



SEVENTH-DAY
ADVENTIST[®]
CHURCH

**FIRST SEVENTH DAY ADVENTIST CHURCH
OF
HUNTSVILLE, ALABAMA**

CHURCH OFFICER DESCRIPTIONS

Church Ministry descriptions that reflect the unique organization and function of First Church.

Compiled by:
HUMAN RESOURCE MINISTRIES

TABLE OF CONTENTS

ADVENTIST YOUTH MINISTRY LEADER	4
ADVENTIST JUNIOR YOUTH MINISTRY LEADER*	4
ADVENTURER CLUB DIRECTOR	6
AUDIO TEAM LEADER	7
AYM EXECUTIVE COMMITTEE MEMBERS	8
CHILDREN'S MINISTRIES COORDINATOR	10
CHURCH CLERK	13
CHURCH HISTORIAN	14
CHURCH STEWARDSHIP LEADER	15
COMMUNITY OUTREACH COORDINATOR	16
COMMUNITY SERVICES MINISTRIES COORDINATOR	17
COUPLE'S MINISTRY LEADERS	19
DEACON	20
DEACONESS	22
DEPUTY PATHFINDER DIRECTORS (2 POSITIONS: ONE FOR MALES, ONE FOR FEMALES)	23
DISASTER RESPONSE COORDINATOR	24
EDUCATION SECRETARY	25
ELDER	26
EXCEPTIONAL ABILITIES MINISTRIES LEADER	28
FAMILY LIFE MINISTRIES COORDINATOR	29
FINANCE COMMITTEE CHAIRPERSON	31
FOOD AND CLOTHING DISTRIBUTION LEADER	32
GREETER MINISTRY LEADER	33
GUEST AND INFORMATION CENTER LEADER	34
GUEST SERVICES COORDINATOR	35
HEALTH MINISTRIES COORDINATOR	37
HOSPITALITY COORDINATOR	38
HOSPITALITY DECORATOR	40
HUMAN RESOURCES MINISTRY LEADER	41
INCARCERATION MINISTRY LEADER	42
INFORMATION TECHNOLOGY COORDINATOR	43
INTEREST COORDINATOR	44
MEDIA MINISTRIES COORDINATOR	45
MEN'S MINISTRY LEADER	46
MUSIC MINISTRY COORDINATOR (MINISTER OF MUSIC)	48
PARKING TEAM LEADER	49
PATHFINDER DIRECTOR	50
PERSONAL MINISTRIES COORDINATOR	52
PHOTOGRAPHER TEAM LEADER	54
PRAYER MINISTRY COORDINATOR	55
PUBLIC RELATIONS COORDINATOR	56
RECREATION LEADER	57
RELIGIOUS LIBERTY LEADER	59
SABBATH SCHOOL COORDINATOR (GENERAL SUPERINTENDENT)	61
SABBATH SCHOOL TEACHER	62
SENIOR MINISTRY LEADER	64
SINGLE'S MINISTRY LEADER	65
TREASURER	66
USHER	68
VACATION BIBLE SCHOOL COORDINATOR	69
VIDEO TEAM LEADER	71
WEDDING COORDINATOR	72

<u>WOMEN'S MINISTRY LEADER</u>	<u>73</u>
<u>WORSHIP SERVICE COORDINATOR</u>	<u>75</u>
<u>YOUNG ADULT'S MINISTRY LEADER</u>	<u>76</u>
<u>YOUTH MINISTRIES COORDINATOR</u>	<u>78</u>
<u>YOUTH SABBATH SCHOOL TEACHER</u>	<u>80</u>
<u>YOUTH SABBATH SCHOOL DIVISION LEADER</u>	<u>82</u>

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Adventist Youth Ministry Leader
Adventist Junior Youth Ministry Leader*

Board Member: The AYM Leader is a board member
The AJYM Leader is not a board member

Duties:

The AYM Leader should:

1. Become thoroughly acquainted with the local Conference AY plans.
2. Keep in touch with the Conference AY Director informing him of plans and achievements, and see his counsel.
3. Feel the pulse of world Adventist Youth through bulletins and news stories, and share this inspiration with the AY Society. Be informed at all times on AY source materials.
4. Have specific plans to present to the executive committee, and present the plans recommended by the committee of the AY society membership for discussion and action.
5. Assign necessary leadership functions to committee members using the job description guidelines and then to others as may be necessary for implanting the plans and completing the projects
6. Have a general knowledge of the duties of every officer in the society, know that each officer understands what is expected of him and tactfully aid him in his responsibilities.
7. Preside at AY meetings, expect when definite – and as far as possible – regular arrangements have been made for the assistance leader to take charge.
8. Lead the officers' Prayer Band or work in close cooperation with the appointed leader.
9. Visit personally those who attend the society meeting only intermittently or arrange for other officer to attend to this work.
10. Develop a special Youth Counseling clinic that will involve the Pastor, AY Sponsor, and a counseling professional.
11. Cooperate in every way possible to assist the incoming AY Leader to maintain continuity in the activities of the society.

Also works with the following ministries:
All Youth Ministries

Responsible for working with the following personnel:

The leader works with all the youth of the church. They should also maintain a cooperative and friendly contact between the church pastor and elder and the elder Adventist Youth Society.

Suggested meeting/planning sessions:

Plan for regular meetings of the AY executive committee, and in counsel with the assistant leader prepares an agenda or worksheet to be used by the committee. Always seek the advice of the AY Sponsor in the information of programs.

* Similar responsibilities but working with younger youth up to age 9

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Office: Adventurer Club Director

Board Member: The Adventurer Director is not a board member.

Duties:

The Adventurer Club Director should:

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

Also works with the following ministries:
Children's Ministries and Pathfinders

Responsible for working with the following personnel:
Youth Sabbath School Leader, Pathfinder Leader and Children's Ministries Leader

Suggested meeting/planning sessions:
Regularly scheduled Adventurer meetings and activities.

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Office: Audio Team Leader

Board Member: The Audio Team Leader is not a member of the Church Board

Duties:

The Audio Team Leader should:

1. Work in conjunction with the Video staff of the church to assist with a smooth service.
2. Create a quarterly schedule of Audio members to operate the Audio equipment of the church on Sabbath Morning.
3. Observe the various scheduled services of the Church and have Audio staff scheduled to operate the Audio equipment at the scheduled events, i.e., vespers, mid-week prayer meetings, church business meetings, camp meeting, satellite broadcasts, "Net" meetings that the Church participates in, funerals etc.
4. Have on-going training sessions for the whole Audio staff so that all know how to operate all of the Audio equipment.
5. Take the opportunity to stay informed and educated of the current trends in equipment and trends.

Also works with the following ministries:

All Ministry Heads that plan special Sabbaths or Programs.

Responsible for working with the following personnel:

Media Director, Pastors, Video personnel, and Minister of Music

Suggested meeting/planning sessions:

Quarterly planning sessions suggested

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Office: [AYM Executive Committee Members](#)

Board Member: The AYM Executive Committee Members are not board members.

Duties:

The AYM Leader forms the Executive Committee, approved by the Church Board, and is comprised of the following positions:

THE ASSOCIATE LEADER (In reach) should:

1. Serve as a regular member of the AY executive committee.
2. Carry leadership responsibilities assigned by the leader and the AY executive committee.
3. Become informed in Adventist Youth work, grow in skill, and share in the goals and privileges as listed under "Leader."
4. Assist the Devotional Secretary in the development of strategies that will accelerate the implementation of the spiritual objectives of the AY Society.
5. Cooperate with the District In reach Leader and encourage youth to support Conference programs, for example, ROOTS.

THE ASSOCIATE LEADER (Outreach): Personal Ministries Coordinator should:

1. Serve as a regular member of the AY Committee.
2. Coordinate the activities of the MAGs so that they function as effective support groups which will implement the Heart to Heart and Friends Forever programs.
3. Develop two major public evangelistic programs, for example, Voice of Youth Crusade, Open-air Meetings, using the Constant Flow Approach.
4. Help member identify their spiritual gift and use these gift as the prime motivating factor in involving each person in a regular witnessing ministry

THE SECRETARY/TREASURER should:

1. Serve as a regular member of the AY executive committee as serve as its secretary, keeping a

record of the minutes of the committee in a note book devoted to that purpose.

2. Procedure from the Conference Adventist Youth Director and Adventist Youth Record Book for senior and junior societies and study the instructions for its use.

3. Keep in the Adventist Youth Record Book a list of the names and addresses of all members of the society. The names for this list are obtained on enrollment day. At the time call all young people eligible for membership, repeat the senior A.Y Pledge and fill out the Application for Membership card or sign the record book. Prior to enrollment day, the application for membership cards should be secured from the Conference Adventist Youth Director. If the application for membership card is used, the names of the young people signing the card should be entered in the secretary's Adventist Youth record book and the card on sent on to the Conference Adventist Youth Director, who in return will issue a Certificate of Membership. This Certificate of Membership will be sent to the society's secretary, who will sign it and give it to the society's leader, who will in an appropriate ceremony, present it to the one who applied for it.

4. Keep an AY Service Record for each member on the form provided. Keep an up-to-date list of the names and addressed of all young people of the church, whether of no they are members of the society that the AY executive committee may work intelligently for all the youth connected with the families of the church.

5. Record any actions of the AY Society as a whole, and keep these minutes in permanent form.

6. Record at intervals in the AY meeting, progress made in various projects, in counsel with the AY Leader.

7. Educate the young people to report their missionary work at the regular A.Y meeting. Gather weekly reports of missionary work. Prepare monthly reports of the missionary work of the society for the Conference Adventist Youth Secretary.

8. Make a report to the society at least once each quarter summarizing the missionary work done during the quarter.

9. Receive and deposit with the church treasurer all funds of the Adventist Youth Society and be aware of the budget for the year.

10. Be alert to see the things a secretary can do to assist the A.Y Leader.

11. Order all Society's supplies. Ask for the official supply list that shows all A.Y items. Since the Conference has varying plans of distribution, secure directions from your Conference A.Y executive committee.

THE ASSISTANT SECRETARY/TREASURER should:

1. Serve as regular members of the AY executive committee.
2. Carry responsibilities assigned by the secretary/treasurer and the AY executive commit

Also works with the following ministries:

All Youth Ministries

Responsible for working with the following personnel:

Must work with all youth of the church and AYM executive committee.

Suggested meeting/planning sessions:

Monthly meeting or when called by AYM leader

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Office: Children's Ministries Coordinator

Board Member: Children's Ministries Coordinator is a Board Position

Duties:

Ministry Mission: To coordinate all of the ministries for children; to recruit, screen, equip and support children's leaders; to be an advocate for children; to be a liaison with the local conference for the sharing of information and data.

Responsibilities:

1. Chair 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.
2. Represent the children's ministries committee on both the Sabbath School council and the church board.
3. Work with children's leaders to develop a budget for each of their ministries, with a line item for each and present the budget to the church treasurer and church board.
4. Take an active interest in the strategic planning of the pastor and/or church board.
5. Organize a special program for children's Sabbath, the first Sabbath of October.
6. Distribute information and communications from the conference to all children's leaders; collect information for reports and mail them to the conference.
7. Oversee a permanent file of all children, with pertinent information both of church children and guests to outreach programs; share the student files with ministry leaders who help update and maintain the record.
8. Demonstrate 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; insist 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.

Time Commitment

Approximately 10-15 hours per week.

Length of Commitment

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

Training

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

Qualifications

1. Volunteer Ministry Qualifications - A commitment to
 - a. Jesus Christ and to a growing personal relationship with Him.
 - b. Christ-centered ministry to children.
 - c. The Seventh-day Adventist Church and to its beliefs.
 - d. A balanced Christian lifestyle.
 - e. Teamwork.
 - f. Cooperative ministry under the leadership of the pastor and church board.
 - g. Personal growth and learning, continually upgrading methods and skills.
2. Special Qualifications
 - An attitude of servant leadership.
 - A passion for children and children's ministries.
 - Leadership experience in a ministry to children.

Also works with the following ministries:

Pastoral Administration ministries listed below.

Responsible for working with the following personnel:

Children's Sabbath School superintendent, JAYM leader, Adventurer leader, VBS Coordinator
Children's Choir director, Recreation coordinator, Bible Bowl coordinator and Nursery leader.

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning, except for major activities.

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Office: Church Clerk

Board Member: The Church Clerk is a Member of the Board

Duties:

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

1. **Secretary of the church board and business meetings.** Although a church secretary sometimes is delegated this responsibility, it is the duty of the clerk to see that this task is performed and properly entered in the church records. The official copy of the minutes should include complete copies of all reports, documents and financial statements. It is a public record which any church member or denominational representative can look at.
2. **Church membership.** There must always be a vote by the church, not just the church board, to add or drop a name from the church membership roll, except in the case of the death of a member. The clerk handles the correspondence between the individuals seeking transfers and the churches with which the transfer is being made. The clerk also fills out a certificate and report forms when a person is baptized or makes a profession of faith. In cooperation with the Sabbath School teachers, you should take a keen interest in keeping track of each member, making note of those who do not attend regularly and those who are absent. When a member moves away, the church clerk should try to keep in touch with them and promptly contact the pastor in the new district to have him visit them and encourage them to transfer to a new church home.
3. **Church records.** All church records, minutes of business meetings and board meetings, the church officer list, and the list of church members are maintained by the church clerk. This information is not only for the sake of the church family but portions of this information are also sent on special forms to the local conference office for its use in statistical reports. Also, it is vital that you supply copies of these records to new pastors and church board members so they have the information needed for their work.
4. **List of committees.** The clerk should make note of any committees that are appointed and give the chairman of the group a list of the members making up the committee, along with an outline of the work the committee is being asked to accomplish.
5. **Church directory.** It is the responsibility of the clerk to have a church directory produced as needed. This may be printed, photocopied, or produced for the church by one of the companies that makes photo directories. It should include non-member spouses and unbaptized children from church-related households, as well as regular attendees not yet baptized. It is well to include a statement that "this is not an official membership list." Its purpose is to facilitate friendship in the congregation.
6. **Church bulletin.** If there is no church secretary, the responsibility for the church bulletin may belong to the church clerk. This is a duty that can be delegated to another person if it is more convenient to do so.

Also works with the following ministries:

Bible Studies and all other Ministry leaders on occasion

Responsible for working with the following personnel:

Pastor, Church Secretary, and all Clerks

Suggested meeting/planning sessions:

Quarterly meetings with clerks for training/scheduling

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Office: Church Historian

Board Member: The Church Historian is a board member

Duties:

The major tasks of the Church Historian include the following:

1. Shall be responsible for providing for the preservation and storage of Church archives, records, and documents.
2. Shall gather and compile all information intended for historical purposes in an organized manner.
3. Shall be ready to provide a historical account of past events and activities when called upon for special events in the life of the congregation.

Also works with the following ministries:

All ministries of the church

Responsible for working with the following personnel:

Church Photographer, Media Director, and clerks

Suggested meeting/planning sessions:

As needed

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Office: Church Stewardship Leader

Board Member: Church Stewardship Leader is a Board Position

Duties:

The stewardship leader is the chair of the stewardship committee and his or her duties can best be described in the following ways:

1. Education. The systematic sharing of stewardship principles with church members is the most important phase of the stewardship leader's responsibilities. This involves the planning and implementation of a stewardship education program, assisting the pastor on World Stewardship Day in December, planning and/or conducting stewardship classes, tithe and offering education during worship, and teaching stewardship concepts during Sabbath School, in new member classes, midweek meetings and on other occasions.

2. Planning and budgeting. As a member of the church board the stewardship leader should be knowledgeable concerning the overall plans of the church, and assist in helping to develop funding resources to achieve the local church growth strategy. He or she should also take a key role in the planning and budgeting process, either as general coordinator or an active participant. It is vital that church plans and the church budget be one connected whole, not two separate activities.

3. Finance committee meetings. Although it is best in smaller congregations for the stewardship leader to chair this committee, it is essential that he or she be an active member.

4. Visitation. The stewardship leader is usually the coordinator of any visitation committees organized in conjunction with stewardship education. This includes sitting with the pastor and church board to set up the schedule of visits, determine who the visitors will be and the purpose of their visits. It also involves the actual follow through, overseeing preparations for visitor training and orientation, creation of name cards, obtaining materials, and communicating with all involved.

5. Conference representative. The stewardship leader represents the local conference in the development program of the sisterhood of churches, as well as any offerings that involve a wider sphere than that of the local church. The congregation will look to you for information, answers to questions and honest reporting on the results of their giving to the world mission of the Adventist Church.

Also works with the following ministries:

Finance Committee

Responsible for working with the following personnel:

Pastoral Administration, Treasurer, and individual church members

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

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Office: Community Outreach Coordinator

Board Member: Community Outreach Coordinator is not a Board Position

Duties:

The Community Outreach Coordinator offers, promotes, or partners with programs that support individual growth and independence such as, but not limited to, GED preparation, financial counseling, job search training, and social services assistance.

Community Outreach is a part of the Community Service Ministry.

Also works with the following ministries:

Personal Ministries and Education

Responsible for working with the following personnel:

All the willing Members of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

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Office: Community Services Ministries Coordinator

Board Member: The Community Service Ministries Coordinator is a board member

Duties:

Community Services Ministries seek to bless others through practical outreach activities that demonstrate Christ's love. It is an ideal ministry for individuals with the gifts of mercy. It is comprised of the following ministries: Food and Clothing Distribution, Community Outreach and Disaster Response.

The responsibilities of the Community Services Ministries Coordinator can best be described as:

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

appeal is a major source of funds for community services, the community service coordinator will want to be involved.

Also works with the following ministries:

Deacons, Deaconess', members and the community

Responsible for working with the following personnel:

Hospitality leader, Food and Clothing Distribution leader, Community Outreach and Disaster Response leader

Suggested meeting/planning sessions:

Monthly and as needed

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Office: Couple's Ministry Leaders

Board Member: Couple's Ministry Leaders do serve on the Board

Duties:

The major tasks of the couple's ministries leaders include the following:

1. **Establish and Chair the couple's ministries committee.** The couple's ministries leader works with the church board to establish a committee of other couple's interested in couple'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 couple's specific and varied needs. This responsibility is essential to the success of couple's ministries. The co-chairs function as facilitators, encouraging the evolution of ideas and plans that produce efforts toward maximizing our church's mission. The co-chairs assemble the agenda, moderate discussions, and encourage group cohesion through personal sharing, prayer and fellowship.
2. **Conduct needs assessments.** The couple's ministries leader works closely with the couple's ministries committee in periodically surveying and identifying the needs of the couple within the church and community, including spiritual growth needs and training in the promotion of outreach. Identify the demographics of couple's such as age range, anniversaries, and identify topics specific to meet their needs. Also, couple's ministry leaders should develop or maintain a suggested list of professional resources to be used by couple's.
3. **Develop programs.** The couple's ministries leaders work with the couple's ministries committee and the pastor to develop and implement programs and seminars and networks with existing support groups or makes appropriate referrals. Special needs include couple's retreats, couple's mentoring programs, book clubs, Sage ceremonies, etc. Other activities may include monthly acknowledgements of anniversaries, banquets and outings.
4. **Advocate of couple's needs, concerns and contributions.** The couple's ministries leaders must keep the church membership informed of couple'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 liaisons between couple's and the church board or church ministries council and assisting decision-making bodies to keep in view the needs of couple's and to recognize couple's ministries as a vital part of church growth and church dynamics.
5. **Interacts with the conference couple's ministries department.** This includes filing regular statistical reports and calendar items and participation in conference couple's ministries training events when offered.

Also works with the following ministries:

Family Life Ministry

Responsible for working with the following personnel:

All the couples of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Deacon

Board Member: The Head Deacon is a member of the Church Board

Leadership:

The Head Deacon is primarily responsible for the meeting and scheduling of the Deacons.

The Assistant Head Deacon works in conjunction with the Head Deacon to meet his responsibilities.

Duties:

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

1. **Greeting and ushering.** Especially in smaller congregations, the deacon and deaconess will serve as greeters and ushers for the services held in the church. They will also help the pastor and other event leaders maintain the smooth operation of church meetings.
2. **Upkeep of church property.** They will take responsibility for the care and upkeep of church property, including the oversight or actual doing of the janitorial work, repairs, grounds maintenance, interior decorating and small renovations.
3. **Security.** They will care for the security of those in attendance at church activities, always vigilant for the comfort and safety of all persons. This includes opening the church building(s) before meetings, locking the facility at the conclusion of activities and *transportation for members without a method to attend church.*
4. **Visitation.** They will join with the pastor and elders in visiting church members. Some churches assign a geographic area or certain number of members for deacons and deaconesses in teams of two or three to visit. (Undershepherding Program)
5. **Assisting with the baptismal ceremony.** The traditional roles for this service are described below. The deacons will prepare and fill the pool. Assist male candidates. Do the physical labor related to the service.
6. **Assisting with the communion service.** The traditional roles for this service are described below. The deacons will provide the physical arrangements, such as placing the communion table. Place the towels, basins and water in the appropriate rooms for use in the ordinance of humility. Dispense water and basins for the men during the Ordinance of Humility, giving particular attention to visitors, new members, and the aged. It is appropriate for either deacons or deaconesses, who have been ordained, to assist in distributing the emblems and uncovering and recovering the table during the service.
7. **Caring for the congregation.** In many churches an unwritten tradition gives the women who serve as deaconesses or deacons the responsibility of organizing hot meals for any church family that experiences a death or other tragedy. This may mean simply taking food to the home or, in

some cases, the serving of an entire meal to family and guests after a funeral. Often the planning of wedding and baby showers is also done by this group. This is an important aspect of a caring ministry in the congregation.

Also works with the following ministries:

Pastoral Staff, Deaconess, Bible Studies Ministries, and Hospitality

Responsible for working with the following personnel:

No other specific personnel

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Deaconess

Board Member: The Head Deaconess is a member of the Church Board

Leadership:

Head Deaconess is primarily responsible for the meeting with and scheduling the Deaconesses.

Assistant Head Deaconess works in conjunction with the Head Deaconess to meet her responsibilities.

Duties:

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

1. **Visitation.** They will join with the pastor and elders in visiting church members. Some churches assign a geographic area or certain number of members for deacons and deaconesses in teams of two or three to visit. (Undershepherding Program)
2. **Assisting with the baptismal ceremony.** The traditional roles for this service are described below. The deaconesses will prepare the robes for all who are participating. Assist female candidates. Launder and store robes, towels, etc., after the ceremony.
3. **Assisting with the communion service.** The traditional roles for this service are described below. The deaconesses will prepare the bread and grape juice. Arrange the emblems and covering on the table. Dispense water and basins for the women during the ordinance of humility, giving attention and assistance to visitors, new members, and the aged. Clean and store the linens and serving pieces used in communion. It is appropriate for either deacons or deaconesses, who have been ordained, to assist in distributing the emblems and uncovering and recovering the table during the service.
4. **Caring for the congregation.** In many churches an unwritten tradition gives the women who serve as deaconesses or deacons the responsibility of organizing hot meals for any church family that experiences a death or other tragedy. This may mean simply taking food to the home or, in some cases, the serving of an entire meal to family and guests after a funeral. Often the planning of wedding and baby showers is also done by this group. This is an important aspect of a caring ministry in the congregation.

Also works with the following ministries:

Pastoral Staff, Deacons, Bible Studies Ministries, and Hospitality

Responsible for working with the following personnel:

No other specific personnel

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Deputy Pathfinder Directors (2 positions: one for males, one for females)

Board Member: The Deputy Pathfinder Directors are not board members.

Duties:

Deputy Pathfinder Directors should:

1. Accept the assignments of the Director and share in the leadership responsibilities of the club. Where possible there should be at least two Deputy Directors, depending on local club needs. (It is suggested that there be three Deputies for thirty Pathfinders, four deputies for forty Pathfinders, etc.)
2. Possess the same high qualities of leadership as outlined for the Director. They need to have or be in the process of obtaining the current Pathfinder Basic Award and be involved in obtaining the Pathfinder Leadership Award. They also need a current First Aid Certificate. The highest respect and regard should be shown to the Director and all should work in close harmony with one another.
3. Be selected to preside at staff meetings or take charge of club meetings in the absence of the Director.
4. Deputy Directors may be responsible for the following areas:
 - Coordination of achievement classes
 - Secretary
 - Treasurer
 - Games
 - Camping activities
 - Honors and creative skills
 - Music
 - Pathfinder equipment
 - Nature
 - Chaplain/worships
 - Transportation
 - Special events/field trips
 - Outreach activities
 - Public relations

Also works with the following ministries:

All Youth Ministries

Responsible for working with the following personnel:

Pathfinder Leader and Pathfinders

Suggested meeting/planning sessions:

Regularly scheduled Pathfinder meetings and activities

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Disaster Response Coordinator

Board Member: Disaster Response Coordinator is not a Board Position

Duties:

The Disaster Response Coordinator should:

1. Educate the church and community in emergency planning.
2. Support disaster preparedness.
3. Work with ADRA, FEMA and local agencies in the event of severe weather or natural disaster.
4. Stay current on all the city, state and national issues as it relates to Disaster Preparedness.
5. Form a team, with board approval, that functions as a part of the Community Services Ministries.

Also works with the following ministries:

Personal Ministries, Safety, and Deacons

Responsible for working with the following personnel:

All the willing Members of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Education Secretary

Board Member: The Education Secretary is a board member

Duties:

The church elects an education secretary to promote and generate support for Christian education. The duties of the Education Secretary may include:

1. Maintaining an up-to-date census of all the children and youth of the church.
2. Coordinating activities designed to create scholarship funds for Christian Education.
3. Overseeing the distribution of scholarships to students in an equitable way.
4. Assisting in contacting all Seventh-day Adventist homes where there are school-age children or young people to encourage attendance at the local church school, or at a Seventh-day Adventist secondary school, college, or university, and to suggest solutions to possible problems.
5. Contacting members who have no school-age children, encouraging them to provide financial aid to needy Seventh-day Adventist students.
6. Maintaining contact with students from the church who are in attendance at Seventh-day Adventist schools away from the home church.
7. Making sure that all students are actively integrated into the program of the church.

It is recommended that the Church Education Secretary serve on the local school board.

Also works with the following ministries:

AYM and youth ministries

Responsible for working with the following personnel:

Youth and their parents

Suggested meeting/planning sessions:

Quarterly and as needed

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Elder

Board Member: All Elders are members of the Church Board

Leadership:

Head Elder is a part of the Pastoral Staff and shares administrative responsibilities with the Pastor. He is also responsible for the meeting and scheduling of the Elders service.

Assistant Head Elders work in conjunction with the Head Elder to meet his/her responsibilities.

Duties:

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

1. **Visitation.** Nurture develops on a horizontal level in the church, with members offering encouragement and spiritual counsel to one another. In such a caring community, even the pastor is nurtured through the membership of the church. An elder can be a vital element in this kind of caring church. The elder can actively visit members in their homes, encourage others to do so, and assist in the training of prospective members. (Undershepherding Program)

2. **Commitment.** It is especially important for the local elder to be committed to the outreach of the church. The congregation needs to know that its leaders have a clear vision of the mission of the church. It has been said that church growth is "caught" rather than taught. When an elder enthusiastically models a commitment of his or her time to outreach ministry, others catch the same spirit and commit themselves to the mission of the church. An elder should schedule time for ministering to the unsaved.

3. **Worship leadership.** The involvement and leadership of an elder can make a tremendous difference in the weekly worship celebration service of the church. Quality leadership and participation can transform a dull, lifeless worship service into meaningful celebration and praise. Skills in worship leadership, such as the reading of scripture, offering public prayers, planning the order of service, and in smaller churches at least, delivering the sermon, should be developed.

4. **Spiritual mentor.** The spiritual life of an elder should constantly lead members of the church to seek a deeper spiritual experience for themselves. I Timothy, chapter 3, describes the Christian life of an elder in these words: ". . . above reproach, the husband of one wife, temperate, prudent, respectable, hospitable, able to teach, not addicted to wine or pugnacious, but gentle. . ." An elder should model, by his or her devotional life, Christian personality and spiritual interest, a higher ideal for each member to reach. The elder should reflect the fruits of the Spirit in his or her relationship with others: love, joy,

peace, longsuffering, kindness, goodness, faithfulness, gentleness and self-control.

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

Also works with the following ministries:

Each Elder will be assigned a ministry to work with. This responsibility is intended to represent the pastor, offer spiritual guidance, and assist the ministry when needed.

Responsible for working with the following personnel:

The Pastoral Staff, church board and board of elders, Department heads and Ministry Directors

Suggested meeting/planning sessions:

Monthly board of elders meetings and other ministries may vary
relationship with others: love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness and self-control.

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

Also works with the following ministries:

Each Elder will be assigned a ministry to work with. This responsibility is intended to represent the pastor, offer spiritual guidance, and assist the ministry when needed.

Responsible for working with the following personnel:

The Pastoral Staff, church board and board of elders, Department heads and Ministry Directors

Suggested meeting/planning sessions:

Monthly board of elders meetings and other ministries may vary

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Exceptional Abilities Ministries Leader

Board Member: The Exceptional Abilities Ministries Leader is a board member

Duties:

The Exceptional Abilities Ministries Coordinator should:

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 people with disabilities in the church and community.
5. Develop, coordinate, and maintain vital programs to meet the spiritual needs of members with disabilities.
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.

Also works with the following ministries:

Family Life

Responsible for working with the following personnel:

All Members

Suggested meeting/planning sessions:

Quarterly meetings or as needed

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Family Life Ministries Coordinator

Board Member: Family Life Ministries Coordinator is a Board Position

Duties:

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

1. **Needs assessment.** Work with the pastor to survey the needs of the church: couples, single persons, single parents, children, teens, young adults, mature adults, etc., finding which topics are of interest to them. Needs assessment tools such as survey questionnaires and analysis worksheets are available in some of the resource materials listed in this leaflet and from your local conference office. Your conference family ministries director may be able to assist you.
2. **Program development.** The family ministries coordinator works in cooperation with other church leaders to implement family life programs. This involves planning, promotion, recruitment and training of volunteers, delivery of the programs and evaluation. Although a number of very detailed and "user-friendly" program helps are available, successful programs still require considerable attention to detail, good organization and strong communication for many weeks in advance.
3. **Chairs the family ministries committee.** It is recommended that even in the smallest congregations a committee be selected for family ministries instead of following the tradition of making it a one-person assignment. Family ministry is about relationships and helping people learn to be Christ like in their relationships. This needs to be modeled in a group setting because it is "caught as much as it is taught." Even if the committee only meets once a quarter, and includes people who hold other offices in the church, it should become a support group as well as a working unit. As chairperson it is your responsibility not only to put together an agenda and moderate the discussions, but to facilitate times of personal sharing, prayer and learning.
4. **Family advocate.** The family ministries coordinator sits on the church board and should represent the needs and concerns of family life there. It is easy for a board to become involved in the organizational and financial issues of the church and forget that congregations are essentially clusters of households; people trying to live out their faith together. It is your responsibility to help the board keep in view the relational needs of the members of the church and make family life a real priority in all that the church does.
5. **Information source.** The congregation will depend on you as a primary source of information about ministry. It would be a good idea for you to begin to construct a list of Christian counselors to whom you can feel confident making referrals. You will want to guard against getting too involved or "playing psychologist" (unless you are one), but highly developed listening skills will make it easy for other church members to share their concerns and needs with you and ask for information. This informational task includes taking opportunity regularly, during personal

ministries time or Sabbath School or worship, to share information with the whole congregation as it comes to you from the conference and in resource materials.

Also works with the following ministries:

Women's ministry, Men's ministry, Couple's ministry, Children's ministry, Young Adult ministry, Singles ministry, Recreation ministry and Senior ministry.

Responsible for working with the following personnel:

Coordinator for the above mentioned

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Finance Committee Chairperson

Board Member: Finance Committee Chairperson is a Board Position

Duties:

In the local church the Finance Committee handles issues related to budgeting church funds, addressing out of the ordinary expenditure requests and long range financial planning.

The Chairperson is responsible for organizing the committee, establishing meeting schedules and reminding members of the times.

The Finance Committee usually studies specific requests referred by the Church Board. Often a Board will request the Finance Committee to bring a recommendation as to whether or not funds are available for a project, and what steps are needed to make it possible.

Hardly ever do Finance Committees have the authority to actually spend money. Their primary role is to bring recommendations back to the Church Board. If the Church Board chooses, they may authorize the Finance Committee to spend money to meet an urgent need before the next scheduled Church Board. When this occurs a cap dollar amount is usually given.

Effective Finance Committee Chairpersons will:

1. Work closely with the pastoral staff and church Treasurer.
2. Demonstrate integrity and trust in their business dealings.
3. Avoid power struggles with the Church Board.
4. Try not to let their bias affect their objectivity.
5. Make recommendations that maximize the effectiveness of the dollars entrusted to the church.

The Finance Committee does not have to wait for the church to make a request of it. It can come to the Board with the request that it be given permission to study a particular problem or need.

Having sharp minds, spiritual hearts and keen insights on board can make a Finance Committee a powerful agent for positive change. An effective chairperson seeks to bring out the best in each member while keeping the spiritual mission of the church in focus.

Also works with the following ministries:

Stewardship Committee

Responsible for working with the following personnel:

Pastoral Administration, Treasurer, and Stewardship Committee leader

Suggested meeting/planning sessions:

Monthly meetings suggested. Called meetings as needed.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Food and Clothing Distribution Leader

Board Member: Food and Clothing Distribution Leader is not a Board Position

Duties:

Food and Clothing Distribution exist to provide needy families with necessities such food, clothing, furniture and household items.

1. Food Distribution
 - a. Oversees stocking of Choice Pantry with commodities, donated and purchased foods, produce and other available items
 - b. Supervises the distribution and ensures atmosphere of safety, respect, dignity and good service
 - c. Assesses food supply and adjusts point system
 - d. Practices "First In – First Out" inventory management procedures for all foods distributed
 - e. Supervises food sorting and salvage activities
2. Clothing Distribution
 - a. Organized the items to be distributed
 - b. Ensures items are clean, safe and representative of our values and beliefs
3. Supervises Intake Interviewers
4. Supervises Volunteers

Also works with the following ministries:

Personal Ministries, Sabbath School, Safety, Deacons and Clerks

Responsible for working with the following personnel:

All the willing Members of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Greeter Ministry Leader

Board Member: Greeter Ministry Leader in not a Board Position

Duties:

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

1. *Contact with newcomers.* When you notice unknown guests, introduce yourself first, extend a welcome, and then ask for the visitors' names. While the visitors write in your guest book or complete registration cards, call over an usher or deacon. Introduce the visitors to this person who will show them to a seat or help them in finding Sabbath School classes, the parents' room, etc. It is especially important that you make a record of each visitor and turn this over to the pastor or interest coordinator. This is an important source of new members when properly followed up.
2. *Take an interest in people.* The congregation depends on the greeters to make their church personal. If you really care about people, they will be able to see it. Some are shy and will want you to preserve their dignity by not being too forward. Others are gregarious and want to be asked questions. Try to sense needs such as those who are confused about the location of children's activities or need access to a rest room, etc. Be as helpful as you can.
3. *Invitations to dinner.* Your local church should have a plan to make sure that visitors are either invited to lunch at someone's home or to a church fellowship dinner. Larger churches organize groups to host dinner every Sabbath. Small churches will have potlucks usually once a month.
4. *Listen for deeper needs.* People come to church burdened with hurts, disappointments and personal crises. As you have opportunity, steer hurting people to those in the church family to whom they can turn for help—the pastor, professional or peer counselors, teachers, physicians, social workers, Adventist Community Services leaders, and others. Use your knowledge to meet people at their points of need.
5. *Distribute materials.* Your task as a greeter has more to do with relationships than mechanical aspects like handing out the church bulletin. At the same time bulletins are also important! Many churches have a special handout or packet for visitors also. This often includes a map of the Sabbath School rooms, some history and a list of week-day activities like Bible study groups, Pathfinder Club, health classes, the Adventist Community Services center, family life workshops and Bible seminars. If your church does not have something like this, perhaps the greeters should meet to prepare one.

Also works with the following ministries:

Personal Ministries, Sabbath School

Responsible for working with the following personnel:

All the willing Members of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Guest and Information Center Leader

Board Member: Guest and Information Center Leader is not a Board Position

Duties:

The Guest and Information Center volunteers answer questions, provide directions and make connections to those best suited to meet member and guests needs.

Guest and Information Center members are a part of the Guest Services Ministry.

Also works with the following ministries:

Personal Ministries, Sabbath School, Safety, Deacons and Clerks

Responsible for working with the following personnel:

All the willing Members of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Guest Services Coordinator

Board Member: Guest Services Coordinator is a Board Position

Duties:

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

1. *Contact with newcomers.* When you notice unknown guests, introduce yourself first, extend a welcome, and then ask for the visitors' names. While the visitors write in your guest book or complete registration cards, call over an usher or deacon. Introduce the visitors to this person who will show them to a seat or help them in finding Sabbath School classes, the parents' room, etc. It is especially important that you make a record of each visitor and turn this over to the pastor or interest coordinator. This is an important source of new members when properly followed up.
2. *Take an interest in people.* The congregation depends on the greeters to make their church personal. If you really care about people, they will be able to see it. Some are shy and will want you to preserve their dignity by not being too forward. Others are gregarious and want to be asked questions. Try to sense needs such as those who are confused about the location of children's activities or need access to a rest room, etc. Be as helpful as you can.
3. *Invitations to dinner.* Your local church should have a plan to make sure that visitors are either invited to lunch at someone's home or to a church fellowship dinner. Larger churches organize groups to host dinner every Sabbath. Small churches will have potlucks usually once a month.
4. *Listen for deeper needs.* People come to church burdened with hurts, disappointments and personal crises. As you have opportunity, steer hurting people to those in the church family to whom they can turn for help—the pastor, professional or peer counselors, teachers, physicians, social workers, Adventist Community Services leaders, and others. Use your knowledge to meet people at their points of need.
5. *Distribute materials.* Your task as a greeter has more to do with relationships than mechanical aspects like handing out the church bulletin. At the same time bulletins are also important! Many churches have a special handout or packet for visitors also. This often includes a map of the Sabbath School rooms, some history and a list of week-day activities like Bible study groups, Pathfinder Club, health classes, the Adventist Community Services center, family life workshops and Bible seminars. If your church does not have something like this, perhaps the greeters should meet to prepare one.

Also works with the following ministries:

Personal Ministries, and Sabbath School,

Responsible for working with the following personnel:

Parking Lot, Greeters, Guest and Information Center, Ushers, First Contact, Social Work Task Force and Safety

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Health Ministries Coordinator

Board Member: The Health Ministries Coordinator is a board member

Duties:

1. Health promotion. Keeping members aware of the importance of health
2. Educating new members on the significance of health and temperance
3. Create an awareness of health and temperance journals (*The Winner* for children, *Listen* for adults and *Vibrant Life* for adults).
4. The health and temperance leader is responsible for the health education of new member in the Adventist lifestyle.
5. Provide new members with the pamphlets. Good Health in one package that explains the eight basic principles of health and temperance.
6. Invite new members systematically for the first few months to your home or a church fellowship dinner to acquaint them to vegetarian food.
7. Be familiar with the *Ministry of Healing* and acquaint the membership with the content.
8. Include new members in outreach programs.
9. Invite them to training seminars on health ministry, camp meeting or other special health meetings
10. Plan and execute health screening and seminars
11. Stop smoking plan, cooking schools, seminars on nutrition, heart disease, stress management, cancer prevention, physical fitness, weight control, and the bible basis healthful living.
12. Schedule screening projects for high blood pressure, diabetes and other health issues

Also works with the following ministries:

Church Board, Members of Family Life Committee and Church Ministries

Responsible for working with the following personnel:

Church members

Suggested meeting/planning sessions:

Monthly meeting are recommended.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Hospitality Coordinator

Board Member: Hospitality Coordinator is a Board Position

Duties:

Hospitality Ministry is to assist with the establishment of an atmosphere of friendliness and warmth by showing the love of Christ to our family, friends, and guests of our church. The Ministry prepares and serves food for various functions and occasions held in support of the ministries of the church. The Ministry ministers to the physical person by providing *not only tasty, but healthy, nutritious food*.

1. **Meals.** Provide catering services or food preparation on behalf of the church for various functions, programs, funerals, and other special engagements. Coordinates the sub-committees responsible for the set up of the fellowship hall, servers, and clean up for each function. Special attention should be given to provide fast and efficient service as required while being attentive to the needs of the membership.
2. **Coordination.** You must promote and cooperate with efforts to encourage social fellowship among church members as a whole. What is the relationship between your hospitality ministry and the social committee of the church or the small group ministry? You need to settle these questions in discussions with the other leaders involved and work together with them in building the total program of your congregation. In this meeting there will be time for group study and discussion of a Bible passage about hospitality, sharing of experiences and blessings, and scheduling teams.

Other possible Duties:

3. **Study and preparation.** Development of a deeper understanding of Christian hospitality and the supporting skills requires study in a small support group. The hospitality team should meet once a month or once a quarter. It is important to spend time in caring for one another and in spiritual nurture through Bible study and prayer in order to be able to really love and care for others.
4. **Taking care of visitors.** Organize a system for visitor hospitality which will provide follow-up for their needs as appropriate. This usually includes providing a Sabbath meal. In smaller churches, this function may include the greeter activities on Sabbaths. It also means contacting each visitor, listening to each man and woman, and doing the things they need and expect in order to feel cared for by your congregation. The tradition of a festive Sabbath dinner, with animated conversation and rich fellowship is key to this, but no group activity can replace individual ministry.

5. ***Caring for new members.*** There is a special need for a system of hospitality for prospective and new members, as well as members with special needs, which will integrate them into the fellowship of the church. This may take many forms and may overlap to some extent with other activities in your congregation. It could include a pastor's Bible class, a new member class, home Bible study groups, a special fellowship dinner for new members once or twice a year, visitation and personal ministry, or the assignment of a special friend or "spiritual helper."

Also works with the following ministries:

All entities of the church

Responsible for working with the following personnel:

Hospitality Decorator and Wedding Coordinator

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Hospitality Decorator

Board Member: The Hospitality Decorator is not a board member.

Duties:

1. Decorate tables for funeral repast
2. Decorate tables and room for other events as requested
3. Purchase table coverings and centerpieces
4. Breakdown tables after the event
5. Clean all reusable items
6. Store all used items in the room provided

Also works with the following ministries:

Hospitality leader

Responsible for working with the following personnel:

Member of Hospitality committee

Suggested meeting/planning sessions:

Meet with hospitality committee during scheduled meetings

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Human Resources Ministry Leader

Board Member: The Human Resources Ministry Leader is a board member

Duties:

Mission: To provide operating and staff management with professional centralized services that will assure the competence and continuity of the churches human resources.

1. Recommend general employment and volunteer management policies.
2. Establish functional procedures for designated activities.
3. Develop and maintain audit performances, evaluations and job descriptions for compliance with general policies and procedures
4. Organize church sponsored activities for nurturing new believers
5. Ensure that background screening and volunteer training continues for the church membership as needed
6. Provide direction and support to each ministry as needed
7. Require quality and excellence in total performance of job responsibilities
8. To assure that positions are occupied by competent people who can and do respond to the churches needs and requirements.
9. Maintain an active relationship with Risk Management and be the liaison for the church when it comes to keeping up with required policies and procedures.

Also works with the following ministries:

All Ministries of the church

Responsible for working with the following personnel:

All members and church personnel

Suggested meeting/planning sessions:

Monthly meetings are recommended

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Incarceration Ministry Leader

Board Member: The Prison Ministry leader is not a board member

Duties:

1. Coordinate with the jail/prison personnel in order to schedule regular visits.
2. Make scheduled trips to the prison/jail to have church services with the inmates
3. Inspire, educate and encourage others to take part in visiting prison inmates
4. Work with volunteers making plans for scheduled trip to the prison
5. Purpose of the Ministry team is to witness to the inmates and introduce them to prayer, talk to them concerning life style changes that will prevent their return to incarceration.

Also works with the following ministries:

Not specific

Responsible for working with the following personnel:

Prison Ministry team and individual church members

Suggested meeting/planning sessions:

Should meet quarterly with volunteers

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Information Technology Coordinator

Board Member: The Information Technology Coordinator is a board member.

Duties:

1. Maintain the website of the church
2. Assist with the Church Management Software system as requested by the Pastoral Staff
3. Forward prayer requests to prayer team and any other request from the Facebook page or website to the appropriate Ministry
4. Take every opportunity to stay informed and educated of the current trends website design and function.

Also works with the following ministries:

All ministries of the church

Responsible for working with the following personnel:

Communications Leader, Clerk Department, Office Manager, Pastor's, and Media Director

Suggested meeting/planning sessions:

Check in weekly with the above named personnel.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Interest Coordinator

Board Member: The Interest Coordinator is not a board member.

Duties:

1. Gather Names. Systematically get the name of every person who visits on Sabbath, attends a seminar or group, phones or writes for information, requests prayer, or contacts the media ministries. Double check each name to sort out church members and discover previous involvement.
2. Make Contacts. Use the telephone to contact each person.
3. Listen for Needs. A prospect care coordinator must develop good listening skills. If you are a good listener, people will feel free to share their stories with you. As you listen, your mind learns to sort the information given by each person into workable categories religious background and present spiritual condition; emotional, family, health and economic needs.
4. Establish Readiness. The contacts made by the prospect care coordinator are called "evaluation interviews" because the purpose of the conversation is to find out how we can minister to the person. Is there a pressing social or physical need that must be met? What is his attitude toward the message and activities of the Adventist Church? Will he accept a visit? Is he ready to enter into serious Bible study or participate in Christian fellowship? What can your church do for this person?
5. Make Referrals. As you listen to each person, a nurturing plan made especially for them begins to form. This is the next step after your conversation to keep them growing in their spiritual journey. Is there a particular piece of literature they should have? Is there a specific person who should visit them? Is there a seminar or small group they should attend? Is there a tape they should hear or see?
6. Maintain the List. The work of the interest coordinator will require some clerical organization to keep names in a prospect list.

Also works with the following ministries:

Responsible for working with the following personnel:

Pastors, Bible Workers, Clerks

Suggested meeting/planning sessions:

Meet with Pastors, Bible Workers, and/or Clerks weekly.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Media Ministries Coordinator

Board Member: The Media Ministries Coordinator is a board member.

Duties:

1. Coordinate the efforts of the audio/visual, photography, website, and video production teams to ensure the effortless productions and functions of the services for the church.
2. Coach and mentor members of audio/visual, photography, website, and video production teams to promote spiritual growth and artistic excellence
3. Recruit and organize volunteers for media needs for worship services
4. Manage pre-production, production and post-production process for all media content church wide
5. Oversee installation of sound and media equipment
6. Manage all media related requests for Worship events
7. Take every opportunity to stay informed and educated of the current trends in equipment and trends for all the above areas.

Also works with the following ministries:

All the ministries of the church

Responsible for working with the following personnel:

Works closely with the senior pastor, associate pastors, and minister of music in order to orchestrate all visual elements of the service. The Media Director will also interface regularly and cooperatively with other staff members, volunteers, and the congregation.

Suggested meeting/planning sessions:

Meet weekly with the above named personnel.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Men's Ministry Leader

Board Member: Men's Ministry Leader is a Board Position

Duties:

The major tasks of the men's ministries leader include the following:

1. *Chair the men's ministries committee.* This responsibility is essential to the success of men's ministries in that he works to encourage, lead, and nurture men who serve as brothers, husbands, fathers, and ministry leaders. The chair functions as a facilitator, encouraging the evolution of ideas and plans that produce efforts toward maximizing our church's mission. The chair assembles the agenda, moderates discussion, and encourages group cohesion through mentoring, personal sharing, prayer and fellowship.
2. *Establish a committee.* The men's ministries leader works with the church board or church ministries council to establish a committee of individuals interested in men'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 men's specific and varied needs.
3. *Conduct needs assessments.* The men's ministries leader works closely with the men's ministries committee in periodically surveying and identifying the needs of the men within the church and community, including spiritual growth needs and training in the promotion of outreach. Identify the demographics of the male population such as age, ethnicity, educational level, marital status, etc., and identify topics specific to their needs.
4. *Develop programs.* The men's ministries leader works with the men's ministries committee and the pastor to develop and implement programs and seminars and networks with existing support groups or makes appropriate referrals. Special needs include support groups for senior citizens, single-parents, teens, substance abuse, and sexual addictions, seminars on stress management, divorce, financial issues, parenting, self-improvement, spiritual care, etc. Other activities may include men's retreats, literacy programs, and programs for community care.
5. *Advocate of men's needs, concerns and contributions.* The men's ministries leader must keep the church membership informed of men'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 men and the church board or church ministries council and assisting decision-making bodies to keep in view the needs of men and to recognize men's ministries as a vital part of church growth and church dynamics.

6. *Interacts with the conference men's ministries department.* This includes filing regular statistical reports and calendar items and participation in conference men's ministries training events.

Also works with the following ministries:

Family Life Ministry

Responsible for working with the following personnel:

All the Men of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Music Ministry Coordinator (Minister of Music)

Board Member: The Minister of Music is a Board Member

Duties:

The duties of the minister of music include the following:

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

Also works with the following ministries:

Any ministry that impacts the worship services must also work with the Minister of Music.

Responsible for working with the following personnel:

All choir leaders, musicians and choristers of the church.

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Parking Team Leader

Board Member: Parking Team Leader is not a Board Position

Duties:

The Parking Team guides traffic in the parking lot to ensure safety and appropriate parking. This team directs traffic to approved offsite parking during peak hours and special events. Additionally, the team provides shuttle service to drop off and pick-up those who park offsite or in the farther areas of the church parking lot.

Parking team members are a part of the Guest Services Ministry.

Also works with the following ministries:

Deacons and Safety

Responsible for working with the following personnel:

All the willing Members of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Pathfinder Director

Board Member: The Pathfinder Director is a board member.

Duties:

The Club Director should be a mature person who is a member in good and regular standing of the Seventh-day Adventist Church. They should either hold or be in the process of obtaining the Pathfinder Leadership Award. They should also either hold or in the process of obtaining a current First Aid Certificate.

The success and morale of any club will depend largely upon the leadership of the Club Director, who should be an example of spirituality, neatness, promptness, good sportsmanship and self-control. The director should set an example by wearing a neat and complete uniform regularly.

The Club Director must be vitally interested in young people and understand the problems of Juniors and Teens. The Director's life ideally demonstrates what God can do in the lives of Pathfinders.

The Club Director should be resourceful, responsible and enthusiastic. They should be eager to recognize new ideas and show initiative in their implementation. The Director must also be able to work well with staff and assist them with any problems that may arise.

The Role of the Club Director is to:

1. Represent the club as a member of the Church Board.
2. Liaise with the Church Pastor, Youth Pastor and sponsor Elder and invite them to participate in programs and events.
3. Liaise with the District Director and Conference/Mission Youth Department and submit reports as required.
4. Act as Chairman of the Pathfinder Executive Committee.
5. Preside at the club staff meeting unless a Deputy has been appointed to take charge.
6. Organize club activities and meetings, maintaining a balance between the curriculum and other aspects of Pathfinding.
7. Lead out in planning the year's program and provide all staff, Pathfinders and parents with a calendar of events.
8. Be responsible through the Executive Committee for providing a program which covers:
 - a. Meeting times and places.
 - b. Curriculum.
 - c. Campouts.
 - d. Field trips and outreach projects.
 - e. Investiture.
 - f. Finance/budget/membership fees.

- g. Discipline.
 - h. News-sheets and bulletins.
9. Be responsible through staff meetings for the planning of regular club meetings. Ensure that various committees or people are responsible for caring for the implementation of planned activities, e.g.:
- a. Drill and Opening and Closing ceremonies.
 - b. Worships.
 - c. Games/Fair practice.
 - d. Class work/honors/creative skills.
 - e. Arrangement of units/counselors, teachers and their duties.
10. Present reports to church business meeting.
11. Encourage all staff to attend Conference Training Seminars.
12. Cultivate a positive attitude in the club. The Director can make the difference between an active, happy club and a boring, struggling, undisciplined club.

Also works with the following ministries:

All Youth Ministries

Responsible for working with the following personnel:

Youth Ministries Leader, AYM Leader and Pathfinder staff

Suggested meeting/planning sessions:

Should determine a regular schedule to meet with Pathfinders and staff. (Bi-weekly or weekly)

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Personal Ministries Coordinator

Board Member: Personal Ministries Coordinator is a Board Position

Duties:

1. **Working with Volunteers.** The personnel for outreach in the local church are volunteers, and much of the leader's work is the recruiting, training, and overseeing of this volunteer workforce. Supervising volunteers is not the same as working with employees. Volunteers will do what they enjoy or are convicted to do, not necessarily what needs to be done. Pleading with them from the pulpit or trying to make them feel guilty will not succeed. Personal contacts are more effective than public appeals. Building a support team is essential for long-term success. The leader will be working with a minority of the congregation. Church growth specialists say that 10% of the church should be involved in direct evangelism. That is a worthy objective, but it will take great persuasiveness to achieve even that percentage.
2. **Planning.** The Personal Ministries leader is the key person in helping other leaders of the congregation develop outreach and soul-winning plans. It is the leader's responsibility to get the key people together early to set goals. Get ownership for the goals from the church leadership, and they will help meet them. Remember that too many goals are confusing to the congregation and more difficult to reach. Experience demonstrates that most congregations can only handle one, two, or three outreach goals at a time, and this "time" usually spans two or three years.
3. **Education and Communication.** The Personal Ministries leader's first goal is to help every church member become aware that he or she is witnessing in his or her own way. Every believer is a missionary to the family members, work associates, neighbors and others that they touch every day, whether they intend it or not. It is a surprising thought to many of our members who "hate witnessing" that they witness anyway, whether they realize it or not. The Personal Ministries leader's task is to help church members use the unique opportunities and spiritual gifts that God has given to each to accomplish His will. You can make use of the time allotted each Sabbath. This time may be called "King's Business" or "personal ministries time" or something else, and it is essential that the Personal Ministries leader communicate regularly with the church members regularly about their witness and opportunities for service. This is a "non-negotiable" part of what it means to be an Adventist church. It is equally important to make this time interesting and relevant to the members, and not a time of haranguing, selling books or ritualistic readings.
4. **Program Management.** The Personal Ministries leader will be the manager of a number of programs sponsored by the congregation. Some are denomination-wide, international campaigns. Some are local ideas that a small group of members have developed. Each requires careful preparation, adequate supplies and people power, and steady attention to detail. Check lists and work sheets to help manage these projects are published in many different program manuals, handbooks and "how-to" volumes. Every project is a process, not a goal. Remember this, and no

one will feel defeated if a project fails. The goal is to save men and women for heaven. If one thing does not work, another will.

Also works with the following ministries:

All the willing Members of the Church

Responsible for working with the following personnel:

Incarceration Ministry leader and Religious Liberty leader

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: [Photographer Team Leader](#)

Board Member: The Photographer Team Leader is not a board member.

Duties:

1. At the beginning of each month go to the church office and get a copy of the church calendar.
2. Check with the church office manager at least twice a month for events that may not be on the church calendar, but photos will need to be taken.
3. Work with the Church Communications Leader to submit at least one good news event to the SCC Conference Communications Department for publication in the Tidings.
4. Develop a picture album so as to record the history of the church.
5. Put pictures of events on the bulletin boards to nurture enthusiasm about the church program.
6. Take photographs of newly baptized members, and all members transferring in to First Church.

Also works with the following ministries:

All ministries of the church

Responsible for working with the following personnel:

Media Director, Office Manager, Communications Leader and Church Historian

Suggested meeting/planning sessions:

Meet monthly with photography team.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Prayer Ministry Coordinator

Board Member: Prayer Ministry Coordinator is not a Board Position

Duties:

The Prayer Coordinator is an essential element for a praying church. He or she is a person who will help to integrate prayer into the total life of the church and church calendar - at the conference level, and at the local church.

The Work of the Prayer Coordinator/Team:

1. Identify those people in the church who have indicated an interest in intercessory prayer.
2. Select a respected person in each church to serve as the local church Prayer Coordinator. (You may wish to work with the Conference Prayer Coordinator in the selection of the local Coordinator and Prayer Committee).
3. Research and evaluate the church's current prayer ministries - both at the conference and local church levels.
4. Establish a prayer group who will pray, plan, and communicate prayer initiatives. Keep in mind the importance of confidentiality.
5. Provide opportunities once or twice a month in Sabbath School or in the pulpit for people to share their prayer experiences.
6. Encourage Sabbath School teachers to invite members to share their prayer stories. Create a climate in the church where people are comfortable to talk about their personal prayers and answers. The answers will provide encouragement to others.
7. Provide for training, suggestions, materials, and networking.
8. Help in the implementation of plans for prayer partners and/or individuals who are committed to daily prayer for specific people - **by name** - pastors, teachers, publishing and medical work, church leaders at the Conference, Union, North American Division and General Conference.
9. Some suggested avenues for exploration could be: Prayer in the Worship Service, Family Prayer, Prayer Telephone Ministry, Prayer Emphasis Week, Prayer Chains, Prayer Partners, Prayer Meetings, Senior Intercessors, Evangelism Prayer Groups, Prayer Retreats, Day of Prayer Activities, and Prayer for specific needs and events.

Also works with the following ministries:

Outreach, Personal Ministries, Elders etc.

Responsible for working with the following personnel:

Pastoral Staff and the entire Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Public Relations Coordinator

Board Member: Public Relations Coordinator is a Board Position

Duties:

The Public Relations Coordinator is responsible for the development of all marketing and promotion activities and implementing creative strategies which increase the community's awareness of the services and programs of First Church.

Promotional efforts will be made through e-newsletters, official announcements, and social media venues including Facebook, Twitter and Youtube.

The public relations coordinator also functions as a liaison between the ministry leaders of the church and the church graphic designer. Ministry leaders submit graphic requests to public relations coordinator who then submits to church graphic artist. The public relations coordinator also works closely with the pastoral staff on various projects.

Also works with the following ministries:

All Ministries of the Church

Responsible for working with the following personnel:

All the willing Members of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Recreation Leader

Board Member: The head of the Recreation Committee is a member of the Board

Duties:

The duties of the Recreation committee or Social committee can be best be described in the following ways:

1. *Planning.* It is important to plan well ahead. In today's world many church members have busy, packed schedules and if they do not have advance knowledge of an event for several weeks, they will not be able to attend. It is also true that to produce an excellent activity that makes people feel good about their church family and really enjoy themselves, it takes time for careful preparation.
2. *Hosts and hostesses.* Do not forget that the most important element in any church social is the people. Committee members should be assigned to serve as hosts and hostesses for each event, and those with this assignment should be freed of details like preparing food, setting up tables and chairs, etc., so they can concentrate on greeting each person as he or she arrives, introducing those who do not know one another very well, watching the flow of conversation so that no one is left out, and generally supervising the relational elements of the activity. These little communication tasks are sometimes ignored and as a result new people in the group feel uncomfortable and unwelcome.
3. *Details and arrangements.* Each event requires a lot of errands, purchases of supplies, setup of furniture and equipment, creation of decorations and handouts, and many other preparations. The members of the social committee are all expected to share in these tasks, and it will destroy the value of the event if someone on the committee has to carry an undue share of the burden. It is essential that the coordinator assigned to each event make up a detailed check-list well in advance and assign each item to someone on the committee. Then check regularly on their progress, or you will be embarrassed!
4. *Recruiting and managing volunteers.* The crew that does the work at any church social is made up of volunteers, not paid employees. It has to be recruited and supervised with the utmost care. Successful social committee chairpersons are those who learn how to see that volunteers "get paid" not with money, but with friendship, a sense of usefulness, opportunities for creativity and the joy of seeing church members come closer together and enjoy times of real fellowship.
5. *Creativity.* The congregation has a right to expect the social committee will plan and produce events that have a touch of beauty, quality and creativity. A sense of "specialness" must touch each freshly baked roll, bowl of fruit, decorative flower display, and linen tablecloth, as well as the high school photos of the honored guests mounted on the bulletin board or the favorite hymn of the new pastor sung by the guest musician, or whatever item is appropriate! Remember that our God is the creator of all that is spectacular and winsome in the world around us and that He

wants us to share with Him the joy of the exquisite. It takes a little extra thinking and effort to come up with these special touches, but it is worth it because it tells those who participate that your congregation cares.

Also works with the following ministries:

All Ministries of the church

Responsible for working with the following personnel:

Pastors, Hospitality leader and all other Recreation Committee members

Suggested meeting/planning sessions:

Monthly meetings suggested.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Religious Liberty Leader

Board Member: Religious Liberty Leader is a Board Position

Duties:

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

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

6. *Help church members.* Watch for religious liberty problems among church members. Some members, especially new ones, are not aware that assistance is available to them as they face Sabbath employment problems or problems with labor unions.

Also works with the following ministries:

Any or all as needed

Responsible for working with the following personnel:

Pastoral staff and Elders

Suggested meeting/planning sessions:

As needed

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Sabbath School Coordinator (General Superintendent)

Board Member: The Sabbath School Superintendent is a Board Position

Duties:

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

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

Also works with the following ministries:

Investment leader, Young Adult Sabbath School Leader, Youth Sabbath School Leader, and Sabbath School Secretary

Responsible for working with the following personnel:

- Sabbath School Superintendents (All divisions)
- Sabbath School Teachers
- Sabbath School Secretaries

Suggested meeting/planning sessions:

Monthly Teachers meetings

Quarterly Superintendents meetings for training and scheduling updates

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Sabbath School Teacher

Board Member: The Sabbath School Teacher is **not** a Church Board position

Duties:

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

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

5. *Guiding class members to learn and grow.* The most important thing for your class members to learn is the practical application of Bible truth. Sabbath School is not so much a place to learn facts and abstract doctrines, but to grow in Christian living. Help them to make specific applications of the lesson each week in the practical issues they face everyday. Key discussion questions are: “What difference does this topic make in how you live your life?” and “How would you explain this truth to a friend who does not attend any church?”

6. *Starting on time.* Nothing is more discouraging for a Sabbath School class than to be assembled and wonder where the teacher is. You should be one of the first to arrive at the classroom. This gives you time to greet individuals and see that everything is in readiness. In case of emergency or illness, preparation should be made for a substitute teacher. You have the responsibility to see that the Sabbath School superintendent is notified and that a substitute has been provided if you must be absent.

Also works with the following ministries:

Hospitality, Church Ministries

Responsible for working with the following personnel:

Sabbath School Superintendent, Sabbath School Secretary

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Senior Ministry Leader

Board Member: Senior Ministry Leader is not a Board Position

Duties:

The duties of a person when he or she becomes a coordinator of senior ministries in the church will include the following duties.

1. *Form a Committee.* Find responsible people who will help plan and develop activities and programs. Keep in mind when choosing committee members that Seniors have specific needs that should be addressed by the church. These needs should be at the center of the committees responsibilities. Other important aspects of your ministry will be to brainstorm, develop friendship in the committees, and delegate responsibilities in a way that involves as many individuals as possible in the program.
2. *Bible Study.* Seniors may not be able to attend all the services the church may offer. Special attention to meeting their spiritual needs should take into consideration their possible limitations when planning prayer services or Sabbath School.
3. *Involve Seniors in the Worship Service.* Look for ways to help keep the seniors in the church to become part of the worship services and contribute to a spirit of commitment among the members of the church.
4. *Plan Events.* You will need to help the church plan events that cater to seniors to keep them stimulated and involved.
5. *Attitudes.* Help the congregation and its leaders realize that Seniors still have plenty to offer the church. Age is only a number.

Also works with the following ministries:

Family Life Ministry

Responsible for working with the following personnel:

All senior members of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Single's Ministry Leader

Board Member: Single's Ministry Leader is a Board Position

Duties:

The duties of a person when he or she becomes a coordinator of singles ministries in the church will include the following duties.

1. *Form a Committee.* Find responsible people who will help plan and develop activities and programs. Keep in mind when choosing committee members that the adult singles need to "own" their ministry in order for it to be relevant to their needs. Other important aspects of your ministry will be to brainstorm, develop friendship in the committees, and delegate responsibilities in a way that involves as many individuals as possible in the program.
2. *Bible Study.* A ministry to single adults must include Bible teaching which may take place in a large or small group situation, or maybe both. Small group Bible studies can meet during Sabbath School and be recognized as a Sabbath School class, or meet as a Home Bible Fellowship, or a midweek meeting at the church. Large group activities might take the form of a monthly Singles Fellowship where Bible study would not be the only item on the agenda.
3. *Involve Singles in the Worship Service.* Look for ways to help the singles in the church to become part of the worship services and contribute to a spirit of commitment among the members of the church.
4. *Plan Entry Events.* You will need to help the church plan entry events and build pathways that will attract new members, specifically single members, and nurture their growing faith. A divorce recovery seminar, a single parent workshop, and other seminar packages are available.
5. *Attitudes.* Help the congregation and its leaders develop a non-judgmental, open and accepting attitude. Focus on how to minister to singles in the situations in which they are found. The question is "What can be done now?" Rather than, "What happened?" or "Why did you do what you did to get yourself into this?"

Also works with the following ministries:

Family Life Ministry

Responsible for working with the following personnel:

All the Single members of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Treasurer

Board Member: The Treasurer is a Board member

Duties:

The duties of the ministry to which a person is called when he or she becomes a church treasurer can best be described in the following ways:

1. *Tithes and offerings.* The treasurer receives the tithes and offerings which come in on Sabbath morning or to the church office during the week. It is a generally accepted safeguard to have two or more deacons count the loose offerings as soon as possible after they have been received before the money is turned over to the treasurer. Ideally, the church will make provision for the safekeeping of the church monies in a safe in the church office or arranging to use a bank deposit box.
2. *Receipting.* All funds received should be receipted as soon as possible. The offering envelopes are opened and checked to see that each amount received tallies with what is written on the envelope. All the receipts are then posted in the church ledger by hand or computer. The keeping of these records is vital not only for the auditor who will be checking them each year, but for the members as well, who may need a list of their contributions.
3. *Banking.* It is the responsibility of the treasurer to deposit church monies in a local bank. Of course, this must be in a separate account from that of the church treasurer's personal account. The account should be opened in the name of the local church according the requirements of national and local law.
4. *Records.* The treasurer needs to forward a copy of the church ledger pages to the conference each month. This list of the month's receipts should be accompanied by a check covering the amount of tithes given and the offerings received that were designated for the conference, union, or General Conference projects.
5. *Personal receipts.* The receipts for tithes and offerings given by the members should be distributed to them on a regular basis in the manner the local church has agreed upon. Some churches do this quarterly while others have worked out a system to mail them out on a yearly basis. There is no strict rule for this procedure.
6. *Accounts payable.* Authorization for the disbursing of church funds for church operation is generally given in the annual church budget. Special projects or items not in the budget must be authorized by the church board or by a church business meeting.

7. *Financial statements.* The treasurer should prepare a monthly financial statement and distribute copies to the church board at their meeting. This statement should include the balance status of all budgeted accounts, as well as the totals received in tithes and offerings and a detailed record of all disbursements made.

Also works with the following ministries:

The Treasurer has a working relationship with all the Ministry leaders of the Church. Request for monies go to the treasurer from the individual leaders when needed.

Responsible for working with the following personnel:

Along with working with the Ministry leaders, the Treasurer is responsible for working with the following positions:

- The Finance committee
- The Assistant Treasurers
- The Sabbath School Secretaries
- The Treasury Staff (Counters)

Suggested meeting/planning sessions:

Yearly scheduling/training sessions for staff and other Ministry meetings will vary.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Usher

Board Member: The Head Usher is a member of the Church Board

Leadership:

Head Usher is primarily responsible for the meeting and scheduling of the teams of Ushers. Also in charge of the overall look of the teams to ensure that they represent the church with professionalism and modesty.

Assistant Head Usher works in conjunction with the Head Usher to meet their responsibilities.

Duties:

When people come to church they are sometimes burdened, sad or discouraged. Each person, member or newcomer, comes with the hope that the Sabbath will be an experience of uplift and inspiration, a time of renewal and celebration. The skillful usher helps to make this a reality for those in attendance. Although an usher's love should be no stronger than is the love found in the rest of the body of Christ, nevertheless the usher performs a major role in ensuring that people see and experience that love. In Christ, you have received God's unconditional love, and, in Christ, you are called to extend that same unconditional love to others. The ministry of ushering is one of the most crucial because it is one of the most visible in the church.

Duties of the Usher The ministry to which a person is called when he or she becomes a church usher can best be described in the following ways:

1. *Greet worshippers*, making every attempt to help them feel welcome and at ease.
2. *Escort members* and guests to their seats.
3. *Distribute materials* related to the service/meeting such as bulletins, hymnals, handouts, etc.
4. *Receive certain offerings*, delivering them promptly to the treasury department of the church.
5. *Maintain 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.

Also works with the following ministries:

All Ministry Heads that plan special Sabbaths or Programs.

Responsible for working with the following personnel:

Worship Coordinator, Clerks, Head Elder and Head Deacon

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Vacation Bible School Coordinator

Board Member: The Vacation Bible School Coordinator is not a Board position

Duties:

Introduction

Ministry mission: To help children develop a friendship with Jesus, with the Bible, with the church, and with each other.

Responsibilities

The Vacation Bible School leader plays a key role in directing the church's largest outreach program for children and their families and has the following responsibilities:

- Organization and administration.
- In consultation with the children's coordinator, recruits volunteers.
- Represents VBS on the children's ministries committee.
- Develops a VBS budget with the help of the children's coordinator.
- Plans the VBS space—which rooms of the church will be used and for what.
- Plans the VBS time—the date, time of day, and program schedule.
- Takes responsibility for reporting the VBS event to the local conference.
- Leads the team in follow-up events.
- Demonstrates a concern for child safety by completing the volunteer ministry information form and returning it when asked, and by observing the guidelines for volunteers and caregivers.

Coordination of the Vacation Bible School

Delegates leadership of the learning stations to able and responsible leaders; holds them accountable (stations include Bible learning, craft, games, etc). Makes routine staff assignments, as follows:

- Drama ministry—training a small team to do skits for the general session.
- Family visitation ministry—organizing VBS staff to visit students at home
- Follow-up ministry—sending birthday cards and invitations to follow-up events.
- Hospitality ministry—providing daily snacks, organizing food for parent night and follow-up.
- Guiding ministry—training and mentoring teen and adult guides who are each assigned a group of five students to accompany throughout VBS (guides and assists station leaders when asked, but does not teach).
- Music ministry—learning VBS songs, leading the singing at VBS and follow-up events.
- Publicity ministry—communicating and publicizing VBS at church and in the media.
- Registration and record keeping—maintaining and updating student files, name tags.
- Welcoming ministry—greeting, finding name tags, showing where to go.
- Optional—safety patrol, videographer, medical, custodial, parenting seminar.

Screening Volunteers

Helps volunteers match their spiritual gifts with a ministry task as a leader, guide, or aid. Accept only volunteers whose volunteer ministry information forms are up-to-date and who have been approved by the screening committee.

Training and Equipping

- Attends a conference VBS workshop where VBS programs are demonstrated or checks on-line for church-recommended programs.
- In consultation with the children's coordinator, selects a VBS program and orders the materials.
- Holds VBS staff meetings to communicate the mission and goals of VBS, distribute curriculum materials to station directors and job descriptions to the staff, explain logistics, the schedule, procedures, and traffic flow.
- Conducts regular VBS staff meetings; encourages volunteers in their personal prayer life.
- Trains the staff in how to invite children to accept Jesus in an age-appropriate way.
- Mentors a promising leader for future VBS leadership.

Time Commitment

Approximately 10-15 hrs. per week; 3-6 hrs. per day during VBS.

Length of Commitment

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

Training

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

Also works with the following ministries:

Responsible to the children's ministries committee and works with the Human Resource Committee

Responsible for working with the following personnel:

Relates closely with the Children's Ministries coordinator, lower division Sabbath School Superintendent and the VBS staff.

Suggested meeting/planning sessions:

As necessary for planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Video Team Leader

Board Member: The Video Team Leader is not a member of the Church Board

Duties:

1. Work in conjunction with the Audio staff of the church to assist with a smooth service.
2. Check the AV email account in a timely manner to receive songs or announcements intended to be shown to the membership.
3. Create a schedule of Video members to operate the Video equipment of the church on Sabbath Morning.
4. Observe the various scheduled services of the Church and have Video staff scheduled to operate the Video equipment at the scheduled events, i.e., vespers, mid-week prayer meetings, church business meetings, camp meeting, satellite broadcasts, "Net" meetings that the Church participates in, funerals etc.
5. Have on-going training sessions for the whole Video staff so that all know how to operate all of the Video equipment.
6. Take the opportunity to stay informed and educated of the current trends in Video equipment and trends.

Also works with the following ministries:

All Ministry Heads that plan special Sabbaths or Programs.

Responsible for working with the following personnel:

Media Director, Pastors, Audio personnel, Minister of Music

Suggested meeting/planning sessions:

Quarterly planning sessions suggested.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Wedding Coordinator

Board Member: The Wedding Coordinator Leader is not a board member

Duties:

The wedding coordinator plays an important role as a professional within the church. His/her primary function is to help a couple learn, implement and manage all the necessary tasks required to host a successful wedding event in keeping with the principles, practices and policies of the church.

The Wedding Coordinator:

1. Assumes the role of assisting the couples scheduled coordinator.
2. The wedding coordinator must be on top of all plans that will take place in the church sanctuary, or the cultural center (reception).
3. Ensures that the music and dress is appropriate
4. Recommends an appropriate menu (if church is reception center)
5. Discuss finances when appropriate
6. Plan alternate suggestions when necessary
7. Must be equipped to handle most situations that arise
8. Assure needed paperwork is completed accurately and turned in
9. Assist with the selection of 4-5 committee members

Also works with the following ministries:

Hospitality

Responsible for working with the following personnel:

- Wedding committee when chosen
- Kitchen personnel when appropriate
- Couples wedding coordinator
- Schedule the audio personnel.
- Coordinate with custodian making sure church is cleaned before & after the event
- Meets with musicians to assure that music is appropriate
- Meet with coordinator after the event to assure leftover food is removed from kitchen
- Assure all decorative items are removed the day of or if requested early the next day
- Assist bridesmaids and others that come to the church to dress

Suggested meeting/planning sessions:

Meet with the couple and wedding planner as soon as notified that wedding will take place in the church.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

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Office: Women's Ministry Leader

Board Member: Women's Ministry Leader is a Board Position

Duties:

The major tasks of the women's ministries leader include the following:

1. *Chair the women's ministries committee.* This responsibility is essential to the success of women's ministries. The chair functions as a facilitator, encouraging the evolution of ideas and plans that produce efforts toward maximizing our church's mission. The chair assembles the agenda, moderates discussion, and encourages group cohesion through personal sharing, prayer and fellowship.
2. *Establish a committee.* The women's ministries leader works with the church board or church ministries council to establish a committee of individuals interested in women's needs and concerns. The committee's purpose is to brainstorm, develop strategies, network, and assist in planning and implementing programs and activities relevant to women's specific and varied needs.
3. *Conduct needs assessments.* The women's ministries leader works closely with the women's ministries committee in periodically surveying and identifying the needs of the women within the church and community, including spiritual growth needs and training in the promotion of outreach. Identify the demographics of the female population such as age, ethnicity, educational level, marital status, etc., and identify topics specific to their needs.
4. *Develop programs.* The women's ministries leader works with the women's ministries committee and the pastor to develop and implement programs and seminars and networks with existing support groups or makes appropriate referrals. Special needs include support groups for abused women, senior citizens, single-parents, teens, substance abuse, empty-nest syndrome, and child abuse, seminars on stress management, grief recovery, parenting skills, self-improvement, spiritual care, etc. Other activities may include prayer breakfasts, literacy program, day care, and programs for the community elderly.
5. *Advocate of women's needs, concerns and contributions.* The women's ministries leader must keep the church membership informed of women's ministries and their contributions to church life, through written and verbal reports, including newsletters and time during the personal ministries time, announcement period, Sabbath School, or worship hour. This responsibility includes being liaison between women and the church board or church ministries council and assisting decision-making bodies to keep in view the needs of women and to recognize women's ministries as a vital part of church growth and church dynamics.

6. *Interacts with the conference women's ministries department.* This includes filing regular statistical reports and calendar items and participation in conference women's ministries training events.

Also works with the following ministries:

Family Life Ministry

Responsible for working with the following personnel:

All the Women of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Worship Service Coordinator

Board Member: Worship Service Coordinator is not a Board Position

Duties:

The Worship Leader in a church is typically responsible for pulling together all of the elements that go into a worship service and making it flow.

Some of the people who usually contribute to a worship event are song leaders, musicians (including special music presenters), elders (for morning prayer and offering), the pastor, and Personal Ministries Leader. There may be others as well.

Depending upon your assigned role, you may or may not be "in charge" of determining the actual elements of the service. Usually the pastoral staff is responsible for this. Your job is to organize the part a meaningful way.

It will be helpful to have a worship committee who can give thought to how your church wants its Sabbath morning worship to be crafted and presented.

Also works with the following ministries:

Elders, Music and Sabbath School

Responsible for working with the following personnel:

Pastoral Staff

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Young Adult's Ministry Leader

Board Member: Young Adult's Ministry Leader is a Board Position

Duties:

The major tasks of the young adult's ministries leader include the following:

1. *Chair the Young Adult's ministries committee.* This responsibility is essential to the success of young adult's ministries. The chair functions as a facilitator, encouraging the evolution of ideas and plans that produce efforts toward maximizing our church's mission. The chair assembles the agenda, moderates discussion, and encourages group cohesion through personal sharing, prayer and fellowship.
2. *Establish a committee.* The young adult's ministries leader works with the church board or church ministries council to establish a committee of individuals interested in young adult'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 young adult's specific and varied needs.
3. *Conduct needs assessments.* The young adult's ministries leader works closely with the young adult's ministries committee in periodically surveying and identifying the needs of the young adult within the church and community, including spiritual growth needs and training in the promotion of outreach, and to also identify topics specific to their needs.
4. *Develop programs.* The young adult's ministries leader works with the young adult's ministries committee and the pastor to develop and implement programs and seminars and networks with existing support groups. Attention should be given to finding ways to assist this group with complete immersion into the main body of the church in all aspects. Special needs include career planning, education assistance, relationship development, etc. Other activities may include retreats, prayer and praise services, Adopt a Neighborhood program and community outreach.
5. *Advocate of young adult's needs, concerns and contributions.* The young adult's ministries leader must keep the church membership informed of young adult'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 young adult and the church board or church ministries council and assisting decision-making bodies to keep in view the needs of young adult and to recognize young adult's ministries as a vital part of church growth and church dynamics.

6. *Interacts with the conference young adult's ministries department.* This includes filing regular statistical reports and calendar items and participation in conference young adult's ministries training events.

Also works with the following ministries:

Family Life Ministry

Responsible for working with the following personnel:

All the young adults of the Church

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Youth Ministries Coordinator

Board Member: Youth Ministries Coordinator is a Member of the Board

Duties:

The following duties are included in your responsibilities:

1. *Chair the youth ministries committee.* You will want to meet with those who nurture youth in Sabbath School, the Adventist Youth Society and any other youth ministries of the church, such as choir and summer camp. The agenda at these meetings should include the scheduling of all activities, fund raisers and trips for the year and a discussion of the Bible curriculum in Sabbath School. Together you can reduce overlap, look for gaps in programs, and coordinate efforts. Your leadership should encourage a cooperative spirit in which all of the leaders of the various programs work together.
2. *Planning and ideas.* In consultation with individual leaders and in the meetings of the youth ministries committee, you have a wonderful opportunity to spark new ideas. It is your responsibility to work with the program leaders and to draw together an overall plan and budget for a comprehensive program of youth ministries for your church.
3. *Program administration.* You will represent the interests of youth ministries to the church board, the pastor, the church ministries council, the youth Sabbath School leader, leaders of youth groups, and church treasurer.
4. *Information.* You are the primary source of information about youth ministries to the congregation. You should put together a calendar listing all youth activities and events for the local church and see that these events get advertised in the church bulletin and newsletter. Keep an up-to-date, permanent record of all the youth in grades 9-12 who are members in the church and those of non-members who have attended outreach programs or visited Sabbath School. Also, provide information to your leaders about training events and new resources.
5. *Age level specialist.* Because spiritual development is linked to intellectual and physical development, people are divided into developmental levels when their spiritual nurture is planned. This is related to chronological age. So these developmental levels are often called "age levels" or "grade levels." You can help teachers and leaders understand how to organize activities for this specific age level. You are responsible for conducting a needs assessment among the teens in the congregation and the community, and helping the leaders of youth activities understand these needs. You will want to support church leaders, while at the same time safeguarding the enthusiasm of the youth for whom you are responsible.

Also works with the following ministries:

Youth Choir, and all of the Youth of the Church

Responsible for working with the following personnel:

Adventist Youth Ministry Leader, Youth Sabbath School leaders, and Pathfinder staff

Suggested meeting/planning sessions:

Monthly meeting for scheduling, planning, coordinating and updating shared information.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Youth Sabbath School Teacher

Board Member: This is not a Church Board position.

Duties:

The program varies from church to church, but includes the following:

1. *Teaching.* It will often be your job to teach the youth Sabbath School lesson. In smaller churches this will probably be done with the entire group together. In big churches the large group may break into several smaller "classes", each with its own teacher. Skills in group process and learning styles are essential to this task. And it takes adequate preparation time. You cannot expect to minister effectively to the needs of teenagers if you simply glance over the teaching materials at the last minute. The North American Division Sabbath School curriculum for teens is quite demanding because it deals with the difficult issues of life: sexuality, occupations, the meaning of life, death and dying, ethics, etc. You cannot teach it with casual preparation. You cannot significantly touch the lives of your teens by finding an "easier" set of materials to use.
2. *Programming.* Perhaps once a month or one month of each quarter you will have the responsibility of planning and organizing the special features and group activities during the first half of the youth Sabbath School. This usually includes music, an opening prayer, time for the teens to share and mix, and an educational or spiritual feature such as a guest speaker, a film or video, a role play, a panel discussion or a learning game or simulation. There are program helps in the *Youth Ministry Resource Magazine* and they can be found in other resource materials from Christian publishers. The best programs include a lot of participation by the teenagers both in planning and implementation.
3. *Spiritual helper.* Teenagers may come to you asking that you act as a bridge between them and their parents. Often teens are very shy and you will want to preserve their dignity. Listening skills are important!
4. *Teamwork.* Group members need to know that they can depend on you and that your attendance and participation will be regular. You must take the time to communicate regularly with your division leader and the others involved. You may be asked to attend a planning session once a quarter, and this is a significant time to share insights about the needs of your teens, get your signals straight and coordinate calendars. The youth will pick up on confusion and disagreement between adult leaders, and this will dampen their involvement.
5. *Music.* You may have special talents with the piano or guitar, or even in organizing and leading a choral group. If so, that is undoubtedly the reason you've been asked to help with the youth Sabbath School! Music is an important part of worship and fellowship for teenagers, but they find it difficult to respect and get involved in a poorly run, traditional "song service." Music ministry with youth requires creativity and up-to-date resources. Use the youth hymnal—*He Is Our Song* (Review & Herald Publishing Association, 1988). If you would like to start a praise team, try the *Step by Step* song service.

Also works with the following ministries:

Adventist Youth Society, Youth Ministries

Responsible for working with the following personnel:

All Youth of the Church

Suggested meeting/planning sessions:

Monthly meetings suggested for scheduling updates and planning.

FIRST SEVENTH DAY ADVENTIST CHURCH

HUMAN RESOURCE MINISTRIES CHURCH OFFICER DESCRIPTION

As vital parts of the church ministry team, ministry leaders play important roles. Ministry leaders' attitudes, words, and actions must be guided by the aim to live out the Gospel of Jesus Christ. The underlying approach to service should always be guided by a desire to reflect Christ's love and a desire to model servant-leadership. It is in honoring this commitment to willingly serve the church family, volunteers, participants, and visitors, and empowered by the Holy Spirit, that ministry leaders help to grow God's kingdom and impact the overall mission of "Creating a church where broken lives are made whole."

Office: Youth Sabbath School Division Leader

Board Member: This is not a Board Position

Duties:

Although the program varies from church to church, the ministry to which a person is called when he or she becomes the leader of the youth division of the Sabbath School can best be described in the following ways:

1. *Planning.* You will provide leadership for the youth Sabbath School by bringing together a team of assistants and teenagers who will help plan and implement the group's activities. This includes overseeing the schedule of leadership, special programs, and teaching. It is vital that this group meet together at least once a quarter to brainstorm, make decisions, and create the calendar for the next few months. Learn to delegate.
2. *Spiritual helper.* Teenagers whose trust you have won will come to you with questions and personal problems. This may occasionally require that you act as bridge between troubled teenagers and their parents. If you really care, they will be able to see it. Often people at this age are very shy and you will want to preserve their dignity. Listening skills are important!
3. *Teaching.* Unless you are in a very large church, it will often be your job to teach the Sabbath School lesson. On occasion you should schedule others to teach so that there is more participation. Skills in group process and learning styles are essential to this task. It takes adequate preparation time. You cannot expect to minister effectively to the needs of teenagers if you simply glance over the teaching materials at the last minute. The North American Division Sabbath School curriculum for teens is quite demanding because it deals with the difficult issues of life: sexuality, occupations, the meaning of life, death and dying, ethics, etc. You cannot teach it with casual preparation. You cannot significantly touch the lives of your teens by finding an "easier" set of materials to use.
4. *Building a sense of community.* It will be your work to create an atmosphere that is friendly, comfortable and safe, where God is praised, but where no question need remain unasked. The goal of the youth Sabbath School leader is to bring together a cluster of awkward teenagers and help them become real friends. Relational skills are key in this process. Smiles and expressions of caring are very important! Even the most shy person warms to a smile. Some of the more gregarious ones benefit from a hug. In most situations, a handshake or touch to the shoulder to accompany the warm smile shows you care. You must not be afraid to be vulnerable. Teenagers can be intimidating because of their directness and often rebellious behavior. Unless you are open and accepting in your manner, you will not be able to lead this age group.

5. *Commitment.* Next to your commitment to have God's presence in every aspect of your life, your commitment to serve your church is perhaps the most important one you will make. It is just as important as your vocational and relational commitments. Group members need to know that they can depend on you and that your attendance and participation will be regular.

Also works with the following ministries:

Adventist Youth Society, Pathfinders, Men's Ministry and Women's Ministry

Responsible for working with the following personnel:

All the Youth of the church, Youth Sabbath School Teachers, Earliteen Sabbath School Teachers and Sabbath School Superintendent

Suggested meeting/planning sessions:

Quarterly meetings suggested for scheduling updates and planning.