

Job Description

Title	Personal Ministries Leader
Purpose	Lead church members in ministry to those outside the church family
Term	One or two years, depending on local church officer election cycle.
Authority	Work with pastor in coordinating the yearly calendar outreach activities.
Responsibilities	<ol style="list-style-type: none">1. Member of the Church Board.2. Heads the Personal Ministries Council3. Coordinates the work of church members in outreach.4. Organizes the annual ADRA Annual Appeal (AAA) formerly known as Ingathering.5. Gives reports to the church and church board on the mission activities of the church.6. Plans the weekly Personal Ministries time.7. Oversees in particular:<ol style="list-style-type: none">a. Bible studies by church members.b. Literature distributionc. Lay preaching.8. Arranges for training seminars in various lines of missionary work.
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. Cooperative6. Able to organize.
Support	<ol style="list-style-type: none">1. <i>Church Manual</i>2. <i>Christian Service</i>, E.G. White3. Personal Ministries Department, Michigan Conference of SDA

Job Description

Title	Personal Ministries Secretary
Purpose	Coordinates records and purchases
Term	One or two years, depending on local church officer election cycle.
Accountability	Personal Ministries leader.
Responsibilities	<ol style="list-style-type: none">1. Member of the Church Board.2. Secretary to Personal Ministries leader and PM Council3. Conducts church transactions with the ABC such as ordering supplies.4. Gives treasurer list of supplies ordered to inform of outstanding debt.5. Maintains literature rack in the foyer.
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. Accurate in details - such as figures.6. Dependable
Support	<ol style="list-style-type: none">1. <i>Church Manual</i>2. <i>Christian Service</i>, E.g. White3. Personal Ministries Department, Michigan Conference of SDA