

Job Description

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| Title | Religious Liberty Leader |
| Purpose | To promote religious liberty awareness among church members and the community. |
| Term | One or two years, depending on local church officer election cycle. |
| Accountability | To Personal Ministries Council |
| Responsibilities | <ol style="list-style-type: none">1. To interact with the Public Affairs and Religious Liberty director of the conference or union.2. To advise concerning matters affecting religious liberty.3. To promote the circulation of religious liberty magazines and other materials approved by the General Conference.4. To organize religious liberty meetings, seminars, programs and activities as circumstances indicate. |
| Qualifications | <ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Interested in public affairs and religious liberty.6. Apt at correspondence. |

Job Description

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| Title | Communication Leader |
| Purpose | Christ commissioned the Church to communicate the gospel message to the world. This responsibility has been given to every member of the Church. The Church has organized various ministries, and the communication department is on the cutting edge of these ministries. An essential activity of the department is to make the world community aware that there is a church dedicated to fulfilling Christ's commission. The communication leader will enable the community, as well as the membership of the church, to know how God is leading in the lives and activities of the church family. |
| Term | One or two years, depending on local church officer election cycle. |
| Accountability | Pastor/Church Board |
| Responsibilities | <p>The ministry to which a person is called when he or she becomes a communication leader for a local church is described as follows:</p> <ol style="list-style-type: none">1. A Spokesperson to the Church Media. The church media comprises the communication departments of the Michigan and Lake Union conferences, which publish <i>The Michigan Memo</i> and the <i>Lake Union Herald</i> respectively. Articles about church activities, new members, etc., should be written and submitted to the Michigan Conference communication department for publication in the conference/union papers. Photos of the activities/new members must be included with each submission. The communication leader is also responsible for filling out and submitting milestone forms—obituaries, wedding announcements, and milestone birthdays and anniversaries—or being certain that this responsibility has been designated to someone else in the church. These forms are sent to the Michigan Conference communication department, which then sends them on to the Lake Union communication department.2. A Spokesperson to the Secular Media. This includes the press, radio, and television through both news releases and public service announcements, arranging for radio and TV interviews, writing letters to the editor on matters of church concern, discovering and developing possible feature stories, and arranging for photo coverage of congregational activities. The communication leader will watch for opportunities to participate in matters of current community concern, and seek to become personally acquainted with newspaper editors, broadcast program directors, and community relations professionals. |

3. **Public Relations.** The communication leader will insure that the church is identified by an exterior sign appropriate to the building's architecture, and check the church's appearance regularly for problems needing attention. He or she will arrange the identification of the church through listings in local telephone directories, tourist publications, highway signs, and at motels and hotels. He or she will also lead in the planning of exhibits at fairs or other events and representation in parades.
4. **Church Newsletter.** The communication leader is strongly encouraged to prepare a church newsletter or work with someone to do so. This is a powerful tool to keep the church family informed of information, people, and activities. If the newsletter is a publication that can go to prospective and former members also, it becomes a vital evangelistic agency.
5. **Advertising and Promotion.** One of the most important responsibilities of the communication leader is to work with the church evangelism or outreach council, health education committee, family ministry committee, and Adventist Community Services Center to promote attendance at programs. This means he or she will consult regularly with the pastor and departmental leaders of the church about events and activities that they are planning. This includes assisting them with the creation of brochures, posters, direct mail, broadcast spots, and other promotional materials. Professionally prepared advertising resources are available for many programs. Contact the Michigan Conference communication department or the North American Division communication department for more information about resource materials.

Church Board

The *Church Manual* encourages including the communication leader on the church board. (See *Church Manual*, pp. 79, 80.)

Job Description

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| Title | Health Ministries Leader |
| Purpose | To promote the biblical standards in healthful living among the members in the church and in the community through church-operated health ministries programs. |
| Term | One or two years, depending on local church officer election cycle. |
| Accountability | To Personal Ministries Council & church board |
| Responsibilities | <ol style="list-style-type: none">1. Keep the church members aware of the importance of health and temperance.2. To use the Health Emphasis Week in October to increase the level of awareness and practice of health principles.3. Encourage the financial support for the annual Health and Temperance offering that is received in December.4. Create an awareness in February of our health and temperance journals: <i>The Winner</i> for children, <i>Listen</i> for teens, and <i>Vibrant Life</i> for adults.5. A member of the church board, Personal Ministries council and chairperson of the Health Ministries committee, if your church has one.6. To coordinate the planning and organization of a health education program for members and the local community in the following areas: stop smoking plans, cooking schools, seminars on nutrition, heart disease, stress management, cancer prevention, physical fitness, weight control and Biblical basis for healthful living, as well as screening projects for high blood pressure, coronary heart disease and other health problems.7. Encourage youth to be part of a health education program as an outreach ministry. |
| Authority | To provide leadership in the area of Health Education |
| Qualifications | <ol style="list-style-type: none">1. A mature Seventh-day Adventist Christian who loves Jesus and demonstrates His love to others.2. One who wants others to receive the blessings of living a healthful Christian lifestyle.3. One who is a faithful steward unto the Lord.4. One who sets an example in spirituality, neatness, promptness, amiability, self-control and healthful living.5. One who is interested in promoting optimum health, free of tobacco, alcohol, other drugs, and unclean foods. |

6. One who is resourceful and enthusiastic, carries responsibility, is open to new ideas, works well with others, understands the need for organization and has the ability to organize.

Job Description

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| Title | Sabbath School Extension Leader/Secretary |
| Purpose | <p>The extension division leader takes S.S. audio or video tapes, Bible Study Guides, Children's papers and other items to those who, for reasons of transportation difficulties, illness, age or a physical handicap, cannot regularly attend meetings at the church. This division may also include traveling workers, humanitarian workers and military personnel.</p> <p>Where there are no more than 3 members in the extension division, the S.S. Secretary may care for them. If the membership exceeds three, an extension division leader should be elected. If the number exceeds 10, one assistant leader should be elected to care for approximately each additional 10 members.</p> |
| Term | One or two years, depending on local church officer election cycle. |
| Accountability | To the assistant superintendent for membership or to the S.S. superintendent. Reports membership and offering figures at least quarterly to the S.S. secretary. Assistant leaders report to the extension division |
| Responsibilities | <ol style="list-style-type: none">1. Assure every missing member receives a card or a phone call from an active S.S. member each week.2. Is prompt in delivering S.S. study guides and division periodicals as needed by the person or family.3. Promotes the support of the world mission program and collects offerings if necessary, on the part of those being visited.4. Serves on the S.S. Council. |
| Qualifications | <ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Is a caring individual with adequate time to give to this ministry.6. Is a team player and dependable. |
| Support and Resources | <ol style="list-style-type: none">1. <i>The Sabbath School Handbook</i>, NAD 2000 edition. |