

Church Directory 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. 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 church directory coordinator, 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 Directory Coordinator

The ministry to which a person is called when he or she becomes a church directory coordinator involves the following:

1. Church directory. It is the responsibility of the directory coordinator 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. 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. Note: The job of church directory coordinator is normally part of the church clerk's responsibilities, but has been separated out as a separate job here at Beaverton.

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 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.