

CHURCH OFFICERS

JOB DESCRIPTIONS

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HEAD ELDER

Purpose

To give spiritual and moral leadership. In the absence of the pastor directs all phases of church work.

Term

One or two years, depending on the local church officer election cycle.

Authority

To call meetings of Board of Elders. If the pastor is absent and cannot be contacted and an emergency arises, the Head Elder can call a church board meeting.

Accountability

Works under the direction of the pastor. He is accountable to the church board. Gives reports to the pastor monthly.

Responsibilities

1. Chairman of church board (if pastor designates).
2. Member of the church board.
3. Coordinates the work of the elders. Meets with elders on a monthly basis.
4. Visits church members.
5. Assists in communion service.
6. Takes communion to the shut-in.
7. Assigns member visitation to other elders.
8. Assigns duties for church worship service.
9. Regards information about members as confidential.
10. Member of Church Finance Committee.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Able to teach others
6. Diligent student of the Bible.
7. Has the spirit of empathy and can employ reflective listening.
8. Ordained during church service.

Support and Resources

1. Meets weekly with the Pastor.
2. Attend Conference-directed officers' meetings.
3. Suggested books:
 - a. Caring Enough to Hear by David Augsburg.
 - b. Caring Enough to Confront by David Augsburg.
 - c. Church Fights-Managing Conflict in the Local Church by Speed Leas and Paul Kittlaus.
 - d. Everyone a Minister by Rex Edwards.
 - e. Ministry of Healing by Ellen G. White.
 - f. Church Manual and Manual for Church Officers.

ELDER

Purpose

To give spiritual and moral leadership to the church. Assists the Pastor and Head Elder in areas of church work delegated to him.

Term

One or two years, depending on the local church officer election cycle.

Authority

No specific authority given.

Accountability

Works under the direction of the head elder. Can consult the head elder at any time. Will give monthly reports of his visitation to the head elder.

Responsibilities

1. Member of the church board.
2. Visits assigned families in the church every quarter.
3. Assists the pastor in the conducting of the church services.
4. Assists in the communion service.
5. Takes communion to shut-ins.
6. Member of assigned committee/s as designated by the church board.
7. Regards information about members as confidential.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Able to teach others
6. Diligent student of the Bible.
7. Has the spirit of empathy and can employ reflective listening.
8. Ordained during church service.

Support and Resources

1. At beginning of the term, will attend an orientation meeting.
2. Training in visitation and listening skills will be given during the first
3. quarter of service (to those who have not already acquired the skills).
4. Once a month will visit with the Pastor.
5. Suggested books:
 - a. *Caring Enough to Hear* by David Augsburg.
 - b. *Caring Enough to Confront* by David Augsburg.
 - c. *Church Fights-Managing Conflict in the Local Church* by Speed Leas and Paul Kittlaus.
 - d. *Everyone a Minister* by Rex Edwards.
 - e. *Ministry of Healing* by Ellen G. White.
 - f. *Church Manual* and *Manual for Church Officers*.

HEAD DEACON

Purpose

To plan, organize, and direct the work of the deacons. To be responsible for the church custodial care.

Term

One or two years, depending on the local church officer election cycle.

Authority

To call quarterly deacon's meetings. Oversee ordering of janitorial supplies.

Accountability

Pastor and Church Board.

Responsibilities

1. Arrange for deacons' coverage of church functions.
2. Arrange for and supervise church custodial work (janitorial, repairs, heating, etc.)
3. Maintains the church grounds (snow removal, weeding, grass, etc.).
4. Sees that offering and tithe envelopes are in pew racks.
5. Arrange for the opening and closing of the church building.
6. Arrange for deacons' schedule.
7. Arrange for taking the offerings.
8. Prepare the baptistry.
9. Assist at communion.
10. Performs other duties as requested (following church service see that sanctuary is free of papers on floor and pews.)
11. Care for Church families' special needs.
12. Member of the church board.
13. Member of the Finance Committee.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Able to be organized.
6. Ordained during church service.
7. Be able to relate to others.

Support and Resources

1. *Church Manual* and *Manual for Church Officers*.
2. Quarterly deacon's meeting.

DEACON

Purpose

To assist the Pastor and elders in meeting the spiritual and physical needs of the church.

Term

One or two years, depending on the local church officer election cycle.

Authority

Not applicable.

Accountability

To the Head Deacon.

Responsibilities

1. Serves as an usher during church services and other programs.
2. Assists in care of church property, cleaning and repairing as needed.
3. Assists in celebration of Ordinances of Humility.
4. Assists male candidates in preparation for baptism.
5. Provides snow removal as needed.
6. Performs other duties as directed by Head Deacon.
7. Assists Head Deacon in care for church family special needs.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Responsible and reliable person.
6. Ordained during church service.

Support and Resources

1. *Church Manual*
2. Quarterly deacon's meeting.

HEAD DEACONESS

Purpose

To plan, organize, and implement activities of Deaconesses.

Term

One to two years, depending on the local officer election cycle.

Accountability

Pastor/Church Board

Responsibilities

1. Schedule Deaconesses for the necessary tasks associated with the Ordinances of Humility, communion, and baptisms.
2. Arrange for supplies and equipment for the above services.
3. Supervises activities of Deaconesses in charge of special activities as indicated by emergencies.
4. Schedules periodic cleaning days for the church kitchen.
5. Member of the Church Board.
6. Performs other duties as directed by Pastor or church board.

Authority

To order supplies as needed (Communion, Kitchen, Janitorial)

Qualification

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Be a kind and loving person.

Support and Resources

1. Quarterly meeting with the Pastor.
2. Church Manual

DEACONESS

Purpose

To perform the necessary tasks associated with the Ordinances of Humility, communion, baptisms, and to meet the special needs of the Church family. To care for certain church facilities.

Term

One or two years, depending on the local church officer election cycle.

Accountability

Head Deaconess

Responsibilities

1. Assists with Ordinances of Humility, communion, and baptisms.
2. Assists church families during times of bereavement and other emergencies with food and other services.
3. Helps with care and maintenance of Church facilities.
4. Performs other duties as may be assigned by Head Deaconess.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Be a kind and loving person.

Support and Resources

1. Quarterly Deaconess' meeting

CHURCH CLERK

Purpose

To prepare and preserve accurate records of all church business meetings, board meetings, and church membership, as well as events important to the local church.

Term

One year with exceptions as described in the church manual.

Accountability

To the Pastor and church board

Responsibilities

1. Attend church board and business meetings.
2. Prepare written minutes for distribution to board members.
3. Handles correspondence dealing with transfers of church membership and keeps all records of transfers of members.
4. Prepare and submit monthly reports to Conference regarding membership changes by transfer, baptism, or death, apostasy, and missing.
5. Prepare and preserve permanent records of minutes, events, and membership in the Clerk's record books.
6. Submit church officer list to Conference.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Must work independently of others.
6. Must be able to keep accurate records.
7. Must be a person who is reliable and trustworthy.
8. Must maintain careful confidentiality.

Support and Resources

1. Attend Conference church officers' meetings.
2. For questions and concerns contact the Conference Church Records secretary.

HEAD GREETER

Purpose

Responsible for making the guests and members feel a warm welcome when entering Church. To secure names of visitors to use as a follow-up.

Term

One or two years, depending on the local church officer election cycle.

Authority

Not applicable.

Accountability

To the Pastor and Church Board.

Responsibilities

1. To greet people entering the Church for Sabbath School and Church.
2. To invite visitors to sign the guest registry.
3. To become acquainted with the guests.
4. To bring to the attention of the Pastor any person who indicates an interest in our faith. Fill out an interest card for Pastor.
5. To see that guests are invited home for dinner.
6. To plan and distribute the schedule of greeter responsibility on a rotating basis.
7. Makes sure that the attendance is taken.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Friendly, pleasant person.
6. Gift of hospitality.

RECEPTIONIST OR GREETER

Purpose

The role of the receptionist or greeter is to make the atmosphere of the church warm and inviting. The receptionist's task is to set the climate for the Sabbath School and make others feel comfortable, welcomed, and loved. They are to make friends with strangers.

Term

One or two years, depending on the local church officer election cycle.

Accountability

Responsible to the assistant superintendent for hospitality or in larger churches there may be a receptionist committee with one person acting as chairperson. Receptionists will work closely with the deacons or ushers.

Responsibilities

1. Become acquainted with the regular members so they can recognize visitors upon arrival.
2. When approaching guests introduce themselves first, extend a welcome, then ask for the visitor's names.
3. Introduce the person to someone who will show them a seat or help them find S.S. classes or divisions as needed.
4. Introduce newcomers to one or two other people in the church with whom they might feel comfortable because of shared ages or interests.
5. Try to sense the needs of people arriving in church for the first time. Help them with such needs as to where to find the children's rooms, where to hang coats, the location of restrooms, the location of the parent's room as well as a variety of classes and where they meet.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Has a warm, friendly, outgoing personality. Is not afraid to approach strangers and make them feel welcomed.

Support and Resources

1. The Sabbath School Handbook, NAD 2000 edition.

Time Commitment:

Three (3) hours a month. The receptionist should be on duty 30 minutes before the first service begins and should continue at least until the sermon begins. (This would be whether S.S. precedes the worship service or not.) In large congregations the receptionist may be asked to attend a receptionist's committee once or twice during the year.

SABBATH SCHOOL SUPERINTENDENT

Purpose

1. To establish the four basic goals of Adventist Sabbath Schools:
 - a. To encourage the study of Scripture, using the Bible Study Guides (quarterlies) for each division as the curriculum source.
 - b. Help create a caring and nurturing environment.
 - c. Promote soul-winning goals and activities from within each class or division.
 - d. Report on the Mission Program of the SDA Church and promote Systematic financial support of the mission program.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the Church Board, S.S. Council, and the Michigan Conference Adult Sabbath School Director.

Authority

1. To call S.S. Council meetings
2. To authorize the expenditure of funds for the S.S. in harmony with the budget.

Responsibilities

1. It is the duty of the **superintendents/coordinators**, to administer the entire Sabbath School.
2. If there are no assistant **superintendents/coordinators**, this person will also care for additional duties of the Adult Sabbath School division,
3. Member of the Church Board.
4. Chair Sabbath School Council/committee.
5. Give attention to the development of S.S. leadership, build a soul-winning Sabbath School and recruitment of volunteers.
6. Attend to the staffing needs of divisions.
7. Arrange supplies, equipment, and meeting space for divisions.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Able to organize, plan and be a cooperative team player consistently

Support and Resources

1. Regular meetings with the pastor.
2. *The Sabbath School Handbook*, NAD 2000 edition.
3. *Church Manual*
4. Resources at the ABC and Adult Sabbath School Department Of the Michigan Conference.

Time Commitment:

Eight (8) hours a month. 1-2 hours per month for the S.S. Council meeting. 1-2 hours per month for Church Board meetings. 2-4 hours per month may be spent recruiting volunteers, promoting training events, and caring for other administrative duties. Budget time for prayer, studying S.S. methods, and planning ways in which the S.S. can reach its objectives.

ASSISTANT SABBATH SCHOOL SUPERINTENDENT

Purpose

There are two job descriptions for Assistants to have

1. Each assistant may be assigned a certain number of Sabbath programs for the Adult division during the term of service and plans all activities for the assigned Sabbaths.
2. Each assistant takes charge of a different aspect of Sabbath School and plans activities within that area of responsibility for the term of service.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the Sabbath School superintendent and S.S. council.

Responsibilities

1. Direct activities of the Sabbath School in harmony with the four basic goals
 - a. To encourage the study of Scripture, using the Bible Study Guides (quarterlies) for each division as the curriculum source.
 - b. Help create a caring and nurturing environment.
 - c. Promote soul-winning goals and activities from within each class or division.
 - d. Report on the Mission Program of the SDA Church and promote systematic financial support of the mission program.
2. Fulfill assigned job description as determined by the S.S. Council and respective duties.
3. Member of the S.S. Council.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Can organize, plan and be a cooperative team player consistently

Support and Resources

1. Regular meetings with the pastor.
2. *The Sabbath School Handbook*, NAD 2000 edition.
3. *Church Manual*
4. Resources at the ABC and Adult Sabbath School Department Of the Michigan Conference.

Time Commitment:

4-5 hours per month. 1-2 hours for S.S. Council. Balance in planning and executing the goal and activities one is responsible for. Budget time for prayer, studying S.S. methods, and planning ways in which the S.S. can reach its objectives.

ADULT SABBATH SCHOOL TEACHER/CLASS LEADER

Purpose

The role of the teacher/class leader is primarily to assist people in learning from Scripture which will lead to the development of faith. The teacher/ class leader is also expected to promote fellowship, soul-winning outreach, and the support of world missions.

Term One year or as determined by the S.S. Council.

Accountability

To the Lord, to Scripture, to the adult division superintendent, and the Adult Sabbath School Director of the Michigan Conference.

Responsibilities

1. To lead the class in a meaningful and redemptive study of God's word through creative and effective teaching methodologies.
2. Teach the lesson and/or serve as discussion leader depending on the type of class.
3. To lead each member into a deeper understanding of the Bible.
4. Be aware of the characteristics of adult learners and their life issues and attempt to meet those needs.
5. Helps the class to set goals for soul-winning projects and helps each member to find an avenue of service for the Lord, so each can become a true disciple.
6. Encourages members to invite friends to class and recognizes each visitor who attends.
7. Promotes the weekly world mission offering.
8. Attends teacher training seminars and the local weekly teacher's meeting.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Is known within the church as a diligent student of the scriptures.
6. Has a good reputation with those outside the church.
7. Has a gift of teaching and serves more as a facilitator than a lecturer.

Support and Resources

1. Leading adult Sabbath School -Facilitating interactive Bible Study by C. Bet. and J. Calkins
2. The Sabbath School Manual, NAD 2000 edition.
3. Regular teacher meetings as well as training seminars of the Michigan Conference.

Time Commitment

25-30 hours per month. The time involved in lesson preparation depends on the background and training of the teacher/class leader. 3-5 hours per week for lesson preparation. 2-4 hours for teacher's meetings in some cases, teachers are made a member of the S.S. Council which requires about 1 hour. Home visitation of class members and prospective class members on an as needed basis.

SABBATH SCHOOL SECRETARY

Purpose

The secretary must attend to the clerical work of the S.S.: keep records and statistics, oversee supplies, provide communication, and care for the S.S. offerings

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the S.S. superintendent, assistant superintendent, and S.S. council. Assistant secretaries report to the secretary. Division leaders and class leaders are also responsible for reporting membership, attendance, and offerings to the secretary.

Responsibilities

1. Distributes supplies to teachers.
2. Gathers class records and offerings from each adult class and all divisions.
3. Gives to church treasurer all monies received from S.S.
4. Orders S.S. supplies and special helps.
5. Keeps minutes of the S.S. Council.
6. Sends Quarterly S.S. reports to the Michigan Conference.
7. Prepares new class records each quarter.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Is dependable and able to keep consistent records and is also accurate with detail, especially figures.

Support and Resources

1. The Sabbath School Handbook, NAD 2000 edition.
2. Church Manual
3. Resources at the ABC and Adult Sabbath School Department of the Michigan Conference.

CHURCH ORGANIST

Purpose

To play the organ during the church service.

Term

One or two years, depending on the local church officer election cycle.

Accountability

Music Coordinator or Church Board

Responsibilities

1. Play organ between Sabbath School and the beginning of church service.
2. Play organ for the opening services.
3. Play organ for special music as arranged.
4. Contact someone else to play if unable to be present.

Qualifications

1. Committed born-again Christian and sound in the faith
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Able to play the organ.

CHURCH PIANIST

Purpose

To play the piano during the church service.

Term

One or two years, depending on the local church officer election cycle.

Accountability

Music Coordinator or Church Board

Responsibilities

1. To play between Sabbath School and the beginning of the worship service.
2. Play piano for the opening services.
3. Play special music **as** arranged.
4. Contact someone else to play if unable to be present.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Able to play the piano.

CHURCH TREASURER

Purpose

To count, receive and disperse church funds and maintain the records.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the Church Board

Responsibilities

1. Verifies the amount shown on each envelope and resolves any discrepancies.
2. Deposits funds in the bank.
3. Records contributions on members' receipts.
4. Balances receipts and bank deposits.
5. Reconciles ledger with the bank deposits.
6. Records the contributions and sends funds and reports to the Conference Treasurer.
7. Prepares financial statements for the church board.
8. Member of the Church board.
9. Files all members' receipts and gives quarterly.
10. Member of the Finance Committee.

Authority

To pay bills as directed by the church board. Can only pay bills from cash in hand in the accounts.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and Family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Some knowledge of bookkeeping.
6. Knowledge of accounts receivable
7. Ability to balance ledger.

Support and Resources

1. Annual Conference Church officers' meeting.
2. Church Manual

LAY ADVISORY REPRESENTATIVE

Purpose

The Lay Advisory Representative (LAR) serves as a channel of communication between the local congregation and the Lay Advisory Coordinating Committee, as well as the Michigan Conference.

Term

Five Years– concurrent with the Michigan Conference Quinquennium.

Accountability

To the local congregation.

Recommendation

That the local church Lay Advisory Representative (LAR) also be elected to serve as a member of the local church board.

Responsibilities and Duties

1. Attend the Lay Advisory annual business meeting and retreat.
2. As a channel of communication with the church, the LAR is encouraged to share information from the monthly MAP report. This can be accomplished through the options available at the local church: in print through the weekly bulletin, monthly newsletter, as a special insert; or verbally as a report to the pastor, church board, and congregation during Sabbath services.
3. Share monthly MAP reports and other MAP materials with the local church.
4. Volunteer to make the monthly (4th Sabbath) MAP offering call from the pulpit.
5. The LAR should be one who systematically supports MAP, striving toward the goal of 1% or more of his/her income.
6. Because of the nature of the responsibilities that ties this local church officer closely to MAP and conference operations, the LAR serves as a channel of communication between the local congregation and the Lay Advisory Coordinating Committee, as well as the Michigan Conference.
7. Attend Town Hall meetings called by the Conference. In addition, inform and encourage other church members in the congregation to attend, which promotes a better understanding of the purpose, contributions, or issues important to the Michigan Conference and MAP.
8. The LAR provides any local church financial requests for MAP Pooled Resource Funds. Send a request to the Area Lay Advisory Chairperson who, in turn, will provide evaluation and referral to the Statewide Lay Advisory Coordinating Committee.

Qualifications

1. The LAR will be a church member of the local congregation and one who is committed to the message and mission of the church, by actions, lifestyle, and leadership ability.
2. The person should be faithful in tithing and systematic giving to the local church, local conference, and world church.

SOCIAL COMMITTEE CHAIRPERSON

Purpose

Heads Social Committee and provides activities for the social and spiritual needs of church members.

Term

One or two years, depending on the local church officer election cycle.

Authority

Spends funds as budgeted by the Finance Committee.

Accountability

Responsible to the church board.

Responsibilities

1. Coordinates social activities.
2. Collects fees as applicable and turns any extra monies to the church treasurer.
3. Arranges socials monthly.
4. Plans for Holiday dinner/socials.
5. Plans showers and church fellowship dinners.
6. Coordinates schedule for monthly fellowship dinners and also keeps kitchen supplies in check.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Well-organized person.
6. Works well with others.
7. Enthusiastic.

SOCIAL COMMITTEE PERSON

Purpose

To provide Christian fellowship for the members and friends of members in the church. This would include all age groups, not necessarily at the same function, and areas of interest, and could be held at the church, various private or community locations as well as trips to more distant areas.

Term

One or two years, depending on the local church officer election cycle.

Authority

Not applicable.

Accountability

Responsible to the church board.

Responsibilities

1. Coordinates social activities.
2. Arranges socials monthly.
3. Plans for Holiday dinner and socials.
4. Plans showers and church fellowship dinners.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Works well with others.
6. Enthusiastic.

CRADLE ROLL LEADER

Purpose

To lead out in the Cradle Roll Divisions.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the Sabbath School Council

Responsibilities

1. To Promote the Sabbath School objectives of:
 - a. Every child in regular attendance at S.S.
 - b. Daily study of lesson and memory verse.
 - c. Systematic gifts for missions.
2. To call a division staff meeting quarterly to discuss aims, goals, devices, songs, and room decorations.
3. To schedule the leader and assistants for program leadership responsibility.
4. Discuss near the end of the quarter with the S.S. secretary the number of items needed on the standing order list of supplies to be ordered from the A.B.C.
5. To purchase from the monies budgeted items needed for developing and maintaining division supplies.
6. Identify the spiritual needs of the children through appropriate communication including the children, parents, Pastor, and staff.
7. To be present before children arrive.
8. To cheerfully welcome the children as they arrive.
9. Begin S.S. at 9:15 a.m. and finish at 9:40 a.m.
10. To take the class record.
11. Prepare for and present the S.S. program which is supplied by the church.
12. Send Little Friend to absent children.
13. Work with the Investment Secretary in promoting investment in your division.
14. Represent the division at the S.S. Council as a member.
15. Attend workshops held by the Michigan Conference.
16. Support Vacation Bible School.
17. Visit all members of the division periodically throughout the year.

Qualifications

1. Committed born-again Christian and sound in the faith
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Friendly pleasant person.
6. Gift of Hospitality.
7. Be prompt!

KINDERGARTEN LEADER

Purpose

To lead our children to Jesus in the Kindergarten Divisions.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the Sabbath School Council

Responsibilities

1. To Promote the Sabbath School objectives of:
 - a. Every child in regular attendance at S.S.
 - b. Daily study of lesson and memory verse.
 - c. Systematic gifts for missions.
2. To call a division staff meeting quarterly to discuss aims, goals, devices, songs, and room decorations.
3. To schedule the leader and assistants for program leadership responsibility.
4. Discuss near the end of the quarter with the S.S. secretary the number of items needed on the standing order list of supplies to be ordered from the A.B.C.
5. To purchase from the monies budgeted items needed for developing and maintaining division supplies.
6. Identify the spiritual needs of children through appropriate communication including the children, parents, Pastor, and staff.
7. To be present before children arrive.
8. To cheerfully welcome the children as they arrive.
9. Begin S.S. at 9: 15 a.m. and finish at 9:40 a.m.
10. To take the class record.
11. Prepare for and present the S.S. program which is supplied by the church.
12. Send Little Friend to absent children.
13. Work with the Investment Secretary in promoting investment in your division.
14. Represent the division at the S.S. Council as a member.
15. Attend workshops held by the Michigan Conference.
16. Support Vacation Bible School.
17. Visit all members of the division periodically throughout the year.

Qualifications

1. Committed born-again Christian and sound in the faith
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Friendly pleasant person.
6. Gift of Hospitality.
7. Be prompt!

PRIMARY LEADER

Purpose

To lead out in the Primary Divisions.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the Sabbath School Council

Responsibilities

1. To Promote the Sabbath School objectives of:
 - a. Every child in regular attendance at S.S.
 - b. Daily study of lesson and memory verse.
 - c. Systematic gifts for missions.
2. To call a division staff meeting quarterly to discuss aims, goals, devices, songs, and room decorations.
3. To schedule the leader and assistants for program leadership responsibility.
4. Discuss near the end of the quarter with the S.S. secretary the number of items needed on the standing order list of supplies to be ordered from the A.B.C.
5. To purchase from the monies budgeted items needed for developing and maintaining division supplies.
6. Identify the spiritual needs of the children through appropriate communication including the children, parents, Pastor, and staff.
7. To be present before children arrive.
8. To cheerfully welcome the children as they arrive.
9. Begin S.S. at 9:15 a.m. and finish at 9:40 a.m.
10. To take the class record.
11. Prepare for and present the S.S. program which is supplied by the church.
12. Send Primary Treasure to absent children.
13. Work with the Investment Secretary in promoting investment in your division.
14. Represent the division at the S.S. Council as a member.
15. Attend workshops held by the Michigan Conference.
16. Support Vacation Bible School.
17. Visit all members of the division periodically throughout the year.

Qualifications

1. Committed born-again Christian and sound in the faith
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Friendly pleasant person.
6. Gift of Hospitality.
7. Be prompt!

JUNIOR AND EARLITEEN LEADER

Purpose

To lead and teach children to know Jesus.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the Sabbath School Council

Responsibilities

1. To Promote the Sabbath School objectives of:
 - a. Every child in regular attendance at S.S.
 - b. Daily study of lesson and memory verse.
 - c. Systematic gifts for missions.
2. To call a division staff meeting quarterly to discuss aims, goals, and program.
3. To discuss near the end of each quarter with the S.S. secretary the number of items needed on the standing order list of supplies to be ordered from the A.B.C.
4. To purchase from the money budgeted items needed for developing and maintaining division supplies.
5. To be present before children arrive.
6. To cheerfully welcome the young people as they arrive.
7. Begin S.S. at 9: 15 a.m. and finish at 10:40 a.m.
8. To take the class record.
9. To prepare and lead out in the S.S. program supplied by the church.
10. To send the "Guide" to absentee young people.
11. To encourage the young people to take a definite stand for Christ.
11. To plan and organize additional spiritual and social activities that will enhance the spiritual growth of young people.
12. To work with the Investment Secretary in promoting Investment in your division.
13. To encourage teachers to always maintain a high spiritual tone.
14. Support the Pathfinder program.
15. To visit members of the division periodically throughout the year.

Qualifications

1. Committed born-again Christian and sound in the faith
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Have enthusiasm.
6. Be cheerful and love children.
7. Be prompt!

YOUTH LEADER

Purpose

To plan and carry out the Sabbath School program and to lead young people to know their friend, Jesus.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the Sabbath School Council

Responsibilities

1. To Promote the Sabbath School objectives of:
 - a. Every individual in regular attendance at S.S.
 - b. Daily Bible study.
 - c. Systematic gifts for missions.
2. To call a division staff meeting quarterly to discuss aims, goals, and program, coordinating with the leader of the adult division.
3. To discuss near the end of each quarter with the S.S. secretary the number of items needed on the standing order list of supplies to be ordered from the A.B.C.
4. To use the money budgeted to plan S.S. programs and social activities.
5. To schedule the leader and assistants for program leadership responsibility.
6. To identify the spiritual needs of youth through appropriate communication, including the youth, parents, Pastor, and staff.
7. Begin S.S. at 9: 15 a.m. and finish at 10:40 a.m.
8. To take the class record.
9. To prepare and lead out in the S.S. program supplied by the church.
10. To become acquainted with the visitors.
11. Assure delivery of study helps absentee youth.
12. To visit members of the division periodically throughout the year.

Qualifications

1. Committed born-again Christian and sound in the faith
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Loves young people and has confidence in the youth.
 1. 6.. Be prompt!

PERSONAL MINISTRIES LEADER

Purpose

Lead church members in ministry to those outside the church family

Term

One or two years, depending on the local church officer election cycle.

Authority

Work with the pastor in coordinating the yearly calendar outreach activities.

Responsibilities

1. Member of the Church Board.
2. Heads the Personal Ministries Council
3. Coordinates the work of church members in outreach.
4. Organizes the annual ADRA Annual Appeal (AAA) formerly known as Ingathering.
5. Gives reports to the church and church board on the mission activities
6. of the church. Plans the weekly Personal Ministries time.
7. Oversees in particular:
 - a. Bible studies by church members.
 - b. Literature distribution
 - c. Lay preaching.
8. Arranges for training seminars in various lines of missionary work.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Cooperative
6. Able to organize.

Support

1. *Church Manual*
2. *Christian Service*. E.G. White
3. Personal Ministries Department, Michigan Conference of SDA

PERSONAL MINISTRIES SECRETARY

Purpose

Coordinates records and purchases

Term

One or two years, depending on the local church officer election cycle.

Accountability

Personal Ministries leader

Responsibilities

1. Member of the Church Board.
2. Secretary to Personal Ministries leader and PM Council
3. Conducts church transactions with the ABC such as ordering supplies.
4. Gives treasurer a list of supplies ordered to inform of outstanding debt.
5. Maintains literature rack in the foyer.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Accurate in details - such as figures.
6. Dependable

Support

1. *Church Manual*
2. *Christian Service*, E.g., White
3. Personal Ministries Department, Michigan Conference of SDA

CHURCH BOARD

Purpose

To serve as the governing body on behalf of the church membership as delegated by the church in business sessions.

Membership

Those serving on the church board shall be as defined in the latest edition of the **Church Manual** with additional members as organizational needs require. The minister appointed by the local field to serve the church as its pastor is always a member of the church board. In addition, the following church officers and leaders shall serve on the church board:

- Elder or Elders
- Head Deacon
- Head Deaconess
- Treasurer
- Clerk
- Lay Activities leader
- Lay Activities secretary
- Community Services or Dorcas leader
- Sabbath School superintendent
- Family Ministries leader
- Home and School leader
- Adventist Youth Society leader
- Pathfinder director
- Interest coordinator
- Communications Committee chairperson or
- Communication secretary
- Health secretary
- Temperance leader
- Stewardship leader
- Religious Liberty leader
- Others as deemed necessary by the Church.

Chairman

To be chosen by the church board in harmony with the church manual.

Meetings

The church board needs to meet at least once a month, with provision for more frequent meetings if necessary.

Attendance

All members of the board should plan to attend the board meetings. If a member misses more than two regularly scheduled meetings without notifying the board chairman, the member should be contacted to determine interest in serving on the board.

Quorum

The church should decide at one of its church business meetings the number of board members who must be present at a church board meeting to constitute a quorum.

Responsibilities

1. Planning evangelism in all its phases.

2. Coordinating outreach programs of departments.
3. Dividing and assigning missionary territory.
4. Encourage and help the outreach departments of the church.
5. Cooperating with the Interest Coordinator to ensure prompt follow-up of interests.
6. Encourage each department to report to the board at least quarterly.
7. Details of the church business should be considered by the board, and the Treasurer should report the state of finances on a regular basis.

SCHOOL BOARD MEMBER

Purpose

To represent the Local Church at the Elementary School Board meetings.

Term

Three years

Accountability

To the Local Church

Responsibilities

1. To attend monthly school board meetings faithfully.
2. To report to the church board and church as necessary the decisions of the school board.
3. To present the views of the local Church members at school board meetings.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Believes in and is willing to follow denominational education policies.
6. Belief in and loyalty to the principles of Christian Education.
7. Be an SDA in regular standing.

JUNIOR DEACON AND DEACONESS

Purpose

To train youth so that they may know how to serve the church.

Term

One or two years, depending on the local church officer election cycle.

Authority

Not applicable.

Accountability

To the Head Deacon and/or Head Deaconess.

Responsibilities

1. To assist deacons and deaconesses in ushering, receiving the offering, preparation, and administration of the Ordinances of the church (foot washing, communion, and baptism).

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.

PATHFINDER DIRECTOR

Purpose

To lead in the development of a Christ-centered Pathfinder program for youth in grades 5-10, and grades 11-12, for those who want to be part of the Teen Leadership Training (TLT) program.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the church board.

Responsibilities

1. Be a member of the church board.
2. Be a liaison with the church pastor, youth pastor, sponsor elder, and Area Coordinator and invite them to participate in programs and events.
3. Support Conference Pathfinder programs, communicate with the Conference Pathfinder Director, and submit reports as required.
4. Be chairperson of the Pathfinder Executive Committee.
5. Preside at club staff meetings, unless assigned to a deputy director.
6. Supervise the activities of the club and call, organize, and arrange for each club meeting.
7. Lead out in planning the total program for the year and produce a calendar of events, which is given to all Pathfinders, staff, parents, and church board for approval.
8. Be responsible through the executive committee for providing an overall program for the club in the following activities: meeting times and places, outings, campouts, outreach projects, Induction, Investiture, finance/budget, membership fees/dues, discipline, communication/newsletters and bulletins, and conference sponsored events.
9. Be responsible through the staff meetings for the planning of the regular club meetings including the following activities and ensure that various committees and people are responsible for: drill, opening, and closing ceremonies worships, practice for conference events, AY classwork (Friend - Guide), honors, arrangement of units/counselors, teachers, and their duties.

Authority

Provide leadership for all Pathfinder programs/activities.

Qualifications

1. A mature Seventh-day Adventist Christian who loves Jesus and demonstrates His love to others.
2. A Master Guide or one who is willing to learn those skills and become one.
3. One who is a faithful steward unto the Lord.
4. One who sets an example in spirituality, neatness, promptness, good sportsmanship, amiability, self-control, and willingness to wear the proper dress uniform.
5. .One who is interested in adolescents and sympathetically understands their problems.
6. One who is resourceful and enthusiastic, carries responsibility, is open to innovative ideas, works well with others, understands the need for organization, and can organize.

PATHFINDER DEPUTY DIRECTOR

Purpose

Depending on the size of the club there should be one or two deputy directors to assist the director in carrying out the duties that will provide a strong spiritual program for Pathfinders.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the Pathfinder Director.

Responsibilities

1. Accepts the assignments from the director and shares the leadership responsibilities of the club.
2. Takes charge of club meetings in the absence of the director.
3. Preside at staff meetings in the absence of the director.
4. Possess the same high qualities of leadership as outlined for the director.
5. The following areas may be cared for by the deputies: class levels (Friend- Guide), secretary, treasurer, Teen Leadership Training, recreation, camping activities, equipment, worships, transportation, outreach activities, public relations, etc.

Authority

That is given to the deputy by the director.

Qualifications

1. A mature Seventh-day Adventist Christian who loves Jesus and demonstrates His love to others.
2. A Master Guide or one who is willing to learn those skills and become one.
3. One who is a faithful steward unto the Lord.
4. One who sets an example in spirituality, neatness, promptness, good sportsmanship, amiability, self-control, and willingness to wear the proper dress uniform.
5. One who is interested in adolescents and sympathetically understands their problems.
6. One who is resourceful and enthusiastic, carries responsibility, is open to innovative ideas, works well with others, understands the need for organization, and can organize.

ADVENTURER DIRECTOR

Purpose

The purpose of the Adventurer club is to support parents and caregivers in leading and encouraging their children in grades 1-4 in a growing, joyful love relationship with Jesus.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the church board

Responsibilities

1. Be a member of the church board
2. Be a liaison with the church pastor, youth pastor, and sponsor elder and invite them to participate in the various programs and events.
3. Stay in touch with the conference Adventurer Director and see that reports are submitted as required.
4. Preside at the club staff meeting, unless assigned to an associate director.
5. Encourage the involvement of parents as part of the staff.
6. Supervise the activities of the club and call, organize, and arrange for each club meeting.
7. Lead out in planning the total program for the year and produce a calendar of events, which is given to all parents, staff members, and church board for approval.
8. Be responsible through the staff meetings for providing an overall program for the club in the following activities: meeting times and places, special activity nights, family nights, field trips, family campouts,
9. Adventurer Family Network meetings, outreach projects, Induction,
10. Investiture, finance budget, membership fees/dues, discipline, communication/newsletters and bulletins, and conference sponsored
11. events.
12. Be responsible through the staff meetings for planning the regular club meetings (one or two per month) including the following activities and ensure that various committees and people are responsible for: the opening and closing of the club meeting, worships, class levels (Busy Bee – Helping Hand), awards, arrangement of counselors, teachers, and their duties.

Authority

Provide leadership for all Adventurer program activities.

Qualifications

1. A mature Seventh-day Adventist Christian who loves Jesus and demonstrates His love to others.
2. A Master Guide or one who is willing to learn those skills and become one.
3. One who is a faithful steward unto the Lord.
4. One who sets an example in spirituality, neatness, promptness, good sportsmanship, amiability, self-control, and willingness to wear the proper dress uniform.
5. One who loves children and wants them to grow in their relationship with Jesus.
6. One who is resourceful and enthusiastic, carries responsibility, is open to innovative ideas, works well with others, understands the need for organization, and can organize.

ADVENTURER ASSOICATE DIRECTOR

Purpose

Depending on the size of the club there should be one or two associate directors to assist the director in carrying out the duties that will provide a strong spiritual program for Adventurers.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the Adventurer Director.

Responsibilities

1. Accept assignments from the director and share in the leadership of the club.
2. Keep records and submit monthly reports to the conference.
3. May assume responsibilities in finance, secretary, and chaplain.
4. In larger clubs, an associate may be added to specialize in areas like activities, nature projects, awards supervision, and planning special field trips.

Authority

That is given to the associate by the director.

Qualifications

1. A mature Seventh-day Adventist Christian who loves Jesus and demonstrates His love to others.
2. A Master Guide or one who is willing to learn those skills and become one.
3. One who is a faithful steward unto the Lord.
4. One who sets an example in spirituality, neatness, promptness, good sportsmanship, amiability, self-control, and willingness to wear the proper dress uniform.
5. One who loves children and wants them to grow in their relationship with Jesus.
6. One who is resourceful and enthusiastic, carries responsibility, is open to innovative ideas, works well with others, understands the need for organization, and can organize.

RELIGIOUS LIBERTY LEADER

Purpose

To promote religious liberty awareness among church members and the community.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To Personal Ministries Council

Responsibilities

1. To interact with the Public Affairs and Religious Liberty director of the conference or union.
2. To advise concerning matters affecting religious liberty.
3. To promote the circulation of religious liberty magazines and other materials approved by the General Conference.
4. To organize religious liberty meetings, seminars, programs, and activities as circumstances indicate.

Qualifications

1. A committed born-again Christian and sound in the faith
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Interested in public affairs and religious liberty.
6. Apt at correspondence.

COMMUNICATION LEADER

Purpose

Christ commissioned the Church to communicate the gospel message to the world. This responsibility has been given to every member of the Church. The Church has organized various ministries, and the communication department is at the forefront of these ministries. An essential activity of the department is to make the world community aware that there is a church dedicated to fulfilling Christ's commission. The communication leader will enable the community, as well as the membership of the church, to know how God is leading in the lives and activities of the church family.

Term

One or two years, depending on the local church officer election cycle.

Accountability

Pastor & Church Board

Responsibilities

The ministry to which a person is called when he or she becomes a communication leader for a local church is described as follows:

1. **A Spokesperson to the Church Media.** The church media comprises the communication departments of the Michigan and Lake Union conferences, which publish *The Michigan Memo* and the *Lake Union Herald*, respectively. Articles about church activities, new members, etc., should be written and submitted to the Michigan Conference communication department for publication in the conference/union papers. Photos of the activities/new members must be included with each submission. The communication leader is also responsible for filling out and submitting milestone forms- obituaries, wedding announcements, and milestone birthdays and anniversaries- or being certain that this responsibility has been designated to someone else in the church. These forms are sent to the Michigan Conference communication department, which then sends them on to the Lake Union communication department.
2. **A Spokesperson to the Secular Media.** This includes the press, radio, and television through both news releases and public service announcements, arranging for radio and TV interviews, writing letters to the editor on matters of church concern, discovering and developing feature stories, and arranging for photo coverage of congregational activities. The communication leader will watch for opportunities to participate in matters of current community concern, and seek to become personally acquainted with newspaper editors, broadcast program directors, and community relations professionals.
3. **Public Relations.** The communication leader will ensure that the church is identified by an exterior sign appropriate to the building's architecture and check the church's appearance regularly for problems needing attention. He or she will arrange the identification of the church through listings in local telephone directories, tourist publications, highway signs, and at motels and hotels. He or she will also lead in the planning of exhibits at fairs or other events and representation in parades.
4. **Church Newsletter.** The communication leader is strongly encouraged to prepare a church newsletter or work with someone to do so. This is a powerful tool to keep the church family informed of information, people, and activities. If the newsletter is a publication that can go to prospective and former members also, it becomes a vital evangelistic agency.
5. **Advertising and Promotion.** One of the most important responsibilities of the communication leader is to work with the church evangelism or outreach council, health education committee, family ministry committee, and Adventist Community Services Center to promote attendance at programs. This means he or she will consult regularly with the pastor and departmental leaders of the church about events and activities that they are planning. This includes assisting them with the creation of brochures, posters, direct mail, broadcast spots, and other promotional materials. Professionally prepared advertising resources are available for many programs. Contact the Michigan Conference communication department or the North American Division communication department for more information about resource materials.

6. **Church Board** The *Church Manual* encourages including the communication leader on the church board.
(See *Church Manual*, pp. 79, 80.)

HEALTH MINISTRIES LEADER

Purpose

To promote the biblical standards in healthful living among the members of the church and the community through church-operated health ministries' programs.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To Personal Ministries Council & church board

Responsibilities

1. Keep the church members aware of the importance of health and temperance.
2. To use the Health Emphasis Week in October to increase the level of awareness and practice of health principles.
3. Encourage the financial support for the annual Health and Temperance offering that is received in December.
4. Create awareness in February of our health and temperance journals: *The Winner* for children, *Listen* for teens, and *Vibrant Life* for adults.
5. **A** member of the church board, Personal Ministries council, and chairperson of the Health Ministries committee, if your church has one.
6. To coordinate the planning and organization of a health education program for members and the local community in the following areas: stop smoking plans, cooking schools, seminars on nutrition, heart disease, stress management, cancer prevention, physical fitness, weight control, and Biblical basis for healthful living, as well as screening projects for high blood pressure, coronary heart disease and other health problems.
7. Encourage youth to be part of a health education program as an outreach ministry.

Authority

To provide leadership in Health Education

Qualifications

1. A mature Seventh-day Adventist Christian who loves Jesus and demonstrates His love to others.
2. One who wants others to receive the blessings of living a healthful Christian lifestyle.
3. One who is a faithful steward unto the Lord.
4. One who sets an example in spirituality, neatness, promptness, amiability, self-control, and healthful living.
5. One who is interested in promoting optimum health, free of tobacco, alcohol, other drugs, and unclean foods.
6. One who is resourceful and enthusiastic, carries responsibility, is open to innovative ideas, works well with others, understands the need for organization, and can organize.

SABBATH SCHOOL EXTENSION

Purpose

The extension division leader takes S.S. audio or video tapes, Bible Study Guides, Children's papers, and other items to those who, for reasons of transportation difficulties, illness, age, or a physical handicap, cannot regularly attend meetings at the church. This division may also include traveling workers, humanitarian workers, and military personnel. Where there are no more than three members in the extension division, the S.S. Secretary may care for them. If the membership exceeds three, an extension division leader should be elected. If the number exceeds ten, one assistant leader should be elected to care for each additional member.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the assistant superintendent for membership or to the S.S. superintendent. Reports membership and offering figures at least quarterly to the S.S. secretary. Assistant leaders report to the extension division

Responsibilities

1. Assure every missing member receives a card or a phone call from an active S.S. member each week.
2. Is prompt in delivering S.S. study guides and division periodicals as needed by the person or family.
3. Promotes the support of the world mission program and collects offerings, if necessary, on the part of those being visited.
4. Serves on the S.S. Council.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Is a caring individual with adequate time to give to this ministry.
6. Is a team player and dependable.

Support and Resources

1. The Sabbath School Handbook, NAD 2000 edition.

COMMUNITY SERVICES REPRESENTATIVE

Purpose

Represent the home church in the administration of the Community Services Program.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To Personal Ministries Council and Pastor

Responsibilities

1. Report to the appointing church every quarter.
2. Assist in processing donated items.
3. Purchases food and clothing, when asked.
4. Interviews clients and determines eligibility for assistance in cooperation with local agencies.
5. Transports food to the needy when necessary.
6. Calls on clients to express interest in their material and spiritual welfare.
7. Organizes and trains workers
8. Coordinates work and services of the group according to established guidelines.
9. Attend Community Services Federation meetings.
10. Member of the Personal Ministries Council.

Authority

Provide food or services as needed.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Sympathetic to others' needs.
6. Ability to organize.

INVESTMENT LEADER

Purpose

Plans, organizes, and implements the Investment program in each division.

Term

One year or as determined by the S.S. Council.

Accountability

To the S.S. Council.

Responsibilities

1. Explains what Investment is.
2. Encourages members to look for creative investment projects.
3. Records and shares past projects.
4. Keeps current goals and projects before the S.S.

Qualifications

1. Committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Is committed to the world mission program
6. Has organizational skills and is willing to promote and lead in education and inspiration.

Support and Resources

1. The Michigan Conference Adult Sabbath School Department.

PUBLIC ADDRESS SYSTEM DIRECTOR

Purpose

Provide reliable and effective service to P.A. equipment and direct assistants.

Term

One or two years, depending on the local church officer election cycle.

Authority

Schedule services of assistants and equipment maintenance.

Accountability

To the Head Elder and church board.

Responsibilities

1. Assure the effective coverage of P.A. service to church activity.
2. Maintain P.A. system or provide repairs if necessary (coordinate with church board).
3. Train, direct, and plan the schedule of P.A. service by assistants.
4. Coordinate future needs of the system or replacement with the church board.
5. Assure the effective implementation of special music needs for the church programs.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Understanding of equipment and its theory to provide repairs or purchased service.

PUBLIC ADDRESS SYSTEM ASSISTANT

Purpose

Provide reliable and effective service to P.A. equipment

Term

One or two years, depending on the local church officer election cycle.

Authority

Not applicable.

Accountability

To the Public Address System Director.

Responsibilities

1. Assure the effective coverage of P.A. service to church activity.
2. When unable to attend or meet your assignment, contact the P.A. leader to replace you.
3. Be willing to help whenever needed by the P.A. leader.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Understanding of equipment and being able to run it properly.

MAINTENANCE COMMITTEE

Purpose

To provide maintenance service on church physical plant and property.

Term

One or two years, depending on the local church officer election cycle.

Authority

Exercise craft, knowledge, and judgment to advise Head Deacon on repairs needed by the church plant.

Accountability

Works under the Head Deacon on repairs and alterations ordered by the Church Board.

Responsibilities

1. Cooperate with the Church Board in the necessary repairs to the church property.
2. Follow the leadership of the Head Deacon in priority repairs to church property.
3. Inform the Head Deacon of repairs being needed which they have noted, giving a complete description of the scope of work required to repair.
4. Member of the Finance Committee.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Have sufficient craft experience, e.g., plumbing, electrical, carpentry to perform acceptable work independently to the journeyman level.
6. To own needed tools to perform standard repairs in the craft area. Special tools will be secured by the Church Board through bids, estimates, or rental.
7. Ability to use professional drawings and translate code requirements for Head Deacon's comprehension.

PERSONAL MINISTRIES COUNCIL

Purpose

To enlist members into active soul-winning service for God.

Responsibilities

1. Arrange for the council meeting of the church
 - a. Study its field of missionary activity
 - b. Develop a budget during sessions
 - c. Counsel with the church board concerning the missionary program of the church
 - d. Enlist members in definite lines of services.
2. Direct the laymen in, though not limited to, the following specific areas of missionary service sponsored by the Personal Ministries:
 - a. Bible studies
 - b. Literature distribution
 - c. Community Services
 - d. Plan and make provisions for disaster-relief
 - e. Bible evangelism including small groups, Bible course enrollments/Bible schools, lay preaching
3. To aid the church board in arranging territorial assignments.
4. To train members in Christian witnessing.
 - a. Conducting classes on how to give Bible studies, personal ministry work, Community Services & disaster relief
 - b. Give practical demonstrations on how to do this work
 - c. Leading the members in active missionary work.
5. To supervise the Community Services activities of the church and serve as the governing committee of the church's center.
6. To cooperate with the local Conference Personal Ministries Director.
7. To disburse the local personal ministry funds.
8. To conduct at least five meetings a year. one planning, and one quarterly.

Membership

1. Chairman: Personal Ministries leader.
2. Members: Assistant PM leader/s Pastor, Elder/s & PM Secretary.
3. Possible additional members could be -Community Service leaders, Interest Coordinator, Health & Temperance, Public Relations Religious Liberty, Shut-in ministry, Treasurer, SS Superintendent, or other ministry leaders.

SENIOR FELLOWSHIP

Purpose

To notify senior members of functions specifically planned for them.

Term

One or two years, depending on the local church officer election cycle.

Authority

Not applicable.

Accountability

Responsible to the church board.

Responsibilities

1. When fellowship dinners or community functions are planned, notify the church bulletin secretary of that function, and also work with the other SDA churches in the area.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Concerned for the needs of the senior members.

VACATION BIBLE SCHOOL DIRECTOR

Purpose

To organize and conduct the annual V.B.S. program

Term

One or two years, depending on the local church officer election cycle.

Accountability

To The Personal Ministries Council

Responsibilities

1. To organize and conduct the annual V.B.S. program.
2. To find and enlist necessary assistance to conduct the V.B.S. program.
3. To provide V.B.S. among members and in the community.
4. To develop the V.B.S. budget and present it to the Personal Ministries Council.
5. To properly administer the use of funds allocated for V.B.S.
6. To assure and help develop a follow-up program to nurture interested members of the community in Sabbath School and church.

Qualifications

1. Committed born-again Christian and sound in the faith
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Interest in child evangelism.

VACATION BIBLE SCHOOL DIRECTOR'S ASSISTANT

Purpose

To organize and conduct the annual V.B.S. program.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To V.B.S. leader

Responsibilities

1. To organize and conduct the annual V.B.S. program.
2. To help provide V.B.S. among members and in the community.
3. To help develop the V.B.S. budget and present it to the Personal Ministries Council.
4. To develop a follow-up program to nurture interested members of the community in Sabbath School and church.

Qualifications

1. Committed born-again Christian and sound in the faith
2. Example in Christian and family living.
3. Returns a faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Interest in child evangelism.

TRANSPORTATION COORDINATOR

Purpose

To provide transportation to those who have no way of attending the church functions.

Term

One or two years, depending on the local church officer election cycle.

Authority

Not applicable

Accountability

To church board

Responsibilities

1. To plan for people to get rides to and from church functions.
2. Have a list of those who are available to provide transportation and contact them for assistance.
3. Communicate that this service is available.
4. Check with drivers to make sure that they are insured in case of an accident.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faith1 tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Be organized and willing to work with people.

SHUT-IN MINISTRY COORDINATOR

Purpose

To provide for shut-ins or those who are unable to attend the Worship Hour, a tape of the sermon or other material such as bulletin and Sabbath School quarterlies.

Term

One or two years, depending on the local church officer election cycle.

Authority

Not applicable.

Accountability

Responsible to Personal Ministries Council.

Responsibilities

1. To assign members of your committee to distribute these materials every week to those who request this service.
2. Make it known that this service is available to get the names of those who are not attending.
3. Provide the Head Elder with a list of those wishing to participate in the quarterly ordinances of the church.
4. Deliver tapes, quarterlies, bulletins, and other materials from the church.
5. Develop a Nursing Home Ministry which would provide a branch Sabbath School.
6. A member of the Personal Ministries Council

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Has a love and concern for our senior members.
6. Has organization ability.

MUSIC COORDINATOR

Purpose

To coordinate all the musical ministries for services of the church.

Term

One or two years, depending on the local church officer election cycle.

Authority

Not applicable.

Accountability

To church board.

Responsibilities

1. To assure special music for worship and S.S. by discovering talented people and scheduling them for services.
2. To recruit pianists and organists for worship and S.S. and schedule them for services.
3. To recruit a choir director.
4. To promote choir participation.
5. To chair the music committee.
6. To utilize talented people From all S.S. divisions in the music ministry of the church
7. To audition all special music before scheduling for service.

Qualifications

1. A committed born-again Christian and sound in the faith.
2. Example in Christian and family living.
3. Returns faithful tithe to the local church.
4. Dresses according to the highest Christian standards.
5. Gifted for music ministry.
6. Ability to organize.

FINANCE COMMITTEE

Purpose

To develop financial plans for the church.

Term

One or two years, depending on the local church officer election cycle.

Accountability

To the church board.

Responsibilities

1. To develop the annual church budget.
2. To consider and make recommendations to the board on major expenditures.

Membership

Pastor, Head Elder, Head Deacon, Treasurer, Maintenance.

WOMEN'S MINISTRIES LEADER

Bible Principles

As a woman, you are an important team member in the church. You influence the future and shape the present with your attitude and actions toward family, fellow church members, and friends. When women are ministered to, the family, church, and community are ministered to as well. As a women's ministries leader, it is your responsibility to use your talents to give direction to this important ministry of the church.

The women's ministries leader will serve as chair of the women's ministries committee. Her function is to encourage the development of ideas and plans that emphasize the mission of the church. She will put together an agenda for the meetings, guide the discussion, and encourage group unity through personal sharing, prayer, and fellowship.

Women in Bible times were homemakers, judges, and Bible teachers, to list only a few. Today's Christian women can have the same objective in their work for the women in the community surrounding the church as well as those in their church. The examples in the Bible allow for great potential in the development and use of your abilities in this important ministry.

"Let a woman realize the sacredness of her work and in the strength and fear of God, take up her mission."
Testimonies For The Church, vol. 3, p. 565.

"They (women) **can** do a work that men cannot do. They **can** come closest to the hearts of those women whom men cannot reach. Their labor is needed." *Evangelism*, p. 465.

Jesus ministered not only to women. He also needed and accepted their ministry to Him. In this way, He affirmed their worth as children of God. Christian women seek to be:

- A. Compassionate, with Godly wisdom,
- B. Active in a ministry,
- C. Committed to changing the world through prayer and sharing their faith.

Women are called to use the talents and opportunities God has given them to fulfill His eternal plan. Women's Ministries encourages women to discover and use their gifts, including sharing their faith with those around them.

Duties of the Women's Ministries Leader

1. Establish a Committee

The women's ministries leader should be elected a member of the church board. She will work with the church board to establish a local women's ministries committee. The committee will be composed of individuals interested in women's needs and concerns and will be chaired by the women's ministries leader. The committee will work together to develop strategies, network, and assist in planning and implementing programs and activities relevant to women's specific and various needs.

2. Conduct A Needs Assessment

The women's ministries leader and the committee will work together to identify the needs of women within the church and community. This includes identifying what the female population is in the area, ethnicity, educational level, marital status, etc.

3. Plan For Program Development

The women's ministries leader will work with the committee and pastor to develop and implement women's ministries programs, projects, or seminars. She will also network with various women's groups in the church to assess their special needs, such as support groups for abused women, senior citizens, single parents, substance abuse, empty-nest syndrome, child abuse, and any other segment of the population that could be included in women's ministries. Activities could include prayer breakfasts, literacy programs, daycare, and programs for the elderly.

4. Be An Advocate of Women's Concerns, Needs, and Contributions

It is the responsibility of the women's ministries leader to keep the church informed of women's ministries activities and their contribution to church life. This can be done through announcement periods in church

and Sabbath School, or in the church newsletter and bulletin. She is also the liaison between the women of the church and the church board and the church ministries council.

5. Pastor's Role In Women's Ministries

The pastor should be a facilitator in establishing the office of women's ministries leader in the church. He should assist the leader in implementing programs for women in the church and community and can serve as an ex-officio member of the committee.

6. Ministry of Women's Ministries Leader

The ministry of the women's ministries leader is vital to accomplishing the mission of the local church. Your ministry is given meaning and effectiveness as you fit into the overall mission that Christ **has** given your congregation. The Holy Spirit calls you to teamwork and cooperation with others in your church. It should be the goal of women's ministries to reach the community of women with meaningful activities, establish a strong public awareness of the church, win people to Christ through the help of the Holy Spirit, nurture Church members, and inspire other women to work for Christ.

Training Resources

The conference women's ministries director is a resource person for leaders in the local church. She will direct them to a source for training and developing their gifts and talents for ministry. The Michigan Conference Women's Ministries director, in consultation with the conference women's ministries board, will develop training materials and provide training seminars for the local church leaders at area or district seminars around the state, at camp meetings, or women's retreats. Revised November 2000

FAMILY MINISTRIES LEADER

Overview

The over-arching objective of Family Ministries is to strengthen the family as a discipling center. The family was established by divine creation as the fundamental human institution. It is the primary setting in which values are learned and the capacity for close relationships with God and with other human beings is developed.

Family Ministries is a ministry of grace that acknowledges as normative the biblical teachings relating to the family and holds high God's ideals for family living. At the same time, it brings an understanding of the brokenness experienced by individuals and families in a fallen world. Thus, Family Ministries seeks to enable families to stretch toward divine ideals, while at the same time extending the good news of God's saving grace and the promise of growth possible through the indwelling Spirit.

Family Ministries focuses on people in relationships. It is concerned with the needs of married couples, parents and children, the family needs of singles, and all members of the wider family circle as they pass through life's predictable stages and contend with unexpected changes in their lives.

Family Ministries reinforces and encourage wholesome families. It helps individuals build and maintain strong family relationships because it recognizes that healthy Christian families make strong members of the kingdom of God and present a winsome witness to the community around them. Family Ministries promote understanding, acceptance, and love within the family and in the larger family of God and foster the reconciliation and healing between the generations promised in the Elijah message of Malachi **4:5,6**. It extends hope and support to those who have been injured and hurt by abuse, family dysfunction, and broken relationships. It provides growth opportunities through family life education and enrichment. It encourages individuals, married couples, and families to avail themselves of professional counseling when necessary.

Leadership

The family ministries ministry in the local church is preferably led by a married couple, whose personal and public marriage and family life represent a growing relationship with Jesus and demonstrate an understanding and practice of the biblical principles given to families. The couple will work in conjunction with the pastor, church board, and family ministries committee to meet the needs of the families in the church. Although this committee should not be too large to remain effective, appropriate church leaders should be included as well as persons who understand the varied needs of families within the church. Persons who have faced traumatic life and family experiences and have grown spiritually through them may make valuable contributions as members of the committee. The committee should include both men and women, and where possible, at least one single person, at least one married couple, one or more parents, and a representative cross-section of the various age groups in the church. The duties of the committee, as led by the Family Ministries couple should include the following:

1. Assist church leadership in compiling family demographic data both within the church and the surrounding community to clarify target groups for a ministry to families.
2. Assist church leadership in assessing the needs of church members for family life education, enrichment, and counseling; and in developing a plan for utilizing community and church resources to address these needs.
3. Encourage sensitivity to the impact of church programs on family life in terms of the expenditure of time, energy, money, and other family resources required.
4. Participate with the Michigan Conference Family Ministries department in implementing family emphasis programs promoted by the department.
5. Cooperate with church leadership to design, plan, and implement additional family life features and programs as needed, both for family nurture within the membership and evangelistic outreach to the community.
6. Foster a climate of warmth and fellowship, engendering a sense of "familiness" in the congregation and a redemptive spirit towards families in need of support, resources, and encouragement.
7. Inform the pastor and church board of Family Ministries' concerns and achievements, and encourage funding and support for ministry to families.

8. Ensure that resources are readily available for individuals requesting assistance or enrichment in aspects of family life or know where resources may be obtained.

Resources

The Michigan Conference Family Ministries department has a wide variety of resources available for the development of family ministries in the local church. A lending library is accessible, which contains numerous books, videos, and audio cassettes for programming needs. Training is also provided in several venues for new leaders.

MEN'S MINISTRY COORDINATOR

Overview

The objectives of Men's Ministries as outlined by the **NAD** Committee for Men's Ministries is to:

- Foster brotherhood friendship among men.
- Focus on men's role in the family--seek to restore family worship in homes.
- Develop Godly leadership in men for full participation in church life.
- Support and Resources build up pastors in their ministry.
- Inspire men to a life of integrity in the workplace.
- Encourage purity in body, mind, and spirit.

Christ is the model for all men. As opportunities for men to come together are provided at the local church and through conferences like the Michigan Men of Faith, men will get to know Christ better and will be challenged to become more like Him. They will encourage one another and be used by the Holy Spirit to shape and direct one another's lives.

Leadership

The coordinator of men's ministry will be a man whose personal and public life demonstrates a growing relationship with Jesus Christ and one who seeks to encourage his brothers in Christ to maintain a close walk with God. The local coordinator will work together with the Michigan Conference men's ministry coordinator to collaborate with conference-sponsored events. This person will chair a committee comprised of other men, representing various stages of life, i.e., never married, divorced, widowed, married, single parent, etc. who can provide insight into various challenges these groups might face. In addition, this committee should be supported by the pastor, elders, and deacons.

Ministry to Men in the Local Church

The spiritual maturity of men is a developmental process. It is therefore necessary to provide a variety of opportunities for Christian growth opportunities that correspond to various stages of maturing in Christ. The ministry should focus on entry points, such as conference events, special gatherings, training seminars, church events, small groups, and outreach. Begin by taking a profile of the men in the church, develop a core group for leadership, and develop a purpose statement.

Resources

The Michigan Conference Family Ministries department has a lending library with many resources to enhance a men's group. In addition, a packet of materials is available to help the leader begin a men's ministry.

ADULT SINGLE MINISTRIES

Stats

America is changing. The singles phenomenon is a large part of this change. The statistic of over seventy million single adults is staggering, as it has many implications for the American culture. Trends predict that more than 50 percent of adults today will spend some considerable time during their adult lives as divorced or widowed singles. One-fourth of all U.S. families are single-parent families. And there are over eleven million blended families in the U.S. today.¹

Why Adult Single Ministries?

Our concept of family is being redefined, reevaluated, and expanded to include singles, single parents, extended families, expanded families, and blended families. These individuals are looking for programs and ministries to assist them with the course and journey of their lives.²

While we seek to establish the principles of the family as outlined in Scripture, often events happen in the lives of individuals that place them in a situation contrary to their plans.

A careful examination of Scripture reveals a deep concern for the fatherless, the widows, and the unmarried. A church that is intentional about reaching out to those in its congregation and community who may need direction, assistance, care, and compassion, will help to portray the God of the Scripture to these individuals in a tangible way. In addition, utilizing individuals who understand the wholeness they have in Jesus Christ to reach out to others in similar situations speaks hope in a way that married individuals cannot.

Leadership for Adult Single Ministries

The nominating committee should look for an individual in their congregation who is single and is leading a productive, spirit-filled life who can provide direction for this ministry in the local church. The local coordinator will work together with other district leaders to develop a balanced program within the local district and will network with the Michigan Conference Family Ministries department to juncture with conference-sponsored events. This person will chair a committee comprised of other singles, representing various categories of singleness, i.e., divorced, widowed, never married, single parents, etc. who can provide insight into various challenges these groups might face. In addition, this committee should be supported by the pastor, elders, deacons, and deaconesses.

Ministry to Singles by Singles

The talents of this group of individuals are unlimited. The Lord can use people in all situations for the glory and edification of His church. Because of the unique situations, single adults are placed in, they can be a valuable resource in your church for various ministries of compassion. We encourage you to take a few moments to envision the impact that an Adult Single Ministries program can have on your church and community. The coordinator will work with the pastor, and others to develop a survey for the congregation and then begin to formulate plans to address specific needs and areas of opportunity for support, outreach, and growth.

Involving Singles in the Worship Service

The coordinator will look for ways to help the singles in the church to become part of the worship services and contribute to a spirit of commitment among the members of the church. They will look for ways to integrate them fully into the church family.

Planning Entry Events

The coordinator will need to help the church plan entry events and build pathways that will attract new members, specifically single members, and plan for nurturing their developing faith. A survey of the community will highlight

¹ Douglas L. Fagerstrom, ed., *Baker Handbook of Single Adult Ministries* (Grand Rapids: Baker Books, 1997), p. 23-24.

² Fagerstrom, 23-24.

areas of interest to singles and lead to planning seminars, workshops, and other related opportunities for connecting with singles.

Educating the Church Family

The singles ministry leader will help the congregation and its leaders develop a non-judgmental, open, and accepting attitude. A shift in focus from what has occurred (What happened? Why did you do what you did to get yourself into this?) to the present (What can be done now?) will prove to be more effective in opening doors of communication.

Resources

The Michigan Conference Family Ministries department has resources available to begin a dynamic ministry for adult singles. Books such as *Starting a Single Adult Ministry*, *Giving the Ministry Away*, and *How to Begin an Exciting Singles Ministry* are filled with information on developing specific ministries to reach the single adult population. In addition, the Michigan Conference Family Ministries lending library contains a variety of small group studies in areas of building safe relationships, Boundaries, helping children cope with the grief associated with divorce and death, divorce recovery videos, and much more. Additional resource ideas are available by contacting SDA PlusLine (800) SDA-PLUS.