

MINISTRY/LEADERSHIP

JOB DESCRIPTIONS



The First Seventh-day Adventist Church
Washington, DC

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Ministry Job Descriptions
(FCSDA)

Introduction

It is the intent of this document to serve as a guide and instrument to the understanding of the ministry/job descriptions of the duties and responsibilities of ministry/leadership (ML) and other personnel of the First Church of Seventh-day Adventist (FCSDA).

It will be seen that while there are internal and personal understandings of how the ML of FCSDA should function, this document points to the comprehensive understanding of said ministries.

In addition, while FCSDA does not extend contracts to individuals performing “traditional” ministry for its organization, this document should aid in the clarification and understanding of any and all work relationships between FCSDA and the individuals rendering necessary ministry and/or plant and logistical services.

The ultimate intent of this document is to help the various ministries and personnel of FCSDA to be effective and efficient.

In His service,

Pastor Dr. Mark A. McCleary

Adventurer Club Director

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).

The Adventurer Club is one way in which the church can welcome and care for His/its children. 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. The Adventurer Club director will seek to involve parents in the ministry of the Adventurer Club.

Your leadership role will include the following:

1. 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 schoolteachers, 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. 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 Pathfinder Council and staff to identify what goals and objectives need to be accomplished in the coming year. 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. 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. Take time at staff meetings to discuss ideas and concerns. Use what is learned to create a better, more effective club. Use what is learned to create a better, more effective club. Seek to bring together staff and programming to help the children become more closely acquired with the love of Jesus and His plans for them.
6. **Length of commitment:** Two years
7. Maintain close counsel with the Pastor, elders, Youth Ministry personnel, and other ministry leadership.
8. Always be on time in serving.
9. Always be ready and willing to serve.
10. Always provide a substitute in your absence.
11. Coordinate and ensure the accurate maintenance of all Adventurer Club records, funds, and activities.
12. Plan and promote a holistic Adventurer Club curriculum and program schedule.
13. Develop, promote, and implement the Adventurer ideals in-church and in the community.
14. Advertise, recruit, and enlist leadership and membership for growth.

Resource Materials

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.

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 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.

Adventist Youth Leader

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).

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.

Your leadership role will include the following:

1. You will need to meet with those who nurture young adults in Sabbath School, and any other young adult ministries of the church. The agenda of this meeting will include the scheduling of all fundraisers 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. 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. You will represent the interests of young adult ministries to:
 - a. The church board (pending church decision according to Youth Coordinator's status).
 - b. 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. 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 treasurer can help you develop an overall budget for the young adult ministries.
4. 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. 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.
6. Maintain close counsel with the Pastor, elders, other youth leadership, and other ministry leaders.
7. Always be on time in serving.
8. Always be ready and willing to serve.
9. Always provide a substitute in your absence.
10. Plan, coordinate, and promote a holistic youth program curriculum.
11. Ensure the regular and accurate reporting of all youth activities during all council, Church Board and Business meetings, and Conference Director.
12. **Length of commitment:** Two years

Resource Materials

Visit 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.

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.

Adventist Youth Ministry Secretary/Treasurer

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).

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.

Your leadership role will include the following:

1. As the treasurer, you should develop an overall budget for Youth Ministries. As the secretary, you should ensure and maintain update minutes, and records of all Youth Ministry plans and programs.
2. 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 youth leaders in their programming and evaluate the effectiveness of their programs in meeting the needs.
3. Maintain close counsel with the Pastor, elders, other youth leadership, and other ministry leaders.
4. Always be on time in serving.
5. Always be ready and willing to serve.
6. Always provide a substitute in your absence.
7. Insure the regular and accurate reporting of all youth activities during all council, Church Board and Business meetings, and monthly Youth Ministry report to the AEC Director.
8. **Length of commitment:** Two years

Resource Materials

Visit 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.

You can purchase these by calling [AdventSource](http://AdventSource.com) (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.

Business Manager

First Church, in fulfilling its ministry and mission must operate and function by sound financial and capital acumen. Finances are an integral part of the ministry of the church in this world. The Business Manager, therefore, has been charged with the collaborative oversight of all church properties and funds. With such an important responsibility, you must portray the qualities of spirituality, fairness, and good judgment.

Your leadership role will include the following:

1. Maintain a close working relationship with the Finance Chairperson and committee
2. Work with the Treasury to properly account and inform the Board on the status of receipts and receivables from church rental property.
3. Ensure that all ministry leadership follow the guidelines established for financial expenditures; especially those \$500 and above.
4. Evaluate monthly expenditures of the Church before they are paid, devising/advising innovative means of lowering expenses.
5. Ensure that there are at least (3) contract proposals that spell out the work to be performed on the Church property and that cost estimates for the work are comparable.
6. Ensure that time limits or contracted work are established and met, and that the work/finished product is inspected before the contractor is paid-in-full.
7. Responsible for securing all contracts to the Church Board of Deacons.
8. In addition the Business Manager is responsible for the maintenance, updating, and functioning of the Church's website. This includes ensuring that weekly streaming is done of church services when required.
9. Ensure that church documents, procedures, and policies are adhered to and are not changed without Board approval. This includes internet and electronic media.
10. Always be on time in serving.
11. Always be willing and ready to serve.
12. Always provide a substitute in your absence.
13. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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.

Visit AdventSource On-Line at 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.

Amended: 07/2013 following church vote.

Capitol/Building/Equipment Committee (CBE)

This committee has been charged with the oversight of all church property and equipment. With such an important responsibility, persons selected must individually portray in their personal and corporate life qualities of spirituality, fairness, and good judgment.

Your leadership role will include the following:

1. 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.
2. Maintain close counsel with the Pastor, elders, finance committee, Business Manager, and other ministry leaders.
3. Always be on time in serving.
4. Always be ready and willing to serve.
5. Always provide a substitute in your absence.
6. Provide guidance and recommendations regarding all church properties (i.e. upgrading, renovations, and acquisitions).
7. Develop, coordinate, and promote CBE fund-raising campaign
8. **Length of commitment:** Two years.

CHAPLAIN of First SDA Church [Associate Administrator]

General Description

The purpose for the position is to ensure that the business affairs of the church, including the collaborative-supervision of the church's ministries and the appropriation of allocated resources, enhance and enable effective ministry programming in congruence with FCSDA's mission and objectives.

Justification of the Position:

In light of the expansion of facilities and resources within the church, the position is created to maximize/manage church resources. In working under the direction of the current Senior Pastor (Mark A. McCleary), this position enables the church to accomplish its mission and objectives with wise stewardship of its resources.

Education-Knowledge Skills and Abilities:

The Candidate should possess a Bachelor of Science Degree in the fields of business/management and/or seeking a Masters in Church Administration or Masters of Theology or Ecclesiastical equivalent.

Job Responsibilities:

The responsibilities of the Chaplain focus on the business functions of the church, as well as ministry leader efficiency and membership interaction. The position is designed to be a member of the Pastorate, with an unspecified tenure, and the position reviewed annually by the FCSDA Board, along with periodic evaluations by the Pastor; with final approval by FCSDA in Business meeting. The position salary will be established by the Finance Committee and approved yearly by the FCSDA Board and Business body within the yearly budget. The Senior Pastor approves vacations and the hours are currently defined as not less than 20 hours per week.

Major Duties and Responsibilities:

1. Work with the Pastor and Elders to develop the necessary strategies to carry out the FCSDA vision. The Chaplain will be responsible for creating ministry work plans thru team building sessions to accomplish the strategies of the church's mission and objectives.
2. Prepare and give sermons that are relevant, seeker-sensitive and challenge members and un-churched to become fully devoted followers of Christ. It is anticipated that the Administrative Chaplain will preach at least five (5) sermons annually.
3. Prepare and give inspirational and motivating lessons to various groups within the congregation. The primary teaching will be in the Pastor's New Believer class, but also may be consist of training teachers and leadership for group ministry as needed.
4. Periodically the church will undertake special events to attract people to the congregation. The Chaplain will be responsible for general oversight, reportable to the Senior Pastor, of as well as developing, planning and managing these events.
5. Oversee the operation of the Safe Sanctuary and Use of Facility processes. Responsible for overseeing of ministry teams' synchronization.
6. Provide evaluation tools for measuring the effectiveness of the FCSDA programs and ministries.
7. Works closely as an advisor to the Finance committee to ensure that the church's vision is enhanced and that resources are distributed appropriately for the over all good of FCSDA.
8. Develops the public relations and advertising for the church. The Chaplain will work with the Communications Department to develop effective and powerful vehicles to attract the un-churched to the worship services and programming of website and other media communities.

9. Always be on time in serving.
10. Always provide a substitute in your absence.
11. Always be willing and ready to serve.

Essential practicums:

- Spend daily quality time in prayer and Bible study.
- Perform sacerdotal duties on a regular basis, or as circumstances dictate.
- Set aside one day a month for personal renewal.
- Stay current with trends in the pastoral care ministry by networking with leaders/pastors, listening to tapes, reading books, periodicals and attending approved conferences.
- Responsible for setting goals for his/her ministry as well as implementing viable strategies for their attainment.
- Attend all staff meetings and retreats, as directed.
- Available to the congregation before and after services, as duties permit.

This position has been eliminated effective 1/24/09.

Children's Church Leader

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.

Your leadership role will include the following:

1. Responsible to the children's coordinator.
2. Relates closely with the church pastor, the children's ministries committee, children's church staff.
3. Organization and administration; organizes and meets regularly with the children's church staff.
4. Represents children's church on the children's ministries committee.
5. Leads or team teaches up front in children's church.
6. Keeps an updated file of current students.
7. *Welcoming ministry*: greeting and affirming children; maintaining a file on each child (master files available from the children's coordinator or start from scratch).
8. *Mailing ministry*: Sending absent member postcards, birthday cards, affirmation.
9. *Hospitality ministry*: Organizing refreshments, involving parents on a rotating basis.
10. *Family visitation ministry*: Organizing home visits by staff.
11. *Custodial*: Setting up the chairs, banners, tables after Sabbath School.
12. Prepares regular/per need announcements of children's church ministry.
13. Ensures all necessary equipment is planned and in place for all Children's church programs.
14. Maintain close counsel with the Pastor, elders, finance committee, Business Manager, and other ministry leaders.
15. Always be on time in serving.
16. Always be ready and willing to serve.
17. Always provide a substitute in your absence.
18. **Length of commitment**: Two years.

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 [Safe Sanctuary].

Training

- Basic children's ministries certification (nearing completion).
- Advanced children's ministries certification (on-going).
- Some high impact volunteer management training (recommended).

Qualifications

- 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 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.
- Leadership experience in a ministry to children.

Resources:

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.

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.

Volunteer ministry applications, volunteer screening forms, and student record templates are available at www.childmin.com; visit www.acma-online.org for information about a support network for leaders.

Visit *AdventSource* On-Line at 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.

Children's Ministries Coordinator

Your leadership role will include the following (Focusing plans and activities on children 12 and under):

- 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.
- 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

1. Plans new programs as church resources permit, assigning both starting and ending dates for each.
2. 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.
3. 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.
4. Works with ministry leaders to clarify the goals of each ministry.

Managing Volunteers in Children's Ministries

1. 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.
2. With ministry leaders, screens volunteers by evaluating written applications and by interviewing prospective volunteers.
3. Equips volunteers by encouraging them to attend conference training events and complete their children's ministries basic certification; provides adequate resources, materials, and equipment.
4. Encourages ministry leaders to mentor and lead their team members.
5. Mentors a promising leader into the role of children's coordinator.

Selecting Children's Curriculum

1. Encourages ministry leaders to use Seventh-day Adventist materials produced by the General Conference, where available.
2. Reviews and evaluates support resources for content and general suitability.
3. 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.
4. **Time Commitment:** Two years.

Resources Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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.

Adventist Plusline at 1-800-732-7587.

Children's Sabbath School Leader

Your leadership role will include the following (Cradle roll, Kindergarten, Primary, Junior, and Early Teen):

1. Maintain close counsel with the Pastor, elders, Sabbath school Counsel/leadership, and other ministry leaders.
2. Meet regularly with the division team for planning and room preparation.
3. Develop a division budget with the help of the Children's Coordinator.
4. Organize the division Sabbath School storage and room decorations; assign general responsibilities.
5. Organize the Sabbath School time and assigns responsibilities to teachers and assistants.

Delegates and coordinates the following aspects of ministry:

1. Maintain and update files on the children who participate in Sabbath School ministry programs, including their attendance (i.e. birthdays, graduations, other achievements).
2. Greets children and recognizes visitors.
3. Sends absent members cards or notices.
4. Divides the students among leaders and teachers so that each receives a home visit.
5. Chooses songs, leads singing, and include children in "special" music.
6. Interview promising volunteers and helps match their spiritual gift with a ministry need in the division.
7. Allows nobody to work with children who have not successfully completed the background approval information.
8. Encourages both children and volunteers to pursue personal prayer life.
9. Looks for opportunities to invite children to accept Jesus; leads them through the steps to Jesus in age-appropriate ways.
10. Sets a standard for classroom management and Sabbath School programming—and expects assistants to maintain that standard so teaching will be seamless.
11. Places orders with the Sabbath School secretary for SDA materials.
12. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by clicking on the following highlighted links or by calling Advent Source (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

Little Voices Praise Him CD, Songbook, This delightful collection of 315 songs is part of the new Grace Link curriculum for children, but can be used in VBS, children's church, and at home.

Visit gracelink.net for Sabbath School curriculum.

Visit acma-online.org for a children's ministries support network.

Adventist Plusline at 1-800-732-7587.

Children's Sabbath School Teacher

Your leadership role will include the following:

1. Maintain close counsel with the Pastor, elder, SS Council leadership and division leaders.
2. Sit with the children assigned and learn their names.
3. Relate to the children in a loving, respectful manner.
4. Note missing members and plan contacting via mail, phone, or visit.
5. Call children during the week to encourage and pray with them.
6. Look for opportunities to encourage children to accept Jesus.
7. Attend division leadership meetings.
8. Assist with the room organization/decoration.
9. Accept responsibility for one or more aspects of SS ministry (i.e., record keeping, student card file, and visitor and attendance information).
10. Choose songs, leading the singing and involving students in music activities.
11. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by clicking on the following highlighted links or by calling Advent Source (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

Little Voices Praise Him CD, Songbook, This delightful collection of 315 songs is part of the new Grace Link curriculum for children, but can be used in VBS, children's church, and at home.

Visit gracelink.net for Sabbath School curriculum.

Visit acma-online.org for a children's ministries support network.

Adventist Plusline at 1-800-732-7587.

Choir Director(tress) [Music Ministry]

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.

“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).

Your leadership role will include the following:

1. Maintain close counsel with the Pastor, elder, Music Coordinator, musicians, and other ministry leaders.
2. Always be on time in serving.
3. Always be ready and willing to serve.
4. Always provide a substitute in your absence.
5. Promote and foster a reverent atmosphere and approach during rehearsals and public ministry.
6. Encourage and recruit for the development and growth of the choir.
7. Keep a worship Spirit foremost as you minister and share the same.
8. **Length of Commitment:** Two years.

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.

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

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

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.

Church Board Member

This board has been charged by the members of the local Seventh-day Adventist Church with the operation of the church. You have been chosen because your church believes you exemplify in their personal and corporate life qualities of spirituality, fairness and good judgment.

Assumptions:

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.
7. That you will always remember the church's mission and objectives in making decisions.

Suggestions for Effectiveness:

1. Maintain close counsel with the Pastor, Board members, and Ministry leaders.
2. Assist the Pastor and Board members in governing church ministry according to its mission and objectives.
3. Always be willing and ready for scheduled and called Board meetings.
4. Always provide a substitute in your absence (i.e. ministry representative and or written report).
5. Always be on time in serving.
6. **Length of Commitment:** Two years.

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.

Resource Materials:

You can purchase these by calling [AdventSource](http://www.adventsource.com) (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

Seventh-day Adventist Church Manual. All operating policies and procedures as voted by the General Conference.

Clerk

Your leadership role will include the following:

1. Maintain official copy of minutes, to include complete copies of all reports, documents and financial statements, and action items. It is a public record which any church member or denominational representative can view.
2. Manage the correspondence between the individuals seeking transfers and the churches with which the transfer is being made. Fill out a certificate and report forms when a person is baptized or makes a profession of faith to the Pastor, clerk file, church secretary archive, and AEC.
3. 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. (Duplicates should and can be maintained with the Pastor and church secretary).
4. 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. It is the responsibility of the clerk to have a church directory produced as needed as well as maintain up to date record of all members.
6. Encourage and help all ministry leadership in record keeping (i.e. minutes,, ministry roster).
7. Coordinate Sabbath and other announcements emphasis with the Pastor or coordinating elder.
8. **Length of Commitment:** Two years.

Resource Materials

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 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

Communications Ministries

It is 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.

Your leadership role will include the following:

1. Model, foster, and train church leaders to build and nurture relationships with community leaders, clubs, and organizations, and encourage increased church involvement and support in the community when and where appropriate.
2. Maintain close counsel with the Pastor, elder, and other ministry leaders.
3. Always be on time in serving.
4. Always be ready and willing to serve.
5. Always provide a substitute in your absence.
6. Develop and coordinate a comprehensive communications ministry (i.e. newspaper, radio, TV, flyers, posters, calendar, etc).
7. Coordinate all communication systems for all church activities, internal and external.
8. Plan and promote a holistic communication curriculum for awareness and skill training for all ministry personnel.
9. **Length of Commitment:** Two years.

Resources Materials:

You can purchase these by calling **AdventSource** (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

Visit AdventSource On-Line at 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.

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.

Amended: 07/2013 following church vote.

Audio/Taping Ministry Leader [Communications Ministry]

It is 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, guests, and community persons are provided quality audio ministry and taping products of church programming.

Your leadership role will include the following:

1. Maintain close counsel with the Pastor, elders, other Communication personnel, and all ministry leaders.
2. Always be on time in serving.
3. Always be ready and willing to serve.
4. Always provide a substitute in your absence.
5. Coordinate the audio recordings and promotion of Church programs (i.e. schedule, request).
6. Maintain accurate and quality inventory of all audio equipment and promotional materials.
7. Ensure the accurate record of all sales and remittances (i.e. tapes, receipts, vouchers).
8. **Length of Commitment:** Two years.

Resources Materials:

You can purchase these by calling **AdventSource** (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

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.

Visit AdventSource On-Line at 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.

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.

Public Relations Ministry Leader [Communications Ministry]

It is 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 Public Relations Leader, your role in ministry is specifically defined to insure that members are kept informed and the church is properly represented to the public.

Your leadership role will include the following:

1. As a communication leader, you are responsible for building, monitoring, and protecting the image of your local church and its name, within your community.
2. To do this effectively: Ensure 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.
3. Join a communication association like the Society of Adventist Communicators and the Religious Communication Council.

Media Relations

1. Your objective is to raise public awareness of your 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.
2. 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.
3. Develop and maintain a local media contact list.

News and Information

1. It is 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.
2. Encourage and oversee the publishing of 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.
3. Send sick, shut-in, and missing members copies of the church newsletter or bulletin.
4. Encourage and oversee the publishing of a church and or community pictorial directory paid for by ads from community businesses and church well-wishers.

Advertising and Promotion

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

2. 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.
3. Enlist the help of college students 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.
4. Maintain close counsel with the Pastor, elders, other Communication personnel, and all ministry leaders.
5. Always be on time in service.
6. Always be ready and willing to serve.
7. Always provide a substitute in your absence.
8. **Length of Commitment:** Two years.

Resources Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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.

Visit AdventSource On-Line at 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.

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.

Amended: 07/2013 following church vote.

Radio Ministry Leader [Communications Ministry]

It is 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 Radio Ministry Leader, your role in ministry is specifically defined to insure that members, guests, and community persons are provided a quality church-related radio program.

Your leadership role will include the following:

1. 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 on the radio.
2. Report church activities to local radio 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. Seek to become personally acquainted with community radio outlets. Develop initial contacts with community radio outlets.
3. Develop and maintain a local media contact list.
4. Maintain close counsel with the Pastor, elder, other Communication personnel, and all ministry leaders.
5. Always be on time in serving.
6. Always be ready and willing to serve.
7. Always provide a substitute in your absence.
8. Coordinate the audio recordings and promotion of Church programs (i.e. schedule, request).
9. Maintain accurate and quality inventory of all audio equipment and promotional materials.
10. Ensure the accurate record of all sales and remittance (i.e. tapes, receipts, vouchers).
11. **Length of Commitment:** Two years.

Resources Materials:

You can purchase these by calling **AdventSource** (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

Visit AdventSource On-Line at 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.

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.

Television Ministry Leader [Communications Ministry]

It is 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 Television Ministry Leader, your role in ministry is specifically defined to insure that members, guests, and community persons are provided a quality church-related radio program.

Your leadership role will include the following:

1. 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 on the television.
2. Report church activities to local television 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. Seek to become personally acquainted with community television outlets. Develop initial contacts with community television outlets.
3. Develop and maintain a local media contact list.
4. Maintain close counsel with the Pastor, elder, other Communication personnel, and all ministry leaders.
5. Always be on time in serving.
6. Always be ready and willing to serve.
7. Always provide a substitute in your absence.
8. Coordinate the television promotion of Church programs, recordings and promotion of Church programs (i.e. schedule, request).
9. Maintain accurate and quality inventory of all television equipment and promotional materials.
10. Ensure the accurate record of all sales and remittance (i.e., tapes, receipts, vouchers).
11. **Length of Commitment:** Two years.

Resources Materials:

You can purchase these by calling AdventSource (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

Visit AdventSource On-Line at 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.

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.

Video/Tape Ministry Leader [Communications Ministry]

It is 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 Radio Ministry Leader, your role in ministry is specifically defined to insure that members, guests, and community persons are provided a quality video ministry and taping program.

Your leadership role will include the following:

1. Maintain close counsel with the Pastor, elder, other Communication personnel, and all ministry leaders.
2. Always be on time in serving.
3. Always be ready and willing to serve.
4. Always provide a substitute in your absence.
5. Coordinate the audio recordings and promotion of Church programs (i.e. schedule, request).
6. Maintain accurate and quality inventory of all video and taping equipment and promotional materials.
7. Ensure the accurate record of all sales and remittance (i.e. tapes, receipts, vouchers).
8. **Length of Commitment:** Two years.

Resources Materials:

You can purchase these by calling **AdventSource** (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

Visit AdventSource On-Line at 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.

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.

Community Services Director

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).

Your leadership role will include the following:

1. Conduct a needs assessment of the church neighborhood. This can be accomplished 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. Identify social concerns to which you/Church 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.
3. 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. Maintain close counsel with the Pastor, elders, ministry leaders, other Community Services personnel, and other ministry leaders.
5. Always be on time in serving.
6. Always be willing and ready to serve.
7. Always provide a substitute in your absence.
8. Develop, promote, and coordinate Church community Ministry outreach.
9. Establish a networking relationship with community churches and civic organizations (i.e., referral, resources, etc).
10. **Length of Commitment:** Two years.

Resource Materials

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 does not?

Christian Service by Ellen G. White.

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.

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 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.

Community Services Volunteer

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).

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.

Your leadership role will include the following:

The program varies from place to place, based on local need. The work of a community services volunteer might include any of the following activities:

Adopt a grandparent	Financial counseling	Meals on Wheels
Adoption services	First aid class	Migrant ministry
Advocacy program	Follow-up contacts	Newcomer ministry
Alcohol program	Food bank/pantry	Operation Overcoat
Baby care class	Food distribution	Operation Paintbrush
Bible study group	Foster childcare	Parenting seminar
Big brother/sister	Foster grandparenting	Pathfinder Club
Blind camp	Free clinics	Preparing for baby class
Blind services	Fund raising	Prison ministry
Board member	Furniture program	Public relations
Branch Sabbath School	Grantsmanship	Receptionist
Camping for children	Grief recovery seminar	Refugee ministry
Childcare	Handicapped services	Runaway shelter
Children's story hour	Health appraisals	Self-help groups
Clothing/bedding program	Health education	Senior citizen group
Community cupboard	Health screening	Senior citizen lunches
Community surveys	Home nursing	Sewing class
Cooking school	Home nursing class	Shoes for Little Shavers
Counseling services	Homeless shelter	Smoking cessation program
Craft class	Homemaker services	Soup kitchen
Deaf services	Immigration program	Stress seminar
Disaster Response	Information and referral service	Suicide prevention
Divorce recovery seminar	Inner city program	Support group
Domestic violence program	Intake desk	Tax assistance
Door-to-door contacts	Inter-agency liaison	Telephone friend program
Drug abuse detox	Interviewing clients	Transients aid
Drug abuse prevention	Job-finding service	Transportation assistance
Drug abuse rehabilitation	Job training program	Tutoring
Families of prisoners	Layettes	Vacation Bible School
Family camping	Legal aid	Van ministry
Family counseling	Literacy tutoring	Videos, educational
Family finance seminar	Literature rack	Visiting the aged
Family life workshop	Marriage seminar	Visiting the sick
Field trips		Weight control program

Your leadership role will include the following:

1. Maintain close counsel with the Pastor, elders, ministry leaders, other Community Services personnel, and other ministry leaders.
2. Always be on time in serving.
3. Always be willing and ready to serve.
4. Always provide a substitute in your absence.
5. Develop, promote, and coordinate Church community Ministry outreach.
6. Establish a networking relationship with community churches and civic organizations (i.e., referral, resources, etc).
7. Develop and promote a comprehensive ministry for in and out Church participants (i.e. Rites of Passage, craft, retreat, prayer breakfast, fis up & clean up).

Resource Materials:

You can purchase these by calling **AdventSource** (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

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 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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Deacon and Deaconess

You have been called to function as a deacon or deaconess in your congregation. 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.

Your leadership role will include the following:

1. 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. 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. Works closely with the Business Manager in the administration of contracted work on church property, reviewing required (3) contracted proposals.
3. 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. Join with the pastor and elders in visiting church members also by phone or mail, etc. You should be assigned a geographic area or certain number of members for deacons and deaconesses in teams of two or three to visit.
5. Assist during communion, baptism, and other traditional events in the Church.

Deacon:

1. Maintain close counsel with the Pastor, Elders, Deaconess, and other ministry leaders.
2. Always be willing and ready to serve as scheduled and in an emergency (i.e. baptism, preaching, communion, worship, funeral, Prayer Meeting, anointing, etc).
3. Always be on time in serving.
4. Always provide a substitute in your absence.
5. Provide quality caretaking of all Church properties (i.e. snow, emergency, etc.).
6. Provide quality assistance to Treasury ministry in the collection and transportation of all Church funds.
7. Promote and foster reverence during all active Church programs.
8. **Length of Commitment:** Two years.

Deaconess:

1. Maintain close counsel with the Pastor, Elders, Deaconess, and other ministry leaders.
2. Always be willing and ready to serve as scheduled and in an emergency (i.e. baptism, preaching, communion, worship, funeral, Prayer Meeting, anointing, etc).
3. Always be on time in serving.
4. Always provide a substitute in your absence.
5. Coordinate communion for the shut-in members with the Pastor, Elders, and Deacons.
6. Maintain close contact with fellow members via visits, mail, phone, etc.
7. Promote and foster reverence during all active Church programs.
8. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling **AdventSource** (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

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.

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

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

Disabilities Ministries Coordinator

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.

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.

Your leadership role will include the following:

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) and local organizations that provide services to people with disabilities.
7. Maintain close counsel with the Pastor, Elders, Deaconess, CBE Committee, and other ministry leaders.
8. Always be willing and ready to serve as scheduled and in an emergency (i.e. baptism, preaching, communion, worship, funeral, Prayer Meeting, anointing, etc).
9. Always be on time in serving.
10. Always provide a substitute in your absence.
11. Insure the maintenance of an updated list of disabled [physically challenged] members.
12. Develop partnership with social, civic, governmental agencies that serve disabled persons (i.e., referrals, workshops, etc.).
13. Develop and coordinate a comprehensive strategy for recruiting and enlisting disabled members in ministry.
14. **Length of Commitment:** Two years.

Resource Materials:

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.

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

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.

Discipleship Ministry Coordinator

“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). Revival and church renewal take place when members use their Bibles to witness for Christ.

Your leadership role will include the following:

1. 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. Assist with the pastor’s Bible class and bring their students to this class as they begin to attend church.
3. The discipler 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.
4. A disciple 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.
5. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
6. Always be on time in serving.
7. Always be willing and ready to serve.
8. Always provide a substitute in your absence.
9. Develop and coordinate a strategy for recording all visitors to all church programs.
10. Maintain an updated and comprehensive record of all prospects.
11. Coordinate a distribution strategy for ministry follow up (i.e. Sabbath School).
12. **Length of Commitment:** Two years.

Resource Materials:

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.

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.

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.

Diversity Ministry Coordinator

The strength of the church is based in the fellowship, as well as the spiritual life of its members and families. Healthy church relationships are the primary goal. A church 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 and group. The church is the ordained place where human beings should experience love to its fullest extent. A church that is socially and spiritually healthy will manifest characteristics of humility, patience, hope, and loving acceptance.

Your leadership role will include the following:

1. 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 and activities are of interest to them. Needs assessment tools such as survey questionnaires and analysis worksheets are available from your local conference office.
2. Work in cooperation with other church leaders to implement diversity programs. This involves planning, promotion, recruitment and training of volunteers, delivery of the programs and evaluation.
3. Represent the needs and concerns of congregational members and groups. It is your responsibility to help the congregation keep in view the relational needs of its members.
4. Maintain close counsel with the Pastoral Staff, Elders and other ministry leaders.
5. Ensure the maintenance of an updated demographic list of church members' origin (i.e., state, nation, etc.)
6. Develop, coordinate, and promote resources and curriculum for improving diversity awareness and group unity.
7. Plan and promote activities that foster respect for diversity and unity in the church and community.
8. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
9. Always be on time in serving.
10. Always be ready and willing to serve.
11. Always provide a substitute in your absence.
12. **Length of Commitment:** Two years.

Education Ministry Coordinator

The education coordinator 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 Seventh-day Adventist Christian education to get it.

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 hereafter.

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).

The curricula in Adventist schools are designed to instruct students in a biblical view of the origin of life, human duty and destiny.

Your leadership role will include the following:

1. Maintain records of all 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.
2. 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. Cooperate with the pastor and other educational personnel in your church in helping to educate church members concerning the benefits of Adventist Christian education.
4. Communicate the opportunities available in the Adventist schools to new converts and their children.
5. Maintain close counsel with the Pastor, Elders, Home and School Leaders, and all ministry leaders.
6. Always be on time in serving.
7. Always be willing and ready to serve.
8. Always provide a substitute in your absence.
9. Encourage and promote Bible, academic, and practical educational excellence (i.e., incentives, PR, survey).
10. Develop and promote a holistic Bible-based educational curriculum for the Church (i.e., tutorial, achievement, craft/skill, workshop).
11. G. E. Peters School Board member—be faithful in attendance and prepared to represent First Church and report on school-related issues.
12. Chairperson for Church Educational downline ministries (i.e. Home and School, G. E. Peters Rep., etc.)
13. **Length of Commitment:** Two years.

Resource Materials:

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.

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.

Elder

Your leadership role will include the following:

1. An elder can be a vital element in the caring of the church. The elder can actively visit members in their homes, encourage others to do so, and assist in the training of prospective members.
2. It is especially important for the local elder to be committed to the outreach 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. 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. 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. 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.
6. Maintain close counsel with the Pastor, Elders, Home and School Leaders, and all ministry leaders.
7. Always be on time in serving.
8. Always be willing and ready to serve (i.e., preach, worship coordination, communion, baptism, prayer meeting, funerals, anointing, etc).
9. Always provide a substitute in your absence.
10. Maintain close contact with fellow members via visits, phone, mail, etc.
11. Maintain a supportive relationship with all ministries under your bishopric.
12. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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

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.

Family Ministries Coordinator [Family Life Ministries]

The strength of the church is based in the holistic and healthy life of its members and families.

Healthy members/disciples functioning in community is the primary goal. A church 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.

Your leadership role will include the following:

1. 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. Your conference family ministries director may be able to assist you.
2. Work 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. 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. Sit on the church board and represent the needs and concerns of Church families/ministries.
5. Coordinate the promotion of a holistic family/individual curriculum for the church and community (i.e., prayer, study, fellowship, health, economic, etc).
6. Coordinate and implement a ministry network with community and civic family/individual program organizations.
7. Serve as the primary source of information about family ministry.
8. Maintain close counsel with the Pastor, Elders, Home and School Leaders, and all ministry leaders.
9. Always be on time in serving.
10. Always be willing and ready to serve.
11. Always provide a substitute in your absence.
12. **Length of Commitment:** Two years.

Resource Materials:

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.

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

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.

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

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

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 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.

Family Worship Ministry Coordinator

“Prayer is the key in the hand of faith that unlocks heaven’s storehouse” (E. G. White). If my people would humble themselves and pray (2Chron. 7:14); “Pray without ceasing” (1Thes. 5:17). Much prayer brings much power. A praying church is a powerful and effective church.

Family Worship Ministry takes Wednesday night service to every member’s home weekly. It is time individuals, families, and groups can re-enforce their personal and group commitment to God and man by means of prayer ministry.

Your leadership role will include the following:

1. Maintain close counsel with the Pastor, Elders, Deacons, Deaconess, Family Life Coordinator, Small Group Coordinator, and all other ministry leaders.
2. Always be on time in serving.
3. Always be willing and ready to serve.
4. Always provide a substitute in your absence.
5. Encourage and promote individual and family worship among Church members.
6. Develop and promote a holistic strategy and curriculum for increasing family worship participation among Church members.
7. Coordinate the promotion of an updated menu of resource materials for family worship implementation.
8. **Length of Commitment:** Two years.

Fellowship Ministry Coordinator

The strength of the church is based in the social and spiritual life of its members and families. God expects members to have mutually satisfying relationships. The church is the ordained place where human beings should experience love to its fullest extent. A church that is socially and spiritually healthy will manifest characteristics of humility, patience, hope, and loving acceptance.

Your leadership role will include the following:

1. 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 and activities are of interest to them.
2. Work in cooperation with other church leaders to implement Fellowship Ministry programs. This involves planning, promotion, recruitment and training of volunteers, delivery of the programs and evaluation.
3. The congregation will depend on you as a primary source for fellowship information and implementation.
4. Maintain close counsel with the Pastor, Elders, Home and School Leaders, and all ministry leaders.
5. Develop and promote a strategy that fosters the Spirit of fellowship throughout every aspect of personal and public church life.
6. Develop and promote a fellowship resource menu.
7. Be available to help with the coordination of all Fellowship Ministries of the church (i.e., Small Group, Hospitality, Social/Recreation, New Believer, etc).
8. Always be on time in serving.
9. Always be willing and ready to serve.
10. Always provide a substitute in your absence.
11. **Length of Commitment:** Two years.

Resource Materials:

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.

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.

Finance Committee and Chair

Finances are an integral part of the ministry of the laity. This committee has responsibility of overseeing church funds. With such an important responsibility, you must portray qualities of spirituality, fairness, and good judgment.

Your leadership role will include the following:

1. 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.
2. Maintain close counsel with the Pastor, Elders, Treasurer, Deacons, Stewardship Leader, and other ministry leaders.
3. Develop and promote a strategy for implementing an annual Church budget.
4. Plan and coordinate the promotion of financial stewardship principles among Church members.
5. Monitor the budget by monthly reports and recommendations at Board and Business Meetings.
6. Always be on time in serving.
7. Always be willing and ready to serve.
8. Always provide a substitute in your absence.
9. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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.

Visit AdventSource On-Line at 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.

Health and Temperance Ministries Leader

“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.

Your leadership role will include the following:

1. Keep 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.
2. Responsible for the health education of the new members in the principles of health and temperance. 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. Ask them to assist your local church in outreach programs.
 - c. Invite them to training seminars on health ministry.
3. Coordinate the planning and organization of health screening and health seminars for the church and community.
4. Maintain close counsel with the Pastor, Elders, other Health and Temperance auxiliaries, and other ministry leaders.
5. Develop networking relations with health-care and temperance organizations in the community and government.
6. Develop and promote a holistic health and temperance curriculum for the church and community (i.e., oratorical, drama, workshops, exercise, nutrition, first-aid, etc).
7. Maintain and coordinate an updated directory of all health care and temperance personnel for ministry purposes.
8. Always be on time in serving.
9. Always be willing and ready to serve.
10. Always provide a substitute in your absence.
11. **Length of Commitment:** Two years.

Resource Materials:

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.

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

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

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.

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.

Historian Ministry

It is true that the Historian Ministry is central to identity and mission of a church. As the appointed church historian, your role is to insure that members are kept informed and the church is properly represented to the public and generations-to-come regarding the Church's past and in process history.

Your leadership role will include the following:

1. Raise awareness of the Church—members, the Church's mission and message; and work to get church activities and events chronicled.
2. Record and report church activities to local radio, television, and newspapers by submitting news releases and public service announcements, arranging for interviews, writing letters. Look for opportunities, story ideas, and current issues that concern your church and community.
3. Develop and maintain a local media contact list.
4. Coordinate the audio and written record and promotion of Church programs and activities.
5. Maintain close counsel with the Pastor, Elders, other communication personnel, and other ministry leaders.
6. Always be on time in serving.
7. Always be willing and ready to serve.
8. Always provide a substitute in your absence.
9. **Length of Commitment:** Two years.

Resource Materials:

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.

To represent your church in a polished and professional manner to the public or at community events, use the **Adventist Press Kit Folder**.

News and Information—**<http://www.adventist.org>; www.nadadventist.org; www.adventistreview.org**

Home and School Ministry

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.

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.

Your leadership role will include the following:

1. Plan regular Home and School meetings for parents, teachers, and other interested church members during the school year.
2. Seek to assure that every child in your church has the opportunity of attending a Seventh-day Adventist school.
3. Promote 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. Routinely appear before the entire congregation to promote SDA Christian education and create enthusiasm for the work of the ministry.
5. Facilitate and or coordinate parent education--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.
6. Maintain close counsel with the Pastor, Elders, Education Coordinator, and other ministry leaders.
7. Develop networking relations with health-care and temperance organizations in the community and government.
8. Develop and promote a holistic home-based curriculum for Church families (i.e., workshops,, etc.).
9. Encourage and promote Bible, academic and practical educational excellence.
10. G. E. Peters School Board member—be faithful in attendance and prepared to represent First Church and report on school-related issues.
11. Always be on time in serving.
12. Always be willing and ready to serve.
13. Always provide a substitute in your absence.
14. **Length of Commitment:** Two years.

Resource Materials:

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 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

Hospitality Ministry

[Greeting]

The most valuable earthly possession a person can have is a warm, supportive friendship. A growing, healthy church nurtures healthy relationships. 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.

Your leadership role will include the following:

1. Organize a system for visitor hospitality, which will provide follow-up for their needs as appropriate.
2. Promote and cooperate with intra-church efforts to encourage social fellowship among church members as a whole.
3. Make acquaintances with unknown guests; make a record of each visitor and turn this over to the Pastor and or Interest (Prospect) Coordinator.
4. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
5. Promote and encourage the Spirit of fellowship and hospitality within the Church family (i.e. guest cards, foyer greeters, training/workshops, follow-up notices, etc.).
6. Develop and promote a holistic health and temperance curriculum for the church and community (i.e., oratorical, drama, workshops, exercise, nutrition, first-aid, etc).
7. Coordinate a greeting network for visitors (i.e. Sabbath School, Worship, AY, etc).
8. Coordinate all Church feedings per request along with sponsoring ministry leadership (i.e. menu, setup, cleanup, supply inventory and storage).
9. Coordinate all Church-sponsored lodging per request along with sponsoring ministry leadership (i.e. hotel, member’s home, etc.).
10. Insure that communication from the Church is sent for immediate family of all members in case of funerals, weddings, graduations, illness (i.e. father/mother, husband/wife, son/daughter, etc.).
11. Coordinate, per request, Baby Showers, wedding receptions, etc.
12. Always be on time in serving.
13. Always be willing and ready to serve.
14. Always provide a substitute in your absence.
15. **Length of Commitment:** Two years.

Resource Materials:

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 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.

Inner City Ministry Coordinator

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). 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.

Your leadership role will include the following:

1. Serve as guide and facilitator to the church and the community for establishing and finding ways to achieve ministry goals. Encourage discussion, invite participation in fact finding, and maintain a process of planning and program development.
2. Maintain awareness of conditions in the community and the metro area; interested in the social problems, public attitudes and values of the various segments of urban society.
3. Help the church to find ways to establish caring, healing relationships with complex community situations where there are many diverse groupings instead of one.
4. Maintain open lines of communication with community groups within the community.
5. Responsible for communicating the needs of hurting people and stimulating discontent about painful conditions in the community. Speaks for the poor, the oppressed, the victims, the down-trodden, the discouraged, and shut-out.
6. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
7. Always be on time in serving.
8. Always be willing and ready to serve.
9. Always provide a substitute in your absence.
10. **Length of Commitment:** Two years.

Resource Materials:

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 does not?

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

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 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.

Investment Ministry Leader

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).

Your leadership role will include the following:

1. 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.
2. Plan far enough ahead so you can have the Investment leaflets and goal devices in hand the Sabbath you introduce your Investment plan.
3. 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. 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.
5. 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 local and world missions before the congregation and show them how the Investment plan makes a specific, significant contribution.
6. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
7. Always be on time in serving.
8. Always be willing and ready to serve.
9. Always provide a substitute in your absence.
10. **Length of Commitment:** Two years.

Resource Materials:

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

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 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.

Junior Adventist Youth Ministries Coordinator

Young people [juniors] 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" (1 Tim. 4:12). The strength, vigor and fresh ideas of the young juniors in your church family are needed to accomplish the great commission of Jesus to give the Gospel to the entire world.

Your leadership role will include the following:

1. Meet with other junior youth in Sabbath School, and any other junior youth ministry of the church to coordinate an agenda of various programs and activities and meetings (i.e., fundraisers, trips for the year, discussion of the Bible, and a learning curriculum.
2. Responsible for working with the junior ministry leaders to draw an overall plan and budget for a comprehensive program of junior youth ministries for your church.
3. Plan, coordinate, and promote a holistic junior youth program, including Sabbath School, revivals, outreach, etc.
4. Insure the regular reporting of all junior youth activities to AY Council, Church Board and Business meetings, and Conference directors.
5. Maintain close counsel with the Pastor, Elders, and other Youth ministry leaders, and other ministry leadership.
6. Always be on time in serving.
7. Always be willing and ready to serve.
8. Always provide a substitute in your absence.
9. **Length of Commitment:** Two years.

Resource Centers:

Center for Youth Evangelism. Andrews University, Berrien Springs, MI 49104.
Call 1-800-YOUTH-2-U or 616-471-3628

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.

Evangelism for Youth, Daryl Howard. Comprehensive guide to how your youth group can do public evangelism.

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/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.

Library Ministry Coordinator

Your role is specifically defined to insure that members are kept informed and the church is properly educated by access to Biblical-based and real life reading materials.

Your leadership role will include the following:

1. Report church library activities to members and community persons by submitting news releases and public service announcements, writing letters on library matters of concern to the church, arranging for photo coverage of library activities or events, and serving as a source of information for media representatives. Look for opportunities that concern your church library. Seek to become personally acquainted with other library entities. Develop contacts with library resources and follow up contacts with written notes.
2. Develop and maintain a local library contact list.
3. Maintain close counsel with the Pastor, Elders, Education Coordinator, Home and School Leaders, and all other ministry leaders.
4. Insure the accurate record of library-related activities and planning.
5. Always be on time in serving.
6. Always be willing and ready to serve.
7. Always provide a substitute in your absence.
8. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling **AdventSource** (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

News and Information – <http://www.adventist.org>; www.nadadventist.org; www.adventistreview.org

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.

Literature Evangelism Ministry

Your leadership role will include the following:

1. Personal contacts are more effective than public and mass appeals. Planning your work and working your plan is key to success. Building a support team is essential for long-term success. You will be working with the congregation and community to develop prospects.
2. You are key in helping others learn about the Gospel. It is your responsibility to set related goals.
3. Help every church member and community persons become aware of your products and services.
4. Manage your time and activities by checklists and worksheets to help you manage your plans and activities.
5. Maintain close counsel with the Pastor, Elders, and all other ministry leaders.
6. Insure updated material inventory for distribution and sale.
7. Encourage and promote training for church and member residential outreach strategies.
8. Coordinate an outreach strategy for covering the surrounding Church areas and member-residential areas too.
9. Develop a networking plan for prospects with other Church ministry outreach activities.
10. Always be on time in serving.
11. Always be willing and ready to serve.
12. Always provide a substitute in your absence.
13. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling **AdventSource** (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

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.

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

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.

The Gospel Presentation, by Mark A. McCleary. A step-by-step guide on leading a prospect to a conscious awareness of salvation in Christ.

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

The Psychology of Witnessing, by Jard DeVille.

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.

Master (Strategic) Planning Ministry

Your leadership role will include the following:

1. Gather facts about 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. Undertake a careful study of the mission of the Adventist church and the unique mission of the local church as supported by scripture.
3. Produce carefully written plans, including a general goal or statement of mission, several specific objectives and detailed methods for achieving those objectives.
4. Present its report to the Church Board, then to a Business meeting.
5. Maintain close counsel with the Pastor, Elders, Finance Committee, and other ministry leaders.
6. Always be on time in serving.
7. Always be willing and ready to serve.
8. Always provide a substitute in your absence.
9. Network with ministry leaders to foster, encourage awareness and acceptance of strategic plans—bulletin, flyers, email, web, etc.
10. Assist in the PR for the Church's Master (Strategic) Plans.
11. **Length of Commitment:** Two years.

Resource Materials:

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 SDA church.

The Mission of the Seventh-day Adventist Church in North America. The seven mission objectives of the church. This is a structured process, which enables a local church to move from vision to action.

Visit AdventSource On-Line at 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.

Medical Unit/Ministry Coordinator [Health and Temperance Ministries]

The most important objective of health ministry is to help men and women reach their full potential, mentally, spiritually and physically. The more active a church is in public health education and care giving, the more effective will be its public evangelism, for health and medical care are the most universal human service.

Your leadership role will include the following:

1. Responsible for health care education (minimal) service during active Church programming.
2. Ask medical personnel to assist the church during active programs. Inviting them to training seminars for scheduling and service coordination.
3. Work with other health and medical care leaders to plan and organize health screening and health seminars for the church and public.
4. Maintain close counsel with the Pastor, Elders, Health and Temperance auxiliaries, and other ministry leaders.
5. Coordinate and promote health and medical awareness in the Church and community.
6. Recruit and coordinate medical personnel for ministry during church-sponsored programs.
7. Develop an updated directory of all health care personnel and organizations—Church and community.
8. Insure the maintenance of all medical and health related equipment and materials.
9. Always be on time in serving.
10. Always be willing and ready to serve.
11. Always provide a substitute in your absence.
12. **Length of Commitment:** Two years.

Resource Materials:

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.

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

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

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

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.

Men's Ministry Leader

The leader 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).

Your leadership role will include the following:

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. Communicate with the church secretary and pastor when scheduling programs.
4. Serve as the Conference Men's Ministries representative to the local church.
5. When requested assist the conference director in planning meetings that are for the benefit of all the men of the conference.
6. Serve as a communicator of news of interest to men that are disseminated from the division, union, and conference men's ministries programs.
7. Mentor someone else in this ministry.
8. Maintain close counsel with the Pastor, Elders, Family Life Ministries, and other ministry leaders.
9. Coordinate the promotion of a holistic Men's curriculum for the church and community (i.e., prayer, study, fellowship, health, economic, etc.).
10. Coordinate ministry networking with community and civic Men's program organizations.
11. Always be on time in serving.
12. Always be willing and ready to serve.
13. Always provide a substitute in your absence.
14. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling **AdventSource** (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

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.

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.

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.

Ministry Coordinator

[Personal Ministry Leader]

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 and to the world (1 Peter 2:9).

Your leadership role will include the following:

1. Serve as guide and facilitator who helps the church find ways to achieve their ministry/evangelism goals.
2. Maintains awareness of conditions in the church and community. Plans for urban ministry will be effective only to the extent that they are based on objective fact and 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. Maintain close counsel with the Pastor, Elders, Ministry Secretary, and other ministry leaders.
4. Coordinate and encourage church, group, and individual ministry activities (i.e., literature distribution, Bible study, prayer, friendship outreach, door-door, phone, mail, email, etc.).
5. Coordinate and schedule weekly or periodic spotlights with Pastor, Elders, and other ministry leaders.
6. Plan and promote ministry and evangelistic training—network with other ministry leaders.
7. Always be on time in serving.
8. Always be willing and ready to serve.
9. Always provide a substitute in your absence.
10. **Length of Commitment:** Two years.

Resource Materials:

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.”

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.

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.”

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

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 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.

Ministry “Resource” Secretary [Personal Ministry]

Your leadership role will include the following:

1. Maintains an accurate and updated record of all church ministry activities and financial transactions
2. Maintain close counsel with the Pastor, Elders, Ministry Secretary, and other ministry leaders.
3. Be prepared and or report on all ministry activities at church Board, Business, and Council meetings or when requested.
4. Coordinate and schedule weekly or periodic spotlights with Pastor, Elders, and other ministry leaders.
5. Promote and coordinate the advertisement of ministry materials and information to church family.
6. Always be on time in serving.
7. Always be willing and ready to serve.
8. Always provide a substitute in your absence.
9. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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.

Music Ministry Coordinator

Both voices and instruments were used to express the full range of human emotions. “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).

“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).

Your leadership role will include the following:

1. Ensure that the musical considerations in all church services are addressed. Share your ideas for using music more effectively or for expanding the music ministry.
2. Arrange for organist and/or pianist and special music for the worship service and every other church service, per request.
3. Insure the understanding that all paid musicians are expected to be on time and ready for their designated service, or substitute arrangements have been made beforehand.
4. Maintain close counsel with the Pastor, Elders, all church music personnel/leadership, and other ministry leaders.
5. Schedule and coordinate musicians and music for church services (i.e., Sabbath School, AY, per request).
6. Promote and coordinate holistic music and workshop education for the church-at-large and on a per request basis.
7. Always be on time in serving.
8. Always be willing and ready to serve.
9. Always provide a substitute in your absence.
10. **Length of Commitment:** Two years.

Resource Materials:

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

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

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

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

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.

Music Ministry [Instrumentalists]

“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). “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).

Your leadership role will include the following:

1. Maintain close counsel with the Pastor, Elders, Music Ministry Coordinator, other Church musicians, and other ministry leaders.
2. Exhibit a worship Spirit foremost as you minister.
3. Promote and recruit for the development and expansion of the music ministry.
4. Always be on time in serving.
5. Always be willing and ready to serve.
6. Always provide a substitute in your absence.
7. **Length of Commitment:** Two years.

Resource Materials:

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

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

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

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

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Nominating Committee Ministry

The process of “nominating” individuals may be adjusted from the traditional process, as long as such alteration ensures integrity and its communication of such change is open and comprehensive as possible.

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:

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.
4. 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.
5. Create a gift profile for every member (including interests, special talents, areas of service in the past, etc.).
6. 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).
7. Discuss the offices that require ordination, after reviewing the requirements related to orientation outlined in the *Church Manual*.
8. 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. Be as helpful as you can to the member considering your request.
9. 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?”
10. 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.
11. 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.

Pathfinder Club Director

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. A Pathfinder director is equipped for his or her ministry by the gifts received from the Holy Spirit.

Your leadership role will include the following:

1. 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. Develop 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. Assist the young people in learning outdoor skills; developing spiritual values 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.
4. 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.
5. Maintain close counsel with the Pastor, Elders, other Youth Ministry personnel, and other ministry leaders.
6. Coordinate and insure the accurate maintenance of all club records, funds, and activities.
7. Plan and promote a holistic curriculum and program schedule.
8. Develop, promote, and implement the Pathfinder ideals in-church and in the community.
9. Advertise, recruit, and enlist club leadership and membership growth in the church and community.
10. Always be on time in serving.
11. Always be willing and ready to serve.
12. Always provide a substitute in your absence.
13. **Length of Commitment:** Two years.

Resource Materials:

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 class work.

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.

Visit AdventSource On-Line at 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.

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.

Personnel Ministry Committee

This committee has been charged by the members of First Church with the oversight of ministry and paid responsibilities (full and part time). 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.

Your leadership role will include the following:

1. Review the mission and objectives of the church.
2. Maintain close counsel with the Pastor, Elders, other Youth Ministry personnel, and other ministry leaders, especially those related to determining paid personnel (i.e., Finance, Business Manager, Stewardship Leader).
3. Coordinate and schedule the interviewing process for all Church staff and candidates.
4. Evaluate performance of and make recommendations for placement, hiring, and replacement or dismissal of Church staff or ministry personnel.
5. Develop and promote job descriptions for Church staff and Ministry leaders.
6. Always be on time in serving.
7. Always be willing and ready to serve.
8. Always provide a substitute in your absence.
9. **Length of Commitment:** Two years.

Prayer Ministry Coordinator

“Prayer is the key in the hand of faith that unlocks heaven’s storehouse” (E. G. White). If my people would humble themselves and pray (2 Chron. 7:14). Pray without ceasing (1 Thes. 5:17). Much prayer brings much power. A praying church is a powerful and effectual church.

Your leadership role will include the following:

1. Maintain close counsel with the Pastor, Elders, Deacon, Deaconess, and other ministry leaders.
2. Coordinate the networking efforts of the church’s Prayer Ministries (i.e., Small Group, Prayer Patrol, Wednesday Night Prayer Service).
3. Develop and coordinate a strategy for promoting prayer throughout every area of personal, church ministry, and community life.
4. Develop and promote a prayer resource menu for members and community participants.
5. Always be on time in serving.
6. Always be willing and ready to serve.
7. Always provide a substitute in your absence.
8. **Length of Commitment:** Two years.

Prayer Patrol [Warrior] Ministry Coordinator

“Prayer is the key in the hand of faith that unlocks heaven’s storehouse” (E. G. White). If my people would humble themselves and pray (2 Chron. 7:14). Pray without ceasing (1 Thes. 5:17). Much prayer brings much power. A praying church is a powerful and effectual church.

Prayer Patrol Ministry makes the liturgy of prayer a “specialized” ministry of those members who have the gift of intercession. It is an opportunity for members to pray individually or by groups for issues that affect congregational and community life. This ministry may operate via a scheduled meeting at church, prayer partners/teams or called gatherings.

Your leadership role will include the following:

1. Maintain close counsel with the Pastor, Elders, Deacon, Deaconess, Prayer Ministry Coordinator, and other ministry leaders.
2. Develop and promote a schedule of prayer awareness workshops and practicums.
3. Develop and coordinate a strategy for marshalling the church for persona and corporate prayer issues.
4. Promote and recruit, and enlist members as Prayer Patrollers.
5. Always be on time in serving.
6. Always be willing and ready to serve.
7. Always provide a substitute in your absence.
8. **Length of Commitment:** Two years.

Prison Ministry Coordinator

Welcome to a most important task God ever assigned to church leaders—to find God’s lost children ‘behind walls’ and present to them the Gospel of redemption and eternal life.

Your leadership role will include the following:

1. Recruit, train, and oversee this ministry and its personnel. Building a support team is essential for long-term success.
2. Help congregational leaders develop a plan for prison ministry and soul-winning. It is your responsibility to get the key leaders together early to set goals and formulate ways of networking for this segment of humanity.
3. Help every church member become aware that he or she can be a missionary to prisoners. Help them use their Spiritual gifts to accomplish this God-given assignment.
4. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
5. Coordinate an outreach strategy for implementing Prison ministry (i.e., literature distribution, Bible study, prayer, friendship, mail, email, etc.).
6. Encourage and promote training for church members involved in Prison ministry.
7. Insure updated material inventory for distribution (should be institutionally approved).
8. Develop a networking plan with other non-First Church Prison ministries.
9. Always be on time in serving.
10. Always be willing and ready to serve.
11. Always provide a substitute in your absence.
12. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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

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 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.

Prospect (Interest) Coordinator [Discipleship Ministry]

Your leadership role will include the following:

1. 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.
2. 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? This is how you help the church provide better “customer service” to the public.
3. A PIC must develop good listening skills. If you are a good listener, people will feel free to share their stories with you. The contacts made by the PIC are called “evaluation interviews” because the purpose of the conversation is to find out how we can minister to the person.
4. The work of the PIC 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 ministry updates, etc.
5. Maintain close counsel with the Pastor, Elders, and other ministry leaders, especially Discipleship Ministry.
6. Coordinate an outreach strategy for recording all visitors to all Church programs.
7. Coordinate a distribution strategy for ministry follow-up (i.e., Sabbath School, Discipling, etc.).
8. Maintain an updated comprehensive record of all prospects.
9. Always be on time in serving.
10. Always be willing and ready to serve.
11. Always provide a substitute in your absence.
12. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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.

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.

Religious Liberty Leader

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.

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).

Your leadership role will include the following:

1. Your primary responsibility is to assist your pastor conduct the religious liberty campaign in your church. 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. Report good and bad news through church newsletters, the church bulletin, and in oral reports to your congregation, your conference leadership, and union public affairs and religious liberty directors by bringing significant items to their attention.
3. Know the state or provincial government leaders and national legislators from your area. Write to them when religious liberty issues arise and "CC" such communication to your Church Board. 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. 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 or some other efficient manner of recognition.
5. 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.
6. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
7. Coordinate the promotion of RL awareness in the church and community (i.e., literature, RL magazine, workshops, etc.).
8. Develop and foster networking relations with community, civic, government and religious organizations concerned about RL.
9. Always be on time in serving.
10. Always be willing and ready to serve.
11. Always provide a substitute in your absence.
12. **Length of Commitment:** Two years.

Resource Materials:

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 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.

Sabbath School Coordinator

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 is a school of Christian living, not just an event on Sabbath mornings.

Your leadership role will include the following:

1. 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. This group includes the superintendent, assistant superintendents, secretary, assistant secretaries, division leaders, Investment secretary, adult class leaders. The committee should meet monthly to build teamwork.
3. 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.
4. 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.
5. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
6. Coordinate the planning and promotion of all Sabbath School programs (i.e., adult, children, and youth).
7. Insure the accurate and up-to-date record keeping of SS ministry activities and funds.
8. Chair monthly SS Council and Teachers' meetings.
9. Always be on time in serving.
10. Always be willing and ready to serve.
11. Always provide a substitute in your absence.
12. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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 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.

Sabbath School Secretary/Treasurer

Your leadership role will include the following:

1. Consult 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. The minutes of the SS ministry 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.
3. Responsible for maintaining Sabbath School supplies and materials are needed in each local Adventist church. You are the supply agent upon which all of the other Sabbath School leaders depend.
4. Collect, count, and turn over to the Church Treasurer the offerings and donations taken in Sabbath School classes and divisions. Maintain 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.
5. Maintain close counsel with the Pastor, Elders, SS Coordinator, SS teachers and leaders, and other ministry leaders.
6. Coordinate, with the SS Coordinator, reports for the Board and Business meetings and Conference reports.
7. Insure the accurate and up-to-date record keeping of SS ministry activities and funds.
8. Chair monthly SS Council and Teachers' meetings.
9. Always be on time in serving.
10. Always be willing and ready to serve.
11. Always provide a substitute in your absence.
12. **Length of Commitment:** Two years.

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.

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.

Sabbath School Teacher

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.

“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.

Your leadership role will include the following:

1. At the beginning of each class meeting, it is essential to make newcomers, as well as regular members, feel welcome. 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 is not necessary to make the guest feel at home. The fellowship and sharing will do that.
2. 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”. 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.
3. 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.
4. Maintain close counsel with the Pastor, Elders, SS Coordinator, SS teachers and leaders, and other ministry leaders.
5. Coordinate the accurate recording of attendance, offerings, and missing in action (MIA) assignments.
6. Insure and coordinate the preparation and presentation of the SS lesson.
7. Attend scheduled Teachers' meetings.
8. Promote all SS programs, ministries, and activities, etc.
9. Encourage, promote, and plan class social, outreach, and spiritual activities.
10. Prepare update report of all class plans and activity success and challenges.
11. Always be on time in serving.
12. Always be willing and ready to serve.
13. Always provide a substitute in your absence.
14. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling [AdventSource](http://www.adventsource.com) (800-328-0525), the [Adventist Book Center](http://www.adventistbookcenter.com) (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.

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.

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.

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.

Senior Citizen's [50 Plus] Ministry Leader [Family Life Ministries]

The church family is the ordained place where human beings can experience love to its fullest extent—romantic love, friendship love and redemptive love. A church family that is spiritually healthy will manifest characteristics of humility, patience, hope, and loving acceptance of all persons of its fellowship.

Senior members are the primary focus of this ministry goal. A church should provide for its elderly and be to them and help them be a witness for God in the world of His power to unify and engender the happiness of each person.

Your leadership role will include the following:

1. 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.
2. Work in cooperation with other church leaders to implement Seniors' Ministry programs. This involves planning, promotion, recruitment and training of volunteers, delivery of the programs and evaluation. Successful programs still require considerable attention to detail, good organization and strong communication for many weeks in advance.
3. Serve as primary source of information about senior ministry. It may be a good idea for you to begin to construct a list of Christian counselors and senior services/resources to whom you can feel confident making referrals.
4. Coordinate ministry networking with community and civic Senior's program organizations.
5. Coordinate and implement plans for every senior category in the church and community.
6. Maintain close counsel with the Pastor, Elders, Family Life Leaders, and all ministry leaders.
7. Always be on time in serving.
8. Always be willing and ready to serve.
9. Always provide a substitute in your absence.
10. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

Visit AdventSource On-Line at 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.

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.

School Board Representative/Chairperson--Member **[G. E. Peters]**

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 school board representative has the vital job of helping the entire congregation minister more effectively through the church school. 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.”

Your leadership role will include the following:

1. Presides over the meetings of the [local] school 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. 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.
3. 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. As representative/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. 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.

Member role:

1. 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. 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).
3. Advise and support the principal or head teacher in the administration of the school program, including the implementation of school board decisions.
4. Consider recommendations of the principal or head teacher in serious disciplinary cases. The school board determines the dismissal of students in consultation with the principal.
5. Support the Home and School Association.
6. Participate in the process of school evaluation as scheduled by the conference office of education or regional accrediting agencies.
7. Consider, in counsel with the superintendent of schools, a proposed plan of school organization including a constitution and bylaws.
8. Support and uphold the teaching staff in the organization and administration of the school.
9. Ensure that school building and grounds are adequately prepared and equipped for the beginning of school, including making adequate provision for janitorial services.
10. Visit the school and 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.
11. Maintain understanding of all rules and by laws as determined by the North American Division Office of Education.
12. Implement conference board of education guidelines for admission of all pupils.
13. Promote Christian education.

Representative/Chair/Member Role:

1. Maintain close counsel with the Pastor, Elders, Home and School Leaders, Education Coordinator, and all ministry leaders.
2. Always be on time in serving.
3. Always be willing and ready to serve.
4. Always provide a substitute in your absence.
5. Encourage and promote SDA Christian educational excellence.
6. **Length of Commitment:** Two years.

Resource Materials:

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.

Education, by Ellen G. White.

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.

Singles' Ministry Leader [Family Life Ministries]

The strength of the church is based in the spiritual and social life of its members. Marriage cannot be the only motivation for family ministry. Healthy members, who are single must be sought and served. Family ministry 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 member.

The church family is the ordained place where human beings can experience love to its fullest extent—romantic love, friendship love and redemptive love. A church family that is spiritually healthy will manifest characteristics of humility, patience, hope, and loving acceptance of all persons of its fellowship.

Your leadership role will include the following:

1. Consult with the pastor and Family ministries to survey the needs of the church: single persons, single parents, children, teens, young adults, mature adults, etc., finding which topics are of interest to them.
2. Work in cooperation with other church leaders to implement Seniors' Ministry programs. This involves planning, promotion, recruitment and training of volunteers, delivery of the programs and evaluation.
3. Coordinate ministry networking with community and civic Single's program organizations.
4. Coordinate and implement plans for every Single category in the church and community.
5. Coordinate the promotion of a holistic "Single's" curriculum for the church and community (i.e., prayer, literature, workshops, fellowship, etc.).
6. Maintain close counsel with the Pastor, Elders, Family Life Leaders, Home and School Leader, and all ministry leaders.
7. Always be on time in serving.
8. Always be willing and ready to serve.
9. Always provide a substitute in your absence.
10. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling **AdventSource** (800-328-0525), the **Adventist Book Center** (800-765-6955) or your local Christian bookstore.

Visit AdventSource On-Line at 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.

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.

Small Group Leader

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. 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).

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.

Your leadership role will include the following:

1. Arrange for details such as location, seating, Bibles, temperature, food, child care, music, materials, etc.
2. Build relationships by helping people feel cared for and caring.
3. Develop a study topic or task that includes questions and allows as many as possible to participate.
4. Manage the time so “all” may participate and the interaction stays in flow.
5. 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. 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.
6. Outside the group meetings make sure group members are contacted (i.e. phone, mail, email, etc.) Watch for those who seem to be hurting or have questions during the meetings. Try to plan your time so you can stay by, but do not let troubled people consume your time and energy.
7. 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.
8. Maintain close counsel with the Pastor, Elders, Deacons, Deaconess, Family Life Coordinator, Discipling ministry, and other ministry leaders.
9. Always be on time in serving.
10. Always be willing and ready to serve.
11. Always provide a substitute in your absence.
12. Develop and promote resource material for group use.
13. Coordinate the monitoring of every organized group via its captain or bishop (monthly).
14. Coordinate the promotion, recruitment, and enlistment of members and families into Small Group Ministry according to area, as far as possible.
15. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling [AdventSource](http://AdventSource.com) (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.

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 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.

Social/Recreation Ministry

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 members of the social/recreation ministry are equipped for their ministry by the gifts received from the Holy Spirit.

Your leadership role will include the following:

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 checklist 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.
6. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
7. Always be on time in serving.
8. Always be willing and ready to serve.
9. Always provide a substitute in your absence.
10. Plan, schedule, and promote social/recreation events for church and community participation.
11. Provide counsel and or supervision in planning and organizing social/recreational activities for church ministry leadership.
12. Promote and encourage social/recreational activities among church members and groups (i.e. family, neighbors, community, and prayer groups).
13. **Length of Commitment:** Two years.

Stewardship Ministry Leader

Your leadership role will include the following:

1. 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, spiritual gifts education, and teaching stewardship concepts.
2. Take a key role in the planning and budgeting process, either as general coordinator or an active participant.
3. The coordinator of any visitation committees organized in conjunction with stewardship education.
4. Maintain close counsel with the Pastor, Elders, Treasurer, Finance Committee, Health and Temperance leader, Ministry Coordinator, and other ministry leaders.
5. Always be on time in serving.
6. Always be willing and ready to serve.
7. Always provide a substitute in your absence.
8. Promote the holistic principle of faithful, systemic benevolence among church family (i.e., bulletin, flyer, workshops, mail, phone, etc.).
9. Network with ministry leaders to foster, encourage the individual application of stewardship principles—talents (gifts), time management, body temple, and finances.
10. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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.

A Guide to Discovering Your Spiritual Gifts, by Terrence Griffith and Mark McCleary.

Visit AdventSource On-Line at 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.

Street (Door-to-Door) Ministry Coordinator [Ministry & Discipling Out Reach]

Your leadership role will include the following:

1. The key person in helping leaders develop a plan for outreach and soul-winning.
2. Help church members and ministries use their gifts and opportunities to accomplish God's will to their family members, work associates, neighbors, and others.
3. Maintain close counsel with the Pastor, Elders, Ministry and Discipling leaders, and other ministry leaders.
4. Coordinate an outreach strategy for covering the church community as well as members' communities (i.e., literature distribution, Bible study, prayer, friendship outreach, door-door, phone, mail, email, etc.).
5. Encourage and promote training for outreach ministry.
6. Insure updated material inventory for distribution and training use.
7. Always be willing and ready to serve.
8. Always provide a substitute in your absence.
9. **Length of Commitment:** Two years.

Resource Materials:

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.

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.

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 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.

Treasury Ministry

Finances are an integral part of the ministry of the local church. 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 in the vital area of financial business.

Your leadership role will include the following:

1. Receive the tithes and offerings, which come in on Sabbath morning or to the church. It is a generally accepted safeguard to have two or more deacons and or other designees count the offerings as soon as possible after they have been received before the money is turned over to the treasurer.
2. 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.
3. It is the responsibility of the treasurer to deposit church monies in a local bank in the church's name. The account should be opened in the name of the local church according the requirements of national and local law.
4. 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.
5. The treasurer should prepare a monthly financial statement and distribute copies to the church Board and Business meetings. 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.
6. Maintain close counsel with the Pastor, Elders, Finance Ministry, Deacons, Stewardship Leader, and other ministry leaders.
7. Safeguard the purpose of all remitted funds by accurate accounting practice and records.
8. Promote and preserve strict confidentiality regarding member giving.
9. Be prepared to report church funds status during scheduled and called Board and Business meetings.
10. Insure the on time remittance of Conference funds (monthly) and local bank (weekly).
11. Coordinate the scheduled and accurate issuance of financial receipts for all money received (tithe and offerings—members; vouchers—ministry auxiliaries).
12. Always be on time in serving.
13. Always be willing and ready to serve.
14. Always provide a substitute in your absence.
15. **Length of Commitment:** Two years.

Resource Materials

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.

Visit AdventSource On-Line at 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.

Usher Ministry

As an usher, you are a minister of hospitality and caring in the church. 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.

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. The ministry of ushering is one of the most crucial because it is one of the most visible in the church.

Your leadership role will include the following:

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, handouts, 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.
7. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
8. Promote and encourage reverence and decorum during scheduled services.
9. Be alert and attentive to members, guests, and program leaders (i.e., fans, handouts, etc.).
10. Assist Deacons in the lifting of church offerings during the weekly worship service.
11. Coordinate and promote neat uniform attire.
12. Always be on time in serving.
13. Always be willing and ready to serve.
14. Always provide a substitute in your absence.
15. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

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.

Ushers Guide for Ushers Pride, by Kenneth Washington. A manual for training and equipping ushers. Includes primary responsibilities and instructions for special services.

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.

Vacation Bible School Ministry

This ministry's mission is to help children develop a friendship with Jesus, with the Bible, with the church, with each other, and with their community.

Your leadership role will include the following:

1. Direct the church's largest outreach program for children and their families.
2. Maintain organized and accurate records of activities, schedule, and materials, etc.
3. Represents VBS on the children's ministries committee.
4. Develops a VBS budget with the help of the children's coordinator.
5. Plans the VBS space—that will be used and for what.
6. Plans the VBS time—the date, time of day, and program schedule.
7. Delegate leadership of the learning stations to able and responsible leaders; hold them accountable.

Coordination Duties--Delegates leadership of the learning stations as follows:

1. Drama ministry—training a small team to do skits for the general session.
2. Family visitation ministry—organizing VBS staff to visit students at home
3. Follow-up ministry—sending birthday cards and invitations to follow-up events (i.e., Hospitality and Discipling ministries).
4. Hospitality ministry—providing daily snacks, organizing food for parent night and follow-up.
5. Music ministry—learning VBS songs, leading the singing at VBS and follow-up events.
6. Communication ministry—communicating and publicizing VBS at church and in the media, as well as A/V equipment.
7. Registration and record keeping—maintaining and updating student files, nametags. Collaborate with Prospect/Interest Coordinator.
8. Hospitality ministry—greeting, finding nametags, showing where to go.
9. 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.
10. Mentors a promising leader for future VBS leadership.
13. Maintain close counsel with the Pastor, Elders, and other ministry leaders.
14. Coordinate the planning and promotion of all VBS programming.
15. Insure the accurate and up-to-date record keeping of SS ministry activities and funds.
16. Chair VBS staff meetings.
17. Always be on time in serving.
18. Always be willing and ready to serve.
19. Always provide a substitute in your absence.
20. **Length of Commitment:** Two years.

Resource Materials:

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.

Jesus' Kids in the Kitchen. Provides an opportunity for kids to learn all about themselves, their bodies, and most importantly, their Creator.

Visit AdventSource On-Line at 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.

Van/Bus Ministry Coordinator

This ministry is charged with the oversight of all church vehicles. You have been chosen because your church believes you exemplify qualities of spirituality, fairness and good judgment.

Your leadership role will include the following:

1. Review the specific mission of your church.
2. Maintain close counsel with the Pastor, elders, Deacon, CBE Committee, and other ministry leaders.
3. Always be on time in serving.
4. Always be ready and willing to serve.
5. Always provide a substitute in your absence.
6. Coordinate and schedule training for van/bus drivers (i.e. driving skills, safety, and decorum enforcement).
7. Ensure regular maintenance and upkeep record of all Church vehicles (i.e. tune up, oil, tires, interior, annual inspection, etc).
8. Ensure the accurate record of all van/bus usage (i.e. logbook—in/out, signatures, mileage, etc).
9. Ensure and promote vehicle driving and riding guidelines (i.e. fare, decorum, upkeep, etc).
10. **Length of Commitment:** Two years.

Wednesday Night Church Meeting Coordinator

Prayer is the key in the hand of faith that unlocks heaven's storehouse" (E. G. White). If my people would humble themselves and pray (2 Chron. 7:14). A praying church is a powerful and effectual church.

Wednesday night service is a time when the entire church can come together, publicly, and socially nurture their faith and fellowship.

Your leadership role will include the following:

1. Maintain close counsel with the Pastor, Elders, Deacon, Deaconess, Prayer Coordinator, and other ministry leaders.
2. Coordinate the scheduling, format, and service leadership for weekly service.
3. Develop, coordinate and promote a holistic strategy for improving member and community attendance, participation, and benefit.
4. Develop and promote an updated resource material menu for weekly use.
5. Always be on time in serving.
6. Always be willing and ready to serve.
7. Always provide a substitute in your absence.
8. **Length of Commitment:** Two years.

Women's Ministries Coordinator [Family Ministries]

The Christian woman is called to live her life in terms of the great potential for the development and use of her abilities. 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). Women's ministries involve encouraging women to discover and use their gifts.

The women's ministries leader assists the church in meeting the spiritual, emotional, and intellectual needs of women in their various stages of life and cultural background.

Your leadership role will include the following:

1. Assemble the agenda, moderates discussion, and encourages group cohesion through personal sharing, prayer and fellowship.
2. Work 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. Periodically survey and identify 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. In concert with Family Ministries, develop and implement programs and seminars and networks with existing support groups or makes appropriate referrals. (i.e., 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. 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.
7. Maintain close counsel with the Pastor, Elders, Family Life Ministries, Home and School Leader, and other ministry leaders.
8. Coordinate the promotion of a holistic Women's curriculum for the church and community (i.e., prayer, study, fellowship, health, economic, etc.).
9. Coordinate ministry networking with community and civic Women's program organizations.
10. Always be on time in serving.
11. Always be willing and ready to serve.
12. Always provide a substitute in your absence.
13. **Length of Commitment:** Two years.

Resource Materials:

You can purchase these by calling [AdventSource](tel:800-328-0525) (800-328-0525), the [Adventist Book Center](tel:800-765-6955) (800-765-6955) or your local Christian bookstore.

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 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.

Youth Ministries Coordinator

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).

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.

Your leadership role will include the following:

1. You will need to meet with those who nurture young adults in Sabbath School, and any other young adult ministries of the church. The agenda of this meeting will include the scheduling of all fundraisers 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. 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. You will represent the interests of young adult ministries to:
 - a. The church board.
 - b. 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. 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 treasurer can help you develop an overall budget for the young adult ministries.
4. 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. 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.
6. Maintain close counsel with the Pastor, elders, other youth leadership, and other ministry leaders.
7. Always be on time in serving.
8. Always be ready and willing to serve.
9. Always provide a substitute in your absence.
10. Plan, coordinate, and promote a holistic youth program curriculum.
11. Chairperson for Youth Ministry Council.
12. Ensure the regular and accurate reporting of all youth activities during all council, Church Board and Business meetings, and Conference Director.
13. **Length of commitment:** Two years

Resource Materials:

Visit 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.

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.

Youth Minister (YM) FCSDA Pastoral Team

General Description

Selected for a year of service, reviewed for continuance annually, and voted by the board and business bodies. The Youth Minister will attend to the needs of the church's youth, middle to high school students, as well as young adults (ages 13-25). The Pastor of FCSDA directly supervises the YM.

Education and Experience

The incumbent will be in care of a B.A. or seeking equivalent in Theology/Religion, Youth Ministry, and/or Pastoral Counseling. He/she will have a vision for reaching the largely untapped population of youth, and young adults.

General Expectations:

- Meets the Scriptural "ministry" requirements for an elder of the Seventh-day Adventist Church
- Spends time in prayer on a daily basis and daily study of God's Word
- Attends all staff meetings and retreats, as directed by the pastor
- Maintains flexible working hours as determined by the needs of the ministry and pastor not less than 15 hours per week of planning, collaboration, and implementation.

Specific Responsibilities:

He/She will serve directly under the Pastor, working as necessary to develop the ongoing youth ministry.

- Reports bi-weekly to the Pastor for accountability, encouragement and planning
- He/She is administratively responsible for the youth ministry; including planning, implementation and coordination of short and long-range goals.
- Pastoral Bishop to Youth Coordinator and Youth Ministry Council, for ongoing program development and for student/college ministries living in the metro area campuses.
- Communicate the church's mission and objectives to and by means of youth ministry
- Work with and revive Sabbath School, prayer meeting, weekly attendance, and activities that will benefit First Church youth.
- Preach

Terms of Appointment

- This is a part-time appointment consisting of not less than 15 hours per week for various planning, communication, and program activity implementation. Stipend (TBD).

The FCSDA can expect that the incumbent will:

1. Show up on time to all meetings assigned or responsibilities
2. Dress appropriately for the ministry situation
3. Maintain a model lifestyle during the appointment
4. Immediately inform the Pastor of any areas of concern or conflict
5. Always be on time in serving.
6. Always be ready and willing to serve.
7. Always provide a substitute in your absence.

REQUIRED THINGS-TO-DO:

1. Bi-monthly staff meeting with Pastor McCleary (TBA)
2. Teach Sabbath School at least 3 times per month. (including the Youth Class; Collegiate Class)
3. Rostrum presence (minimum of 2 weeks/month)
4. Call or visit "youth-related" members and ministry leaders (3-5/week)

5. Provide a written summary of all “youth-related” ministry activities every two weeks, itemizing via date and brief description, signed.
6. Account for fifteen (15) hours per week of ministry development, participation, and overseeing.
7. Attend one (1) Elder’s meeting per quarter (non-voting)
8. Attend one (1) Board/Business meeting per quarter
9. Attend AY (minimum) of 2 weeks/month)
10. Stay sermon prepared
11. Follow-up all assignments with written summary of completion.
12. Thirty-day evaluation period beginning immediately after reviewing of this document.

Ministry/leadership Member-Steward Survey Response Sheet

Please place a check beside the ministry(ies) you have read about in this booklet and by prayer feel led by the Holy Spirit to serve for the 2016-2017 Church Officers/Leaders term. Be sure to include your contact information at the end of this survey, and a church representative should contact you as soon as possible.

Please note: Ministries checked do not guarantee election to that/those positions(s). However, your response greatly helps the “selection” [nominating] committee provide a balanced and comprehensive report of “potential” church ministry leaders.

- | | |
|---|---|
| <input type="checkbox"/> Adventurer’s Leader | <input type="checkbox"/> Medical Unity Ministry |
| <input type="checkbox"/> Adventists Youth Ministry Leader | <input type="checkbox"/> Men’s Ministry |
| <input type="checkbox"/> Adventist Youth Secretary-Treasurer | <input type="checkbox"/> Ministry (Personal) Coordinator |
| <input type="checkbox"/> Business Manager | <input type="checkbox"/> Ministry (Resource) Secretary |
| <input type="checkbox"/> Capitol-Building-Equipment Committee | <input type="checkbox"/> Music Ministry Coordinator |
| <input type="checkbox"/> Children’s Ministry Coordinator | <input type="checkbox"/> Music (Instrumentalist) Ministry |
| <input type="checkbox"/> Choir Director(tress) | <input type="checkbox"/> Nominating Committee Ministry |
| <input type="checkbox"/> Clerk | <input type="checkbox"/> Pathfinder Leader |
| <input type="checkbox"/> Communications Ministry Coordinator | <input type="checkbox"/> Personnel Committee Ministry |
| <input type="checkbox"/> Audio/Taping Ministry Leader | <input type="checkbox"/> Prayer Ministry Coordinator |
| <input type="checkbox"/> Public Relations Ministry Leader | <input type="checkbox"/> Prayer Patrol (Warrior) Ministry |
| <input type="checkbox"/> Radio Ministry Leader | <input type="checkbox"/> Prison Ministry Coordinator |
| <input type="checkbox"/> Television Ministry Leader | <input type="checkbox"/> Prospect (Interest) Coordinator |
| <input type="checkbox"/> Video/Taping Ministry Leader | <input type="checkbox"/> Religious Liberty Leader |
| <input type="checkbox"/> Community Service Ministry Leader | <input type="checkbox"/> Sabbath School Ministry Coordinator |
| <input type="checkbox"/> Deacon Ministry | <input type="checkbox"/> Sabbath School Ministry Sec./Treas. |
| <input type="checkbox"/> Deaconess Ministry | <input type="checkbox"/> Sabbath School Teacher |
| <input type="checkbox"/> Disability Ministry | <input type="checkbox"/> Senior Citizen’s 50+ Ministry |
| <input type="checkbox"/> Discipling Ministry | <input type="checkbox"/> School Board (G. E. Peters) Represent. |
| <input type="checkbox"/> Diversity Ministry | <input type="checkbox"/> Single’s Ministry Leader |
| <input type="checkbox"/> Education Ministry Coordinator | <input type="checkbox"/> Small Group Ministry |
| <input type="checkbox"/> Elder | <input type="checkbox"/> Social/Recreation Ministry |
| <input type="checkbox"/> Family Ministry Coordinator | <input type="checkbox"/> Stewardship Ministry |
| <input type="checkbox"/> Family Worship Ministry Coordinator | <input type="checkbox"/> Strategic (Master) Planning Committee |
| <input type="checkbox"/> Fellowship Ministry Coordinator | <input type="checkbox"/> Street (Door-Door/Outreach) Ministry |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Health and Temperance Leader | <input type="checkbox"/> Usher |
| <input type="checkbox"/> Hospitality Ministry Leader | <input type="checkbox"/> Vacation Bible School Ministry |
| <input type="checkbox"/> Home and School Ministry | <input type="checkbox"/> Wed. Night Church Meeting Ministry |
| <input type="checkbox"/> Historian Ministry | <input type="checkbox"/> Women’s Ministry Coordinator |
| <input type="checkbox"/> Junior Adventist Youth Leader | <input type="checkbox"/> Youth Ministries Coordinator |
| <input type="checkbox"/> Library Ministry Coordinator | <input type="checkbox"/> Youth Minister |
| <input type="checkbox"/> Literature Evangelism Ministry | |

Your Name _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ Email _____

First Church Membership Status:

Present member Transfer requested-membership pending