LEADERSHIP MANUAL

WELCOME TO THE CHURCH WORKING STAFF
A step toward Christian service is always a step in the right direction for the child of God. The Church is grateful for your decision to serve on the working staff. It is an honor to you to be chosen to this position. May God bless you in your new adventure.

Church organization is necessary to properly carry out the will of God. However, organization is only a means to an end, not an end in itself. The true objective of the church is to win souls to Christ. Therefore the organization needed for this objective is all that is necessary. Organization is also necessary to have orderly processes, define objectives and goals, prevent conflicts and preserve peace, and instruct in scholarly teaching.

THE THREE IMPERATIVES FOR CHURCH LEADERSHIP
There are three imperatives for the person who is to occupy an official position in the church. The most important of these qualifications is spirituality. The church official must be “God’s man or God’s woman” in the most profound meaning of the word. The second qualification is capability - the ability to understand and competently discharge the responsibilities of the office held. There must be the ability to fill a particular position. The third prerequisite is that of loyalty. Spirituality, capability, loyalty - with any one of these absent the other two limp onward toward inevitable failure.

Of course, there is a difference between leading and being led. Those marching in the ranks are not watched nearly so closely as the ones out front. Now you are one of those out front.

Generally you will find that people will appreciate the extra effort you are making for Christ and the Church and your fellowship with other workers will be most enjoyable, yet sooner or later you will hear critical or hurtful remarks aimed at you. Your church is confident of your ability to rise above these things (See Matthew 5:11, 12).

AS A LEADER YOU WILL BE EXPECTED TO

1. Live an exemplary life before your family conducting regular family worship and training your children to love Christ, honor their parents and respect their fellow believers.
2. Live an exemplary life before the church. Attending all services (Sunday, mid-week and special meetings) except as health, employment, or extreme emergency interferes.
3. Live an exemplary life before the world free from such questionable practices as smoking, drinking, dancing, gambling, worldly sports, extreme dressing or frequenting any place that is morally questionable.
4. Attend all planning conferences or committee meetings pertaining to your department or activity.
5. Reserve any criticism of personalities or policies for your planning conferences or private conversation with your department head. Critical remarks voiced outside of these proper places can only hurt the work of Christ and will be viewed with utmost concern.

While it is true that more is required of those that lead, it is also true that the reward both here and in eternity is greater. The average believer cannot possibly know the thrill of the worker who is having an active part in a ministry that is winning the lost to Christ and His Church.

No doubt you are wanting to know where your part fits into this organization and just what your responsibilities are. The following pages will give you this information. Your responsibilities are detailed in coming sections describing the responsibility into which you have been placed.

MEET YOUR PASTOR

You have known your pastor as a person and spiritual advisor to your life, but now you must learn to know him in a different relationship - that of his position in the organization of the church.

The various duties of a pastor include: spiritual overseer, leading in public worship, administering the sacraments, educator, administrator, executive organizer, preacher, teacher and counselor.
The pastor as chief of staff should receive from all staff members loyalty, understanding, cooperation and support.

**THE NOMINATING COMMITTEE**

Welcome to the Nominating Committee. You have been placed on a most important, strategic committee. Upon the work of this committee, to a great extent, rests the progress, the morale, and the overall success of the Assembly.

You are called upon to carefully and consciously consider the candidates for the offices specified. Our Constitution and By-laws reads as follows:

“A nominating committee shall consist of, two members from the Assembly appointed by the Pastor and Church Board. A chosen representative from each of the following departments, Christ’s Ambassadors, Men’s Fellowship, Women’s Missionary Council and Bible School. No officer shall be eligible to serve on this committee. The Pastor shall serve as chairman of this committee. It shall be the duty of this committee to carefully study the potential candidates for the official church board and to present the names of the same to the church body for election. It shall be the duty of this committee also to appoint the officers of the Christ’s Ambassadors, Men’s Fellowship and the Women’s Missionary Council from among the members of the Assembly.”

It would be betrayal of the church as well as an offense against the Kingdom of God to place the testimony and work of any church in the hands of incompetent or unworthy persons. Therefore, consider your work very seriously.

**MEET YOUR CHURCH BOARD MEMBERS**

Next to the minister, the Church Board members are charged by the Assembly with the gravest responsibility for the spiritual life and material welfare of the church. Even by their very name they are servants of the church - never managers or dictators, but servants. The success or failure of a church becomes to a great extent the responsibility of the church board.

The Bible sanctions the assignment of special ministries to others than the pastor. This is done so that the work of the Kingdom may be done most effectively and efficiently. It is the duty of the church board to be so committed to God and His work that their commitment inspires and directs others to help carry out the plan of the Church of God. Each Board Member shall be given certain responsibilities by the pastor. These responsibilities are defined in given areas called Portfolios. The Boardman is charged by the Assembly to carry out his area of ministry.

**QUALIFICATIONS FOR THE CHURCH BOARD**

Our Constitution and by-laws state “there shall be a Church Board consisting of not less than four members to act in an advisory capacity with the pastor in the spiritual and material management of the Assembly”. “The Church Board members shall be elected by secret ballot from the names presented by the nominating committee.”

Board Qualifications are as follows:

1. Must have been a member of the Assembly at least one year, with a knowledge of the operating principals and practices of the Assembly.
2. Must be a mature person whose life is in accord with the Word of God (1 Timothy 3:8-13).
4. Cannot be a divorced and remarried person with a living companion or married to a divorced person.
5. Must be a regular contributor of their tithes and offerings to the support of the Assembly.
6. Must be a regular attender at church, participating in related group activities and services, and be known to be a soul winner.
7. Must manifest leadership characteristics, capabilities, and potential.
8. Cannot be an executive officer of any of the other Departments of the Assembly.
9. Cannot hold ministerial credentials.

Portfolios are as follows:

**CHURCH SECRETARY PORTFOLIO**

The Church Board member charged with the Church Secretary portfolio shall be responsible to:
1. Keep minutes of all
   a) regular and special meetings of the board, and
   b) regular and special business meetings of the congregation
2. Notify members of meetings
3. Prepare certificates of membership, membership cards to new members, and membership transfers when necessary.
4. The giving of baptismal certificates to those who are baptized
5. Keep a church membership roll
6. Take care of other duties such as church correspondence, etc., as may be designated by the pastor of the church from time to time

**CHURCH TREASURY PORTFOLIO**

The church board member charged with the Treasury Portfolio shall be responsible to:
1. Sign all checks for payment of bills authorized by the Church Board or Finance Committee
2. Keep an itemized account of all receipts and disbursements of all funds with a complete monthly balance (All funds must be carried through the Treasurers’ account).
3. Be responsible for the counting of all money, and to schedule those who might assist in counting.
4. Be responsible for making bank deposits.
5. Prepare a monthly statement for the pastor to be used for monthly board meetings.
6. Prepare any other report or statement that may be deemed necessary by the Pastor and Church Board.

By virtue of office, the Treasurer shall be a member of a finance or budget committee.

**CHURCH USHERING PORTFOLIO**

The Church Board member charged with the Ushering Portfolio shall be responsible to:
1. Select and schedule ushers for each church service; Sunday morning, Sunday night and Wednesday night. The ushers shall be chosen from all the members of the church as much as possible, so that all may feel that they have a helpful part in the Church.
2. See that one usher tallies the attendance number and properly reports it.
3. See that all visitors are properly greeted and given a visitor’s card, and that the visitor’s card is given to the Church Secretary.
4. See that the building is as comfortable as possible regulating the means of heating and cooling.
5. Encourage reverence and an orderly flow of traffic.
6. See that ushering supplies are maintained.
7. Provide adequate training for the ushers through monthly meetings.
8. See to it that ushers always seat late-comers.
**CHURCH VISITATION PORTFOLIO**

The Church Board member charged with the Visitation Portfolio shall be responsible to:

1. Coordinate and lead all departments into one strong visitation program.
2. Encourage everyone possible to participate in a weekly visitation program for the church.
3. Designate special visitations for those who need immediate or special attention, to those who will cooperate in a visitation out-reach.
4. Turn a weekly report to the pastor as to the number visits made; names and addresses of those who need Pastoral attention; and names and addresses of new prospects.
5. Work closely and in harmony with the Sunday School in its visitation program.

**CHRIST’S AMBASSADORS PORTFOLIO**

The Church Board Member charged with the Christ’s Ambassadors Portfolio shall be responsible to:

1. Concern yourself with the general atmosphere of the young peoples meetings and personal spiritual problems that may present themselves.
2. Conduct a quarterly planning conference with the officers of the CA’s. This will be to provide a schedule and a plan for the services and social activities of the young people of the church.
3. Provide adequate supervision for all youth meetings whether spiritual or social in nature.
4. Be responsible for transportation and travel to monthly C.A. Rallies, conventions, or camps which primarily affect the youth.
5. Plan for the special features of Youth Revivals, Speed-the-Light, C.A. Day, Retreats, etc., in conference with the officers of the CA’s.
6. Attend the weekly youth services to lend a spiritual influence to the total program of the youth as the Young People’s Counselor.

**MEN’S FELLOWSHIP PORTFOLIO**

The Church Board Member charged with the Men’s Fellowship Portfolio shall be responsible to:

1. Work closely in promoting and providing for all men in the out-reach activities of the church to win men for Christ.
2. Meet quarterly with the officers of the Men’s Fellowship, for planning and prayer session.
3. Promote the Light-for-the-Lost program among the men of the church.
4. Assist in planning and promoting the Royal Ranger Club in its activities. Be a member of the Royal Ranger Outpost Council by virtue of office.

**WOMEN’S MISSIONARY COUNCIL PORTFOLIO**

The Church Board Member charged with the Women’s Missionary Council Portfolio shall be responsible to:

1. Meet quarterly with the WMC officers in a planning session and prayer.
2. Promote a general participation by all of the women in the church, in WMC activities as much as possible. Also, reaching women outside of the church.
3. Overseer, with the WMC officers, the Missionette clubs by appointing sponsors and workers to the various girl groups and working closely with them in the over-all activities program of the Missionettes.
**BUILDING MAINTENANCE PORTFOLIO**

The Church Board member charged with the Maintenance Portfolio shall be responsible to:

1. Bring to the attention of the Church Board those items necessary to maintain a respectable appearance and safe operation of the church property.
2. Be responsible to see that repairs are done.
3. Keep ready those facilities needed for heating or cooling the church buildings. Know that they are in working condition.
4. Hire professional help when it is impossible to do the work by those of the church.
5. Be responsible for the work of the custodians.
6. Maintain an inventory of all equipment owned by the Church complete with description, model number, make and purchase price.

**COMMUNION PORTFOLIO**

The Church Board member charged with the Communion Portfolio shall be responsible to:

1. See that the communion set is taken care of by a responsible person
2. Prepare the bread and drink for all services of Holy Communion
3. Place the equipment in place for Holy Communion when requested by the pastor
4. Give proper care to the communion furnishings after the service
5. Purchase the elements necessary for communion
6. Assist the minister in the serving of communion

**BENEVOLENT PORTFOLIO**

The Church Board member charged with the Portfolio of Benevolence shall be responsible to:

1. Consider any need brought to the church for help to needy families or individual, whether in the church or out of the church.
2. Investigate to ascertain if the need is real or exaggerated. If help should be given or not.
3. Determine with the pastor what course of action should be followed.
4. Be responsible for encouraging the bringing in of groceries, clothing, or offerings for the approved need.
5. Be responsible for any reserve that may be set up for benevolent purposes in the church. To list all items and to store in a proper place until needed.

**MISSIONARY PORTFOLIO**

The Church Board member charged with the Missionary Portfolio shall be responsible to:

1. Create a missionary emphasis in the church. Present missionary projects to the church in a planned program with the pastor.
2. Review the missionary commitments of the church annually with the church board, with recommendations to increase and enlarge our Missionary outreach.
3. Present to the church monthly the missionary letters and prayer requests. Read articles of missionary interest and emphasis, etc.
4. Be responsible for raising the monthly budget for our commitments to various missionary projects we have obligated, and to make disbursements to the same.
5. Plan with the pastor for missionary conferences in the church. Be responsible for the entertainment of itinerant missionaries - their comfort, needs, etc.
6. Make an annual report of all missionary activities and disbursements to the annual business meeting of the church.
7. Maintain a close contact with all departments such as the WMC’s so that unity of purpose and program is carried out in regards to missions.

**CHURCH BOARD EXPECTATION**

Considerations for the Church Board include:

1. Designating Mission support
2. Reviewing the Pastor’s financial needs
3. Reviewing the membership roll of the assembly
4. Review membership giving
5. Appoint Sunday School Superintendent
6. Supply written reports at the monthly meetings
7. A study of doctrine, rules of order, workers training

**MEET YOUR SUNDAY SCHOOL SUPERINTENDENT**

The General Superintendent of the Church School is responsible for supervising the leadership of the entire Church School. This person is under the supervision of and is responsible to the Pastor.

The responsibilities are:

1. To maintain personal growth through a spiritual and devotional life, regular attendance in church, systematic study of Church School literature, and by attending conventions, workshops, seminars and regular workers’ training courses.
2. Preside (or arrange for others to preside) at general assemblies.
3. With the Pastor, recruit and appoint officers and teachers to the Church School staff.
4. Arrange for an adequate supply of proper literature and equipment.
5. To see that classrooms are kept clean and neat, and manage the traffic flow to and from classes.
6. Provide for an annual installation service.
7. Provide for monthly workers conferences.
8. To submit a years activities on a master calendar utilizing special days.
9. Take responsibility for annual checkup and maintenance of adequate records in the church school.
10. Maintain proper grouping.
11. Set up and operate a consistent follow-up program.
12. Emphasize workers training courses.
13. Supervise the personnel and program for the children’s churches.
14. Work in close cooperation with the Pastor in promoting the work of the church school and the over-all harmony of the educational work of the church.

**MEET YOUR ASSISTANT SUPERINTENDENT**

This is one “who assists”. This person works with the superintendent and is not a figure head. This person is under the supervision of and is responsible to the church school superintendent.

The responsibilities are:

1. Take charge in areas and matters in which he is asked to participate by the Superintendent.
2. Oversee and supervise the work of the enrollment for the church school with its records.
3. Supervise personnel and program of the extension department.
4. Supervise equipment and supplies for the audio visual ministry of the church.

MEET THE CRADLE ROLL SUPERINTENDENT

This person is under the supervision of and responsible to the general superintendent.

The responsibilities shall be to:

1. Supervise the entire Cradle Roll Department and see that needed equipment and supplies are ordered.
2. Enroll new members and see that they receive a certificate by personal visitation.
3. Endeavor to visit each baby personally at least once a month and to assign helpers when needed.
4. Attend monthly workers conference, reporting regularly to the general superintendent.
5. Keep a complete and accurate record of each member including an attractive and up-to-date wall roll.
6. Send birthday cards to babies and prepare a promotional program with transfer certificates.

MEET THE ENROLLMENT SUPERINTENDENT

This person is under the supervision of and is responsible to the General Superintendent.

This person shall be responsible to:

1. Oversee the work of the enrollment and to enlist any assistance that may be needed.
2. Assist in the establishment of policy in regard to enrollment:
   a) when to enroll a student
   b) when to drop
   c) what is an inactive member, etc.
3. Direct the absentee and prospect follow-up activities, giving out the visitation assignments and collecting the reports from those assigned.
4. Promote a continuous program of visitation using every source possible for prospects and contacts.
5. Work in close cooperation with the general superintendent in preparing for the enlargement campaigns and will provide necessary forms and systems to conserve the results.
6. Attend monthly workers conference as well as regular attendance at church services.

MEET THE SUNDAY SCHOOL TEACHER

As a teacher you will soon come to understand that your work is never done. Sunday is our big day in which we measure the work that has been done during the week. Your class can only grow as you will allow yourself to grow. And you can only grow as you give of yourself to your class, in visitation, in lesson planning, by attending conferences and in general following the program of the school. Keep in mind that to teach is the highest calling that God places upon any man or woman.

The Church will expect you to:

1. Maintain your spiritual and devotional life through regular and faithful attendance at all church services when it is at all possible.
2. Attend monthly workers conferences, department conferences, workshops, and Sunday School conventions.
3. Systematically study the Bible, and along with the Bible, the teachers handbook for the age level study, and all other periodicals, books and literature that will develop the teachers ministry.

4. Be effective as a staff member. A careful study of the Sunday School Prospectus and the rules of action set forth therein, is required of every teacher. Efficiency will develop in the teachers work by carefully following the Prospectus Code.

5. Become a member of the Workers Gold Crown Club. Each teacher is required to file with the church school secretary a monthly report. This achievement report shall be graded by the secretary and grades above 80 for a year will be awarded with a Gold Crown pin. A grade of 75% is required to remain on the working staff.

6. Maintain a personal follow-up and visitation plan. Every teacher must, in order to know their pupils have a visitation program for their class. For the faithful as well as for the one who is absent.

7. Provide a social program for their class at least once every quarter.

8. Encourage pupils to attend church services and pray with them, always trying tow in them for the Lord and His Kingdom.

9. Always take an interest in your classroom to improve it, redecorate when necessary, keep it clean and neat.

10. To work closely with the Superintendent and the staff, promoting harmony and unity in the school.

MEET THE SUNDAY SCHOOL SECRETARIES

All of the things expected of the teacher are equally demanded of the church school secretaries (be on time, attend all workers conferences) plus duties assigned particularly to them. All records should be kept exact, neat and in order as an office. The Sunday School office is God’s place of business, it is His treasure house and place of book keeping. At no time shall we consider it as a place to have idle talk and congregating. Sunday School secretaries shall attend a Sunday School class until time to pick up the class books and reports. At 10:45 the Sunday School office shall be locked. Class secretaries are appointed by the Sunday School administration and shall adhere to the rules that governs the teachers.

MEET THE CHILDREN’S CHURCH WORKERS

In general the Children’s Church worker is no different from the Sunday School teacher. Their work runs parallel in many respects with the work of the teacher.

Therefore it will be expected of them to:

1. Abide by the same standards described for the Sunday School teacher.
2. Arrive on time (9:15). Secure the necessary materials for your church and prepare yourself then attend a Sunday School class until your time arrives to begin your work.
3. This worker shall attend all workers conferences, Sunday evening and mid-week services of the church.
4. Work as a team, be in harmony with fellow workers. Never degrade or become upset at a fellow worker in the presence of your pupils.
5. Be responsible to, and directed by, the general Sunday school superintendent.

The Children’s Church is more than Sunday School in many ways. It is a time of allowing the visitation of the Holy Spirit into the service. How we conduct this will show in the lives of the boys and girls when they come into the adult church later.
MEET THE NURSERY WORKER

As Nursery worker you handle the future church of tomorrow, and we should remember even as small as they are that they can sense our attitudes. Therefore, we should realize that we are not alone handling babies, but as well babes in Christ, and should so govern our actions in accordance.

This worker shall be appointed by and responsible to the Cradle Roll Superintendent. And must be a Born Again Believer with good moral standards of mature age.

The following rules are expected:

1. The Nursery worker should arrive 10 minutes before any service starts and should notify the Cradle Roll Superintendent if they cannot fulfill their obligation.
2. As much as practical and possible, greet the baby at the door of the nursery.
3. Never allow older children or unnecessary adults to be in the nursery with you.
4. Make sure before you leave that soiled diapers and tissues are removed from the Nursery and the room is left neat and tidy.
5. Never give a baby in your charge to anyone other than the parents unless previous arrangements have been made.

MEET YOUR CHRIST'S AMBASSADORS OFFICERS

The CA officers are appointed annually by the church nominating committee. They shall be members of Milford Assembly of God in Milford, Ohio, living a high caliber Christian life, having received the baptism of the Holy Spirit or earnestly seeking to receive. They should give evidence of leadership and cooperative abilities. Christ’s Ambassadors shall be under the general supervision of your Pastor whose counsel, advice and direction shall be respected. The Christ’s Ambassadors’ Counselor shall be a Church Board member who has the portfolio of youth. The Pastor, counselor, president and secretary shall constitute the executive committee.

Duties of the President shall be:

1. Plan all of youth programs with executive committee.
2. To provide for all services for the CA’s.
3. Responsible for the annual Christ Ambassador and Speed-the-Light days.
4. Emphasize and oversee the attendance of the monthly CA rallies.
5. Provide special activities and socials for youth
6. Promote Speed-the-Light and work closely with the church missionary program.
7. Promote interest and participation in district youth programs including camps.

Duties of the Secretary shall be:

1. Work in close cooperation with the president, acting with the president as an executive committeeman.
2. Attend all planning sessions and help appoint all committees deemed necessary for youth programming.
3. Maintain an up-to-date membership roll.
4. Carry on all correspondence necessary for the CA.
5. Keep minutes and records of all CA activities and be responsible for turning all offerings over to the church treasurer.

MEET YOUR MEN’S FELLOWSHIP OFFICERS

The officers of the Men’s Fellowship shall be appointed annually by the Church Nominating Committee. They shall be members of the church in good standing.
They shall have received or earnestly are seeking the Baptism in the Holy Spirit according to Acts 2:4, and do embrace the teachings and doctrines of the General Council of the Assemblies of God. They must show leadership abilities with a cooperative spirit.

The administration of the organization shall be in the executive committee consisting of the Pastor, the president, secretary and Church Board member who has the Men’s Fellowship portfolio.

The President is charged with the following duties:

1. To make all plans for regular and special meetings of the fellowship.
2. Promote a ministry of personal evangelism and intercession among the men of the church.
3. Integrate all men into the activities of the local assembly and emphasize the winning of souls.
4. He shall act as chairman of the Royal Ranger Outpost Council and shall help promote the boy’s work in the assembly.
5. Work closely with the church board member who carries the portfolio of benevolence.
6. Plan an annual Men’s Fellowship Sunday
7. Work closely with the district program and participate in the Men’s Fellowship retreat at camp.
8. Direct and oversee all projects.
9. Along with the secretary, appoint necessary committees to expedite the men’s work in the church.

Duties of the Secretary shall be:

1. Work in close cooperation with the president on the executive committee, and to help appoint all committees that are necessary.
2. Maintain an up-to-date membership roll.
3. Do necessary correspondence for the Fellowship.
4. Shall act as secretary to the Royal Ranger Outpost and by virtue of office shall set on the Royal Ranger Council.
5. He shall keep minutes and records of all Men’s Fellowship and Royal Ranger activities.
6. He shall keep a financial record of receipts and disbursements for both organizations and be responsible to turn in all money to the Treasurer.

MEET YOUR WOMEN’S MISSIONARY COUNCIL OFFICERS

The officers of the WMC’s shall be members of Milford Assembly of God in Milford, Ohio, in good standing. They shall have received or be earnestly seeking the baptism of the Holy Spirit. They shall be in full harmony with the teachings and doctrines of the General Council of the Assemblies of God. They must show ability and leadership qualities needed in this office.

Officers for the WMC’s shall be appointed annually by the church nominating committee.

Their executive committee shall consist of the Pastor, president, secretary, and Church Board member with the WMC portfolio.

Duties of the President are as follows:

1. Plan monthly meetings and extra activities needed.
2. Direct and oversee all projects.
3. Plan an annual service on WMC day.
4. Promote the WMC work of the district on a local level. Participate in the WMC retreat at camp.
5. Promote missionary interest in our local church. Have special prayer for the missionaries and especially those missionaries listed with our church. Work closely with the Church Board member with the Missionary portfolio.
6. Take an active interest and participation in the Missionette program.
7. Work closely for the needs of needy families with the Church Board member having the Benevolent portfolio.

8. Organize and promote help days at the church for cleaning and taking care of the church property.

Attend all planning sessions and with the secretary appoint all committees necessary to expedite the WMC work at the church. The executive committee of the WMC’s shall appoint Missionette sponsors and officers.

Duties of the WMC Secretary are:

1. Work in close cooperation with the president, acting with the president as an executive committee.
2. Help appoint all committees deemed necessary.
3. Maintain an up-to-date membership roll.
4. Carry on all correspondence necessary for the Council and keep minutes of the meetings and a record of the activities of the council.
5. Keep a financial record of all receipts and disbursements and be responsible to turn in all money to the general treasurer of the church.
6. Attend all planning sessions relating to her area of responsibility.

MEET YOUR OFFICE SECRETARY

The office secretary has a host of duties. Her responsibilities fall into three general areas.

A. Responsibilities to the Church:

1. Posting tithe envelopes
2. Mailing quarterly statements
3. Produce and mail the bulletin
4. Answer church related mail
5. Typing and addressing other mailings and materials connected with departmental activities.

B. Responsibilities to the Pastor:

1. Take shorthand and transcribe pieces of correspondence
2. Maintain a calendar of appointments
3. Handle phone calls in the absence of the Pastor
4. Help in maintaining files

C. Responsibilities to the public:

1. Obtain all requested information
2. Channel all phone calls to proper parties

Since there are so many demands made on the secretary’s time, you can see that it would be to the best advantage of all those calling the church office to have a specific church related reason for calling and to confine their conversation to business only.

The secretary is a congenial person and always willing to be kind, but time spent in futile conversation only adds that much more pressure to her schedule.

MEET YOUR USHERS

First impressions are often lasting impressions.
This is why the statement was made, “if I had to lose the ushers or the choir, I would rather lose the choir.” Ushers have the distinguished position of being the church’s official host.

Because first impressions are often lasting impressions, the ushers appearance is so important. It is expected that the usher wear a white shirt and tie at all times. Suit coats or sport jackets should be worn when the weather is suitable. Usher’s duty begins 15 minutes before service time. Be prompt.

You are the first person a stranger meets when he comes into our church. The attitude of friendliness and the desire to make people comfortable should be evidenced in your greeting. Because many times you are the only individual to contact the newcomer, therefore you must be a salesman for our church. After greeting the newcomer, the second step of your job is to make certain that he receives the card for our information concerning his visit. This is a must. The third step is to seat the visitor.

While members of the church usually have their own choice seat, visitors should never, never be left to stand at the door and seek out a seat for themselves. Though occasionally an usher may feel embarrassed when a visitor refuses to follow him to the seat, it is better for the usher to be embarrassed than for the whole church to be embarrassed when a visitor finds no helping hand in his search for a seat.

Part of the ushers task is to:

1. See that the ushering supplies are maintained
2. Receive the offerings
3. Make change when needed
4. Serve as a lost and found agency
5. Convey all communications to the platform
6. Tally the number of people in attendance.

The ushers are expected to faithfully attend all planning conferences called by the Church Board member who is in charge of ushers. In these conferences the usher will learn his duties for all emergencies.

“Ye have not chosen, but I have chosen you... “ John 15:16

Welcome to the biggest business in the world, that of soul winning. We would like to think that we have placed you in the proper position to where you can do your best for the Lord and His Kingdom and that you are doing your work feeling that you are in His will for your life. May our work be as unto the Lord. We are laborers together with our Lord Jesus Christ. Amen.