

**Hinsdale
Seventh-day Adventist
Church
Team Minis-
tries
Manual**

**Teaming Together in Making
Disciples for the Glory of God!**

“Therefore go and **make disciples** of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:19, 20

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www.hsdac.com www.hinsdalekids.com www.hinsdaleyouth.com

Our Vision:
Glorifying God by Growing Together

Our Mission:
To Know, Worship, and Serve Jesus Christ –
Now and For Eternity

Our Core Values:
Prayer, Biblical Truth, Meaningful
Relationships, Children and Youth, Adventist
Christian Education, Community, Mentorship,
Spiritual Transformation

Our Ministry Priorities:
Discipleship, Empowering All to
Serve, Small Groups, Evangelism, Outreach to the Com-
munity, Dynamic Youth and Young Adults

Date of Manual Origination: July 2007

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What is Team Ministries?

Team Ministries brings people together who work in a cooperative way to fulfill a specific purpose or need within the church body. Although common in the corporate world, this is a relatively new concept for churches. It tends to develop a strong organization through the close interaction of the team members. Team ministries help foster an environment where we bring together and align the individual ministries of the church for the larger vision and mission of our church at large. We are no longer independent flowers, but a bouquet, beautifully arranged for the glory of God.

Through Team Ministries, church volunteers are divided into ministry groups. They submit meeting minutes and report to the Board regularly. The director of each ministry has a seat on the Church Board. Also, the team directors will routinely meet together to pray with each other, support each other and build up each other's ministry teams with the purpose of advancing the corporate vision and mission of the church.

In developing the ministries at our Hinsdale church, a conscientious effort is made to be inclusive, which means looking for people with the right gifts for that ministry while also attempting to provide ethnic, cultural and generational diversity.

Our church is about sharing the love of Jesus, glorifying God, preparing for heaven – together.

Organizational Chart



Church Board

Purpose

The Hinsdale Seventh-day Adventist Church Board serves the congregation through implementation and participation in the mission goal of the church. The Board also seeks to fulfill the responsibilities set forth in the official Church Manual.

Members

Pastor
Youth Pastor
Associate Pastor (as available)
First Elder
Elder Representative
Head Deacon
Head Deaconess
Church Clerk
Director of Children's Ministry
Director of Communications Ministry
Director of Discipleship Ministry
Director of Facility Ministry
Director of Fellowship Ministry
Director of Finance Ministry
Director of Outreach Ministry
Director of Prayer Ministry
Director of Worship Ministry
Director of Youth Ministry
Two Members-at-Large

Chairman and Vice-Chairman

The Church Board nominates the chairman and vice-chairman at the first Board meeting of the new officer year, with ratification by the church membership at large. The chairman convenes and presides at all meetings of the Board. The vice-chairman serves in the chairman's absence.

Church Clerk

The church clerk keeps minutes of all meetings and makes sure they are approved; makes and keeps records of all reports for the Illinois Conference, including membership; handles correspondence of the Board; has the Agenda available at all meetings; and notifies Board members of the date, time and place of meetings.

Board Attendance

The Church Board meets on the first Monday of each month, unless notified differently. Each member is expected to attend regularly. If unable to attend a meeting, a replacement (such as an assistant, co-leader or ministry-appointed representative) may serve as a voting member.

Leadership Selection

Selection of Nominating Committee

At the January board meeting during the calendar year when the new leaders are to be selected, the Church Board sets in motion the process for the church body to select the Committee to Select the Nominating Committee.

Responsibilities of Nominating Committee

The committee is responsible to fill all of the following positions and make the first reading of the initial report to the church **by the second Sabbath of April.**

Director of Children's Ministry
Director of Communications Ministry
Director of Discipleship Ministry
Director of Facility Ministry
Director of Finance Ministry
Director of Fellowship Ministry
Director of Outreach Ministry
Director of Prayer Ministry
Director of Worship Ministry
Director of Youth Ministry
Elders (including First Elder)
Deacons (including Head Deacon)
Deaconesses (including Head Deaconess)
Church Clerk
Sabbath Hospitality Potluck Coordinator
Head Cashiers
Sabbath School Superintendent
Head Sabbath School Secretary
Children's Sabbath School Leader
Nursery Sabbath School Leader
Cradle Roll Sabbath School Leader
Kindergarten Sabbath School Leader
Primary Sabbath School Leader

Junior Sabbath School Leader
Earliteen Sabbath School Leader
Youth Sabbath School Leader
Pathfinder Leader
Eager Beavers Leader
Adventurers Leader
Vacation Bible School Leader
Health Ministries Leader
Religious Liberty Leader
Minister of Music
School Board Positions
Women's Ministry Leader
Men's Ministry Leader
Stewardship Educator
Discover Bible School Leader
Head Greeter
Video Producer
Graphics, Head
Audio, Head
Decorator
Six to Seven Finance Ministry Committee Members
Three Worship Ministry Members-at-Large

A **preliminary written report** is to be given to the congregation **no later than the second Sabbath of April.** **Final approval** of these positions should be completed no later than the **second Sabbath of June.**

Responsibilities of Ministry Directors

Once the ministry director and other members of his/her team have been approved in April, they meet during May to select people to fill any unfilled positions on their team. These are the positions designated with the words "Ministry fills these positions." These additional names are forwarded by each ministry to the Nominated Committee.

Nominating Committee Report

All selected persons chosen by the ministries are then submitted to the Nominating Committee for review and inclusion in the **final written report**. This final report should be voted on by the church body no later than the **third Sabbath of June**.

Responsibilities of the directors are outlined in other sections of this manual, but recommendations regarding abilities and qualities of the various directors are listed here to assist the Nominating Committee in its search. It is important that the Nominating Committee always look for nominees who are good team players.

Elders, deacons, deaconesses and ministry directors are each given a copy of the following covenant and asked to sign it before accepting his/her leadership position:

:

Personal Leadership Covenant

As a leader in the Hinsdale Seventh-day Adventist Church, serving in the position of _____, I am ----

1. Committed to the Lordship of Jesus Christ and growing as his/her disciple.
2. A local church member.
3. Thoroughly committed to the message and mission of the Seventh-day Adventist Church.
4. Willing to actively support our Church Vision and Mission.
5. Willing to acknowledge the Lordship of Jesus Christ by _____ committing to return

a consistent, faithful tithe. I also recognize the importance of supporting the local church budget by my personal contributions.

6. Living in harmony with the spiritual and moral teaching of Scripture as particularly set forth in the Ten Commandments.

Signed _____ Date _____

Director of Children's Ministry

This person should have a personal commitment to working with children, have leadership qualities, strong organizational skills and an ability to communicate well with young ones.

Director of Communications Ministry

This person should have strong communication skills, be computer literate and have a general knowledge of current communications technology. Having writing capabilities would be an asset.

Director of Discipleship Ministry

This person should have a heart for helping others grow as Jesus' disciples, have strong administrative abilities and be able to develop a strong team. This must be combined with a strong commitment to the individual member as well as the corporate body of the church.

Director of Facility Ministry

This person should have the ability to be a strong team leader, delegate, follow through on tasks and work well with people. It would be helpful if this person had skills in construction or building maintenance.

Director of Fellowship Ministry

This person should have a commitment to the social climate of the church, experience in hospitality, and should enjoy organizing events.

Director of Finance Ministry

This person should be able to provide financial leadership by having a good understanding for financial reports and

budgeting techniques. He/She needs to have a collaborative leadership style and be able to present this information to the Board and the congregation in a manner that is easily understood.

Director of Outreach Ministry

This person should have a deep commitment to presenting and sharing Christ in the local community. An aptitude for motivation and marketing would be valuable assets. The leader coordinates a variety of outreach events, through delegation and teamwork. Experience in working with nonprofits that provide services to fill community needs would be helpful.

Director of Prayer Ministry

This person should have a personal commitment to individual and corporate prayer with a deep desire to see the Spirit of God manifested through enhanced prayer life throughout the church family. It is essential that this person have organizational abilities and be a strong team player, especially with the other ministry directors.

Director of Worship Ministry

This person should have a commitment to enhancing the worship experience of the congregation. He/She should have strong organizational and verbal skills along with an active appreciation for music.

Director of Youth Ministry

This person should have a personal commitment to working with young people, have leadership qualities, strong organizational and youth-relevant communication skills.

Terms of Office

All directors are nominated for two-year terms, on a staggered basis to maintain continuity on the Board. A service year coincides with the church's fiscal year, which is from July 1 through June 30 of the following year. In 2007, the first year for this program, half of the directors will serve for only one year.

Vacancies or Absences

When an elective office becomes vacant, or when an officer is absent for an extended period, the Board has the authority to appoint a temporary replacement to fill that office until the next officer year. If this is a director of a ministry, that ministry appoints an assistant director from the group to serve until the director returns or another is appointed by the Board.

Evaluation of Performance/Responsibilities

The Board reserves the right to remove or reassign responsibilities of individuals or groups.

Ministries or Committees Appointed by the Board

The Board may create a standing or task-related committee or ministry, whenever necessary, to fill the needs of the membership. Committees appointed by the Board are reviewed annually to fill vacancies, add needed positions or, if no longer needed, disband the group.

Hinsdale Seventh-day Adventist Church Manual

This manual is to be reviewed annually by a committee appointed by the Church Board. Recommended revisions are brought to the Board, and those that are approved by the Board are implemented.

For the Ministry Directors

Christ Centered and Prayer Driven

The effectiveness of a ministry depends on the directors and team members seeking God's glory and guidance. They all need to have a strong commitment to prayer and the Holy Spirit's leadership.

Each team member must remember that he or she is in the service of the Master. Prayer should be the constant companion of leaders for Christ. The directors should model an active prayer life for those with whom they work in their ministry.

Making the Ministries Work

While responsibilities for each ministry vary, some general principles for operating a ministry are applicable to all.

◆ Notifying Members of Meetings

Since most ministries probably will not have a regular secretary, the director should call the meetings, set the time, date and place, and be responsible for notifying the members. Most ministries will not need a regular date for meetings. The nature and responsibility of each ministry will determine the meeting frequency. However, each ministry should meet at least quarterly to review its progress in helping the church as a whole move toward fulfilling the vision, mission, core values and ministry priorities.

It will prove helpful to set the ministry's next meeting date and time before adjourning. For better attendance, always remind committee members close to the meeting date.

◆ **Keeping Minutes of the Meeting**

The ministry director may choose to appoint one of the ministry members to serve permanently as secretary, or prefer to appoint someone at each meeting, or keep the minutes himself/herself. Minutes should be kept in a neat and orderly fashion, for quick reference and to make it easy for successors to learn and readily discover what the ministry has done in the past. Minutes should also be passed on to the Church Board for the Board's next meeting.

◆ **Determining Formality of Meeting**

“The smaller the group, the more informal the procedure”

is a good principle to follow. The enthusiasm and spontaneous contributions of an effective small ministry can be wrecked when bogged down with parliamentary rules. Of course, in a large ministry, more rules are necessary for holding an efficiently run meeting; but in a small ministry, they may interfere with productive discussion.

◆ **Getting Off to a Good Start**

Always open and close your meetings with prayer. It's important not to allow this to become an empty ritual. Use this opportunity for a profound opening of the mind and soul to the will of God to whom all members of the ministry are called to serve. A short Scripture reading or brief period of worship is always appropriate. The more receptive the members are to God as they begin their work, the more effective the ministry's work will be.

◆ **Beginning the Meeting**

At the beginning of each meeting, the vision, mission, core values and ministry priorities should be read and discussed.

Begin all meetings **on time**. If a member is detained, it is not fair to make others wait for his/her arrival. (The ministry director can update that individual later.) Also, the meeting should stop within a reasonable time. It is better to hold a second meeting than to attempt to do the work of the church when ministry members are tired and anxious to go home. It is not fair to the ministry, members or the assigned work to rush through without taking sufficient time for study discussion and consideration.

◆ **Appointing Subcommittees**

If the ministry's responsibilities are many and varied, it may be necessary to appoint subcommittees, either permanently or as the need arises. However, **one danger to avoid is too much division of duty**. The smaller the ministry, the more it should operate as a whole, as a single team, on matters for which it is responsible. It is not necessary for every ministry member to have a specific assignment. Before the year is over, there will be sufficient work for everyone.

Doing the Work of the Ministry

Every ministry must fully understand its responsibilities. It is the director who leads the group into a thorough examination of the ministry's tasks. During the first few meetings, it is imperative to spend a considerable amount of time making sure everyone in the group clearly understands the duties and responsibilities. In examining a ministry's assignment, here are some questions to ask:

◆ **Pinpointing the Job**

What is the job of your ministry? Consider using a flip-chart and handouts when you share the assigned tasks with your ministry group. If a member of the Worship Ministry, for example, it is not enough to say simply that your task is to take care of the worship of the church. Your group should think through what this involves and be specific about **what it means to lead the church in worship**. In this case, you would think through such things as music, special service, order of service, etc.

◆ **Benefiting from Past Experiences**

How has this work been done in the past? Don't be too hasty to discard old methods, for they usually arise out of experience. On the other hand, don't feel bound to a particular procedure simply because it has always been done that way. Change can be good for several reasons. It can make a ministry more interesting and appealing; it can update a ministry to make it more current. Depending on the specific ministry, it may be good to blend the old and new and gradually make a shift.

◆ **Seeking New Ideas**

What are the possible ways of doing your work? Are there different ways, new ways, better ways of performing a task than those that have been used in the past? All possibilities should be thoroughly examined and critically scrutinized from every conceivable angle.

◆ **Finding the Best Way**

What is the best way to fulfill your responsibilities? Having described the task or problem, how it has been solved in the past and how it may be done differently, your ministry must now decide the best way to do the job now. Sometimes the church may have failed to make progress or kept pace with the rapidly changing times. The church may have failed to examine customary procedures and not been zealous enough to investigate other methods.

In choosing new ways of doing things, it is important to be sensitive to others and think about how these changes might be perceived before rushing into them. Sometimes the method of presentation makes all the difference in whether or not support is achieved. If in doubt, be sure to seek guidance from the pastors or elders.

◆ **Translating Ideas into Action**

How do you move your ministry's ideas into action? Once decisions are made about ways of performing specific duties, the ministry now decides how to translate ideas into action. This may require appointing individuals or subcommittees to perform various tasks, or it may mean making recommendations to the Board. Ideas are of no value unless turned into reality, and that always requires time and work.

◆ **Following Up On Assignments**

How do you track the work of your ministry? When a subcommittee or an individual is assigned a particular task, the director should always ask for a report at the next meeting. This shows appreciation and interest to the person for carrying out the assignment, and also serves as a control to assure the ministry that its work is being accomplished.

◆ **Mentoring Next Team Leaders**

Who will replace you when you leave this post? As a director, always keep in mind the need to be mentoring future leaders for your team. If your ministry is large enough, you might find it appropriate to have an assistant who works closely with you in all aspects of your ministry. If not, look for leadership qualities and assign those individuals with responsible roles from time to time. Most leaders do not spend enough time mentoring for ultimate leadership.

◆ **Accountability to Other Ministry Teams**

How will you work with other ministry teams? In many situations, your team is already working with another ministry.

In planning the expenditure needs of your ministry, it is important to keep in mind that other ministries are budgeting from the same bank of available funds. Be prepared to work together in determining priorities, recognizing that some of your line items may have to go.

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If each ministry diligently follows these steps in choosing the best way to perform a particular task or handle a specific responsibility, the work of the Board will move forward and the quality of service in our church will improve.

Reporting to the Official Church Board

Each ministry is asked to make a full report of its activities to the Board each month. When recommendations are presented or authorization is sought, these should be given clearly, simply and intelligently. Failure to report properly and concisely to the Board results in a waste of time. Please use these general principles as a guide.

◆ **Avoid Boredom**

Do not read the minutes of your ministry meeting. The Board has assigned a particular task to your ministry. The Board is not as interested in how and when and where you went about doing it, but more in whether you completed the task. A brief summary of the meeting is entirely in order, but it should bring out only the pertinent points and issues involved. Nothing can so capably throw cold water on a meeting of the Board as a long recital of the minutes of some ministry. Ministry minutes should be available for quick reference in case of questions, but do not inflict them upon your fellow Board members without good cause!

◆ **Report Your Actions**

As stated above, the Board is interested in what you have done, so do report your actions! Board members want to know whether your ministry is doing its work and what has been accomplished. If particular assignments have been made to your group, the Board will want to know the outcome. For example, If your group is the Ministry of Outreach, here's a sample report:

The Ministry of Outreach met once this past month.

Our Vacation Bible School program enjoyed an overall attendance of 103 children. These families have been added to our outreach mailing list to be notified of future programs that they may be interested in attending. We have tentatively scheduled the following Health Programs for fall: Cooking School and Health Fair.

Our team has distributed six names from the *It Is Written* program for followup by the congregation. .

A concise report like this informs the Board of your diligence, what has been done and what you plan to do. No time is wasted, and the pertinent information is conveyed quickly.

◆ **Make Recommendations to the Board**

Misunderstandings start when recommendations to the Board are improperly made. **Most recommendations require study, planning and investigation before they are presented to the Board.** Adequate decisions cannot be made unless the facts and figures are in hand to serve as a basis for reaching a decision. When a ministry makes a recommendation to the Board on which it desires the Board to act, the recommendation should not only grow out of study and planning, it should be so precisely formulated by the committee that its passage is assured. **The ministry should prepare the recommendation beforehand and come to the Board with a motion ready to present.**

Let us again take the Ministry of Outreach to illustrate this point. Suppose a method for getting the names of new residents in the community is needed. Certain groundwork must be done by the ministry. What methods are available? What expense is involved? Which plan is the most workable? These and other questions are handled within

ministry. When the ministry has made a thorough investigation and reached a decision, its report and recommendation to the Board might read:

The Ministry of Outreach has investigated various methods of obtaining the names of new residents in the community and has concluded that a professional service best meets our needs. Therefore, we recommend that the Board authorize the Ministry of Outreach to enter into a six-month agreement with the Newcomer Service, Inc., at the rate of \$15 per month, such funds to be charged against the budget of the Ministry of Outreach.

With this information, the Board does not spend fruitless time discussing a question on which nobody has specific information. It is now simply a matter of acting on a clearcut recommendation that leaves no doubt about what is needed. If every ministry would investigate the necessary facts of a matter and clearly formulate the recommendation to effect the proper action, much time would be saved and the Board could act immediately.

◆ **Provide a Written Report and Recommendations**

The director of each ministry should present his/her recommendations to the Board in written form. This should be submitted digitally to the Church Clerk at least one week prior to the scheduled Church Board meeting so it can be included with the monthly agenda and minutes. This serves several functions. First, it keeps recommendations from being too long and repetitious. Second, it makes them accurate. Third, it prevents the director from forgetting something that might be omitted in an oral recommendation. Fourth, it is ready for the clerk to include in the minutes.

General Items to Remember

As a ministry director, you are part of an important ministry in your church. You want to be conscious of several general items as you work with your group.

◆ **Know Why You Are Meeting**

Always know why you are meeting. If you have no reason to meet, don't! The average church member has enough meetings to attend without burdening him/her unnecessarily. If you do have a reason to meet, have the need or problem clearly worked out for presentation to the group.

◆ **Give Every Member a Chance**

You are not the "boss" of the meeting; you are a part of it. Don't insist on your way or your ideas. By the same token, do not let another individual dominate the meeting. Make sure the atmosphere is such that all freely enter into discussions and participate in the decisions of the ministry.

◆ **Give Credit Where Credit Is Due**

A lot is expected of our volunteer church workers, and rightly so. Too often we do not express proper appreciation. A volunteer does not work to be thanked, but appreciation always makes that individual feel better about his or her efforts! Any time you can show recognition, approval or appreciation, do it! The next time you need the help of that person, you will have a more willing worker. Look for opportunities to express thanks, and you will find more of them.

◆ **Keep Your Ministry on the Right Track**

Ministries sometimes spend more time visiting and engaging in friendly talk than they do on the **business or purpose for meeting**. Although the atmosphere of a small ministry should be friendly and relaxed, it is your duty to see that the work of the meeting is accomplished within a reasonable time. Keep the meeting moving and focused on the business. Bring the conversation back to the issue by reminding the group of what you are there to discuss.

◆ **Keep the Issue Clear**

The director's responsibility is to clarify issues. To do this, make occasional summaries of what has been said on a particular topic, until all possibilities have been clearly presented. After a final summary, your group is ready to vote intelligently on the issue under discussion.

Your Ministry and Its Budget

Each ministry has a specific amount designated in the budget for its particular work. Unless authorized by the Board, you will be expected to stay within this budget. Therefore, your ministry will want to plan your work thoroughly in order to operate within your financial means.

Over the year, you will probably discover items that should have been included or will need to be included next year. Be sure to make note of these items so, when information is requested of your ministry by the Finance Ministry, you can present a realistic budget proposal for the coming year. **Authorization for ministry expenditures or reimbursements will be provided by the director of the appropriate ministry.**

Be sure to keep an accurate account of your expenditures so that you always know where you stand in relationship to your budget. It is important to plan your program sufficiently far in advance to ensure that the most important part of your responsibilities are adequately funded.

As a ministry leader, you are accountable to the greater church body for the use of church funds. Even further, as a ministry leader you are accountable to the other church ministry leaders. Before the budget is ever approved by the Church Board and the church in business session, it must be agreed on by the ministry leaders. During the year, as program changes are identified and needs for funding change, the ministry leaders will be expected to meet to collaborate on how to adjust spending to remain within the total budgetary guidelines.

Working With the Board and the Church Pastors

You will want to work closely with the pastoral staff to keep them informed of your ministry's activities and plans. At least one elder will be assigned to your ministry team. The elder(s) will be chosen by the Board of Elders based on spiritual gifts, talents and interest. The elder(s) are available as an additional resource to provide advice and counsel to the ministry director.

It is the responsibility of each director to attend and participate in the ministry directors' meetings. From time to time, you may wish to invite one of the pastoral staff to sit in on your own ministry meetings, if a pastor is not already assigned. Since they are intimately familiar with the overall work of the church, they are in a valuable position to advise and counsel you. Take advantage of this knowledge and ability, but don't depend on a pastor to do your job.

Your time as a member of a ministry of the Church Board can be a time of real contribution and service for you and your fellow ministry members. It will take faithfulness and perseverance. A large responsibility rests upon your shoulders, and your church is counting on you. Thank you for your willingness and faithfulness in service.

Ministry Details

During the initial two years of the implementation of this manual and the team ministries concept, the positions designated under “Ministry fills these positions” will be appointed by the ministries **after the final Nominating Committee report** is voted. In future years, these positions will be placed on the final Nominating Committee report prior to the vote.

Children's Ministry

Purpose

To provide our children with a Christian learning environment and enhance their spiritual education through stimulating leadership, appropriate written materials, activities, fellowship groups and ministry opportunities. To foster faith formation in all the children of our congregation by intentionally passing on our Christian faith and unique Adventist heritage. This ministry should always strive to better prepare our children for heaven

Members

Nominating Committee fills bolded positions:

Director of Children's Ministry
Nursery Sabbath School Leader
Cradle Roll Sabbath School Leader
Kindergarten Sabbath School Leader
Primary Sabbath School Leader
Junior Sabbath School Leader
Children's Sabbath School Leader
Eager Beavers Leader
Adventurers Leader
Vacation Bible School Leader
[Youth Pastor, Ex Officio]

Elder, appointed by the Board of Elders

Ministry fills these positions:

Sabbath School Divisions Assistants
Sabbath School Divisions Pianists

Service Areas

Sabbath School Divisions

This ministry sees that all of the Children's Sabbath School Divisions are properly staffed for the church fiscal year. Although the Nominating Committee is responsible for the leaders of the divisions, this committee selects people to assist and support the leaders. All items pertaining to these divisions are handled through this ministry. Each quarter, this ministry reports to the Sabbath School Periodicals Coordinator the changes needed in weekly handouts.

Vacation Bible School

The ministry assists and supports the leader in organizing a summer Vacation Bible School to share the love of Jesus with the children in the church and the community. The Vacation Bible School leader may find it helpful to collaborate with the Outreach Ministry for assistance in better using this program to meet the vision and mission of the church.

Eager Beavers and Adventurers Leadership

This ministry serves as the communication link between our church and the Eager Beavers and Adventurers program. It is the information source through which the Board and congregation offer support to these groups.

Ministry Coordination

This ministry may interact with the Communications Ministry for help with print and promotional materials.

Budget

Sabbath School Divisions
Eager Beavers & Adventurers
Vacation Bible School
Children's Ministry Activities

Communications Ministry

Purpose

To use all facets of communications to stimulate a nurturing and caring atmosphere within the church family as well as with potential members, the local community and other external audiences. To utilize current technologies and blend multi-media and contemporary communications resources to provide a consistent visual image at all times.

Members

Nominating Committee fills bolded positions:

Director of Communications Ministry

Video Producer

[Pastor, Ex Officio]

Elder, appointed by the Board of Elders

Ministry fills the following positions:

Phone Tree Coordinator

Webmaster

Video Streaming Coordinator

Graphic Designer

Newsletter Editor

Service Areas

To develop contemporary methods of communication with the membership, including an interactive website, email newsletter, print newsletter, membership directories (including pictorial directories) and the phone tree. To work with other ministries in developing public relations and marketing materials for all church-affiliated and church-

sponsored outreach programs as well as those that serve the church members. To send media releases that invite the public to programs and enrichment seminars. To send media releases/articles to the *Lake Union Herald* and the Illinois Conference for the president's monthly email and newsletter.

To use current technologies, expertise and methodologies that include: internet/web, audio-visuals, phone tree, media releases, newsletters, broadcast media (hospital broadcasting, TV/radio, video streaming, audio streaming, pod casting), graphics and writing. To investigate and possibly develop an online church directory with a password-secured login.

Ministry Coordination

This ministry works with other ministries to fulfill their needs for public relations and marketing materials (flyers, brochures, posters, media releases, DVDs, photos, etc.).

Budget

Internet/Website Production Costs

Video Supplies

Newsletter

Computer/ and Software Supplies (ink)

Computer Repairs/Troubleshooting

Graphic Needs

Photography Costs

Public Relations

Printing

Phone Tree

Centennial Booklet

Online Church Directory

Educational, promotional and informational materials

Discipleship Ministry

Purpose

To provide a nurturing environment for all members through mentoring, visitation, education, stewardship and development of small groups. To equip members to be fruitful disciples through the empowerment and release of their spiritual gifts, ministry passion and personal style. To maintain the church membership records and adult Sabbath School records.

Members

Nominating Committee fills bolded positions:

Director of Discipleship Ministry

Church Membership Clerk

Sabbath School Superintendent

Head Sabbath School Secretary

Sabbath School Supplies Coordinator

180 Worship Leader

Young Adult Leader

Women's Ministry Leader

Men's Ministry Leader

First Elder

Deacon

Deaconess

Religious Liberty Leader

[Pastor, Ex Officio]

Ministry fills these positions:

Adult Sabbath School Teachers

Education Secretary

Pew Ministry Leader

Stewardship Educator

Nursing Home Ministries Coordinator

Floral and Hospital Visitation Leader

Church Video and Book Librarian
Bulletin Board Coordinator

Services Areas

These activities include but are not limited to the following:

- ◆ Empower each member to serve God for his glory by equipping members to better understand and implement their spiritual gifts, ministry passion and personal style of service.
- ◆ Gather service information from individual members through questionnaires (such as “Matching People with Just the Right Ministry”) and enter it into a database.
- ◆ Visitation of members by the elders, deacons, deaconesses and pastors.
- ◆ Adult Sabbath School educational programs by the Sabbath School teachers.
- ◆ Weekly mid-week services (prayer meetings).
- ◆ Visit shut-in members and provide them with Sabbath School quarterlies, sermon DVDs and other materials.
- ◆ Visit hospitalized members with flowers by the hospital floral group.
- ◆ Provide and maintain a ministry library system for easy access to educational and outreach materials by the membership.
- ◆ Maintain all membership records by the Church Clerk.
- ◆ Make recommendations regarding inactive members at least annually.
- ◆ Promotion of *Religious Liberty* magazine.

Stewardship

Stewardship is the responsibility of every church member. Individuals are encouraged to remember the needs of others as well as those of the church. At times, stewardship education may be necessary; and is arranged through the Worship Ministry, pastor and Church Board.

Helping Hand Fund Set up a team of individuals who will be responsible for distributing the Helping Hands Funds, when requested.

Ministry Coordination

Work with the Communications Ministry to provide marketing and promotional materials for church-initiated programs, as needed.

Budget

Discipleship Ministries

Adult Sabbath School Supplies

Stewardship Ministries

Religious Liberty

Discipleship Discretionary Fund

Women's Ministries

Men's Ministries

Library books, videos, DVDs, CDs

Other educational materials

Flowers for church member hospital stays, funerals, etc.

Forms and informational materials, as necessary

Facility Ministry

Purpose

To handle the maintenance of the church and immediate campus as well as safety concerns for the church.

To prepare the church for services or meetings (such as setting up tables, arranging chairs, meeting special A-V needs).

Members

Nominating Committee fills these bolded positions:

Director of Facility Ministry

All Deacons

All Deaconesses

[Pastor, Ex Officio]

[Office Manager, Ex Officio]

Elder, appointed by the Board of Elders

Ministry fills these positions:

Loss Control Safety Officer

Service Areas

To do the maintenance, upkeep and beautification of the church grounds and buildings, including cleaning by the custodian, grass cutting, snow removal, and work bees of the deacons and deaconesses and other church members. on specially called work bees. To keep and stock all equipment and supplies utilized for this purpose.

To open, close, cool and heat the church building, as necessary, for all regular and special services.

To prepare the church for services or meetings, such as setting up tables, audio-visual equipment and meeting other special needs.

To initiate policies and procedures for uses of the church.

To oversee safety in the church, educate members about safety, and instruct the very young to treat others and church property with respect.

To verify that insurance payments are made when due.

Budget

Maintenance - Equipment /Building

Maintenance -- Building & Grounds

Insurance - Building

Insurance - Liabilities

Utilities (Electricity, Heat, Water/Sewage/Garbage)

Church Bus/Van

Contingency Fund for Major Repairs

Custodial Equipment and Supplies

Deaconesses' Supplies

Deacons' Supplies

Fellowship Ministry

Purpose

To warmly welcome all new members, providing them with church connections and friendships that grow their comfort level. To provide leadership in fellowship and social activities within the church and the community. These activities can be for the congregation at large or for small groups. This includes Sabbath fellowship potlucks.

Members

Nominating Committee fills bolded positions:

Director of Fellowship Ministry

Sabbath Hospitality Potlucks Coordinator

Head Greeter

[Pastor, Ex Officio]

Elder, appointed by the Board of Elders

Ministry fills these positions:

Additional Greeters

Three Members-at-Large

Note: Members-- at- large should represent a cross-section of the membership in culture, age and interests.

Service Areas

Social Events

The ministry organizes and directs regular and pertinent social activities for the church membership. For smaller events, such as wedding showers, baby showers, farewells,

etc., the Fellowship Ministry supports those who wish to put them on and gives oversight to them, when needed.

Fellowship Dinners

To oversee the twice-monthly Sabbath hospitality potlucks, making sure that a host or hostess is in charge each time.

Greeting

Greeters are designated for each worship service with one person at each door to speak to everyone entering and departing. The ministry is also responsible for ushers and greeters at all special services

Ministry Coordination

This ministry works closely with the Discipleship Membership to ensure that needs of the congregation are met.

Budget

Potluck and banquet supplies
Food and decorating costs
Other fellowship supplies

Finance Ministry

Purpose

To safeguard the church's financial resources while providing financial support and strategy for fulfilling the church vision and mission. To maintain the church's financial records. To prepare and provide the Board and the congregation with timely and accurate church financial information.

Members

Nominating Committee fills bolded positions:

Ministry of Finance Director

Accountant

Head Cashier

[Housing Director, Ex Officio]

[Pastor, Ex Officio]

Elder, appointed by the Board of Elders

Ministry fills these positions:

Five to Seven Members-at-Large

Service Areas

Budget

Each year the Finance Ministry solicits budget requests from each ministry to prepare the budget to be presented for approval by the Board and the church in business session. This task is to be completed prior to July 1 of each year. Once the budget requests are received, the ministry leaders collaborate to prioritize spending before the budget is

reviewed and approved by the Finance Ministry, Church Board and finally the church in business session.

Student Financial Requests

The ministry develops and facilitates the process by which students apply for worthy student assistance, prior to the beginning of school, for HAA students in grades K-12.

Accountant

The church accountant is responsible for preparing the financial statements, and reports to the Finance Ministry director.

Reports

This ministry prepares any financial reports requested by the Church Board or congregation. The ministry also regularly keeps the congregation informed about the financial condition of the church.

Budget

Office administrator
Office supplies
Office equipment
Church custodian
Accountant's supplies
Worthy Student Fund

Outreach Ministry

Purpose

To provide leadership in generating opportunities to raise the visibility of the church and Adventism to the community by inviting the public to musical programs and seminars in the church as well as participating in fulfilling local humanitarian needs.

Through the local and global outreach ministries of our church, we wish to touch the lives of people for Jesus through: 1) ministering to their felt needs, 2) drawing them to Jesus and our church family through appropriate ministries and events, 3) introduce them to Jesus when the time is right, and 4) ultimately win them to Christ as solid disciples of Jesus. This is the ministry that is most directly given the mission, "Touch Everyone for Jesus."

Members

Nominating Committee fills bolded positions:

Director of Outreach Ministry

Community Services Leader

Vacation Bible School Leader (by invitation, when needed)

Discover Bible School Coordinator

Health Ministries Leader

Nursing Home Ministries Coordinator

[Pastor, Ex Officio]

Elder, appointed by the Board of Elders

Ministry fills these positions:

Service Areas

Outreach Seminar Programs

This ministry evaluates, develops and assists in providing informational and educational programs for the congregation and the community. Many of these programs assist men and women to reach their fullest potential mentally, spiritually, physically and emotionally through health, temperance and environmental education. Cooking schools, Breathe Free programs, grief recovery, financial, parenting and other outreach programs are organized by this ministry in an effort to accomplish our vision and mission. Another means of meeting felt needs is through sharing such information by having booths or tables at fairs, festivals and malls.

Community Services

The ministry gives direction in providing clothing, bedding, food and other necessary items to qualified people in need, and shows compassion, care and sympathy to believers and nonbelievers who have economic and social needs. It coordinates efforts with local community agencies to assist the homeless and other people in need. It develops methods of providing help in times of national and world disasters and famines. It coordinates with local community emergency, safety and disaster relief agencies as well as ADRA (Adventist Disaster and Relief Agency).

Outreach Connections

To encourage members to mingle and become involved in their own communities, to participate in organizations and clubs of interest and to attend open forums and city meetings. With such a widely scattered membership, this ministry also encourages distant members to connect

with nonprofits to engage in local caring and humanitarian endeavors.

Vacation Bible School

In a supporting role to Children's Ministry, Outreach Ministry assists and supports the leader in organizing a summer Vacation Bible School program to share the love of Jesus with the children in the church and community.

Evangelism, Individual and Corporate

The Outreach Ministry oversees equipping members to become active in personal evangelism by giving Bible studies and distributing appropriate materials as a church. This ministry is also responsible for conducting and coordinating public evangelism, satellite evangelism and other evangelistic initiatives.

Mission Emphasis

To promote Adventist world missions in general and support and organize specific mission projects.

Ministry Coordination

This ministry works closely with the Communications Ministry for the production of public relations and marketing materials.

Budget

Outreach in General
Outreach Seminars and Programs
Community Services
Evangelism
Missions

Prayer Ministry

Purpose

To foster prayer as the primary thread that runs throughout the fabric of church life and ministries. To provide prayer support, as needed, for ministry initiatives, prayer vigils, prayer chains, prayer groups and other events, as the team is Spirit led.

Members

Nominating Committee fills bolded positions:

Director of Prayer Ministry
[Pastor, Ex Officio]

Elder, appointed by the Board of Elders

Ministry fills these positions:
Members-at-Large

Service Areas

Responsibilities and Implementation

- 1 Annual 24-hour prayer vigil.
2. Prayer support for ministry team events, i.e. VBS, special Sabbaths, block parties, evangelistic meetings.
3. Prayer support for events as they may arise from the vision and mission team meetings.
4. Decimation of timely prayer chain information or special calls for prayer.

5. Special emphasis of prayer for weekly worship services/ speakers.
6. Prayer support for events such as church business meetings, nominating meetings, Hinsdale Adventist Academy, etc.
7. Coordination of the early morning prayer group.
8. Coordination of other prayer events, as the team is Spirit led.
9. Operation Global Rain.
10. Neighborhood prayer walks.
11. National Day of Prayer.
12. Others, as needed.

Budget

Prayer Initiatives
Prayer Room Supplies

Worship Ministry

Purpose

To organize and enhance the meaningful worship of God in our individual lives and weekly corporate times.

Members

Nominating Committee fills bolded positions:

Director of Worship Ministry

Minister of Music

[Pastor, Ex Officio]

Elder, appointed by the Board of Elders

Ministry fills these positions:

Audio, Head

Graphics, Head

Decorator

Three Members-at-Large

Service Areas

Special Services

The ministry is responsible for all special theme Sabbaths, communion services, baptisms, baby dedications, and any other events that would dictate special planning and arrangements. It coordinates these events with other ministries, when necessary.

Order of Service and Bulletin

The ministry evaluates and makes suggestions to the pastor and Church Board regarding the order of service as published in the church bulletin.

Music

This ministry is responsible for the promotion and selection of music in the church, maintenance of all musical instruments and maintenance of all songbooks. This responsibility also includes scheduling organists, pianists, choirs and special music for all applicable services.

Flowers and Decorations

This ministry is responsible for the weekly supply of flowers/plants/arrangements or other appropriate decorations to enhance the worship service.

Budget

Audio-Visual Equipment and Repairs

Music

Songbooks

Flowers and Decorations

Maintenance of Musical Instruments

Song Copyright License

Video Copyright License

Youth Ministry

Purpose

To provide youth and young people with a Christian learning environment and enhance their spiritual experience by providing stimulating leadership, appropriate printed materials, fellowship groups, social activities and ministry opportunities. To foster faith formation in all the youth of our congregation by intentionally passing on our Christian faith and unique Adventist heritage. This ministry should always strive to better prepare our children for heaven.

Members

Nominating Committee fills these bolded positions:

Director of Youth Ministry
[Youth Pastor, Ex Officio]
Earliteen Sabbath School Leader
Youth Sabbath School Leader
Pathfinder Leader

Elder, appointed by the Board of Elders

Ministry fills these positions:
Sabbath School Divisions Assistants
Sabbath School Divisions Pianists

Service Areas

Sabbath School

This ministry sees that the Youth and Earliteen Sabbath School Divisions are properly staffed for the church fiscal year. Although the Nominating Committee is responsible for the leaders of the divisions, this ministry selects people to

assist and support the leaders. All items pertaining to these divisions are handled through this ministry.

Activities

The ministry assists and supports the leader in organizing activities for both Youth (high school age) and Earliteen (6th-8th grade) students. This includes the mid-week youth program.

Pathfinder Leadership

This ministry serves as the communication link between the church and the Pathfinder program. It is the information source through which the Church Board and congregation offer support to this group.

Ministry Coordination

The ministry may interact with the Communications Ministry for help with print, promotional materials and media releases.

Budget

Youth Activities
Youth Sabbath School
Earliteen Sabbath School and Activities
Pathfinder Club

Support Services

Personnel Committee

The Personnel Service handles employment of both permanent and temporary church employees. These include the office administrator, accountant and custodian. This service sets up yearly reviews of all non-conference paid staff for performance and salary considerations. The pastor is present for the review of the church office administrator and other clerical office staff, if there are any. This committee answers directly to the Church Board with the chairman attending, as needed.

Custodial Service

The Custodial Service of the church is currently contracted. The custodian works under the direction of the Facilities Ministry. However, on a day-to-day basis, the custodian reports to the office administrator.

The Facility Ministry director participates in the annual review of the church custodian services. Hiring and terminating custodial services are conducted by the Personnel Committee.

Housing Committee

The Hinsdale Seventh-day Adventist Church owns several houses for the primary purpose of providing affordable homes for the teaching staff of Hinsdale Adventist Academy. The Housing Committee handles rentals, maintenance and repairs of these houses. This committee answers directly to the Church Board, with the chairman serving as a permanent Board member.

