



CHURCH MINISTRIES

RESPONSIBILITIES AND DESCRIPTIONS | CHURCH STRUCTURE AND ORGANIZATION

Prepared for the Alpharetta Seventh-day Adventist Church | By Nelson Fontaine

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Overview and Purpose

"As each has received a gift, use it to serve one another, as good stewards of God's varied grace" 1 Peter 4:10

The purpose of the descriptions of these various ministries within our church is to provide the volunteer with a fundamental idea of the nature of his or her ministry. These descriptions will give an overall view of the basic requirements, time commitment, and expectations to fulfill the ministry with excellence, and thereby strengthen the Body of Christ, and bring glory to God.

These descriptions should be viewed as the foundation for the ministry, the basic or minimum expectations. Working with church leadership, the volunteer is encouraged to enlarge and expand his or her ministry (within the overall published framework, vision and direction of the Alpharetta Church), and should seek ways and methods to continually improve the ministry. Make it your own! You have been granted authority by the Church to operate your ministry. Use the gifts that God has given you to make this ministry better than before, for a stronger and healthier church, and for an even more rewarding serving experience for yourself.

Even though these ministry descriptions have been customized for the Alpharetta Church, they shouldn't contradict any descriptions of the operation of a specific ministry contained in the Church Manual. The volunteer is encouraged to become familiar with the Manual as it relates to your specific ministry. You are also encouraged to seek out help and resources that are available through the Conference to help make your ministry a success. The Pastor and Elders of the church can connect you with numerous resources you can use. *We strongly encourage the use of exclusive Seventh-day Adventist published material, especially in teaching. Use of non-SDA material in teaching situations will need Church Board approval.*

Finally, if you are considering serving in a specific ministry, PRAY about it earnestly. Ask the Lord to make it clear to you if this is where He would have you serve in His Church. Don't be afraid to look at other ministry possibilities that may be available. Our goal is not to fill available slots, but to put you in the right ministry, into the ministry that God created just for you. Ask God to help you find it. Nothing in life is more rewarding. Thank you for serving your Church and your God!

SABBATH SCHOOL

Introduction

The purpose of the Sabbath School (children and adult departments) is to make disciples for Christ and to lead people into a deeper knowledge of God through the study of His Word and interaction with each other. In the class setting there is an interchange of ideas that is non-threatening, a sharing of faith, personal, relevant experience and biblical instruction. Friendships are made in the circle of fellowship; a sense of community is developed. It is the responsibility of the Teacher to not only teach the material and lead the discussion, but also to develop biblical community within the class. The Sabbath School is a school of Christian living, not just an event on Sabbath mornings. Therefore, the Sabbath School exists not only to minister to its members, but to train and equip those members to minister to others. All of our Sabbath School classes should also be a "non-threatening" environment, where unbelievers can feel comfortable and welcomed as they seek God.

Duties of the Sabbath School Superintendent

Developing leadership - You will supervise all the leaders of the various Sabbath School departments, and encourage them to evaluate the effectiveness of their division/class in meeting the goals of the church. You should make arrangements for them to get the training, support and resources they need.

Build Biblical community - Help your team develop an excellent learning environment, and foster a growing, caring fellowship throughout their individual class divisions.

Recruiting and training volunteers - There is a constant need to find teachers and helpers for every aspect of the Sabbath School. Working with division leaders, you are to identify potential teachers and helpers, bring them before the Sabbath School Council for consideration and appointment, and work with the appropriate division leaders to train and equip new teachers.

Sabbath School Handbook, latest edition - You are encouraged for yourself, and your teachers, to have and become familiar with the Sabbath School Handbook published by the General Conference. It is an excellent source of help, advice, policy and procedure in all things related to your Sabbath School ministry.

Class Attendance - Participation in our Sabbath School classes is critical to the spiritual health and community aspect of our church. Therefore, make every reasonable effort to work with the various division leaders to know which class members may be slipping away from regular attendance, and then encourage these people as needed, through personal invitation, cards and letters, home visitation, etc. A systematic method of achieving these results shall be established by the Sabbath School Council.

Chairing the Sabbath School Council - This Council includes the Superintendent and those specifically directed by the Church Manual, including all division Sabbath School leaders. The purpose of the Council is to achieve all goals listed previously, to deal with current issues and challenges within the divisions, to identify appropriate teachers and helpers for the various divisions for consideration of the Church Board, and to improve on our classes continually for God's glory. The

Council should meet monthly to build teamwork and to stay current with the health of the Sabbath School divisions and classes.

Scheduling - As Superintendent, it will be your responsibility to ensure that your division leaders have provided a teaching schedule to the Platform Scheduler for online publication. It is recommended that a complete schedule be prepared in advance of each quarter for each Sabbath School class.

Funding - Working with division leaders, provide an overall budget for the Sabbath School ministry as directed by the finance committee.

Planning ahead - It will be your responsibility to help your Sabbath School leaders plan ahead and to participate in the total planning process of the Church Board and our local Conference.

Church Board - the Sabbath School Superintendent is on the Church Board by virtue of office, and should make every effort to attend board meetings.

Duties of the Adult Sabbath School Teacher

Material - All material that will be used as the main teaching source for the class, shall be approved by the Sabbath School Council.

Preparation - Before opening God's Word to teach, there should be more preparation than a brief perusal on Friday night. A good habit to establish is to spend a concentrated hour on Sabbath afternoon becoming familiar with the main points of the new lesson. During the rest of the week, carefully prepare to teach the week's lesson.

Teaching - Keep in mind that finding a healthy balance between teaching and asking relevant discussion questions will be the key to an informative and interactive class where participation is encouraged. At the same time, be diligent in keeping the discussion "on topic" on the current lesson, without allowing any one person to dominate the discussion. Wisdom, experience and thorough preparation is needed here. In addition to ministering to members, your Sabbath School class should be a "non-threatening" environment, where unbelievers and visitors will feel comfortable and welcomed as they seek God.

Class Attendance - Participation in our Sabbath School classes is critical to the spiritual health and community aspect of our church. Therefore, make every reasonable effort to know which class members may be slipping away from regular attendance, and then encourage these people as needed, through personal invitation, cards and letters, home visitation, etc. Work with your Sabbath School Superintendent to achieve these results.

Prayer - Open and close each one of your classes with prayer. Taking prayer requests, starting with a song of consecration, etc is optional at the discretion of the teacher.

Starting and ending class on time - Regardless of how many people are present, and without exception, class begins precisely at 10 am. Class should be ended no later than the second bell sounded by the deacons, or 10:50 am if no bell is sounded.

Substitute - In case of emergency or illness, preparation should be made for a substitute teacher that is currently approved by the Council. This substitution is YOUR responsibility. Also please see that

your division leader and/or the Sabbath School Superintendent is notified that a substitute has been provided if you are scheduled to teach and you must be absent.

A/V media - If you have A/V media to present for your class, please have it to the A/V Team no later than 9:30 am. It is also recommended that you use a microphone to teach in the adult class in the sanctuary.

Duties of the Adult Sabbath School Division Leader

Teacher - In addition to the specific responsibilities described herein for your ministry as division leader, you are also a teacher in the adult division, performing the same tasks and duties as described under that section.

Team - Your teachers are appointed by the Sabbath School Council, and can be added to throughout the term of your service as noted in this section.

Leadership - It will be your job to mentor, train, schedule, recruit and help in any way you can the various teachers under your division to fulfill their ministry as teacher.

Scheduling - Prepare a schedule for teaching of the various adult classes. The schedule should be reviewed by the Sabbath School Superintendent, and given in a timely manner to the Platform Scheduler for online publication. It is recommended that a complete schedule be prepared in advance of each quarter.

Substitute - Even though responsibility has been given to individual teachers to find their own replacement in event of emergency, personal issues, etc, it will ultimately be YOUR responsibility to assure that a substitute teacher approved by the Council is provided for each adult class. Please note that this may mean that you will have to teach the class on short notice, therefore it is recommended that you are familiar with the class material each week.

Recruiting and training volunteers - There is a constant need to find teachers for every aspect of the Sabbath School. Working with the Sabbath School Superintendent, you are the person who must take the initiative to identify potential new teachers, and bring them before the Sabbath School Council for consideration and appointment. You will then train and equip the candidate for their teaching ministry.

Duties of the Children's Sabbath School Teacher

Material - All material that will be used as the main teaching source for the class, shall be approved by the Sabbath School Council. Your division leader will provide you with the teaching material/lesson to use for your class.

Preparation - It is recommended that you do not wait until the Friday night before to start preparing, but rather prepare throughout the week for your class on Sabbath. Crafts, supplies, materials, etc that are part of the lesson, should be put out in advance of your class. We recommend that you get to your classroom in plenty of time before class starts so that you can set everything up without rushing. The church opens at 9 am each Sabbath.

Teaching - Be kind, courteous, attentive and patient when teaching our children. The goal in all of our Sabbath School classes is to lead boys and girls into a knowledge of God and His love, and into a

saving relationship with Christ. As a Christian and as their teacher, you should be a reflection of God's love to our children.

Class Attendance - Remembering names, and parent's names, will go a long way in connecting with everyone in your class. Please keep records for yourself of those in your class, and make every effort for you or your helpers to reach out to those children and their parents if they begin missing a lot of classes.

Prayer - Open and close each one of your classes with prayer. Taking prayer requests, starting with a song of consecration, etc is optional at the discretion of the teacher.

Starting and ending class on time - Regardless of how many children are present, and without exception, class begins precisely at 10 am. Class should be ended no later than the second bell sounded by the deacons, or 10:50 am if no bell is sounded.

Substitute - In case of emergency or illness, preparation should be made for a substitute teacher that is currently approved by the Council. This substitution is YOUR responsibility. Also please see that your division leader and/or the Sabbath School Superintendent is notified that a substitute has been provided if you are scheduled to teach and you must be absent.

Duties of the Children's Sabbath School Division Leader

Teacher - In addition to the specific responsibilities described herein for your ministry as division leader, you are also a teacher in your division, performing the same tasks and duties as described under that section.

Team - Your teachers are appointed by the Sabbath School Council, and can be added to throughout the term of your service as noted in this section.

Leadership - It will be your job to mentor, train, schedule, recruit and help in any way you can the various teachers under your division to fulfill their ministry as teacher. Meet with your teachers on a regular basis to go over the lesson for the quarter, answer questions, help the teachers prepare for their class, and prayer. Work towards building genuine community and fellowship within your team of teachers.

Teaching material/lessons - You will provide the lesson material for your teachers for each Sabbath. Work with the Sabbath School Superintendent and/or the Sabbath School Council for selecting teaching material for each quarter. It is recommended that you have your classes planned out at least a quarter in advance. All material that will be used as the main teaching source for your classes, shall be approved by the Sabbath School Council.

Scheduling - Prepare a schedule for teaching of the classes in your division. The schedule should be reviewed by the Sabbath School Superintendent, and given in a timely manner to the Platform Scheduler for online publication. It is recommended that a complete schedule be prepared in advance of each quarter.

Scheduling Conflicts - Even though responsibility has been given to individual teachers to find their own replacement in event of emergency, personal issues, etc, it will ultimately be YOUR responsibility to assure that an approved teacher is provided for each class in your division. Please

note that this may mean that you will have to teach the class on short notice, therefore it is recommended that you are familiar with the class material each week.

Recruiting and training volunteers - There is a constant need to find teachers for every aspect of the Sabbath School. Working with the Sabbath School Superintendent, you are the person who must take the initiative to identify potential new teachers and helpers, and bring them before the Sabbath School Council for consideration and appointment. You will then train and equip the candidate for their teaching or helping ministry.

CHURCH CLERK

Introduction

"For God is not a God of disorder but of peace—as in all the congregations of the Lord's people." 1 Corinthians 14:33. The Church Clerk seeks to fulfill this biblical principle by keeping the various established processes and procedures of the Church running smoothly and effectively, keeping accurate records of all the people associated with our congregation, and assisting the Pastor as needed in his ministry.

Duties of the Church Clerk

Secretary at church board and business meetings - Although a church secretary sometimes is delegated this responsibility, it is the duty of the Clerk to see that this task is performed and properly entered in the church records. The official copy of the minutes should include complete copies of all reports, documents and financial statements. It is a public record which any church member or denominational representative can obtain and review.

Church membership - There must always be a vote by the church, not just the church board, to add or drop a name from the church membership roll, except in the case of the death of a member. The Clerk handles the correspondence between the individuals seeking transfers and the churches with which the transfer is being made. The Clerk also fills out a certificate and report form when a person is baptized or makes a profession of faith.

Church records - All church records, minutes of business meetings and board meetings, the church officer list, and the list of church members are maintained by the Clerk. This information is not only for the sake of the church family, but portions of this information are also sent on special forms to the local conference office for its use in statistical reports. Also, it is vital that you supply copies of these records to new pastors and church board members so they have the information needed for their work.

List of committees - The Clerk should make note of any committees that are appointed and give the chairman of the group a list of the members making up the committee, along with an outline of the work the committee is being asked to accomplish.

Church directory - It is the responsibility of the Clerk to have a church directory produced and updated as needed, and as directed by the Church Board.

Church Secretary - In the absence of a full time paid secretary, it is the job of the Church Clerk to assist the Pastor as needed in helping him run the day to day operation of the church.

Funding - Provide an overall budget for your ministry as directed by the Finance Committee.

Church Board - the Clerk is on the Church Board by virtue of office, takes board meeting minutes, and should make every effort to attend board meetings.

AUDIO/VISUAL

Introduction

"For God is not a God of disorder but of peace—as in all the congregations of the Lord's people." 1 Corinthians 14:33. Church on Sabbath can be hectic. It is the job of the A/V ministry to bring order from chaos. Your job will be to keep the audio and visual component of our Worship service running seamlessly and smoothly each week, in spite of the many demands and challenges along the way.

Duties of the A/V Team Member

A/V system - Be proficient at setting up, operating, and taking down our A/V system. Having a tech background is helpful, but not required. The Alpharetta Church will provide your training if you feel God calling you to this ministry.

System setup - When you're scheduled to serve, be at church at 9 am and setup the A/V system. System must be completely setup and tested before Sabbath School starts at 10 am.

Laptop - Using the bulletin information, setup the worship visual program, if it hasn't already been done so. Pre-load any music that is available from special music guests, AlphaPraise, etc. Pre-load any special visual media, videos, etc that is available from the speaker or others participating in the worship service for that day. Test everything as far as possible before Sabbath School begins.

Sound check - After system setup and media input, and before Sabbath School starts, test all systems for proper operation.

During Sabbath School - No tests, sound checks, visual runs, etc are to be operated during Sabbath School. It is recommended that you participate in the Adult Sabbath School with everyone else, and be available for any A/V issues during this time.

Before church starts - Finalize everything required for the service immediately after Sabbath School ends. Be in place and ready to operate the A/V system before Sabbath School lets out.

During church - Run the A/V system. Because a lot will be going on, being laser focused and not being distracted is key to the success of your ministry during church. Pay close attention to microphones that are being used, the flow of the service, etc. Preparation, thinking ahead, and undivided attention to the service are all key to ensuring that we have a flawless worship service. Almost all A/V related issues and challenges can be worked out by running pre-tests before church starts.

After church - Take down the A/V system and put back in the way it was found.

Duties of A/V Team Leader

Team member - In addition to the specific responsibilities described herein for your ministry as Team Leader, you are also on the A/V Team, performing the same tasks and duties as described under that section.

Leadership - It will be your job to mentor, train, schedule, recruit and help in any way you can the various A/V team members under your ministry.

Scheduling - Prepare a schedule for the A/V Ministry. The schedule should be given in a timely manner to the Platform Scheduler for online publication. It is recommended that a complete schedule be prepared in advance of each quarter.

Scheduling Conflicts - It is recommended that you keep in touch with your team members during the week, and to know who is scheduled and when. It is ultimately YOUR responsibility to assure that a qualified A/V team member is in place to serve on Sabbath morning. In case of emergency, personal issues, etc it will be your job to setup and run the A/V system for that week.

Special events - The A/V Team should be available as needed for special events, such as evangelistic meetings, concerts held at the church, etc.

Funding - Provide an overall budget for the A/V needs of our church as directed by the Finance Committee.

DEACON and DEACONESS

Introduction

"For they that have served well as deacons gain to themselves a good standing, and great boldness in the faith which is in Christ Jesus." 1 Timothy 3:13. You have been called to function as a Deacon or Deaconess in your congregation. Above all else, you are a servant-leader to our church congregation, with sacred duties described herein. Keep in mind that you are ALWAYS a Deacon or Deaconess, whether you are scheduled to serve or not; whether you are at church or not. You are a representative of Jesus Christ and a leader in our church, always ready to serve others.

Duties of the Deacon and Deaconess

Ushering - You will serve as usher for our church service as directed by the Head Deacon/Deaconess. This will include helping guests find seats, collecting offering, keeping the sanctuary neat and clean, helping with fussy children, etc.

Upkeep of church property - You will take responsibility for the care and upkeep of the church property, including the oversight or actual doing of the janitorial work, repairs, grounds maintenance, etc as directed by the Head Deacon/Deaconess.

Security - You will care for the security of those in attendance at church activities, always vigilant for the comfort and safety of all persons. This includes opening the church building before meetings and locking the facility at the conclusion of activities, at the direction of the Head Deacon/Deaconess.

Visitation - You will join with the Pastor and Elders of the church in visiting members and prospective members.

Bible studies - Under the guidance of the Pastor and church Elders, be willing to learn to give Bible studies to members or interests.

Assisting with the baptismal ceremony - As directed by the Pastor and Head Deacon/Deaconess, you will assist as needed with baptisms, including but not limited to, prepare and fill the pool, assist candidates, physical labor related to the service, prepare the robes, launder and store robes, towels, etc after the ceremony.

Assisting with the communion service - As directed by the Pastor and Head Deacon/Deaconess, you will assist as needed with the communion service, including but not limited to, provide the physical arrangements such as placing the communion table, place the towels, basins and water in the appropriate rooms for use in the ordinance of humility, dispense water and basins during the ordinance of humility, prepare the bread and grape juice, arrange the emblems and covering on the table, clean and store the linens and serving pieces used in communion.

Caring for the congregation - Assist any and all ministries within our church that cares for the congregation, especially the outreach of the Sunshine Committee, planning of wedding and baby showers, etc. Be willing to serve when and where needed.

Alpharetta specific duties - In addition to the above general responsibilities, the Alpharetta Church has a system in place for the smooth, orderly operation of the church on Sabbath. The Head Deacon/Deaconess will provide a detailed list of these duties. You must be willing to perform these tasks as directed.

Offering - The Deacons of our church are responsible for the collection, counting and safe keeping of all offerings on Sabbath, in accordance with established Alpharetta Church policies and procedures. See the Head Deacon and Church Treasurer for detailed info.

Substitute - In case of emergency or illness, preparation should be made for a substitute Deacon or Deaconess to serve in your place. This substitution is YOUR responsibility. Also please see that the Head Deacon/Deaconess is notified that a substitute has been provided if you are scheduled to serve and you must be absent.

Duties of the Head Deacon and Head Deaconess

Serving by example - In addition to the specific responsibilities described herein for your ministry, you are also a deacon or deaconess, performing the same tasks and duties as described under that section.

Leadership - It will be your job to mentor, train, schedule, recruit and help in any way you can the deacons or deaconesses under your ministry.

Sabbath morning responsibilities - Provide a detailed list of tasks, duties, responsibilities and expectations (including specific time frames) for your deacons and deaconesses so they will know exactly what is expected of them on Sabbath mornings. This list should be distributed to your team

members, and reviewed regularly with them. The list will probably be dynamic, not static, so please keep it up to date and current.

Offering - The deacons are responsible for the collection, counting and safe keeping of all offerings on Sabbath, in accordance with establish Alpharetta Church policies and procedures. The Head Deacon is ultimately responsible for this important task, and for transferring the counted offering to the Church Treasurer each Sabbath.

Recruiting and training volunteers - There is a constant need to find helpers for our church, and to get people involved. You are the person who must take the initiative to identify potential new deacons and deaconesses, bring them before the Church Board for nomination, and train and equip the candidate for their ministry.

Ordination for service - All deacons and deaconesses must be ordained according to the Church Manual before serving in this capacity within our church.

Scheduling - Prepare a separate schedule for deacons and deaconesses. The schedule should be reviewed by the Head Elder, and given in a timely manner to the Platform Scheduler for online publication. It is recommended that a complete schedule be prepared in advance of each quarter.

Scheduling Conflicts - Even though responsibility has been given to individual deacons to find their own replacement in event of emergency, personal issues, etc, it will ultimately be YOUR responsibility to assure that an ordained deacon or deaconesses is on duty each Sabbath. Please note that this may mean that you will have to serve in this capacity on short notice, so always be prepared.

Regular Team meetings - You are encouraged to meet regularly with your ministry team. Separate deacon and deaconess ministry meetings should be scheduled and announced well ahead of time, recommended at least twice a year. A church Elder should be invited to attend these meetings. The purpose of which is to instruct on church procedure, answer questions, pray together, deepen faith through a spiritual component and build community and friendships with each other.

Church ministries - The Head Deacon/Deaconess should make themselves informed of the various ministries operating within our church, and should make every effort to attend committee meetings, for the purpose of staying in tune with our church, and offering help and support for the ministry. The Head Deacon is welcome at any meeting held by the Church.

Relationship with the Pastor and church Elders - You and your deacons/deaconesses should be available as needed by the Pastor or church Elders.

Junior Deacons and Deaconesses - The Head Deacon/Deaconess are responsible for training and putting into service the junior deacons and deaconesses that have been appointed by the Nominating Committee. You are also encouraged to continually recruit young people who you feel are qualified to serve in this ministry. Recommend them as needed to the Church Board for appointment.

Funding - Both the Head Deacon and Head Deaconess should provide a separate, overall budget for their specific ministry as directed by the Finance Committee.

Church Board - the Head Deacon and Head Deaconess are on the Church Board by virtue of office, and should make every effort to attend board meetings.

ELDER

Introduction

"And when they had appointed for them elders in every church, and had prayed with fasting, they commended them to the Lord, on whom they had believed." Acts 14:23. As an Elder in our church, you are a servant-leader, and a shepherd of God's people. You will work closely with the Pastor, the other Elders, and the various ministries and their leadership to strengthen our Church and to reach others for Christ. You will be involved in the overall visioning and planning for our church, and will be asked to oversee specific ministries to provide guidance and leadership.

Duties of the Elder

Sabbath platform duties - You will be scheduled to serve on the platform for our church service. Duties may include welcome and announcements, the Invocation, scripture reading and the congregational prayer, etc. In addition, on the Sabbaths you are scheduled, you will serve as Worship Leader for our service. You will be the one ultimately responsible for the orderly, reverent and timeliness operation of the service. The Pastor, Head Elder and Worship Committee will instruct you in the details and special characteristics of our service.

Visitation - Nurture develops on a horizontal level in the church, with members offering encouragement and spiritual counsel to one another. In such a caring community, even the Pastor is nurtured through the membership of the church. An Elder can be a vital element in this kind of caring church, and has the freedom and authority to actively visit members in their homes on behalf of the Church, train and encourage others to do so (especially deacons and deaconesses) and assist in the witnessing to prospective members and interests.

Commitment - It is especially important for the local Elder to be committed to the outreach of the church. The congregation needs to know that its leaders have a clear vision of the mission of the church. It has been said that church growth is "caught" rather than taught. When an Elder enthusiastically models a commitment of his or her time to outreach ministry, others catch the same spirit and commit themselves to the mission of the church. An Elder should schedule time for ministering to the lost.

Relationships with the Pastor - Elders should be available to the Pastor as needed; for visitation, Bible studies, coordinating or overseeing of church events and ministries, etc.

A spiritual mentor - The spiritual life of an Elder should constantly lead members of the church to seek a deeper spiritual experience for themselves. This can be done in a variety of creative ways, and the Elder should continually strive towards this objective.

Church Administration - An Elder should always attempt to make a positive contribution to the organization and progress of the church. While doing this, he or she should not try to dominate or control but rather enable others to participate in decision-making in the church and ministry. An Elder

often serves in an advisory capacity to various departments, committees and projects. In doing this, the Elder provides unity among the various programs of the church, communicates progress to the Church Board, encourages a unified mission, and stays connected to the life and people of the church.

Teaching and leading - Each Elder serving our church should be teaching and leading a Bible study of some kind. Whether it is as a regular Sabbath School teacher, leading one of our small groups, leading a group or personal bible studies, preaching on Sabbath, leading a seminar, etc. Our Elders should be actively involved in teaching the Word of God.

Church Board - each Elder is on the Church Board by virtue of office, and should make every effort to attend board meetings.

Duties of the Head Elder

Serving by example - In addition to the specific responsibilities described herein for your ministry, you are also an Elder in the church, performing the same tasks and duties as described under that section.

Leadership - It will be your job to mentor, train, help to schedule, and be of assistance in any way you can to the Elders under your ministry. Lead by example.

Relationship with the Pastor - You should have a close, working relationship with the Pastor, supporting and helping him in his work in whatever way you can.

Board of Elders - You are encouraged to meet regularly with your ministry team. Elder meetings should be scheduled and announced well ahead of time, recommended at least four times a year. The Pastor and Head Deacon should be invited to attend these meetings. The purpose of which is to instruct on church procedure, answer questions, plan evangelistic events, overall spiritual guidance of the church, pray together, deepen faith through a spiritual component and build community and friendships with each other.

Evangelism - In coordination with the Church Board, the Pastor, and the various ministry leaders, it is the responsibility of the Board of Elders to plan, organize and carry out all public evangelistic efforts and events for our church.

HOSPITALITY TEAM

Introduction

"Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it." Hebrews 13:2. The purpose of our Hospitality Team is to make first time visitors, occasional attenders and church interests feel welcome and at home in our church. This includes church members of course (we want everyone to feel at home!), but your main mission are to visitors and guests in our church.

Duties of the Hospitality Team Leader

Team - Your team is appointed by the Nominating Committee, and can be added to throughout the term of your service as noted in this section.

Greeters - You will be responsible for the greeters in our church. It will be your job to train, equip, support, recruit and schedule all greeters for Sabbath morning, or for other church events that require greeters. Be diligent and creative in greeter training, as these good people are the first impression we give as a church. Work closely with the Pastor in developing and running an ongoing greeter training program. You are encouraged to seek out new people to greet, but keep in mind that all greeters of the Alpharetta Church are required to be trained before serving as greeter.

Scheduling - Prepare a schedule for our greeters, and give in a timely manner to the Platform Scheduler for online publication. It is recommended that a complete schedule be prepared in advance of each quarter. Note that we must have a greeter at the door each Sabbath during the established greeting hours. If your scheduled greeter is absent, it will be your responsibility to find a trained replacement, or greet yourself that day. Always be prepared to greet.

Visitors and regular attendees - Working with your team, you should develop a method for integrating non-members into church life. This will require a personal touch, and getting your team members to connect with visitors on a regular basis. Plans could include a welcome basket for each new visitor, rotating homes and having visitors/occasional attenders over for Sabbath lunch, small social events, constantly and personally inviting to church events, etc. Work with other ministry leaders to ensure that our church events are well advertised and are always "visitor friendly." Remembering visitor's names is crucial in your ministry.

Visitor cards collected at church - You will be responsible for obtaining the visitor cards from the deacons each week. Develop a systematic method for timely contact of each visitor, through a phone call, email, letter, etc. Distribute visitor card information to other ministries as required. Permanently store all visitor cards for future reference and make available to the church leadership as needed. Give a copy of a card to the Pastor for all visitors requesting membership, visits or Bible studies. Keep a record of how each visitor is contacted, and have available for each board meeting.

Foyer material - Working with the church deacons, it will be your responsibility to ensure that we have plenty of relevant and current material suitable for all ages in the Foyer. Sabbath School quarterlies, tracts, children's magazines, Conference supplied handouts, etc.

Bulletins - The greeters are responsible for bulletin inserts. This could include flyers or material that is provided by the various ministry leaders, or the Pastor. This should be done as soon as possible on Sabbath morning, before guests begin to arrive.

Funding - Provide an overall budget for the Hospitality Team as directed by the Finance Committee.

Church Board - the Hospitality Team Leader is on the Church Board by virtue of office, and should make every effort to attend board meetings.

Duties of the Greeter

Important role - As greeter, YOU are the first impression visitors have of our church. And the impression they get from you, will in many ways tell them what our church is like, and will in large part

determine if they will return. That's a lot of pressure! But with God's help, proper training and your welcoming personality, you can do the job of greeter with excellence.

Responsibilities - You will be scheduled to greet by our Hospitality Team Leader. The schedule will be posted on our church website. In general, you are to greet at the front door of the church on Sabbath between the hours of 9:30 AM - 11:30 AM.

Training - Extensive training will be provided by your ministry leader. All greeters for the Alpharetta Church are required to complete the training in order to serve as greeter.

SOCIAL COMMITTEE

Introduction

The purpose of the Social Committee is to plan, organize and schedule all social events for our church. This is one of the most important ministries we have, as it is on the "front line" of building Biblical community and integrating new people and prospective members into church life.

Duties of the Social Committee Team Member

Responsibilities - You will meet with the other team members to plan church social events. You should be responsible for planning, organizing and participating in at least two specific events per year, and are encouraged, as far as possible, to attend all church social events in order to connect with people.

Duties of the Social Committee Chair

Team - Your team is appointed by the Nominating Committee.

Social events and schedule - Meet with your team and prepare a schedule for church social events throughout the calendar year. It is recommended that a minimum of one major social event per month should be planned. A variety of events should be planned to keep the large cross section of our church engaged - families, children, singles, people of all ages and financial ability. Submit the finalized schedule of social events to the church WebMaster for online publication, and make timely updates/changes as needed.

Event responsibilities - Each church social event should have at least one person from the Social Committee who is responsible for planning, organizing and participating in that event. As the Chair, you should make every reasonable effort to be at planned social events to connect with people.

Promotion within the church - It will be your responsibility to make sure upcoming social events are well promoted. Work with the bulletin secretary, the WebMaster, the Hospitality Team Leader, the Church Clerk (email communications) and the Worship Host (platform announcements) to continually promote your events before the congregation, and to make sure that all events are advertised accurately. Also work with the Church Small Group Leader, Men's and Women's Ministry Leaders, etc to make sure there are no conflicts with other planned events, groups, etc.

Sabbath - Please make sure that any events planned for Sabbath are appropriate. If in doubt, consult with the Pastor or church Elders for counsel and advice.

Funding - Provide an overall budget for the Social Committee events as directed by the Finance Committee.

Church Board - the Social Committee Chair is on the Church Board by virtue of office, and should make every effort to attend board meetings.

WOMEN'S MINISTRIES

Introduction

The Bible gives great insight into the role of women. Biblical women were entrepreneurs, judges, prophets, homemakers and Bible teachers to list only a few. Thus the Christian woman is called to live her life in terms of the great potential for the development and use of her abilities. Christian women are compassionate with godly wisdom. They choose to act, to be voices proclaiming a better way, to be hands making a tangible difference, to work toward spiritually strengthening people already in the membership as well as the non-members in the community. Christian women are committed to changing the world through prayer and sharing their faith in the Lord.

It is your job as Women's Ministry Leader to unlock this potential in all of the women in our congregation, urging them into a deeper spiritual walk, discover and use their gifts, reach out to the unchurched, and build solid Biblical community together.

Duties of Women's Ministry Leader

Establish and Chair the Women's Ministry Committee - The Women's Ministry Leader works with the Church Board to establish a committee of individuals interested in women's needs and concerns. The committee's purpose is to brainstorm, develop strategies, network, and assist in planning and implementing programs and activities relevant to women's specific and varied needs. The Chair assembles the agenda, moderates discussion, and encourages group cohesion through personal sharing, prayer and fellowship.

Conduct needs assessments - The Women's Ministry Committee periodically surveys and identifies the needs of the women within the church and community, including spiritual growth needs and training in the promotion of outreach.

Develop programs - You will work with your Women's Ministry Committee, the Pastor and church Elders, and other associated groups and committees within our church, to develop and implement programs, seminars, small groups, community outreach, etc for the purpose of spiritually strengthening the women in our congregation, reaching out to others, and serving the needs in our local community.

Conference - Interact with the Conference Women's Ministries department. This includes filing regular statistical reports and calendar items and participation in conference women's ministries training events.

Funding - Provide an overall budget for Women's Ministries as directed by the Finance Committee.

Church Board - the Women's Ministry Leader is on the Church Board by virtue of office, and should make every effort to attend board meetings.

FAMILY LIFE MINISTRIES

Introduction

Families are the heart and soul of the Alpharetta Church, comprising the majority of our membership. Therefore it is critical to minister to the spiritual, emotional, relational and physical needs of our families. It is your job as Family Life Ministry Leader to do just this, through various activities, programs, material, seminars and events designed to build community between individual family units, thereby making our entire church stronger.

Duties of Family Ministry Leader

Establish and Chair the Family Life Committee - The Family Life Ministry Leader works with the Church Board to establish a committee of individuals interested in family needs and concerns. The committee's purpose is to brainstorm, develop strategies, network, and assist in planning and implementing programs and activities relevant to families' specific and varied needs within our congregation. The Chair assembles the agenda, moderates discussion, and encourages group cohesion through personal sharing, prayer and fellowship.

Conduct needs assessments - The Family Life Committee periodically surveys and identifies the needs of the families within the church and community, including spiritual growth needs and training in the promotion of outreach.

Develop programs - You will work with your Family Life Committee, the Pastor and church Elders, and other associated groups and committees within our church, to develop and implement programs, seminars, small groups, etc for the purpose of spiritually strengthening the families in our congregation, reaching out to others, and serving the needs in our local community.

Conference - Interact with the conference Family Ministries department. This includes filing regular statistical reports and calendar items and participation in Conference Family Ministries training events.

Funding - Provide an overall budget for Family Life Ministries as directed by the Finance Committee.

CHILDREN'S MINISTRIES

Introduction

Children are the future of the Alpharetta Church. Therefore it is critical to minister to the spiritual, emotional, relational and physical needs of the children in our congregation. It is your job as Children's Ministry Coordinator to do just this, through various activities, programs, material,

seminars and events designed to lead our children systematically into an authentic, and loving relationship with Jesus Christ, and thereby become strong Christian leaders for our church in the future.

Duties of the Children's Ministry Coordinator

Establish and Chair the Children's Ministry Committee - The Children's Ministry Coordinator works with the Church Board to establish a committee of individuals interested in children's needs. The committee's purpose is to brainstorm, develop strategies, network, and assist in planning and implementing programs and activities relevant to children's specific and varied needs within our congregation. The Chair assembles the agenda, moderates discussion, and encourages group cohesion through personal sharing, prayer and fellowship.

Conduct needs assessments - The Children's Ministry Committee periodically surveys and identifies the needs of the families and children within the church and community, including spiritual growth needs and training in the promotion of outreach.

Develop programs - You will work with your Children's Ministry Committee , the Pastor and church Elders, and other associated groups and committees within our church, to develop and implement programs, seminars, small groups, community outreach, etc for the purpose of spiritually strengthening the children in our congregation, reaching out to others, and serving the needs in our local community.

Vacation Bible School - The Children's Ministry Committee is responsible for all aspects of organizing and operating our annual, summer VBS. As our Children's Ministry Coordinator, it is recommended that you work with the Pastor and begin planning our next VBS as soon as possible.

Conference - Interact with the Conference Children's Ministries department. This includes filing regular statistical reports and calendar items and participation in Conference family ministries training events.

Funding - Provide an overall budget for Children's Ministries as directed by the Finance Committee.

PATHFINDERS

Introduction

Pathfinders is a ministry of the worldwide Seventh-day Adventist Church, and works specifically with the cultural, social and religious education of children and adolescents between 10 and 15 years old. Founded in 1950, Pathfinders seeks to instill faith, responsibility, and personal achievement in the youth of our church. An estimated 38% of Adventist youth aged 18 and under are Pathfinder members. This ministry is essential to the mission and purpose of the Alpharetta Church.

Duties of the Pathfinder Club Director

Programming - A large share of the Pathfinder Director's time is involved in organizing Pathfinder Club programming. These include a wide variety of activities such as regular club meetings, Pathfinder

Sabbath each year, social events, campouts and outreach projects. The programming of the Pathfinder Club is designed to provide varied and interesting opportunities for children.

Planning - The Pathfinder Director develops a yearly calendar of activities and a budget. The Pathfinder Club staff gets involved by giving suggestions that might improve and expand on the ideas already presented. Coordinate all events and outings with other ministries and departments in our church to avoid conflicts. It is recommended that you create a general Pathfinder schedule for each calendar year.

Recruiting and supervising - The Pathfinder Director is responsible for recruiting staff to help with club activities. The Pathfinder Club staff is made up of volunteers of adults and youth. All staff are under the supervision of the Pathfinder Director.

Teaching - The Pathfinder Director assists the young people in learning outdoor skills, developing spiritual values, building community and friendships, and serving in ways which could be beneficial in saving lives in their communities and serving the local church.

Listening to parents and children - The effective Pathfinder Director enjoys young people and can relate to them in a way that makes them feel comfortable around him. He or she should let them know by their actions and words that he/she is their friend and is there to listen to them when they have any problems, especially those of a spiritual nature.

Sabbath - Please make sure that any events planned for Sabbath are appropriate. If in doubt, consult with the Pastor or church Elders for counsel and advice.

Communication - The Pathfinder Director should make sure the children, parents and the entire church are made aware that there is a viable Pathfinder Club. The program should be promoted in all departments since there are areas of interest to all ages. Work with our Bulletin Secretary, WebMaster, and Communications Director to promote all Pathfinder events and outings.

Funding - Provide an overall budget for Pathfinders as directed by the Finance Committee.

Church Board - the Pathfinder Director is on the Church Board by virtue of office, and should make every effort to attend board meetings.

ADVENTURERS and EAGER BEAVERS

Introduction

Our Adventurers and Eager Beavers are similar to our Pathfinders, and are age specific to their group. With the same values and purpose as they're older Pathfinder friends, they are crucial to the mission and purpose of the Alpharetta Church.

Duties of Adventurers and Eager Beavers Leaders

Leadership - The Adventurers and Eager Beavers each have a leader appointed by the Nominating Committee.

Duties of the Adventurer Club Director

Club promotion - Communicate with the church and community in order to promote the club. The conference Adventurer coordinator provides guidance in running the club, and may ask for regular reports to be sent to the conference office. A church Adventurer executive committee (including the pastor, primary Sabbath School leader, church school teachers, parent representatives, and Adventurer Club leadership) will help to set the major policies and goals for the Adventurer club. The Church Board should be consulted regarding major decisions.

Staff - The Adventurer Club needs to be staffed with caring, well-qualified adults and teens. The Adventurer Director will seek out persons who are clearly growing in the love of Jesus, love children and work well with them. The Director will see that each staff member is trained carefully and given a job which is appropriate to the interests of the club.

Organize - You will organize the Adventurer Club by working with the executive committee and staff to identify what goals and objectives need to be accomplished in the coming year. The Director and staff may choose the general types of activities to take place. Staff are assigned to lead out in each area.

Planning - Plan club meetings and generate a yearly calendar of events. Make a schedule of activities for each regular club meeting, and a yearly calendar which may include regular club meetings, special activity nights, family nights, Adventurer Family Network meetings, and yearly events such as Induction and Investiture. Please make sure club events are coordinated with the church calendar.

Sabbath - Please make sure that any events planned for Sabbath are appropriate. If in doubt, consult with the Pastor or church Elders for counsel and advice.

Evaluate - How well the club is reaching its goals. Take time at staff meetings to discuss ideas and concerns. Use what is learned to create a better, more effective club. As Adventurer Club Director, you will be ministering to children in grades one through four. These young "Christians-in-training" are active, fun-loving, little people who have the capacity to truly love Jesus. As you discover the needs of the children and families in your church and community, you will acquire a vision of what the Lord wants to do through your Adventurer Club. You will seek to bring together staff and programming to help the children become more closely acquainted with the love of Jesus and His plans for them. This will help them acquire the habits, skills, and knowledge to live for Him in today's world. God has ordained parents to be their primary spiritual leaders, and you will seek to include and support them in every way you can through the Adventurer Club.

Funding - Provide an overall budget for Eager Beavers and Adventurers as directed by the Finance Committee.

SUNSHINE COMMITTEE

Introduction

"Be devoted to one another in love. Honor one another above yourselves." Romans 12:10. The purpose of our Sunshine Committee is to help members and friends of our church during times of distress, such as a death, illness, hospitalization, or just general difficult times. This is the main

inreach ministry of our church. Through prayer, phone calls, emails, cards, meals, visits, or just helping in any way, the committee seeks to lift up the members of our church and fulfill the Bible command to "love one another."

Duties of the Sunshine Committee member

Love in action - As a member of our Sunshine Committee, you will work with the other members of the team to show acts of kindness and love to our church members, specifically during times of distress. There are a myriad of ways to do this, so we encourage the committee to be creative to finding real life ways to reach out and make a difference.

Duties of the Sunshine Committee Leader

Team - Committee members are appointed by the Nominating Committee, and can be added to throughout the term of your service as needed. It is recommended that you have a vast network of help in order for this ministry to be the most effective.

Leadership - It will be your job to mentor, train, schedule, recruit and help in any way you can the various members on your committee.

Needs of the Church - One of your biggest tasks as Sunshine Committee Leader is to stay connected to the congregation. You will need to find out which members or friends of the church are in need, and then organize your team to help. Your committee is empowered to take initiative! Timely, measured, appropriate action for the situation, will be the most effective and appreciated ways to reach out.

Staying connected - Stay connect to the needs of our congregation through the ministry of the Pastor, the church Elders, the Sabbath School, prayer requests turned in, our Small Groups, the Men's and Women's Ministries, and just general word of mouth.

Relationship with the Pastor and church Elders - Your ministry should be available as needed by the Pastor and church Elders.

Keeping of records - You should keep records of all individuals and families that are served by your ministry. This should include dates, what was performed or given, etc. These records should be made available as requested by the Pastor, Elders or Church Board.

Funding - Provide an overall budget for the Sunshine Committee as directed by the Finance Committee.

HEALTH MINISTRIES

Introduction

The Seventh-day Adventist Church has a rich history of living and sharing the health principles that God has entrusted to us. The Alpharetta Church Health Ministry continues with this traditional, by teaching people biblical principles of good health, physically, emotionally and spiritually.

Duties of the Health Ministry Director

Develop programs - You will develop and implement programs, seminars, small groups, community outreach, health fairs, etc for the purpose of teaching our health message. Work with all of the other departments and ministries in our church to make sure there are no scheduling conflicts.

Church service - You are encouraged to arrange with the Pastor or our Worship Committee, opportunities to occasionally share health news, stories, principles, etc for the edification of our church.

Relationship with the Pastor and church Elders - Your ministry should be available as needed by the Pastor and church Elders.

Keeping of records - You should keep records of all Health Ministry related events you hold, including attendance figures, dates held, etc. you should also pass along interest names that you obtain to the Pastor or church Elders. Remember that your ministry is evangelical by nature.

Funding - Provide an overall budget for the Health Ministry as directed by the Finance Committee.

RELIGIOUS LIBERTY

Introduction

The Seventh-day Adventist Church has a rich history of publicly standing up for religious liberty. The Alpharetta Church Religious Liberty Ministry continues with this tradition, by teaching and proclaiming our God-given right to freedom of religion.

Duties of the Religious Liberty Director

Support - the Annual Religious Liberty Offering and find creative ways for us to donate.

Update - the list of local representatives in our area that receive Liberty Magazine.

Church service - You are encouraged to arrange with the Pastor or our Worship Committee, opportunities to occasionally share news, stories, principles, etc that are related to religious liberty for the edification of our church.

Relationship with the Pastor and church Elders - Your ministry should be available as needed by the Pastor and church Elders.

FELLOWSHIP MEAL TEAM

Introduction

Our monthly Fellowship Meal is an important aspect in developing community within our church. Your ministry is to make sure the meal runs smoothly, that people are comfortable and every one is well fed!

Duties of the Fellowship Meal Team

Team - The Team is appointed by the Nominating Committee, with helpers added as needed.

Responsibilities - The team is responsible for everything associated with our monthly fellowship meal. Including setting up and putting back tables and chairs, storing of and maintaining in good supply all necessary serving utensils, plates, cups, napkins, table cloths, etc. Heating of and setting out of the food in a presentable manner, providing all drink, and keeping the entire Potluck area clean and sanitary.

Cleaning up - The team is responsible for leaving the fellowship hall and kitchen in the same clean and spotless way in which it was found.

Special Potlucks - The team is encouraged to be creative in having special potluck themes though the year, such as International potluck, Christmas theme, Independence Day theme, etc.

Timeframe - Since we co-use the fellowship hall with a Sabbath School class, please have everything setup for potluck before 10 am. In this way, the team members can attend their respective Sabbath School class as well. Please be courteous of the class that is going on during this time.

Funding - Provide an overall budget for the Fellowship Meal Team as directed by the Finance Committee.

SMALL GROUPS

Introduction

No other activity, event or function in our church promotes biblical community and true, lasting, deep friendships , like our Small Groups. They are the heart and soul of our church. Our desire is for every person associated with our church, to be a part of a Small Group, whether simply participating, leading or hosting the Group.

Duties of the Small Group Coordinator

Leadership - It will be your job to provide overall leadership for all of our Small Groups, including strengthening existing groups, encouraging members to start new groups, training and equipping small group leaders, attending a Small Group yourself, and helping in any way you can the various groups under your ministry.

Types of Groups - We encourage you to be creative in the types of groups you start or encourage others to start. Remember the purpose and goal of our groups - to build authentic biblical community, and lead men and women into a deeper relationship with God. Therefore, any group should have both a social, and a spiritual component. Praying for each other, our church and community, should also be a priority in each group. Groups can meet in homes, in public places or at the church, and can be weekly, bi-monthly or monthly, as long as they meet on a regular, scheduled basis.

Leadership training - Our church will provide you the tools and resources you need to train your Small Group Leaders. As part of your ministry, you should develop a training program. See the Pastor or church Elders for leadership training and Small Group resources.

Coordination with other church functions - Please be mindful of other church social events, Men's or Women's Ministry groups and meetings, etc. Your groups should be integrated into church life, not conflict with it.

Funding - Provide an overall budget for the Small Group ministry as directed by the Finance Committee.

COMMUNICATIONS

Introduction

Although every member of our church is a communicator, and has the Biblical duty of sharing with others about our church and the God we serve, the Communications ministry is the official means by which our church is promoted to both the public, and to the Adventist community. This is done through press releases, news articles, or any other form of communication that allows us to promote what God is doing at the Alpharetta Church.

Duties of the Communications Director

Public Relations - As Communication Director, you are responsible for building, monitoring and protecting the image of our church and its name, within our community. This includes, but is not limited to, church signage, material handed out to the public, material available in the Foyer, news articles released, press interviews, etc. You will also work closely with the Webmaster in making sure our Internet presence and website is appropriate, up to date, accurate and informative.

Media relations - Your objective is to raise public awareness of our church, its members, its mission; to get church activities and events noted in the media, and to get the church's views included in the news adequately and accurately. To promote within the Adventist community, you are encouraged to develop a relationship with the Ga-Cumberland Conference Communications Department, and regularly submit news articles pertaining to our church for publications.

Advertising and promotion - One of your most important jobs is to strategically promote all church programs and evangelism campaigns to attract attendance. This will be done through the creation of custom flyers, mailers, bulletin inserts, email promotions, letter campaigns, etc. Work closely with all other departments and ministries within our church to help them with their promotion and communication needs. As "one body" (1 Cor 12:12), we all work together for our common goal - spreading the Gospel message.

Funding - Provide an overall budget for our church's Communications ministry as directed by the Finance Committee.

Church Board - the Communications Director is on the Church Board by virtue of office, and should make every effort to attend board meetings.

BULLETIN SECRETARY

Introduction

The church website and the church bulletin, are the two most important means of constant church promotion we have. Both are one of the first things people see regarding our church, therefore it is essential that they are accurate and reflective of our church and mission. The church bulletin is printed and distributed at church each Sabbath, and contains not only the order of the days service, but also a snapshot into the life, mission, activites and purpose of our church.

Duties of the Bulletin Secretary

Bulletin - Produce the church bulletin each week and deliver to church to the Greeting Team by 9:45 am each Sabbath. You will work closely with the Pastor, the church Elders and all other departments and ministries within our church to gather all of the necessary information to produce an accurate and informative bulletin. Editing announcements for content, grammar, space, etc will be required. Create a method for keeping track of information as it comes to you from these various people throughout the week.

Bulletin appearance - Changes to the bulletin format, paper type, layout and appearance from its current form must be approved by the Church Board.

Deadlines - You have the authority to publicize a reasonable deadline for receiving bulletin information for any given week. Note that it is not your responsibility to seek out information, either for announcements or the order of the church service, but rather it is the clearly defined responsibility of the respective ministry leader to get you the information in a timely manner for inclusion in the bulletin.

Quantities - Consult with the Hospitality Team Leader for the number of bulletins to print each Sabbath.

Bulletin inserts - The Bulletin Secretary is not responsible for bulletin inserts of any kind. This will be the responsibility of the various ministry leaders to produce, and the Hospitality Team Leader and the Greeting Team to insert into the bulletins.

Funding - Provide an overall budget to produce our church bulletin as directed by the Finance Committee.

WEBMASTER

Introduction

The church website and the church bulletin, are the two most important means of constant church promotion we have. Both are one of the first things people see regarding our church, therefore it is essential that they are accurate and reflective of our church and mission. The church website should be attractive, diligently kept up to date, be informative, and easy to use. This is often the way first time visitors find our church. It is the front door!

Duties of the WebMaster

Church website - Create and maintain our church website. You will work closely with the Pastor, the church Elders and all other departments and ministries within our church to gather all of the necessary information to produce an attractive, accurate, easy to use and informative website.

Information - Note that it is not your responsibility to seek out information about events, programs, schedules, etc, for the website, but rather it is the clearly defined responsibility of the respective ministry leader to get you the information you need. Once received however, you will be responsible for getting it on the site in a timely manner.

Funding - Provide an overall budget to maintain our church website as directed by the Finance Committee.

PLATFORM SCHEDULER

Introduction

"For God is not a God of disorder but of peace—as in all the congregations of the Lord's people." 1 Corinthians 14:33. As our Platform Scheduler, you are in the business of creating order in our church. The church operates smoothly and effectively, and ultimately fulfills our mission with greater power, when we are organized and scheduled well. This is your job.

Duties of the Platform Scheduler

Online schedule - You will be responsible for completing our online schedule that appears on our church website. This schedule contains all of the various elements of our worship service on Sabbath. It is vitally important to keep this schedule current, accurate and up to date, as it is used not only by the various participants to schedule their lives, but is also used to produce the church bulletin each week.

Information - Note that it is not your responsibility to seek out information about who is doing what for each week, but rather it is the clearly defined responsibility of the Pastor, and respective ministry leader to get you the information you need. Once received however, you will be responsible for getting it on the site in a timely manner, and making regular updates as required.

MUSIC MINISTRY

Introduction

"I will sing to the Lord as long as I live; I will sing praise to me God while I have being" Ps 104:33. Human beings express their love and worship to God in many different ways. Music seems to be a common form of worship expression, drawing our entire congregation into heartfelt worship and praise, binding us all together in our love of our Savior. The music ministry at the Alpharetta Church is a crucial part of our Sabbath worship service. We have strived to achieve a good balance between traditional and contemporary music styles, reaching a broad spectrum of our congregation.

We continue that vision and direction for our church, continually seeking talented members and guests to bless and enrich our church with their gift of music.

Duties of the Minister of Music

AlphaPraise - Our Praise Team is called AlphaPraise. Comprised of various talented members and guests; men, women and children, our Praise Team leads our song service during the Sabbath morning worship service. The Minister of Music is the organizer and leader of AlphaPraise.

Choristers - The choristers lead the congregation during all hymns, and any other congregational singing. The Minister of Music is responsible for recruiting, training and scheduling the choristers. A qualified chorister must be on duty for each Sabbath worship service.

Piano players - You will be responsible for recruiting, training and scheduling the piano player for our worship service, unless the Pastor decides to schedule the piano players. Coordinate with the Pastor.

Special Music - You will be responsible for recruiting, training and scheduling special music for our worship service. Special music must always be in harmony with the stated vision, mission and purpose of the Alpharetta Church. Ie, rock and roll bands probably wouldn't be a good fit at our church. Note: The Platform Scheduler may be in charge of scheduling special music. Coordinate with the Platform Scheduler and the Pastor to make sure this is covered for our service.

Scheduling - You will be responsible for planning and scheduling AlphaPraise, special music (unless arranged otherwise) and the piano players (unless arranged otherwise) for each worship service. Whether it's one team member leading out, or a whole team of people; whether hymns only are sung, or the more contemporary video based iWorship is used, our song service must take place each Sabbath. Prepare a schedule for AlphaPraise, special music and piano players (unless arranged otherwise). The schedule should be given in a timely manner to the Platform Scheduler for online publication. It is recommended that a complete schedule be prepared in advance of each quarter.

Training - As music leader in our church, you are encouraged to provide training, encouragement and mentorship for all those who serve under your ministry of music. This should include instructing in regards to our order of service, the unique nuances of our service, practice and rehearsal, prayer, etc.

Working with the A/V Team - You and your team will need to work closely with A/V. Sound check is from 9-950 am each Sabbath. It is recommended that during this time frame, that our A/V Team is given any sound or video media needed, be advised of microphone or special needs, etc. It is recommended that all musical aspects for the worship service is practiced and tested during this time.

Special events - The Music Ministry Team should be available as needed for special events, such as evangelistic meetings, concerts held at the church, etc.

Funding - Work with the A/V Team to provide an overall budget for our music ministry needs, as directed by the Finance Committee.

PRAYER MINISTRY TEAM

Introduction

"Ask, and it will be given to you. Seek, and you will find. Knock, and it will be opened for you." Matthew 7:7. Our Prayer Ministry Team is on the front line of the Great Controversy that we're all in, constantly seeking the Lord's divine help as we strive to finish the work so Jesus can return, put an end to sin, and take us home. The Prayer Team is indispensable in this effort. Praying for our church, for the members of our congregation, friends, family and visitors, our community and our nation, the Prayer Team meets regularly to pray as Jesus instructed us.

Duties of the Prayer Ministry Team Leader

Pray - Your responsibilities are to work with the Prayer Team appointed by the Nominating Committee to make prayer an integral part of church life. You are encouraged to find creative and fresh ways to keep our church praying. This might include small group prayer times, short prayer revivals, conference call prayer groups, etc.

Other church ministries - Work with all other church ministries to help them make prayer the center of their work and service.

Written prayer requests - Distribute to your team all written prayer requests that are turned in during the church service. Make these requests, supplications and praises to God, a matter of continual prayer within your ministry.

Training - Train and equip your Prayer Warriors in the art of prayer. Numerous resources are available on the power of prayer, so see the Pastor or church Elders in help obtaining the right material to distribute to your team.

Relationship with the Pastor and church Elders - You and your team should be available as needed by the Pastor and church Elders.

Meet regularly - You are encouraged to meet face to face on a regular basis with your Prayer Ministry Team, for group prayer, encouragement, the sharing of ideas and experience, and building community.

CHILDREN'S STORY COORDINATOR

Introduction

Leading our children into a deeper knowledge of God, and making them feel welcome, loved and included is important at the Alpharetta Church. This is the purpose of the Children's Story time during church each Sabbath. Remember that a good children's story keeps our kids happy and engaged, which will bring their parents back to our church.

Duties of the Children's Story Coordinator

Children's Story - You will recruit, mentor, train, schedule and assist a team of adults and teens to tell the Children's Story during church each Sabbath. Guidelines for how to properly train your team is included herein.

Story Tellers - it will be up to your good judgment who to ask to tell the story. Consult with the pastor or church Elders on this matter if needed. We encourage you to seek out spiritual people, preferably active members of the church. Also try and get a good cross section of the church to tell the story, in gender, age and ethnicity. Variety is important in our worship service.

Scheduling - You will be responsible for scheduling the Children's Story teller for each worship service. The schedule should be given in a timely manner to the Platform Scheduler for online publication. It is recommended that a complete schedule be prepared in advance of each quarter.

Guidelines for telling the Children's Story - The story should not be longer than 3-4 minutes, the story needs to be a Bible based story, or a story with a solid moral lesson (no stories that are fairy tales, hard to believe, taken from inappropriate pop culture, etc), do not bait the kids to scream or be unruly, the story should be fully understandable for children of that age. And finally, please do not have a child pray at the end. Either simply dismiss them, or better yet, you offer a simple prayer of dismissal.

CHURCH TREASURER

Introduction

Your primary responsibility as church treasurer is the custodian of all church funds. These funds are Conference funds, church funds, Sabbath School funds and funds belonging to the various ministries of the church. The Treasurer is responsible for safeguarding all church donations, and provides accounting systems and processes to record the financial records of the church.

Duties of the Church Treasurer

Qualifications - The Treasurer should have a working and practical knowledge of fund accounting, of church accounting software, excel spreadsheets and knowledge of outside legal reporting requirements.

Duties - The Treasurer is a member of the Church Board and the Finance Committee. Duties are to report on the finances of the church at Church Board and Finance Committee meetings. You will be responsible for all cash management to include fund transfers, bank reconciliation and bank accounts. The payment of all invoices will be kept up to date and recorded on the church books within the month they are due. The Treasurer will be responsible for creating an annual budget and reporting on variance from budget to the Church Board and Finance Committee. You will be church liaison for obtaining, recording and servicing of all church loans. You will insure compliance with all Conference-auditing requirements.

Supervise and support - Your assistant treasurer and insure adequate training is provided for all volunteers on the treasurer team. Insure correct procedures are followed for all counting and handling of cash and timely payment of Conference funds to the Conference.

Church business - The Treasurer will secure and maintain all vendor and contractor required documents; such as business licenses, building permits, W-9's, building contracts, 1099 reporting to IRS, and any other legally required documents. This will include asset and building site reporting as required by the Conference.

Church Board - the Treasurer is on the Church Board by virtue of office, and should make every effort to attend board meetings.

Duties of the Assistant Church Treasurer

Qualifications - The Assistant Treasurer should have the same working and practical knowledge of fund accounting, of church accounting software, excel spreadsheets and knowledge of outside legal reporting requirements.

Duties - The Assistant Treasurer has the same responsibilities as the Church Treasurer, and will attend Finance Committee and Church Board meetings as needed and requested by the Treasurer.

OFFERING CALL MINISTRY

Introduction

Inspiring and encouraging people to live biblical principles of stewardship, is an important mission of our church. This is the purpose of our offering call each Sabbath during church.

Duties of the Offering Ministry

General guidelines for giving the offering call - Please keep your appeal to 2-3 minutes long, we encourage you to practice it beforehand to make sure you're within the right time frame. Use a combination of Bible verses, Spirit of Prophecy, stories and examples to make your points. Remember that personal testimonies are always the most powerful and inspiring forms of appeal. Finally, pray before the offering is collected, asking for God's blessing and multiplication of the offering.

CHURCH FINANCE COMMITTEE

Introduction

The Finance Committee is a subcommittee of the Church Board and is organized for the specific purpose of overseeing all aspects of the church finances. The Finance Committee reports to the Church Board.

Finance Committee Responsibilities

Review and approve all financial transactions as reported by the Treasurer.

Insure transparency in all financial reporting.

Insure confidentiality of all committee activity.

- Oversee and approve all accounting and reporting systems.
- Insure regulatory compliance for all church reporting to county, state and federal agencies.
- Insure proper controls are in place to protect church and conference assets.
- Insure proper controls are in place to protect the confidentiality of member's donations and protect personal information shared with the church.
- Support the Treasurer in all Conference audits as needed.
- Provide financial support for all church ministries and subcommittees.
- Provide professional financial expertise to the Church Board.
- Make recommendations on financial matters to the Church Board.
- Insure all financial decisions are given prayerful discernment before adopting.

Committee Structure

Finance Committee is comprised of five members selected for their knowledge of finance and accounting. A finance committee chairman reporting directly to the Church Board will lead the committee. The chairman will work closely with the Pastor and Treasurer in setting agenda items.

Duties of the Finance Committee Chair

- Chair finance committee meetings.
- Provide financial support and guidance to the Treasurer and Pastor.
- Set agenda for Finance Committee meetings.
- Serve on Church Board and Building Committee.
- Develop financial stewardship reports for the church as needed.
- Participate in all church audits.

Church Board - the Finance Committee Chair is on the Church Board by virtue of office, and should make every effort to attend board meetings.

CHURCH BOARD POSITIONS BY VIRTUE OF OFFICE

Final configuration determined by the Nominating Committee.

Pastor

Church Clerk

Elders

Head Deacon

Head Deaconess

Church Treasurer or Finance Committee Chair

Sabbath School Superintendent

Men's Ministry Leader

Women's Ministry Leader

Youth Leader

Social Committee Chair

Children's Ministries Director

Community Services Leader

End of Document

Updated: October 5, 2021