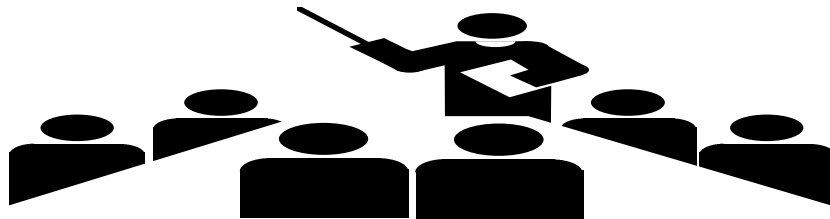


# MINISTRY ANALYSIS



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## Job Descriptions in the Local Church

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### TRUSTEES

#### Tasks:

1. To provide a place of worship
2. To take charge of and protect the church property
3. To make such improvements as may be necessary
4. To see that order and decorum are at all times observed
5. To make sure that all property is deeded to the African Methodist Episcopal Zion Church
6. To perform the duties of the Steward Board where there is none
7. To uphold the laws and practices of the church

#### Method of the Pastor:

1. Nomination of the Pastor
2. Election of the members of the Church
3. Confirmation of the Quarterly Conference

#### Terms and Time:

1. Elected for one year, subject to re-appointment; shall hold office until his/her successor is elected
2. Time needed on the job:
  - a. Trustee meeting once a month
  - b. Sunday and weekday services
  - c. Time for examining and improving church property
  - d. Time for attending Quarterly Conferences, Members' Meetings, and other church meetings

#### Responsible:

To: Quarterly Conference  
 For: Church Property

#### Knowledge Needed:

1. Methodist Doctrine and Discipline
2. Laws, polity, and practices of the church as expressed in the *Book of Discipline*
3. Property and Real Estate matters

#### Skills Needed:

1. Ability to witness to the gospel of the kingdom of God
2. Ability to lead and work well with others
3. Ability to transact the temporal business of the church
4. Property management (maintenance and repairs)
5. Business Administration (finance, investments, recordkeeping)

#### Other Qualifications:

1. Twenty-one (21) years of age
2. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
3. Member in good standing (*attends faithfully the means of grace*)
4. Solid Piety (*has moral character and spirituality maturity*)

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### STEWARDS

#### Tasks:

1. To raise the amount for the support of the Pastor
2. To take charge of and make an exact account of all money collected for the support of the Ministry
3. To apply the same as the Discipline directs
4. To make monthly reports to the Pastor of his collections
5. To make provisions for the moving expense of the Pastor
6. To provide a parsonage for Pastor and family
7. To seek to relieve the needy and distressed members
8. To assist Pastor and Leaders in raising the Presiding Elder's salary
9. To uphold the laws and practices of the church

#### Method of Appointment:

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

#### Term and Time:

1. Elected for one year, subject to re-appointment
2. Time needed on the job:
  - a. Sunday services (collect and count offerings)
  - b. Other services (collect and count offerings)
  - c. Steward Meeting once a month
  - d. Time to care for the needs of the Pastor and family
  - e. Time to provide for the needs of the parsonage
  - f. Time to relieve the needy and distressed members
  - g. Time for attending Quarterly Conferences, Members' Meetings, and other church meetings

#### Responsible:

To: Quarterly Conference, Preacher's Steward, and Pastor  
 For: Finances, ministry, the Pastor and his family

#### Knowledge Needed:

1. Methodist Doctrine and Discipline
2. Laws, polity, and practices of the church as expressed in the *Book of Discipline*
3. Needs of the Pastor, his/her family, and the parsonage

#### Skills Needed:

1. Ability to witness to the gospel of the kingdom of God
2. Ability to transact the temporal business of the Church
3. Ability to lead and work well with others
4. Business Administration (finance, investments, recordkeeping)

#### Other Qualifications:

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. A genuine concern for the welfare of the Pastor and his/her family

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### PREACHER'S STEWARD

#### **Tasks:**

1. To serve as the chairperson of the Board of Stewards
2. To see that all necessary provisions are made for the temporal comfort of the Pastor in charge
3. To officiate in the collecting, counting, and reporting of all money received for the support of the Ministry
4. To officiate in the raising of the amount to meet the estimate for the support of the Pastor in charge
5. To consult often with the Pastor so as to be informed as to the comfort and/or needs of Pastor and family
6. To provide the elements for the Lord's Supper and the Love Feast
7. To assist the pastor in supervising the relief of the needy and distressed members

#### **Method of Appointment:**

1. Appointment of the Pastor
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to re-appointment
2. Time needed on the job:
  - a. Sunday services (leading in the collection, counting, and reporting of offerings)
  - b. Other services (leading in the collection, counting, and reporting of offerings)
  - c. Time to chair the Steward Board Meeting once a month
  - d. Supervisory relationship to other meetings
  - e. Time for consulting Pastor and providing for needs
  - f. Time for providing elements for Lord's Supper
  - g. Time for Leaders' Meeting once a month
  - h. Time for Quarterly Conference once a quarter
  - i. Time for relieving the needy and distressed members

#### **Responsible:**

To: Quarterly Conference and Pastor  
 For: The Pastor and his/her family  
 The administration of the Steward Board

#### **Knowledge Needed:**

1. Methodist Doctrine and Discipline
2. The laws, polity, and practices of the Church as expressed in the *Book of Discipline*
3. Needs of Pastor and family
4. Parliamentary procedure

#### **Skills Needed:**

1. Ability to witness to the gospel of the kingdom of God
2. Ability to transact the temporal business of the Church
3. Leadership Ability, Team Building, and Organizational Skills

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. A genuine concern for the welfare of the Pastor and his/her family

## MINISTRY ANALYSIS

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### POOR STEWARD

#### **Tasks:**

1. To receive all money collected for benevolence
2. To pay it out when directed by the Pastor and Leader's Meeting
3. To give monthly reports of receipts and expenditures (general summary) at the Leaders' Meetings
4. To give quarterly reports of receipts and expenditures (general summary) at the Quarterly Conference

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to re-appointment
2. Time needed on the job:
  - a. Time to receive the Ministry of Kindness collections
  - b. Time for depositing and paying out money
  - c. Time preparing financial reports
  - d. Time to attend the Steward Board Meeting once a month
  - e. Time to attend and report at the Leader's Meeting once a month
  - f. Time to attend and report at the Quarterly Conference once a quarter

#### **Responsible:**

To: Quarterly Conference, Leaders' Meeting, and Pastor  
 For: Ministry of Kindness Treasury

#### **Knowledge Needed:**

1. Methodist Doctrine and Discipline
2. Laws, polity, and practices of the church as expressed in the *Book of Discipline*
3. Banking procedures and practices

#### **Skills Needed:**

1. Ability to witness to the gospel of the kingdom of God
2. Ability to transact the temporal business of the Church
3. Financial recordkeeping and reporting

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. A genuine concern for the poor and needy
5. Honesty, Integrity, and Reliability

## MINISTRY ANALYSIS

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### GENERAL CLAIMS STEWARD

#### **Tasks:**

1. To receive all payments of General Claims
2. To report payments and amounts to the Church Treasurer to be placed in the General Claims Treasure
3. To record and place on roll all persons who have paid General Claims as members in good standing
4. To issue cards certifying those who have paid General Claims as members in good standing

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time to receive General Claims' contributions
  - b. Time for keeping an accurate and up-to-date record of contributors
  - c. Time for providing reports of the General Claims' contributions when needed or requested

#### **Responsible:**

To: Quarterly Conference, Church Treasurer, and Pastor  
 For: All General Claims paid into his/her hands

#### **Knowledge Needed:**

1. Methodist Doctrine and Discipline
2. Laws, polity, and practices of the church as expressed in the *Book of Discipline*
3. Banking procedures and practices
4. Membership Roll

#### **Skills Needed:**

1. Ability to witness to the gospel of the kingdom of God
2. Ability to transact the temporal business of the Church
3. Accurate record keeping

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Honesty, Integrity, and Reliability

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### JUNIOR STEWARD

#### **Tasks:**

1. To assist the Stewards of the Church in their tasks and responsibilities
2. To co-operate and adhere to the training which the Advisor, Pastor and other Stewards may lead them in.
3. To be prepared to serve whenever called upon
4. To set aside second and fourth Sundays of active service and as times to be found seated in the first four pews of the right side of the sanctuary.
5. To assist in the collection of the Sunday Morning offering and any Afternoon or Evening offerings.
6. To assist the Stewards in any of the following tasks:
  1. To take an exact account of all money
  2. To apply the same as the Discipline directs
  3. To make monthly reports to the Pastor of his/her collection
  4. To make provisions for the moving expense of the Pastor
  5. To provide a parsonage for the Pastor and his/her family
  6. To seek to relieve the needy and distressed members
  7. To assist the Pastor and Leaders in raising the Presiding Elder's salary

#### **Method of Appointment:**

1. Nomination by the Pastor
2. Confirmation by the Quarterly Confirmation

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - Time on Sunday Mornings during the worship service (collect offerings)
  - Time on Sunday Morning after worship service (count offerings)
  - Time for other worship services (collect and count offering)
  - Time for Junior Steward meeting
  - Time to provide for Pastor and parsonage needs
  - Time to relieve the needy and distressed members
  - Time to attend training sessions

#### **Responsible:**

1. To: Quarterly Conference, Preacher's Steward, Advisor and Pastor
2. For: Collections, Pastor and his/her Family

#### **Knowledge Needed:**

1. Methodist Doctrine and Discipline
2. Laws, polity, and practices of the church as expressed in the *Book of Discipline*

#### **Skills Needed:**

1. Ability to transact the temporal business of the Church
2. Ability to witness to the gospel of the kingdom of God
3. Ability to follow directions and respect authority

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)



## MINISTRY ANALYSIS

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### CLASS LEADERS

#### **Tasks:**

1. To meet the class once every week at the appointed place in order to disciple the members
2. To visit those who may be absent in order to inquire how their souls prosper
3. To advise, reprove, comfort, or exhort as occasion may require
4. To receive from members financial obligations for the church, the sick, the Pastor, the Presiding Elder, etc
5. To report on the temporal and spiritual condition of class members at the monthly Leaders' Meeting
4. To make reports at the Quarterly Conference of dues collected and of duties performed
5. To see that the sick and poor members have proper attention given them
6. To apply through the Pastor to the Ministry of Kindness for means of relief for his/her needy members

#### **Method of Appointment:**

1. Nomination of the Pastor.
2. Confirmation of the Quarterly Conference.

#### **Term and Time:**

1. Elected for one year, subject to re-appointment.
2. Time needed on the job:
  - a. Time for Class Meetings once a week
  - b. Time for Leaders' Meetings once a month
  - c. Time to visit members when necessary (sick, needy, or delinquent)
  - d. Time for Quarterly Conference once a quarter
  - e. On call 24 hours (Sub-Pastor) for emergencies

#### **Responsible:**

To: Pastor, Preacher's Steward, and Quarterly Conference  
 For: The members of his/her respective class

#### **Knowledge Needed:**

1. Methodist Doctrine and Discipline
2. Laws, polity, and practices of the church as expressed in the *Book of Discipline*
3. The Disciple Making Process

#### **Skills Needed:**

1. Ability to witness to the gospel of the kingdom of God
2. Ability to provide sub-pastoral oversight
3. Ability to disciple others
4. Ability to lead

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Spiritual discernment
5. Counseling skills
6. Spiritual Maturity
7. Genuine concern for spiritual welfare of his/her members

## MINISTRY ANALYSIS

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### DEACONESSES

#### **Tasks:**

1. To minister to the poor, visit the sick, pray with the dying, and care for the orphan
2. To seek the wandering, comfort the sorrowing, and save the sinning
3. To ever be ready to take up any duty for which willing hands cannot otherwise be found
4. To make all preparations for Holy Communion, Holy Baptism, and the Love Feast
5. To assist the Pastor in his/her ministry to the sick and shut-in; and in his/her work of charity

#### **Method of Appointment:**

1. Nomination of the Pastor.
2. Consecration by an Elder
3. Confirmation of the Quarterly Conference.

#### **Term and Time:**

1. Elected and Consecrated for life
2. Subject to re-appointment each year
3. Time needed on the job:
  - a. Time before, during, and after Communion Services on first Sundays and on special occasions
  - b. Time before, during, and after Baptismal Services
  - c. Time to assist the Pastor in taking Communion to the sick and shut-in
  - d. Time to visit the sick, needy, suffering, dying, and straying
  - e. Time for Quarterly Conference once a quarter
  - f. Time to attend the meeting of the Deaconess Board

#### **Responsible:**

To: Quarterly Conference and the Pastor  
 For: Preparations for the sacraments

#### **Knowledge Needed:**

1. Worship Traditions
2. Order of Service (Communion and Baptism)
3. Sanctity of the Elements

#### **Skills Needed:**

1. Ability to witness to the gospel of the kingdom of God
2. Ability to pray for and with others

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Women of Maturity

## MINISTRY ANALYSIS

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### STEWARDESSES

#### **Tasks:**

1. To assist the Preacher's Steward in providing for the support and comfort of the Pastor and his/her family
2. To raise money for the support of the Pastor, his/her family, and the needs of the parsonage.

#### **Method of Appointment:**

1. Nomination of the Pastor.
2. Confirmation of the Quarterly Conference.

#### **Term and Time:**

1. Elected for one year, subject to re-appointment
2. Time needed on the job:
  - a. Time to provide for support and comfort of the Pastor and his/her family
  - b. Time to provide for the needs of the parsonage
  - c. Time to attend the Stewardess Board Meeting
  - d. Time for Quarterly Conference once a quarter

#### **Responsible:**

To: Quarterly Conference and the Pastor  
 For: The support and comfort of the Pastor and his/her family

#### **Knowledge Needed:**

1. The special needs of the pastor and his/her family
2. The needs of the parsonage

#### **Skills Needed:**

1. Ability to witness to the gospel of the kingdom of God
2. Ability to encourage and support
3. Ability to raise funds

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Women with a genuine concern for the welfare of the Pastor and his/her family

## MINISTRY ANALYSIS

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### LAY ACTIVITIES

#### **Tasks:**

1. To serve as the controlling board of the local Lay Council
2. To see that officers are elected for the local Lay Council
3. To see that the Lay Council functions and is governed by the Lay Council Constitution and By-Laws
4. To help the Lay Council stay true to the purposes set forth in the Lay Council Constitution and By-Laws:
  - o To deepen the spiritual lives of the laity
  - o To disseminate information
  - o To expand the denomination through education and evangelism
  - o To foster denominational loyalty
  - o To promote any other interest of the kingdom of God

#### **Method of Appointment:**

1. Appointment of the Pastor.
2. Confirmation of the Quarterly Conference.

#### **Term and Time:**

1. Elected for one year, subject to re-appointment
2. Time needed on the job:
  - a. Time for Lay Council Meetings
  - b. Time for District and Conference Lay Council Meetings
  - c. Time for Regional and Connectional Lay Council Meetings
  - d. Time for the Board of Lay Activities Meetings
  - e. Time for Quarterly Conference once a quarter

#### **Responsible:**

To: Quarterly Conference, District, Conference, Regional, Connectional Lay Leadership, and the Pastor  
 For: Lay Council in the Local Church

#### **Knowledge Needed:**

1. Methodist Doctrine and Discipline
2. Laws, polity, and practices of the church as expressed in the *Book of Discipline*
3. Lay Council Constitution and By-Laws

#### **Skills Needed:**

1. Ability to witness to the gospel of the kingdom of God
2. Ability to motivate
3. Ability to lead and work well with others

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. A genuine appreciation for the importance of lay ministry

**MINISTRY ANALYSIS**  
Dr. Darryl B. Starnes, Sr.

**CHRISTIAN EDUCATION BOARD MEMBERS**

**Tasks:**

1. To make adequate provisions for the organization, guidance, and supervision of Christian Education of children, of youth and of adults in the local Church.
2. To elect, upon proper nomination, (a) the Director of Christian Education; (b) the four (4) Division Directors; (c) the Superintendent of Sunday School, and (d) all other Supervisory Christian Education officers, leaders and teachers.
3. To provide for the organization and maintenance of Workers Councils and Fellowships for each of the four departments or divisions.
4. In cooperation with the Trustees, to provide adequate housing and equipment for the Christian Education work as a whole and for various divisions, departments and classes.
5. To see that every division, department, and class of the Christian Education Department is adequately supplied with curriculum material prepared and approved by the Christian Education Department.
6. To provide for an adequate budget for the Christian Education work in the local Church as a whole and for the several divisions, departments and classes and for the raising of the budget and the careful expenditures of the same.
7. To provide for Leadership Education of officers and teachers and of prospective officers and teachers.
8. To see that accurate records are kept and reports made in accordance with the system prepared or approved by the Christian Education Department.
9. To call for and approve regular reports from the administrative and supervisory officers of Christian Education and from the officers of all Church School organizations.
10. To make available information regarding the work of our Schools, Colleges and Seminaries.
11. To see that the anniversary days are properly observed—(Christmas, Easter, Children's Day, Church School Rally Day, Varick's Day, Joseph C. Price's Birthday).
12. To hold regular meetings in order to receive and act upon reports and recommendations; and to consider and determine all matters relating to the Christian Education work of the Church.
13. To remove, for cause, any Administrative or Supervisory Christian Education officer or officer of the Church School organization upon proper recommendation and to fill vacancies occurring during the year in any of the elective positions.

**Method of Appointment:**

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

**Term and Time:**

1. Elect for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Christian Education Board Meeting once a month
  - b. Time for subcommittee meetings
  - c. Time for call meetings

**Responsible:**

To: Quarterly Conference, Christian Education Board

For: All organizations and supervisory personnel in the Christian Education Department

**Knowledge Needed:**

1. Structure of the Church and the Christian Education Department
2. Basic purpose of Christian Education
3. Community and Church needs
4. Curriculum materials

**Skills Needed:**

1. Planning skills
2. Organizational skills
2. Evaluation skills

**Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

## MINISTRY ANALYSIS

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### DIRECTOR OF CHRISTIAN EDUCATION

#### **Tasks:**

1. To unify, supervise and promote the entire Christian Education Program in the local Church
2. To facilitate the directives and to implement the programs set forth by the Board of Christian Education
3. To chair the Board of Christian Education Meeting, when the Pastor allows or assigns the task
4. To preside at the Christian Education Worker's Conference
5. To nominate, with concurrence of the pastor, the divisional directors and supervisory officers
6. To nominate, with concurrence of the pastor and in consultation with divisional directors, all other leaders
7. To make written reports of the work at Christian Education Board meetings and at Quarterly Conferences

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Election of the Christian Education Board
3. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Christian Education Board Meeting once a month
  - b. Time for Supervisory relationship to other meetings
  - c. Time for Christian Education Worker's Meetings and for Worker's Council Meetings
  - d. Time for planning, research, and preparing reports
  - e. Time for Christian Education events on District, Conference, Regional, and Connectional levels
  - f. Time for Quarterly Conference once a quarter

#### **Responsible:**

To: Christian Education Board, Quarterly Conference and Pastor  
 For: The entire Christian Education program of the local Church

#### **Knowledge Needed:**

1. Structure of the Church and Christian Education Department
2. Function of the Christian Education Board
3. Basic purpose of Christian Education
4. Curriculum materials
5. Community and Church needs
6. Parliamentary procedure

#### **Skills Needed:**

1. Organizational skills
2. Leadership abilities
3. Significant education
5. Administrative skills

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

## MINISTRY ANALYSIS

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### DIRECTOR OF CHRISTIAN EDUCATION OF ADULTS

#### **Task:**

1. To unify, supervise and promote the entire Christian Education work of Adults in the local Church
2. To consult with the General Director concerning the nomination of workers in the adult department
3. To make written reports of the work of the adult department at Christian Education Board meetings
4. To serve as counselor for the Adult Worker's Council
5. To serve as advisor to the Adult's Council
6. To serve as advisor to the Adults Fellowship
7. To serve on the Christian Education Board

#### **Method of Appointment:**

1. Nomination of the Christian Education Director with the concurrence of the Pastor
2. Election of the Christian Education Board
3. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Christian Education Board meeting once a month
  - b. Time for Supervisory relationship to other meetings
  - c. Time for Adult Worker's Council
  - d. Time for Adult Council
  - e. Time for Adult Fellowship
  - f. Time for planning and reading
  - g. Time for Christian Education on District and Conference levels
  - h. Time for Quarterly Conference once a quarter

#### **Responsible:**

To: Quarterly Conference, Christian Education Board, Christian Education Director, and Pastor.  
 For: Workers, Teachers and organizations of the Adult Department.

#### **Knowledge needed:**

1. Structure of the Adult Department
2. Basic purpose of Christian Education
3. The needs of Adults
4. Curriculum materials appropriate for Adults

#### **Skills Needed:**

1. Organizational skills
2. Leadership skills
3. Significant education
4. Ability to work with adults

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education



## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### DIRECTOR OF CHRISTIAN EDUCATION OF YOUNG ADULTS

#### **Task:**

1. To unify, supervise and promote the entire Christian Education work of Young Adults in the local Church.
2. To consult with the General Director concerning the nomination of workers in the young adult department
3. To make written reports of the work of the young adult department at Christian Education Board meetings
4. To serve as counselor for the Young Adult Worker's Council
5. To serve as advisor to the Young Adult's Council.
6. To serve as advisor to the Young Adults Fellowship.
7. To serve on the Christian Education Board.

#### **Method of Appointment:**

1. Nomination of the Christian Education Director with the concurrence of the Pastor.
2. Election of the Christian Education Board.
3. Confirmation of the Quarterly Conference.

#### **Term and Time:**

1. Elected for one year, subject to reappointment.
2. Time needed on the job:
  - a. Time for Christian Education Board meeting once a month
  - b. Time for Supervisory relationship to other meetings
  - c. Time for Young Adult Worker's Council
  - d. Time for Young Adult Council
  - e. Time for Young Adult Fellowship
  - f. Time for planning and reading
  - g. Time for Christian Education on District and Conference levels
  - h. Time for Quarterly Conference once a quarter

#### **Responsible:**

To: Quarterly Conference, Christian Education Board, Christian Education Director and Pastor.  
 For: Workers, Teachers and organizations of the Young Adult Department.

#### **Knowledge needed:**

1. Structure of the Young Adult Department
2. Basic purpose of Christian Education
3. The needs of Young Adults
4. Curriculum materials appropriate for Young Adults

#### **Skills Needed:**

1. Organizational skills
2. Leadership skills
3. Significant education
4. Ability to work with young adults

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### DIRECTOR OF CHRISTIAN EDUCATION OF YOUTH

#### **Task:**

1. To unify, supervise and promote the entire Christian Education work of Youth in the local Church.
2. To consult with the General Director concerning the nomination of workers in the youth department
3. To make written reports of the work of the youth department at Christian Education Board meetings
4. To serve as counselor for the Youth Worker's Council
5. To serve as advisor to the Youth Council.
6. To serve as advisor to the Youth Fellowship.
7. To serve on the Christian Education Board.

#### **Method of Appointment:**

1. Nomination of the Christian Education Director with the concurrence of the Pastor.
2. Election of the Christian Education Board.
3. Confirmation of the Quarterly Conference.

#### **Term and Time:**

1. Elected for one year, subject to reappointment.
2. Time needed on the job:
  - a. Time for Christian Education Board meeting once a month
  - b. Time for Supervisory relationship to other meetings
  - c. Time for Youth Worker's Council
  - d. Time for Youth Council
  - e. Time for Youth Fellowship
  - f. Time for planning and reading
  - g. Time for Christian Education on District and Conference levels
  - h. Time for Quarterly Conference once a quarter

#### **Responsible:**

To: Quarterly Conference, Christian Education Board, Christian Education Director and Pastor.  
 For: Workers, Teachers and organizations of the Youth Department.

#### **Knowledge needed:**

1. Structure of the Youth Department
2. Basic purpose of Christian Education
3. The needs of Youth
4. Curriculum materials appropriate for Youth

#### **Skills Needed:**

1. Organizational skills
2. Leadership skills
3. Significant education
4. Ability to work with youth

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### DIRECTOR OF CHRISTIAN EDUCATION OF CHILDREN

#### **Task:**

1. To unify, supervise and promote the entire Christian Education work of Children in the local Church.
2. To consult with the General Director concerning the nomination of workers in the children's department
3. To make written reports of the work of the children's department at Christian Education Board meetings
4. To serve as counselor for the Children's Worker's Council
5. To serve as advisor to the Children's Council.
6. To serve as advisor to the Children's Fellowship.
7. To serve on the Christian Education Board.

#### **Method of Appointment:**

1. Nomination of the Christian Education Director with the concurrence of the Pastor.
2. Election of the Christian Education Board.
3. Confirmation of the Quarterly Conference.

#### **Term and Time:**

1. Elected for one year, subject to reappointment.
2. Time needed on the job:
  - a. Time for Christian Education Board meeting once a month
  - b. Time for Supervisory relationship to other meetings
  - c. Time for Children's Worker's Council
  - d. Time for Children's Council
  - e. Time for Children's Fellowship
  - f. Time for planning and reading
  - g. Time for Christian Education on District and Conference levels
  - h. Time for Quarterly Conference once a quarter

#### **Responsible:**

To: Quarterly Conference, Christian Education Board, Christian Education Director and Pastor.  
 For: Workers, Teachers and organizations of the Children's Department.

#### **Knowledge needed:**

1. Structure of the Children's Department
2. Basic purpose of Christian Education
3. The needs of Children
4. Curriculum materials appropriate for Children

#### **Skills Needed:**

1. Organizational skills
2. Leadership skills
3. Significant education
4. Ability to work with children

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### SUPERINTENDENT OF THE SUNDAY CHURCH SCHOOL

#### **Task:**

1. To preside over the weekly Sunday School program and to make sure that teachers and workers are in place
2. To see that students are put in the proper classes and are promoted appropriately
3. To nominate, with the concurrence of the Pastor, divisional superintendents, officers, and teachers
4. To see that training conferences are held for teacher and workers
5. To see that the policies of the Church are carried out in regard to the use of approved curriculum material
6. To work with divisional leaders and others to develop leaders and maintain an effective teaching staff
7. To insure the adequate and accurate keeping of records
8. To make written reports of the work at Christian Education Board meetings and at Quarterly Conferences
9. To serve on the Christian Education Board

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Election by the Board of Christian Education
3. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Sunday Morning
  - b. Supervisory relationships to other meetings
  - c. Administrative Board Meeting once a month
  - d. Christian Education Board Meeting once a month
  - e. Teacher's Conference
  - f. Quarterly Conference once a quarter
  - g. Time for reading and conferring with other workers
  - h. Time for Christian Education on District and Conference levels

#### **Responsible:**

To: Quarterly Conference, Pastor and Christian Education Board.

For: Administration of the entire program of the Sunday Church School

#### **Knowledge Needed:**

1. Structure of the Church and Church School
2. Functions of the Administrative Board
3. Basic purposes of Christian Education
4. Curriculum materials
5. The community and local church needs as a basis for evangelistic outreach

#### **Skills Needed:**

1. Organizational skills
2. Leadership ability
3. Administrative Skills

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

## CLUES FOR SUCCESSFUL SUPERINTENDENTS

1. Possess enthusiasm which sets a growing pace and a positive spirit
2. Set high expectations
3. Love the staff, show appreciation and give compliments as well constructive criticism.
4. Live the Sunday School to the point that it infiltrates your life, i.e. search for new ideas, methods, resources, members and workers.
5. PRAY.
6. WILLINGLY accept suggestions.
7. Be punctual. Use time wisely because it is precious. Once lost, it cannot be regained.
8. Set goals, define objectives, plan and work the plan.
9. Have and conduct meaningful staff / teacher's meetings.
10. Accentuate teaching.
11. Encourage healthy competition.
12. Get and keep people involved with the understanding that all jobs and/or responsibilities are important.
13. Read, study and carry your Bible. It is your MAJOR TEXTBOOK
14. Plan and conduct a dedication/commitment/recognition service or event for the Church School workers along with the aid of the Pastor.
15. Constantly remember that the Sunday school is a vital part of the whole congregation.
16. Visit other Sunday school and attend workshop, Institutes, Seminars, etc. for further growth. Read and be a subscriber to literature regarding the Sunday school such as CHURCH EDUCATOR, JED SHARE, THE CHURCH SCHOOL HERALD-JOURNAL, CHURCH SCHOOL TODAY and others.
17. Willingly work with the Board of Christian Education, Director of Christian Education and the Pastor to coordinate the work of the Sunday school and its relationship with the total program.
18. Know your denomination's materials, and see that needed resources are made available.

Resource: BIG IDEAS FOR SMALL SUNDAY SCHOOL by Ralph McIntyre. (Grand Rapids: Baker Book House, 1976)

Handouts prepared by Mary A. Love - 4/19/83

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### SUNDAY CHURCH SCHOOL TEACHERS

#### **Task:**

1. To teach his/her class by exploring the messages of the Scriptures and presenting them in a meaningful way
2. To notify the Superintendent in advance in case of absence
3. To study the Church School material, its background and application
4. To get students involved in the class and challenge them to study the lessons and apply them to their lives
3. To attend Teacher-Training Meetings and Workers Councils
4. To keep adequate records
5. To aid in Vacation Church School, whenever possible

#### **Method of Appointment:**

1. Nomination of the Sunday School Superintendent with the concurrence of the Pastor
2. Election of the Christian Education Board

#### **Term and Time:**

1. Elected for one year, subject to reappointment.
2. Time needed on the job:
  - a. Time Sunday morning to teach classes
  - b. Time for studying materials (at least 2 hours per week)
  - c. Time for Teacher's meeting
  - d. Time for Worker's Councils
  - e. Time for Vacation Church School

#### **Responsible:**

To: Christian Education Board, Superintendent, and Division Director.  
 From: Teaching and training of pupils of his/her class and their spiritual growth.

#### **Knowledge Needed:**

1. Understanding of the Christian Faith
2. Understanding of the nature and purpose of the Church
3. Understanding of persons and how they grow
4. Understanding of the Bible
5. Understanding of how learning takes place.

#### **Skills Needed:**

1. Teaching Skills
2. Ability to relate to others
3. Creativity
4. Ability to motivate pupils

#### **Other Qualifications:**

1. Radiant growing Christian
2. Genuinely concerned for spiritual health and growth of pupils.
3. Motivated by Christian Commitment
4. Committed to Christian Education.

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### PRESIDENT OF VARICK CHRISTIAN ENDEAVOR SOCIETY

#### **Tasks:**

1. To administrator the total program of the VCE Society
2. To coordinate the work of several departments
3. To preside at the Executive Committee meetings
4. To nominate, with the concurrence of the Pastor, the other offices of the VCE Society
5. To make written reports of the work at Christian Education Board meetings and at Quarterly Conferences
6. To serve on the Christian Education Board

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Election of the Christian Education Board
3. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for VCE Society Meetings
  - b. Time for Executive Committee Meetings
  - c. Time for Christian Education Board Meetings once a month
  - d. Time for Christian Education Workers' Councils
  - e. Time for District, Conference, and Connectional meetings
  - f. Time for Quarterly Conference once a quarter
  - g. Time for planning, research, and reporting

#### **Responsible:**

To: Quarterly Conference, Division Director, Christian Education Director, and Pastor.  
 For: VCE Society, Officer and Members

#### **Knowledge Needed:**

1. Structure and operation of VCE Society
2. Parliamentary Procedure

#### **Skills Needed:**

1. Leadership skills
2. Organizational skills
3. Administrative skills

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### PRESIDENT OF THE PARENT BODY MISSIONARY SOCIETY

#### **Task:**

1. To preside at all meetings of the society
2. To call extra meetings when necessary
3. To sign all drafts on the treasury when ordered by the society
4. To hold Executive Meetings
5. To make written reports to Missionary Mass Meetings and Quarterly Conferences of activities and finances
6. To see that all monies collected for the General Missionary Budget are reported at Mass Meetings
7. To see that the society is organized properly and functions according to the Missionary Constitution
8. To perform all other duties of a president

#### **Method of Appointment:**

1. Election of the W.H.O.M. Society
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Election for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Parent Body Meetings
  - b. Time for Call Meetings and Executive Meetings
  - c. Time for Social Services and Ministries
  - d. Time for Witnessing
  - e. Time for Quarterly Conference once a quarter
  - f. Time for planning and preparation
  - g. Time for Mass Meetings once a quarter
  - h. Time for Special Missionary Programs

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, and District President  
 For: W.H.O.M. Society, its officers and members

#### **Knowledge Needed:**

1. Structure of the Women's Missionary Department
2. Structure of the Parent Body
3. Basic purposes of Missionary Movement
4. Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work



## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### COORDINATOR OF THE YOUNG ADULT MISSIONARY SOCIETY

#### **Tasks:**

1. To preside at all meetings of the society
2. To call extra meetings when necessary
3. To sign all drafts on the treasury when ordered by the society
4. To see that planned programs planned sent from the General Coordinator are implemented
5. To make written reports to Missionary Mass Meetings and Quarterly Conferences of activities and finances
6. To see that all monies collected for the General Missionary Budget are reported at Mass Meetings
7. To see that the society is organized properly and functions according to the Missionary Constitution
8. To suggest programmatic ideas suited to the age and interests of the Y.A.M.S. to the District Coordinator
9. To send a list of names and addresses of local Y.A.M.S. to the District Coordinator
10. To work cooperatively with other Missionary Departments in projecting the total program of missions

#### **Method of Appointment:**

1. Election of the Y.A.M.S. Society
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Election for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Y.A.M.S. Meetings, Call Meetings, and Executive Meetings
  - b. Time for Social Services, witnessing, and special programs
  - c. Time for Mass Meetings, District, Conference, and Connectional Missionary Meetings
  - d. Time for planning and preparation
  - e. Time for Quarterly Conferences once a quarter

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District President, and Local W.H.O.M Society President  
 For: Y.A.M.S. Society, its officers and members

#### **Knowledge Needed:**

1. Structure of the Women's Missionary Department
2. Structure of the Y.A.M.S. Society
3. Basic purposes of Missionary Movement
4. Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### SECRETARY OF THE YOUNG WOMAN'S MISSIONARY SOCIETY

#### **Tasks:**

1. To set up guidelines for Presiding Secretaries of the local "Y" societies, who preside at meetings and have general supervision of each society
2. To see that Recording Secretaries make reports to Quarterly Conferences of activities and finances
3. To hold executive meetings with Presiding Secretaries to plan needed adjustment for implementation
4. To supervise the implementation of the well-planned program.
5. To see that societies meet regularly, are organized properly, and function according to the constitution
6. To see that all money raised for the General Missionary Budget is reported at Mass Meetings
7. To attend all mass meetings, Local, District, Conference, and Connectional Missionary Meetings

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Young Missionary Society Meetings
  - b. Time for Executive Meetings
  - c. Time for Social Services, witnessing, and special programs
  - d. Time for Quarterly Conferences once a quarter
  - e. Time for Mass meetings, District, Conference, and Connectional Missionary Meetings
  - f. Time for Christian Education Board Meetings

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District "Y" Secretary, and Local W.H.O.M Society President

For: Y's Society, their officers and members

#### **Knowledge Needed:**

1. Structure of the Missionary Department
2. Structure of "Y" Society
3. Parliamentary Procedure
4. Basic purpose of Missionary Movement
5. Needs of Youth and Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills
4. Ability to work with Youth

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*moral character and spirituality maturity*)
4. Committed to Missionary Work

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### SUPERINTENDENT OF THE BUDS OF PROMISE MISSIONARY SOCIETY

#### **Tasks:**

1. To preside at all meetings of the Society
2. To plan the program of the Society
3. To call extra meetings when necessary
4. To receipt all dues on membership cards
5. To sign all draft on treasury when ordered by the Society
6. To make reports at Mass Meetings and Quarterly Conferences of activities and finances
7. To see that all money collected for the General Missionary Budget is reported at Mass Meetings
8. To see that the society meets regularly, is organized properly, and functions according to the constitution

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Buds of Promise Meeting
  - b. Time for planning and preparation
  - c. Time for social services, witnessing, and special programs
  - d. Time for Quarterly Conferences once a quarter
  - e. Time for Mass meetings, District, Conference, and Connectional Missionary Meetings
  - f. Time for Christian Education Board Meetings

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District Superintendent of Buds, Local W.H.O.M Society President

For: Buds Society, its officers and members

#### **Knowledge Needed:**

1. Structure of the Missionary Department
2. Structure of the Buds of Promise
3. Parliamentary Procedure
4. Basic Purposes of Missionary Movement
5. Needs of Children and Community needs

#### **Skills Needed:**

1. Administrative skills
2. Leadership skills
3. Organizational skills
4. Ability to work with Children

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### SECRETARY OF THE SUPPLY DEPARTMENT

#### **Tasks:**

1. To solicit funds and supplies for the overseas work
2. To see that items are packed securely, express prepaid, with a letter listing all items sent
3. To see that all money collected is sent to the Executive Secretary through the Mass Meeting
4. To send at least \$1.00 for the support of the Mass Meeting, aside from the money for supplies
5. To report her transactions to the District Secretary of Supply at each Mass Meeting
6. To report her transactions to the Local Society on demand

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Election of the W.H.O.M. Society
3. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Appointed for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for solicitation and fund-raising
  - b. Time for packing and sending supplies
  - c. Time for Local Parent Body Missionary Meeting
  - d. Time for Mass meetings, District, Conference, and Connectional Missionary Meetings
  - e. Time for Quarterly Conference once a quarter

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District Secretary of Supply, and Local W.H.O.M Society President  
 For: Funds and supplies for overseas work

#### **Knowledge Needed:**

1. Structure of the Supply Department
2. Basic purposes of Missionary Movement
3. Needs Overseas
4. Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills
4. Ability to motivate others

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work
5. Committed to overseas work

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### CHAIRPERSON OF THE LIFE MEMBER'S COUNCIL

#### **Task:**

1. To organize all Life Members, Matrons, Patrons, Honorary Life Members into a local Council
2. To collect from each Life Member, the annual dues of \$5.00 and report it at Mass Meetings
3. To lead the council in raising funds for the support Student Grant-in-Aid and Missionary Education at our school and colleges
4. To send at least \$1.00 to each Mass Meeting for the support of the Mass Meeting

#### **Method of Appointment:**

1. Nomination by the Pastor
2. Election of the W.H.O.M. Society
3. Confirmation by the Quarterly Conference

#### **Term and Time:**

1. Appointed for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Life Member's Council Meetings
  - b. Time for program, activities, fund-raising, and enlisting
  - c. Time for Parent Body Missionary Meetings
  - d. Time for Mass meetings, District, Conference, and Connectional Missionary Meetings
  - e. Time for Quarterly Conferences once a quarter

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District Life Member Chair, and Local W.H.O.M Society President  
 For: Local Life Member's Council and its members

#### **Knowledge Needed:**

1. Structure and functions of the Life Member's Council
2. Basic purposes of Missionary Movement
3. Needs Overseas
4. Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills
4. Ability to motivate others

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work
5. Committed to overseas work

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### CAPTAIN OF THE SECOND MILE DEPARTMENT

#### **Tasks:**

1. To lead Missionaries and Church constituents in going the second mile in raising funds for Missionary Education (Schools) and the overseas work.

#### **Method of Appointment:**

1. Nomination by the Pastor
2. Election of the W.H.O.M. Society
3. Confirmation by the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Parent Body Missionary Meetings
  - b. Time for Mass Meetings, District, Conference, and Connectional Meetings
  - c. Time for leading additional support efforts
  - d. Time for Quarterly Conferences once a quarter

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District Second Mile Captain, and Local W.H.O.M Society President  
 For: Second Mile effort of the local Church

#### **Knowledge Needed:**

1. Structure and functions of the Second Mile Department
2. Basic purposes of Missionary Movement
3. Needs Overseas
4. Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills
4. Ability to motivate others

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work
5. Committed to overseas work

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### CHURCH STAFF MEMBER: CHURCH SECRETARY

#### **Tasks:**

1. To keep adequate and accurate records of the Church Membership
2. To keep accurate minutes of Church (members) meetings
3. To type and reproduce bulletins for Church services
4. To type and reproduce and send out the Church newsletter
5. To receive Church mail and correspondence and to forward it to its proper persons.
6. Under the direction of the Pastor, to forward announcements and other correspondence to the Announcement Clerk and or the Bulletin Board Committee and to others

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  1. Time for Church membership meetings
  2. Time for record keeping
  3. Time for typing and reproducing bulletins
  4. Time for typing and reproducing church newsletters
  5. Time for typing and forwarding mail and correspondence

#### **Responsible:**

To: Quarterly Conference, Pastor  
 For: Church records and minutes of meetings

#### **Knowledge Needed:**

1. Form for proper minutes

#### **Skills Needed:**

1. Note-taking
2. Record-keeping
3. Secretarial skills---typing, filing, letter writing, etc

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)

**MINISTRY ANALYSIS**

Dr. Darryl B. Starnes, Sr.

**CHURCH STAFF MEMBER: CHURCH TREASURER****Tasks:**

1. To keep an accurate account of all monies taken into the treasury and of all money paid out
2. To keep an accurate account at all times of the balance in the treasury
3. To make accurate reports of income and expenditures to Quarterly Conferences and Members' Meetings
4. To pay out monies according to the approved budget when authorized by the proper persons.

**Method of Appointment:**

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

**Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time to receive the collections
  - b. Time for depositing and paying out money
  - c. Time preparing financial reports
  - d. Time to attend and report at Members' Meetings
  - e. Time to attend and report at the Quarterly Conference once a quarter

**Responsible:**

To: Quarterly Conference, Pastor  
 For: Church Treasury and Reports

**Knowledge Needed:**

1. Methodist Doctrine and Discipline
2. Laws, polity, and practices of the church as expressed in the *Book of Discipline*
3. Banking procedures and practices

**Skills Needed:**

1. Ability to witness to the gospel of the kingdom of God
2. Ability to transact the temporal business of the Church
3. Financial recordkeeping and reporting

**Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality*)
4. Honesty, Integrity, and Reliability



## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### CHURCH STAFF MEMBER: QUARTERLY CONFERENCE SECRETARY

#### **Tasks:**

1. To keep adequate records and accurate minutes of the Quarterly Conference
2. To keep accurate records of Class Leaders' Rolls and Membership Status, including the number of members in full members, on probation, on the baptized children's class, etc
3. To keep a record of all persons nominated and confirmed into offices at the Quarterly Conference

#### **Method of Appointment:**

1. Nomination of the Pastor and/or
2. Election by the Quarterly Conference
3. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  1. Time for taking minutes at the Quarterly Conference
  2. Time for arranging and preparing minutes and for record keeping

#### **Responsible:**

To: Quarterly Conference, Pastor, and Presiding Elder  
 For: Quarterly Conference minutes and records

#### **Knowledge Needed:**

1. Form for proper minutes

#### **Skills Needed:**

1. Note-taking
2. Record-keeping
3. Secretarial skills---typing, filing, letter writing, etc

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)

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**CHURCH STAFF MEMBER: CHURCH SEXTON****Tasks:**

1. To keep the Church clean and tidy at all times, especially in lieu of services or programs
2. To open the Church doors 15 to 30 minutes prior to any programs, services, practices, or studies and whenever unable to call a trustee who has a key
3. Fix and repair Church property and tools

**Method of Appointment:**

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

**Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - Time for cleaning the Church
  - Time for opening doors when necessary
  - Time for fixing and repairs

**Responsible:**

To: Quarterly Conference, Trustees, and Pastor  
For: Condition of Church and its property

**Knowledge Needed:**

1. Maintenance and Upkeep
2. Repairs

**Skills Needed:**

1. Janitorial
2. Custodial

**Other Qualifications:**

1. Punctuality
2. Reliability

**MINISTRY ANALYSIS**

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**DUTIES OF THE HEAD USHER**

1. To check and see that collection plates are ready and available before service
2. To be sure that microphones, sound systems and hearing aids are working properly
3. To see that bulletins are in the narthex and folded, with any inserts or other handouts available
4. To check the lighting and temperature settings. [*Get correct setting from trustees*]
5. To check ushers for identification badges and to see that they are returned after service
6. To give ushers their assignments for the service and see that they are carried out properly
7. To take any message to the minister during the service quietly and discretely
8. To take an accurate attendance count [including nursery and children's church], quietly and unassumingly; report the figure to the Pastor and church secretary; and to record it on a calendar kept for that purpose
9. To station ushers at strategic areas to assist elderly and handicapped persons before and after service
10. To see that choir members' purses are locked up or carried into the service.
11. Provide opportunities for the training of new ushers at least once a year or as needed
12. To lock all doors, turn off lights and speaker system, and put heating and cooling systems at proper settings

**MINISTRY ANALYSIS**

Dr. Darryl B. Starnes, Sr.

**DUTIES OF THE SUB-HEAD USHER**

1. To assist Head Usher in seeing that bulletins are prepared in the proper manner before the service begins
2. To assist Head Usher in seeing that bulletins are in the narthex and folded, with inserts or handouts
3. To assist Head Usher in checking ushers for identification badges and collecting badges after service
4. To assist Head Usher in giving ushers their assignments for the service and in seeing them carried out
5. To assist Head Usher in taking messages to the minister during the service quietly and discretely.
6. To assist Head Usher in taking an accurate attendance count [including nursery and children's church]; in reporting the figure to the Pastor and church secretary; and in recording it on the calendar
7. To collect hymnals and church bulletins after the service and return them to the proper places
8. To assist the head usher in securing windows and doors, checking heating or air-conditioning systems, sound systems, and other final items. Do not leave before all is done.

**MINISTRY ANALYSIS**

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**DUTIES OF THE USHER**

1. *To be at your post 25 minutes before service* in order to receive your assignments from the head usher
2. *To greet everyone with a friendly word and a smile*; be sincere and natural
3. *To be alert* in case someone becomes ill or there is an odd situation during the service; offer help quietly
4. *To be personable and warm in ushering people to their seats*. Respect any personal preference people may have about where they like to sit. Walk slowly down the aisle, so that people will follow at a natural pace. Hand them their bulletin as they enter the pew.
5. *To seat worshippers at the appropriate time*. Do not seat anyone during the Call to Worship, Invocation, Scripture or Responsive readings, prayers, anthems, or special selections. Seat worshippers during congregational singing, interludes, and the special seating intervals noted in the worship bulletin.
6. *To be watchful* because minister or head usher may make special requests during the worship service.
7. *To let the head usher know whenever you must leave your post*. Ushers should be a part of the worshipping congregation and be present for the entire service of worship.
8. *To be sure that hymnals, pencils, and visitor cards are arranged in their proper places after service*. Return used bulletins to the narthex or throw them away. Collect attendance sheets or registration cards at once.
9. *To check to be sure that no one has left a purse, coat, hat, umbrella, or other valuables*. Turn all items over to the head usher or the church office.
10. *To return your identification badge to the head usher or to its proper place*.
11. *To assist the head usher* in securing windows and doors, checking heating or air-conditioning systems, sound systems, and other final items. Do not leave before all is done.
12. *To notify the head usher as far ahead as possible* if, on any occasion, you cannot serve on an assigned day. It is most helpful, if you can find your own substitute and then call the head usher.

**MINISTRY ANALYSIS**

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**DUTIES OF THE GREETER**

1. *To assist the elderly and physically challenged persons* as they enter the church, especially when they must use steps, handicap ramps, or elevators.
2. *To assist persons with small children* as they enter the church. Inform them of and escort them to the children's ministries of the church, such as the nursery and children's church
3. *To quietly inform worshippers when to enter the sanctuary for worship.* Worshippers should not during the Call to Worship, Invocation, Scripture or Responsive readings, prayers, anthems, or special selections. Worshippers may enter during congregational singing, interludes, and the special seating intervals noted in the worship bulletin.
4. *To be on time, neatly dressed, courteous, and have a pleasant and cheerful demeanor.*
5. *To be alert to the special needs of worshippers;* and to inform the ushers and church officials of those needs

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**DUTIES OF THE ACOLYTE CHAIRPERSON**

1. *To provide thorough training for acolytes.* It is helpful to have the parents or guardians attend the training.
2. *To see that acolytes are neatly dressed and well-groomed.* Be sure that the albs or cassocks are not soiled or wrinkled.
3. *To see that the minister's special instructions are given the acolytes well in advance of the service*
4. *To see that a schedule of acolyting is posted* and that the office has a copy for inclusion in weekly bulletins.
5. *To personally contact each acolyte or sent a postcard reminder the week he/she is to serve*
6. *To check the condition and readiness of equipment.* Check carefully the length tapers on the candle lighters and remove soot. Be sure that there are enough tapers and that the candles are in their proper place. Be sure that all equipment is cared for and properly stored.
7. *To see that acolytes are robed, ready to go, and on time; and that the candle lighters are lighted.*
8. *To recognize acolytes at a special service once a year.* Give them a certificate, pin, or gift of appreciation.

**MINISTRY ANALYSIS**

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**DUTIES OF THE ACOLYTE**

1. *To be dress properly and ready to begin duties at least 15 minutes before the service*
2. *To go to the appointed station and wait quietly for the minister or acolyte chairperson to tell them when to enter the sanctuary. Do not wander around.*
3. *To make sure that no gum or candy is taken into the worship service*
4. *To walk carefully and perform tasks with quiet reverence and dignity.*
5. *To handle the candle lighter properly.* Hold the candle lighter with one hand near the bottom and one hand on the knob that regulates the length of the taper. Hold the candle lighter in front of you, tipped slightly forward, with the flame pointing ahead of you, and the bell of the candle lighter pointing toward you.
6. *To reverence the cross.* Whenever standing or crossing in front of the cross, pause to reverence the cross by bowing the head, or should your minister prefer, by bowing from the waist.
7. *To light the candles at the beginning of worship.* If there are two acolytes, they each light the candle or candles on their side of the altar, beginning at the cross and moving outward.
8. *To be alert to what is happening in the service at all times.* The minister or usher may need your assistance. Actively participate with the congregation throughout the entire service.
9. *To light the candles at the end of worship.* During the last stanza of the closing hymn, or after the benediction, pick up the candle lighter, go to the altar, reverence the cross, move to the left candle, light the taper, and extinguish the candle or candles. Then extinguish the right candle or candles. Extinguish the outside candles first, and the other candles in turn. If there are candelabras, they are to be extinguished before any candles on the altar are extinguished. Reverence the cross, and exit quietly with the taper in the candle lighter still lit.
10. *To place candle lighter(s) in the designated area*
11. *To remove and hang carefully and properly your vestments*



**MINISTRY ANALYSIS**

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**DUTIES OF CHOIR MEMBERS**

1. *To provide music and singing for worship services*
2. *To be ready and robed at least 15 minutes before worship services begin at home or at visiting churches*
3. *To attend faithfully choir rehearsals, so as to provide the best in quality singing and service*
4. *To carry yourself properly before, during, and after the services of worship*
5. *To see that the written music for all special selections is in its proper place at all times*
5. *To remove and hang carefully and properly your choir robe; and keep it clean and wrinkle-free*

**MINISTRY ANALYSIS**

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**DUTIES OF THE BUDGET AND FINANCE COMMITTEE**

1. *To formulate the church's budget for the approval of the membership*
2. *To serve as a clearing house for the obtaining of vouchers*
3. *To keep records and make regular (monthly) checks on the finances to monitor faithfulness to the budget*
4. *To inform the membership every three months of the relationship between the proposed and actual budget*
5. *To make necessary adjustments to the budget when it is expedient*

**MINISTRY ANALYSIS**

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**DUTIES OF THE WORSHIP COMMITTEE**

1. *To provide and maintain hymnals, songs books and worship materials for the congregation*
2. *To supervise the maintenance of choirs, ushers, greeters, acolytes, and others who aid in worship services*
3. *To set guidelines and policies for choirs, ushers, greeters, acolytes, and others who aid in worship services*
4. *To evaluate and make suggestions for the improvement of worship in the church*
5. *To be in charge of special days for choirs, ushers, greeters, acolytes, and other who aid in worship services*

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**DUTIES OF THE EDUCATION COMMITTEE**

1. *To keep a record of all members of the church who are in some type of higher education. This includes colleges or universities, junior colleges, technical or vocational schools, and graduate schools.*
2. *To find out and make known all academic, scholastic, and athletic achievements made by church members*
3. *To recognize and award members of the church who graduate from high school, technical school, junior college, college, or graduate school. This may involve an annual program honoring such graduates, highlighting their diploma or degree, special achievements, and fields of expertise.*
4. *To provide scholarships for members who are students in higher education to help with their expenses*
5. *To be in charge of the Annual Livingstone College Founder's Day program each February*

**MINISTRY ANALYSIS**

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**DUTIES OF THE EVANGELISM COMMITTEE (OR BOARD)**

1. *To give leadership to the evangelistic thrust of the local church*
2. *To serve as a catalyst for personal evangelism in the local church.*
3. *To provide evangelism training for the laity and clergy of the local church*
4. *To help plan, coordinate, and promote the evangelistic activities and events of the local church*
5. *To help organize and facilitate outreach ministries and projects according to the needs of the community and the gifts, talents, and resources of the local church. Those who participate in these outreach ministries and projects should be alert for opportunities to share the gospel of Christ with those who show an interest.*
6. *To help plan, coordinate, and promote the Annual Church Revival*

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**DUTIES OF THE CALENDAR COMMITTEE**

1. *To set up and maintain a working calendar of dates and events for the local church*
2. *To post said calendar in a place visible to all members of the church.*
3. *To serve as a clearing house for dates and engagements. The chairperson shall receive and confirm dates and events, however, confirmations may be given only after the approval of the Pastor in charge.*
4. *To place the calendar the month's events in the worship bulletin on the first Sunday of each month*

**MINISTRY ANALYSIS**

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**DUTIES OF THE BULLETIN BOARD COMMITTEE**

1. *To set up and maintain church bulletin boards as a creative, inspirational, and meaningful ministry*
2. *To post on one of the bulletin boards, quotes, sayings, and information on the occasion of special days*
3. *To prepare and utilize another bulletin board as a kind of “For Your Information” Center, posting community announcements, job openings, church announcements, etc.*
4. *To prepare and utilizes another bulletin board as a kind of “Look What We’ve Done” Center, displaying clippings, articles, and information about the achievements of the church, its members and ministries, of District, Conference, or Connectional ministries and personalities, and of the Body of Christ in general.*
5. *To prepare and utilize still another bulletin board to keep the church aware of liturgical themes and emphases of the Christian calendar year.*

**MINISTRY ANALYSIS**

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**DUTIES OF THE KITCHEN COMMITTEE**

1. *To keep the kitchen and its appliance clean and in good working order*
2. *To set rules and policies for the use of the kitchen*
3. *To provide refreshments and/or meals for special days, when called upon to do so*
4. *To make the kitchen available to other authorized persons or organizations who may need its use*