



**Community Praise Center  
Seventh-day Adventist Church**

***Mastering the Mission***

**MINISTRY TITLE: Children's Sabbath School Superintendent**

**MINISTRY DUTIES:**

**Leadership Responsibilities**

1. Help cast a vision and mission for CPC's Children's Sabbath School program.
2. Model and encourage personal and spiritual growth of team members.
3. Build team spirit and cooperation among Sabbath School volunteers.

**Organizational Responsibilities**

1. Recruit volunteers as needed for the various age groups matching responsibilities and gifts of individuals with those whose team they join.
2. Be responsible for the Children's Sabbath School General budget.
3. Inform workers of training sessions, conventions, and seminars encouraging them to attend, and, organizing training for specific needs that are observed.
4. Encourage communication with parents, informing them of upcoming events and providing opportunities for parents to serve.
5. Affirm the volunteers through notes of thanks, encouraging words and thank-you events.
6. Work with Sabbath School Secretary to maintain an up-to-date and usable database.
7. Coordinate 13<sup>th</sup> Sabbath programs.
8. Attend regularly scheduled Children's Ministries Council Meeting.
9. Attend monthly Church Board Meeting.

**SPIRITUAL GIFTS DESIRED:** A love and passion to win children for the kingdom of heaven.

**ACCOUNTABLE TO:** Children's Ministries Committee



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**MINISTRY TITLE:** **Children's Sabbath School Secretary**

**MINISTRY DUTIES:**

1. Collect weekly attendance records for each Sabbath School room and report the records for the quarter to the Children's Ministries Coordinator
  - Attendance should include number of children, number of adults and number of visitors for each room for each Sabbath.
2. Collect and count the offering for each room, report the total and give it to the treasurer before the worship service.
3. Sort and distribute lesson quarterlies and supplies to Sabbath School rooms each quarter.
4. Distributes the weekly papers to the appropriate rooms each Sabbath.

**SPIRITUAL GIFTS DESIRED:** A willingness to serve our Lord.

**ACCOUNTABLE TO:** Children's Sabbath School Superintendent



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**MINISTRY TITLE: Children's Sabbath School Division Leader**

**MINISTRY DUTIES:**

**Leadership Responsibilities:**

1. Provide leadership to the team of volunteers in your classroom, building team spirit and cooperation within your group.
2. Foster a positive learning/experiencing environment in your classroom.
3. Encourage personal and spiritual growth among team members and in children.

**Organizational Responsibilities:**

1. Build spiritual camaraderie with your team.
2. Work with your team to set age appropriate goals for your room for the year.
3. Work with assistant leaders to plan age appropriate programs that will apply to the daily lives of the children.
4. Communicate with and enlist support of parents for the plans and goals of your classroom.
5. Recruit teachers for your small group Bible study time.
6. Be responsible for the room's budget, buying and preparing age appropriate visuals and supplies as needed. (All purchases must be pre-approved by the Business Manager and receipts submitted to the Church treasurer.)
7. Be responsible for the cheerful condition of the room using decorations appropriate to your themes and that are in keeping with the diversity of peoples in our church.
8. Keep well informed by your assistants concerning attendance reports, making sure that class records and offerings are properly recorded.
9. Be a channel of communication with children and their parents of upcoming

events and of opportunities for ways to serve

**SPIRITUAL GIFTS DESIRED:** A love to nurture children into a loving, serving relationship with Jesus.

**ACCOUNTABLE TO:** Children's Sabbath School Superintendent



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**MINISTRY TITLE:** Home & School Coordinator

**MINISTRY DUTIES:**

1. To be responsible for the regular promotion of Christian education and to plan, in cooperation with the pastor and Children's Ministries Coordinator, periodic programs or services that emphasize the values of Christian education.
2. To contact all Seventh-day Adventist homes where there are school-age children or young people, to encourage attendance at the local church school or at a Seventh-day Adventist secondary school, college, or university, and to suggest possible solutions to problems.
3. To make every reasonable effort, where church schools are not available, to encourage the church to provide Seventh-day Adventist education in the area.
4. To maintain contact with students from the church who are in attendance at Seventh-day Adventist or other schools away from the home church.
5. To contact members who have no school-age children, encouraging them to provide financial aid for needy Seventh-day Adventist students.
6. To maintain an up-to-date census of all the children and youth in the church.
7. The Home and School Coordinator shall also be a member of the Church Board.

**SPIRITUAL GIFTS DESIRED:** A passion in assisting children /youth to receive a Seventh-day Adventist Education

**ACCOUNTABLE TO:** Children's Ministries Committee



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**MINISTRY TITLE: DEACON, HEAD**

**MINISTRY SUMMARY:** Responsible for organizing the Deacons for serving members and maintaining church property.

**MINISTRY DUTIES:**

1. To organize Deacons to keep the church building in excellent repair.
2. To schedule the Deacons to assist in the ordinances and services of the church.
3. To publish a Deacon's job manual describing all Deacon job responsibilities.
4. To serve as a member of the Church Board and Building Committee.
5. To schedule Deacon's for duty each Sabbath.
6. To chair the Board of Deacons meeting.
7. To keep the Deacons informed of all activities scheduled each Sabbath.
8. To manage the Deacon's budget and the Poor Fund.
9. To reward or discipline Deacons when needed.
10. To set an example of how all Deacons should conduct themselves.

**SPIRITUAL GIFTS DESIRED:** Leadership, Faith, Helps, Hospitality, Patience

**ACCOUNTABLE TO:** Church Board, Pastors



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**MINISTRY TITLE: DEACON**

**MINISTRY SUMMARY:** Responsible for the duties of all church services and other tasks as requested by the Head Deacon or Pastors and the care and maintenance of the church property.

**MINISTRY DUTIES:**

1. To help keep the church building in excellent repair.
2. To serve as a member of the Board of Deacons.
3. To assist male candidates at baptismal services.
4. To assist in the celebration of the ordinances of the church.
5. To open and close the church for all church services.
6. To attend Deacon meetings once a month.
7. To faithfully carry out Deacon responsibilities as requested by the Head and Assistant Head Deacon.
8. To set an example for all Deacons to emulate.
9. To serve our visitors and members politely and professionally during all church services.
10. To sacrifice one Sabbath a month to serve church activities from the opening to the closing of the church.
11. To care for the sick, poor, widow and single mothers.

**SPIRITUAL GIFTS DESIRED:** Hospitality, Helps, Faith, Patience

**ACCOUNTABLE TO:** Church Board, Head & Assistant Head Deacon, Pastors

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**MINISTRY TITLE:** Religious Liberty

**MINISTRY SUMMARY:** This ministry supports religious liberties in the United States and abroad, as one of the fundamental principles of the Seventh-day Adventist Church, and as a God-given right. By our articles, news items, comments etc. we hope to provoke each member/visitor to be more committed to the principles of freedom in their daily lives and then proclaim the word of freedom that only Christ can guarantee.

**MINISTRY DUTIES:**

1. Inform the church of current religious rights and pending laws in Congress and throughout the world.
2. Provide individuals with information on the principles of religious freedom – religiously, politically, and socially.

**SPIRITUAL GIFTS DESIRED:** Oral and written Communication Skills

**ACCOUNTABLE TO:** Pastoral Team