laid plans may not seem to materialize just as you might desire, and the return from your investment seems small, be true to your work and God will surely reward your efforts.

“However small your talent, God has a place for it. That one talent, wisely used, will accomplish its appointed work. By faithfulness in little duties, we are able to work on the plan of addition, and God will work for us on the plan of multiplication. These littles will become the most precious influences in His work” (Ellen G. White, *Christ's Object Lessons*).

### Duties of the Investment Leader

The ministry to which a person is called when he or she becomes an Investment leader will include the following duties:

1. *Promote investment at all age levels.* You, or someone you designate, should promote Investment in each division on a regular monthly schedule. Ideally, the presentations would begin in January and conclude in November. Choosing the same Sabbath each month makes it easy for the division leaders to plan and remember. Possibly the second Sabbath of each month would be appropriate.
2. *Investment materials.* Plan far enough ahead so you can have the Investment leaflets and goal devices in hand the Sabbath you introduce your Investment plan. Leaflets can be ordered from your local conference.
3. *Setting goals.* At the beginning of the year, you should meet with the Sabbath School leaders to plan for the year's activities. In consultation with the previous Investment leader and the current division leaders come to an agreement on a suitable goal. Keep a goal chart in a central location to show the funds being raised and the percentage of members participating.
4. *Keep records.* Meet with the church treasurer on a regular basis to keep track of the money being turned in for Investment. Give progress reports in your monthly presentations to the divisions. It is also your responsibility to gather the information from your various division leaders regarding the number of health food labels received. Send this compiled report to your local conference Church Ministries Department for the refund.
5. *Communicate.* It is your responsibility to keep the church members informed as to the progress of the Investment plan, and what the funds are used for. Keep the needs of world mission before the congregation and show them how the Investment plan makes a specific, significant contribution. It is also appreciated when Investment leaders send success stories and accompanying pictures to the church ministries department of the local conference to be used in conference newsletters and union papers.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*I've Seen Miracles* (1999) by Thurman C. Petty, Jr. A “how-to” story book of Sabbath School investment.

*Sabbath School Leader* is the North American Division journal for Sabbath School. A special feature for Investment leaders is included in each issue. It is published monthly in English by the Review & Herald Publishing Association, and quarterly in Spanish and French. You can ask your church Sabbath School or church ministries secretary to add your name to the list of those who should be receiving a copy, or you can order a personal subscription through your Adventist Book Center at 1-800-765-6955 or [www.adventistbookcenter.com](http://www.adventistbookcenter.com).

*Step Into A Life of Miracles* is a brochure on investment opportunities with an updated yearly insert of Investment projects.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# LAY EVANGELIST

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

The lay evangelist dates to the time when Jesus sent out the seventy to minister in areas that He and the disciples would be unable to reach during His brief ministry (Luke 10:1-17). Just as these lay evangelists went out preaching the gospel of Jesus at His first coming, you are called to go and preach the gospel of His second coming. In the modern setting the lay evangelist reaches areas where the pastor or conference evangelist may never have the opportunity or budget to set foot. As a volunteer you can establish a work there.

The church serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

Jesus, in His last words before ascending to Heaven, gave the commission to “Go ye therefore, and teach all nations . . .” (Matt. 28:19): For the lay evangelist the target audience is the world, beginning at the doorstep of his or her home.

### Duties of the Lay Evangelist

The work of the lay evangelist is varied, but some of the specific functions include the following:

1. *Hold public evangelistic meetings.* Meetings could be in your town or in a nearby town where no formal Seventh-day Adventist work has been started. You could do all the preaching yourself, or organize a team to share the preaching duties. Don't overlook the possibilities of holding meetings for individuals in retirement centers, or for structuring your outreach to a specific ethnic group in your community. A series of meetings for the hearing impaired or other handicapped individuals who have special needs (that are often overlooked by regular outreach events) could be very rewarding.
2. *Conduct Revelation seminars.* This form of public evangelism has been particularly effective in recent years with church members leading out. There is also material available to hold Daniel seminars which open up even more Bible prophecy to your hearers.
3. *Assist the pastor.* The lay evangelist can assist the pastor in evangelistic meetings or by preaching. Especially in a district with more than one church, the pastor needs the help of a lay minister to fill speaking appointments for Sabbath worship services and mid-week meetings from time to time. The pastor may also seek your assistance for visiting individuals who have shown an interest in learning more about Adventists.
4. *Organize neighborhood outreach.* In cooperation with your church ministries leader, help plan outreach activities for your community, especially when laying the groundwork for evangelistic meetings with entry events, such as stop-smoking seminars, cooking and nutrition classes, etc.
5. *Recruit volunteers.* You will have the opportunity in your projects to minister to others in your church family by giving them the opportunity to become involved in active witnessing. Build a network of persons around you who also have a burden for soul-winning. Help train them for outreach ministry and encourage them to stay actively involved in witnessing.
6. *Small group evangelism.* Once called “cottage meetings,” this form of outreach provides opportunities to teach the gospel to two, three or a dozen individuals in a less formal situation. You may find this a good way to begin.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Decisions.* The object of all evangelism is to help individuals make decisions for Christ. This book by Mark Finley and published by the Ministerial Association discusses the delicate art of leading men and women to Christ. It gives direction on how to impart conviction, how to increase desire, and how to help people overcome habits.

*Evangelism,* by Ellen G. White discusses principles that will guide you in all aspects of your evangelistic outreach. Though written many years ago, the principles still are valid today.

*Evangelism in Today's World,* by Earl Cameron. How to attract evangelistic audiences in a secular society.

*Gaining Decision for Christ,* by Louis Torres. State of the art secrets for leading souls to Christ.

*Great Stories and How to Tell Them,* by Steven Mosley. Explains how to take profound biblical truths and crystallize them in narrative form; includes a collection of heart-gripping stories which illustrate each of the 27 fundamental beliefs.

*How To Win A Soul.* This practical guide by R. A. White gives guidelines for sharing the gospel by telling you what to say, why to say it, when to say it, and how to say it.

*Lay Evangelist's Handbook.* Produced to provide a how-to book for church members who volunteer to conduct public evangelism. Subjects covered include organization, preparing the field, budget, finances, publicity and follow-up.

*Persuasion,* by Mark Finley. How to help people decide for Christ.

*Power Witnessing: How to Witness to Different Personalities,* by David Farmer. Explains temperament theory and how to tailor one's witness to individual personalities so as to appeal to their unique worldview.

*Radical Disciples for Revolutionary Churches,* by Russell Burrill. The author explores what it takes to produce church members who want to be participants, not spectators, and proposes a major change in how to "do evangelism."

*Rekindling a Lost Passion: Recreating a Church Planting Movement,* by Russell Burrill. The author supplies the nuts and bolts of planting new churches and issues an urgent call to recapture that same passion for the lost that Christ has.

*Revolution in the Church,* by Russell Burrill. Believing that both pastors and laity have strayed far from their biblically assigned roles, the author proposes a radical change in how Adventists "do church."

*Revolutionized Church of the 21st Century,* by Russell Burrill. Experience the explosive power of a church built on relationships.

*Search for Certainty Bible Study Guides,* by Mark Finley. Presents traditional Adventist doctrines in a clear, carefully reasoned, faith-building way—30 lessons in a set, available by the set or in packs of 100 per title. (It Is Written)

*Studying Together,* by Mark Finley. This ready-reference Bible handbook assists you in studying Christ-centered truths with friends and neighbors

*The Psychology of Witnessing,* by Jard DeVille.

*Winning—Lay Bible Ministry Handbook,* by Dan E. Caslow. Contains the basic how-to information of planning public meetings.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# LAY PASTOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as “his body, the fullness of him who filleth every thing in every way” (Eph. 1:22).

God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

You experience the presence of Jesus Christ in the world within your church; the world experiences the living presence of Jesus Christ as it witnesses your church. When a local church serves the world it is an expression of the love of Christ to the world. It is the body of Christ serving the world’s needs and being used by the Spirit as an agency of salvation. Thus, the church is a servant body. Created for service, it serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

God calls every member of the church into ministry. The church is a kingdom of priests set free to minister effectively for Christ. Our priesthood is to each other within the church and to the world. A lay pastor is a ministering servant of God, and, like every Christian, is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

God supplies each person in the church with the resources for ministry—scripture, spiritual power, God’s character, and spiritual gifts. A lay pastor is equipped for his or her ministry by the gifts received from the Holy Spirit.

### Duties of the Lay Pastor

Although the program may be different in your conference, the ministry to which a person is called when he or she becomes a lay pastor can best be described in the following ways:

1. *Teamwork.* Lay pastors work under the supervision of a senior pastor or district leader, and they must work closely with the local church board and officers. It is important to keep in mind that a “lone ranger” style of leadership will only create problems and not build up the congregation. You must arrange to meet weekly, or at least every second week, with your supervisor for good, one-on-one communication. Only in this way will you ensure that you are supporting one another and working together.
2. *Preaching and worship leadership.* A primary responsibility of the lay pastor is to fill the pulpit, perhaps three out of four Sabbaths. This includes attention to the entire worship service, not just the sermon. The elders are the worship committee in small churches, and it is essential that you work with them in helping them to become co-leaders of worship with you. Any changes in the order of service need to be voted by the elders.
3. *Visitation.* You cannot do an adequate job of preaching unless you have regular contact with the congregation in their homes and places of work. The lay pastor is usually expected to systematically visit the church members, give Bible studies to interested persons, and make contact with all Sabbath visitors. You need to clarify with your senior pastor and the church board their expectations regarding visits to the sick, funerals and referrals for pastoral counseling.
4. *Chairing the board.* Sometimes the lay pastor is expected to chair the church board half the time or two out of three meetings, while the senior pastor is present and chairs it once a quarter. Perhaps your local church elects a board member as chairperson. You will need to clarify this responsibility with your supervisor and the board.
5. *Midweek meetings.* You should plan to conduct a prayer meeting, a Bible study group, seminars such as the Daniel Seminar, Revelation Seminar, or a lay training class one evening a week, with the possible exception of the weeks the church board meets. This is a vital part of a healthy, growing church. In many churches today there is no longer one general midweek meeting, but a number of home Bible fellowships and seminars offered on different days in various locations. This allows for maximum attendance and the meeting of a wider range of needs.
6. *Planning.* Every congregation needs to have a yearly plan for church growth to ensure an ongoing, balanced program of outreach, soul-winning and nurture. The process by which these plans are

developed is as important as the actual plan. If the church leaders and members do not participate in planning, they will not likely support the plans. Support and church growth take place when the church board or church ministries council has a planning council each year, and then presents the plan to a general church business meeting along with the church budget. Will it be your responsibility to act as facilitator for this process, or will your senior pastor lead out?

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore. *Adventist Mission in the 21st Century*, ed. by Jon Dybdahl. Subtitled “Presenting Jesus to a Diverse World,” this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn’t?

*Blinded by the Light*, by Phil Dunham with Maylan Schurch. The author presents seven steps to apostasy, 16 questions for evaluating independent ministries, 11 ways to deal with liberal teachers in the church, seven mistakes made by breakaway congregations, and 10 statements by “new light” teachers that should serve as early warning signals.

*Common Sense Ministry*, by James Cress. A blueprint for successful pastoral leadership.

*Community of Faith*, by Russell Staples. The author explores the biblical and theological background for our understanding of the church and its role in today’s world.

*Experiencing the Power of His Word*, by David Marshall. The author examines the central purpose of the Bible, looks at its human authors, discusses biblical inspiration and God’s role in the Bible’s authorship, describes how the books of the Bible were gathered together, and tells the exciting story of how manuscript discoveries in the last 150 years demonstrate the authenticity and accuracy of the Book of Books.

*Great Stories and How to Tell Them*, by Steven Mosley. Explains how to take profound biblical truths and crystallize them in narrative form; includes a collection of heart-gripping stories which illustrate each of the 27 fundamental beliefs.

*Heralds of God’s Word*, by Mike Strickland. A lay preaching seminar.

*How to Preach* by Steven P. Vitrano, is a short, practical volume specifically designed to assist lay preachers in the planning, preparation and delivery of Sabbath sermons.

*Ministries Handbook*, Ministerial Department.

*Pastoral Ministry*, Compilation from the writings of Ellen G. White.

*Radical Disciples for Revolutionary Churches*, by Russell Burrill. The author explores what it takes to produce church members who want to be participants, not spectators, and proposes a major change in how to “do evangelism.”

*Rekindling a Lost Passion: Recreating a Church Planting Movement*, by Russell Burrill. The author supplies the nuts and bolts of planting new churches and issues an urgent call to recapture that same passion for the lost that Christ has.

*Revolution in the Church*, by Russell Burrill. Believing that both pastors and laity have strayed far from their biblically assigned roles, the author proposes a radical change in how Adventists “do church.”

*Revolutionized Church of the 21st Century*, by Russell Burrill. Experience the explosive power of a church built on relationships.

*Search for Certainty Bible Study Guides*, by Mark Finley. Presents traditional Adventist doctrines in a clear, carefully reasoned, faith-building way—30 lessons in a set, available by the set or in packs of 100 per title. (It Is Written)

*Seventh-day Adventist Church Manual* and the *Manual for Ministers*.

*So You’ve Been Asked to Speak*, A practical guide to public speaking.

*Studying Together*, by Mark Finley. This ready-reference Bible handbook assists you in studying Christ-centered truths with friends and neighbors.

*Success Secrets for Pastors*, by John Rhodes. Learn the roles: administrator, preacher, shepherd and promoter.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# MUSIC MINISTRY

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

The rich heritage of music has been recorded for us from ancient times. Both voices and instruments were used to express the full range of human emotions. Even the brief glimpses we have of what takes place in the heavenly courts often include a description of the music there.

And when God gathers His children around His throne they hold harps and sing “the song of Moses the servant of God and the song of the Lamb” (Rev. 15:3).

“The history of the songs of the Bible is full of suggestions as to the uses and benefits of music and song. Music is often perverted to serve purposes of evil, and it thus becomes one of the most alluring agencies of temptation. But, rightly employed, it is a precious gift of God, designed to uplift the thoughts to high and noble themes, to inspire and elevate the soul . . . As our Redeemer leads us to the threshold of the Infinite, flushed with the glory of God, we may catch the themes of praise and thanksgiving from the heavenly choir round about the throne; and as the echo of the angels’ song is awakened in our earthly homes, hearts will be drawn closer to the heavenly singers. Heaven’s communion begins on earth. We learn here the keynote of its praise.” (Ellen G. White, *Education*, pages 167-168.)

Music can convey our thanks to God. “The Lord is my strength and my shield; my heart trusts in him, and I am helped. My heart leaps for joy and I will give thanks to him in song” (Psalm 28:7).

Music can be joyful. “Come, let us sing for joy to the Lord; let us shout aloud to the Rock of our salvation. Let us come before him with thanksgiving and extol him with music and song” (Psalm 95:1, 2). “Shout for joy to the Lord, all the earth. Worship the Lord with gladness; come before him with joyful songs” (Psalm 100:1, 2).

Music can be praise to the Lord. “The trumpeters and singers joined in unison, as with one voice, to give praise and thanks to the Lord. Accompanied by trumpets, cymbals and other instruments, they raised their voices in praise to the Lord and sang . . .” (II Chron. 5:13).

Music can be a prayer for forgiveness or a petition for help when trials threaten to overwhelm. It can be a medium to weld a diverse group of people into one accord. “When they had sung a hymn, they went out to the Mount of Olives” (Matt. 26:30).

### Duties of the Minister of Music

The duties of the minister of music include the following:

1. *Serve as music committee chairperson.* If your church does not currently have a music committee, now is a good time to establish one. This committee can assist you in finding talent and scheduling musicians for the worship service. This group can also work creatively with you to develop ideas for expanding your existing music program. The group should consist of at least the following members: minister of music (who serves as chairperson), head organist and/or pianist, pastor, two members at large (preferably one younger person and one older person). Depending on the size of your congregation, you can add other individuals contribute to the music program.
2. *Schedule musicians for the worship service.* You will need to arrange for an organist and/or pianist and special music for the worship service each week. This will require some planning every week and should be scheduled three to four weeks in advance with a follow-up call to the musicians one week prior to the service.
3. *Get music information into the church bulletin.* Once you have made these arrangements, contact the church secretary or bulletin typist with the musicians’ names and the selection to be presented.

4. *Serve on the worship committee.* Your responsibility on this committee is to ensure that the musical considerations in the worship service are addressed. If you have ideas for using music more effectively or for expanding the music in the service, this committee can discuss and implement your ideas.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Discipling Music Ministry: 21st Century Directions*, Calvin M. Johansson, Hendrickson Publishers.

*Jubilate II, Church Music in Worship and Renewal*, Donald P. Hustad, Hope Publishing Company.

*Music and Ministry: A Biblical Counterpoint*, Calvin M. Johansson, Hendrickson Publishers.

*Music of Heaven*, by John Thurber. The author, a member of the King's Heralds Quartet, explores what heavenly music is according to Scripture and the Spirit of Prophecy.

*Our Heritage of Hymns*, Bernard Seton, Andrews University Press.

*Sing a New Song: Worship Renewal for Adults Today*, C. Raymond Holmes, Andrews University Press.

*Survey of Christian Hymnody, English and American Hymns*, William Reynolds and Milburn Price, Hope Publishing Company.

The Hymn Society has a large selection of books pertaining to music and worship. You can request a catalog and order directly from the Hymn Society Book Service, PO Box 30854, Texas Christian University, Forth Worth, TX 76129.

*The Seventh-day Adventist Hymnal* is available on CD.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# OUTREACH COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Most of the heroes of the New Testament church were evangelists. The personal ministry of Jesus in saving the lost (the woman at the well, Zacchaeus, etc.) continues to be the primary model; but Peter, Paul, Barnabas, Philip, Steven, Timothy, and John Mark all figure prominently in early church history because they worked tirelessly and effectively to win new converts to Jesus Christ and to make the first century church grow. That pattern has continued through the centuries to our day.

You are called to that noble heritage as you become involved in coordinating the outreach of your local church. You have two thousand years of success on which to build. You have the model of thousands of successful men and women in history. Welcome to the most important task God ever assigned to church leaders—to find God’s lost children and bring them home to the church and to eternal life.

### Duties of the Outreach Coordinator

Your job title may be evangelism committee chairperson, personal ministries or lay activities leader, or something else. No matter what the title is, your ministry includes:

1. *Working with volunteers.* The personnel for outreach in the local church are volunteers, and much of your work is the recruiting, training, and overseeing of this volunteer workforce. Supervising volunteers is not the same as working with employees. Volunteers will do what they enjoy or are convicted to do, not necessarily what needs to be done. Pleading with them from the pulpit or trying to make them feel guilty will not succeed. Personal contacts are more effective than public appeals. Building a support team is essential for long-term success. You will be working with a minority of the congregation. Church growth specialists say that 10% of church membership have the gift of evangelism. That is a worthy objective, but it will take great persuasiveness to achieve even that percentage.
2. *Planning.* You are the key person in helping the leaders of your congregation develop a plan for outreach and soul-winning. It is your responsibility to get the key leaders together early to set goals. Get ownership for the goals from the church leadership, and they will help meet them. Some wise person said, “Good goals are my goals; bad goals are your goals.” Remember that too many goals are confusing to the congregation and more difficult to reach. Experience demonstrates that most congregations can only handle one, two or three outreach goals at a time, and this “time” usually spans two or three years.
3. *Education and communication.* Your first goal is to help every church member become aware that he or she is witnessing in his or her own way. Every believer is a missionary to the family members, work associates, neighbors and others that he touches every day, whether he likes it or not, whether he intends it or not. It is a surprising thought to many of our members who “hate witnessing” that they cannot “not witness.” Your task is to help the church members use the unique opportunities and spiritual gifts that God has given to each to accomplish His will. The teaching tools in *The Sabbath School Leader* magazine, the materials on spiritual gifts and friendship evangelism are key tools in doing this. You can make use of them each Sabbath during the time allotted. This time may be called “King’s Business” or “personal ministries time” or something else, but whatever it is called it is essential that you communicate with the church members regularly about their witness and opportunities for service. This is a “non-negotiable” part of what it means to be an Adventist church. It is equally important that you make this time interesting and relevant to your members, and not a time of haranguing, selling books, or reading in a ritual manner.

4. *Program Management.* You will be the manager of a number of programs sponsored by your congregation. Some are denomination-wide, international campaigns. Some are local ideas that a small group of your members have created. Each requires careful preparation, adequate supplies and manpower, and steady attention to detail. Checklists and worksheets to help you manage these projects are published in many different program manuals, handbooks and “how-to” volumes. Remember, every project is a process, not a goal. If you remember this, you will not feel defeated when a project fails. The goal is to save men and women for heaven. If one thing does not work, another will.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*A Guide to Marketing Adventism*, by Dan Day. Gives practical help on marketing your church in the community.

*Christian Service* by Ellen G. White, includes the fundamental principles for ministry.

*Church Growth Resource Series* contains nine separate booklets on a variety of topics by church growth professionals, such as “How to Find and Reach Receptive People.”

*Giving Bible Studies*, by Calvin Smith. Simple, easy steps to giving Bible studies.

*Power Witnessing: How to Witness to Different Personalities*, by David Farmer. Explains temperament theory and how to tailor one’s witness to individual personalities so as to appeal to their unique world view.

*Practical Guide to Personal Ministries*, prepared by the North American Division Adult Ministries. The basic handbook for personal witnessing.

*Radical Disciples for Revolutionary Churches*, by Russell Burrill. The author explores what it takes to produce church members who want to be participants, not spectators, and proposes a major change in how to “do evangelism.”

*Rekindling a Lost Passion: Recreating a Church Planting Movement*, by Russell Burrill. The author supplies the nuts and bolts of planting new churches and issues an urgent call to recapture that same passion for the lost that Christ has.

*Revolution in the Church*, by Russell Burrill. Believing that both pastors and laity have strayed far from their biblically assigned roles, the author proposes a radical change in how Adventists “do church.”

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*Search for Certainty Bible Study Guides*, by Mark Finley. Presents traditional Adventist doctrines in a clear, carefully-reasoned, faith-building way—30 lessons in a set, available by the set or in packs of 100 per title. (It Is Written)

*Sharing Our Faith with Friends* by Monte Sahlin, is 244 pages packed with research and up-to-date information on fast-growing Adventist churches.

*Who Are the Seventh-day Adventists?* by John Seaman. This sharing booklet gives a brief sketch of Adventist history, beliefs, people, church, and mission.

*You Can Witness, Yes Even You*, by Bob Johnson. An easy-to-use guide for training members to share their faith.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# PATHFINDER CLUB DIRECTOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asked the church to be a community of people sharing a common purpose in fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as “His body, the fullness of Him who filleth every thing in every way” (Eph. 1:22).

God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds and leads us to repentance and plants us within the church.

Water baptism marks our entrance into the body of Christ and also symbolizes the baptism of the Holy Spirit experienced by a new disciple. “I tell you the truth unless a man is born of the water and the Spirit he cannot enter into the Kingdom of God” (John 3:5). The Holy Spirit is the vital life force of the church.

When the church serves the world it is an expression of the love of Christ to the world. It is the body of Christ serving the world’s needs and being used by the Spirit as an agency of salvation.

Thus, the church is a servant body. It was created for service. It serves the Lord in praise, serves one another in love and serves the world in humility. “For we are His workmanship created in Christ Jesus for good works which God prepared before hand that we should walk in them” (Eph. 2:10).

God calls every member of the church into ministry. The church is a kingdom of priests set free to minister for Christ. Our priesthood is to each other within the church and to the world. A Pathfinder director, like any other church officer, is a ministering servant of God.

It was during the middle ages that the clergy became distinct from other members, as a superior element in the church. The biblical concept of laity includes all believers as ministers in the body. In actuality, however the church body still has a great distance to go before effectively applying this concept. You should view the work of Pathfinder director as a ministry to which God calls people; it is His will operating in their lives.

God supplies each person in the church with the resources for ministry—scripture, spiritual power, God’s character, and spiritual gifts. A Pathfinder director is equipped for his or her ministry by the gifts received from the Holy Spirit. These spiritual gifts are special abilities given by the Holy Spirit to make your ministry effective and build up the body of Christ.

### Duties of the Pathfinder Club Director

There are various elements that make up the Pathfinder Club program. The main ones are listed below. The following also gives us an idea of the Pathfinder Club director’s involvement in each:

1. *Programming.* A large share of the Pathfinder director’s time is involved in organizing Pathfinder Club programming. These include a wide variety of activities such as regular club meetings, Pathfinder Sabbath each year, social events, campouts, and outreach projects. The programming of the Pathfinder Club is designed to provide varied and interesting opportunities for children. The goal is to lead each child to a relationship with Jesus.
2. *Planning.* The Pathfinder director develops a yearly calendar of activities and a budget. The Pathfinder Club staff gets involved by giving suggestions that might improve and expand on the ideas already presented. All plans must pass the approval of the church board and it must coordinate with the program of the local conference.
3. *Recruiting and supervising.* The Pathfinder director is responsible for recruiting staff to help with club activities. The Pathfinder Club staff is made up of volunteers: adults and youth. All staff are under the supervision of the Pathfinder director.

4. *Teaching.* The Pathfinder director assists the young people in learning outdoor skills; developing spiritual values (which of course is of prime importance to us as a church), and serving in ways which could be beneficial in saving lives in their communities. Crafts are always an enjoyable part of the meetings and the Pathfinder director should be right there (along with her or his staff) to answer any questions pertaining to completing various projects assigned.
5. *Listening to parents and children.* The effective Pathfinder director enjoys young people and can relate to them in a way that makes them feel comfortable around him. He or she should let them know by their actions and words that he/she is their friend and is there to listen to them when they have any problems, especially those of a spiritual nature.
6. *Communication.* The Pathfinder director should make sure the children, parents and the entire church are made aware that there is a viable Pathfinder Club. The program should be promoted in all departments since there are areas of interest to all ages.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*AY Class Instructors Manual.* Requirements and teacher helps for Friend, Companion, Explorer, Ranger, Voyager and Guide classwork.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

*Honors Handbook.* Requirements for all honors.

*Pathfinder Staff Manual.* Complete operating guide for your Pathfinder club.

*We Are the Pathfinders Strong*, by Willie Oliver with Pat Humphrey. Illustrated history of Pathfinding.

There are many additional leadership resource materials available for Pathfinder leaders. Call *AdventSource* for a free Pathfinders Resources catalog.

Visit *AdventSource* On-Line at [www.adventsource.org/pathfinder](http://www.adventsource.org/pathfinder) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# PLANNING COMMITTEE

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as “his body, the fullness of him who filleth every thing in every way” (Eph. 1:22).

God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The symbol of water baptism marks our entrance into the body of Christ and also marks the baptism of the Holy Spirit experienced by a new disciple. “I tell you the truth, unless a man is born of the water and the Spirit, He cannot enter the kingdom of God” (John 3:5).

You experience the presence of Jesus Christ in the world within your church; the world experiences the living presence of Jesus Christ as it witnesses your church. When a local church serves the world it is an expression of the love of Christ to the world. It is the body of Christ serving the world’s needs and being used by the Spirit as an agency of salvation.

God calls every member of the church into ministry. The church is a kingdom of priests set free to minister effectively for Christ. Our priesthood is to each other within the church and to the world. The planning committee members, like other church officers, are ministering servants of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

### Duties of the Planning Committee

Although the specific group assigned to do planning varies from church to church, the basic responsibilities of any planning committee are the same:

1. *Fact-finding.* The committee will gather facts about the existing programs and current needs in the church and the community. This includes church growth statistics, surveys of church members and neighborhood residents, demographic data and input from program leaders.
2. *Prayer.* The committee will seek to find God’s will for His church, and spend significant time in seasons of prayer. The members of a planning committee must believe that the Holy Spirit will guide them in understanding the information and in choosing the right objectives and methods. A concert of prayer throughout the congregation, interceding on behalf of the planning committee and pleading for church renewal, is a vital part of the planning process.
3. *Study.* The committee will undertake a careful study of the mission of the Adventist church as presented in scripture, the vision of Ellen White and the official Statement of Mission of the North American Division of the General Conference of Seventh-day Adventists. It will spend time reviewing the unique mission of your local church.
4. *Written plans.* The committee will produce carefully written plans, including a general goal or statement of mission, several specific objectives and detailed methods for achieving those objectives. The document will include a master calendar for the year with specific activities noted, assignments for the church officers indicating who will lead each activity, and a budget for the expenses involved in these activities. It is rare that a local church can handle more than two or three objectives at a time.
5. *Report.* The document developed by the planning committee is not official until it has been voted by the church board or a general church business meeting. The committee will present its report to the church board. Copies should be circulated to all church members. The work of the planning committee and the church budget committee should be combined and presented to a church business meeting at the same time. It is

recommended that the planning document written by the planning committee be combined with the budget recommended by the church board, and that church members be given the opportunity of voting on a total package. This motivates support for the local church both through involvement and giving.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*A Shared Vision for the Local Church* is a 56-page booklet that presents the conceptual framework for understanding the life and mission of the local Seventh-day Adventist church. Self study, seminar, or workshop.

*Radical Disciples for Revolutionary Churches*, by Russell Burrill. The author explores what it takes to produce church members who want to be participants, not spectators, and proposes a major change in how to “do evangelism.”

*Rekindling a Lost Passion: Recreating a Church Planting Movement*, by Russell Burrill. The author supplies the nuts and bolts of planting new churches and issues an urgent call to recapture that same passion for the lost that Christ has.

*Revolution in the Church*, by Russell Burrill. Believing that both pastors and laity have strayed far from their biblically assigned roles, the author proposes a radical change in how Adventists “do church.”

*Revolutionized Church of the 21st Century*, by Russell Burrill. Experience the explosive power of a church built on relationships.

*The Mission of the Seventh-day Adventist Church in North America*. The seven mission objectives for our church.

*Vision for Mission* is a structured process which enables a local church to move from vision to action. To get the name of a certified facilitator to assist your local church, contact your conference office or write to the Adult Ministries Department, North American Division, 12501 Old Columbia Pike, Silver Spring, MD 20904.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# PROSPECT CARE COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as Christ's "body" (Eph. 1:22).

The church is a kingdom of priests set free to minister for Christ. Our priesthood is to each other within the church and to the world. Every Christian believer is called to ministry and, in baptism, ordained for ministry (Eph. 4:11-12). You should view your work for the church as a ministry to which God has called you; it is His will operating in your life.

God supplies each person in the church with the resources for ministry—scripture, spiritual power, God's character, and spiritual gifts. You are equipped for your ministry by gifts received from the Holy Spirit. These spiritual gifts are special abilities given to make your ministry effective and build up the body of Christ.

### Duties of the Prospect Care Coordinator

Whether you are prospect care coordinator or work as interest coordinator in your church, the duties are the same:

1. *Gather names.* Systematically get the name of every person who visits on Sabbath, attends a seminar or group, phones or writes for information, requests prayer, contacts the media ministries or gets a missionary magazine. Double check each name to sort out church members and discover previous involvement.
2. *Make contacts.* Use the telephone to contact each person. Did they get the information or help they wanted? How did it meet their expectations? How did they happen to know about the program? What motivated them to attend, call or write? The local church prospect care coordinator is an official field representative for each and every Adventist program, and this is how you help the church provide better "customer service" to the public.
3. *Listen for needs.* A prospect care coordinator must develop good listening skills. If you are a good listener, people will feel free to share their stories with you. As you listen, your mind learns to sort the information given by each person into workable categories: religious background, present spiritual condition, emotional, family, health and economic needs.
4. *Establish readiness.* The contacts made by the prospect care coordinator are called "evaluation interviews" because the purpose of the conversation is to find out how we can minister to the person. Is there a pressing social or physical need that must be met? What is his attitude toward the message and activities of the Adventist Church? Will he accept a visit? Is he ready to enter into serious Bible study or participate in Christian fellowship? What can your church do for this person?

The readiness of an individual is coded on the following scale: "A" means they are ready for a visit by a pastor and will probably attend church or evangelistic meetings; "B+" means they are ready for Bible studies, either one-to-one or in a small group; "B-" means they are ready to take a Bible correspondence course; "C" means they want more literature on a particular question or help with a particular problem, but are not ready for Bible study. The names of those with no interest are file separately.

5. *Make referrals.* As you listen to each person, a nurturing plan made especially for them begins to form. This is the next step after your conversation to keep them growing in their spiritual journey. Is there a particular piece of literature they should have? Is there a specific person who should visit them? Is there a seminar or small group they should

attend? Is there a tape they should hear or a video they should see? In each interview you have only a few minutes to create this plan while they talk, so it is essential that you have quick information and a good supply of materials right at hand. You will need a listing of resources that can meet emotional, economic, health and spiritual needs.

6. *Maintain the list.* The work of the prospect care coordinator will require some clerical organization to keep names in a prospect list. They must be coded so that specialized mailings can be sent to those with various interests and needs. Additional clerical help may be needed. A computer would be more efficient in larger churches. It is essential that every name kept on the list be sent a missionary magazine subscription and mailings from your church about seminars, etc.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adventist Mission in the 21st Century*, ed. by Jon Dybdahl. Subtitled “Presenting Jesus to a Diverse World,” this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn’t? *Community of Faith*, by Russell Staples. The author explores the biblical and theological background for our understanding of the church and its role in today’s world.

*Power Witnessing: How to Witness to Different Personalities*, by David Farmer. Explains temperament theory and how to tailor one’s witness to individual personalities so as to appeal to their unique worldview.

*Prospective Members for Your Church* by Brooke and Tom Stafford. How to find new prospects and guide them into a decision for Christ and baptism.

*Search for Certainty Bible Study Guides*, by Mark Finley. Presents traditional Adventist doctrines in a clear, carefully-reasoned, faith-building way—30 lessons in a set, available by the set or in packs of 100 per title. (It Is Written)

*Studying Together*, by Mark Finley. This ready-reference Bible handbook assists you in studying Christ-centered truths with friends and neighbors.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# RELIGIOUS LIBERTY LEADER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

To worship God according to conscience and to share Christ's love are cherished freedoms not universally enjoyed. The government of God is based on freedom of choice. God chose to create humanity also with the power of choice. "See, I have set before thee this day life and good, and death and evil . . . blessing and cursing; therefore choose life, that both thou and thy seed may live" (Deut 30:15, 19).

Free exercise of religion is like a fragile flower; it must receive the most vigorous protection possible and the most gentle care to be found. Within it, freedom of conscience thrives or is throttled.

Revelation 13 points to a political power that will arise in the last days causing people to "worship" another religion-political power. Religion and politics are symbolized in Revelation 17 by an apostate church being sustained by the government. The persecuting power of this union of church and state is illustrated by the woman who becomes drunk with the blood of the saints.

What, then, are we to do about threats to religious freedom? Ellen White says, "It is our duty to do all in our power to avert the threatened danger. We should endeavor to disarm prejudice by placing ourselves in a proper light before the people. We should bring before them the real question at issue, thus interposing the most effectual protest against measures to restrict liberty of conscience" (*Testimonies for the Church*, Vol. 5, page 452).

### Duties of the Religious Liberty Leader

The ministry to which a person is called when he or she becomes a religious liberty leader can best be described in the following ways:

1. *Promote Liberty magazine.* Your first responsibility as religious liberty leader is to help your pastor conduct the religious liberty campaign in your church. Set an example by your wholehearted support. Then encourage church members to subscribe to *Liberty* for themselves and give generously to send the magazine to community, state or province, and national officials and thought leaders.
2. *Communication.* Report good and bad news through church newsletters, the church bulletin, and in oral reports in the personal ministries time. Become the eyes and ears for your conference and union public affairs and religious liberty directors by bringing significant items to their attention.
3. *Get acquainted with public officials.* Know the state or provincial government leaders and national legislators from your area. Write to them when religious liberty issues arise. Let them know what your religious liberty concerns are in a respectful, dignified manner as befits the cause of Christ. When religious liberty issues arise, you may be asked to encourage church members to write letters to state, provincial, or national leaders, but consult with your union Publish Affairs and Religious Liberty (PARL) director before writing or contacting public officials in the name of the church.
4. *Give recognition to civic leaders.* When a civic official in your community takes a strong stand on upholding religious liberty, contact your union conference PARL director for assistance in recognizing the official by presenting an appropriate plaque or award at the church or in the official's office.
5. *Community relations.* Become involved in the local community. Keep a current name and address file of city and county officials including council members. Get acquainted with your city and county public servants and be sure they receive *Liberty* magazine. Attend their meetings to become better acquainted with the problems in your community. Keep your pastor and conference PARL director informed about major

- developments in your community that could affect religious freedom. Help to organize local contacts when asked to do so by your pastor or conference PARL director.
6. *Help church members.* Watch for religious liberty problems among church members. Some members, especially new ones, are not aware that assistance is available to them as they face Sabbath employment problems or problems with labor unions.

### **Resource Materials**

The following materials are available either from your local or union conference office:

*Contacting Your Legislator*—A pamphlet with ideas for communicating with government officials. In it are suggestions for personal contacts as well as correspondence.

*Guidelines on Religious Discrimination*—A reprint from the Federal Register. In 1980, the Equal Employment Opportunity Commission published guidelines to help workers and employers find accommodations for religious observations and practices. These guidelines, although not a part of the Civil Rights Act, carry heavy weight in the courts when religious accommodation is being contested.

*Sabbath Problem Kit for Church Members*—An aid for members with Sabbath work problems. This kit contains do's and don'ts as well as sample letters which members can use as guides when writing to their employers. Members should use this kit in conjunction with material that has been given to their pastor.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).



# ADULT SABBATH SCHOOL COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

The purpose of the Sabbath School is to make disciples for Christ. It includes the nurture of spiritual growth in members and prospective members, as well as the unchurched who come to join in the fellowship, study, sharing and service. The Sabbath School exists not only to minister to its members, but to train those members to minister to others. The Sabbath School is a school of Christian living, not just an event on Sabbath mornings. It can include Bible study groups that meet at other times also. Its purpose is evangelistic, not ritualistic.

Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12). In Acts 2:42-47 the Bible gives us a blueprint for the Sabbath School. Verse 42 outlines the goals of the Sabbath School as “teaching and fellowship,” and “breaking bread and prayer.” Verses 43-45 illustrate the strong sense of togetherness, caring and support that must be present in the Sabbath School in order to create a proper atmosphere for learning and growth. Verse 46 indicates that this can happen both in church buildings and in home Bible study groups, or what Adventists have called “Branch Sabbath Schools” and verse 47 demonstrates how this is essential to a growing church.

The Sabbath School is a lay ministry. It is run, staffed and funded by church members, not the clergy. God calls every member of the church into ministry, and the Sabbath School is the place of preparation, support and empowerment for ministry. It is, therefore, essential to have lay involvement and leadership in its operation.

### Duties of the Sabbath School Coordinator

The ministry to which a person is called when he or she becomes general coordinator of the Sabbath School can be described in the following ways:

1. *Developing leadership.* You will supervise all the leaders of the Sabbath School and encourage them to evaluate the effectiveness of their division/class in meeting the goals of the church. You should make arrangements for them to get the training, support, and resources they need.
2. *Chairing the Sabbath School committee.* This group includes the superintendent, assistant superintendents, secretary, assistant secretaries, division leaders, Investment secretary, adult class leaders and an elder (In some churches the personal ministries leader and youth leader are included). The committee should meet monthly to build teamwork.
3. *Building a strong evangelistic agency.* Help your team develop a growing, caring fellowship and an excellent learning environment.
4. *Recruiting volunteers.* There is a constant need to find helpers for every aspect of the Sabbath School. You are the person who must take the initiative to identify potential helpers, personally invite them to get involved, and assist them in getting started.
5. *Planning ahead.* It will be your responsibility to help your Sabbath School leaders plan ahead and to participate in the total planning process of the church board and/or church ministries council. You will want to be familiar with the policies and plans of the North American Division of the General Conference, and your local conference church ministries department.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Beyond the Edge*, by Sarah Kelnhofer. Contains 52 mission stories from the front lines, plus a three-part activity section for children following each story.

*Counsels on Sabbath School Work* is a compilation from the writings of Ellen G. White on the purpose of the Sabbath School.

*Expect Great Things: How to Be a Happy, Growing Christian*, by Richard O'Ffill. A template for successful Christian living, with the goal of being like Jesus.

*Great Stories and How to Tell Them*, by Steven Mosley. Explains how to take profound biblical truths and crystallize them in narrative form; includes a collection of heart-gripping stories which illustrate each of the 27 fundamental beliefs.

*Lifestyles of the Remnant*, by Keavin Hayden. The author takes another look at church standards, taking it out of the context of legalism or orthodoxy—presents much needed principles.

*Reinvent Your Sabbath School*, by Chris and Yolanda Blake. Start a ministry-driven class that can transform your Sabbath School into the most delightful hour of the week.

*Sabbath School Handbook*, by North American Division Adult Ministries. A complete handbook for the organization of Sabbath School.

*Sabbath School Leader* is a monthly magazine published by Review & Herald to equip Sabbath School leaders with resources.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# ADULT SABBATH SCHOOL SECRETARY

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God.

The church is a servant body. Created for service, it serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works” (Eph. 2:10).

The Sabbath School secretary, like every other church officer, is a ministering servant of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

### Duties of the Sabbath School Secretary

The ministry to which a person is called when they are appointed Sabbath School secretary involves the following duties:

1. *Communication.* You will send out announcements or make phone calls to remind people of the meetings of the Sabbath School committee. You will check with the leaders of the adult Sabbath School classes and other divisions each week to review their membership list, gather their offerings, provide them with supplies, as well as listen for their suggestions and needs. You will communicate these needs to the pastor or other appropriate leader. You are the contact person for the conference church ministries department and will be sent bulletins, and other items of information which need to be routed to the right person in your congregation. You are the link in the chain through which most communication will travel.
2. *Records and statistics.* The minutes of the church ministries council and perhaps other committees may be kept by the Sabbath School secretary, and copies promptly sent to each of the committee members as a reminder of decisions and assignments and as a way to inform absent members. Each Sabbath School teacher and division leader is to be supplied with a membership record folder and encouraged to keep a list of people in the group. On the second Sabbath of each quarter, attendance counts are to be collected both during Sabbath School and the worship hour. These form the basis for filling out the Sabbath School profile (Form A-300) which is the official statistical report of the Sabbath School in your church.
3. *Supplies.* A number of Sabbath School supplies and materials are needed in each local Adventist church. The Sabbath School must have quarterlies, helps for teachers and leaders, and many other items in order to function. It is the responsibility of the Sabbath School secretary to see that these items are ordered in advance of the need, received, stored carefully and distributed on time. You are the supply agent upon which all of the other Sabbath School leaders depend.
4. *Secretarial assistance.* Unless you are in a large church which hires an office secretary, the leaders of your congregation will need you to help provide secretarial work necessary to carry on the business of the Sabbath School. This may include general correspondence, mailings, filing, setting up and maintaining mailing lists, preparing announcements and agendas. You may need additional help when major projects require lots of work.
5. *Meetings.* At meetings of the Sabbath School council, you will need to be secretary of the group. Depending on the size and organization of your local church, you may also be a member of various other committees.

6. *Money*. The Sabbath School secretary and his or her assistants collect the offerings taken in Sabbath School classes and divisions, count them and turn the money over to the church treasurer. Special donations may also be given to you from time to time to be deposited in specific accounts with the church treasurer. You will need to get regular monthly financial statements from the treasurer so you can monitor the funds in the various accounts of the Sabbath School as you order supplies. The treasurer should not pay any bill from the Adventist Book Center or other supplier until you have checked and approved it. You are an important link in the management of the church's funds.

### **Resource Materials**

Call your Adventist Book Center at 1-800-765-6955 and ask for a "standing order" list from Review & Herald Publishing and Pacific Press Publishing. Make sure the Sabbath School leaders in your church know about the magazines and quarterlies that are available.

Class Record cards, Mission Offering envelopes and other Sabbath School supplies are available from *AdventSource*.

*Sabbath School Leader* is a monthly magazine published by Review & Herald to equip Sabbath School leaders with resources. Orders can be placed through your local ABC at 1-800-765-6955 or [www.adventistbookcenter.com](http://www.adventistbookcenter.com).

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# SCHOOL BOARD CHAIRPERSON

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

It has always been God's purpose to educate His children in a climate consistent with His will. He designed that we should be educated in a setting that would bring about a harmonious development of the physical, mental, and spiritual powers. Early in the Old Testament He gives instruction that His followers are to be taught in all significant areas of life; healthful living, civic order, justice, purposeful work and the deeper meaning of His divine character and law (Deut. 6:1-25). This is the continuing mission of the Seventh-day Adventist school system.

Adventist churches operate schools to bring about the salvation of children and youth through acceptance of and faith in Jesus Christ as their personal Savior, and following that, to help them achieve growth in character so that they will become God-fearing, honest, stable, and productive members of society. The curricula in Adventist schools are designed to instruct students in a biblical view of the origin of life, of human duty and destiny.

Paul compares the church to a body in which all of the parts "should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it" (I Cor. 12:25-27). The church school represents some of the most important parts of the church body. The school board chairperson has the vital job of helping the entire congregation minister more effectively through the church school.

Jesus says in Mark 10:42-43 that the "rulers of the Gentiles lord it over them . . . Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be first among you must be your servant . . ." A Christian leader must learn how to build a strong ministry through servant leadership.

The Bible highlights why servant leadership is so important for a church school board chairperson. "Where no counsel is, the people fall: but in the multitude of counselors there is safety" (Prov. 11:14). Following this Bible principle, as school board chairperson, you will work diligently with all the members of your school constituency to help make it more effective through broad counsel and "ownership."

### Duties of the School Board Chairperson

The ministry to which a person is called when he or she becomes a church school board chairperson can best be described in the following ways:

1. *Chair meetings.* The chairperson presides over the meetings of the board, encouraging and facilitating discussion and making sure that each member has opportunity to express his or her viewpoint in an appropriate manner. As chairperson, you are also responsible for scheduling and calling the meetings, and for overseeing the preparation of the agenda by the secretary of the board, who is usually the principal or head teacher of the school.
2. *A source of information.* It is essential that the chairperson become acquainted with and follow denominational policies and guidelines related to church schools, as well as parliamentary procedure as it applies to board meetings and the decision-making process. You will be expected to keep yourself informed, read the relevant policy books and the updated documents as they come out from the education department at the local and union conferences and the North American Division.
3. *Administrative advisor.* The support and awareness of the chairperson is needed by the principal or head teacher. You should become acquainted with the school program and confer with the principal on the daily operation of the school, but respect the role of the principal as manager or administrator. There will be times when individuals will attempt to "go over the head" of the principal and appeal directly to you to make administrative decisions. You should feel free to share your honest opinion with the

principal, but outside of those private conversations you owe him or her your undivided support. If the principal seems disorganized in school administration duties, you may want to privately suggest in-service education or other help, but you must always remember that management is not your task. The best leadership in the strongest schools is found when the board chairperson and the principal have honest and wide-ranging private conversations every week, but stay out of each other's responsibilities and stand together in public. You should maintain close contact with the conference superintendent of schools who has overall responsibility for operating conference schools.

4. *Communication.* As chairperson you are the primary liaison between the school and the church or churches that form the constituency. Be careful to keep the channels of communication open and report regularly to the pastors, treasurers and other key people in each congregation. Listen for the attitudes and feelings being expressed by constituents. The chairperson should work with the church board and congregation to generate strong support for the school in terms of funding, enrollment of every school-age child in church families, finding student aid for families in need, organizing a welcome for new faculty, and orienting new board members to the ministry of the church school board.
5. *Public relations.* The board chairperson is the primary public relations representative of the school. You should take every opportunity to communicate the purpose, activities and achievements of the school in both community and church media and events.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Education*, by Ellen G. White.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

*Journal of Adventist Education*, a quarterly publication of the General Conference Education Department. To subscribe call 301-680-5069 or visit [www.education.gc.adventist.org/jae.org](http://www.education.gc.adventist.org/jae.org).

*The Power of Vision*, by George Barna. Discover how developing a shared vision can ignite your board, teachers, parents and students.

A school board manual which provides background on being a more effective board member is available from your union or local conference. You should also become familiar with the union conference education code and your local conference education policies.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# SCHOOL BOARD MEMBER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

The Seventh-day Adventist Church in North America has operated a system of elementary, secondary and higher education since 1872. These church schools are based on scripture.

The mission of Adventist schools is to provide opportunity for students to accept Christ as their Lord and Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to all the world. The education program is based on the belief that each student is unique and of inestimable value, and on the importance of the development of the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of people in the home and society, and to become active church members.

The church operates a school system to provide children and youth with a balanced physical, mental, spiritual, social, and vocational education, with God as the source of all moral value and truth. The stated interest of the church is the restoration of man in the image of his Maker, resulting in the optimum development of the whole person for both this life and the life hereafter.

The church conducts its own schools, kindergarten through university, for the purpose of transmitting to children and youth its own ideals, beliefs, attitudes, values, habits, and customs. Secular schools seek to prepare patriotic and law-abiding citizens, and teach certain values; Adventist schools, in addition, aim at developing loyal, conscientious Seventh-day Adventist Christians. A true knowledge of God, fellowship and companionship with Him in study and service, likeness to Him in character development, are the source, the means, and the aim of Seventh-day Adventist education.

Adventist schools emphasize the upholding of health and temperance principles, the command of fundamental learning processes, vocational skills, civic education, worthy use of leisure, and ethical maturity. Adventist schools aim to reach objectives of spiritual dedication, self-realization, social adjustment, civic responsibility, world mission and service, and economic sufficiency through high quality, Christ-centered teaching.

### Duties of the School Board

The school board has authority only when it functions as a group in official meetings. Individual members do not speak for the board. The following functions of the school board outline the duties of a school board member:

1. The local school board cooperates with the conference board of education, in counsel with the superintendent of schools, in the employment of certified teaching and administrative personnel. The local conference board of education, K-12 is the employer of administrative and instructional personnel. The local school board employs outright "classified" personnel, such as secretaries, custodians, and bus drivers, and appoints with conference approval substitute teachers, teacher aides and part-time teachers.
2. The board has a duty to implement the policies and plans of the union and local conference offices of education.
3. The board may develop policies in areas of local concern, such as: use of school property, bus schedules and routes, purchasing procedures, tuition and other methods of funding, admission requirements (in accordance with conference and state or provincial guidelines), equipment and maintenance of the school physical plant, textbook purchases, master planning, curriculum development (beyond what is required by union and local conference policies).
4. The board advises and supports the principal or head teacher in the administration of the school program, including the implementation of school board decisions.

5. In elementary schools and junior academies the board considers recommendations of the principal or head teacher in serious disciplinary cases. The school board determines the dismissal of students in consultation with the principal.
6. The board supports a Home and School Association.
7. Official minutes must be kept of each meeting of the school board and its subcommittees, and a copy filed with the local conference office of education.
8. Consider appeals and answer questions regarding the operation of the school.
9. Participate in the process of school evaluation as scheduled by the conference office of education or regional accrediting agencies.
10. Cooperate with the conference office of education in providing release time for in-service education and teachers' conventions.
11. Consider, in counsel with the superintendent of schools, a proposed plan of school organization including a constitution and bylaws.
12. Implement the recommended conference-wide school calendar. Any modification or contemplated change must receive prior approval from the conference office of education.
13. Authorize the preparation of a school bulletin and/or handbook which shall include the following items:
  - Philosophy and objectives of school.
  - Financial information.
  - School regulations.
  - School calendar.
  - Course offerings.
  - Code for student conduct.
  - Statement of non-discriminatory policies for admission.
14. Assure responsibility for the planning and funding of an annual operating budget which will include:
  - Capital expenditures.
  - Operating expenses.
  - Curriculum materials.
  - Play equipment.
  - Media center materials and equipment.
  - School supplies.
  - Insurance.
  - Indebtedness.
  - Other items at the option of the school board.
15. Assume responsibility for collecting and forwarding to the conference office of education the conference assessment for the support of the school.
16. Assume responsibility for planning and funding a capital budget.
17. Cooperate with the union and conference offices of education in matters of curriculum development.
18. See that meetings are conducted in accordance with generally accepted parliamentary procedures as specified in the school constitution.
19. Support the teaching staff. It is the responsibility of the school board to support and uphold the teaching staff in the organization and administration of the school. The board shall make clear to all patrons of the school that no one has the prerogative of visiting the school for the purpose of questioning teacher professionalism either before the students or otherwise. The board shall stand ready to hear legitimate school concerns of patrons, after counseling with the superintendent of schools, if calm, personal discussion of the problem between the teacher(s) and the patron fail to clear up the matter in question.



20. Plan the opening of school. It is the responsibility of the school board to see that the school building and grounds are adequately prepared and equipped for the beginning of school, including making adequate provision for janitorial services.
21. Visit the school in session. It is desirable for the members of the school board to visit the school occasionally to encourage the teachers and as a means of becoming personally acquainted with the school, its work, and its needs. This is not a time for evaluation of the teacher(s) or the teaching process. Teacher evaluation is the responsibility of the principal and the superintendent of schools. The relationship between the school board and the teachers should be friendly and on a basis of mutual confidence and respect.
22. Plan for additions or new buildings. When a new school building or extensive additions or alterations are being planned, the chairman of the school board should early seek the counsel of the conference superintendent of schools, who will acquaint the board with the approved specifications for such buildings and rooms, as well as with conference policies affecting such projects.
23. Act on pupil application. All applications are to be made through the principals office and acted upon by the school board or by an admissions committee authorized by the school board. Following registration day, the school board or admissions committee should meet to consider all applications for admission to the school. No pupil's registration is final until it has been approved by the school board or the admissions committee.
24. Provide for a census. The school board shall arrange for a census of all children of preschool and school age in the area served by the school and initiate plans to secure the attendance of the largest possible number of those eligible for school attendance.
25. Provide an open policy of admission in the school. It is the official policy of the North American Division Office of Education that all schools be open to Seventh-day Adventist children and youth without regard to race, color, gender, or national origin, and that integration should take place on all levels.
26. Implement conference board of education guidelines for the admission of non-Seventh-day Adventist pupils.
27. Appoint subcommittees as needed such as personnel and finance.
  - It shall be the duty of the personnel committee
    - To review and prepare recommendations for the full board concerning the employment of classified (non-teaching) staff.
    - The superintendent/or designee is the chair of school personnel committees.
  - It shall be the duty of the finance committee
    - To conduct preliminary preparations of the annual budget.
    - To monitor the monthly financial operation of the school.
    - To recommend tuition and subsidy rates for the year.
    - To make recommendations regarding delinquent accounts.
28. Promote Christian education.

## **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

*It Takes a Church: Every Members Guide to Keeping Young People Safe and Sound*, by Gary I. Hopkins and Joyce W. Hopp. Here is the information and the inspiration to transform your church into the caring community our young people so urgently need.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# SEMINAR COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as “his body, the fullness of him who filleth every thing in every way” (Eph. 1:22).

God supplies each person in the church with the resources for ministry—scripture, spiritual power, God’s character, and spiritual gifts. A seminar coordinator is equipped for his or her ministry by the gifts received from the Holy Spirit. These spiritual gifts are special abilities given by the Holy Spirit to make their ministry effective and build up the body of Christ.

### Duties of the Seminar Coordinator

The ministry of the seminar coordinator includes the following duties:

1. *Planning.* You will work with the church ministries council or the personal ministries committee to develop an overall plan for seminars over the next year or two. This plan must be based on the identified needs in the congregation and the community, and a sequence of seminars moving from health education to family life, then Bible evangelism.
2. *Teamwork.* Involve a group of people with you in the planning stage. As you begin to think about the needs of your church and community, identify those church members who will be most productive in your seminar team. Rely on practical thinkers, good workers, people with ideas and imagination, and people who are good motivators and organizers. In the group you will need some who have excellent relational skills and can work one-on-one with the non-members who attend the seminars, develop friendships and invite them to church or into Bible studies.
3. *Program management.* Many details must be cared for by the seminar team such as arrangements for a location, obtaining materials and supplies, handling registration, obtaining and setting up equipment and the audio-visuals, and providing for greeters and other amenities at the seminar itself. Registration is a key part of the program because how it is handled and the materials handed out will give first impressions as to the value and warmth of the program. Child care is an important service if you wish to invite young married couples or single parents. It is vital that this all be smooth and friendly.
4. *Publicity.* A marketing approach must be developed for each seminar based on what audience group is targeted and their needs. You must arrange for advertising to be prepared and distributed well in advance, so that people can plan on attending and pre-register by phone. Advertising can be purchased through television and radio stations and newspapers. Posters, bus cards, and other forms of outdoor advertising may also be available. Direct mail is the most cost effective type of advertising. It will be your duty to obtain from the church interest coordinator (or prospect care coordinator) the prospect list, or help get the list started. This will be the key to advertising success. Mass mailings can also be arranged. And you are responsible for obtaining as much free publicity as possible through the news media and by encouraging church members to use word-of-mouth and distribute handbills among their friends, neighbors, relatives and work associates.
5. *Prayer support.* You will want to organize a network of “prayer warriors” to support the seminar through their intercessory prayer and especially to pray for those non-members in attendance. This may be done in groups or individually.
6. *Friendship evangelism.* A major purpose of seminar outreach is to establish friendships with non-members who attend. Small group discussion needs to be built into the program and church members used as the group leaders to give opportunity for

acquaintances to be made. Feedback sheets used throughout the seminar build communication with individuals, and allow you to ask for specific decisions such as “Would you like for one of our staff to visit with you personally about the issues raised in the seminar?” As soon as the seminar is over, the prospect list must be updated and subscriptions to appropriate missionary magazines arranged for all who attended.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adventist Mission in the 21st Century*, ed. by Jon Dybdahl. Subtitled “Presenting Jesus to a Diverse World,” this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn’t?

*Better Health: New Beginnings*. A nine-part video series featuring Dr. Hans Diehl’s revolutionary lifestyle guidelines.

*Church Advertising*, by Steve Dunkin, is a practical book on how to prepare direct mail and other publicity. Contact Seminars Unlimited at 1-800-892-3344 or Health Connections at 1-800-548-8700 for a list of possible seminars.

*Dynamic Living* (book and workbook), by Hans Diehl and Aileen Ludington. Teaches basic nutritional principles, how to reverse or normalize diseases such as high blood pressure, diabetes, heart disease, and how to manage life for maximum health and well-being. Ideal for group study or seminar.

*God’s Plan for Managing Your Money*, by Paul S. Damazo. Attendees learn to plan for current and future financial needs. Series includes three videos and workbook.

*How to Place Newspaper Ads*, by Ann Calkins. A step-by-step guide.

*How to Place Radio Ads*, by Ann Calkins. A brief overview of how to advertise on the radio.

*Radical Disciples for Revolutionary Churches*, by Russell Burrill. The author explores what it takes to produce church members who want to be participants, not spectators, and proposes a major change in how to “do evangelism.”

*Rekindling a Lost Passion: Recreating a Church Planting Movement*, by Russell Burrill. The author supplies the nuts and bolts of planting new churches and issues an urgent call to recapture that same passion for the lost that Christ has.

*Revolution in the Church*, by Russell Burrill. Believing that both pastors and laity have strayed far from their biblically assigned roles, the author proposes a radical change in how Adventists “do church.”

*Revolutionized Church of the 21st Century*, by Russell Burrill. Experience the explosive power of a church built on relationships.

*Step Fast Lifestyle Series*. Everything you need to present a Step Fast Lifestyle Seminar.

Includes 12 dynamic 30-minute presentations plus the Step Fast Resource Guide on CD-ROM.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# SMALL GROUP LEADER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Fundamentally the church is a fabric of relationships. Jesus gives a clear command to love each other (John 13:34, 35), with His love for us being the standard.

Throughout the New Testament there are specific suggestions about church relationships. Congregations are to care for each other and give attention to the needs of each other: (I Cor. 12:25; Phil. 2:4), forbear and forgive (Eph. 2:2, 32), defer to one another (Eph. 5:21), bear each other's burdens (Gal. 6:2), teach and admonish each other (Col. 3:16, 17), encourage and build up one another (I Thess. 5:11), confess and pray together (James 5:16), and love each other (I John 3:22, 23; 4:4, 11).

To be a Christian is to join a body whose head is Jesus Christ. It is a theological contradiction to become a Christian and then live in isolation and independence.

Since building relationships is a primary function of the church, it must provide settings and structures that give opportunities for this to happen. Experience has demonstrated that the small group is one of the best vehicles for the church to become what God intends it to be—a people sharing Christ, meeting each other's needs and reaching out in love to the world.

### Duties of the Small Group Leader

There are some basic tasks for you when you take the responsibility of leading a small group:

1. *Preparations.* Before the meeting the leader should pray specifically for the people who are coming. Pray also for yourself as a person and as leader. Specific preparations must be made prior to each meeting:
  - Arrangements.* What needs to be done to care for details such as location, seating, Bibles, temperature, food, child care, music, materials, etc.?
  - Relationships.* How will you help people to feel cared for and caring? What will you do to help people get to know each other and build positive relationships among the members of the group?
  - Study topic or task.* What steps will you follow to accomplish the task or go through the study? You will want to make a list of questions you will use and estimate the time each will take. What are your goals for the praying time? What will be your prayer format? Who will pray?
  - Time.* How much time is available and how will you divide it? Block out the time into major segments and jot down the activity to be done in each segment. What is your "real" starting time? Your firm closing time? How will you open and close each segment? Are you attempting too much? Too little? Do you want to ask other people to take responsibility for some segments at this meeting?
2. *Facilitator.* During the group meeting the most important function of the leader is to ask questions. As group leader you are not the expert lecturer but the facilitator for discussion and sharing. Be sensitive to individual needs. Try to create a climate of openness and acceptance through affirmation and encouragement. You will direct the flow of discussion by making sure everyone has an opportunity to express their thoughts and feelings. Try to keep the discussion on the subject. Make sure everyone in the group can see each other by arranging the chairs in a circle and removing the empty chairs. The leader helps the group members to be personal by sensitively asking questions that enable them to share openly without feeling coerced, intimidated or put on the spot. You will also need to deal with the problem of those who talk too much. Help the group focus on solutions rather than only problems. Ask questions that help people be positive and affirmative about themselves and other group members.

3. *Caring for individuals.* Outside the group meetings the leader stays in touch with group members by phone. You are the lay pastor of the people in your group. Watch for those who seem to be hurting or have questions during the meetings. A prime time to offer care and support is during the informal conversation immediately following group meetings. Try to plan your time so you can stay by, but don't let troubled people consume your time and energy. Be free to say, "You seem to be hurting a lot. How can I assist you in getting help?"
4. *Outreach.* A healthy group always "keeps an empty chair" for new people. One of the tasks of the leader is to find likely group members, invite them to try the meetings, and help the group to make them feel comfortable and safe. You should watch for visitors on Sabbaths, newcomers in the community, individuals going through lonely times in their lives and especially unchurched friends and acquaintances who seem to be opening up to spiritual things.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Dynamic Small Groups: How to Make Them Happen*, by W. Clarence Schilt is written by an Adventist pastor on how to begin and nurture small groups.

*Nine Facets of the Effective Small-Group Leader* is a video training series with Carl George. One of the best training seminars for small group leaders available.

*Prayer Works*, by Kurt Johnson. A deeply spiritual exploration of prayer in study guide format, perfect for small group study.

*Sabbath School Leader* magazine has articles from time to time about small group process. Also the Teaching Helps each week give sharing questions and relational Bible study.

*Sharing Scripture*, is a quarterly relational Bible study tool for use in small groups published in coordination with the Seventh-day Adventist Adult Sabbath School lesson.

*Small Groups for the End-time*, by Kurt Johnson. Everything you need to know about how to start and lead a small group to joyful renewal in Jesus.

*Small Group Outreach*, by Kurt Johnson. Find successful ideas for evangelism through small groups.

*The Serendipity New Testament for Groups* published by Serendipity House is an excellent source of relational Bible studies that encourage self disclosure and build fellowship in a small group.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# SOCIAL COMMITTEE

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as “his body, the fullness of him who filleth every thing in every way” (Eph. 1:22).

Thus the church is a servant body. Created for service, it serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

Shortly after Pentecost, the gift of sharing with those who have not, otherwise known as the gift of hospitality (Rom. 12:13; I Tim. 3:2; I Peter 4:9), was first exercised specifically for the body of Christ and the world Christ died to save. As the believers praised God in this fellowship, they had favor with people. Their love for one another attracted those who observed their fellowship and “the Lord added to the church daily such as should be saved” (Acts 2:47). These new converts did not all have wealth; consequently, these new believers met together in one another’s homes, pooled their resources and shared what they had with those who possessed little or nothing.

God supplies each person in the church with the resources for ministry—scripture, spiritual power, God’s character, and spiritual gifts. The members of the social committee are equipped for their ministry by the gifts received from the Holy Spirit. These spiritual gifts are special abilities given by the Holy Spirit to make their ministry effective and build up the body of Christ.

### Duties of the Social Committee

Although the program varies from church to church, the ministry of the social committee can best be described in the following ways:

1. *Planning.* It is important to plan well ahead. In today’s world many church members have busy, packed schedules and if they do not have advance knowledge of an event for several weeks, they will not be able to attend. It is also true that to produce an excellent activity that makes people feel good about their church family and really enjoy themselves, it takes time for careful preparation.
2. *Hosts and hostesses.* Do not forget that the most important element in any church social is the people. Committee members should be assigned to serve as hosts and hostesses for each event, and those with this assignment should be freed of details like preparing food, setting up tables and chairs, etc., so they can concentrate on greeting each person as he or she arrives, introducing those who do not know one another very well, watching the flow of conversation so that no one is left out, and generally supervising the relational elements of the activity. These little communication tasks are sometimes ignored and as a result new people in the group feel uncomfortable and unwelcome.
3. *Details and arrangements.* Each event requires a lot of errands, purchases of supplies, setup of furniture and equipment, creation of decorations and handouts, and many other preparations. The members of the social committee are all expected to share in these tasks, and it will destroy the value of the event if some one on the committee has to carry an undue share of the burden. It is essential that the coordinator assigned to each event make up a detailed check-list well in advance and assign each item to someone on the committee. Then check regularly on their progress, or you will be embarrassed!

4. *Recruiting and managing volunteers.* The crew that does the work at any church social is made up of volunteers, not paid employees. It has to be recruited and supervised with the utmost care. Successful social committee chairpersons are those who learn how to see that volunteers “get paid” not with money, but with friendship, a sense of usefulness, opportunities for creativity and the joy of seeing church members come closer together and enjoy times of real fellowship.
5. *Creativity.* The congregation has a right to expect the social committee will plan and produce events that have a touch of beauty, quality and creativity. A sense of “specialness” must touch each freshly baked roll, bowl of fruit, decorative flower display, and linen tablecloth, as well as the high school photos of the honored guests mounted on the bulletin board or the favorite hymn of the new pastor sung by the guest musician, or whatever item is appropriate! Remember that our God is the creator of all that is spectacular and winsome in the world around us and that He wants us to share with Him the joy of the exquisite. It takes a little extra thinking and effort to come up with these special touches, but it is worth it because it tells those who participate that your congregation cares.

### **Resource Materials**

Although now out of print, you may find in your church library a copy of *Recreational Plans* prepared by the old Missionary Volunteer Department (1943, Review & Herald Publishing Association). It has some very interesting Adventist traditions for social occasions.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# STEWARDSHIP

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Often thought of as involving only the raising of money, the true ministry of stewardship is helping believers become disciples of Christ in the use of all the resources God has provided. This includes the management of one's body, material possessions, abilities and time.

Jesus spent much time discussing the material aspects of life. He knew His hearers couldn't understand the great principles of His kingdom unless they had an understanding of their "steward" relationship with God. He told the gathering in His Sermon on the Mount that, "where your treasure is, there will your heart be also" (Matt. 6:21).

God asks the church to be a fellowship of individuals sharing a common purpose and caring for one another as they grow in faith. The New Testament speaks of the church as the "body" of Christ (Eph. 1:22).

Christ calls us into His body for the purpose of establishing a saving relationship with Him and the community of believers. As Ellen White comments, "Every believer should be wholehearted in his attachment to the church. Its prosperity should be his first interest, and unless he feels under sacred obligation to make his connection with the church a benefit to it in preference to himself, it can do far better without him. It is in the power of all to do something for the cause of God." (*Counsels on Stewardship*, page 42).

The church is meant to be a learning experience for each member. The members are to "stir up one another to love and good works" and "forsake not the assembling of ourselves together, but encourage one another" in Christian growth (Heb. 10:24-25). This is one way in which church members care for and minister to each other.

A local church stewardship secretary or finance committee chairperson, like any other church officer, is a minister. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry.

God supplies each person in the church with the resources for ministry—scripture, spiritual power, God's character, and spiritual gifts.

The recognition of God's ownership leads to financial faithfulness. This faithfulness is manifested in returning an honest tithe and thank offerings to God for His abundant provision and His sustaining power.

### Duties of the Local Church Stewardship Leader

The ministry to which a person is called when he or she becomes the stewardship leader of a congregation, whether the title is finance committee chairperson or stewardship secretary, can best be described in the following ways:

1. *Education.* The systematic sharing of stewardship principles with church members is the most important phase of the stewardship leader's responsibilities. This involves the planning and implementation of a stewardship education program, assisting the pastor on World Stewardship Day in December, planning and/or conducting stewardship classes, tithe and offering education during worship, and teaching stewardship concepts during Sabbath School, in new member classes, midweek meetings and on other occasions.
2. *Planning and budgeting.* As a member of the church board the stewardship leader should be knowledgeable concerning the overall plans of the church, and assist in helping to develop funding resources to achieve the local church growth strategy. He or she should also take a key role in the planning and budgeting process, either as general coordinator or an active participant. It is vital that church plans and the church budget be one connected whole, not two separate activities.

3. *Finance committee meetings.* Although it is best in smaller congregations for the stewardship leader to chair this committee, it is essential that he or she be an active member. The stewardship leader can give practical advice based on his knowledge of the congregation and can help to integrate the giving, spending and total stewardship of money in the congregation.
4. *Visitation.* The stewardship leader is usually the coordinator of any visitation committees organized in conjunction with stewardship education. This includes sitting with the pastor and church board to set up the schedule of visits, determine who the visitors will be and the purpose of their visits. It also involves the actual follow through, overseeing preparations for visitor training and orientation, creation of name cards, obtaining materials, and communicating with all involved.
5. *Conference representatives.* The stewardship leader represents the local conference in the development program of the sisterhood of churches, as well as any offerings that involve a wider sphere than that of the local church. The congregation will look to you for information, answers to questions and honest reporting on the results of their giving to the world mission of the Adventist Church.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Behind Stained Glass Windows*, by John and Sylvia Ronsvalle.

*Discoveries in Partnership*, by Marvin Moore. Leader's guide and participant booklet for a seminar on stewardship.

*God's Plan for Managing Your Money*, by Paul S. Damazo. Attendees learn to plan for current and future financial needs. Series includes three videos and workbook

*Personal Giving Plan Kit*, by NAD Stewardship Ministries. A complete kit for implementing a giving plan in your church.

Detailed handbooks and informative leaflets have been prepared on every aspect of stewardship education. Call *AdventSource* for their catalog of Stewardship resources.

Visit *AdventSource* On-Line at [www.adventsource.org/stewardship](http://www.adventsource.org/stewardship) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

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# TREASURER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Finances are an integral part of the ministry of the laity. Local church finances are handled by a member of the congregation with business skills elected to the important responsibility of church treasurer.

The history of church treasurers goes back at least to 457 B.C. when Ezra appointed guardians for the funds given for the work in Jerusalem. To those given the care of the Lord's goods Ezra commanded, "Ye are holy unto the Lord; the vessels are holy also; and the silver and the gold are a freewill offering unto the Lord God of your fathers" Ezra 8:28.

"The care exercised by Ezra in providing for the transportation and safety of the Lord's treasure, teaches a lesson worthy of thoughtful study. Only those whose trustworthiness had been proved, were chosen; and they were instructed plainly regarding the responsibility resting on them. In the appointment of faithful officers to act as treasurers of the Lord's goods, Ezra recognized the necessity and value of order and organization in connection with the work of God" (*Prophets and Kings*, page 617).

Jesus and His traveling band of disciples also had one designated to take charge of their funds. Jesus taught the importance of the proper management and integrity in the handling of monies.

If it was important in the days of Ezra and of Christ to have someone to take care of church funds, it is essential today.

The work of the church treasurer is sometimes not recognized as a ministry because it is done behind the scenes. Nevertheless, it is a specialized, vital ministry in which the treasurer exercises his or her spiritual gifts. The whole congregation benefits indirectly from the work of the treasurer.

### Duties of the Church Treasurer

The duties of the ministry to which a person is called when he or she becomes a church treasurer can best be described in the following ways:

1. *Tithes and offerings.* The treasurer receives the tithes and offerings which come in on Sabbath morning or to the church office during the week. It is a generally accepted safeguard to have two or more deacons count the loose offerings as soon as possible after they have been received before the money is turned over to the treasurer. Ideally, the church will make provision for the safekeeping of the church monies in a safe in the church office or arranging to use a bank deposit box.
2. *Receipting.* All funds received should be receipted as soon as possible. The offering envelopes are opened and checked to see that each amount received tallies with what is written on the envelope. All the receipts are then posted in the church ledger by hand or computer. The keeping of these records is vital not only for the auditor who will be checking them each year, but for the members as well, who may need a list of their contributions.
3. *Banking.* It is the responsibility of the treasurer to deposit church monies in a local bank. Of course, this must be in a separate account from that of the church treasurer's personal account. The account should be opened in the name of the local church according to the requirements of national and local law.
4. *Records.* The treasurer needs to forward a copy of the church ledger pages to the conference each month. This list of the month's receipts should be accompanied by a check covering the amount of tithe given and the offerings received that were designated for the conference, union, or General Conference projects.

5. *Personal receipts.* The receipts for tithes and offerings given by the members should be distributed to them on a regular basis in the manner the local church has agreed upon. Some churches do this quarterly while others have worked out a system to mail them out on a yearly basis. There is no strict rule for this procedure.
6. *Accounts payable.* Authorization for the disbursing of church funds for church operation is generally given in the annual church budget. Special projects or items not in the budget must be authorized by the church board or by a church business meeting.
7. *Financial statements.* The treasurer should prepare a monthly financial statement and distribute copies to the church board at their meeting. This statement should include the balance status of all budgeted accounts, as well as the totals received in tithes and offerings and a detailed record of all disbursements made.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Church Finances for People Who Count*, by Mack Tennyson. A 110-page basic handbook for local church treasurers.

*God's Plan for Managing Your Money*, by Paul S. Damazo. Attendees learn to plan for current and future financial needs. Series includes three videos and workbook.

*Trustees of the Lord's Finances*, video and DVD. Complete training seminar for local church treasurers.

Most conferences have a yearly meeting for church treasurers, when some instruction in denominational policies and procedures is given.

Visit AdventSource On-Line at [www.adventsource.org/stewardship](http://www.adventsource.org/stewardship) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# USHER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a fellowship sharing a common purpose and continually growing in faith. Paul describes the church as Christ's "body" (Eph. 1:22).

People experience the presence of Jesus Christ in the world through the ministry of the church. When your local church serves the needs of people, members and non-members, it is an expression of the love of Christ. The church is a servant body, created for service. "For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them" (Eph. 2:10).

Christ calls every member of the church into ministry. The church is "a kingdom of priests" (I Peter 2:9). As an usher, you are a minister of hospitality and caring in the church. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

Shortly after Pentecost, the gift of hospitality (Rom. 12:13, I Tim. 3:2, I Peter 4:9) was first exercised specifically for the church and those whom Christ died to save. As believers praised God, they had favor with people. Their love for one another attracted others to their fellowship and "the Lord added to the church daily such as should be saved" (Acts 2:47).

God supplies each person in the church with the resources for ministry—scripture, spiritual power, God's character, and spiritual gifts. An usher is equipped for his or her ministry by the gifts of the Holy Spirit. These spiritual gifts are special abilities given by the Holy Spirit to make their ministry effective and build up the body of Christ.

When people come to church they are sometimes burdened, sad or discouraged. Each person, member or newcomer, comes with the hope that the Sabbath will be an experience of uplift and inspiration, a time of renewal and celebration. The skillful usher helps to make this a reality for those in attendance.

Although an usher's love should be no stronger than is the love found in the rest of the body of Christ, nevertheless the usher performs a major role in ensuring that people see and experience that love. In Christ, you have received God's unconditional love, and, in Christ, you are called to extend that same unconditional love to others. The ministry of ushering is one of the most crucial because it is one of the most visible in the church.

### Duties of the Usher

The ministry to which a person is called when he or she becomes a church usher can best be described in the following ways:

1. *Greet worshippers*, making every attempt to help them feel welcome and at ease.
2. *Escort members* and guests to their seats.
3. *Distribute materials* related to the service/meeting such as bulletins, hymnals, hand-outs, etc.
4. *Receive certain offerings*, delivering them promptly to the treasury department of the church.
5. *Maintain an alertness* for any emergency that may arise, relieving the need or contacting the person(s) needed to provide the proper assistance.
6. *Direct individuals* out of the service/meeting in an orderly fashion (in most instances row by row), leaving the auditorium or room ready for the next service or meeting.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*A Handbook For Church Ushers*, Miller and Nygaard (1955, Murray and Gee).

*Extending a Warm and Caring Welcome*. A seminar to train greeters.

*First Impressions Matter*. A video seminar that prepares greeters to welcome everyone into God's house.

*How to Say Hello Without Saying Good-bye*, by James Zackrison. Learn how to set up a receptionist/hospitality system in your church.

*Prospective Members*, by Brook and Thomas Stafford. Identify prospects, learn follow-up methods and see how interests can become followers of Jesus.

*Seventh-day Adventist Church Manual*.

*The Work of the Usher*, by Alvin D. Johnson, (1966, Judson Press).

*Ushers Guide for Ushers Pride*, by Kenneth Washington. A manual for training and equipping ushers. Includes primary responsibilities and instructions for special services.

*You Can Keep Them*, by James Cress. How to assimilate visitors and new members into your church.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# VISITATION TEAM

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as “his body, the fullness of him who filleth every thing in every way” (Eph. 1:22).

In the church we are specifically asked to “bear one another’s burdens” (Gal. 6:12) and “encourage one another” (I Thess. 5:11). People come to the church because they believe that in the body of Christ they will be cared for, challenged to grow and supported in their times of difficulty. Yet, in today’s world, they often find the church as impersonal and uncaring as secular institutions.

A church faithful to the Bible is a caring church. It is a church that plans to care for its members and visitors. It is intentional about implementing the New Testament commands to “serve one another” (Gal. 5:13) and to be “devoted to one another” (Rom. 12:10) by organizing planned ministries of visitation.

Because every believer is called to ministry and gifted for a specific form of ministry (Eph. 4:11-12), the work of visiting church members in their homes is not restricted to professional pastors, but shared by all those who have the ability. Each visitation team member is as dedicated and equipped for this purpose as the pastor.

### Duties of the Visitation Team Member

The ministry to which a person is called when he or she becomes a minister of visitation can best be described in the following ways:

1. *Incorporating new members.* Unless a newly baptized or recently transferred member becomes friends with at least seven compatible individuals during the first six months, it is highly likely they will quit attending. Several visits should be made in those six months to find out about the new member and get them involved in ministry in the church, to identify the kind of friends that will be most appropriate and to invite them to events where they can make friends. With the newly baptized it is also important to help them identify their spiritual gifts, understand the organization and plans of the church, and learn to practice the standards of the church.
2. *Contact visitors.* Each new person who shows up on Sabbath and lives in the area should be contacted as soon as possible. It is usually most appropriate for a first-time visitor to be contacted by telephone, and often the prospect care coordinator (or interest coordinator) will make this call. Once a visitor has returned, or requested a house call, then the name will be given to one of the lay visitors. In this visit it is important to use listening skills to find out what has motivated attendance at church. What is happening with this person and how can we care for them? Is this a former Adventist or a friend or relative of an Adventist? Have they ever attended Adventist programs such as a stop-smoking plan, family life workshop or Bible seminar?
3. *Visit inactive.* When a person breaks their regular routine of church attendance with no simple explanation such as vacation or business travel, it is “a cry for help.” They are experiencing some pain in their lives and have found it more comfortable to quit attending than to continue. Often the source of pain has nothing directly to do with the church, but is complicated because their regular friends in the congregation are not responding to their needs. For example, when a church member goes through a divorce it is common for the other church members to back off from contact because they “don’t know what to say.” The visitation team has the task of arranging for a contact immediately to listen, try to identify the real source of pain and help them bear that burden. If members or non-members who have stopped attending are visited promptly—within six weeks of the attendance break—nine out of ten will return to the church.

4. *Visit members who are hurting.* People who are hospitalized, individuals who are terminally ill as well as their families, persons who are separated or in the process of divorce, those having an unplanned pregnancy, individuals and families of those who are in trouble with the law, families who must put a loved one in a nursing home, parents with handicapped children, the bereaved including parents suffering a miscarriage, those shut-in at home or institutionalized, those who have lost their job, and members struggling with their faith in God all deserve a visit from the church. The visitation team plays a key role in meeting this need because in a typical congregation at any one time fully one quarter of the members may fall into one of these categories and the pastor, who usually has more than one church, cannot carry the full load.
5. *Visit at the time of life events.* Occasions of joy, as well as pain, need the participation of the church in order to bring them into spiritual focus. Members of the visitation team will be asked to contact parents whose children are leaving home for school, people getting married, families having a graduation, couples experiencing the birth of a child, people in the process of moving in or out of town, and those who are retiring.
6. *Yearly contact.* In healthy churches each member household gets a visit at least once a year. It may simply be a “listening visit” to get their input regarding the church program. This goal cannot be achieved in most congregations unless lay visitors help it happen.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adventist Mission in the 21st Century*, ed. by Jon Dybdahl. Subtitled “Presenting Jesus to a Diverse World,” this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn’t? *Christian Caregiving—A Way of Life* by Kenneth C. Haugk (1984, Augsburg) is the basic textbook of the Stephen Series.

*Community of Faith*, by Russell Staples. The author explores the biblical and theological background for our understanding of the church and its role in today’s world.

*Power Witnessing: How to Witness to Different Personalities*, by David Farmer. Explains temperament theory and how to tailor one’s witness to individual personalities so as to appeal to their unique worldview.

*Safety Zone*, by Paul Richardson, Warren Nelson and Curtis Rittenour. A seminar that trains members to reach former and inactive members.

*Studying Together*, by Mark Finley. This ready-reference Bible handbook assists you in studying Christ-centered truths with friends and neighbors.

*Who Are the Seventh-day Adventists?* by John Seaman. This sharing booklet gives a brief sketch of Adventist history, beliefs, people, church, and mission.

*You Can Keep Them if You Care*, by James Cress. Helping new members assimilate into the life and ministries of the church.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).



# WOMEN'S MINISTRIES COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

The Bible gives great insight into the role of women. Biblical women were entrepreneurs, judges, homemakers, and Bible teachers to list only a few. Thus the Christian woman is called to live her life in terms of the great potential for the development and use of her abilities.

Christian women are compassionate with godly wisdom. They choose to act, to be voices proclaiming a better way, to be hands making a tangible difference, to work toward spiritually strengthening people already in the membership as well as the non-members in the community. Christian women are committed to changing the world through prayer and sharing their faith in the Lord.

As our model, Jesus ministered to women (Mark 7; Luke 7, 8, and 13) restoring their self-worth and value as human beings. The increasingly complex needs of women within North American society and the church make women's ministries a key priority in the church. "They (women) can do a work that men cannot do. They can come close to the hearts of those whom men cannot reach. The labor is needed" (*Evangelism*, page 465). "Why may they (women) not understand their own powers, and realizing that these powers are given of God, strive to make use of them to the fullest extent in doing good to others, in advancing the work of reformation, of truth, and of real goodness in the world" (*Welfare Ministries*, page 161). "Let woman realize the sacredness of her work and in the strength and fear of God, take up her mission" (*Testimonies for the Church*, Vol. 3, page 564).

Women today are commissioned to use the talents and opportunities God has given them to fulfill His eternal plan. The responsibility of sharing the Good News is the burden of all who call themselves Christians. If the church were not to fully utilize women's gifts the church body would be denied the internal freedom under which it flourishes best. It would be denied the benefit of the spiritual and intellectual gifts of over half of its membership. Women would experience loss and those to whom she might minister also would lose the needed help. Women's ministries involves encouraging women to discover and use their gifts.

### An Influential Force

The women's ministries leader is elected by the church. It is advantageous if she is a member of the church board. Qualifications include a sensitive, caring nature, and a clear spiritual understanding of God's design for women. She assists the church in meeting the spiritual, emotional, and intellectual needs of women in their various stages of life and cultural background. She seeks to provide a spiritual climate for growth, encourages productivity and rewards efforts and initiatives.

Women are an influential force in the church. They cradle the future and shape the present with their attitudes and actions toward themselves, family, friends, fellow church members and neighbors. When women are ministered to, the church, their family, and the community are ministered to as well.

Women's needs and concerns include (but are not limited to) women living balanced lifestyles, considering responsibilities within the multiple roles of home, work, husband's work, children, church, and society; women and finances; women and self-esteem; women and decision-making; conflict resolution, and time-management.

### Duties of the Women's Ministries Leader

The major tasks of the women's ministries leader include the following:

1. *Chair the women's ministries committee.* This responsibility is essential to the success of women's ministries. The chair functions as a facilitator, encouraging the evolution of ideas and plans that produce efforts toward maximizing our church's mission. The chair assembles the agenda, moderates discussion, and encourages group cohesion through personal sharing, prayer and fellowship.

2. *Establish a committee.* The women's ministries leader works with the church board or church ministries council to establish a committee of individuals interested in women's needs and concerns. The committee's purpose is to brainstorm, develop strategies, network, and assist in planning and implementing programs and activities relevant to women's specific and varied needs.
3. *Conduct needs assessments.* The women's ministries leader works closely with the women's ministries committee in periodically surveying and identifying the needs of the women within the church and community, including spiritual growth needs and training in the promotion of outreach. Identify the demographics of the female population such as age, ethnicity, educational level, marital status, etc., and identify topics specific to their needs.
4. *Develop programs.* The women's ministries leader works with the women's ministries committee and the pastor to develop and implement programs and seminars and networks with existing support groups or makes appropriate referrals. Special needs include support groups for abused women, senior citizens, single-parents, teens, substance abuse, empty-nest syndrome, and child abuse, seminars on stress management, grief recovery, parenting skills, self-improvement, spiritual care, etc. Other activities may include prayer breakfasts, literacy program, day care, and programs for the community elderly.
5. *Advocate of women's needs, concerns and contributions.* The women's ministries leader must keep the church membership informed of women's ministries and their contributions to church life, through written and verbal reports, including newsletters and time during the personal ministries time, announcement period, Sabbath School, or worship hour. This responsibility includes being liaison between women and the church board or church ministries council and assisting decision-making bodies to keep in view the needs of women and to recognize women's ministries as a vital part of church growth and church dynamics.
6. *Interacts with the conference women's ministries department.* This includes filing regular statistical reports and calendar items and participation in conference women's ministries training events.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Expect Great Things: How to Be a Happy, Growing Christian*, by Richard O'Fallon. A template for successful Christian living, with the goal of being like Jesus.

*Strengthen Your Church Through Women's Ministries*, by Tamyra Horst. How Women's Ministries can make a difference in your church.

*Women's Ministries Handbook*, by North American Division Women's Ministries Department. The complete guide to starting and supporting a ministry for and by women at the local church.

*Women of Spirit Magazine*. Stories, ideas and reports of what women are doing in their church and community.

Visit AdventSource On-Line at [www.adventsource.org/women](http://www.adventsource.org/women) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# WORLD MISSIONS COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as “. . .his body, the fullness of him who filleth every thing in every way” (Eph. 1:22).

Christians are called not only to be Christlike in character, but to share in Christ’s mission to the world (John 3:16; Luke 19:10).

When a church serves the world it is an expression of the love of Christ to the world. It is the body of Christ serving the world’s needs and being used by the Spirit as an agency of salvation.

God calls every member of the church into ministry. The church is a kingdom of priests set free to minister for Christ. Our priesthood is to each other within the church, as to the world. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

The message of Christ’s soon coming must be carried to every nation, kindred, tongue, and people on planet Earth before He returns (Matt. 24:14; Rev. 14:6).

Ellen White says “To show a liberal, self-denying spirit for the success of foreign missions is a sure way to advance home missionary work; for the prosperity of the home work depends largely, under God, upon the reflex influence of the evangelical work done in countries afar off” (*Gospel Workers*, page 465).

### Duties of the World Missions Coordinator

The ministry to which a person is called when he or she becomes the world missions coordinator can be described in the following ways:

1. *Weekly reports.* Provide an interesting mission emphasis for each week’s Sabbath School program. This can be read from the *Mission* quarterly or *Sabbath School Leader* magazine, or audio-visuals can be used such as the *Mission Spotlight* slide-sound program or videos such as *First Wednesday* or ADRA reports. Sometimes church members who travel, student missionaries or returned career missionaries can be scheduled to share personal stories.
2. *Distribute materials.* See that every division has *Mission* for their age group and encourage its use.
3. *Educate the children and youth.* Work with the division leaders to plan goals and make visual aids to promote mission giving through regular mission offerings, birthday and thank offerings, and Investment projects. Help them to find interesting story books, speakers and tapes. Make sure the youth and junior Sabbath Schools get an opportunity to see the videos shared in the adult division.
4. *Information.* Keep the church members informed about world budget offerings that are scheduled for the church service such as missions extension, Adventist Development and Relief Agency International (ADRA), etc. See that regular items are in the bulletin.
5. *Plan special events.* Plan ways to promote the worldwide mission of the church through events such as mission conferences, mission theme days, mission potlucks, mission study groups, mission trips, mission prayer circles, a mission newsletter or bulletin insert, or a mission vespers.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adventist Mission in the 21st Century*, edited by Jon Dybdahl. Subtitled “Presenting Jesus to a Diverse World,” this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn’t?

*Beyond the Edge*, by Sarah Kelnhofer. Contains 52 mission stories from the front lines, plus a three-part activity section for children following each story.

*Community of Faith*, by Russell Staples. The author explores the biblical and theological background for our understanding of the church and its role in today’s world.

*In the Hand of God*, by Victor H. Haangala. The riveting story of a young man born in Zambia who was called by God to the ministry, and whose family’s gospel music ministry has led them to perform before heads of state.

*Rich Christians in an Age of Hunger*, Ronald J. Sider, (Hooder and Stoughton).

Mission reports are provided on video each week over the Adventist Communication Network (ACN) via satellite—*World Story*, *Online Edition*, and *ADRA Report*. Video copies are available through ACN at 1-800-226-1119.

Contact the Office of Mission Awareness at the General Conference and ask to be placed on the mailing list for mission videos and information. Write to: Office of Mission Awareness, General Conference of SDA, 12501 Old Columbia Pike, Silver Spring, MD 20904.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# YOUNG ADULT MINISTRIES COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Young people form a precious, most important part of God's church. They are not only the "church of the future," but also the church of the present.

When Timothy was just a young adult in the church, Paul wrote him the following counsel: "Let no man despise thy youth; but be thou an example of the believers" . . . (I Tim. 4:12).

Christ created the church to be a fellowship where people share in a common purpose and help one another grow in faith. The strength, vigor and fresh ideas of the young adults in our church family are needed to accomplish the great commission of Jesus to give the Gospel to all the world.

The church is a servant body. It was created for service or "ministry." It serves the Lord in praise, serves one another in love, and serves the world in humility. "For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them" (Eph. 2:10).

God calls every member of the church, young and old alike, into ministry. As a young adult leader, you are a minister called by God to a vital ministry within your congregation and in your community. God supplies each person in the church with the resources for ministry—scripture, spiritual power, God's character, and spiritual gifts.

### Duties of the Young Adult Coordinator

Your ministry as the young adult coordinator can be described in the following ways:

1. *Young adult ministries committee.* You will need to meet with those who nurture young adults in Sabbath School, the "Young Adult Club" and any other young adult ministries of the church. The agenda of this meeting will include the scheduling of all fund raisers and trips for the year and a discussion of the Bible learning curriculum planned for each. Together you can reduce overlap, look for gaps in programs, and coordinate efforts. Your leadership as chairperson can encourage a cooperative spirit in which all of the leaders of the various programs work together.
2. *Planning and ideas.* In consultation with individual leaders, teachers and representatives of the young adults, you have a wonderful opportunity to spark new ideas. It is your responsibility to work with the program leaders to draw together an overall plan and budget for a comprehensive program of young adult ministries for the congregation.
3. *Communication.* You will represent the interests of young adult ministries to
  - a. The church board. As a participating member, you have an opportunity to keep the concerns and needs of young adults before the church leaders.
  - b. The pastor. Keep the pastor informed of plans and problems. Listen to concerns and together look for ways to help make the church service interesting and meaningful for young adults.
  - c. The church ministries council. You will join the leaders of the various ministries of the church in this council to plan a mix of nurture, witnessing, community service, stewardship, and family life activities for the whole church.
  - d. The Sabbath School leader. You may want to sit down with your pastor, the adult Sabbath School superintendent and the young adult Sabbath School leader to discuss possible overlap of responsibilities. Together you can plan some great cross-generational programs for special Sabbath programs.
  - e. Church treasurer. The treasurer can help you develop an overall budget for the young adult ministries.

4. *Information.* You are the primary source of information for the congregation about young adult ministries. You should put together a calendar listing all young adult activities and events for the local church and see that these events get advertised in the church bulletin and newsletter. Keep an up-to-date, permanent record of all the young adults in the church and those non-members who have attended outreach programs or visited on Sabbath. Also, provide information to your leaders about training events and new resources.
5. *Clarify goals.* You are responsible for conducting a needs assessment among the young adults in the congregation and the community, and helping the leaders of young adult activities understand these needs and set goals for ministry. You will need to support and encourage the young adult leaders in their programming and evaluate the effectiveness of their programs in meeting the needs. You will want to support the overall church leadership, while at the same time safeguarding the creativity of the young adults so that they may enjoy spiritual nurture in a comfortable, accepting environment.

### **Resource Centers**

Contact the following organizations for resources and support:

Visit [www.saltyfish.com](http://www.saltyfish.com) to connect with the Youth Adult Network.

*Center for Youth Evangelism.* Andrews University, Berrien Springs, MI 49104.

Call 800-YOUTH-2-U or 616-471-3628

*John Hancock Center for Youth and Family Ministry.* La Sierra University, Riverside, CA 92515.

Call 1-909-785-2091.

*Piece of the Pie Ministries.* Contact: Steve Case, Director. 3732 California Avenue, Carmichael, CA 95608. Call 916-944-3928.

### **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Connect Kit.* The complete kit for establishing a young adult ministry. Includes video, CD, website and printed material.

*Expect Great Things: How to Be a Happy, Growing Christian,* by Richard O'Ffill. A template for successful Christian living, with the goal of being like Jesus.

*Lifestyles of the Remnant,* by Keavin Hayden. The author takes another look at church standards, taking them out of the context of legalism or orthodoxy—presents much needed principles.

*Search for Certainty Bible Study Guides,* by Mark Finley. Presents traditional Adventist doctrines in a clear, carefully-reasoned, faith-building way—30 lessons in a set, available by the set or in packs of 100 per title. (It Is Written).

*The Collegiate Quarterly* is the primary resource item published by the Adventist Church for young adults. It is written largely by young adults.

*Who Cares? A-Zillion Ways You Can Meet the Needs of People Around You* by Linnea Torkelsen.

Visit *AdventSource* On-Line at [www.adventsource.org/youth](http://www.adventsource.org/youth) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# YOUNG ADULT SABBATH SCHOOL LEADER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God created the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of Christ. The New Testament describes the church as “his body, the fullness of him who filleth every thing in every way” (Eph. 1:22).

God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

Thus, the church is a servant body. Created for service, it serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

God calls every member of the church into ministry. The church is a “kingdom of priests,” and that priesthood is to one another within the church and to the world. A young adult leader, like any other church officer, is a minister or servant of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

From the record of Christ’s life, we receive an indication of the value He has placed upon the young. He selected young adults among the twelve apostles such as John “the beloved.” Those who would lead young adults today must see them as an important part of today’s church, not the church to come, for these young adults are about the same age as were the founders of Adventism.

### Duties of the Young Adult Sabbath School Leader

Although the program varies from church to church, the ministry to which a person is called as the leader of the young adult division of a Sabbath School can best be described in the following ways:

1. *Planning.* You will provide leadership for the young adult Sabbath School by bringing together a team of assistants, young adults who will help plan and implement the group’s activities. This includes overseeing the schedule of leadership, special programs, and teaching. It is vital that this group meet together at least once a quarter to brainstorm, make decisions, and create the calendar for the next few months. Learn to delegate. Find people who can be trusted and let them take responsibility.
2. *Spiritual helper.* Young adults who have spiritual and relational problems will come to you with questions which need to be answered. This may occasionally require that you act as bridge between troubled young adults and their families. If you really care, they will be able to see it. Some are shy and you will want to preserve their dignity by not being too forward yourself. Others are gregarious and want to be asked questions that invite self-disclosing answers. Listening skills are important! As you learn to know more about what makes people tick, you will catch more of the nuances.
3. *Teaching.* Unless you are in a very large church, it will often be your job to teach the Sabbath School lesson. On occasion you should schedule others to teach so that there is more participation. You might even consider setting up a rotation plan in which many of the class members have a turn at leading the discussion. Skills in group process and learning styles are essential to this task.
4. *Building a sense of community.* It will be your work to create an atmosphere that is friendly, comfortable and safe, where God is praised, but where no question need remain unasked. The goal of the young adult Sabbath School leader is to bring together a cluster of strangers and help them become a real fellowship. Relational skills are key in this process. Smiles and expressions of caring are very important! Even the most shy

person warms to a smile. Some of the more gregarious ones benefit from a hug. In most situations, a warm handshake or touch to the shoulder to accompany the warm smile shows you care. You must not be afraid to be vulnerable. Many older adults find young adults intimidating, usually because the young are able to see through facades. Unless you are open and accepting in your manner, your leadership will lose effectiveness. You are not called to lead from a position of strength, as if you had all of the answers, but from a position of weakness. Admit to the group that you, too, struggle with problems and search for answers. It is only through the honest sharing of your struggles and how God has resolved them that others will be able to see Christianity as alive and practical.

5. *Commitment.* Next to your commitment to have God's presence in every aspect of your life, the commitment you make to serve your church body is perhaps the most important one you will make. It is just as important as your vocational and relational commitments. Group members need to know that they can depend on you and that your attendance and participation will be regular.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Expect Great Things: How to Be a Happy, Growing Christian*, by Richard O'Ffill. A template for successful Christian living, with the goal of being like Jesus.

*Great Stories and How to Tell Them*, by Steven Mosley. Explains how to take profound biblical truths and crystallize them in narrative form; includes a collection of heart-gripping stories which illustrate each of the 27 fundamental beliefs.

*Lifestyles of the Remnant*, by Keavin Hayden. The author takes another look at church standards, taking them out of the context of legalism or orthodoxy—presents much needed principles.

*The World, Love it or Leave It?* by Roger Dudley, discusses the Scripture principles related to the many issues raised as young adult Adventists deal with contemporary culture.

*Who Cares? A-Zillion Ways You Can Meet the Needs of People Around You* by Linnea Torkelsen. Ideas for community involvement.

To help young adults deal with occupational issues, Richard Bolles has written a couple of books filled with exercises to aid self-discovery. They are entitled *What Color Is Your Parachute? A Practical Manual for Job-Hunters & Career-Changers* (which comes out in a new edition each year) and *The Three Boxes of Life And How to Get Out of Them: An Introduction to Life/Work Planning*.

## Internet sites

Visit [www.saltyfish.com](http://www.saltyfish.com) to connect with the Youth Adult Network.

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# YOUNG ADULT SABBATH SCHOOL ASSISTANT

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God created the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of Christ. The New Testament describes the church as “his body, the fullness of him who filleth every thing in every way” (Eph. 1:22).

God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

Thus the church is a servant body. Created for service, it serves the Lord in praise, serves one another in love, and serves the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

God calls every member of the church into ministry. The church is a “kingdom of priests,” and that priesthood is to one another within the church and to the world. Those who assist in leading young adults, like any other church officer, are ministers or servants of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

From the record of Christ’s life, we receive an indication of the value He has placed upon the young. He selected young adults among the twelve apostles such as John “the beloved.” Those who would lead young adults today must see them as an important part of today’s church, not the church to come, for these young adults are about the same age as were the founders of Adventism.

### Duties of the Young Adult Sabbath School Assistant

Although the program varies from church to church, the ministry to which a person is called as an assistant in the young adult division of the Sabbath School can best be described in the following ways:

1. *Planning.* Together with the leader, you should select young adults whose personalities and temperaments best fit them for helping run the program. This group should meet frequently to help you become comfortable in the performance of your tasks.
2. *Spiritual helper.* Young adults who have spiritual and relational problems will come to you with questions which need to be answered. This may occasionally require that you act as bridge between troubled young adults and their families. If you really care, they will be able to see it. Some are shy and you will want to preserve their dignity by not being too forward yourself. Others are gregarious and want to be asked questions that invite self-disclosing answers. Listening skills are important! As you learn to know more about what makes people tick, you will catch more of the nuances.
3. *Teaching.* Unless you are in a very large church, it will often be your job to teach the Sabbath School lesson. Your group may have a rotation plan in which many of the class members have a turn at leading the discussion. Skills in group process and learning styles are essential to this task.
4. *Building a sense of community.* You must not be afraid to give yourself to others. Many older adults find young adults intimidating, usually because young adults confront adults by being able to see through their facades. Unless you become open to others, your leadership will lose effectiveness. You are not called to lead from a position of strength, as if you had all of the answers. Enable your group to see that you, too, struggle with problems and search for answers. It is only through the honest sharing of your struggles that they will be able to see Christianity as an alive and practical choice. They need real people, with real problems and real solutions to lead them.

5. *Interest in people.* Relational skills are key in this process. Smiles and expressions of caring are very important! Even the most shy person warms to a smile. Some of the more gregarious ones benefit from a hug. In most situations, a warm handshake or touch to the shoulder to accompany a warm smile shows you care.
6. *Commitment.* Next to your commitment to have God's presence in every aspect of your life, the commitment you make to serve your church body is perhaps the most important one you will make. It is just as important as your vocational and relational commitments. Group members need to know that they can depend on you and that your attendance and participation will be regular.

## **Resource Materials**

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# YOUTH MINISTRIES COORDINATOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Jesus gave us clear instruction as to the importance of our young people when He said, “And whosoever shall receive one such little child in my name receiveth me . . . Take heed that ye despise not one of these little ones; for I say unto you, That in heaven their angels do always behold the face of my Father which is in heaven” (Matt. 18:5, 10).

When His disciples would have sent the young people away, thinking that they were interrupting the important work of the Master, Christ said “Let them come . . . for such is the kingdom of heaven” (Matt. 19:14). Teenagers form a precious, most important part of God’s church. They are not only the “church of the future,” but also the church of the present.

Christ created the church to be a fellowship where people share in a common purpose and help one another grow in faith. The New Testament describes the church as “. . . his body, the fullness of him who filleth every thing in every way” (Eph. 1:22). God calls us into His body for the purpose of establishing a saving relationship with Him and supportive community with one another.

God calls every member of the church into ministry. The church is “a kingdom of priests” (I Peter 2:9). Our priesthood is to each other within the church and to the world. Each Christian is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry (Eph. 4:11-12).

As youth coordinator, you are a minister called by God to a particular and vital ministry within your congregation and in your community. God supplies each person in the church with the resources for ministry—scripture, spiritual power, God’s character, and spiritual gifts. He will supply your needs as you assume this important responsibility!

### Duties of the Youth Coordinator

The following duties are included in your responsibilities:

1. *Chair the youth ministries committee.* You will want to meet with those who nurture youth in Sabbath School, the Adventist Youth Society and any other youth ministries of the church, such as choir and summer camp. The agenda at these meetings should include the scheduling of all activities, fund raisers and trips for the year and a discussion of the Bible curriculum in Sabbath School. Together you can reduce overlap, look for gaps in programs, and coordinate efforts. Your leadership should encourage a cooperative spirit in which all of the leaders of the various programs work together.
2. *Planning and ideas.* In consultation with individual leaders and in the meetings of the youth ministries committee, you have a wonderful opportunity to spark new ideas. It is your responsibility to work with the program leaders and to draw together an overall plan and budget for a comprehensive program of youth ministries for your church.
3. *Program administration.* You will represent the interests of youth ministries to the church board, the pastor, the church ministries council, the youth Sabbath School leader, leaders of youth groups, and church treasurer.
4. *Information.* You are the primary source of information about youth ministries to the congregation. You should put together a calendar listing all youth activities and events for the local church and see that these events get advertised in the church bulletin and newsletter. Keep an up-to-date, permanent record of all the youth in grades 9-12 who are members in the church and those of non-members who have attended outreach programs or visited Sabbath School. Also, provide information to your leaders about training events and new resources.
5. *Age level specialist.* Because spiritual development is linked to intellectual and physical development, people are divided into developmental levels when their spiritual nurture is planned. This is related to chronological age. So these developmental levels are often called “age levels” or “grade levels.” You can help teachers and leaders understand how to organize activities for this specific age level.

You are responsible for conducting a needs assessment among the teens in the congregation and the community, and helping the leaders of youth activities understand these needs. You will want to support church leaders, while at the same time safeguarding the enthusiasm of the youth for whom you are responsible.

### **Resource Centers**

*Center for Youth Evangelism.* Andrews University, Berrien Springs, MI 49104.

Call 1-800-YOUTH-2-U or 616-471-3628

*John Hancock Center for Youth Ministry.* La Sierra University, Riverside, CA 92515.

Call 1-909-785-2091.

*Piece of the Pie Ministries.* Contact Steve Case, Director, 3732 California Avenue., Carmichael, CA 95608. Call 916-944-3928.

### **Resource Materials**

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*7 Principles for Youth Ministry Excellence*, by Jim Feldbush and William Hurtado. Proven strategies you and your youth leaders can use with your youth group.

*ABZ's of Adventist Youth Ministry*, editor Stuart Tyner. Everything you need to know about youth ministry.

*Building Youth Ministry*, by Barry Gane. A foundational guide for youth leaders.

*Changing Lives: Experience the Power of a Teen Prayer Conference*, by Sarah Coleman Kelnhofer. Provides guidelines and motivation for reproducing the excitement of a teen prayer conference in a local church.

*ChristWise Discipleship Guide for Youth* and *ChristWise Leader's Guide*, by Troy Fitzgerald.

*Do It Right*, by D. C. Edmond. Answers to questions teens have about dating, love, sex, and relationships—from his popular advice column in *Insight* magazine.

*Evangelism for Youth*, Daryl Howard. Comprehensive guide to how your youth group can do public evangelism.

*Expect Great Things: How to Be a Happy, Growing Christian*, by Richard O'Ffill. A template for successful Christian living, with the goal of being like Jesus.

*Lifestyles of the Remnant*, by Keavin Hayden. The author takes another look at church standards, taking it out of the context of legalism or orthodoxy—presents much needed principles.

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Young Adventists share their testimony about extramarital sex and resisting temptation.

*The Family & Youth Ministry*, by Fred Cornforth helps you discover dozens of ways to build relationships and multigenerational involvement. One of the best resources around.

*The Sounds of Grace in Our Churches*, by V. Bailey Gillespie provides 100 creative ideas to enrich your church.

*Who Cares? A-Zillion Ways You Can Meet the Needs of People Around You* by Linnea Torkelsen. A powerfully motivating collection of youth service projects, and the true stories behind them. Fun and convicting.

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# YOUTH SABBATH SCHOOL LEADER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as Christ's "body" (Eph. 1:22).

God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

You experience the presence of Jesus Christ in the world within your church; the world experiences the living presence of Jesus Christ as it witnesses your church. When a local church serves the world it is an expression of the love of Christ to the world. Thus, the church is a servant body. Created for service, it serves the Lord in praise, serves one another in love, and serves the world in humility. "For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them" (Eph. 2:10).

God calls every member of the church into ministry. The church is "a kingdom of priests" (I Peter 2:9). Our priesthood is to each other within the church and to the world. A youth leader, like any other church officer, is a ministering servant of God.

As a youth ministry leader it is important that you see teens as an important part of the present church, not just the church to come.

### Duties of the Youth Sabbath School Leader

Although the program varies from church to church, the ministry to which a person is called when he or she becomes the leader of the youth division of the Sabbath School can best be described in the following ways:

1. *Planning.* You will provide leadership for the youth Sabbath School by bringing together a team of assistants and teenagers who will help plan and implement the group's activities. This includes overseeing the schedule of leadership, special programs, and teaching. It is vital that this group meet together at least once a quarter to brainstorm, make decisions, and create the calendar for the next few months. Learn to delegate.
2. *Spiritual helper.* Teenagers whose trust you have won will come to you with questions and personal problems. This may occasionally require that you act as bridge between troubled teenagers and their parents. If you really care, they will be able to see it. Often people at this age are very shy and you will want to preserve their dignity. Listening skills are important!
3. *Teaching.* Unless you are in a very large church, it will often be your job to teach the Sabbath School lesson. On occasion you should schedule others to teach so that there is more participation. Skills in group process and learning styles are essential to this task. It takes adequate preparation time. You cannot expect to minister effectively to the needs of teenagers if you simply glance over the teaching materials at the last minute. The North American Division Sabbath School curriculum for teens is quite demanding because it deals with the difficult issues of life: sexuality, occupations, the meaning of life, death and dying, ethics, etc. You cannot teach it with casual preparation. You cannot significantly touch the lives of your teens by finding an "easier" set of materials to use.
4. *Building a sense of community.* It will be your work to create an atmosphere that is friendly, comfortable and safe, where God is praised, but where no question need remain unasked. The goal of the youth Sabbath School leader is to bring together a cluster of awkward teenagers and help them become real friends. Relational skills are

key in this process. Smiles and expressions of caring are very important! Even the most shy person warms to a smile. Some of the more gregarious ones benefit from a hug. In most situations, a handshake or touch to the shoulder to accompany the warm smile shows you care. You must not be afraid to be vulnerable. Teenagers can be intimidating because of their directness and often rebellious behavior. Unless you are open and accepting in your manner, you will not be able to lead this age group.

5. *Commitment.* Next to your commitment to have God's presence in every aspect of your life, your commitment to serve your church is perhaps the most important one you will make. It is just as important as your vocational and relational commitments. Group members need to know that they can depend on you and that your attendance and participation will be regular.

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*Insight* is the weekly magazine for Adventist teens packed with stories, features, creative youth outreach projects.

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# YOUTH SABBATH SCHOOL ASSISTANT

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

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God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

You experience the presence of Jesus Christ in the world within your church; the world experiences the living presence of Jesus Christ as it witnesses your church. When a local church serves the world it is an expression of the love of Christ to the world. It is the body of Christ serving the world's needs and being used by the Spirit as an agency of salvation. Thus, the church is a servant body. Created for service, it serves the Lord in praise, serves one another in love, and serves the world in humility. "For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them" (Eph. 2:10).

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As a youth ministry leader it is important that you see teens as an important part of the present church, not just the church to come.

### Duties of the Youth Sabbath School Assistant

The program varies from church to church, but the ministry to which a person is called when he or she agrees to help in the youth division of the Sabbath School often includes the following:

1. *Teaching.* It will often be your job to teach the youth Sabbath School lesson. In smaller churches this will probably be done with the entire group together. In big churches the large group may break into several smaller "classes," each with its own teacher. Skills in group process and learning styles are essential to this task. And it takes adequate preparation time. You cannot expect to minister effectively to the needs of teenagers if you simply glance over the teaching materials at the last minute. The North American Division Sabbath School curriculum for teens is quite demanding because it deals with the difficult issues of life: sexuality, occupations, the meaning of life, death and dying, ethics, etc. You cannot teach it with casual preparation. You cannot significantly touch the lives of your teens by finding an "easier" set of materials to use.
2. *Programming.* Perhaps once a month or one month of each quarter you will have the responsibility of planning and organizing the special features and group activities during the first half of the youth Sabbath School. This usually includes music, an opening prayer, time for the teens to share and mix, and an educational or spiritual feature such as a guest speaker, a film or video, a role play, a panel discussion or a learning game or simulation. There are program helps in the *Youth Ministry Resource Magazine* and they can be found in other resource materials from Christian publishers. The best programs include a lot of participation by the teenagers both in planning and implementation.
3. *Spiritual helper.* Teenagers may come to you asking that you act as a bridge between them and their parents. Often teens are very shy and you will want to preserve their dignity. Listening skills are important!
4. *Teamwork.* Group members need to know that they can depend on you and that your attendance and participation will be regular. You must take the time to communicate regularly with your division leader and the others involved. You may be asked to attend a planning session once a quarter, and this is a significant time to share insights about the

needs of your teens, get your signals straight and coordinate calendars. The youth will pick up on confusion and disagreement between adult leaders, and this will dampen their involvement.

5. *Music*. You may have special talents with the piano or guitar, or even in organizing and leading a choral group. If so, that is undoubtedly the reason you've been asked to help with the youth Sabbath School! Music is an important part of worship and fellowship for teenagers, but they find it difficult to respect and get involved in a poorly run, traditional "song service." Music ministry with youth requires creativity and up-to-date resources. Use the youth hymnal—*He Is Our Song* (Review & Herald Publishing Association, 1988). If you would like to start a praise team, try the *Step by Step* song service (see below).

## Resource Materials

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*ABZ's of Adventist Youth Ministry*, editor Stuart Tyner. Everything you need to know about youth ministry.

*Beyond the Edge*, by Sarah Kelnhofer. Contains 52 mission stories from the front lines, plus a three-part activity section for children following each story.

*Called to Stand Apart*, from the White Estate. Ellen White's counsel to teens in fresh, updated language.

*ChristWise Discipleship Guide for Youth* and *ChristWise Leader's Guide*, by Troy Fitzgerald.

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# **MEN'S MINISTRY DIRECTOR**

## **A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS**

### **Introduction**

As few as ten years ago, many had not realized the need for ministries that were for a particular gender. Today, most Adventists are aware of, are involved in, or support a gender-based ministry, with women's ministry leading the way. Nevertheless, the men's ministry director also fills an important role in the church, in that he works to encourage, lead, and nurture men who serve as brothers, husbands, fathers, and ministry leaders. The director is responsible for organizing, planning, and directing programs that will meet the unique spiritual and emotional needs of the men of the church.

The men's ministry has often been chased by the big-screen TV and Super Bowl stereotype. It is your duty to lead the men of your church, as well as their families and the church-at-large to a new understanding. The men of your church need to come away from the men's ministry gatherings better equipped to serve the church, their families, and each other. "For you have been called to live in freedom—not freedom to satisfy your sinful nature, but freedom to serve one another in love" (Gal. 5:13, New Living Translation).

### **Duties of the Men's Ministry Director**

1. Develop and conduct on a periodic basis a wide variety of programs and activities that will meet the various contemporary needs of a diverse male constituency.
2. Encourage and facilitate meaningful spiritual, mental, and emotional growth among the men of the church.
3. Work with a small administrative committee to make plans and policy.
4. Communicate with the church secretary and pastor when scheduling programs.
5. Serve as the conference men's ministries representative to the local church.
6. When requested assist the conference director in planning meetings that are for the benefit of all the men of the conference.
7. Serve as a communicator of news of interest to men that is disseminated from the division, union, and conference men's ministries programs.
8. Mentor someone else in this ministry.
9. Report to the family ministry committee and/or church board.

### **Spiritual Gifts Desired**

Encouragement, administration, shepherding.

## Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*600 Minutes With God*, Dick Duerksen/Ray Dabrowski, eds, AdvenTalk Media. 200 (3-minute) devotionals written by Christian men for Christian men. Personal, direct, humorous and pointed. Each page will challenge you in your personal Christian growth.

*Expect Great Things: How to Be a Happy, Growing Christian*, by Richard O'Ffill. A template for successful Christian living, with the goal of being like Jesus.

*Follow Me: How to Walk With Jesus*, by Miraslov Kis. With sensitive sketches of people whose lives were transformed when they met Jesus, the author gives us new eyes, and then explores the implications of following Jesus.

*Leap Over A Wall*, by Eugene Peterson. Through the story of David, Peterson suggests new and powerful possibilities for how you can live as God's best friend today.

*Temptations Men Face*, by Tom L. Eisenman. Straightforward talk on money, affairs, perfectionism and insensitivity. How do men experience common temptations and what can be done about them? Insights into a man's perspective on these and other tough issues.

*Then Men Think Private Thoughts*, by Gordon McDonald. If you have ever questioned your personal value, wondered how God can use you better, tried to evaluate your success as father or husband, this book will encourage you. McDonald, with almost painful honesty, shows how to peel away your selfishness and see what God is eager to do in you.

## Website

The North American Division Men's Ministry site ([www.emale.org](http://www.emale.org)) has information on how to start a men's ministry group, offers confidential counseling, and lists resources for men and ministry leaders.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# CHILDREN'S CHURCH LEADER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Responsible to the children's coordinator.

Relates closely with the church pastor, the children's ministries committee, children's church staff.

Ministry mission: To help children worship God in an age-appropriate way; to prepare children to understand what is happening in the "big church" during the worship hour.

### Responsibilities

The children's church leader has the following responsibilities:

- Organization and administration.
- Represents children's church on the children's ministries committee.
- Organizes and meets regularly with the children's church staff.
- Delegates ministry responsibilities to staff members.
- Decides in consultation with the children's coordinator how the time will be divided and what age level the ministry will target.
- Leads or team teaches up front in children's church.
- Keeps an updated file of current students.

### Coordination of Ministry

Delegates and assigns the following tasks:

- *Welcoming ministry*: greeting and affirming children; maintaining a file on each child (master files available from the children's coordinator or start from scratch).
- *Mailing ministry*: Sending absent member postcards, birthday cards, affirmation.
- *Hospitality ministry*: Organizing refreshments, involving parents on a rotating basis.
- *Family visitation ministry*: Organizing home visits by staff.
- *Music ministry*: Choosing songs and leading the singing, involving students in special music.
- *Support teachers*: Provides one friendly teen or adult per five students who help kids participate but do not teach.
- *Custodial*: Setting up the chairs, banners, tables after Sabbath School.
- Holds staff accountable for follow-through on their roles.

### Screening Volunteers

- Evaluates volunteer applications, with the children's coordinator.
- Interviews volunteers, helping them match their spiritual gifts with ministry needs.
- Screens volunteers on the basis of the volunteer screening form.

### Program Preparation

- Announces children's church two consecutive weeks in advance.
- Makes assignments, clarifies roles and expectations, communicates the day's theme, and time allotments.
- Articulates a standard for discipline and discusses potential trouble spots.
- Notifies parents when an offering will be taken, refreshments are needed, their presence is needed, the service begins, ends, and where it will be held.
- Secures video equipment for taping of the program.
- Shows the video of previous children's church and evaluates for future improvements.

### Tips for Organizing the Space

- Plan where craft supplies will be given out, refreshments will be served, etc.
- If possible, begin in a video room where children see a spiritual video or sing with a music video. Move to a worship room, an activity room, a story room, and a refreshment room. Maintain order throughout.
- Set rules for the children to follow: (1) Never leave the room without an adult. (2) Participate in all the songs and activities. (3) Do not leave at the end until a parent comes for you.

## Time Commitment

Approximately 4-10 hours per month.

## Length of Commitment

One or two years, depending on the practice of the local church.

## Training

- Basic children's ministries certification (nearing completion).
- Advanced children's ministries certification (on-going).
- Some high impact volunteer management training (recommended).

## Qualifications

- Volunteer ministry qualifications
- Commitment to Jesus Christ and to a growing personal relationship with Him.
- Commitment to Christ-centered ministry to children.
- Commitment to the Seventh-day Adventist Church and to its beliefs.
- Commitment to a balanced Christian lifestyle.
- Commitment to teamwork.
- Commitment to cooperative ministry under the leadership of the pastor and church board.
- Commitment to personal growth and learning, so as to upgrade teaching methods and leadership skills.
- An attitude of servant leadership.
- Passion for children and children's ministries.
- Leadership experience in a ministry to children.
- Current recommendation by the volunteer screening committee.

## Resources

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*101 Creative Worship Ideas for Children's Church*, by Jolene Roehlkepartain. Mix and match these 101 easy-to-prepare devotions, object lessons, Bible stories, puppet scripts and holiday ideas to spark singing, prayer, movement and worship in your children's ministries.

*Beyond the Edge*, by Sarah Kelnhofer. Contains 52 mission stories from the front lines, plus a three-part activity section for children following each story.

*Children's Church: Responding to God's Love*, by Jack Calkins. 26 complete programs for Children's Church.

*Children in Worship*, by Jack and Ann Calkins. How to involve children in the 11 o'clock worship service.

*Come Meet Jesus Child Evangelism Kit*. Everything you need to plan 27 programs for children, including music videos, theme videos, music CDs, and guidebook—designed especially for use in child evangelism meetings and can be used for children's church, neighborhood Bible clubs, VBS follow-up.

*How to Help Your Child Really Love Jesus*, by Donna Habenicht. A child development specialist explains how children develop spiritually and offers practical suggestions on how you can help children establish a lasting friendship with God.

*Little Voices Praise Him*. This delightful collection of 315 songs is part of the new GraceLink curriculum for Beginner and Kindergarten, but can be used in VBS, children's church, and at home. Also available on CD.

Volunteer ministry applications, volunteer screening forms, and student record templates are available at [www.childmin.com](http://www.childmin.com); visit [www.acma-online.org](http://www.acma-online.org) for information about a support network for leaders.

Visit AdventSource On-Line at [www.adventsource.org/children](http://www.adventsource.org/children) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# VACATION BIBLE SCHOOL DIRECTOR

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Responsible to the children's ministries committee.

Relates closely with the children's coordinator, the VBS staff.

Ministry mission: To help children develop a friendship with Jesus, with the Bible, with the church, and with each other.

### Responsibilities

The Vacation Bible School leader plays a key role in directing the church's largest outreach program for children and their families and has the following responsibilities:

- Organization and administration.
- In consultation with the children's coordinator, recruits volunteers.
- Represents VBS on the children's ministries committee.
- Develops a VBS budget with the help of the children's coordinator.
- Plans the VBS space—which rooms of the church will be used and for what.
- Plans the VBS time—the date, time of day, and program schedule.
- Takes responsibility for reporting the VBS event to the local conference.
- Leads the team in follow-up events.
- Demonstrates a concern for child safety by completing the volunteer ministry information form and returning it when asked, and by observing the guidelines for volunteers and caregivers.

### Coordination of the Vacation Bible School

Delegates leadership of the learning stations to able and responsible leaders; holds them accountable (stations include Bible learning, craft, games, etc). Makes routine staff assignments, as follows:

- Drama ministry—training a small team to do skits for the general session.
- Family visitation ministry—organizing VBS staff to visit students at home
- Follow-up ministry—sending birthday cards and invitations to follow-up events.
- Hospitality ministry—providing daily snacks, organizing food for parent night and follow-up.
- Guiding ministry—training and mentoring teen and adult guides who are each assigned a group of five students to accompany throughout VBS (guides and assists station leaders when asked, but does not teach).
- Music ministry—learning VBS songs, leading the singing at VBS and follow-up events.
- Publicity ministry—communicating and publicizing VBS at church and in the media.
- Registration and record keeping—maintaining and updating student files, name tags.
- Welcoming ministry—greeting, finding name tags, showing where to go.
- Optional—safety patrol, videographer, medical, custodial, parenting seminar.

### Screening Volunteers

Helps volunteers match their spiritual gifts with a ministry task as a leader, guide, or aid. Accept only volunteers whose volunteer ministry information forms are up-to-date and who have been approved by the screening committee.

### Training and Equipping

- Attends a conference VBS workshop where VBS programs are demonstrated or checks on-line for church-recommended programs.
- In consultation with the children's coordinator, selects a VBS program and orders the materials.
- Holds VBS staff meetings to communicate the mission and goals of VBS, distribute curriculum materials to station directors and job descriptions to the staff, explain logistics, the schedule, procedures, and traffic flow.
- Conducts regular VBS staff meetings; encourages volunteers in their personal prayer life.
- Trains the staff in how to invite children to accept Jesus in an age-appropriate way.
- Mentors a promising leader for future VBS leadership.

## **Time Commitment**

Approximately 10-15 hrs. per week; 3-6 hrs. per day during VBS.

## **Length of Commitment**

One or two years, depending on the practice of the local church.

## **Training**

Basic children's ministries certification (on-going).

## **Qualifications**

### **1. Volunteer Ministry Qualifications**

A commitment to:

- Jesus Christ and to a growing personal relationship with Him.
- Christ-centered ministry to children.
- The Seventh-day Adventist Church and to its beliefs.
- A balanced Christian lifestyle.
- Teamwork.
- Cooperative ministry under the leadership of the pastor and church board.
- Personal growth and learning, continually upgrading methods and skills.

### **2. Special Qualifications**

- An attitude of servant leadership.
- A passion for children and children's ministries.
- Leadership experience in a ministry to children.
- A current recommendation from the volunteer screening committee.

## **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Bug Safari*. This exciting VBS program is the Adventist version of the Group VBS for 2002, complete with all the resources for its VBS leaders.

*Come Meet Jesus Child Evangelism Kit*. Everything you need to plan 27 programs for children, including music videos, theme videos, music CDs, and guidebook—designed especially for use in child evangelism meetings and can be used for children's church, neighborhood Bible clubs, and VBS follow-up.

*Friends Forever*. This program introduces kids to Bible friends, who teach them both how to be friendly and that Jesus wants to be their Friend Forever.

*Jesus' Kids in the Kitchen*. Provides an opportunity for kids to learn all about themselves, their bodies, and most importantly, their Creator.

*The Amazing Creation Station*. This program will help children learn to know and follow Jesus and value the natural world God made.

Visit [www.childmin.com](http://www.childmin.com) for:

- Information regarding the VBS curriculum.
- A volunteer ministry information form and directions for its use.
- An electronic filing system for student information.
- Links to other sites and a VBS report form.

Visit [www.gracelink.net](http://www.gracelink.net) for Sabbath School curriculum.

Visit [www.acma-online.org](http://www.acma-online.org) for a children's ministries support network

Visit *AdventSource* On-Line at [www.adventsource.org/children](http://www.adventsource.org/children) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).

# CHURCH BOARD MEMBER

## A MINISTRY DESCRIPTION FOR LOCAL CHURCH LEADERS

### Introduction

Welcome to membership on the local Seventh-day Adventist Church Board! You have accepted an important responsibility. This board has been charged by the members of the local Seventh-day Adventist Church with the operation of the church.

With such an important responsibility, persons selected must individually portray in their personal and corporate life qualities of spirituality, fairness and good judgment. You have been chosen because your church believes you exemplify these qualities.

### Assumptions

As you begin functioning as a member of the local Seventh-day Adventist Church Board, you should know that your church assumes:

1. That you are accepting this responsibility willingly. Only willing members can effectively perform the services that will be necessary.
2. That you are a loyal and faithful member of this Seventh-day Adventist congregation.
3. That you are faithful in your stewardship responsibilities in terms of time, talent, and financial means.
4. That you will seek the Lord for divine guidance and courage to make necessary decisions.
5. That you will be both ethical and professional in handling the information and decisions you will confront. You should be loyal to God, loyal to the pastor and elected leaders, and loyal to the members.
6. That you will put the interests of the church above any personal interest, for only thus can selfless service be rendered to the church and to Jesus, the Lord of the church.
7. That you will always remember the church's mission in making decisions.

### Suggestions for Effectiveness

1. *Commitment.* A deep, genuine commitment to the Lord Jesus is the most important part of our work on this board. Our minds are to be the link through which God communicates His will to this church. Please spend time in earnest prayer before coming to each board meeting, so that your mind and spirit are in tune with the Divine.
2. *Participation.* In his book, *Guidelines for Committee and Board Members*, Dr. Robert Firth states: "No doubt there are places where silence is golden, but not on a committee. A committee member who sits through a meeting without saying something to aid the discussion is a useless committee member. The committee meeting is a place to exchange ideas, to create new ones, to hammer ideas into solutions, or to set a course of action." page 48. However, Dr. Firth balances things by cautioning against going to the other extreme: "There are those who talk a great deal at committee meetings and say virtually nothing. They might call such talking participation, but few others would. Participation assumes the making of a worthwhile contribution to the discussion." Don't be afraid to speak your conviction or disagree with others. This includes disagreeing with anyone, including the pastor. We are only as strong as our willingness to express opinions and convictions. We are all equal on this church board. Every voice carries equal weight. Every vote has equal weight. Some have a wider range of knowledge, but that should not stop you from expressing your own conviction. Don't be afraid to reveal your ignorance. It is nothing to be ashamed of. Don't hold back an idea or motion because you are afraid you will be voted down. Realize now that you will win some and lose some on this board. That's democracy. Don't let a loss in support of your idea discourage you.

3. *Information.* Decisions are only as good as the information on which they are based. Insist on adequate information before you vote. It is much better to postpone a decision than to rush into something with only partial, incomplete facts. The pastoral staff will do everything possible to give you ALL the information available — even if it hurts. You have a right to any information you wish. Nothing is off limits for you! As a group, or personally, the pastoral staff and board chairman will make available anything you ask for—except confidential, personal information.
4. *Respect and Trust.* It is necessary to have an attitude of mutual respect and trust. Each member of this board was chosen because you have become known in your church for certain traits of leadership and areas of expertise. Unless we respect and trust one another, there will not be the free and open exchange that is necessary to good decision-making. If you have doubts and questions about the integrity or sincerity of any member of the board, including pastors, express it. Ask questions. Clear the air. This will make our work a joy as friendships develop. We are not adversaries, but teammates trying to win for God.
5. *Honesty.* Please don't play games or seek to manipulate. Avoid hidden agendas. This can destroy trust. Be honest, straightforward, and direct.
6. *Decision Making.* Vote with your head, not your heart. Make decisions based on facts, needs, and careful thinking, rather than on emotional reactions or past experience. Avoid preconceived ideas or assumptions based on a bad experience or accumulated problems through the years. Above all, keep in mind the mission of the church in all your decisions.
7. *Cultural Sensitivity.* Filter all discussion and decisions through the viewpoint of diverse ethnic groups. Respect the historical background and special needs of others.
8. *Wounded Feelings.* Sometimes those who have never served on a church board are surprised at the candor, openness, and willingness to disagree with a fellow board member. But that is one thing that makes boards effective. Effective members do not “wear their feelings on their sleeves.” They come up with ideas that they actually expect will probably be shot down rather rapidly. Each member tries not to become personally involved with his/her own ideas and opinions. They realize that the open discussion in the board will expose weakness in arguments and ideas. This results in better decisions than those any member might develop alone. Another sensitivity comes from those who feel, “They never use my ideas.” That isn't true! Your ideas will undoubtedly stimulate the ideas of others, and thrown into the mix of all the ideas, yours will be a part of the overall development even though your idea may not be the exact version of the finished product.
9. *Handling of Board Decisions.* When a decision is reached that involves members of the church, do not assume you are free to communicate that information. The pastor or other person assigned by the board has the responsibility of disseminating that information. EXAMPLE: Suppose the board votes to make a change in leadership of a ministry of the church. You tell a friend of yours, who tells a friend, who tells the person—and the pastor has not yet made contact. You can imagine how the person will feel, getting the information through an unofficial channel instead of the proper channel.
10. *Confidentiality of Discussions.* No member of the Church Board should be placed in the unenviable position of having a confidential statement he made in board come back to him on the telephone, street, office or anywhere! The various viewpoints may be reported, but it is unethical to mention names. After all, that person may have been persuaded by discussion, and ended up voting differently than what he or she expressed to the group earlier in the discussion.
11. *Ministry Representation.* Some people are members of the board because they represent a specific ministry of the church, such as music ministry or children's ministry.



Such board members are expected to be fully informed about the ministry they represent and to make sure the board is fully informed of the way that ministry will be affected by any action or decision the board is considering. However, the members of the Church Board are expected to represent the best interests of the entire church, without making every decision based on the priority of what would be best for the specific ministry or group with which they might be identified. Try to see the big picture and make decisions on what is best for the church as a whole, rather than voting only the little picture. We will have a stronger church if each do so.

12. *Support of the Majority Vote.* Quoting again from Dr. Firth: “But once a committee has given its group judgment to a problem and decided on a solution by a democratic majority vote, the dissenting individuals no longer have the right of dissent. ...The person who cannot do that has no business serving on the committee and is lacking in ethical values.” Dr. Firth is quite firm, and some even say he is being too hard. Consider the problem should a board member tell others: “I’m sorry the board decided the way they did. I certainly don’t agree and didn’t vote that way.” Immediately he has set himself up against the board. Loyalty involves support even though it may not have been our first choice for the board to vote the way it did.

## **Attendance**

Attendance is very important at all board meetings. At times there will be valid reasons why you cannot attend. If that is the case, please notify the secretary or board chairman. We hope you will realize the importance of attendance and try your very best to be present at each meeting. If you are absent without notification for three consecutive meetings the board may vote to replace you.

## **Notice of Meetings**

You will receive a notice of the next meeting one to four weeks in advance. At its first board meeting the board itself should establish a particular day of the month, such as the first Tuesday or second Thursday, when the board will meet—unless a different date is voted at one board meeting for the next board meeting.

## **Minutes**

Minutes of each Church Board meeting will be mailed to you. You should obtain a notebook for the purpose of keeping your minutes. At times the minutes will contain privileged information (such as a personnel problem). We do ask that you keep this book of minutes “for your eyes only.”

## **Budgets**

A part of the work of the Church Board involves money. At each meeting we usually go through the financial statement, presented by the church treasurer. At first the statement may seem strange and unfriendly unless you have an accounting background. In time, the statement will begin to make sense and you will be able to plot the financial course of the church.

## **Conflict of Interest**

Even though most board members are not employees of the Seventh-day Adventist Church, every board member must avoid any conflict of interest that would result in personal favor or gain. An example of a conflict of interest would be encouraging and voting for the church to purchase a product or service from which you would profit, or voting for the church to discard or sell something below market value, that you might acquire and use to your advantage. Though our local church board members may not sign a conflict of interest statement, they are encouraged to read the North American Division Policy Statement on conflict of interest.

## **Policies**

The local Seventh-day Adventist church operates in harmony with the policies of the latest edition of the *Seventh-day Adventist Church Manual*. Every church board member should have access to the manual and be familiar with its policies. Many of the recommendations of the *Church Manual* leave considerable room for local church application and interpretation, and occasionally the church board may vote to depart from a recommendation of the manual on minor matters. But when there is no clear consensus among board members that a variance is within the spirit of the manual, the *Church Manual's* recommendations will be followed. The local Seventh-day Adventist church is a part of the local conference of Seventh-day Adventists, and as such, operates in harmony with the policies of the conference. The local church's real property, the church building and all church equipment and furnishings, are held in the name of the local Association of Seventh-day Adventists. The conference and the Association are, in turn, governed by the local conference constituency, of which the members of the local Seventh-day Adventist church are members.

## **Program Evaluation**

A major function of the Church Board is to evaluate the programs of the church. Programs that are proving ineffective will be reviewed by the board, and solutions will be sought. Those that continue to be ineffective will be discarded, while those proving effective will be encouraged and expanded. It is also the responsibility of the Church Board to see areas of need and suggest and implement programs that will meet those needs.

## **Final Responsibility**

In the final analysis, it is your responsibility as a board member to review all operations of the local Seventh-day Adventist Church Board and to act on behalf of all the members. Given such an important assignment, your dedication to the church and this position is extremely important. As you vote on issues that affect this church and its personnel and all of its outreach, please do so knowing that the Holy Spirit is beside you ready to guide you.

## **Resource Materials**

The following resources are recommended for your ministry. You can purchase these by calling *AdventSource* (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Radical Disciples for Revolutionary Churches*, by Russell Burrill. The author explores what it takes to produce church members who want to be participants, not spectators, and proposes a major change in how to "do evangelism."

*Revolution in the Church*, by Russell Burrill. Believing that both pastors and laity have strayed far from their biblically assigned roles, the author proposes a radical change in how Adventists "do church."

*Revolutionized Church of the 21st Century*, by Russell Burrill. Experience the explosive power of a church built on relationships.

*Seventh-day Adventist Church Manual*. All operating policies and procedures as voted by the General Conference.

*The Power of Vision*, by George Barna. Discover how developing a shared vision can ignite your board, pastors and church members.

Visit *AdventSource* On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).