



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

Mastering the Mission

MINISTRY TITLE: Children's Prayer Meeting Coordinator

MINISTRY SUMMARY: To help children worship God in an age-appropriate way; to prepare children to understand what is happening in the "big church" during the Wednesday night prayer meeting.

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MINISTRY DUTIES:

1. Demonstrates a concern for child safety by having all prayer meeting volunteers complete the Volunteer Ministry Information Form and by observing the Guidelines for Volunteers and Caregivers.
2. Represents Children's Prayer Meeting on the Children's Ministries Council,
3. Organizes age-appropriate weekly prayer meetings for children ages 4 – 9 years of age.
4. Leads or team teaches up front for children's prayer meeting.
5. Trains volunteers and delegates ministry responsibilities to staff,
6. Keeps an updated file of current students.
7. Attends a conference children's ministries workshop with emphasis on children's prayer meeting or checks on-line for church-recommended programs,

SPIRITUAL GIFTS DESIRED: A desire to lead children to Jesus and to help them understand biblical truth.

ACCOUNTABLE TO: Children's Ministries Committee and Children's Ministries Coordinator



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MINISTRY TITLE: Children's Baptismal Studies Coordinator

MINISTRY SUMMARY: At ages 6-12, children are naturally joiners. They want to join their church and take part in church life. The Children's Baptismal Class provides the opportunity for children to act on this desire to participate.

MINISTRY DUTIES:

1. Represents the Children's Baptismal Studies Ministry on the Children's Ministries Committee,
2. To affirm and reinforce the child's sense of belonging in the community of believers through group study.
3. Provides age appropriate studies to help children establish a relationship with Jesus (understanding how they are saved),
4. Provides age appropriate lessons to help children understand the 27 fundamental beliefs of the Seventh-Day-Adventist Church and the 13 baptismal vows.
5. Provides opportunities to help children develop their Biblical research skills by reading passages for answers to specific questions, analyzing facts, making comparisons, and drawing conclusions.
6. Coordinates quarterly baptism ceremonies; reserving date and providing the children with certificates and welcome gifts.
7. Attends a conference/workshop for Children's Ministries with emphasis on children's baptisms.

SPIRITUAL GIFTS DESIRED: A desire to lead children to Jesus and to help them understand biblical truth.

ACCOUNTABLE TO: Children's Ministries Committee and Children's Ministries Coordinator.



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MINISTRY TITLE: Vacation Bible School Coordinator

MINISTRY SUMMARY: The Vacation Bible School Coordinator plays a key role in directing the church's largest outreach program for children and their families.

MINISTRY DUTIES:

1. Demonstrates a concern for child safety by completing the Volunteer Ministry Information Form and returning it when asked, and by observing the Guidelines for Volunteers and Caregivers.
2. Represents VBS on the Children's Ministries Committee,
3. Plans yearly Vacation Bible School program; reserving date, time, space (or rooms to be used) and program schedule
4. Delegates leadership of the learning stations to able and responsible leaders; holds them accountable (Stations include Bible learning, craft, games, etc),
5. Helps volunteers match their spiritual gifts with a ministry task as a leader, guide
6. Attends a conference VBS workshop where VBS programs are demonstrated or checks on-line for church-recommended programs,
7. Takes responsibility for reporting the VBS event to the local conference

SPIRITUAL GIFTS DESIRED: A passion for children and children's ministries and an attitude of servant leadership.

ACCOUNTABLE TO: Children's Ministries Committee



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MINISTRY TITLE: Health Ministry

MINISTRY SUMMARY: Our ultimate goal is to achieve a better way of living which incorporates our minds, body, and spirit. It is our desire that we all get excited about being physically fit, as well as spiritually fit.

MINISTRY DUTIES:

1. Maintain a schedule of Medical Staff for Sabbath Service.
2. Order supplies and keep Infirmary clean and tidy.
3. Help with C.H.I.P. program
4. Implement programs for Healthy Living.

SPIRITUAL GIFTS DESIRED: Administration, Encouragement, Healing, Mercy, and Teaching.

ACCOUNTABLE TO: Pastoral Staff



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MINISTRY TITLE: Food Bank Coordinator

MINISTRY SUMMARY: The Food Bank is a ministry that provides adults and families with children, food to get them through an emergency situation. The CPC SDA Church Food Bank is eligible to receive products and will provide these items to qualified participants. The Food Bank is open several days each week and will respond to emergency situations as they occur.

MINISTRY DUTIES:

1. Ordering Foods
2. Stocking and rotating stock
3. Shopping for perishables and other non-food items
4. Packing U.S.D.A. items according to criteria established
5. Maintaining accurate count of food items at all times.
6. Dispersing of food items to needy families

SPIRITUAL GIFTS DESIRED: Hospitality

ACCOUNTABLE TO: Pastoral Staff



Community Praise Center Seventh-day Adventist Church

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MINISTRY TITLE: Prison Ministry Leader

MINISTRY SUMMARY: The key mission of this ministry is to meet the needs of incarcerated individuals primarily through sharing the gospel of Jesus Christ in song, testimony, teaching and preaching. Year round consistent monthly visits to prison inmates demonstrate the love of Christ and tangibly prove that the saints of God care. The ministry also supports prison inmates by purchasing desired spiritual material such as bibles and Spirit of Prophecy publications. When possible, the needs of the families of incarcerated individuals are met as well.

MINISTRY DUTIES:

1. Provide leadership to the team and oversee all team activities to assure that the needs of the incarcerated individuals are being met;
2. Assure that there are 3 teams of volunteers, each of which will visit a prison facility each and every month; This involves submitting monthly requests of volunteers desiring to attend for approval by prison officials. For each of the 3 visits, there should be a volunteer to preach a sermon and a volunteer to do special music.
3. Chair quarterly team meetings to address all necessary business;
4. See that all team members receive adequate and ongoing training;
5. Represent the ministry at church board meetings;
6. Maintain an up to date and exciting web page on the CPC web site;

SPIRITUAL GIFTS DESIRED: A longing to lead those to communicate the gospel to those incarcerated.

ACCOUNTABLE TO: Pastoral Staff