

# STONE TOWER MINISTRIES AND THEIR RESPONSIBILITIES

Ministries Job descriptions

INTRODUCTION TO THE STONE TOWER SEVENTH-DAY ADVENTIST CHURCH JOB DESCRIPTIONS:

Our work in God's church is of the highest order and utmost importance. Jesus Christ is still Lord and the head of the Church. He is a God by nature of purpose and order. The church, to succeed, needs to be a coordinated redemptive and nurturing center. Through it we endeavor to fulfill His will, word and mission.

The following plaguing administrative question demands a serious answer. How can we expect church officers to be accountable and do a great job without documenting, in black and white details, the specific duties of their task? We honestly could not! The following job descriptions are presented as tools to help us clearly understand the scope of our work so we can do our best.

The order of the following job descriptions does not imply any hierarchical relationships between them. The job descriptions of church offices, ministries and roles are listed simply in alphabetical order.

Publishing and practicing these Job Descriptions fulfills a long time administrative goal. These job descriptions will enable us to measure and evaluate our process and progress more fairly and accurately.

It is with the sincere motive of a more enhanced and effective ministry that we present to you the Stone Tower Seventh-day Adventist Church Job Descriptions.

Sincerely yours in His service,

Stone Tower Seventh-day Adventist Church Church Officers and Ministries Job Description Committee

## STONE TOWER SEVENTH-DAY ADVENTIST CHURCH BOARD MEMBERS

The following church officers serve on the Stone Tower Church Board. Also other individuals or offices can be placed on the Church Board if perceived that it would be beneficial and voted in a Church Business session. List last voted August 2023 (list from church manual plus AV/Tech leader).

1. Elders
2. Head deacon
3. Head deaconess
4. Treasurer
5. Clerk
6. Interest coordinator
7. Adventist Community Services leader or Dorcas Society leader
8. Adventist Men's coordinator
9. Adventist Possibility Ministries leader
10. Adventist Youth Ministries
11. Adventurer Club director
12. Ambassador Club leader
13. Pathfinder Club director
14. Public Campus Ministries leader/coordinator
15. Young Adults leader

16. Bible school coordinator
17. Children's ministries leader
18. Church music coordinator
19. Communication committee chairperson or communication secretary
20. Education secretary/church school principal or head teacher
21. Family ministries leader
22. Health ministries leader
23. Home and School Association leader
24. Personal ministries leader and secretary
25. Publishing ministries coordinator
26. Religious liberty leader
27. Sabbath School superintendent
28. Stewardship ministries leader
29. Women's ministries leader
30. AV/Tech leader

Gifts Referenced:

1. Administration
2. Discernment
3. Encouragement
4. Evangelism
5. Faith
6. Faithfulness
7. Friendliness
8. Giving
9. GoodPersonalFinancialManager.
10. Helps
11. Hospitality
12. Kindness
13. Knowledge
14. Leadership
15. Love
16. Mercy
17. Ministering
18. Missionary
19. Servant
20. Service
21. Shepherding
22. Teaching
23. Trainer
24. Wisdom

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## **BULLETIN SECRETARY**

JOB SUMMARY: Responsible for typing and duplicating the Weekly Sabbath School/Church bulletin.

JOB DUTIES:

1. To work with the Pastor, Presiding Elder, Sabbath School Superintendent and anyone else concerned to

include all appropriate worship information and announcements in bulletin.

2. To duplicate the bulletins and place them in the foyer.
3. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Helps

ACCOUNTABLE TO: Pastor and Church Board.

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## **CHURCH SECRETARY**

JOB SUMMARY: Responsible to do the general secretarial duties in the church office, two days per week, for the Pastor. JOB DUTIES:

1. To answer the telephone and respond to answering machine messages in a professional manner.
2. To screen church mail
3. To type and know data processing software programs
4. To use copier and folding machine.
5. To work two days a week for approximately 4 hours.
6. To maintain church files / documents.
7. To use basic secretarial skills.
8. To help with miscellaneous projects, duplicating flyers
9. To train someone to do your job

SPIRITUAL GIFT(S) DESIRED: Helps, Wisdom

ACCOUNTABLE TO: Pastor

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## **JANITOR**

JOB SUMMARY: Responsible for cleaning the church weekly.

JOB DUTIES:

### **WEEKLY (3 to 4 hours)**

- BATHROOMS
  - Scrub and disinfect toilets & sinks
  - Clean Mirrors
  - Dust lights and dispensers
  - Fill dispensers when needed
  - Mop floors
  - Wipe smudges off walls, doors and doorknobs as needed
  - Empty trash
  - Wash & Disinfect diaper-changing table in nursery
- SANCTUARY
  - Pick up trash
  - Dust piano, organ and wipe off keyboards as needed

- Arrange hymnals
- Wash nursery windows as needed
- Wipe off back of pews
- Vacuum aisles (between pews as needed)
- Replace tithe envelopes etc. when needed
- ALL TRASH CANS EMPTIED
  - Empty large trashcan in deacon's closet
  - All Bathrooms
  - Infant Room
  - Pastors Study
  - All SS Division Rooms
  - Foyer
- DUST WINDOWSILLS, FOYER DESK, MAILBOXES, PIANOS.
- SWEEP ENTRANCE WALKS & MATS.
- WASH WINDOWS AS NEEDED
  - Front doors, small windows in doors.
- DISINFECT DRINKING FOUNTAINS
- VACUUM REST OF CHURCH CARPETS
- PATROL OUTSIDE FOR TRASH.
  - Stairs to school landing
  - Foyer & hall
- WASH PENCIL, CRAYON MARKS OFF WALLS WHEN NEEDED.
- TO PURCHASE SUPPLIES AS NEEDED.

Toilet paper, Paper towels for cleaning and for dispensers, Solo paper cups, Liquid hand soap, Pinesol or Lysol, Toilet cleaner, Cleaner brush & Deodorizer, Pledge, Sponges or Cleaning rags as Needed, Ajax, Windex, Air Freshner.

#### **MONTHLY (6 to 8 hours)**

- LOWER DIVISIONS:
  - Dust pianos & wipe off keyboards
  - Wipe off chairs
  - Vacuum (Spot vacuum weekly as needed)
- BALCONY:
  - clean windowsills as needed
  - Dust & Vacuum
- SANCTUARY:
  - Thorough Vacuuming

SPIRITUAL GIFT(S) DESIRED: Helps, Mercy

ACCOUNTABLE TO: Church Board

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## **CHURCH CLERK**

JOB SUMMARY: Responsible for keeping records of the membership, take minutes at Business and Board meetings, and maintain a history of the church. Read and be acquainted with job description in Church Manual. See: "Church Clerk"

**JOB DUTIES:**

1. To attend Church Board and Business meetings and record minutes.
2. To maintain Board and Business meeting records.
3. To attend Conference clerk's meetings when offered.
4. To keep careful and accurate memberships record and handle the transfer of memberships. Update List of Church Membership on Church Computer. (Note: To update a computer file speak to Church Secretary or the pastor)
5. To send report to Conference at the end of each quarter.
6. To train someone to do your job.
7. To participate as a member of the Church Board.
8. Follow guidelines sent from Rocky Mountain Conference office.
9. Provide a list of church members to any committees that are appointed and provide list to chairman of the group along with an outline of the work the Committee is being asked to accomplish.
10. To update church directory as needed during the months of November or December and be distributed before end of year. A copy of the church directory is on file in church office computer. Directory should include non-member spouses, unbaptized children from church related households, 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. Make certain that the phone numbers are correct by "Double checking".

SPIRITUAL GIFT(S) DESIRED: Encouragement, Helps

ACCOUNTABLE TO: The Church Board.

**COMMUNICATIONS SECRETARY**

**JOB SUMMARY:** Responsible for developing positive public relations in the community by communicating through the media certain church activities which will help to inform, motivate, and inspire others regarding Christ and His Church. Read also Job description in Church Manual. See: "Communication".

**JOB DUTIES:**

1. To write up church news (with pictures when appropriate or possible) for the Mid-America Union "Outlook" magazine, "Local Newspaper", "Western Slope Newsletter" and "Grand Junction Echoes." See 'Communication Opportunities' for ideas.
2. To make arrangements for adequate church listing in the telephone book, yellow pages, and newspaper advertisements.
3. To participate as a member of the Church Board.
4. To work with Pastor to develop effective ways of communicating through various media positive information concerning our church and its message.
5. To utilize various help resources like 'Communication Opportunities,' which is sent to the church Communication Secretary each month from the Conference Communication Secretary. And the 'Communication Workbook,' from the G.C. Department of Communications.
6. To train someone to do your job.
7. Communications with the media must be accurate, use good grammar good writing skills.

SPIRITUAL GIFT(S) DESIRED: Encouragement, Faith

ACCOUNTABLE TO: The Church Board

## DEACON

**JOB SUMMARY:** Responsible for the duties of all church services and other tasks as requested by the Head Deacon or Pastor, and for the care and maintenance of the church property. Read job descriptions in church manual.

### JOB DUTIES:

1. To keep the church building in repair.
2. To serve as a member of the Board of Deacons.
3. To see that the church grounds are attractively landscaped and maintained, Sidewalks swept, snow shoveled, leaves gathered as needed, etc.
4. To assist in the celebration of the ordinances of the church.
5. To assist at baptismal services. a) Prepare the Baptismal Tank b) Assist male candidates
6. To usher for Sabbath School and Church.
7. To Unlock the church for all church services and **MAKE SURE BUILDING IS SECURELY LOCKED AFTER SERVICES.** • i
8. To follow completely the detailed job assignments in the Deacon Job Manual & Church Manual.
9. To faithfully carry out the deacon responsibilities as requested by the Head Deacon or Pastor.
10. To serve our visitors and members politely and professionally during all church services.
11. To tactfully stop any running, loud, inappropriate talk or behavior. By either children or adults in the foyer between services and after church is dismissed.

**SPIRITUAL GIFT(S) DESIRED:** Helps, Hospitality

**ACCOUNTABLE TO:** Head Deacon, Board of Deacons, Church Board, Church Congregation.

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## DEACON JOB MANUAL

**I. DEACONS (USHER-GREETER) FRONT DOOR:** You are responsible for making a positive impression on all members and visitors when they enter the house of the Lord!

1. Open Door and warmly greet EVERYONE (we need 100% effort). Especially make visitors feel welcome. Remember you only get one chance to make a positive first impression.
2. A friendly Hand Shake is a must.
3. On duty at 9:00 a.m.
4. Sportcoat and tie requested.
5. Remain in front foyer until Sabbath School starts then join your class and until sermon begins for church service, to help anyone who arrives late.
6. Help people who drive up to the front door. (Handicapped, elderly, injured, mothers with small children, etc.).
7. Be alert to all guests and our members needs.
8. Record any complaints and turn them into the Head Deacon and they will be discussed at the next Deacons meeting.
9. Remind tactfully anyone who is horsing around or running to please settle down. Be especially alert to unsupervised children during foot washing ordinance. Require them to sit quietly under your watchful eye. Either in pews in foyer or in back pew in sanctuary.
10. Pick up all litter and dispose of it properly.
11. When Personal Ministries and Announcement time begins (10:45 a.m.) encourage all people remaining in the

foyer to enter the sanctuary.

12. See that seats are reserved near the rear doors for parents with small children.
13. Collect offerings. Do not ask youth or others to collect offering if the person is not appropriately dress for instance: No shoes, very short dress, low necked dress, wearing shorts, inappropriately tight clothing, look before you ask.
14. Remember to always SMILE. It is quite contagious!

II. DEACONS (USHER-GREETER) BACK DOOR. You are responsible for making a positive impression on all members and visitors when they enter the house of the Lord!

1. Open Door and warmly greet EVERYONE (we need 100% effort). Especially make visitors feel welcome. Remember you only get one chance to make a positive first impression.
2. A friendly Hand Shake is a must.
3. VISITORS - answer any questions they might have and direct them to the Guest Book to sign in. If they seem reluctant do not force them. Make sure they receive a Bulletin. If they have infants with them inform them about our Nursery (ages 1-3) during the Worship service. If they have children Sabbath School ages, please direct them to the correct room. Above all make them feel like they are a welcomed guest in your house!
4. On duty at 9:00 a.m.
5. Sportcoat and tie requested.
6. Remain at back door until Sabbath School starts then join your class. Return there right after class and stay until sermon begins. Help anyone who arrives late.
7. Help people who drive up to the back door. (Handicaped, elderly, injured, mothers with small children, etc.).
8. Be alert to all guests among our members needs.
9. Record any complaints and tum them into the Head Deacon and they will be discussed at the next Deacons meeting.
10. Remind tactfully anyone who is horsing around or running to please stop immediately.
11. Pick up all litter and dispose of it properly.
12. Remember to always SMILE. It is quite contagious!

III. DEACONS TIDY-UP: You are responsible for creating a first impression on all those who come to church during the week and for the over all appearance of the church.

1. Put the cover on the piano.
2. Tum off all lights upstairs and down.
3. Tum off all fans.
4. Shut all windows.
5. Check all thermostats that are not automatic and set them in winter to 60 degrees.
6. Pick up any litter outside on church property.
7. Make sure all equipment has been return to proper place.
8. Remove snow from sidewalks when necessary.
9. Check that all toilets have been flushed.
10. Lock all doors.

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## HEAD DEACON

JOB SUMMARY: Responsible for the administration and organization of the Board of Deacons for services and the care and maintenance of the Church property. Read job description in church manual.

JOB DUTIES:

1. To organize the deacons in order to keep the church building in repair, and oversee the work of the janitor.

2. To see that the church grounds are attractively landscaped and maintained, and oversee the work of the grounds keeper.
3. To schedule the deacons to assist in the celebration of the ordinances of the church.
4. To assist male candidates at baptismal services.
5. To schedule ushers for Sabbath school and church.
6. To schedule deacons to open and close church on Sabbath.
7. To plan and supervise all Sabbath morning deacon duties.
8. To chair the bimonthly Board of Deacons meeting. Frequency to be determine in discussion with pastor
9. To serve as a member of the Church Board
10. To serve as a member of the Finance Committee.
11. To check on Special Sabbaths with the pastor for any special instructions.
12. To work with the Head Deaconess in planning and organizing church Cleaning Bees.
13. When junior members are asked to assist in Sabbath services from time to time be certain that they are dressed appropriately, and adequately instructed in the "what" and "how".
14. To train Assistant Deacons to do your job.
15. To tactfully stop any running, loud, inappropriate talk or behavior by either children or adults in the foyer, between services and after church is dismissed.

SPIRITUAL GIFT(S) DESIRED: Leadership, Hospitality, Helps

ACCOUNTABLE TO: Church Board, Board of Deacons, Finance Committee, and Worship Committee.

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## **ASSISTANT HEAD DEACON**

JOB SUMMARY: Responsible to assist the Head Deacon and to fulfill his job when scheduled or requested. Read job description in Church Manual.

JOB DUTIES:

1. To serve the church as a faithful deacon.
2. To assist the Head Deacon as requested.
3. To serve as a member of the Board of Deacons.
4. To supervise the work of the deacons when scheduled or requested by the Head Deacon.
5. To follow the Deacon's Job Manual.
6. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Helps, Hospitality, Leadership

ACCOUNTABLE TO: Head Deacon, Board of Deacons, and the Church Board

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## **DEACONESS**

JOB SUMMARY: Responsible to minister hospitably for all members of the church and assist in the church ordinances. Read job description in Church Manual.

JOB DUTIES:

1. To assist at Communion by:

1. Providing unleavened bread and grape juice.
2. Arrange the emblems and covering on communion table.
3. To assist in women's ordinance of Humility by handing filled basins of water and towels to participants.
4. Make sure visitors and new members are served, and serve disabled persons.
5. Clean and store linens and serving pieces used in the communion services.
6. Cover and uncover the table at the Pastor's direction.
2. To assist in baptism's by:
  1. Prepare the robes for all candidates and Pastor.
  2. Assist female candidates.
  3. Launder and store robes and all linens used after the ceremony.
3. To encourage those sick and in need and visit all shut-in members on a regular basis.
4. To help the Food Committee provide food for funerals.
5. To launder Infant Room crib sheets.
6. To participate in the spring and fall cleaning bees.
7. To train someone to do your job.
8. To follow the direction of the Head Deaconess.
9. To attend the Board of Deaconesses meetings.

SPIRITUAL GIFT(S) DESIRED: Hospitality, Helps, Encouragement

ACCOUNTABLE TO: The Church Board, the Board of Deaconesses and Head Deaconess.

## HEAD DEACONESS

JOB SUMMARY: Responsible for planning, directing and delegating the Deaconesses to meet the hospitality needs of the church. Read job description in church manual.

### JOB DUTIES:

1. To organize the Communion service.
  1. Provide bread and grape juice.
  2. Set up for Communion Service the night before it is scheduled.
  3. Set up portable service containers for pastor and elders to take to shut-ins.
  4. Assign laundering of towels, table-clothes after each service.
  5. Assign washing of glasses and all Communion ware and have them stored in proper location.
  6. To properly handle the disposing of the left over bread and juice. (Note: The bread is to be burned and the juice is to be poured on the ground as an offering to the Lord.)
  7. Arrange for deaconesses to assist in women's ordinance of humility, filling basins, handing out towels.
2. To work closely with the Head Deacon in planning and organizing the spring and fall cleaning bees.
3. To chair the Board of Deaconesses.
4. To participate as a member of the Church Board.
5. To organize the following:
  1. To organize visitation of all shut-ins and any others who need encouragement on a regular quarterly basis or as often as is deemed needed.
  2. Help with providing food for families following a death or illness.
  3. Greet all who come to church or other services with open friendliness.
6. Organize deaconesses to help with Ordinance of Humility and Communion Services.
7. Prepare robes, towels, etc. for baptismal service and assist female candidates.
8. See that all linens used are properly laundered and returned to proper storage.
9. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Leadership, Hospitality, Mercy, Discernment, Faithfulness

ACCOUNTABLE TO: Church Board

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## ASSISTANT HEAD DEACONESS

JOB SUMMARY: Responsible to assist the Head Deaconess and to fulfill her job when scheduled or requested. Read job description in Church Manual.

JOB DUTIES:

1. To serve the church as a faithful deaconess.
2. To assist the Head Deaconess as requested.
3. To serve as a member of the Board of Deaconess.
4. To supervise the work of the deaconesses when scheduled or requested by the Head Deaconess.
5. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Helps, Hospitality, Leadership

ACCOUNTABLE TO: Head Deaconess, Board of Deaconesses, and the Church Board

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## ELDER

JOB SUMMARY: Responsible to provide spiritual leadership and guidance for the growth of the church according to her mission statement. Read job description in Church Manual and Elder's Manual

JOB DUTIES:

1. *Commitment.* It is especially 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.
2. *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.
3. *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, hospitals and care centers, encourage others to do so, and assist in the training of prospective members.
4. *A Spiritual Mentor.* The spiritual life of an elder should constantly lead members of the church to seek a deeper spiritual experience for themselves. I Timothy, chapter 3, describes the Christian life of an elder in these words: "... above reproach, the husband of one wife, temperate, prudent, respectable, hospitable, able to teach, not addicted to wine or pugnacious, but gentle..." An elder should model, by his or her devotional life, Christian personality, and spiritual interest, a higher ideal for each member to reach. The elder should

reflect the fruits of the Spirit in his or her relationship with others: love, joy, peace, long suffering, kindness, goodness, faithfulness, gentleness and self control.

5. To participate in local church activities.
6. To attend the following meetings: Church Board, Personal Ministries Council, Church Business and Elders Council.
7. To practice fiscal responsibility by faithfully returning tithe and supporting the financial program (Personal Giving Plan) of the church.
8. *Worship Leadership*. The involvement and leadership of an elder can make a tremendous difference in the weekly worship service of the church. Quality leadership and participation can transform a dull, lifeless worship service into meaningful experience of 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.
9. *Doctrine*. An Elder must be a continuous student of the Word. His beliefs and teachings must agree with the official teachings of the Seventh-day Adventist Church.

SPIRITUAL GIFT(S) DESIRED: Leadership, Faith, Ministering

ACCOUNTABLE TO: The Pastor, Head Elder, Board of Elders and to the Church Board.

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## FINANCE COMMITTEE MEMBER

MEMBERS: Finance Chairman, Treasurer, Assistant Treasurers, Head Elder, Head Deacon, Pastor, and all I personnel elected by the church to serve on this committee.

JOB SUMMARY: Responsible for submitting to the church in a Business Meeting a yearly budget proposal. Making responsible and fiscally sound decisions with the churches finances in harmony with Oregon Conference and General Conference policy. Read "Church Budget" in Church Manual.

JOB DUTIES:

1. To attend the Finance Committee Meeting.
2. To monitor each church departments financial activities so that all operate within their budget.
3. To discuss all the financial matters of the church, Making decisions and recommendation accordingly.
4. To develop a responsible annual church budget and submit it to the church in a business meeting for acceptance.
5. To implement the church operating budget.
6. To develop funding recommendations for special projects.
7. To supervise expenditures.
8. To manage the churches resources in harmony with its mission.

SPIRITUAL GIFT(S) DESIRED: Faith, Administration, Good Personal Financial Manager.

ACCOUNTABLE TO: The Church Board

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## FINANCE COMMITTEE CHAIRPERSON

JOB SUMMARY: Responsible for leading the Finance Committee to carry out its fiscal responsibilities in harmony with the churches mission statement. Read "Church Budget" in Church Manual.

JOB DUTIES:

1. To chair the Finance Committee.
2. To work closely with the Pastor in developing the schedule, agenda and budget.
3. To train someone to do your job.
4. To participate on the Church Board.
5. To supervise the Finance Secretary, seeing the minutes are accurately recorded and reproduced for all other committee members

SPIRITUAL GIFT(S) DESIRED: Administration, Faith, Giving  
ACCOUNTABLE TO: Church Board

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## **FLORAL AND DECORATING COMMITTEE**

JOB SUMMARY: Responsible for decorating the church sanctuary with flower and plant arrangements for the enjoyment of our worshipers.

JOB DUTIES:

1. To decorate the church appropriately and attractively.
2. To plan special arrangements during the different seasons and religious holidays.
3. To order and bring to church fresh flowers or roses for all our newly baptized members and dedicated babies.
4. Responsible for sending flower arrangements for funerals of the church family.

SPIRITUAL GIFT(S) DESIRED: Helps  
ACCOUNTABLE TO: Church Board

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## **FOOD COMMITTEE**

JOB SUMMARY: Responsible to help assist the food committee director provide a ministry of food service 1 to the church.

JOB DUTIES:

1. To work closely under the supervision of the food committee director.
2. To help plan and provide cooked food for various church functions such as funeral dinners and social events.
3. To help clean the kitchen when requested to by the food committee director.
4. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Hospitality, Helps  
ACCOUNTABLE TO: Food Committee Director, Church Board

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## **FOOD COMMITTEE DIRECTOR**

**JOB SUMMARY:** Responsible to organize and supervise the ministry of the food committee.

**JOB DUTIES:**

1. To organize and work closely with the food committee.
2. To work closely with the pastor, social committee chairperson and Head Deaconess as necessary regarding program scheduling which will involve the preparation and serving of food. For example, dinner social, funeral dinners.
3. To see that kitchen is cleaned, organized and stocked as necessary. Fellowship Hall to be done by Janitor.
4. To work with Church School Principal regarding use of the kitchen and Fellowship Hall.
5. To organize weekly (summer) and monthly all Church fellowship dinner, assigning leadership for each Sabbath to various willing helpers.
6. To train someone to do your job.

**SPIRITUAL GIFT(S) DESIRED:** Hospitality, Administration, Helps

**ACCOUNTABLE TO:** Church Board

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## **GREETERS COMMITTEE**

**JOB SUMMARY:** Responsible for greeting all visitors and members, before church and at any special events or meetings as requested, and making all feel welcome and accepted.

**JOB DUTIES:**

1. To arrive at church on Sabbath mornings no later than 9:00 AM. Fold bulletins on inside of island counter and stuff any bulletin inserts.
2. Two greeters should be in the main foyer at 9:00 AM until 10:00 AM. They can then join their Sabbath School class for lesson study. They then return back to the foyer at 10:40 AM until 11 :30 AM.
3. To greet people warmly. Making each worshiper whether visitor or member feel important. Each person matters to God and thus they matter to us! You set the tone for our worship experience. Smile naturally and be friendly. An example of a welcome: "Welcome to the Stone Tower SDA Church. I'm (name), and I'm so happy that you've come to worship with us this morning. May I give you a bulletin? We would appreciate you signing our guest registry. If you have any questions, I'll be glad to share any information I can with you."
4. To distribute bulletins.
5. If a visitor is comfortable signing our registration card, encourage them. If they are worried and ask about being put on a mailing list, assure them that they won't. At most they will receive a letter from the Pastor thanking them for attending.
6. Be discerning and sensitive to the needs of hurting people and respond quickly by reporting it to the Pastor or someone else appropriate.
7. All greeters need to work in close relationship with the Pastor, Head Deacon and Sabbath School Superintendent.
8. If you can not serve when you are scheduled, please find a replacement or swap dates with someone from among the other greeters. Then notify the Head Greeter of this change.
9. Take an interest in all who attend. Be as helpful as you can. Make presiding Elder aware of a need for a dinner invitation whenever you recognize this need. Tell all visitors when there is a fellowship dinner and extend a cordial invitation to attend, expressing that we plan it for our guests.
10. Attempt to encourage folks visiting in foyer to go into the Sanctuary when services are taking place.

**SPIRITUAL GIFT(S) DESIRED:** Hospitality

ACCOUNTABLE TO: The Pastor and Church Board.

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## HEAD GREETER

**JOB SUMMARY:** Responsible for organizing, training and supervising the churches greeters, so all who attend our Varlous meetings Will feel welcomed and accepted.

### JOB DUTIES:

1. To train other greeters how to greet members and guests warmly.
2. To schedule the greeters to serve.
3. To serve as a member of the Church Board.
4. Encourage greeters to have a short prayer time before others arrive at church.
5. To train someone to do your job.
6. To chair the biannual Greeters Committee meetings.
7. Encourage greeters to be in the church by 8:45 am. To attend a SS class at 10:00 am, return to foyer at 10:40 am, go in to the church worship service at 11 :30 am. Greeters should be encouraged to attend a SS class and the sermon time to receive a blessing.

Christ calls every member of the church into ministry. The church is “a kingdom of priests.” (I Peter 2:9)..As a greeter, you are a minister. Every Christian believer is called to ministry, gifted by the holy Spirit, and in baptism ordamed for mmlstry. (Ephesians 4:11-12) Shortly after Pentecost, the glft of greeting or hospitality (Romans 12:13, 1 Timothy 3:2, 1 Peter 4:9) was first exercised specifically for the church and those whom Christ died to save. As believers praised God, they had favor with people. Their love for one another attracted others to their fellowship and “the Lord added to the church daily such as should be saved.” (Acts 2:47)

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

When a person steps into a church for the first time, he or she evaluates the atmosphere. He asks himself: “Will they accept me? Will it be easy to make friends? Will my spiritual and personal needs be met? Will it be easy to find my way around? Will my family like it here?” The newcomer will quickly come to some conclusions during the first few minutes. First impressions are often lasting impressions. Consequently, the ministry of the greeters is one of the most important things that happens in any congregation! Sometimes it is called “foyer ministry.”

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

**SPIRITUAL GIFT(S) DESIRED:** Hospitality, Leadership, Love, Kindness, Friendliness

**ACCOUNTABLE TO:** Pastor and Church Board

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## **INVESTMENT DIRECTOR**

**JOB SUMMARY:** Responsible for promoting Investment in the Sabbath School Departments.

**JOB DUTIES:**

1. To promote Investment in each of the Sabbath School divisions.
2. To encourage every Sabbath School member to have an active Investment project.
3. To consider having members tell about their Investment projects, bulletin announcements regarding ideas, etc., and personal announcements from the platform.
4. To organize the collection of labels from accepting health food companies and send report to conference on provided forms.
5. To attend the Sabbath School Council as a voting member.
6. To train someone to do your job.
7. Give monthly program reports
  1. Percentage of members participating
  2. Funds being raised for church and conference.
8. Inform members of where offering goes, which area of mission field will receive this year's funds.

**SPIRITUAL GIFT(S) DESIRED:** Encouragement, Giving

**ACCOUNTABLE TO:** Church Board and Sabbath School Superintendent.

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## **LAY ADVISORY COMMITTEE REPRESENTATIVES**

**JOB SUMMARY:** Responsible for representing the Grand Junction Church at Rocky Mountain Conference called Lay Advisory Committee meetings.

**JOB DUTIES:**

1. To attend periodic meetings when they are called.
2. To act as authorized representative of the Grand Junction Church.
3. To vote at Lay Council meetings:
  1. The Council convenes at the call of the Conference President.
  2. It is a lay advisory body.
  3. It acts as a sounding board.
  4. Agenda items may be proposed by administration or members.
4. To report activities of meetings to the Church Board.
5. To serve for a three year term (coinciding with each regular Conference triennium) elected by Church Board or in a Church Business meeting.

**SPIRITUAL GIFT(S) DESIRED:** Leadership

**ACCOUNTABLE TO:** The Church Board.

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## **PATHFINDER CLUB DIRECTOR**

**JOB SUMMARY:** Responsible for supervising and directing the activities of the Grand Junction Trailblazers Pathfinder Club which is organized under the principles of the General Conference Adventist Youth Society.

## JOB DUTIES:

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

1. **Programming** . The programming of the Pathfinder Club is designed to provide a varied and interesting opportunity for children. The goal is to make the church so attractive and fulfilling for children that they will become actively involved. A large share of the Pathfinder director's time is involved in organizing Pathfinder Club programming. These include a wide variety of activities such as
  1. regular club meetings,
  2. Pathfinder Sabbath each year,
  3. social events,
  4. campouts,
  5. and outreach projects
  6. Annual Pathfinder Fair
  7. Investiture etc.
2. **Planning** . The Pathfinder director develops a yearly calendar of activities and a budget. The Pathfinder Club staff gets involved by giving suggestions that might improve and expand on the ideas already presented. All plans must pass the approval of the church board and it must coordinate with the program of the local conference.
3. **Recruiting and Supervising**. The Pathfmder director is responsible for recruiting staff to help with club activities. The Pathfinder Club staff is made up of volunteers: adults and youth. All staff are under the supervision of the Pathfinder director.
4. **Teaching** . The Pathfinder director assists the young people in learning outdoor skills; developing spiritual values (which of course is of prime importance to us as a church); and service methods which could be beneficial in saving lives in their communities. Crafts are always an enjoyable part of the meetings and the Pathfinder director should be right there (along with her or his staff) to answer any questions pertaining to completing various projects assigned.
5. **Listening to Parents and Children** . The Pathfinder director is usually an individual who enjoys young people and can relate to them in a way that makes them feel comfortable around him. She or he should let them know by their actions and words that he/she is their friend and is there to listen to them when they have any problems, especially those of spiritual nature.
6. **Communication** . The Pathfinder director should make sure the children, parents and the entire church is made aware that there is a viable Pathfinder Club. The program should be promoted in all departments since there are areas of interest to all ages.
7. **Discipline** . Director and Staff must uphold the requirements of club membership in a fair and equal manner. All rules and regulations are for all members, no exceptions made. Once can be strict if one is fair!
8. To serve on Church Board.
9. To maintain the financial records of the organization.
10. To get Church Board approval on all plans.
11. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Teaching

ACCOUNTABLE TO: The Church Board

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## ADVENTURER CLUB DIRECTOR

### JOB DUTIES

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 staffmember is trained carefully, and given a job which is appropriate to the interests of the club.
3. **Organize** the Adventurer Club by working with the executive committee and staff to identify what goals and objectives need to be accomplished in the coming year. The director and staff may choose the general types of activities to take place. Staff are assigned to lead out in each area. Then a budget is set up, based on the income from church appropriation, club dues, and 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.

As Adventurer Club director, you will be ministering to children in grades 1-4. These young "Christians-in-training" are active, fun-loving, little people who have the capacity to truly love Jesus.

As you discover the needs of the children and families in your church and community, you will acquire a vision of what the Lord wants to do through your Adventurer Club. You will seek to bring together staff and programing to help the children become more closely acquainted with the love of Jesus and His plans for them. This will help them acquire the habits, skills, and knowledge to live for Him in today's world. God has ordained parents to be their primary spiritual leaders, and you will seek to include and support them in every way you can through the Adventurer Club.

### Resource Materials

An Adventurer Resource Catalogue from AdventS'ource lists what is currently available. Call 1-800-328-0525.

The Adventurer Club Manual, available from your local conference, is the main resource for directing the Adventurer Club. A section on Club Organization contains all the information you need to start a club, plan activities and schedules, and organize staff. It describes the Adventurer uniform, and gives information on many other aspects of club organization.

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

Pins, patches, certificates, uniforms, and awards described in the manual are all available through your local conference Adventurer office.

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

SPIRITUAL GIFT(S) DESIRED: Teaching

ACCOUNTABLE TO: The Church Board

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## PERSONAL MINISTRIES COUNCIL

**JOB SUMMARY:** Responsible for leading, encouraging and training church members into active witnessing and service. See: Church Manual, Lay Activities Department.

**JOB DUTIES:**

1. To make plans and recommendations to the Church Board regarding the evangelistic and growth programs of the church.
2. To plan and promote the annual Ingathering program.
3. To direct the church in the following specific areas of Christian service.
  1. Literature distribution and circulation of missionary periodicals. (i.e. Signs, Listen)
  2. Bible studies.
  3. It Is Written interests follow up work.
  4. Small growth groups.
  5. Run a Bible Correspondence School
4. To meet regularly when the Personal Ministries Director schedules a meeting.
5. To train someone to do your job.

**SPIRITUAL GIFT(S) DESIRED:** Evangelism, Faith, Missionary

**ACCOUNTABLE TO:** Church Board

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## **PERSONAL MINISTRIES DIRECTOR**

**JOB SUMMARY:** Responsible for leading, encouraging and training church members into active witnessing and service. Read: Department of Lay Activities, in Church Manual.

**JOB DUTIES:**

1. To make plans, in counsel with the pastor, personal ministries committee and church board for the outreach programs of the church.
2. To direct the church in the following specific areas of Christian service.
  1. Literature distribution and circulation of missionary periodicals. (Signs, Listen)
  2. Bible studies.
  3. It Is Written interests follow up work.
  4. Small growth groups
  5. Bible Correspondence School
3. To train members in outreach techniques by:
  1. Organizing classes in how to give Bible studies etc.
  2. Giving practical demonstrations in how to do this work.
4. To promote and direct the annual Ingathering campaign.
5. To co-operate with the Personal Ministries department of the local conference in carrying out its programs
6. To develop a year's program in advance with the pastor and the personal ministries council.
7. To serve as a member of the church board.
8. To chair the monthly personal ministries council.
9. On occasion to lead out during the five-minute personal ministries time between Sabbath school and the worship service. This time is utilized for personal ministries promotion.
10. To order and fill literature rack in foyer with witnessing materials.
11. To train someone to do your job.

**SPIRITUAL GIFT(S) DESIRED:** Evangelism and Leadership

**ACCOUNTABLE TO:** Personal Ministries Committee and the Church Board.

## **PERSONAL MINISTRIES SECRETARY**

**JOB SUMMARY:** Responsible to be the church's liaison with the Conference Adventist Book Center (ABC) ordering supplies for all departments of the church and does the clerical aspects of the Personal Ministries Council. Read: Department of Lay Activities in Church Manual.

**JOB DUTIES:**

1. To work with the Personal Ministries Leader in obtaining orders during periodical campaigns, and sends them to the conference office or ABC as directed.
2. To keep a record of orders and payments of periodicals by church members.- Actual payments are handled by church Treasurer.
3. To be responsible for collection of debits pertaining to periodicals and devotional book orders.
4. To complete "Church Personal Ministries Report" at end of each quarter.
5. To serve as a member of the Church Board.
6. To do secretarial work for the Personal Ministries Council as designated by the Personal Ministries Leader.
7. To train someone to do your job.

**SPIRITUAL GIFT(S) DESIRED:** Helps, Administration

**ACCOUNTABLE TO:** Church Board and Personal Ministries Council

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## **NOMINATING COMMITTEE MEMBER**

**JOB SUMMARY:** Responsible to nominate the names of all church offices before the church, take those names before the church, which will then vote to elect the recommendations. There are two reading on two consecutive Sabbath mornings. Elected officers serve a one year term. Read: "Nominating Committee Members" in the Church Manual.

**JOB DUTIES:**

1. To work together as a committee to find the most qualified individuals to fulfill the various church officers. Taking into account the members spiritual gifts, temperament, passion, and experience, remembering to pray for God's leading in this very important process.
2. To elect a personnel committee member to serve as chairperson and secretary.
3. To discuss together openly as a committee with absolute confidentiality. No gossip should take place, and maintain a Christian attitude always.
4. To seek counsel and advise from the Pastor who is an ex-officio member of the committee.
5. To call each nominee to secure their permission and willingness to serve, before the first reading.
6. To present a printed list of the recommended officers for the first Sabbath morning reading.
7. To provide a printout of the job description for each nominee.
8. To listen to church members who have concerns to express to the committee without conveying a message that their concerns are not valid.
9. To finish Nominating officers in time so that the final church vote can be taken at least 4 weeks before taking office. This allows new officers time to get ready for their new position(s).
10. To call the same committee together for a meeting in February of the following year to select and recommend to the church body the name of 10 persons for possible placement on the new nominating committee. The church as a whole votes on the names, and the top 5 become the committee, and the next 2 highest votes become the alternates.
11. After serving a term on the committee, a person may not serve again for the next 2 years. The Secretary is

responsible to keep records of who served and when. The church must vote on the new nominating committee by the end of February.

12. If the nominating committee would like to nominate for ordained office one who is not ordained, they must first seek the counsel of the Pastor and the board of Elders, and then follow their advise in the matter.

SPIRITUAL GIFT(S) DESIRED: Wisdom, Faith, Knowledge

ACCOUNTABLE TO: Church Board, Personnel Committee and Chairperson.

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## **NOMINATING COMMITTEE CHAIRMAN**

**JOB SUMMARY:** Responsible to chair the Nominating Committee, abiding by the church manual guidelines, as it selects individuals to serve for one year as various church officers, nominating them for election by the church. Read: "Nominating Committee" in Church Manual.

### **JOB DUTIES:**

1. To chair the Nominating Committee, choosing the most qualified individuals to fulfill the various Church offices, taking into account the members spiritual gifts, temperament, passion, and experience
2. Seek the Lord's guidance at the start of each meeting and encourage committee members to pray for God's leading each day as they do this important work.
3. To schedule and call all Nominating Committee meetings.
4. To lead open committee discussions, maintaining absolute confidentiality and strict Christian ethics.
5. To seek counsel and advise from the Pastor who is an ex-officio member of the nominating committee.
6. To delegate to committee members the calling of each nomination to secure their permission and willingness to serve before the first reading.
7. To listen to church members concerns with proper attitude, and try to answer any questions they are asking without conveying a message that their concerns are not valid. To realize the committee is not "all knowing" and others may have very important reasons to ask the committee to not place a person in a particular office. Reasons are sometimes to be known only to the Pastor, and the committee needs to trust his judgement.
8. To complete the process in time so that the final church vote can be taken 4 weeks before taking office. This allows new officers time to plan and organize for their new position(s).
9. To provide a job description for each new church office or job.
10. To present to the Church body a printed list of the recommended officers for the first Sabbath morning reading.
11. To call for a vote on the list of church officers as a whole, after the second reading on the second Sabbath.
12. To call the same Nominating Committee together for a meeting in February of the following year to select and recommend to the church body the name of 10 persons for possible placement on the new nominating committee. The church as a whole votes on the names, and the top 5 become the committee, and the next 2 highest votes become the alternates.
13. After serving a term on the committee, a person may not serve again for the next 2 years. The Secretary is responsible to keep records of who served and when. The church must vote on the new nominating committee by the end of February.
14. If the nominating committee would like to nominate for ordained office one who is not ordained, they must first seek the counsel of the pastor and the board of elders and follow their advice.

SPIRITUAL GIFT(S) DESIRED: Wisdom, Administration, Faith

ACCOUNTABLE TO: Church Board, Personnel Committee

## **NOMINATING COMMITTEE SECRETARY**

**JOB SUMMARY:** Responsible for taking accurate Nominating Committee meeting minutes and fulfill all other necessary secretarial duties. Nominating Committee elect their secretary. Read: "Nominating Committee" in Church Manual.

**JOB DUTIES:**

1. To take accurate minutes of each meeting. (NOTE: Confidential discussion or information should never go into minutes.)
2. To publish minutes for all Nominating Committee members.
3. To publish a church officers list, ready for distribution during the first reading to the church.
4. To work closely with the Nominating Committee Chairperson.
5. To seek counsel and advise from the chair person and the Pastor who is an ex-officio member of the Nominating Committee.
6. To keep a permanent record of the names of members of the committee and year they served, and to pass this record to the next secretary etc. A member may not serve again for the following 2 years.

**SPIRITUAL GIFT(S) DESIRED:** Helps

**ACCOUNTABLE TO:** Church Board, Personnel Committee and Personnel Committee Chairperson

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## **RELIGIOUS LIBERTY DIRECTOR**

**JOB SUMMARY:** Responsible for coordinating Religious Liberty activities. Read: Department of Public Affairs and Religious Liberty in Church Manual.

**JOB DUTIES:**

1. To promote each January the circulation of "Liberty: A Magazine of Religious Freedom" and other religious liberty literature.
2. To advise the church members concerning matters affecting religious liberty in the local area.
3. To organize and stimulate religious liberty meetings and programs as circumstances require.
4. To work with the Pastor and the Mid-America Union Religious Liberty Director in aiding individuals who are experiencing problems involving religious liberty.
5. To train someone to do your job.
6. To update the mailing list of subscriptions to liberty magazine that are being sent to local community leaders, libraries, schools etc. and return it as designated.

**SPIRITUAL GIFT(S) DESIRED:** Encouragement, Administration

**ACCOUNTABLE TO:** The Church Board.

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## **MUSIC MINISTRY COMMITTEE**

**JOB SUMMARY:** Responsible for providing sacred, Christ-centered music to enhance the worship experience.

This committee consists of: Music Coordinator (who is the chairperson of the committee), Special Music Coordinator, Organists, Pianists and Choir Director.

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## MUSIC COORDINATOR

**JOB SUMMARY:** Responsible for the arrangement of music during the church service and Sabbath School.

**JOB DUTIES:**

1. Schedule pianists and organists for Sabbath School and church service, and all other special services such as funerals, weddings, special seasonal programs, etc.
2. To pray for God's blessing as you prepare to serve Him through music.
3. To plan and use a wide variety of styles of music consistent with true worship of God.
4. To serve as a member of the Worship Committee.
5. To chair the Church Music Ministry Committee.
6. To train someone to do your job.

### Resource Materials

Listed below are several books written by authors who have devoted much of their lives to the study of music and worship. These books will expand your thinking and inspire your creativity.

- Music and Ministry: A Biblical Counterpoint, Calvin M. Johansson, Hendrickson Publishers.
- Discipling Music Ministry: 21st Century Directions, Calvin M. Johansson, Hendrickson Publishers.
- Sing a New Song, Worship Renewal for Adults Today, C. Raymond Holmes, Andrews University Press.
- Our Heritage of Hymns, Bernard Seton, Andrews University Press.
- Survey of Christian Hymnody, English and American Hymns, William Reynolds and Milburn Price, Hope Publishing Company.
- Jubilate II, Church Music in Worship and Renewal, Donald P. Hustad, Hope Publishing Company.
- The Hymn Society has a large selection of books pertaining to music and worship. You can request a catalog and order directly from the Hymn Society Book Service, PO Box 30854, Texas Christian University, Fort Worth, TX 76129.
- The Seventh-day Adventist Hymnal is also available on CD and can be purchased through your local ABC.
- Step by Step, Praise Team system for Youth Groups by 2 FOR 1 Ministries, Inc. (1996, Half-Off Music). A comprehensive, participatory resource. Contains notebook, video, CD, computer disks. Available through AdventSource. Call 1-800-328-0525.

Information about additional resources and answers to your questions can be obtained through the denomination's "help desk" by calling (800) SDA-PLUS. A number of helpful fact sheets can also be obtained on the Adventist Forum on Compu-Serve or through the Fax Plus automated fax-back system. Dial (800) 474-4SDA.

**SPIRITUAL GIFT(S) DESIRED:** Helps

**ACCOUNTABLE TO:** The Church Board, Music Committee.

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## ORGANIST/PIANIST

**JOB SUMMARY:** Responsible for playing the organ and or piano for the various services of the church.

**JOB DUTIES:**

1. To play the organ and or piano for Sabbath School, church and at any other services as requested by the music coordinator.
2. To arrive early enough to make sure music is in order, instruments are ready to play, lights etc.
3. To contact someone else to be organist or pianist if unable to be present, then notify the music coordinator.
4. Dress appropriately, modestly and in keeping with good grooming.
5. Pray for God's blessing as you seek to serve Him through music.

#### Resource Materials

Listed below are several books written by authors who have devoted much of their lives to the study of music and worship. These books will expand your thinking and inspire your creativity.

- Music and Ministry: A Biblical Counterpoint, Calvin M. Johansson, Hendrickson Publishers.
- Discipling Music Ministry: 21st Century Directions, Calvin M. Johansson, Hendrickson Publishers.
- Sing a New Song, Worship Renewal for Adults Today, C. Raymond Holmes, Andrews University Press.
- Our Heritage of Hymns, Bernard Seton, Andrews University Press.
- Survey of Christian Hymnody, English and American Hymns, William Reynolds and Milburn Price, Hope Publishing Company.
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SPIRITUAL GIFT(S) DESIRED: Helps and Encouragement  
 ACCOUNTABLE TO: Music Coordinator and Church Board

## SPECIAL MUSIC COORDINATOR

**JOB SUMMARY:** Responsible for providing sacred Christ-centered music to enhance the churches worship experience.

#### JOB DUTIES:

1. To ask musicians from the congregations, community, or visiting guests to have special music at the church service. Make sure you get the information to the church secretary before 2 PM Thursday.
2. To make plain to the artist his or her responsibility to be in a position in the church to readily rise and reach the platform. If this is to be instrumental, make sure everything needed is in place BEFORE the service starts, such as music stands, chair, microphone, music to the accompanists, etc.
3. To ask the artist to NOT introduce their music. A song, like a joke, is not a good one if you need to explain it.
4. In some cases it may be necessary to request that the artist dress modestly and appropriately.
5. Pray for God's blessing as you seek to serve Him through music.

SPIRITUAL GIFT(S) DESIRED: Helps, Encouragement, Evangelism

ACCOUNTABLE TO: Music Coordinator, Worship Committee, Church Board

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## CHOIR DIRECTOR

**JOB SUMMARY:** Responsible to organize, train and direct individuals interested in singing with the church choir. Read job description in Church Manual. See: "Music"

### JOB DUTIES:

1. To work with the Music Coordinator to schedule choir performances during the worship service.
2. To teach and direct the choir at scheduled rehearsals.
3. To direct the choir during performances.
4. To select music taking into account interest, variety, and the music skill level of the choir: And to select music appropriate for sacred worship. If there is a question as to the appropriateness of a piece of music, it needs to be reviewed by the pastor and music ministry committee for a decision.
5. To organize and maintain the choir library
6. To serve as a member of the Worship Committee.
7. To schedule rehearsals at the most convenient time for the majority of choir members.
8. To recruit new choir members.
9. To Train someone to do your job.
10. To be sure choir members are dressed in conservative worship attire, or choir robes may be worn.

### Resource Materials

Listed below are several books written by authors who have devoted much of their lives to the study of music and worship. These books will expand your thinking and inspire your creativity.

- Music and Ministry: A Biblical Counterpoint, Calvin M. Johansson, Hendrickson Publishers
- Discipling Music Ministry: 21st Century Directions, Calvin M. Johansson, Hendrickson Publishers.
- Sing a New Song, Worship Renewal for Adults Today, C. Raymond Holmes, Andrews University Press.
- Our Heritage of Hymns, Bernard Seton, Andrews University Press.
- Survey of Christian Hymnody, English and American Hymns, William Reynolds and Milburn Price, Hope Publishing Company.
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**SPIRITUAL GIFT(S) DESIRED:** Leadership, Encouragement, Helps  
**ACCOUNTABLE TO:** Church Board, Worship Committee

## **WORSHIP COMMITTEE**

**JOB SUMMARY:** Responsible to plan, develop and provide relevant and meaningful Sabbath morning worship service as well as other special worship events. Read: "The services and meetings of the Church" in the Church Manual.

**JOB DUTIES:**

1. To work closely with the Pastor.
2. To meet quarterly and when Pastor calls a meeting.
3. To evaluate and improve our worship service.
4. To be sensitive to the impressions generated by our worship to members and guests. e) 5. To maintain a balanced and reverent worship program.
5. To listen to suggestions and ideas of members.

Ex-officio members: Pastor, Music Coordinator, Choir Director, Head Elder, Head Deacon, Head Greeter, Head Organist.

**SPIRITUAL GIFT(S) DESIRED:** Wisdom, Faith, Leadership, Evangelism

**ACCOUNTABLE TO:** Pastor and Church Board

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## **WORSHIP SERVICE SONG LEADERS**

**JOB SUMMARY:** Responsible to introduce and lead the Sabbath worship service congregational singing.

**JOB DUTIES:**

1. To meet at 10:45 A.M. in the Pastor's study and pray with the Elders and Deacons for God's graceful help.
2. To enter onto the platform with the Elders at the beginning of the worship service.
3. To announce the hymn number and briefly introduce the song.
4. To enthusiastically lead the congregational singing.
5. To leave the rostrum with the Elders after the special music.
6. To return to the rostrum just prior to the sermons conclusion and lead the hymn of response as well as the closing hymn.
7. To exit off the rostrum at the conclusion of the final hymn.
8. To train someone to do your job.

**SPIRITUAL GIFT(S) DESIRED:** Encouragement, Helps

**ACCOUNTABLE TO:** Church Board, Worship Committee

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## **SABBATH SCHOOL**

### **SABBATH SCHOOL SONG LEADERS**

**JOB SUMMARY:** Responsible for choosing and directing the music for the Sabbath School general program song

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service.

#### JOB DUTIES:

1. To choose appropriate songs for the Sabbath School theme.
2. To enthusiastically direct the singing.
3. To begin singing promptly on the time schedule of the head SS Superintendent and finish on time. This includes the opening song.
4. To find someone else for replacement if necessary, then notify the right Sabbath School Superintendent.
5. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Encouragement, Helps

ACCOUNTABLE TO: General SS Superintendent, SS Council, Church Board

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## **GENERAL SABBATH SCHOOL SUPERINTENDENT**

JOB SUMMARY: Responsible for the overall organization and management of the Sabbath School. Responsible for planning and carrying out the program for the adult Sabbath School Division. Read: The Sabbath School in Church Manual.

#### JOB DUTIES:

1. To see that all departments are functioning properly and positively, according to the Sabbath School manual published by the General Conference Sabbath School Department.
2. To give guidance and encouragement to division leaders.
3. To promote the General Conference Sabbath School objectives:
  1. Every church member and child in regular attendance at Sabbath School.
  2. Daily Study of the Bible.
  3. Systematic liberal gifts for missions and Sabbath School expenses.
4. To see that each department has adequate help, supplies, equipment and budget.
5. To work with the Sabbath School Secretary in keeping adequate records and making reports.
6. To encourage reclaiming missing members and evangelistic outreach.
7. To chair the regular quarterly or special Sabbath School Council meeting.
8. To promote attendance at the Conference sponsored Sabbath School workshop meetings.
9. To schedule the assistant Sabbath School Superintendents and publish this schedule well in advance.
10. To train someone to do your job.
11. To serve as a member of the Church Board.

SPIRITUAL GIFT(S) DESIRED: Leadership, Administration

ACCOUNTABLE TO: Church Board, Sabbath School Council

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## **SABBATH SCHOOL CHILDREN'S SUPERINTENDENT**

JOB SUMMARY: Responsible to assist Sabbath School Superintendent in the overall organization and management of all the Sabbath School children's divisions. Read: "The Sabbath School" in Church Manual.

#### JOB DUTIES:

1. To keep in close contact with each Sabbath School division leader by communicating often and by visiting each division at least each quarter.
2. To give guidance, help and encouragement to division leaders.
3. To keep Sabbath School Superintendent informed of all the needs of the children's divisions as they arise.
4. To serve as a member of the Sabbath School Council.
5. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Administration, Helps

ACCOUNTABLE TO: The General Sabbath School Superintendent Sabbath School Council and Church Board.

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## **SABBATH SCHOOL ASSISTANT SUPERINTENDENT**

**JOB SUMMARY:** Responsible to help the Sabbath School Superintendent manage and conduct the overall organization of the Sabbath School. Read "The Sabbath School" in Church Manual.

**JOB DUTIES:**

1. To lead out as scheduled during the Adult Sabbath School program.
2. To assist the Sabbath School Superintendent as much as needed.
3. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Helps, Faith, Encouragement

ACCOUNTABLE TO: SS Superintendent, SS Council, Church Board

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## **SABBATH SCHOOL SECRETARY**

**JOB SUMMARY:** Responsible for distributing Sabbath School supplies, collecting record cards and offering, and keeping statistical records for the Sabbath School department. Read: "The Sabbath School" in the Church Manual.

**JOB DUTIES:**

1. To compile and send a quarterly report to the Conference Sabbath School Secretary and other designated personnel.
2. To receive and distribute mail supplies and teaching materials to the leaders and teachers.
3. To keep record of Sabbath School membership and attendance.
4. To pick up class cards and offerings from classes and then give Church Treasurer all money received.
5. To do secretarial work for the S.S. Department as designated by the General Sabbath School Superintendent.
6. To record the minutes at the S.S. Council meetings and distribute them to all Sabbath School Council members.
7. To place orders for supplies for each S.S. Department and to periodically evaluate standing orders to see that there are sufficient supplies as well as to discourage waste.
8. To serve as a member of the Sabbath School Council.
9. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Administration, Helps

ACCOUNTABLE TO: The General Sabbath School Superintendent and Church Board.

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## **SABBATH SCHOOL ASSISTANT SECRETARY**

**JOB SUMMARY:** Responsible to assist the Sabbath School Secretary in distributing SS supplies, collecting records cards, offerings and keeping statistical records for the Sabbath School department. Read: "The Sabbath School" in the Church Manual.

### **JOB DUTIES:**

1. To assist the Sabbath School Secretary as requested.
2. To receive and distribute mail supplies and teaching materials to the various leaders and teachers.
3. To keep records of Sabbath School membership and attendance.
4. To train someone to do your job.

**SPIRITUAL GIFT(S) DESIRED:** Helps, Administration

**ACCOUNTABLE TO:** Sabbath School Secretary, Sabbath School Superintendent, Church Board

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## **SABBATH SCHOOL ADULT TEACHER**

**JOB SUMMARY:** Responsible to teach the Sabbath School lesson and have personal concern for members and visitors. Adult Sabbath School Teachers are chosen by the Sabbath School Council.

### **JOB DUTIES:**

1. To welcome visitors and class members warmly.
2. To see that class record and mission offering are taken.
3. To encourage a daily Bible and lesson study plan.
4. To prepare for and teach the Sabbath School lesson. The SS quarterly is only a guide.
5. To make the lessons relevant to our lives today and Christ-centered.
6. To be very sensitive to non-SDA visitors. Support all remarks from the Bible and refrain from using Adventist jargon and cliches unique to our theology and culture.
7. To work closely with the SS Superintendent.
8. To encourage class growth by inviting visitors, friends, and missing members to join class.
9. To promote a caring class attitude by following up on missing members. Involve class members in this task. Delegate, then follow up the next Sabbath. Ask for a report.
10. At all cost, avoid lecturing. Ask questions. Lead a discussion. Be a learner along with the class members. Don't assume you have to know it all, but study to be well prepared.

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

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

For most of the Sabbath service the visitor or member listens to the prayer, special music, and the sermon. He or she may participate in the congregational singing, but the main opportunity for sharing comes in the Sabbath School class. As a Sabbath School class leader, you have a sacred responsibility to share your personal experience, as well as knowledge. "Those who teach in the Sabbath School must have their hearts warmed and invigorated by

the truth of God, being not hearers only, but also doers of the Word. They should be nourished in Christ as the branches are nourished in the vine." (Ellen G. White, *Counsels on Sabbath School Work*, page 94.) You can't share with others what you have not experienced yourself.

#### Other duties of the Sabbath School Adult Teacher

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

1. **Preparation.** Before opening God's Word to teach, there should be more preparation than a brief perusal on Friday night. A good habit to establish is to spend a concentrated hour on Sabbath afternoon becoming familiar with the main points of the new lesson. During the rest of the week you can dig for more material.
2. **Helping everyone feel welcome.** At the beginning of each class meeting, it is essential to make newcomers, as well as regular members, feel welcome. A simple question like "What has your week been like?" can help everyone to feel cared for and 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. Or 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 "bare 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, or ask a class member do so, or ask the group to pray together in two's or three's. 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: "What difference does this topic make in how you live your life?" and "How would you explain this truth to a friend who does not attend any church?"
6. **Starting on Time.** Nothing is more discouraging for a Sabbath School class than to be assembled and wonder where the teacher is. You should be one of the first to arrive at the classroom. This gives you time to greet individuals and see that everything is in readiness. In case of emergency or illness, preparation should be made for a substitute teacher. You have the responsibility to see that the Sabbath School Superintendent is notified and that a substitute has been provided if you must be absent.

#### Resource Materials

- *How to Teach the Bible with Power* by Charles Betz (1995, Review & Herald) will help you teach the Bible to any age group, including adults. Practical Christ-centered principles will help you teach with power.
- *Sharing Scripture* is an alternative quarterly that emphasizes practical application of the Adult sabbath school quarterly. Available through the Center for Creative Ministry. Call 1-800-272-4664 for a free sample.
- *Teaching Techniques for the Adult Sabbath School* by Charles H. Betz, (1989, Review and Herald)
- *Adult Sabbath School Idea Book One*, by James Zackrison is a 55 page book designed for improving Adult

Sabbath schools. Available through AdventSource. Call 1-800-328-0525.

- Sabbath School Teacher Training Series is a set of 5 units for training Adult Sabbath School teachers. Topics include: Sabbath school class as a caring unit, the Mission of the Sabbath school class, Group dynamics, Learning styles, and Instructional skills. Contact AdventSource to order at 1-800-328-0525.

Information about additional resources and answers to your questions can be obtained through the denomination's "help desk" by calling (800) SDA-PLUS. A number of helpful fact sheets can also be obtained on the Adventist Forum on CompuServe or through the Fax Plus automated fax-back system. Dial (800) 474-4SDA.

SPIRITUAL GIFT(S) DESIRED: Teacher, Knowledge, Evangelism

ACCOUNTABLE TO: SS Council, SS Superintendents, Church Board

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## **SABBATH SCHOOL CRADLE ROLL LEADER**

**JOB SUMMARY:** Responsible for planning, organizing staff and conducting the Sabbath School Cradle Roll program. Read: "The Sabbath School" in Church Manual.

**JOB DUTIES:**

1. To promote the Sabbath School objectives of:
  1. Every child in regular attendance.
  2. Daily study of lesson and memory verse.
  3. Systematic gifts for missions.
2. To be present before the children arrive.
3. To cheerfully welcome the children as they arrive.
4. To begin the program at 9:30 A.M. and finish at 10:40.
5. To present programs that are of spiritual benefit to the children, teaching God's values and not just entertainment.
6. To keep accurate class records. (This can be delegated to an assistant)
7. To keep supplies and materials up-to-date. Distribute Little Friends. e)
8. To organize and schedule staff.
  1. Piano player
  2. Teachers
  3. Assistants
9. To work closely with the Children's SS Superintendent.
10. To train someone to do your job.
11. To participate as a member of the SS Council.
12. To communicate to parents how much we love their child and appreciate having them in our division.
13. To call a division staff meeting quarterly to discuss aims, goals, and programs. Invite the Children's Sabbath School Superintendent to be present.

SPIRITUAL GIFT(S) DESIRED: Teacher, Leadership, Evangelism

ACCOUNTABLE TO: SS Council, SS Superintendent, Church Board

## **SABBATH SCHOOL KINDERGARTEN LEADER**

**JOB SUMMARY:** Responsible for planning, organizing of staff and conducting the Sabbath School i Kindergarten program.

**JOB DUTIES:**

1. To promote the Sabbath School objectives of:
  1. Every child in regular attendance.
  2. Daily study of lesson and memory verse.
  3. Systematic gifts for missions.
2. To be present before the children arrive.
3. To cheerfully welcome the children as they arrive.
4. To begin the program at 9:30 A.M. and finish at 10:40.
5. To present programs that are of spiritual benefit to the children. Teaching God's values, and not just entertainment.
6. To keep accurate class records.
7. To keep supplies and materials up-to-date. Distribute Little Friend.
8. To organize and schedule staff.
  1. Piano player
  2. Teachers
  3. Assistants
9. To work closely with the Children's SS Superintendent.
10. To train someone to do your job.
11. To participate as a member of the Sabbath School Council.
12. To communicate to each parent how much we love having their child in our division.
13. To call a division staff meeting quarterly to discuss aims, goals, and programs. Invite Sabbath School Children's Superintendent to be present.
14. To share the knowledge that Jesus loves each child and wants to be their friend.

**SPIRITUAL GIFT(S) DESIRED:** Teacher, Leadership, Evangelism

**ACCOUNTABLE TO:** SS Council, SS Superintendent, Church Board

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## **SABBATH SCHOOL CRADLEROLL/KINDERGARTEN TEACHER**

**JOB SUMMARY:** Responsible to teach the Sabbath School lesson and show Christian love and concern for each member of the Sabbath School Class. (Teachers are chosen by the Sabbath School Departmental Leader). Read: "The Sabbath School" in Church Manual.

**JOB DUTIES:**

1. To make all visitors feel welcome and accepted. Also be sure to introduce them to the class.
2. To encourage daily Bible and lesson study.
3. To teach the Sabbath School lesson in an appealing way, holding the interest and attention of the children while impressing spiritual truths.
4. To contact any member who is ill or absent.
5. To train someone to do your job.
6. To work very closely with the Sabbath School Department Leader.
7. To share the knowledge that Jesus loves each child and wants to be their friend.
8. To the Children: Learns to know the children by name, discovering the interests and family circumstances of

each. Relates to the children in a loving, accepting manner, regardless of their race, color, language, gender, age, or educational experience. Encourages children to ask questions and seek answers.

9. To Personal Development: Maintains a consistent prayer life and seeks to grow spiritually; knows Jesus as personal Savior and is willing and able to talk about what God has done for him/her. Studies the children's lesson and the teachers' lesson helps so as to be able to lead the class in a discussion of their lesson. Seeks new ways to involve children in learning.
10. To the Leader: Adapts to the leadership style of the Sabbath School leader. Arranges a teaching schedule with the leader, allowing for Sabbaths off; calls the leader when emergencies cause a change of plans, so a substitute can be found.
11. To the Class: Arrives on time and sits with the class during the program; leads the class in discussion of the lesson so as to relate Bible truth to everyday situations. Commits to regular attendance so that the class learns to depend on their teacher. Recognizes and greets children by name outside of class. Encourages children to grow in grace and in the knowledge of God through daily Bible study. At the conclusion of Sabbath School, evaluates whether or not learning took place.
12. To God: Models God's grace in relationships within the class, seeking to love and accept each child at all times. Encourages the children to express their love for God in words, prayer, and faithfulness in daily situations.
13. To parents: Seek to become acquainted with parents and be able to compliment them on their child's behavior, or knowledge of the lesson, or kindness to other children, etc.

When evaluating materials for your use, keep the following points in mind:

1. Is it Christ centered? Does it lead children into a personal, saving relationship with Christ?
2. Do the pictures glorify Christ rather than self?
3. Is the material related to your lessons and are they doctrinally sound?
4. Do the materials have educational value? Is spiritual learning taking place or does it serve only to entertain?
5. Are the materials appropriate to the age level you are considering using it for?
6. Is the art work of good quality?
7. Can the material be used repeatedly to justify the expense?
8. Do the materials encourage participation?

SPIRITUAL GIFT(S) DESIRED: Teacher, Helps, Knowledge, Friendliness

ACCOUNTABLE TO: Sabbath School Department Leader, Sabbath School Superintendent, Sabbath School Council, Church Board

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## **SABBATH SCHOOL PRIMARY LEADER**

JOB SUMMARY: Responsible for planning, organizing of staff and conducting the Sabbath School Primary program.

Read: "The Sabbath School" in Church Manual.

JOB DUTIES:

1. To promote the Sabbath School objectives of:
  1. Every child in regular attendance.
  2. Daily study of lesson and memory verse.
  3. Systematic gifts for missions.
2. To be present before the children arrive.
3. To cheerfully welcome the children as they arrive.
4. To begin the program at 9:30 A.M. and finish at 10:40.
5. To present programs that are of spiritual benefit to the children. Teaching God's values, and not just

entertainment.

6. To keep accurate class records.
7. To keep supplies and materials up-to-date.
8. To organize and schedule staff.
  1. Piano player
  2. Teachers
  3. Assistants
9. To work closely with the Children's SS Superintendent.
10. To train someone to do your job.
11. To participate as a member of the SS Council.
12. To encourage the young people to take a definite stand for Jesus Christ.
13. To call a division staff meeting quarterly to discuss aims, goals, and programs. Invite the Children's Sabbath School Superintendent to be present.
14. To share the knowledge that Jesus loves each child and wants to be their friend.
15. To communicate to each parent how much we love having their child in our division.

SPIRITUAL GIFT(S) DESIRED: Teacher, Leadership, Evangelism

ACCOUNTABLE TO: SS Council, SS Superintendent, Church Board

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## **SABBATH SCHOOL JUNIOR-EARLITEEN LEADER**

**JOB SUMMARY:** Responsible for planning, organizing the staff and conducting the Sabbath School Junior/Earliteen program. Read: "The Sabbath School" in Church Manual.

**JOB DUTIES:**

1. To promote the Sabbath School objectives of:
  1. Every child in regular attendance.
  2. Daily study of lesson and memory verse.
  3. Systematic gifts for missions.
2. To be present before the children arrive.
3. To cheerfully welcome the children as they arrive.
4. To begin the program at 9:30 A.M. and finish at 10:40.
5. To present programs that are of spiritual benefit to the children. Teaching God's values, and not just entertainment.
6. To keep accurate class records.
7. To keep supplies and materials up-to-date.
8. To organize and schedule staff.
  1. Piano player
  2. Teachers
  3. Assistants
9. To work closely with the Children's SS Superintendent.
10. To train someone to do your job.
11. To participate as a member of the SS Council.
12. To encourage the young people to take a definite stand for Jesus Christ.
13. To call a division staff meeting quarterly to discuss aims, goals, and programs.
14. To distribute the 'Guide' journal.

SPIRITUAL GIFT(S) DESIRED: Teacher, Leadership, Evangelism

ACCOUNTABLE TO: SS Council, SS Superintendent, Church Board

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## **SABBATH SCHOOL PRIMARY/JUNIOR-EARLITEEN TEACHER**

**JOB SUMMARY:** Responsible to teach the Sabbath School lesson and show Christian love and concern for each member of the Sabbath School Class. (Teachers are chosen by the Sabbath School Departmental Leader). Read: "The Sabbath School" in Church Manual.

### **JOB DUTIES:**

1. To make all visitors feel welcome and accepted. Also be sure to introduce them to the class.
2. To encourage daily Bible and lesson study.
3. To teach the Sabbath School lesson in an appealing way, holding the interest and attention of the children while impressing spiritual truths.
4. To contact any member who is ill or absent.
5. To train someone to do your job.
6. To work very closely with the Sabbath School Department Leader.
7. To encourage the young people to take a definite stand for Jesus Christ.
8. To the Children: Learns to know the children by name, discovering the interests and family circumstances of each. Relates to the children in a loving, accepting manner, regardless of their race, color, language, gender, age, or educational experience. Encourages children to ask questions and seek answers.
9. To Personal Development: Maintains a consistent prayer life and seeks to grow spiritually; knows Jesus as personal Savior and is willing and able to talk about what God has done for him/her. Studies the children's lesson and the teachers' lesson helps so as to be able to lead the class in a discussion of their lesson. Seeks new ways to involve children in learning.
10. To the Leader: Adapts to the leadership style of the Sabbath School leader. Arranges a teaching schedule with the leader, allowing for Sabbaths off; calls the leader when emergencies cause a change of plans, so a substitute can be found.
11. To the Class: Arrives on time and sits with the class during the program; leads the class in discussion of the lesson so as to relate Bible truth to everyday situations. Commits to regular attendance so that the class learns to depend on their teacher. Recognizes and greets children by name outside of class. Encourages children to grow in grace and in the knowledge of God through daily Bible study. At the conclusion of Sabbath School, evaluates whether or not learning took place.
12. To God: Models God's grace in relationships within the class, seeking to love and accept each child at all times. Encourages the children to express their love for God in words, prayer, and faithfulness in daily situations.

When evaluating materials for your use, keep the following points in mind:

- Is it Christ centered? Does it lead children into a personal, saving relationship with Christ?
- Do the pictures glorify Christ rather than self?
- Is the material related to your lessons and are they doctrinally sound?
- Do the materials have educational value? Is spiritual learning taking place or does it serve only to entertain?
- Are the materials appropriate to the age level you are considering using it for?
- Is the art work of good quality?
- Can the material be used repeatedly to justify the expense?
- Do the materials encourage participation?

**SPIRITUAL GIFT(S) DESIRED:** Teacher, Helps, Knowledge

**ACCOUNTABLE TO:** Sabbath School Department Leader, Sabbath School Superintendent, Sabbath School Council, Church Board

## YOUTH COORDINATOR

Jesus gave us clear instruction as to the importance of our young people when He said, "And whoso shall receive one such little child in my name receiveth me ... Take heed that ye despise not one of these little ones; for I say unto you, That in heaven their angels do always behold the face of my Father which is in heaven." (Matthew 18:5,10)

When His disciples would have sent the young people away, thinking that they were interrupting the important work of the Master, Christ said "Let them come ... for such is the kingdom of heaven." (Matthew 19:14) Teenagers form a precious, most important part of God's church. They are not only the "church of the future," but also the church of the present.

Christ created the church to be a fellowship where people share in a common purpose and help one another grow in faith. The New Testament describes the church as "... his body, the fullness of him who filleth every thing in every way." (Ephesians 1:22) God calls us into His body for the purpose of establishing a saving relationship with Him and supportive community with one another.

God calls every member of the church into ministry. The church is "a kingdom of priests." (1 Peter 2:9) Our priesthood is to each other within the church and to the world. Each Christian is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry. (Ephesians 4:11-12)

As youth coordinator, you are a minister called by God to a particular and vital ministry within your congregation and in your community. God supplies each person in the church with the resources for ministry-scripture, spiritual power, God's character, and spiritual gifts. He will supply your needs as you assume this important responsibility!

### Duties of the Youth Coordinator

The following duties are included in your responsibilities:

1. Chair the Youth Ministries Committee. You will want to meet with those who nurture youth in Sabbath School, the Adventist Youth Society and any other youth ministries of the church, such as choir and summer camp. The agenda at these meetings should include the scheduling of all activities, fund raisers and trips for the year and a discussion of the Bible curriculum in Sabbath School. Together you can reduce overlap, look for gaps in programs, and coordinate efforts. Your leadership should encourage a cooperative spirit in which all of the leaders of the various programs work together.
2. Planning and Ideas. In consultation with individual leaders and in the meetings of the youth ministries committee, you have a wonderful opportunity to spark new ideas. It is your responsibility to work with the program leaders and to draw together an overall plan and budget for a comprehensive program of youth ministries for your church.
3. Program Administration. You will represent the interests of youth ministries to: the Church Board, the Pastor, the Church Ministries Council, the Youth Sabbath School Leader, Leaders of Youth Groups, and Church Treasurer.
4. Information. You are the primary source of information about youth ministries to the congregation. You should put together a calendar listing all youth activities and events for the local church and see that these events get advertised in the church bulletin and newsletter. Keep an up-to-date, permanent record of all the youth in grades 9-12 who are members in the church and those of non-members who have attended outreach programs or visited Sabbath School. Also, provide information to your leaders about training events and new resources.
5. Age Level Specialist. Because spiritual development is linked to intellectual and physical development, people are divided into developmental levels when their spiritual nurture is planned. This is related to chronological age. So these developmental levels are often called "age levels" or "grade levels." You can

help teachers and leaders understand how to organize activities for this specific age level. You are responsible for conducting a needs assessment among the teens in the congregation and the community, and helping the leaders of youth activities understand these needs. You will want to support church leaders, while at the same time safeguarding the enthusiasm of the youth for whom you are responsible.

## Resource Materials

- Youth and Young Adult Resources for your Local Church is a free catalog available from AdventSource, call 1-800-328-0525.
- Center for Youth Evangelism. Andrews University, Berrien Springs, MI 49104. Call 616-471-3628 John Hancock Center for Youth Ministry. LaSierra University, Riverside, CA 92515. Call 1-909-785-2091.
- Piece of the Pie Ministries. Contact: Steve Case, Director, 3732 California Ave., Carmichael, CA 95608. Call 916-944-3928.
- Youth and Young Adult Ministries Consultants, Inc. Contact: Fred Cornforth, Executive director, 15130 Fiesta Way, Caldwell, ill 83605. Call 800-440-1670.
- Who Cares? A-Zillion Ways You Can Meet the Needs of People Around You by Linnea Torkelsen (1996, The Adventist Youth Service Network North American Division). A powerfully motivating collection of youth service projects, and the true stories behind them. Fun and convicting. Available through Advent Source. Call 1-800-328-0525.
- The Family & Youth Ministry by Fred Cornforth (1995, The Youth and Young Adult Ministries Consultants, Inc.) helps you discover dozens of ways to build relationships and multigenerational involvement. One of the best resources around. Available through AdventSource. Call 1-800-328-0525.
- Creative Bible Learning Activities by Fred Cornforth and Kelly Blue Cornforth (1995, the Children's Ministries Department North American Division) offers seven clues to understanding junior teens, and 101 creative Bible learning activities. Available through AdventSource. Call 1-800-328-0525.
- The Sounds of Grace in our Churches, V. Bailey Gillespie (1996, Pacific Union Conference Church Resource Center) provides 100 creative ideas to enrich your church. Available through AdventSource. Call 1-800-328-0525.
- The Color of Grace in our Homes, Stuart Tyner (1996, Pacific Union Conference Church Resource Center) provides 100 creative ideas to enrich family worship. Available through AdventSource. Call 1-800-328-0525.
- Information about additional resources and answers to your questions can be obtained through the denomination's "help desk" by calling (800) SDA-PLUS. A number of helpful fact sheets can also be obtained on the Adventist Forum on Compu-Serve or through the Fax Plus automated fax-back system. Dial (800) 474-4SDA.

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## SABBATH SCHOOL YOUTH LEADER

**JOB SUMMARY:** Responsible for planning, organizing the staff and conducting the Youth Sabbath School program.  
**Read:** "The Sabbath School" in Church Manual.

### JOB DUTIES:

1. To be present before youth arrive and welcome warmly class members and all visitors. Start class at 9:30 a.m. and finish at 10:40 a.m.
2. To present programs that are of spiritual benefit to the children. Teaching God's values, and not just entertainment.
3. To promote missions and the mission offering.
4. To encourage faithfulness in daily Bible and lesson study.
5. To become acquainted with each class member.
6. To visit class members and try to encourage inactive members to attend regularly.

7. To participate as a member of the Sabbath School Council.
8. To call a division staff meeting quarterly to discuss aims, goals, and programs.
9. To organize and schedule teachers and assistants (pianist or guitar player).
10. To train someone else to do your job.
11. To work closely with the Sabbath School Superintendent.
12. To encourage the youth to accept Jesus Christ as their Lord and Saviour.
13. To serve as a member of the Church Board.
14. To distribute the 'Insight' journal.
15. To train and encourage youth to take leadership roles in their department.

SPIRITUAL GIFT(S) DESIRED: Teacher, Leadership, Evangelism

ACCOUNTABLE TO: SS Council, SS Superintendent, Church Board

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## **SABBATH SCHOOL YOUTH TEACHER**

**JOB SUMMARY:** Responsible to teach the Sabbath School lesson and show Christian love and concern for each member of the Sabbath School Class. (Teachers are chosen by the Sabbath School Departmental Leader). Read: "The Sabbath School" in Church Manual.

### **JOB DUTIES:**

1. To make all visitors feel welcome and accepted. Also be sure to introduce them to the class.
2. To encourage daily Bible and lesson study.
3. To teach the Sabbath School lesson in an appealing way, holding the interest and attention of the youth while impressing spiritual truths.
4. To contact any member who is ill or absent.
5. To train someone to do your job.
6. To work very closely with the Sabbath School Department Leader.
7. To make the acquaintance of the parents of each member.

SPIRITUAL GIFT(S) DESIRED: Teacher, Helps, Knowledge

ACCOUNTABLE TO: Sabbath School Department Leader, Sabbath School Superintendent, Sabbath School Council, Church Board

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## **SABBATH SCHOOL YOUNG ADULT LEADER**

God created the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of Christ. The New Testament describes the church as "his body, the fullness of him who filleth every thing in every way." (Ephesians 1:22) God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

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

God calls every member of the church into ministry. The church is a "kingdom of priests," and that priesthood is to one another within the church and to the world. A young adult leader, like any other church officer, is a "minister or

servant of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry. (Ephesians 4:11-12)

From the record of Christ's life, we receive an indication of the value He has placed upon the young. He selected young adults among the twelve apostles such as John "the beloved." Those who would lead young adults today must see them as an important part of today's church, not the church to come, for these young adults are about the same age as were the founders of Adventism.

#### Duties of the Young Adult Sabbath School Leader

Although the program varies from church to church, the ministry to which a person is called as the leader of the young adult division of a Sabbath School can best be described in the following ways:

1. **Planning.** You will provide leadership for the young adult Sabbath School by bringing together a team of assistants; young adults who will help plan and implement the group's activities. This includes overseeing the schedule of leadership, special programs, and teaching. It is vital that this group meet together at least once a quarter to brainstorm, make decisions, and create the calendar for the next few months. Learn to delegate. Find people who can be trusted and let them take responsibility.
2. **Spiritual Helper.** Young adults who have spiritual and relational problems will come to you with questions which need to be answered. This may occasionally require that you act as bridge between troubled young adults and their families. If you really care, they will be able to see it. Some are shy and you will want to preserve their dignity by not being too forward yourself. Others are gregarious and want to be asked questions that invite self-disclosing answers. Listening skills are important! As you learn to know more about what makes people tick, you will catch more of the nuances.
3. **Teaching.** Unless you are in a very large church, it will often be your job to teach the Sabbath School lesson. On occasion you should schedule others to teach so that there is more participation. You might even consider setting up a rotation plan in which many of the class members have a turn at leading the discussion. Skills in group process and learning styles are essential to this task.
4. **Building a Sense of Community.** It will be your work to create an atmosphere that is friendly, comfortable and safe; where God is praised, but where no question need remain unasked. The goal of the young adult Sabbath School leader is to bring together a cluster of strangers and help them become a real fellowship. Relational skills are key in this process. Smiles and expressions of caring are very important! Even the most shy person warms to a smile. Some of the more gregarious ones benefit from a hug. In most situations, a warm handshake or touch to the shoulder to accompany the warm smile shows you care. You must not be afraid to be vulnerable. Many older adults find young adults intimidating, usually because they are able to see through facades. Unless you are open and accepting in your manner, your leadership will lose effectiveness. You are not called to lead from a position of strength, as if you had all of the answers, but from a position of weakness. Admit to the group that you, too, struggle with problems and search for answers. It is only through the honest sharing of your struggles and how God has resolved them that others will be able to see Christianity as alive and practical.
5. **Commitment.** Next to your commitment to have God's presence in every aspect of your life, the commitment you make to serve your church body is perhaps the most important one you will make. It is just as important as your vocational and relational commitments. Group members need to know that they can depend on you and that your attendance and participation will be regular.

#### Resource Materials

Adventist View is a periodical for (and created by) young adults. AV is packed with information, comments on current issues and trends. To order call AdventSource at 1-800-328-0525.

Youth and Young Adult Resources for Your Local Church free from AdventSource.

The World, Love it or Leave It? by Roger Dudley (pacific Press, 1987) discusses the Scripture principles related to

the many issues raised as young adult Adventists deal with contemporary culture.

To help young adults deal with occupational issues, Richard Bolles has written a couple of books filled with exercises to aid self-discovery. They are entitled *What Color Is Your Parachute? A Practical Manual for Job-Hunters & Career-Changers* (which comes out in a new edition each year) and *The Three Boxes of Life And How to Get Out of Them: An Introduction to Life/Work Planning*.

*Who Cares? A-Zillion Ways You Can Meet the Needs of People Around You* by Linnea Torkelsen (1996, The Adventist Youth Service Network North American Division). Available through Advent Source. Call 1800-328-0525.

*The Family & Youth Ministry* by Fred Cornforth (1995, The Youth and Young Adult Ministries Consultants, Inc.). Available through AdventSource. Call 1-800-328-0525.

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## **SABBATH SCHOOL YOUNG ADULT ASSISTANT**

God created the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of Christ. The New Testament describes the church as "his body, the fullness of him who filleth every thing in every way." (Ephesians 1:22) God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

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

God calls every member of the church into ministry. The church is a "kingdom of priests," and that priesthood is to one another within the church and to the world. A young adult leader, like any other church officer, is a "minister or servant of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry. (Ephesians 4:11-12)

From the record of Christ's life, we receive an indication of the value He has placed upon the young. He selected young adults among the twelve apostles such as John "the beloved." Those who would lead young adults today must see them as an important part of today's church, not the church to come, for these young adults are about the same age as were the founders of Adventism.

### **Duties of the Young Adult Sabbath School Assistant**

Although the program varies from church to church, the ministry to which a person is called as an assistant in the young adult division of the Sabbath School can best be described in the following ways:

1. **Planning.** Together with the leader, you should select young adults whose personalities and temperaments best fit them for helping run the program. This group should meet frequently to help you become comfortable in the performance of your tasks.
2. **Spiritual Helper.** Young adults who have spiritual and relational problems will come to you with questions which need to be answered. This may occasionally require that you act as bridge between troubled young adults and their families. If you really care, they will be able to see it. Some are shy and you will want to preserve their dignity by not being too forward yourself. Others are gregarious and want to be asked

questions that invite self-disclosing answers. Listening skills are important! As you learn to know more about what makes people tick, you will catch more of the nuances.

3. Teaching. Unless you are in a very large church, it will often be your job to teach the Sabbath School lesson. Your group may have a rotation plan in which many of the class members have a turn at leading the discussion. Skills in group process and learning styles are essential to this task.
4. Building a Sense of Community. You must not be afraid to give yourself to others. Many adults find young adults intimidating, usually because young adults confront adults by being able to see through their facades. Unless you become open to others, your leadership will lose effectiveness. You are not called to lead from a position of strength, as if you had all of the answers. Enable your group to see that you, too, struggle with problems and search for answers. It is only through the honest sharing of your struggles that they will be able to see Christianity as an alive and practical choice. They need real people, with real problems and real solutions to lead them.
5. Interest in People. Relational skills are key in this process. Smiles and expressions of caring are very important! Even the most shy person warms to a smile. Some of the more gregarious ones benefit from a hug. In most situations, a warm handshake or touch to the shoulder to accompany a warm smile shows you care.
6. Commitment. Next to your commitment to have God's presence in every aspect of your life, the commitment you make to serve your church body is perhaps the most important one you will make. It is just as important as your vocational and relational commitments. Group members need to know that they can depend on you and that your attendance and participation will be regular.

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## **SINGLES MINISTRIES DIRECTOR**

**JOB SUMMARY:** Responsible to plan, organize and direct the singles ministries program of the church. Developing various activities to meet the spiritual and social needs of our singles. Because of the nature of this position we ask

that the leader not be married. Read: "Family Ministry" in Church Manual.

#### JOB DUTIES:

1. To form and chair a small singles ministries committee.
2. To plan and develop activities and programs to meet the spiritual, social, and emotional needs of the churches singles.
3. To delegate responsibilities to involve as many individuals as possible in the programs.
4. To organize small Bible studies groups which meet either during Sabbath School or during the week.
5. To minister to singles, attracting new members, nurturing their growing faith.
6. To train someone to do your job.
7. Coordinate singles activities with Social Committee Calendar, so that there is no conflict. Aim to unite rather than divide church membership. Singles need their own activities, but they should be scheduled at a different time than social committee activities.

SPIRITUAL GIFT(S) DESIRED: Encouragement, Leadership, Hospitality, Administration

ACCOUNTABLE TO: Church Board

## **SOCIAL COMMITTEE MEMBERS**

JOB SUMMARY: Responsible to plan and organize church socials that are aimed at a broad cross Read: "Family Ministries" in Church Manual.

JOB DUTIES: section of our membership.

1. To plan and organize a monthly church social.
2. To work closely with the Pastor to avoid scheduling conflicts.
3. To advertise these events in the bulletin, by posters and during the announcement period.
4. To collect funds as necessary from those attending the activity to pay for the expenses.
5. To train someone to do your job.
6. 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, takes time for careful preparation.
7. 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.
8. Details and Arrangements. Each event requires a lot of errands, purchases of supplies, setup of furniture and equipment, creation of decorations and handouts, and many other preparations. The members of the social committee are all expected to share in these tasks, and it will destroy the value of the event if some on the committee have 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. The check regularly of progress, or you will be embarrassed!
9. 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.

10. Creativity. The congregation has a right to expect the social committee will plan and produce event that have a touch of beauty, quality and creativity. A sense of "specialness" must touch each freshly baked role, bowl of fruit, decorative flower display, and linen tablecloth, as well as the high school photos of the honored guests mounted on the bulletin board or the favorite hymn of the new pastor sung by the guest musician, or whatever item is appropriate! Remember that our God is the creator of all that is spectacular and winsome in the world around us and that He wants us to share with Him the joy of the exquisite. It takes a little extra thinking and effort to come up with these special touches, but it is worth it because it tells those who participate that your congregation cares.

#### Resource Materials

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

Information about additional resources and answers to your questions can be obtained through the denomination's "help desk" by calling (800) SDA-PLUS. A number of helpful fact sheets can also be obtained on the Adventist Forum on CompuServe or through the Fax Plus automated fax-back system. Dial (800) 474-4SDA.

SPIRITUAL GIFT(S) DESIRED: Hospitality

ACCOUNTABLE TO: Church Board

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## **SOCIAL COMMITTEE CHAIRPERSON**

**JOB SUMMARY:** Responsible for planning and directing monthly Christian church socials with the help of the Social Committee. Read: "Family Ministries" in Church Manual.

#### **JOB DUTIES:**

1. To schedule planning sessions with the social committee.
2. To plan a church social monthly for the church members. Remembering the various ages groups and interests.
3. To organize the work of directing the various programs through the social committee.
4. To take minutes of the social committee meetings or assign secretarial duties.
5. To work with the pastor regarding communicating information to congregation and for scheduling events.
6. To train someone to do your job.
7. Make sure Social activities are included in the Church Calendar of Events for approval by the Church Board.

SPIRITUAL GIFT(S) DESIRED: Hospitality, Administration, ACCOUNTABLE TO: Church Board

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## **SOUND SYSTEM COMMITTEE MEMBER**

**JOB SUMMARY:** Responsible for the operation, maintenance and security of the Church sound system at all church activities.

#### **JOB DUTIES:**

1. To be on the job a minimum of 15 minutes prior to the starting time of each program.
2. To keep the equipment in optimum operating condition, to avoid having to do this at the beginning of a service.
3. To monitor the operation of the equipment during each program.
4. To take down and lock up the equipment following each program.
5. To produce audio cassette tape copies of programs for shut-ins or anyone requesting a copy.
6. To give the main speaker the lapel microphone. And retrieve it following the program.
7. To work closely with the Head Deacon.
8. To train someone to do your job.
9. Adjust microphone as needed whenever speaker does not do so.

SPIRITUAL GIFT(S) DESIRED: Helps

ACCOUNTABLE TO: Sound System Director and Church Board

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## **SOUND SYSTEM DIRECTOR**

**JOB SUMMARY:** Responsible to train and schedule (for all church activities) sound system technicians for the operation, maintenance and security of the church sound system

**JOB DUTIES:**

1. To act as chairperson of the sound system committee.
2. To work closely with the Pastor concerning program scheduling.
3. To supervise all the sound system technicians so that they follow their job description.
4. To train someone to do your job.
5. Make a quarterly schedule for sound technicians for all regular meetings. Post the schedule with the Elder's and Deacons schedule on the church bulletin board.

SPIRITUAL GIFT(S) DESIRED: Helps

ACCOUNTABLE TO: Church Board

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## **TELEPHONE COMMITTEE**

**JOB SUMMARY:** Responsible to call all church members on your network list communicating important information from the telephone committee director.

**JOB DUTIES:**

1. To call all church members who are on your list within a reasonable amount of time, informing them precisely the information being shared. **NOTHING IN THE WAY OF OPINION OR COMMENT SHOULD BE ADDED.**
2. To work closely with the telephone committee director, sharing information with them such as changes of telephone numbers, church membership changes, etc.
3. To train someone to do your job.

SPIRITUAL GIFT(S) DESIRED: Helps, Hospitality

ACCOUNTABLE TO: Telephone Committee Director, Church Board

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## **TELEPHONE COMMITTEE DIRECTOR**

**JOB SUMMARY:** Responsible for organizing, and maintaining an efficient telephone communications network involving the total membership of the church.

### **JOB DUTIES:**

1. To set up the telephone communication network so that all Grand Junctionchurch members are contacted within a reasonable amount of time. This is best done when the Telephone Committee Director has lined up a number of responsible telephone committee members. Thus the Telephone Committee Director may call say ten Telephone Committee members who in tum call fifteen church members each.
2. To add all new members to the telephone network list. And assign their name and number to a Telephone Committee member.
3. To work closely with the Pastor. He will decide when and how the telephone chain is used. When the Pastor is unavailable the Head Elder will make the decision.
4. Requests will be divided into three categories.
  1. RED -Everyone must be contacted. EMERGENCY
  2. White -We contact as many members as possible. IMPORTANT
  3. BLUE -The Elders only. RELATIVE OF CHURCH MEMBER.
5. To communicate precisely the details of the message. DO NOT ADD ANY COMMENT OR OPINION WHATSOEVER.
6. To train someone else to do your job.
7. To call no later than 9:00 PM.

**SPIRITUAL GIFT(S) DESIRED:** Hospitality, Administration

**ACCOUNTABLE TO:** Pastor and Church Board

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## **CHURCH TREASURER**

**JOB SUMMARY:** Responsible for handling all funds and financial activities of the church. The Treasurer attends Board, Business, and Finance committee meetings and presents a synopsis report of the financial activity for the month. Read: "The Church Treasurer" in the Church Manual.

### **JOB DUTIES:**

1. To post tithe envelope amounts by week and balance totals.
2. To make necessary disbursements throughout the month. Receipts of expenditures are required before reimbursement is made.
3. To deposit weekly Sabbath School, all Church and other funds collected.
4. To complete at the end of each month:
  1. Post all income and outgo totals for the entire month to make up end-of-month balance sheet.
  2. Prepare and send reports and receipts to Conference office, plus check for the total amount of Conference funds received for the month.
  3. Provide a monthly financial report to Finance Committee, Board or Business meeting.
  4. Pays bills when due.
5. To supply church members with yearly receipts offunds contributed by January 31st.
6. To serve as a member on the Finance Committee.

7. To maintain confidentiality of individual church member records.
8. To delegate duties to Assistant Treasurers as needed.
9. To provide the Pastor and the church board with a monthly financial report.

Finances are an integral part of the ministry of the laity. Local church finances are handled by a member of the congregation with business skills elected to the important responsibility of church treasurer.

The history of church treasurers goes back at least to 457 B.C. when Ezra appointed guardians for the funds given for the work in Jerusalem. To those given the care of the Lord's goods Ezra commanded, "Ye are holy unto the lord; the vessels are holy also; and the silver and the gold are a freewill offering unto the Lord God of your fathers." Ezra 8:28

"The care exercised by Ezra in providing for the transportation and safety of the Lord's treasure, teaches a lesson worthy of thoughtful study. Only those whose trustworthiness had been proved, were chosen; and they were instructed plainly regarding the responsibility resting on them. In the appointment of faithful officers to act as treasurers of the Lord's goods, Ezra recognized the necessity and value of order and organization in connection with the work of God." (Prophets and Kings, 617.)

Jesus and His traveling band of disciples also had one designated to take charge of their funds. Jesus taught the importance of the proper management and integrity in the handling of monies.

If it was important in the days of Ezra and of Christ to have someone to take care of church funds, it is essential today with the more complex and sophisticated North American society.

The work of the church treasurer is sometimes not recognized as a ministry because it is done behind the scenes. Nevertheless, it is a specialized, vital ministry in which the treasurer exercises his or her spiritual gifts. The whole congregation benefits indirectly from the work of the treasurer.

**SPIRITUAL GIFT(S) DESIRED:** Leadership, Administration and ability to keep strict confidentiality.

**ACCOUNTABLE TO:** The Church Board and Finance Committee.

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## **WEDDING CONSULTANT**

**JOB SUMMARY:** Responsible to serve as a church policy advisor to couples who request to be married in the church.

**JOB DUTIES:**

1. To work closely with the Pastor regarding church wedding requests.
2. To meet with each couple, after the Church Board has approved their request, and clarify any questions concerning church wedding policies.
3. To communicate the wedding time and date with the Sound System Director so a sound technician can be scheduled.
4. To contact the church janitor and share the time and date of the wedding so they can plan their cleaning schedule accordingly.
5. To train someone to do your job.
6. To see that the church facilities are not abused or misused in any way.
7. To uphold the policies printed in the guide given to the bridal party. (No Smoking, No furniture removed from church premises, etc.)

**SPIRITUAL GIFT(S) DESIRED:** Helps, Hospitality, Shepherding

**ACCOUNTABLE TO:** Pastor and Church Board

## **WOMEN'S MINISTRY DIRECTOR**

**JOB SUMMARY:** Responsible to organize, plan and direct programs that will meet the unique spiritual and emotional needs of the Stonetower SDA Church women and any others willing to attend.

**JOB DUTIES:**

1. To work with a small administrative committee of three active member4 to make plans and policy.
2. To communicate with the Pastor when scheduling programs.
3. To develop and conduct a wide variety of programs and activities on a periodic basis, that will meet the various contemporary needs of a diverse female constituency.
4. To serve as the Conference Women's Ministries representative to the local church.
5. To encourage and facilitate meaningful spiritual, mental, emotional growth among the women of the church.
6. To train someone to do your job.
7. To assist the Conference Director in planning meetings that are for the benefit of all the women of the conference.
8. To work with Conference and Union Directors in other programing for women as needed.
9. To serve as a communicator of news of interest to women that is disseminated from the Division, Union, and Conference Women's Ministries programs.

**SPIRITUAL GIFT(S) DESIRED:** Encouragement, Administration, Shepherding

**ACCOUNTABLE TO:** Church Board

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## **VACATION BIBLE SCHOOL DIRECTOR**

**JOB SUMMARY:** Responsible to plan, organize and direct the Vacation Bible School program. Read: "Vacation Bible School" in Church Manual.

**JOB DUTIES:**

1. To develop an estimated VBS budget and submit it to the Finance Committee for approval far in advance. (6 months)
2. To set the date 6 months in advance in council with church.
3. To select a supportive VBS staff and plan the program at least 3 months in advance.
4. To get the lesson material at least 2 months in advance to the department leaders.
5. To advertise the VBS program.
6. To run a Christ-centered evangelistic program that will meet the felt needs of young people.
7. To train someone to do your job.

**SPIRITUAL GIFT(S) DESIRED:** Evangelism, Teaching,

**Leadership ACCOUNTABLE TO:** Personal Ministries Council and Church Board

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## **BIBLE WORKER**

**JOB SUMMARY:** Responsible for leading people to Jesus as their Savior and Lord through Bible studies and preparing

them for membership.

#### JOB DUTIES:

1. To find Bible study interests through surveys, It Is Written contacts, etc. and give them Bible studies.
2. To prepare people for baptism.
3. To teach a Sabbath School class for new members.
4. To attend weekly staff meetings.
5. To train and assist lay members in giving Bible studies.

SPIRITUAL GIFT(S) DESIRED: Evangelism, Teacher

ACCOUNTABLE TO: Conference Executive Committee, Conference President, Church Board and Pastor.

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## **CHILDREN'S STORY TELLER**

JOB SUMMARY: Responsible for telling a children's story during our worship service.

#### JOB DUTIES:

1. To tell a story once per month.
2. To sit very close to the front so that you can stand up and take the hand held microphone from the pulpit. Waste no time.
3. To use the microphone professionally.
4. To finish your story in five minutes or less. Remember children have short attention spans.
5. To speak to the children's level (not the adult audience).
6. To make one key point dramatically and visually.
7. To select stories with correct morals or spiritual values.

SPIRITUAL GIFT(S) DESIRED: Teaching ACCOUNTABLE TO: Worship Committee and Church Board

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## **PASTOR**

JOB SUMMARY: Responsible to lead church into growth. This is accomplished by training members, preaching and general church administration. An advisor to all church committees, liason between church and Conference and promoter of Conference programs.

#### JOB DUTIES

1. To serve as a member of all church committees or receive reports from meetings he cannot attend.
2. To lead the church into solid growth.
3. To encourage discouraged members and to refer them to professional counselors when needed.
4. To preach and teach God's Word effectively.
5. To organize and train the laity to fulfill the Grand Junction SDA Church Mission Statement.
6. To promote Conference sponsored programs.
7. To chair the Church Board and the Church in Business sessions.
8. To organize home and hospital visitation program.
9. To train members to win souls.
10. To notify an Elder if someone in their area is ill or needs their help.

11. To handle church mail with expediency, such as special General Conference, Union and Conference promotions, offerings dates and coordinate pastors schedule on such with local elders or Lay ministries personnel.
12. To delegate as much as possible, so more time and effort can be spent by him in soul winning and church growth.

SPIRITUAL GIFT(S) DESIRED: Leadership, Evangelism, Pastor

ACCOUNTABLE TO: Conference Executive Committee, Conference President, and the Church Board

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## HOME AND SCHOOL ASSOCIATION

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

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

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

### Duties of the Home and School Association

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

1. Plan Meetings. The Home and School President should plan for regular Home and School meetings for parents, teachers, and other interested church members during the school year. Careful thought should go into setting a time and place of meeting that will be the most convenient for the majority of the members.
2. Promote Adventist Education. Your association should seek to assure that every child in your church has the opportunity of attending a Seventh-day Adventist school. Show support for the principles of Christian education by your example and leadership.
3. Raise Funds. The Home and School Association can enhance the regular academic program of the school by creatively raising funds for items such as audio-visual aids, library resources, computers, and playground equipment. By uniting the parents and the school in a project to increase the effectiveness of the educational process you will also gain more cooperation and understanding between home and school.
4. Communicate with the Church. Several times during the school year you, or someone you appoint, should appear before the entire congregation to promote Christian education and create enthusiasm for the work of the Association. Many members with no children in the church school will be willing to help support both financially and by volunteer work when they see the needs of the school and are aware of the work projects being done.

5. Encourage both Parents and Teachers. Parent education classes need to be offered to teach parents how to instill right character traits and lead children toward heaven. Any classes that will strengthen the home, or encourage family worship will be a blessing for the children of your church. Planning events to honor the teachers in your school will be a great encouragement to the Christian teachers who work with the children. Also encourage teachers to better themselves by attending seminars and retreats.

### Resource Materials

The Textures of Grace in our Schools, Gail Rice (1996, Pacific Union Conference Church Resource Center) provides 100 creative ideas to enrich your school's religious life.

Information about additional resources and answers to your questions can be obtained through the denomination's "help desk" by calling (800) SDA-PLUS. A number of helpful fact sheets can also be obtained on the Adventist Forum on Compu-Serve or through the Fax Plus automated fax-back system. Dial (800) 474-4SDA.

## SCHOOL BOARD CHAIRMAN

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

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

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

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

The Bible highlights why servant leadership is so important for a church school board chairperson. "Where no counsel is, the people fall: but in the multitude of counselors there is safety." (Proverbs 11:14 KN).

Following this Bible principle, as school board chairperson, you will work diligently with all the members of your school constituency to help make it more effective through broad counsel and "ownership."

### Duties of the School Board Chairperson

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

1. Chair Meetings. The chairperson presides over the meetings of the board, encouraging and facilitating discussion and making sure that each member has opportunity to express their viewpoint in an appropriate manner. As chairperson, you are also responsible for scheduling and calling the meetings, and for overseeing the preparation of the agenda by the secretary of the board, who is usually the principal or head teacher of the school.
2. A Source of Information. It is essential that the chairperson become acquainted with and follow

denominational policies and guidelines related to church schools, as well as parliamentary procedure as it applies to board meetings and decision-making process. You will be expected to keep yourself informed, read the relevant policy books and the updated documents as they come out from the education department at the local and union conferences, and the North American Division.

Administrative Advisor. The support and awareness of the chairperson is needed by the principal or head teacher. You should become acquainted with the school program and confer with the principal on the daily operation of the school, but respect the role of the principal as manager or administrator. There

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will be times when individuals will attempt to "go over the head" of the principal and appeal directly to you to make administrative decisions. You should feel free to share your honest opinion with the principal, but outside of those private conversations you owe him or her your undivided support. If the principal seems disorganized in school administration duties, you may want to privately suggest inservice education or other help, but you must always remember that management is not your task. The best leadership in the strongest schools are those situations in which the board chairperson and the principal have honest and wide-ranging private conversations every week, but stay out of each other's responsibilities and stand together in public. You should maintain close contact with the conference superintendent of schools who has overall responsibility for operating conference schools.

4. Communication. As chairperson you are the primary liaison between the school and the church or churches that form the constituency. Be careful to keep the channels of communication open and report regularly to the pastors, treasurers and other key people in each congregation. Listen for the attitudes and feelings being expressed by constituents. The chairperson should work with the church board and congregation to generate strong support for the school in terms of funding, enrollment of every schoolage child in church families, finding student aid for families in need, organizing a welcome for new faculty, and orienting new board members to the ministry of the church school board.

5. Public Relations. The board chairperson is the primary public relations representative of the school. You should take every opportunity to communicate the purpose, activities and achievements of the school in both community and church media and events.

Resource Materials

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code and your local conference education policies.

In the development of a philosophy of Christian education the following books are available: Education by Ellen G. White, Myths in Adventism by George Knight, and the Journal of Adventist Education, a quarterly publication of the North American Division.

The Textures of Grace in our Schools by Gail Rice (1996, Pacific Union Conference Church Resource Center) provides 100 creative ideas to enrich your school's religious life. Available through AdventSource. Call 1-800-328-0525.

Information about additional resources and answers to your questions can be obtained through the denomination's "help desk" by calling (800) SDA-PLUS. A number of helpful fact sheets can also be obtained on the Adventist Forum on CompuServe or through the Fax Plus automated fax-back system. Dial (800) 474-4SDA.

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## SCHOOL BOARD MEMBER

The Seventh-day Adventist Church in North America has operated a system of elementary, secondary and higher education since 1872. These church schools are based on scripture. The mission of Adventist schools is to provide opportunity for students to accept Christ as their Lord and Savior, to allow the Holy Spirit to transform their lives,

and to fulfill the commission of preaching the gospel to all the world. The education program is based on the belief that each student is unique and of inestimable value, and on the importance of the development of the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of people in the home and society, and to become active church members.

The church operates a school system to provide children and youth with a balanced physical, mental, spiritual, social, and vocational education, with God as the source of all moral value and truth. The stated interest of the church is the restoration in man of the image of his Maker, resulting in the optimum development of the whole person for both this life and the life hereafter. The church conducts its own schools, kindergarten through university, for the purpose of transmitting to children and youth its own ideals, beliefs, attitudes, values, habits, and customs. Secular schools seek to prepare patriotic and law-abiding citizens, and teach certain values; Adventist schools, in addition, aim at developing loyal, conscientious Seventh-day Adventist Christians. A true knowledge of God, fellowship and companionship with Him in study and service, likeness to Him in character development, are the source, the means, and the aim of Seventh-day Adventist education.

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

#### Duties of the School Board

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

1. The local school board cooperates with the conference board of education, in counsel with the superintendent of schools, in the employment of certified teaching and administrative personnel. The local conference board of education, K-12 is the employer of administrative and instructional personnel. The local school board employs outright "classified" personnel, such as secretaries, custodians, and bus drivers, and appoints with conference approval substitute teachers, teacher aides and part-time teachers.
2. The board has a duty to implement the policies and plans of the union and local conference offices of education.
3. The board may develop policies in areas of local concern such as, use of school property, bus schedules and routes, purchasing procedures, tuition and other methods of funding, admission requirements (in accordance with conference and state or provincial guidelines), equipment and maintenance of the school physical plant, textbook purchases, master planning, curriculum development (beyond what is required by union and local conference policies).
4. The board advises and supports the principal or head teacher in the administration of the school program, including the implementation of school board decisions.
5. In elementary schools and junior academies the board considers recommendations of the principal or head teacher in serious disciplinary cases. The school board determines the dismissal of students in consultation with the principal.
6. The board supports a Home and School Association.
7. Official minutes must be kept of each meeting of the school board and its subcommittees, and a copy filed with the local conference office of education.
8. To consider appeals and answer questions regarding the operation of the school.
9. To participate in the process of school evaluation as scheduled by the conference office of education or regional accrediting agencies.
10. To cooperate with the conference office of education in providing released time for in-service education and teachers' conventions.
11. To consider, in counsel with the superintendent of schools, a proposed plan of school organization including a

constitution and bylaws.

12. To implement the recommended conference-wide school calendar. Any modification or contemplated change must receive prior approval from the conference office of education.
14. To authorize the preparation of a school bulletin and/or handbook which shall include such items as:
  1. Philosophy and objectives of school
  2. The financial information
  3. School regulations
  4. School calendar
  5. Course offerings
  6. Code for student conduct
  7. Statement of non-discriminatory policies for admission.
13. To assure responsibility for the planning and funding of an annual operating budget which will include:
  1. Capital expenditures
  2. Operating expenses
  3. Curriculum materials
  4. Play equipment
  5. Media center materials and equipment
  6. School supplies
  7. Insurance
  8. Indebtedness
  9. Other items at the option of the school board
14. To assume responsibility for collecting and forwarding to the conference office of education the conference assessment for the support of the school.
15. To assume responsibility for planning and funding a capital budget.
16. To cooperate with the union and conference offices of education in matters of curriculum development.
17. To see that meetings are conducted in accordance with generally accepted parliamentary procedures as specified in the school constitution.
18. To support the teaching staff. It is the responsibility of the school board to support and uphold the teaching staff in the organization and administration of the school. The board shall make clear to all patrons of the school that no one has the prerogative of visiting the school for the purpose of questioning teacher professionalism either before the students or otherwise. The board shall stand ready to hear legitimate school concerns of patrons, after counseling with the superintendent of schools, if calm, personal discussion of the problem between the teacher(s) and the patron fail to clear up the matter in question.
19. To plan the opening of school. It is the responsibility of the school board to see that the school building and grounds are adequately prepared and equipped for the beginning of school, including making adequate provision for janitorial services.
20. To visit the school in session. It is desirable for the members of the school board to visit the school occasionally to encourage the teachers and as a means of becoming personally acquainted with the school, its work, and its needs. This is not a time for evaluation of the teacher(s) or the teaching process. Teacher evaluation is the responsibility of the principal and the superintendent of schools. The relationship between the school board and the teachers should be friendly and on a basis of mutual confidence and respect.
21. To plan for additions or new buildings. When a new school building or extensive additions or alterations are being planned, the chairman of the school board should early seek the counsel of the conference superintendent of schools, who will acquaint the board with the approved specifications for such buildings and rooms, as well as with conference policies affecting such projects.
22. To act on pupil application. All applications are to be made through the principal's office and acted upon by the school board or by an admissions committee authorized by the school board. Following registration day, the school board or admissions committee should meet to consider all applications for admission to the school. No pupil's registration is final until it has been approved by the school board or the admissions committee.
23. To provide for a census. The school board shall arrange for a census of all children of preschool and school age in the area served by the school and initiate plans to secure the attendance of the largest possible

number of those eligible for school attendance.

24. To provide an open policy of admission in the school. It is the official policy of the North American Division Office of Education that all schools be open to Seventh-day Adventist children and youth without regard to race, color, gender, or national origin, and that integration should take place on all levels.
25. To implement conference board of education guidelines for the admission of non-Seventh-day Adventist pupils.
26. To appoint subcommittees as needed such as personnel, finance.
  1. Personnel. It shall be the duty of the Personnel Committee:
    1. To review and prepare recommendations for the full board concerning the employment of classified (non-teaching) staff.
    2. The superintendent/or designee is the chair of school personnel committees.
  2. Finance. It shall be the duty of the Finance Committee:
    1. To conduct preliminary preparations of the annual budget.
    2. To monitor the monthly financial operation of the school.
    3. To recommend tuition and subsidy rates for the year.
    4. To make recommendations regarding delinquent accounts.
27. To promote Christian education.

#### Resource Materials

1. The Textures of Grace in our Schools, Gail Rice (1996, Pacific Union Conference Church Resource Center) provides 100 creative ideas to enrich your school's religious life. Available through AdventSource. Call 1800-328-0525.
2. Information about additional resources and answers to your questions can be obtained through the denomination's "help desk" by calling (800) SDA-PLUS. A number of helpful fact sheets can also be obtained on the Adventist Forum on CompuServe or through the Fax Plus automated fax-back system. Dial (800) 474-4SDA.

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## VISITATION TEAM

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as "his body, the fullness of him who filleth every thing in every way." (Eph. 1:22) In the church we are specifically asked to "bear one another's burdens" (Gal. 6:12) and "encourage one another." (I Thess. 5: 11) People come to the church because they believe that in the body of Christ they will be cared for, challenged to grow and supported in their times of difficulty. Yet, in today's world, they often find the church as impersonal and uncaring as secular institutions.

A church faithful to the Bible is a caring church. It is a church that plans to care for its members and visitors. It is intentional about implementing the New Testament commands to "serve one another" (Gal. 5:13) and to be "devoted to one another" (Rom. 12:10) by organizing planned ministries of visitation. Because every believer is called to ministry and gifted for a specific form of ministry (Eph. 4:11-12), the work of visiting church members in their homes is not restricted to professional pastors, but shared by all those who have the ability. Each Visitation Team member is as dedicated and equipped for this purpose as the pastor.

#### Duties of the Visitor Team Member

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

1. **Incorporating New Members.** Unless a newly baptized or recently transferred member becomes friends with at least seven compatible individuals during the first six months, it is highly likely they will quit

attending. Several visits should be made in those six months to find out about the new member and get them involved in ministry in the church, to identify the kind of friends that will be most appropriate and to invite them to events where they can make friends. With the newly baptized it is also important to help them identify their spiritual gifts, understand the organization and plans of the church, and learn to practice the standards of the church.

2. **Contact Visitors.** Each new person who shows up on Sabbath and lives in the area should be contacted as soon as possible. It is usually most appropriate for a first-time visitor to be contacted by telephone, and often the prospect care coordinator (or interest coordinator) will make this call. Once a visitor has returned, or requested a house call, then the name will be given to one of the lay visitors. In this visit it is important to use listening skills to find out what has motivated attendance at church. What is happening with this person and how can we care for them? Is this a former Adventist or a friend or relative of an Adventist? Have they ever attended Adventist programs such as a stop-smoking plan, family life workshop or Bible seminar?
3. **Visit Inactive.** When a person breaks their regular routine of church attendance with no simple explanation such as vacation or business travel, it is "a cry for help." They are experiencing some pain in their lives and have found it more comfortable to quit attending than to continue. Often the source of pain has nothing directly to do with the church, but is complicated because their regular friends in the congregation are not responding to their needs. For example, when a church member goes through a divorce it is common for the other church members to back off from contact because they "don't know what to say." The visitation team has the task of arranging for a contact immediately to listen, try to identify the real source of pain and help them bear that burden. If members or non-members that have stopped attending are visited promptly-within six weeks of the attendance break-nine out of ten will return to the church.
4. **Visit Members who are Hurting.** People who are hospitalized, individuals who are terminally ill as well as their families, persons who are separated or in the process of divorce, those having an unplanned pregnancy, individuals and families of those who are in trouble with the law, families who must put a loved one in a nursing home, parents with handicapped children, the bereaved including parents suffering a miscarriage, those shut-in at home or institutionalized, those who have lost their job, and members struggling with their faith in God all deserve a visit from the church. The visitation team plays a key role in meeting this need because in a typical congregation at any one time fully one quarter of the members may fall into one of these categories and the pastor, who usually has more than one church, cannot carry the full load.
5. **Visit at the Time of Life Events.** Occasions of joy, as well as pain, need the participation of the church in order to bring them into spiritual focus. Members of the Visitation Team will be asked to contact parents whose children are leaving home for school, people getting married, families having a graduation, couples experiencing the birth of a child, people in the process of moving in or out of town, and those who are retiring.
6. **Yearly Contact.** In healthy churches each member household gets a visit at least once a year. It may simply be a "listening visit" to get their input regarding the church program. This goal cannot be achieved in most congregations unless lay visitors help it happen.

#### Resource Materials

1. Finding His Lost Sheep by Fordyce Detamore (1989, Review & Herald Publishing Association) It is the classic Adventist book about reclaiming members.
2. Christian Caregiving-A Way of Life by Kenneth C. Haugk (1984, Augsburg) is the basic textbook of the Stephen Series.

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## COMMUNITY SERVICES REPRESENTATIVE

**JOB SUMMARY:** Responsible for informing the Grand Junction SDA Church as to the work, progress and needs of the Adventist Community Service Center. **JOB DUTIES:**

1. To report once a quarter to the "All Church Family Business Meetings".
2. To represent the Grand Junction SDA Church on the Community Service Center Board.
3. To communicate to church of special projects from the Community Service Center through Church Bulletin Announcement, Church Newsletter or oral announcement.
4. To participate as a member of the Church Board.
5. To encourage church members to volunteer at Community Service Center as needed.
6. To provide a comprehensive statistical report at least once a year from the Center.
7. To train someone to do your job.

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

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

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

## COMMUNITY SERVICES DIRECTOR

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

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

### **Duties of the Community Services Director:**

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

1. *Discovering the Needs of the Community.* A needs assessment of your area should be completed every two or three years by visual inspection; by talking with police, fire, mental health, and welfare authorities; by

reviewing the news media; and by conducting surveys. A methodology for conducting a community survey has been published in chapter 4 of *Ministries of Compassion* (AdventSource 1994).

2. *Mobilizing a Response to Specific Concerns*. It is your responsibility to help your church identify social concerns to which it feels called to respond. Usually this decision will be made in the outreach or personal ministries committee. Once the decision is made you will have the task of getting the word out and arousing the congregation to action. To learn how to mobilize and organize the church members for outreach, see *Ministries of Compassion*, chapter 3.
3. *Organization of Programs*. You will be asked to recruit volunteers and arrange details of disaster relief programs, entry events (activities through which non-members participate for the first time in a church sponsored activity), and other social action projects. These will include health screening, aid for the poor, literacy and employment assistance, and inner city programs.
4. *Establish Cooperation*. The community services director is asked to work with other organizations in the community so the church does not duplicate services. Contracts have been negotiated at national levels with the Red Cross and government agencies specifying what Adventist Community Services will do in the event of major disasters and related to certain social problems. Similar agreements are needed in your area. This may mean that you, or someone you appoint, will meet regularly with inter-agency committees to represent the Adventist Church.
5. *Communication*. You are the person the congregation expects to keep it posted about Adventist Community Services and Adventist Development and Relief Agency activities, as well as provide information on current issues. This means that you will want to utilize the personal ministries time once a month (as outlined in denominational policy), prepare announcements for the bulletin and church newsletter, and distribute a comprehensive statistical report at least once a year. Since the yearly "Ingathering" appeal is a major source of funds for community services, the community service leader will want to be involved.

## Resource Materials

Three books by Ellen G White are specifically about social ministry:

- *Christian Service, Welfare Ministry, and The Ministry of Healing*. You can obtain copies from your Adventist Book Center, 1-800-765-6955.
- *Ministries of Compassion* is a revised edition of the Adventist Community Services manual. This is the official guide for Community Service centers, the Inner City Program, and similar projects. Available through AdventSource at 1-800-328-0525.
- *Free Community Service Resources Catalog*. Available through AdventSource. Call 1-800-328-0525.
- *Christ-Centered Caring* by Dr. Ronaee Whittington, a practicing Adventist social worker, covers the principles of listening and responding to people who are hurting, based on New Testament concepts. It is a very practical and specific "how-to" book available through AdventSource, 1-800-328-0525.
- *Health Screening Handbook* is the official program guide for the setting up of a van ministry, health fair, or other screening program. It is available through AdventSource, 1-800-328-0525.
- *Disaster Relief Guide* is the official guide for preparations to respond effectively in the event of a disaster in your community. It is available through AdventSource, 1-800-328-0525.
- *A Public Relations Primer* compiled by Ann Calkins will help your Adventist Community Services Center identify with current social issues, and gain public attention. Call AdventSource for this manual at 1-800-328-0525.
- *When Disaster Strikes* is a step-by-step guide for public information officers and is a must for anyone involved in Adventist Disaster Response. Call AdventSource at 1-800-328-0525 to order.
- *Compassion in a time of AIDS* by Harvey Elder, M.D., Bruce Campbell Moyer, S.T.D., Eunice Diaz, Ph.D., Carolyn Watkins, M.A. (1994, Church Resources Consortium, North American Division). Available through AdventSource. Call 1-800-328-0525.
- *Adventist Witness* is a new, quarterly magazine designed for local church leaders who focus on soulwinning and outreach. It includes up-to-date information and creative ideas for evangelism and service in your community. Published by the Review & Herald Publishing Association and available through your Adventist

Book Center at (800) 765-6955.

- Information about additional resources and answers to your questions can be obtained through the denomination's "help desk" by calling (800) SDA-PLUS. A number of helpful fact sheets can also be obtained on the Adventist Forum on CompuServe or through the Fax Plus automated fax-back system. Dial (800) 474-4SDA.

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## YOUTH SABBATH SCHOOL LEADER

God calls every member of the church into ministry. The church is "a kingdom of priests." (1 Peter 2:9) Our priesthood is to each other within the church and to the world. A youth leader, like any other church officer, is a ministering servant of God. As a youth ministry leader it is important that you see teens as an important part of the present church, not just the church to come.

**Duties of the Youth Sabbath School Leader** Although the program varies from church to church, the ministry to which a person is called when 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. 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.
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 warm 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.

### Resource Materials

- Insight is the weekly magazine for Adventist teens packed with stories, features, creative youth outreach projects. (Review and Herald.) Youth and Young Adult Resources for your Local Church is a free catalog available from AdventSource, call 1-800-328-0525.

- Window Frames: Resources for Youth Leaders-Ted Wick, former NAD Youth and Young Adult Specialist. Window Frames includes organizational guidelines, mission statements, outreach ideas, small group strategies, and youth meeting program scripts, call AdventSource 1-800-328-0525.
  - Faith in the Balance-Roger Dudley and Bailey Gillespie. Reports on the Valuegenesis survey. Call AdventSource 1-800-328-0525.
  - Youth Apprenticeship Packet-Call AdventSource 1-800-328-0525.
  - Who Cares? A-Zillion Ways You Can Meet the Needs of People Around You by Linnea Torkelsen (1996, The Adventist Youth Service Network North American Division). Call Advent Source, 1-800-328-0525.
  - The Family & Youth Ministry by Fred Cornforth (1995, The Youth and Young Adult Ministries Consultants, Inc.). Available through AdventSource. Call 1-800-328-0525.
  - Creative Bible Learning Activities by Fred Cornforth and Kelly Blue Cornforth (1995, the Children's Ministries Department North American Division) offers 101 creative Bible learning activities. Available through AdventSource. Call 1-800-328-0525.
  - The Sounds of Grace in our Churches, V. Bailey Gillespie (1996, Pacific Union Conference Church Resource Center) provides 100 creative ideas to enrich your church. Available through AdventSource. Call 1-800-328-0525.
  - Step by Step, Praise Team system for Youth Groups by 2 FOR 1 Ministries, Inc. (1996, Half-Off Music). A comprehensive, participatory resource. Contains notebook, video, CD, computer disks. Available through AdventSource. Call 1-800-328-0525.
  - Information about additional resources and answers to your questions can be obtained through the denomination's "help desk" by calling (800) SDA-PLUS. A number of helpful fact sheets can also be obtained on the Adventist Forum on Compu-Serve or through the Fax Plus automated fax-back system. Dial (800) 474-4SDA.
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## YOUTH SABBATH SCHOOL ASSISTANT

God calls every member of the church into ministry. The church is "a kingdom of priests." (I Peter 2:9) Our priesthood is to each other within the church and to the world. A youth leader, like any other church officer, is a ministering servant of God. Every Christian believer is called to ministry, gifted by the Holy Spirit, and in baptism ordained for ministry. (Eph. 4: 11-12) As a youth ministry leader it is important that you see teens as an important part of the present church, not just the church to come.

### Duties of the Youth Sabbath School Assistant

The program varies from church to church, but the ministry to which a person is called when he or she agrees to help in the youth division of the Sabbath School often includes the following:

1. Teaching. It will often be your job to teach the youth Sabbath School lesson. 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 deal 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 bridge between them and their parents. Often teens are very shy and you will want to preserve their dignity. Listening skills are important!
4. **Teamwork.** Group members need to know that they can depend on you and that your attendance and participation will be regular. You must take the time to communicate regularly with your division leader and the others involved. You may be asked to attend a planning session once a quarter, and this is a significant time to share insights about the needs of your teens, get your signals straight and coordinate calendars. The youth will pick up on confusion and disagreement between adult leaders, and this will dampen their involvement.
5. **Music.** You may have special talents with the piano or guitar, or even in organizing and leading a choral group. If so, that is undoubtedly the reason you've been asked to help with the youth Sabbath School! Music is an important part of worship and fellowship for teenagers, but they find it difficult to respect and get involved in a poorly run, traditional "song service." Music ministry with youth requires creativity and up-to-date resources. Use the youth hymnal-He Is Our Song (Review & Herald Publishing Association, 1988). If you would like to start a praise team, try the "Step by Step song service" (see below).

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