



# TRAINING MANUAL FOR DEACONS & DEACONESSSES



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This manual is prepared by the North England Conference of Seventh-day Adventists for the support of deacons and deaconesses within its territory.



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# Session One

## Builders Together with God.

### **1. God is the consummate Builder:**

- A. The Earth: Genesis 1-3;
- B. Through Noah - The Ark: Genesis 6
- C. Through Abraham - A Nation: Genesis 15
- D. Through Moses - The Tabernacle: Exodus 25-40
- E. Through Solomon - The Temple: I Kings 5-9
- F. Through Christ - The Church: Gospel & Acts
- G. The New Earth -John 14:1-3; 2 Peter 3; Revelation 21; Hebrews 11:8-10

### **2. On a Foundation of the Apostles and Prophets, God is building his Church.** (Ephesians 2:19-22; 4:11-13; 2 Peter 3:2)

- A. He invites us to build with Him. (Isa. 49:6; Matt 28:18-20; Mark 16:15,16; Luke 24:44-49; John 15:26-27; Acts 1:8; Acts 8:14; 2 Timothy 2:1-3)
  - a. Our Commission: Go Make Disciples
  - b. Our Methodology: Preach, Teach, Baptise, Disciple
  - c. The Promise: I will be with you always.
  - d. Our Assignment: Jerusalem, Judea, Samaria, the world.  
Begin where you are.

- B. Five Functions of the Church: (Michael Harper, Let My People Grow, p. 44, 45)
  - a. Let My People Go: The Apostolic Function of the Church
  - b. Let My People Hear: The Prophetic Function of the church
  - c. Let My People Care: The Pastoral function of the church
  - d. Let My People Know: The Teaching Function of the Church
  - e. Let My People Grow: The Evangelistic Function of the Church

### **3. Many Ministers are needed.** (Eph. 4:11-13; 1 Cor. 12-14; 1 Tim. 3; Phil. 1:1)

#### **A. Ministries of Utterance:**

- a. Prophecy: Romans 12:6; 1 Cor. 12:10
- b. Teaching: Eph 4:11; 1 Cor. 12:28
- c. Exhortation: Rom 12:8
- d. Tongues: Romans 12:8
- e. Interpretation of Tongues: 1 Cor. 12:10

#### **B. Ministries of Action:**

- a. Apostolic: 1 Cor. 12:11; Eph. 4:11
- b. Missionary: Eph. 3:7-9
- c. Evangelist: Eph. 4:11
- d. Pastor/Teacher: Eph. 4:11
- e. Healing: 1 Cor. 12:9, 30
- f. Miracles: 1 Cor. 12:10, 28
- g. Faith: 1 Cor. 12:9; 13:2
- h. Leadership: Romans 12:8; 1 Thess. 5:12
- i. Administrators: 1 Cor. 12:28
- j. Helps: 1 Cor. 12:28

- k. Service: Romans 12:27; 1 Peter 4:11
- l. Mercy: Romans 12:8
- m. Giving: Romans 12:9
- n. Voluntary Poverty: 1 Cor. 13:3
- o. Hospitality: 1 Peter 4:9
- p. Martyrdom: 1 Cor 13:3
- q. Suffering: Phil. 1:29; Col. 1:29
- r. Celibacy: 1 Cor. 7:7; Matt. 19:12
- s. Craftsmanship: Exodus 31:3-6

### **C. Ministries of Knowledge:**

- a. Word of Knowledge: 1 Cor. 12:8
- b. Word of Wisdom: 1 Cor. 12:8
- c. Discernment: 1 Cor. 12:10

### **D. Ministries of Leadership:**

- a. Apostle: Acts 14:14; Romans 16:17
- b. Prophet: 1 Cor. 13:2; Eph. 4:11
- c. Evangelist: Acts 21:28; 2 Tim. 4:5
- d. Pastor: Eph. 4:11
- e. Teacher: Rom. 12:7

### **E. Function of Ministries of Leadership**

"...to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." Ephesians 4:12 (NIV)

### **F. The Task of the Ordained Ministry:**

- a. "The task of the ordained ministry is not simply to minister to the congregation, but to create and direct a ministering congregation, through the *detection, development, and deployment* of God given talents. The members are not there to enable the ordained minister to do his job; he is there to enable the congregation to fulfil theirs." Dr Eddie Gibbs
- b. "Each member should be educated to do the work for which he/she is best adapted... There is great need that the people should be educated that they may do the part of the work that has been appointed unto them to do; but *the education of church members has been neglected. If the minister would instruct his people, he might have an army to help him in diffusing the light when a crisis comes in the work.*" EGW, HM Sept. 1, 1892. {PaM 154.1}
- c. *We must teach the members of the church how they may effectually minister to others.* There are many who are ordained ministers, who have never yet exercised a shepherd's care over the flock of God, who have never yet watched for souls as they that must give an account. Were the kind of labor of which it stands in need, bestowed upon the church, many who are doing nothing would be educated to become

diligent laborers in the harvest field." EGW, Appeal to Our Churches in Behalf of Home Missionary Work (Ph 7) 14. {Pastoral Ministry, 156.3}

- d. "Just as soon as a church is organized, *let the minister set the members at work. They will need to be taught how to labor successfully. Let the minister devote more of his time to educating than to preaching. Let him teach the people how to give to others the knowledge they have received.* While the new converts should be taught to ask counsel from those more experienced in the work, they should also be taught not to put the minister in the place of God." EGW, 7T 20.1
- e. "*Let the ministers put to use all their ingenuity, that plans may be devised whereby the youthful members of the church may be enlisted in the cause of God.* Why should they not be interested in the great work that there is to be done,?...*plan ways whereby a live interest may be kindled, and train up the young to do what is appointed them.* Let them have a part to act, and from week to week let them bring in their reports, telling what they have experienced, and through the grace of Christ what success has been theirs." EGW, RH, March 7, 1893 par. 11
- f. "There are lay members who are fitted to bear responsibilities, and who would do so if there were some one with patience, kindness, and forbearance, who would teach them how to work. *Ministers should show a real earnestness in helping such persons to succeed, and should put forth persevering effort to develop talent....This is the work which every gospel minister should endeavor to do.*" EGW, RH, June 27, 1912
- g. "Because of the lack of proper instruction among the church-members by those whom God has placed as overseers, there is not one merely, but scores, who are slothful, and who are hiding their talents in the earth, and still complaining of the Lord's dealings toward them. They need to be tended as do sick children. This condition of weakness must not continue. *Well-organized work must be done in the church, that its members may understand the manner in which they may impart light to others, and thus strengthen their own faith and increase their knowledge.*" EGW, PH007 14.2

**G. You are a minister:**

- a. Someone who attends to the needs of others, especially in religious matters
- b. Someone who acts as the agent or servant of a person or thing

**H. You are called to minister:**

- a. Attend to the needs (of...)
- b. Take care (of...)

**4. Pre Requisites for Ministry:** (Church Manual, pp.43-47)

- A. Moral Fitness: Exodus 18:21; Acts 6:3; 1 Tim. 3:7, 2 Tim. 2:2
- B. Religious Fitness: 1 Tim. 3:1-13; 1 Tim. 4:12-14; Titus 1:5-11; Titus 2:1,7,8
- C. Ability to Feed & Guard the Church: Acts 20:17, 28-31

- D. Must have respect of the Church: 1 Thess. 5:12,13; 1 Tim. 5:17; Heb. 13:7,17
- E. Must not be a novice: 4T, 406-407; 5T, 617
- F. Not opposed to Unity: 5T, 238, 239
- G. Willingness to co-operate with others: AA, p.279
- H. Member of the Local Church: Ch. Man., p.144-146

**5. The Biblical Emphasis is on Character Qualities:**

Above reproach	Monogamous	Temperate	Hospitable
Able to teach	Trustworthy	Disciplined	Blameless
Not Quarrelsome	Gentle	Sincere	Upright

**6. Read Ellen G White in Gospel Workers:** Section IV, *Qualifications*, p.111-123 & Section VII, *Helps in Gospel Work*, p.249-290. She lists...

Sincerity	Steadfastness	Conviction	Christ-likeness
Discretion	Tact	Prudence	Earnestness
Courage	Humility	Intelligence	Observation
Sympathy	Experience	Good Character	Zeal
Integrity	Propriety	Love Efficiency	Kindness
Devotion	Courtesy	Self-sacrifice	Consecration
Department	& Others		

**7. Assignment:** Complete the following *Spiritual Gift Discovery* Exercise and discuss the results with your Pastor.

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**YOU, YOUR CHURCH, AND YOUR SPIRITUAL GIFTS.**

**1. *Spiritual Gifts played an important role in the New Testament Church.*** They should also be significant in the Remnant Church. (See Joel 2:28 – 32 [cf. Acts 2:14-21]; Romans 12:1-8; 1 Corinthians 12-14; Ephesians 4:11-13; 1 Peter 4:10,11).

As one examines what **Scripture** has to say about the gifts of the Spirit, a few things are immediately clear:

- a. These gifts are given irrespective of sex, age, social standing, intellectual or academic attainment. Acts 2:17-18.
- b. The gifts are distributed throughout the entire body of believers. 1Corinthian3 12:7; Ephesians 4:7.
- c. The gifts are given for the common good. 1 Corinthians 12:7; 1 Peter 4:10; 1 Corinthians 14:12.
- d. Gifts are given on God’s initiative to enable the church to fulfil its mission in a specific locality.
- e. Not all gifts are of equal importance. 1 Corinthians 12:31.
- f. New Testaments leaders were not thought of as dignitaries, but as functionaries. Ephesians 4:11.

**2. *Ellen G White acknowledged Spiritual Gifts as essential to the success of the work of the Church:***

God has set in the Church different gifts. These are precious in their proper places, and may act a part in the work of preparing a people for Christ's soon coming. Gospel Workers, p. 81.

There is diversity of operation of gifts and all by the same Spirit. These diverse gifts are illustrated by the human body: from the head to the feet. As there are different members with their different offices, yet all of the body, so the members of Christ's body all centre in the Head, but have different gifts. This is in the economy of God to meet the varied organization and minds in the world. The strength of one servant of God may not be the strength of another. -- Letter 25, 1870, p. 1.

There is need for a variety of gifts in the Lord's work. Read carefully the fourth chapter of Ephesians. The entire chapter is a description of the Lord's manner of working. [See Ephesians 4:11-13] Every gift is to be acknowledged as essential to the success of the work. --Letter 8, 1899, p. 6.

God will use you when you are willing to be used in His appointed way. Remember that the church of believers constitutes the body of Christ, and "that there should be no schism in the body; but that the members should have the same care one for another" (1 Corinthians 12:25). God calls upon you to unite with your brethren. He has assigned different gifts to the different members of His body. He has given them such talents and opportunities as will best promote His glory and the advancement of His kingdom. He is put to shame when the members of His body work contrary one to the other. --Letter 19, 1901, p. 16.

3. **However, do you know what your Spiritual Gift(s) is (are)?** Review the list of Spiritual Gifts at 3: A – D in Section One.

4. **How do you discover your Spiritual Gifts?**

Suggested Steps:

**A. Step One:**

- Read carefully under prayer Romans 12:3-8; 1 Corinthians 12:1-31; Ephesians 4:4-7.
- Contemplate on the list of Spiritual Gifts listed at 3 A – D in Section One.
- Now write down here the three gifts you think you possess. (in order of the measure you think you possess them).
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

**B. Step Two:**

- Discuss the topic of Spiritual Gifts with Christian friends who know you well.
- Ask **three** of them to honestly tell you what they think your Spiritual Gifts are:
  - a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_
  - a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

**C. Step Three:**

- Turn to the **"Discovering Your Spiritual Gifts"** test on the following pages and carefully follow the procedure.
- The test revealed I have the following three gifts:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

**D. Step Four:**

- Compare now your own evaluation (A3), with the observations of your Christian friends (B2), and the results of the test (C2).
- Make an appointment with your pastor.
  - a. Discuss with the pastor the results of your Spiritual Gift discovery.
  - b. Ask for his/her opinion.

***5. Now use your Spiritual Gifts.***

**"... AND GAVE GIFTS TO MEN" (Ephesians 4:7)**

The rich variety of Spiritual Gifts that the Lord has bestowed upon the church – the body of Christ – adequately provide all the resources that the members need in order to perform their functions and so fulfil their commission.

They are...

Thirty-one gifts, talents, skills and abilities. And there is no suggestion that this list is complete...

***Discover Your Spiritual Gifts.***

**A. Instructions.**

The questions in this exercise have been carefully formulated to help you discover your own Spiritual Gift(s). If you answer these questions honestly, you will gain a better understanding of the talents you have been given for your own spiritual growth and for the benefit of others. A total of fifteen areas are contained in this enquiry, but there are other gifts in addition to these fifteen. Do not try to answer in terms of what you ought to, or what you would like to be, but as you presently are. This is not a quiz or an examination to find out how good a Christian you are.

The Procedure is very simple. Just go through the questions in order, and decide how true or relevant each is in your life. Then, estimate how true or false such a statement is, and score yourself out of 5. If you believe that the statement is totally true for your experience, then record a score of 5. If it is not true for your experience, score 1. Score

2, 3, or 4 are for those responses, which are more or less true in your life. For example: If the statement

“I’m happy among strangers”

is generally true for you, score 5. If not, score 1. If it is only true occasionally, score 2. Sometimes yes, sometimes no, score 3. If it is true with odd exceptions, score 4.

Don’t try to plan your answers or look ahead to make sure you are consistent. Take each question in turn and answer truthfully in so far as you can judge yourself. And remember, while this exercise will be a good guide to your probable gifts, it is not 100% foolproof and each result needs to be confirmed in other ways. So, get started and be prepared to have a surprise!

## B. Quiz.

- |    |  |   |   |   |   |   |
|----|--|---|---|---|---|---|
| 1  | I find it easy to discuss spiritual matters in depth.  | 1 | 2 | 3 | 4 | 5 |
| 2  | I’m good at organising – people as well as things.   | 1 | 2 | 3 | 4 | 5 |
| 3  | I often spend time praying with those who are ill.   | 1 | 2 | 3 | 4 | 5 |
| 4  | I love to serve God with my practical skills.  | 1 | 2 | 3 | 4 | 5 |
| 5  | People frequently look to me to lead out.  | 1 | 2 | 3 | 4 | 5 |
| 6  | I can judge people’s motives reasonably accurately.  | 1 | 2 | 3 | 4 | 5 |
| 7  | I have an inner compulsion to preach for God.  | 1 | 2 | 3 | 4 | 5 |
| 8  | I find it easy to understand and remember most Bible topics.                                 | 1 | 2 | 3 | 4 | 5 |
| 9  | I believe God wants me to get involved in community projects.                                | 1 | 2 | 3 | 4 | 5 |
| 10 | Long distance travel and family separation would not prevent me from working for God abroad. | 1 | 2 | 3 | 4 | 5 |
| 11 | I believe one of the best ways to share my faith is over a meal I’ve provided.               | 1 | 2 | 3 | 4 | 5 |
| 12 | When an appeal is made, I’m one of the first to respond.                                     | 1 | 2 | 3 | 4 | 5 |
| 13 | I’m able to explain clearly what the Bible says on different subjects.                       | 1 | 2 | 3 | 4 | 5 |
| 14 | If I had to die for God, I would.  | 1 | 2 | 3 | 4 | 5 |
| 15 | My life is a series of steps forward in faith.   | 1 | 2 | 3 | 4 | 5 |
| 16 | I care deeply about other people, both practically and spiritually.                          | 1 | 2 | 3 | 4 | 5 |
| 17 | I find it easy to define goals and plan how to reach them.                                   | 1 | 2 | 3 | 4 | 5 |
| 18 | I believe God has helped the sick through my ministry.                                       | 1 | 2 | 3 | 4 | 5 |
| 19 | My hands are more useful than my head.   | 1 | 2 | 3 | 4 | 5 |
| 20 | I am often asked to take charge.   | 1 | 2 | 3 | 4 | 5 |
| 21 | People often ask me for my opinions when making difficult decisions.                         | 1 | 2 | 3 | 4 | 5 |
| 22 | When I speak in public, others are helped.   | 1 | 2 | 3 | 4 | 5 |
| 23 | I can answer most questions at Bible Quiz time.  | 1 | 2 | 3 | 4 | 5 |
| 24 | I enjoy working with others to benefit the rest of society.                                  | 1 | 2 | 3 | 4 | 5 |
| 25 | I believe that I should share my faith with others of a different language and culture.      | 1 | 2 | 3 | 4 | 5 |
| 26 | I am one of the first to invite strangers home for lunch after the church service.           | 1 | 2 | 3 | 4 | 5 |
| 27 | The principle " <i>God first, others second, myself last</i> " is generally true in my life. | 1 | 2 | 3 | 4 | 5 |

28	I know I have something to say on Christian subjects.	1	2	3	4	5
29	If it was for the sake of the Gospel, I would be content to be abused and badly treated.	1	2	3	4	5
30	I am sure of my direction in life because my faith is sure.	1	2	3	4	5
31	People say they feel comfortable sharing their problems with me.	1	2	3	4	5
32	I'm very keen to make sure the Lord's work is done <i>"decently and in order."</i>	1	2	3	4	5
33	I would think it totally worthwhile to spend much time helping addicts and drunks.	1	2	3	4	5
34	I often use my practical abilities to help others.	1	2	3	4	5
35	I'm usually able to win people over to a more sensible position.	1	2	3	4	5
36	I usually know when people lie to me.	1	2	3	4	5
37	I'm quite comfortable speaking before an audience.	1	2	3	4	5
38	I spend a lot of time reading and studying to improve my mind.	1	2	3	4	5
39	The church has a special mission to the world, and I like to be part of it.	1	2	3	4	5
40	I feel I have a commission to spread the gospel far from home.	1	2	3	4	5
41	I often entertain people in my home.	1	2	3	4	5
42	Time is my most precious possession and I'd rather spend it on others than on myself.	1	2	3	4	5
43	I like to share the results of my study and research.	1	2	3	4	5
44	If necessary, I can "suffer in silence."	1	2	3	4	5
45	Even in difficult times when the future looks bleak, my faith remains strong.	1	2	3	4	5
46	I have been told that I am a source of encouragement to others.	1	2	3	4	5
47	I have the ability to direct others and encourage a sense of unity and harmony.	1	2	3	4	5
48	I care deeply about helping those in pain, and show my compassion in practical and useful ways.	1	2	3	4	5
49	"My life's work is helping others" sums me up.	1	2	3	4	5
50	When I'm given a responsible position, I take it seriously and use my position to lead others.	1	2	3	4	5
51	When someone asks me for advice, I can show them how to put principles into practice and what is the best course to follow.	1	2	3	4	5
52	I believe God has called me as a speaker so that I can witness publicly for him.	1	2	3	4	5
53	Finding out "the hidden things of God" is an experience I enjoy.	1	2	3	4	5
54	God created us as social beings and so I am, as a Christian, socially active.	1	2	3	4	5
55	Living conditions and personal comfort are of little consequence to me as long as I can do God's work	1	2	3	4	5
56	I would be ready to share my last meal if a stranger knocked at my door.	1	2	3	4	5
57	Several times I've gone without because of my giving to worthwhile causes.	1	2	3	4	5
58	I'm patient with people who have a hard time understanding.	1	2	3	4	5
59	I would be prepared to go on trial for my faith, even if the penalty was the death sentence.	1	2	3	4	5
60	It's not presumptuous for me to go forward in faith even though the	1	2	3	4	5

situation seems absolutely impossible.

### C. Working it all out.

Write the score for each question against the corresponding number below.

				<b>Total</b>
1.	16.	31.	46.	
2.	17.	32.	47.	
3.	18.	33.	48.	
4.	19.	34.	49.	
5.	20.	35.	50.	
6.	21.	36.	51.	
7.	22.	37.	52.	
8.	23.	38.	53.	
9.	24.	39.	54.	
10.	25.	40.	55.	
11.	26.	41.	56.	
12.	27.	42.	57.	
13.	28.	43.	58.	
14.	28.	44.	59.	
15.	30.	45.	60.	

Add together the four scores on each row to obtain a total for that row. Now look for your top scores – three or four of them. Check which gifts these are by comparing with the table below:

Row	Gift	Row	Gift
1	Pastoring	9	Social Service
2	Administration	10	Foreign Mission
3	Healing/Mercy	11	Hospitality
4	Helping	12	Giving/Self-Sacrifice
5	Leadership	13	Teaching
6	Wisdom/Judgement	14	Martyrdom/Suffering
7	Preaching	15	Faith/Assurance
8	Knowledge		

Most people surveyed seem to come out as possessing three or four main gifts. Any score below fourteen indicates that this gift is not really valid for you unless there is other evidence to the contrary. Please remember that this survey only indicates probable gifts, but they may be underdeveloped depending on your life circumstances.

From my responses my areas of giftedness are:

1.	2.	3.
4.	5	6.



# Session Two

## **DUTIES AND RESPONSIBILITIES OF DEACONS AND DEACONESSES**

### **1. Responsibility to the Church property:**

- A. To the Church Monies:
  - a. Collect Offering
  - b. Count and log amount of loose offering.
  - c. Membership of Church Finance Committee
  - d. Administer Good Samaritan Fund
  
- B. To the Church Building:
  - a. Maintenance and Repairs (*See Building Self-Inspection Forms*)
  - b. Oversee janitorial work
  - c. Building Security
  - d. Disability Compliance
  - e. Health & Safety (If no Safety Committee or H & S Officer)
  - f. Distribution of Hymnbooks
  - g. Technician (Operate Audio-Visual equipment)

## *Disability Compliance*

Under Section 19 of the Act, a Church cannot discriminate against a person with a disability:

- In refusing to provide any services the Church provides to the public.
- In failing to make physical adjustments where the failure makes it impossible or unreasonably difficult to make use of any service.
- In the standard of service or the manner of provision of service by the Church.
- In the terms on which any service is provided.

As used here "service" does not just mean the provision of religious services but applies to all goods, facilities and other services provided by the Church.

## *Safety Committee:*

Each Church should formulate a Safety Committee whose responsibility should include attention to the following guidelines. The church board should appoint a Safety Committee and its chairperson.

### **Safety Committee Meeting**

#### **1. Committee Objective:**

- a. The prevention of accidents and at the same time help the church to achieve a position of taking corrective action consistently after each accident, so that in a matter of time major loss caused at the respective church will be eliminated.

## **2. Meetings:**

- a. The Committee is to meet at least quarterly and maintain minutes of the meeting.

## **3. Primary Method of Controlling Accidents:**

- a. The primary method of controlling accidents will be formal investigation and review of accidents – both actual and near-miss incidents.

## **4. Following an accident/incident the Chairperson of the committee should visit the scene and check for: -**

- a. Poor house-keeping
- b. Lack of proper guard rails
- c. Lack of protective shielding on equipment
- d. Defective equipment
- e. Other contributory factors

in an effort to determine the underlying cause of the accident.

5. **After receiving the report from the designated individual,** the committee is to make proper recommendations in writing to the Church Board outlining corrective measures to prevent a similar accident in the future.

## **6. Areas Requiring Professional Expertise.**

- a. Boilers and Heating Systems
- b. Electrical wiring
- c. Construction Activities
- d. Vehicles and Drivers

## **7. Premises Inspection:**

The committee is charged with performing the following premises inspection twice each year with a written report of their findings and recommendations to the Church Board.

### **Fire extinguishers**

- a. Date last checked.
- b. Fully charged (?)
- c. Rust
- d. Corrosion
- e. Safety pin in place
- f. Mounted securely
- g. Directional signs easily seen.
- h. Extinguisher kept in potential fire hazardous area.
- i. Instructions on how to use.

Advice on fire and safety and appropriate types of fire extinguishers is available free from the local "Fire and Safety Officer" at the nearest fire station.

### **Fire Alarms**

- a. Reachable height
- b. Date last checked
- c. Directional signs easily seen

### **Fire Escapes**

- a. Broken steps
- b. Brackets
- c. Splinters
- d. Directional signs easily seen

### **8. General Fire Safety:**

- a. Drapes and curtains flame proof.
- b. Drapes and curtains away from heat source
- c. Avoid accumulation of rubbish or excess supplies in or under buildings.
- d. Dead-end passages properly labelled
- e. Exit doors opening in direction of travel.
- f. Evacuation plan clearly specified together with procedures and personnel
- g. Emergency numbers posted for police, fire, and nearest emergency room.
- h. Self-closing doors in boiler room.
- i. Exit signs with proper lighting.
- j. Storage of flammable liquids, paints, etc. should be avoided. If some supplies are essential, keep quantities to a minimum and if possible store them in outbuildings.
- k. Building exterior and grounds should be kept neat and tidy. A rundown appearance encourages acts of vandalism.

### **9. Potential Hazards**

- a. Torn frayed or loose mats and floor coverings and slippery surfaces
- b. Proper handrails on stairs with three or more steps.
- c. All handrails properly secured
- d. Unguarded floor openings.
- e. Proper handrails including midrails and toeboards for balcony and overhead storage.
- f. Clear aisles
- g. Uniform height of stair steps
- h. Dark walking areas properly lighted
- i. Quality / Security of door and window locks /catches
- j. Worn electric appliance leads and extensions – repaired or replaced

### **10. First Aid**

- a. First Aid Kit – adequately stocked.
- b. Contents checked each month
- c. Dated items noted

### **11. Following a Fire**

- a. Secure the premises against further damage
- b. Have all extinguishers fully recharged without delay
- c. Immediately advise the Conference/Mission Office

### **12. Miscellaneous Activities**

- a. The committee should be involved in the reviewing of the church's evacuation plan and conduct one practice "drill" for key personnel per year.



# *Hygiene and Infection*

## *Control Implementation Guidelines*

### **General Church Community Safety**

As a community we believe in greeting one another and most usually this is by handshaking. Many infections can be transmitted from one person to another this way. Infections can be passed from one person to the door handle surface to be picked up by another. Good hygiene is essential to ensure that we limit the risk of spreading infection of any kind, but especially infections like MRSA now so common in UK hospitals.

### **Greeting**

Recommended:

- Greeters wash hands before and after greeting with an effective antibacterial soap – preferably one containing tea-tree oil.
- Apply a tea-tree cream or oil to hands before and after greeting.
- There are also hand wipes, and hand creams available which have been shown to be effective against MRSA and other bacterium – many of these contain tea-tree oil or grapefruit seed extracts.

### **Kitchens**

Recommended:

- The use of Antibacterial soap to cleanse hands by everyone entering the kitchen.
- The use of "Dettol" disinfectant spray on all surfaces before and after use.
- The use of a dishwasher or when hand washing "Fairy Naturals" washing up liquid range (especially the extracts of "Orange lemon and tea-tree oil" one).

### **Toilets**

Recommended:

- That everyone is encouraged to wash their hands after using toilet facilities.
- That Antibacterial soap be provided – preferably one containing citrus extracts and /or tea tree oil. Paper towels or hot air dryers should be used rather than "communal" terry towels.
- That Dettol products are used in the cleaning of all surfaces
- That cleaners be especially instructed on how to do the job effectively.

### **Visitation care**

Before and after visitation of individuals in hospital, it is recommended:

- That hands are cleansed using cream or wipes containing tea-tree oil or grapefruit seed extract before and after every visit to hospital.
- That you do not go from one sick person to another without washing / cleansing hands.
- That you do not visit sick / elderly people if you yourself have a cold.

### **Communion care**

Recommended:

- That Clean water in a clean bowl is provided for each individual.

- That individual towels are used by each person or the use of disposable paper towels.
- That bowls are cleaned before and after use under running water, dried with a paper towel and sprayed with Dettol surface cleanser.
- That hands are washed under running water with an antibacterial soap containing citrus extracts and / or tea-tree oil and dried with paper towels.

**Possible products that can be used:**

- Carex Antibacterial liquid soap with tea tree oil
- Safeway Handwash with extracts of tea-tree and eucalyptus
- Alcohol-based hand cleansing gels
- Anti-bacterial hand / face wipes (with tea-tree oil and /or citrus oils)
- Impy wipes – a hand wipe with grapefruit seed extract – available by mail order only from [www.impywipes.co.uk](http://www.impywipes.co.uk)
- “Fairy Naturals” washing up liquid with orange, lemon and tea-tree extracts
- Dettol range of cleaning products

**Further Information:**

- “Thursday Plantation” produce a range of Tea Tree products – primarily available in health food shops. [www.thursdayplantation.com.au](http://www.thursdayplantation.com.au) **NOTE:** Thursday Plantation have some research that suggests min. concentrations required for effectiveness.
- Optima Health Ltd, Binbrook Mill, Young Street, Bradford, West Yorks. BD8 9RE, are very helpful and would be willing to supply bulk orders.
- Other suppliers of Tea Tree products can be found at [www.teatree.co.uk](http://www.teatree.co.uk)

**Recommended Reading:**

- “Now wash your hands 2 – An investigation into progress on Infection Control in the NHS” is an extremely informative report by Paul Burstow MP, available from the Liberal Democrats’ Central Office.
- “The Killers Within” by Michael Shnayerson and Mark J. Plotkin. ISBN: 0316713317
- “The Antibiotic Paradox: How the Misuse of Antibiotics Endangers Their Curative Powers” by Stuart B. Levy. ISBN: 0738204404
- “The Germ Survival Guide” by Kenneth Bock, Steven Bock, and Nancy Faass. ISBN: 0071400451
- “Antibiotics, will they still work the next time you need them?” leaflet from the Soil Association. [www.soilassociation.org](http://www.soilassociation.org)

**Government issued advice on “How to wash your hands”:**

- Hands must be washed under continuous running water, preferably using hot or warm water to promote a lather
- Wet hands before applying soap or antiseptic skin cleanser to the skin
- Lather all surfaces vigorously including the fingertips, thumbs, palms, backs of the hands, wrists, and between the fingers applying friction
- Rinse hands thoroughly
- Turn off elbow taps with the elbow. If ordinary taps are used, dry hands thoroughly, then use a paper towel to turn off the taps
- Dry hands thoroughly using paper towels or hot air blower



Church Building  
SELF-INSPECTION FORM

*An informal self-inspection of owned church buildings  
to ascertain their general state of repair / adequacy of facilities  
Not a substitute for Health & Safety compliance checking.*

**Property**

.....

**Address**

.....

.....

.....

## Schedule 1 - Structural

<b>1.1 - Walls</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Load-bearing			
Non load-bearing			
<b>Additional comment</b>			

<b>1.2 - Floors &amp; Frames</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Window frames			
Doors and Door frames			
Flooring			
Joists			
Roofing framework			
<b>Additional comment</b>			

<b>1.3 - Roof</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Tiles			
Gutters and Drainpipes			
Chimney stacks			
<b>Additional comment</b>			

<b>1.4 - Glazing</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Ordinary glass			
Safety glass			
Decorative / Stain glass			
<b>Additional comment</b>			

<b>1.5 - Grounds</b>		<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Walls and fences				
Paths				
Parking surfaces				
Garden				
<b>Additional comment</b>				

<b>Schedule 2 - Services</b>
------------------------------

<b>2.1 - Heating System</b>		<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Boiler				
Pump				
Radiator and Pipes				
Appliances				
Service contract exists	Yes:                      No:			
Annually CORGI-inspected	Yes:                      No:			
<b>Additional comment</b>				

<b>2.2 - Electrical</b>		<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Plugs and Sockets				
Wiring				
Appliances				
Annually electrician-checked	Yes:                      No:			
<b>Additional comment</b>				

<b>2.3 - Plumbing</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
WC			
Domestic drinking			
Kitchen			
Drains			
<b>Additional comment</b>			

<b>Schedule 3 - Repair &amp; Decor</b>
--

<b>3.1 - General</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Internal paintwork			
External paintwork			
Soft furnishings			
Furniture & Fittings			
Insulation			
Damp-proofing			
Church signs & Notice boards			
<b>Additional comment</b>			

<b>Schedule 4 - Facilities</b>
--------------------------------

<b>4.1 - General</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Seating			
Parking			
Kitchen and Social			
Ancillary rooms			
Musical instruments			
Public address system			
Disability Discrimination Act Compliance			
<b>Additional comment</b>			

**Schedule 5 - Asbestos**

<b>5.1 - General</b>	<i>Yes</i>	<i>No</i>
Does the property contain asbestos?		
If so, where?		
Is it all encapsulated - e.g. wrapped, enclosed, sealed?		
If not, is all exposed asbestos in good condition - e.g. unlikely to release fibres?		
If no, have you contacted the NEC treasury to discuss how to manage the risk?		
Do you have a formal mechanism to warn / inform people coming to work in the building of the presence and condition of the asbestos on site?		
Do you have a schedule to regularly monitor the condition of any asbestos in the property?		
<b>Additional comment</b>		

contd. /

**Other Remarks**

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**Inspection Carried Out By:**

Signature .....

(Print name) .....

Position .....

Signature .....

(Print name) .....

Position .....

Date .....



## Church Building

### RISK MANAGEMENT FORM

*An informal self-inspection of the condition of  
owned church buildings in connection with risk management.*

*Not a substitute for Health & Safety compliance checking.*

**Property**

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**Address**

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**Schedule 1 - Exit Facilities**

		<b>Satisfactory</b> (✓)	<b>Not satisfactory</b> (✓)
1.1	Does every storey for 10 or more occupants have two separate and remotely located exits?		
1.2	Does every room, gallery, balcony, tier or other space meet the following exit provisions?  a) 50-299 persons: not less than 2 exits. b) 300-999 persons: not less than 3 exits. c) 1000 + persons: not less than 4 exits.	..... ..... .....	..... ..... .....
1.3	Are exits and doorways to exits so located that the maximum distance from any point on a floor area, room or space to an exit, measured along the line of travel, does not exceed 100 feet?		
1.4	Are all exits and fire escapes maintained in safe and usable condition and free from obstruction?		
1.5	Are doorways to exits and exit discharges marked with functioning, illuminated exit signs?		
1.6	Are all exit doors in rooms holding more than 50 persons:  a) hinged to open outward? b) provided with panic hardware? c) easily operated? d) equipped with locking hardware in good condition? e) free of padlocks, chains, slide bolts, etc?	..... ..... ..... ..... .....	..... ..... ..... ..... .....
1.7	Are handrails provided on all stairs, landings, steps, etc. over 21 inches above or below grade?		
1.8	Are dead-end corridors no more than 20 feet in length?		
1.9	Are all exits so arranged that access to them is not through other rooms?		

## Schedule 2 - Heating Equipment

<i>To be completed with the assistance of a suitably licensed heating engineer</i>		<b>Satisfactory</b> (✓)	<b>Not satisfactory</b> (✓)
2.1	Is heating equipment (including flues and pipes): a) properly insulated from combustible materials? b) serviced yearly by a licensed heating contractor? c) properly vented? d) separated from the rest of the building by fire-resistive construction, including the ceiling?	..... ..... ..... .....	..... ..... ..... .....
2.2	Is a self-closing fire door provided at the opening into the furnace room?		
2.3	Are all automatic limit controls, required on heating equipment, provided?		
2.4	Type of heating unit installed (e.g. gas, electric, solid fuel, etc) <input checked="" type="checkbox"/>		
	Size of boiler unit:            Under 150,000 b.t.u. Over 150,000 b.t.u.		..... .....

## Schedule 3 - Kitchen

		<b>Satisfactory</b> (✓)	<b>Not satisfactory</b> (✓)
3.1	Is the range installed at a safe distance from combustible material, and the floor below suitably protected?		
3.2	Is there a functioning hood above the range, inclusive of ducting to the exterior?		
3.3	Do the hood and ducting have adequate clearance from combustible materials?		
3.4	Is suitable fire fighting equipment provided and in good order?		

3.5	Is equipment regularly cleaned and serviced?		
3.6	Is commercial cooking equipment fitted with a regularly serviced fire suppression system, including the hood and ducting?		
3.7	If such systems (3.6) are tripped, is there a maintenance contract to have them properly refilled and inspected within 48 hours?		

**Schedule 4 - Electrical**

<i>To be completed with the assistance of a suitably licensed electrician</i>		<b>Satisfactory</b> (✓)	<b>Not satisfactory</b> (✓)
4.1	Do fuse boxes contain only proper fuses?		
4.2	Is all wiring work and the installation of electrical equipment undertaken by a qualified electrician?		
4.3	Is all (otherwise) exposed wiring permanently installed in conduits?		
4.4	If extension cords are used, is fusing and wiring of a suitable size to carry the load safely?		
4.5	Are all appliances checked in accordance with current legislation?		

**Schedule 5 - Fire Protection**

		<b>Satisfactory</b> (✓)	<b>Not satisfactory</b> (✓)
5.1	Are sufficient numbers, and proper types, of fire extinguishers provided so that not more than 75 feet, measured along the line of travel, is required to reach the nearest suitable appliance?		
5.2	Is there a maintenance contract for the proper servicing and updating of fire extinguishers etc?		

5.3	Is there a maintenance contract for the proper servicing and updating of any automatic sprinklers and/or standpipes and hoses?		
5.4	Are emergency instructions prominently displayed?		
5.5	Has the local fire brigade inspected the premises? If so, when? (Date .....)		
5.6	Is there a fire alarm? If so, manual ..... or automatic ..... ?		
5.7	Are smoke or heat detectors provided in all areas of the church, including boiler rooms and storage rooms?		
5.8	Are any smoke or heat detectors connected to a central alarm service?		

**Schedule 6 - General**

		<b>Satisfactory</b> (✓)	<b>Not satisfactory</b> (✓)
6.1	Is broken glass replaced immediately?		
6.2	Are janitor and storage cupboards neat, orderly, and free of all unnecessary items?		
6.3	Is the property clear of all abandoned vehicles and equipment?		
6.4	Are all areas free of protruding pipes or other obstacles that could be removed / cut off?		
6.5	Is there outside courtesy lighting?		
6.6	Is there outside security lighting?		
6.7	Does the baptistery include: a) handrails at points of access / egress?	.....	.....

	b) non-skid steps in good repair? c) non-skid strips on the bottom of the tank? d) a microphone that cannot be touched by anyone in the baptistery, or which is designed to operate in a baptistery? e) a water heating device with an automatic safety shut-off? f) if so, is it subject to an annual maintenance contract?	..... ..... ..... ..... .....	..... ..... ..... ..... .....
6.8	Are all pews securely fastened and, along with other seating, in good repair?		
6.9	Are all floor coverings free of tripping / slipping hazards?		
6.10	Is all flooring in good repair and free of slipping / tripping hazards?		
6.11	Is valuable equipment stored out of sight in a secure area?		
6.12	Do all soft furnishings comply with fire resistance standards?		
6.13	Is there an intruder alarm?  If so, is it connected to a central alarm service?		
6.14	Are all hazardous materials kept to a minimum and stored in harmony with Health & Safety standards (see the BUC <i>Health and Safety Manual</i> )		
6.15	Do uncarpeted stairs have anti-slip surfaces?		
6.16	Are handrails adequate and securely fastened?		
6.17	Are full-length glass doors and windows clearly marked and fitted with safety glass?		
6.18	Are stair wells, etcetera, free of materials and equipment?		
6.19	Are railings for balconies:  a) no less than 36 inches high? and b) no less than 42 inches high where steps occur?	..... .....	..... .....
6.20	Is regular maintenance carried out to keep the building and its equipment / fittings in good repair?		

6.21	Is the property and its equipment <i>Disability Discrimination Act</i> compliant?		
6.22	Are the grounds, including entrances, pathways, roads, and parking, kept in a good state of repair and fit for usage all year round?		

***Other Comments***

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***Inspection Carried Out By:***

Signature .....

Printed Name ..... Position .....

Signature .....

Printed Name ..... Position .....

Date .....

## **2. Responsibility for church comfort:**

- A. Getting Building Ready for Services
  - a. Opening, lighting, heating the building before services
  - b. Audio-Visuals
- B. Maintenance of Worship Atmosphere
  - a. Proper heating and ventilation
  - b. See that all supplies are complete (toilet tissue, soap, towels/dryers)
  - c. See that seats are safe (attend to loose screws, protruding nails, splinters, broken chairs)

## **3. Responsibility at the Baptismal Service.**

- A. Prepare baptistery
  - i. Fill to comfortable depth making sure it does not overflow
  - ii. Heat water to comfortable temperature
  - iii. Cover baptistery area and walkways with water proof non-slip material
- B. Prepare adequate Changing Rooms
- C. Assist Candidates
  - i. To robe/disrobe
  - ii. In an out of water
  - iii. Wring water from robes and deliver to deaconess
- D. Tidy Up
  - i. Empty baptistery
  - ii. Mop baptismal area; see that no towels or wet items are left around baptistery.

## **4. Responsibility at the Communion Service**

- A. Prepare rooms for Ordinance of Humility
- B. Prepare/provide utensils (buckets, warm water, basins, towels)
- C. Prepare facilities for washing of hands
- D. Prepare/provide emblems (unfermented grape juice; unleavened bread\*)
- E. Serve at Communion table
  - i. Before service see that table is appropriately positioned
  - ii. Provide adequate seating for officiating elders
  - iii. Deaconesses uncover/cover table
  - iv. Deacons receive emblems and serve congregation
  - v. Deacons return emblems to elders who then serve deacon and each other.
- F. Tidy-up after service

## \* Recipes for Communion Bread

1. 1 cup sifted, fine-ground, plain flour (preferably whole wheat)  
¼ teaspoon salt  
2 tablespoons cold water  
¼ cup olive or other vegetable oil  
Sift the flour and salt together. Pour the water into the oil, but do not stir. Add to the dry ingredients and mix with a fork until all the flour is dampened. Roll out between two sheets of waxed paper to the thickness of thick pie pastry. Place on an ungreased, floured baking sheet and mark off with a sharp knife into bite-sized squares, being careful to prick each square to prevent blistering. Bake at 450°F/230°C/Regulo 6 for 10 – 15 minutes. Watch carefully during the last 5 minutes so that the bread will not burn.  
This recipe will be sufficient to serve about 50 persons.
  
2. 2 cups whole wheat flour, sifted  
½ cup water  
6 tablespoons oil  
1 teaspoon salt  
Emulsify the water, oil and salt. Mix thoroughly with flour. Roll thinly. Mark with a ruler into ⅝ inch squares, but do not cut through. Prick each square to prevent blistering. Bake for approx. 15 minutes at 350°F/175°C/Regulo 4. Please note that it burns easily!  
This recipe will be sufficient to serve about 300 persons.
  
3. 2 cups whole wheat flour  
7 tablespoons oil  
9 tablespoons cold water  
½ teaspoon salt  
  
Pour water into oil very slowly, adding a small amount at a time. Beat constantly with an eggbeater until the two ingredients are emulsified. Add salt to the emulsion and then add liquid to the flour. Knead until smooth. Roll to a thickness of ⅛ inch or less. With a sharp knife, mark into ½ squares. Bake at 325 - 350°F/165 - 175°C/Regulo 3 – 4, for about 12 minutes, until light brown.
  
4. 2 cups sifted, whole wheat flour  
13 teaspoons water  
½ teaspoon salt  
½ cup peanut oil  
  
Pour water into the oil, but do not stir. Add to the dry ingredients. Mix with water until all the flour is dampened. Roll thinly and with a sharp knife mark into ½ squares. Bake at 450°F/230°C/Regulo 6 for 10 – 15 minutes.

## 5. Responsibility at Other Services and Programmes

- A. Regular Services
- B. Mid-Week Service
- C. Concerts
- D. Weddings
- E. Funerals
- F. Special Programmes

## 6. Responsibility as Spiritual Visitors

- A. The Elderly
- B. Orphans
- C. Shut-ins
- D. Assist at Home Communions

## 7. Responsibility as Church Board Members

### *The Church Board.*

#### A. COMPOSITION:

THE BOARD is elected by the Church membership at the time of the regular election of Church Officers. The following church officers should be included in the Church Board membership. *(This list is not exhaustive. See the latest edition of the Church Manual)*

Elder or elders, Community Services or Dorcas Leader, Head Deacon, Sabbath School Superintendent, Head Deaconess, Family Ministries Leader, Treasurer, Adventist Youth Society Leader, Church Clerk, Pathfinder Director, Lay Activities Leader, Interest Co-ordinator, Lay Activities Secretary, Communication Secretary, Health & Temperance, Secretary, Stewardship Leader

#### B. OFFICERS:

**Chairperson:** - The minister appointed by the local field to serve the church as its pastor is

- a. always a member of the board;
- b. the Chairperson of the board.

**Secretary:** The church clerk serves as secretary of the board and is responsible for preserving the minutes of the meeting.

#### A. RESPONSIBILITIES: The Church Board has 4 main areas of responsibilities:

##### **Pastoral:**

1. Spiritual nurture of the church.
2. Maintenance of Doctrinal Purity.
3. Upholding church standards.
4. The church roll should be studied and
  - a. inquiry should be made into the spiritual standing of all members;

- b. provision should be made for visiting the sick, discouraged, and any backslidden members.

### **Evangelistic:**

1. The work of planning and fostering evangelism in all its phases. The great commission of Jesus makes Evangelism, proclaiming the good news of the gospel, the primary function of the church. Matt. 28:18-20
2. Dividing and assigning missionary territory.
3. Encourage and help the outreach departments of the church to enlist all church members and children in some form of personal missionary service.
4. Co-operate with the Interest co-ordinator of the church to ensure that every reported interest in the message is personally and promptly followed up by an assigned layperson.

### **Managerial:**

1. The board serves as the chief committee of the local congregation. The board must act to see that the local church achieves its aims and objectives in the right ways, making the best use of its people, its assets, and its other resources.
2. Co-ordinating outreach programmes of departments to:-
  - a. avoid conflict in timing.
  - b. avoid competition in securing volunteer helpers;
  - c. achieve maximum beneficial results.  
**N.B.** *Before completing and announcing* plans for any programmes each department should submit its plans to the church board for approval.  
Departments should also report to the church board on the progress and results of their outreach programmes.
3. Encourage each department to report
  - a. at least quarterly to the church board
  - b. to the church membership at business meeting, and/or
  - c. in Sabbath day meetings.
4. Recommending changes in church membership. The board
  - a. may examine baptismal candidates.
  - c. cannot
    - i. receive nor dismiss members;
    - ii grant letters of transfer;
    - iii disfellowship members.
5. The details of church business should be considered by the board.
6. The treasurer should report the state of church finances on a regular basis.
7. Protection and care of church properties.

### **Legal:**

1. The church board must see that the affairs of the local church are
  - a. conducted in harmony with the **law of the land**,
    - i. Disability compliance
    - ii. Health & Safety
    - iii. Risk Assessment & Management
    - iv. Security

- v. Data Protection
  - vi. Food Hygiene
  - vii. Copyright
  - viii. **Control Of Substances Hazardous to Health**
  - ix. **Keep the Church Family Safe**
- b. conducted in accordance with the **church manual**.

#### **D. MEETINGS.**

1. Because the work of the church board is vital to the life, health and growth, of the church, it needs to meet at least once per month.
2. The church board meeting is announced at the regular Sabbath worship service.
3. Each church must determine at one of its regular business meeting the number of church board members who must be present at a church board meeting to constitute a **quorum**.
4. Voting by proxy or by letter shall not be accepted.

#### **E. POINTS TO PONDER.**

Board members may find it helpful to think of the four (4) areas of responsibilities when discussing items in board meetings. Ask yourselves:

1. Are we aware of our Pastoral responsibilities to the members of the church?
2. Are we meeting needs effectively and efficiently? Are there unmet needs we should be addressing?
3. Are we giving due priority to Evangelism as the primary function of the church?
4. What plans have we laid, and what have we done to foster evangelism in all its phases?
5. Are we aware of our managerial responsibilities as the chief committee of the local church?
6. What are we doing to carry these out?
7. Are we managing the church effectively?
8. Are we getting the most out of the officers and are they working effectively?
9. Are we using the resources of the church effectively - especially premises and equipment?
10. Are we aware of our legal responsibilities on this matter?
11. Are we failing in any of our responsibilities?
12. Are there areas we are unsure of?
13. What are we doing to find out about what we should be doing and make sure we are fulfilling our pastoral, evangelistic, managerial and legal responsibilities?

#### **F. SUB-COMMITTEES.**

The church board should permit no other business to interfere with planning for evangelism. Should other business be too time consuming, the board

may appoint sub-committees to care for specific areas of church business. Such subcommittees will then make recommendations to the church board.

#### **G. FOR FURTHER READING.**

- **The Seventh-Day Adventist Church Manual**, Revised 2000 16th Edition.
- Pierson, Robert, **So You Want To Be a Leader**, Silver Spring, MD: The Ministerial Association, General Conference of Seventh-Day Adventists,
- Firth, Robert E, **Guidelines For Committee And Board Members**, Washington, DC. Review and Herald Publishing Association, 1973.

#### **8. Responsibility as member of Board of Deacons/Deaconesses**

- A. Delegation of Responsibilities
- B. Duty Roster
- C. Addressing problems
- D. Training
- E. Recommendations

#### **9. Responsibility as Usher**

- A. Sabbath School Ushering:
  - a. Be on duty early and stay by until close worship service
  - b. Post hymns and sunset times on board
  - c. Greet worshippers and distribute church programmes/bulletins
  - d. After Sabbath School begins,
    - i. regulate entry into worship area
    - ii. usher people to their seats
  - e. Direct guests to
    - i. register in the "Guest Book"
    - ii. appropriate Sabbath School Class
  - f. Maintain adequate ventilation
- B. Worship Hour Ushering
  - a. Monitor ventilation in the sanctuary
  - b. Encourage worshippers to be seated
  - c. Try to secure reserved seats for parents with children.
  - d. After worship has started regulate entry into sanctuary
- C. General Remarks
  - a. Ushers should at all times wear identification pins/badges
  - b. If an usher is unable to fulfil his assignment he should arrange an exchange with another usher or contact the head usher.
- D. Schedule
  - a. The head usher should supply a schedule for the quarter listing the assignments



## What's in it for me?

1. The elders and those who have leading places in the church should give more thought to their plans for conducting the work. They should arrange matters so that every member of the church shall have a part to act, that none may lead an aimless life, but that all may accomplish what they can according to their several ability. It is in working for others that we forget ourselves, but those who do nothing for their fellow-men, become morbid and self-centred, and time hangs heavily upon their hands. It is very essential that such an education should be given to the members of the church that they will become unselfish, devoted, efficient workers for God; and it is only through such a course that the church can be prevented from becoming fruitless and dead. *It is those who are not engaged in this unselfish labour who have a sickly experience, and become worn out with struggling, doubting, murmuring, sinning, and repenting, until they lose all sense as to what constitutes genuine religion. They feel that they cannot go back to the world, and so they hang on the skirts of Zion, having petty jealousies, envyings, disappointments, and remorse. They are full of fault-finding, and feed upon the mistakes and errors of their brethren. They have only a hopeless, faithless, sunless experience in their religious life.* **By Mrs. E. G. White. September 2, 1890 *Ye Are Labourers Together With God.***
2. "Those who serve well as deacons are making an honourable place for themselves, and they will be very bold in their faith in Jesus Christ." **1 Tim. 3:13 NCV [Anglicised Edition]**
3. "The elder who lead the church well should receive double honour, especially those who work hard at speaking and teaching." **1 Tim. 5:17 NCV [Anglicised Edition]**
4. "Do you see people skilled in their work? They will work for kings; not for ordinary people." **Proverbs 22:29 NCV [Anglicised Edition]**
5. "Now, brothers and sisters, we ask you at appreciate those who work hard among you, who lead you in the Lord and teach you. Respect them with a very special love because of the work they do." **1Thess. 5:12, 13 NCV [Anglicised Edition]**
6. "You did well. You are a good and loyal servant. Because you were loyal with small things, I will let you care for much greater things. Come and share my joy with me." **Matt. 25:21 NCV [Anglicised Edition]**