

Start or revitalize a ministry in your church

## QUICK START GUIDE



# PERSONAL MINISTRIES



Quick Start Guide for Personal Ministries Leader

Available from:  
*AdventSource*  
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## Introduction

Welcome to the most important task God ever assigned to church leaders—reaching out to others in the name of Christ, bringing them into fellowship with believers, and leading them to eternal life. In coordinating the outreach ministries of your local church, you are called to build on a noble heritage of personal evangelism that has been successfully modeled by hundreds of men and women throughout history.

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WEBSITE

Visit **NADAdultMinistries.org** to find training resources for Personal and Prison Ministries, Sabbath School, and more. This site features training videos, information about upcoming events, how-to articles, and more.

## Job Description

Whether your job title is outreach coordinator, evangelism director, chair of the church growth committee, personal ministries leader, member activities leader, or something else, your ministry will include four basic areas:

1. Planning (page 2)
2. Education and Communication (page 6)
3. Recruiting and Training Volunteers (page 8)
4. Ministry Management (page 10)

## Qualifications

The personal ministries leader needs to have a vibrant relationship with Jesus Christ and a desire to share Him with others. This person also needs to be able to plan, organize, manage, and evaluate outreach projects. He or she must be able to motivate and supervise volunteers. The ability to communicate effectively with church members, other leaders, and the community is also needed.

## Top 10 Tasks for Personal Ministries Leaders

1. Maintain a strong relationship with Jesus
2. Make sure you understand the true meaning of salvation and grace
3. Develop and show genuine love for all people
4. Be prepared to engage in spiritual warfare as you teach others the truth about freedom in Jesus



5. Surround yourself with a team of prayer warriors
6. Communicate effectively with your church leadership
7. Become a leader who inspires and motivates
8. Think clearly and plan wisely
9. Be flexible and open to the Holy Spirit's leading
10. Remain focused and optimistic—Jesus has already won!

## Level One: Planning

### The Mission-Driven Church

The word “mission” means purpose. If your local church already has a clear mission statement, you are a step ahead. If not, meet with your church leaders and prayerfully develop one that includes the threefold command of the Great Commission to evangelize the world:

1. Go (ministry of presence and compassion)
2. Baptize (ministry of soul winning)
3. Teach (ministry of nurturing and spiritual growth)

To truly fulfill the Great Commission, we must realize that the church exists to serve people who are not members—people out in the world. It can be a wrenching experience for a congregation to put aside the self-centered view of church that is so common and focus on a mission-centered view instead. However, the focus and goals of the church need to be determined by Christ's words, not by majority vote or ecclesiastical authority. A soul-winning church cannot remain a church that resists any change. A mission-driven church cannot be a tradition-driven church.

A solid commitment to Christ's mission will cause your church board to take on new challenges, launch new projects, and enter into new partnerships. Faithfulness to Christ's mission will motivate your church members to increase their giving and invest more of their time in volunteer roles. A true dedication to soul winning will lead your members to accept changes that are inconvenient and perhaps even uncomfortable because those changes will help reach and win people who otherwise could not be brought to Christ and His remnant church. And every person who joins the church must be encouraged to share in this mission by planning and working toward its achievement.

### Our Mission in a Secular World

Over 80% of people surveyed in North America say they believe in God, and 70% say they belong to a church or synagogue and attend “regularly.” Yet when other strands of data are



correlated, a mixed picture emerges, indicating that only about one in four persons is an active church member.

We seem to live in a neopagan culture where people pay lip service to religion but avoid any spirituality that impacts their values or behaviors. This issue is crucial to the future of Adventist evangelism in North America. It determines whether we continue to assume that our audience accepts the authority of the Bible, or is, in fact, scripturally illiterate.

## Who Are the Unchurched?

In a study conducted by the Institute of Church Ministry at Andrews University, the largest category of “unchurched” people in North America is made up of professionals with higher than average income and education. They tend to have few or no children and a very secular outlook on life. The unchurched population includes more men than women and more young persons, single adults, and residents of urban areas.

This group tends to be not so much hostile toward Christian ideas as distrustful of organized religion and church-related activities. Many fear emotional intimacy, yet are sexually promiscuous and use mind-altering substances frequently. They have little interest in helping others and are terrified of growing old and dying.

Unchurched people often have a sense of inner emptiness combined with a (usually unrecognized) spiritual hunger. However, research indicates that any unchurched person with a significant level of stress (divorce, death of loved one, loss of job, relocation, etc.) is likely to be responsive to a source of spiritual care. In today’s society, this group represents a vast mission field for evangelism.

## What Is Evangelism?

People are using many different words to refer to this topic nowadays. Outreach is a general term that includes anything the church does to reach beyond its own members. Personal ministries is also a general term, but one that focuses more on what members can do individually. Evangelism is a term used in Scripture that literally means to share the good news of salvation.

Many Adventists are in the habit of meaning only one thing by the word evangelism—a meeting to which non-members are invited to hear preaching about the doctrines of the church.

There are in fact three distinct types of evangelism, and a public format, where a professional speaker addresses a large group, is only one of them. Small group evangelism has emerged in recent years as an extremely effective method of communicating the gospel through various activities involving four to fifteen people. Personal friendship evangelism is carried out

The first task of personal evangelism is not to teach doctrine, but to bring the unbeliever to a personal relationship with Christ.



through one-to-one conversation, or occasionally more than one person (especially in the context of families).

Friendships are recognized as the primary tool for bringing men and women to Christ and into the church.

Unfortunately, unless long-term groundwork has been laid, the majority of people baptized in public evangelistic meetings do not remain in the church. Do they change their minds about the doctrines? Not usually. They stop coming because they aren't connected in friendship to the body of Christ. Research shows that unless a new convert makes six friends at church, he or she is unlikely to stay. In small group evangelism, those friendships are already established.

God wants us to work wisely, to pray and think and research and plan before jumping into programming. Since we are accountable for the use of our energy and resources, we must utilize the methods that will be most effective in reaching our particular communities.

## The Example of Christ

“Christ’s method alone will give true success in reaching the people. The Savior mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs and won their confidence. Then He bade them, ‘Follow Me’” (*The Ministry of Healing*, page 143).

Christ listened and observed. He became acquainted with the customs and culture of His day. To communicate the gospel we must know two things: the gospel itself, but also the needs of the people around us.

Christ spent more time healing than preaching. Our gospel message has no credibility apart from a visible demonstration of compassionate, practical ministry. Relational needs are the bridge to the unchurched. We must stretch across the cultural and social barriers our society has raised and mold caring, patient relationships with those we wish to reach. When we have achieved this relational approach to soul winning, we will succeed in the work Christ has given us and see true renewal and growth in the church.

## Principles of Church Growth

What can we learn from the early Christian church about evangelism and church growth? Can we again find that rich fellowship, vibrant spirituality, and dynamic missionary zeal?

The relational nature of church growth is implicit in every New Testament passage on the topic. The process is always one of forging relationships and paying careful attention to which social currents will carry the gospel message most quickly.

The Institute of Church Ministry at Andrews University has helped conduct dozens of studies about Adventist church growth in North America. They have accumulated a mountain of evidence for us about what works and what doesn't. The results indicate that six factors are absolutely essential to sustained growth in Adventist congregations in North America.



## Growth Factor One: Intentionality

Where there is church growth, the leadership focuses on outreach. The church board establishes a plan for growth. The members want to see growth. They view their congregation as a soul-winning church.

## Growth Factor Two: Small Groups

Small group ministries accomplish several necessary functions, including:

- **Bonding with friends.** Only small groups provide opportunity for real bonding and the maintenance of a strong fabric of fellowship.
- **Involvement in service.** Ministries in the setting of small groups offer members a place to develop their skills and find opportunities for service on a doable scale.
- **Growth toward mature faith.** Bible study in small groups provides the time and level of personal support necessary for spiritual growth.
- **Assimilation of new members.** When congregations have a sufficient number of small groups, new members have the opportunity to get acquainted, form strong friendships, and become involved in activities.
- **Delivery of pastoral care.** Leaders of small groups serve as informal pastors to those in their group who are in need. This is vital to church growth; if we're losing members out the back door as fast as new converts are being baptized, there is still no growth.
- **Multiple outreach activities.** When several different ministries are being conducted at once, it gives the church more power to achieve its mission.

*(See the Resource section on page 13 for a list of tools available for developing and supporting small group ministries.)*

## Growth Factor Three: Involvement

Growing congregations have a large percentage (at least 65%) of members who hold church offices or are actively involved in ministries sponsored by the church. Achieving this level of involvement is perhaps the single most important challenge facing the Adventist church in North America today. *(See the section on Motivating Members on page 9.)*

## Growth Factor Four: Fellowship

Growing churches have a strong sense of care, acceptance, and forgiveness in the congregation. People feel wanted and needed. They take time to show they care about each other. They seek out inactive members and encourage them.

## Growth Factor Five: Inclusiveness

Growing congregations consciously work to help visitors and potential members feel included



in the life of the church. They make intentional efforts to assimilate new members.

## Growth Factor Six: Demographics

Growing churches are more likely to have higher percentages of young adults than congregations with declining numbers. Youth evangelism is a priority for churches that want to grow.

Churches experiencing growth have three things in common: committed leaders, a comprehensive plan, and the Holy Spirit's blessing.

## Opportunities and Challenges

Today there are major opportunities in North America for unprecedented evangelistic initiatives. But these opportunities also present challenges because they require new approaches.

During recent years the average work week for Americans has increased to nearly 50 hours. Consequently, most members need to shift from witnessing to the people in their neighborhood to witnessing to the people in their workplace. Adventists must develop friendship evangelism skills so they can effectively reach the unchurched with whom they work.

A vast opportunity also exists now for small group evangelism through home video seminars and internet sites. Today more than ever before, witnessing involves taking the gospel out of church settings and into the workplace, the marketplace, and the home. Because we are currently facing a more secular, urban, and media-driven culture, we must learn how and when to use the wide array of media available for teaching the full message that answers the questions in people's hearts and minds.

## Level Two: Education and Communication

### Sharing the Vision

One of the first goals for your congregation is embracing the concept of being a mission-driven church. Unless the majority of members believe in this concept, there isn't much hope for sustained church growth.

Members also need to realize that they are witnessing to their families, work associates, and neighbors every day, whether they intend to or not. You cannot not witness! It may come as a surprise to some who think they don't know how to witness that they're doing it all the time.

"A kind, courteous Christian is the most powerful argument that can be produced in favor of Christianity."  
*Testimonies for the Church, Vol. 6, page 84*





The most common misconception about witnessing is that it begins with saying something. In fact, any truly effective Christ-like witness begins not with talking, but with listening.

For most people in our self-centered North American culture, listening is a sadly underdeveloped skill. Until we have demonstrated that we are caring listeners, people are unlikely to listen carefully to what we say in return.

Every believer is a missionary, and it is part of your job as the personal ministries leader to communicate regularly with members about their witnessing opportunities. This can be done during the personal ministries time on Sabbath mornings or through more involved seminars at other times.

## Organizing for Outreach

Each congregation in the Seventh-day Adventist church has the responsibility to be organized so it can effectively carry out the mission assigned by Christ. It is the role of the personal ministries leader to bring recommendations from the planning council to the church board (based on your church's size, location, and resources) and request specific decisions about how outreach will be organized in your local church. This approved plan becomes the framework around which your outreach activities will be developed.

## The Planning Council

This group should include all the department heads or program leaders involved in outreach to your community: health ministries, communication, community services, etc. It may also include small group leaders, greeters, and youth ministry leaders. The church board should appoint a chair for this council.

The purpose of the council is to develop specific plans for evangelism (personal, small group, and public), community service, and public awareness of the church. This is the group that does creative thinking and finds a way to challenge every member to join the mission of Christ. This is also the group that takes initiative and makes things happen.

In the smallest churches—fewer than 50 members—the planning council may include everyone on the church board (or even the entire congregation) and may meet only once a year. In churches of up to 150 members, the council should meet quarterly and include the pastor. When Sabbath attendance climbs to 300, the council should meet monthly. In the largest congregations, the specific structure and role of the council needs to be determined by the board in consultation with the pastoral team and personal ministries leader.

## The Planning Council Agenda

When your council meets, it's important to follow a certain progression for the development of good plans:



## **STEP ONE**

Review the global mission of the church from Scripture and inspired writings. Review your local church's mission statement. Spend time in prayer, confessing faults, and acknowledging needs. Ask in faith for an outpouring of the Holy Spirit.

## **STEP TWO**

Discuss the nature of your community and the needs among its residents. Look at a demographic profile and any other information that is available regarding members of your community and problems they are facing. As far as possible, get a clear picture of your mission field.

## **STEP THREE**

Set goals for the year. How many members will you try to involve in volunteer ministry? How many events will you seek to implement? How will you endeavor to contact and nurture inactive or former members? What kinds of new ministries would you like to launch? Will you consider starting a branch Sabbath school or planting a "daughter church" in the area?

## **STEP FOUR**

Determine which activities will best achieve the goals you have set. Assign each event or project a leader and a time frame. Also, decide how many helpers and how much funding will be needed.

## **STEP FIVE**

After projects have been launched, listen to reports from their leaders. Find solutions to problems that have surfaced. Evaluate activities that have occurred, asking what can be learned for the future. Spend time praising God for His blessings and guidance!

## **Interest Coordinator**

Each Adventist congregation is directed by the Church Manual to appoint an interest coordinator. The interest coordinator is responsible for maintaining a file of all the names that come to the church from various sources. Adventist media ministries, periodicals, and seminar leaders collect the names of tens of thousands of interested people each year in North America.

It is the job of the interest coordinator to arrange for each interested local person to receive the service they requested, whether that is literature, an invitation to a specific seminar or small group, or a visit from a member who can pray with them, give them Bible studies, or do something in some other way that will meet that individual's needs. In essence, the interest coordinator is the customer service manager for the outreach activities of the church.

The interest coordinator is the most important coworker of the personal ministries leader. It is vital to select someone to fill this position very carefully. The best person is a responsible,



qualified individual with human relation skills and spiritual and emotional maturity, and with whom the personal ministries leader has had continuity over several years.

## Level Three: Working with Volunteers

### Recruiting Volunteers

“I would really like to see my church do at least some of the things suggested in the resource materials, but when I ask for volunteers no one responds.” This is a typical remark from personal ministries leaders across North America.

Why do many members hesitate to be involved? Some have a limited understanding of the role of laity. Many lack confidence; they do not know the potential they have. And most have little or no training.

What will motivate church members to get involved in outreach activities? Pleading and guilt trips may work for a few, but most will be unmoved by these appeals. General requests for volunteers rarely achieve a response.

Yet many others do give their time to select volunteer activities regularly. What makes the difference? The key to motivating volunteers is finding the right fit for them. This is why discovering one’s spiritual gifts plays such a major role in the life of the church. As the personal ministries leader, you need to schedule spiritual gifts seminars and encourage every member to attend (*see Resources on page 13*).

There are plenty of nice, kind people attending church regularly who aren’t involved in reaching out to the community. They display the fruit of the spirit in their lives—love, joy, peace, longsuffering, etc. They have the Holy Spirit within, leading them to be like Jesus. Yet they lack the second function of the Spirit – the power upon them, giving them the ability to perform works in ministry for the building up of the church, the body of Christ. The outpouring of the Spirit upon them will be realized as they discover and develop their specific spiritual gifts.

One-on-one is the best path to successful volunteer recruitment. Approach prospective volunteers in a kind and positive manner. Ask, “How do you see yourself being involved in our congregation’s outreach?”

Listen carefully to what individuals say. A person’s past experiences, hopes and dreams, personality, and spiritual gifts all combine to determine his or her current level of willingness to commit to the project at hand. This is worth the time invested because it is this kind of sensitive, spiritual work that births motivation for ministry in each church member.

Remind members that honor in service pays greater rewards than cash wages, especially when one is ministering where he or she has been gifted by God. Talk about spiritual gifts and pray together that God will help each person find just the right place to work for Him.



## Eight Essential Elements in Motivating Members

The first principle of good leadership is to have your objectives clearly in sight. The second is to have the right person assigned to the right job.

1. A sense of community—the opportunity for friendships.
2. A chance for personal growth and development.
3. Participation by the volunteers in problem solving and significant decision making about the project.
4. The opportunity to choose a project that relates to the individual's interests and needs.
5. A specific contract regarding the time and level of commitment.
6. An opportunity to review the goals of the project and buy into those goals. Volunteers must believe what they do will have a significant impact on important objectives.
7. Meaningful orientation and training activities so members feel qualified.
8. Regular channels for supportive feedback.

### Retaining Volunteers

Dealing with volunteers is not the same as working with employees, and keeping volunteers involved doesn't happen by accident. You must find ways to show workers that you (and the entire church) care about them and appreciate their efforts. Periodically ask them how things are going and what needs they have.

When planning training sessions, use energy, humor, and a creative touch to inspire the volunteers. Keep their busy schedules in mind, and make sure that events are well planned, concise, and practical.

Take pictures of volunteers at work and display them on your church bulletin board, in your newsletter, or on the church website. Seeing what they are accomplishing is encouraging to everyone. Also, work with your church communication director to write stories about members who are actively helping others in your community.

## Level Four: Ministry Management

### Building Project Teams

The secret of making disciples for Christ in our contemporary culture is to build consistent, ongoing relationships with specific segments of the community. Growing churches should be sponsoring specifically targeted, long-term ministries that meet the true needs of their



communities, not hosting short-term evangelism events. In today's secular, urbanized society, it is the consistent ministry of a team of people who are present with the target audience year in and year out, who demonstrate their compassion and reliably meet needs, that makes a successful witness for the gospel.

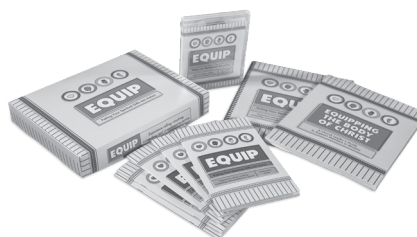
A key responsibility of the personal ministries leader is to find the core members for each project team.

A “lone ranger” style of ministry where one person does it all seldom works. Working together in teams prevents burnout and loss of spiritual ground. Small congregations may have only one outreach team working with one project. Larger congregations will have more individuals who are gifted as leaders. An important aspect of team outreach is leadership development —providing opportunities for new members, younger people, and those not previously recognized as leaders to try their wings.

Before each team is launched, it is important for the personal ministries leader to meet with the team leader to clarify that team's goals, timeline, and available resources. Make specific, measurable goals and work out a timeline and a budget for each ministry. Note that this budget can include revenue generated from modest registration fees or charges for materials. In many cases, charging a fee will actually increase enrollment because the public tends to view a program as more professional or valuable if they need to pay for it.

## Involving Every Member

You can involve every member in ministry by leading an EQUIP seminar at your local church. EQUIP is a complete guide for your church to start a system of membership ministry and match each member to a ministry where they have the gifts and passion to thrive. When a church begins to conduct an EQUIP class every year, it starts to chip away at the percentage of its members who sit passively on the sidelines. EQUIP is available from AdventSource at [AdventSource.org](http://AdventSource.org) or 402.486.8800. Product #419316



Every outreach project needs a network of prayer warriors. This may include individuals who cannot otherwise participate in the activities. Nonetheless, their prayers make all the difference in terms of the success of the project. Frontline workers will know that someone is fervently praying for them, and projects bathed in prayer will be less likely to get off track.

In the frantic economy we have today, people are busier than ever and generally have less time for church activities. More women (the former core of the volunteer force in most congregations) work outside the home, and more men are working a second job to help their families make ends meet. Take this into account by asking members to perform very specific tasks with clearly specified time limits rather than calling for open-ended commitments.

If you think about the fact that you're creating ministry, not just “doing programming,” you

will realize that plans may continue to change throughout the year. Please meet with your advisory/ planning council as needed to make certain you're aware of what's happening in the community and the church so you will be addressing current needs.

## Evaluating Ministries

Periodically evaluating each ministry is important because it helps you:

- Find out what is and is not working
- Show your church board and community what each ministry does and how it benefits participants
- Improve by identifying strengths and weaknesses
- Add to conference church leaders' knowledge about what does and does not work at local church levels with different types of participants

## Biblical Leadership Principles:

- Remember that God is the real leader
- Lead with a view of restoring God's leadership
- Distinguish between role and status
- Realize that leadership is a God-like function, which demands high standards
- Lead humbly because you are human

## Summary

It is necessary to plan, to educate, and to communicate. It is necessary to manage ministries carefully and wisely. But these things will never be enough if the power of God's Spirit is lacking.

Whenever the Spirit came upon someone in New Testament times, something special happened. Think of Peter at Pentecost and Phillip with the Ethiopian eunuch. "You shall receive power," Jesus promised, "after that the Holy Ghost is come upon you" (Acts 1:8).

When the Spirit is poured out, people will gladly receive the gospel and be baptized; fellowship will be rampant. Unity will be the norm and there will be selfless sharing. Signs and wonders will be done; there will be power for a successful ministry!



# Resources

The following resources are available from AdventSource. For a complete list, visit [AdventSource.org](http://AdventSource.org) or call 402.486.8800.

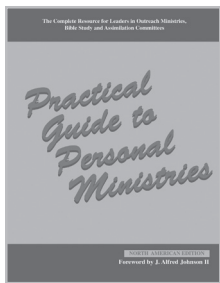


## Personal Ministries Training Course

Created by NAD Adult Ministries

The Personal Ministries Training Course includes nine units that are arranged so leaders in outreach can become more effective both personally and in leading others in witnessing. Learn about giving Bible studies, preparing evangelistic sermons, and more.

Product #419385

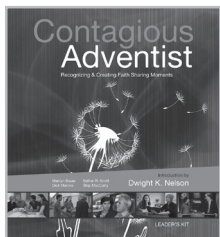


## Practical Guide to Personal Ministries

Created by NAD Adult Ministries

The Practical Guide to Personal Ministries includes the key principles of evangelism, guidelines for organizing your outreach, and steps to creating a personal ministry that has impact.

Product #420520

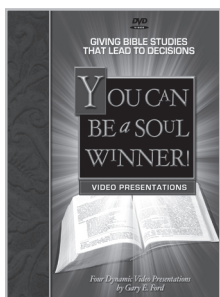


## Contagious Adventist Seminar

Created by Dwight K. Nelson, Marilyn Brauer, Esther R. Knott, Skip MacCarty, and Dick Mackie in partnership with the Pioneer Memorial Church

This nine-session seminar was designed to introduce Seventh-day Adventist church members to the art of being contagious Adventists. Participants will learn how to convert routine, everyday experiences into spiritual conversations that will attract others in winsome and friendly ways and create in them a desire to learn more about the message and mission of Jesus as they study the Bible.

Product #417790



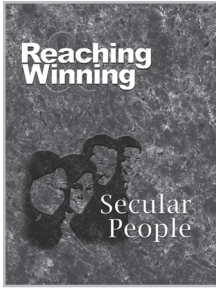
## You Can Be a Soul Winner Book and DVD

By Gary Ford

If you would like to train your church's leaders in the keys to leading an effective Bible study, check out You Can Be a Soul Winner. You will learn how to draw near to people, explain difficult passages, show the big picture, and more.

Product #416973



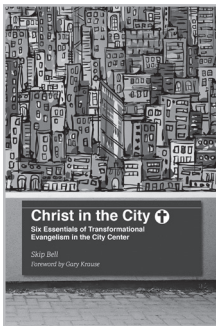


## Reaching and Winning Secular People

By John Paulien

Read this book to connect with people in your community. You'll learn about God's hand and postmodernism, methods of reaching secular people, and more.

Product #420703



## Christ in the City

By Skip Bell

The significance and challenge of the city for the Christian church is the question of how to go about sharing the Gospel there. This book presents six essentials of transformational evangelism in urban centers.

Product #532132





# Outreach Coordinator Ministry Description

## Introduction

Most of the heroes of the New Testament church were evangelists. The personal ministry of Jesus in saving the lost (the woman at the well, Zacchaeus, etc.) continues to be the primary model; but Peter, Paul, Barnabas, Philip, Steven, Timothy, and John Mark all figure prominently in early church history because they worked tirelessly and effectively to win new converts to Jesus Christ and to make the first century church grow. That pattern has continued through the centuries to our day.

You are called to that noble heritage as you become involved in coordinating the outreach of your local church. You have two thousand years of success on which to build. You have the model of thousands of successful men and women in history. Welcome to the most important task God ever assigned to church leaders—to find God’s lost children and bring them home to the church and to eternal life.

## Duties of the Outreach Coordinator

Your job title may be evangelism committee chairperson, personal ministries or lay activities leader, or something else. No matter what the title is, your ministry includes:

- 1. Working with volunteers.** The personnel for outreach in the local church are volunteers, and much of your work is the recruiting, training, and overseeing of this volunteer workforce. Supervising volunteers is not the same as working with employees. Volunteers will do what they enjoy or are convicted to do, not necessarily what needs to be done. Pleading with them from the pulpit or trying to make them feel guilty will not succeed. Personal contacts are more effective than public appeals. Building a support team is essential for long-term success. You will be working with a minority of the congregation. Church growth specialists say that 10% of church membership have the gift of evangelism. That is a worthy objective, but it will take great persuasiveness to achieve even that percentage.
- 2. Planning.** You are the key person in helping the leaders of your congregation develop a plan for outreach and soul-winning. It is your responsibility to get the key leaders together early to set goals. Get ownership for the goals from the church leadership, and they will help meet them. Some wise person said, “Good goals are my goals; bad goals are your goals.” Remember that too many goals are confusing to the congregation and more difficult to reach. Experience demonstrates that most congregations can only handle one, two or three outreach goals at a time, and this “time” usually spans two or three years.
- 3. Education and communication.** Your first goal is to help every church member become aware that he or she is witnessing in his or her own way. Every believer is a missionary to the family members, work associates, neighbors and others that he touches every day, whether he likes it or not, whether he intends it or not. It is a surprising thought to many of our members who “hate witnessing” that they cannot “not witness.” Your

task is to help the church members use the unique opportunities and spiritual 2017 EDITION gifts that God has given to each to accomplish His will. The teaching tools in *The Sabbath School Leader* magazine, the materials on spiritual gifts and friendship evangelism are key tools in doing this. You can make use of them each Sabbath during the time allotted. This time may be called “King’s Business” or “personal ministries time” or something else, but whatever it is called it is essential that you communicate with the church members regularly about their witness and opportunities for service. This is a “non-negotiable” part of what it means to be an Adventist church. It is equally important that you make this time interesting and relevant to your members, and not a time of haranguing, selling books, or reading in a ritual manner.

- 4. Program Management.** You will be the manager of a number of programs sponsored by your congregation. Some are denomination-wide, international campaigns. Some are local ideas that a small group of your members have created. Each requires careful preparation, adequate supplies and manpower, and steady attention to detail. Checklists and worksheets to help you manage these projects are published in many different program manuals, handbooks and “how-to” volumes. Remember, every project is a process, not a goal. If you remember this, you will not feel defeated when a project fails. The goal is to save men and women for heaven. If one thing does not work, another will.

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# Personal Ministries Leader

This Quick Start Guide for Personal Ministries is full of important information to help you fulfill your responsibilities to your church. This guide contains a job description, instructions for getting started, tips for maintaining a successful ministry, troubleshooting suggestions, recommended resources, and more. Whether you're new to this ministry or an experienced volunteer, this Quick Start Guide will inspire you with lots of great ideas you can immediately put to use in your local church.

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