

CHURCH MINISTRIES SHORT JOB DESCRIPTIONS

- 1. Adult Sabbath School Teachers** are appointed by the Sabbath School Council or Church Ministries Council, not the nominating committee. Sabbath school teachers are members gifted with the gift of teaching. They will be appointed to a small group of members that will meet weekly to review and clarify the Sabbath school quarterly lesson for the week. It is a duty of every Sabbath school teacher to promote and encourage his/her students to study the word of God, to develop outreach programs with his class, and to have fellowship events among the class members.
- 2. Adventurer Club Director**-a ministry to children 4-9 years old, involving them in club meetings, special activities, family nights, and lots more.
- 3. Bible Correspondence School:** coordinates Bible studies with interested people through correspondence. Finds volunteers to help with mailing and grading Bible lessons. Promotes the enrollment cards with church members. Works in conjunction with the Outreach Coordinator to let him/her know when it's time for personal visit with Bible students. Plans the student's graduation when lessons are finished.
- 4. Bible Studies**-Lay Bible Ministers are credentialed by the local conference with the approval of the church board or Church Ministries Council and not selected by the nominating committee, but it is well to keep this position in mind since it is a major one.
- 5. Building and Maintenance** – A position selected by the nominating committee where the elected person carries the responsibility of overseeing present and future physical improvement of the interior and exterior of the sanctuary and all adjacent rooms and buildings. It is preferable that this person presents a good physical health.
- 6. Building/Rental Committee:** A committee in charge of studying all the possibilities for church building or temporal rental facilities. All information of possible sites for construction, purchase or rental should be directed to chair person of the building committee.
- 7. Children's Ministries Coordinator** is the overseer for all activities and programs for children in the congregation.
- 8. Children Sabbath school teachers** are also needed for small group Bible lesson study.

9. **Children Sabbath School Assistants** are needed in each division; one or more pianists one or more assistant leaders.
10. **Church Board:** All head of church ministries as selected by the nominating committee and voted by the church. (See church manual for more details) This administrative board will convene every month to review, clarify and vote over issues such as: evangelism, church growth, finances, other ministries, membership, church building projects, etc.
11. **Church Clerk-** the keeper of the official records of the congregation, including membership list, minutes of business meetings, and the church board, writing of important letters, and the statistical reports for the denomination. If your church employs a secretary, they will often hold this elected office.
12. **Church Plant Coach:** A person appointed by the Conference to give guidance in the preliminary months of planning and planting a new church. This person will work very closely with the lay pastor to help him and coach him in developing the necessary skills to effectively minister the church until fully established.
13. **Church School and Education** - a ministry of sponsoring a church school. Includes the board chairperson and several members. If your church is the sole sponsor of the school, you will nominate the entire board. If you co-sponsor the school, you will nominate only the representatives from your church.
 - a. Education Secretary-a ministry of promoting Christian education and recruiting students for Adventist schools.
14. **Communication Representative** - a ministry of representing the church to the news media, public relations and advertising. May also include the church newsletter.
15. **Community Services Director** - a ministry of meeting the physical, economic, social, relational and spiritual needs of the poor and troubled in the community. (This is not necessarily the same person as the Dorcas leader, but coordinates the Dorcas Society and any other community service projects in the church. One or more assistants may be needed, depending on the size of the program.
16. **Community Services Volunteers** - Every center also relies on volunteers to operate.

17. **Couples/Marriage Ministry** – A ministry that develops social, spiritual and educational opportunities for married couples of the church and the community. It also plans especial banquets to celebrate the beauty of love and marriage.
18. **Deacons and Deaconess** - a ministry of helping with the spiritual and physical needs of the congregation, the church equipment and building. Great responsibility is bestowed upon this leaders in maintaining and encouraging order and reverence during worship hours. Deacons and deaconess are encourage to team up with the elders of the church to minister to visitors, new members and missing members, as well as others who may be lonely.
19. **Disabilities Ministry** – a ministry that provides the opportunity for members that are physically challenge to participate in spiritual, social and caring activities. It also oversees any present need (at home, or nursing home) and tries to provide as much as possible the necessary help, involving other volunteer members from the church.
20. **Disaster Relief:** provides emergency help when a disaster strikes. Make the first contact with the Conference Community Service Van. Organizes the church members in order to help others in their greatest time of need.
21. **Education Director:** a ministry that helps parents and students to understand the value of Christian education. When a church school is present this person can be enrolled in developing plans and strategies to recruit and facilitate new students for the local school.
22. **Elders:** a ministry of assisting the pastor in shepherding the congregation through visitation, Bible study, planning, committee work, spiritual mentoring, church administration and assisting in midweek and worship services. The significant leadership role of those who hold these offices is recognized in the New Testament ceremony of "laying on of hands. Most conferences provide special training for this position.
23. **Family Ministries Coordinator** (or Committee) - a ministry of needs assessment, program development and education for the entire family. It may also plan the family campout and family fun activities for the entire year.
24. **Finances and Treasury**
 - a. Treasurer - the official finance officer for the congregation and all its projects and auxiliary organizations. It is essential that there be at

least one assistant, even in the smallest congregation, to insure continuity in an emergency.

- b. Finance Advisory Team – A group of qualified members that have a clear concept of finances in general and church finances. This group will work in the preparation of the annual budget, will plan methods for developing short and long term revenues for local evangelism, church physical expansion and improvements and remote church projects as well.

- 25. **Floral and Church Decoration** – A ministry that preserves the internal and external beauty of the church. Creativity must be the primary quality for this ministry.
- 26. **Greeters** - This ministry is of such an importance considering that it is responsible for making the first personal contact and welcoming church members and new comers every week. This ministry will be responsible for mailing the welcoming envelope to new visitors and to provide a list of these to the Personal Ministries director and the Pastor. A coordinator supervises two or more teams, depending on the size of your congregation.
- 27. **Health Ministries Leader** - a ministry of planning and developing programs to educate members and the community about chemical dependency, diet, physical fitness and disease prevention. Depending on the size of the program, a committee may be needed.
- 28. **Home & School Association** - a ministry of communication between parents and church school. Sometimes this may be done by the school board rather than a committee.
- 29. **Hospitality and/or Visitation Team** - a ministry to visitors and new members, as well as others who may be lonely. It can include the scheduling of families that are willing to invite visitors or single members to lunch after worship in their homes. A coordinator and several teams or couples are needed.
- 30. **Inner City Coordinator** - a ministry of social action and evangelism in the urban areas.
- 31. **Investment Leader** - a ministry of teaching church members to become partners with God.

32. **Librarian** – A ministry that promotes and coordinates the finding and loaning of Christian and educational books and videos to members and visitors in general.
33. **Lay Evangelists** – people credentialed by the conference with the approval of the church board or Church Ministries Council, but it is well to keep this responsibility in mind since it is a major one.
34. **Lay Pastor:** The designated lay pastor will be overseeing all the decisions made by the church. He will be the one calling for meetings or receiving calls when new issues arise and need immediate attention. He needs to be the first one notified of any change on schedules, activities or last minutes cancellations. The lay pastor, the elders and the church coach will have a monthly meeting to review and address any issue of importance before is brought to the board meeting. The lay pastor and the elders will agree on how their responsibilities will be distributed in the ministry of the church.
35. **Men's Ministry:** enriches and empowers men to realize their value in Christ and their roles within the church and the community, teaching the younger generation the importance of a relationship with Jesus as we come together to pray, encourage, mentor and learn. It is a ministry of planning and developing programs to meet the needs of men in local congregations and the community. This may take place through a planning committee, assessments, program development, and advocating men's needs, concerns and contributions.
36. **Music Ministry** - organists, pianists, keyboardist or any other instruments, singers, choir directors & song leaders.
37. **Personal Ministries Leader** (or Outreach Coordinator) - This ministry is also called Lay Activities Leader and Evangelism Committee Chairperson in some local churches. It is a ministry of program development, recruiting and training volunteers to work for soul-winning and service in the community. Because so much must be learned in this role, it is important that at least one assistant be selected to learn the roles of this ministry.
 - a. **Literature/Outreach:** this is a ministry responsible for keeping available all type of literatures needed for outreach and evangelism. This person needs to work hand in hand with the lay pastor and the elders to develop outreach and training programs to encourage members to participate in soul winning.
38. **Pathfinder Club Director** - a ministry to children age 10 and older, involving them in camping, nature study, physical fitness, community

service, Christian witness and character development. Selects his or her own staff with the approval of the church board or Church Ministries Council.

39. **Planning Committee** – This group is consisted of church elders, appointed church members and the pastor. This group meets at least twice a year to plan short and long term programming, ministries and projects to be implemented in the church.
40. **Prayer Ministry Director** – This ministry creates the opportunity for members to grow in their prayer life through prayer warriors meetings, prayer walks, prayer visits, telephone prayer partners, church programs and any other means available in the area of prayer life.
41. **Prison Ministry** – This ministry develops contacts with the local county jails to assess the needs and opportunities to minister to inmates and their families.
42. **Prospect Care Coordinator** (or Interest Coordinator) ministry of building a list of prospects for church membership by contacting each name from the many different programs and discovering their needs and level of interest, then developing an individual follow-up plan for each person. In larger churches one to three assistants may be needed.
43. **Religious Liberty** - a ministry of educating the congregation and the community about public issues.
44. **Sabbath School Coordinator** (or General Superintendent) a ministry of developing leaders, planning programs and recruiting volunteers for the Sabbath school. Usually one to four assistants are needed, depending on the size of the church.
45. **Sabbath School Council:** This ministry oversees all the Sabbath school divisions, plans Sabbath school teacher's trainings, develops outreach programs in conjunction with every Sabbath school class. Elects new Sabbath school teachers at the beginning of every ecclesiastical year, or when needed.
46. **Sabbath School Secretary** - A ministry of ordering and distributing materials for church programs, and providing clerical help for program leaders.
47. **Senior Citizen Coordinator** – A ministry that provides the opportunity to Senior Citizen members to interact socially and spiritually through programs that encourage them to get involved in outreach activities toward other Senior Citizen in the community.

48. **Singles Coordinator** - A ministry of leadership, planning, program development, and the building of a group life. This will usually include single adults in their 30s - 50s, as well as young adults.
49. **Small Support and Bible Study Groups Coordinator** – A ministry that provides opportunities for other members to participate and coordinate small groups such as: Parents of Preschoolers, Parenting Adolescents, Grief Support, Engagement, Newly Married, Single Parenting, Prophecy and Bible Studies, etc.
50. **Social and Fellowship Coordinator** - A ministry of providing opportunities for fellowship and fun.
51. **Stewardship Coordinator** - a ministry of education, helping to prepare the church budget each year, and communicating the financial needs of both the local and world church.
52. **Telephone Ministry** – a ministry of calling visitors, and missing members. Also other calls including church member/family illnesses/deaths; member hospitalizations, prayer requests, and announcements not posted in bulletin..
53. **Texas Lay Advisory (TLA)** - represents the local congregation in quarterly meetings and constituency meetings with other members of the conference and makes recommendations to the Texas Conference in the areas of Education, Administration and Evangelism. Become involved by serving as a TLA member or by making your opinions and ideas known to those who serve on one of the 3 committees.
54. **Ushering** - a ministry of helping with the Sabbath services. A head usher supervises and a number of ushers are needed according to the size of your congregation.
55. **Vacation Bible School Coordinator** – a summer ministry where the church provides social, spiritual and educational activities for children in our church and the community. (usually runs from one to three weeks)
56. **Vespers/or Youth Society Coordinator** – a ministry that prepares worship programs for Sabbath afternoons from the Youths to the congregation. This ministry provides the opportunity for young people to develop their leadership skills and their spiritual insight through music, testimonies, interviews, dramas, Bible games, preaching and more.
57. **Visitation Team** – a ministry to visitors, new members and missing members, as well as others who may be lonely. It is encouraged that

Deacons and Deaconess be involved in this ministry. A coordinator and several teams or couples are needed.

VOP Discovery Lessons Coordinator – a ministry that receives, organizes and follows up the interest cards sent by the Voice of Prophecy. This ministry should work real close with the outreach coordinator, Lay Evangelists, church members and the pastor.

58. **Women's Ministries Coordinator** - a ministry of planning and developing programs to meet the needs of women in local congregations and the community. This may take place through a planning committee, assessments, program development, and advocating women's needs, concerns and contributions.
59. **Worship Committee:** a team which works in close coordination with the pastor to plan the worship service by involving members to participate. The committee should include, but not be limited to, the Pastor, the Elders, sound room coordinator, organist, pianist, music ministry team leader, bulletin coordinator, head deacon, head deaconess and two other members of the congregation. This committee meets regularly to plan services one month in advanced.
60. **Young Adults Coordinator** - These leaders do not have to come from the 18-29 age group. This ministry involves and plans activities and programs for young adults in the congregation.
61. **Youth Ministries Coordinator** – This ministry involves and plans for all activities and programs for teenagers of the congregation.
62. **Youth Sabbath Coordinator** - A ministry that prepares the worship hour one Sabbath a month. It is encouraged that the participants on this day mainly be young people.
63. **Youth Sabbath School Leader/Teacher** - a ministry of planning, spiritual leadership, teaching, building community and program development.