

# **Ministerial Secretary's Manual**

2010–2015



**MINISTERIAL ASSOCIATION  
General Conference of Seventh-day Adventists  
12501 Old Columbia Pike  
Silver Spring, MD 20904-6601 USA**

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## Why This Book?

This manual provides a reference to various aspects of the Ministerial Association, first, as it functions at the local conference level, and further, as the position of Ministerial Secretary is supported at the wider levels of church organization—specifically, the unions and the General Conference, through its divisions.

Job descriptions for conference, union, and division Ministerial Secretaries are provided. Specific areas of responsibility are discussed in the individual sections that follow. This manual can be used for several purposes:

- ▶ First, study the manual to gain an overview of specific job responsibilities.
- ▶ Later the manual may be used as a tool for annual self-review of job effectiveness.
- ▶ This manual can also provide a basis for selecting Ministerial Secretaries, as job expectations can be compared with the capabilities of potential candidates.

It is our prayer that this manual will make your service to pastors, pastoral families, and local church elders more effective.

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### A note about the page numbers in this book

**Bold-faced** page numbers correspond to the coordinating section tab; page numbers in regular type refer to the page number within that section.

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**SECTION ONE**

# **Ministerial Association**

## **Mission Statement**

The Ministerial Association of the General Conference of Seventh-day Adventists exists to serve the global church in its proclamation of the everlasting gospel and in its divine mission to prepare to meet our soon-coming Lord. The Association aims to accomplish this mission through its ministry to pastors, pastors' families, local church elders/company leaders, and Ministerial Association Secretaries.

## **Statement of Purposes**

### **To Pastors**

The Association affirms the importance of the local church in the completion of Christ's commission. To assist pastors in fulfilling this task, the Association serves them in the following areas:

- ▶ **Spiritual Growth**—Mentoring pastors and nurturing deep and vibrant relationships with God. Enabling pastors to mentor members in their greatest need—a revival of true godliness among us.
- ▶ **Proclamation**—Keeping pastors ever conscious that their first calling is to the proclamation of the Word to the church and to the world, while presenting Jesus as Savior and Lord to all people, regardless of race, gender, nationality, tribe, or economic status.
- ▶ **Personal Development**—Encouraging positive growth in the personal lives of pastors and their families. Advocating a balanced use of time so pastors can be well-rounded while improving their talents and relationships.

- ▶ **Professional Growth**—Promoting the professional growth of pastors in the study and practice of ministry, representing their interests at the General Conference, and enhancing the image of pastoral ministry so as to attract qualified persons and keep them in its ranks.
- ▶ **Church Growth**—Enabling pastors to nurture their congregations and to embrace the priesthood of all believers, engaging every member in ministries so that our churches may be centers of loving concern, dynamic evangelism, and the presence of the living Lord.

## To Pastors' Families

The Association recognizes that in today's complex world, ministry is no longer the concern of the pastor alone. The pastor's spouse and children are involved in and affected by the person and the practice of the ministry.

Therefore, the Association encourages the fulfillment of a family ministry and provides necessary support and resources to spouses who choose to serve as paraprofessionals in team ministry.

## To Local Church Elders/Company Leaders

The Association recognizes the biblical role of the local church elder, particularly in view of the ever-increasing demands on the church pastor and the need for laity involvement in the governance and ministry of the congregation. Therefore, the Association aims to nurture, train, motivate, and equip local church elders in their leadership role as they serve their congregations and assist pastors in soul winning.

## To Ministerial Secretaries

The General Conference Ministerial Association functions through the division Ministerial Secretaries and, with them, serves ministerial leaders at other levels. The Association provides training and resources as needed and as possible to help Ministerial Secretaries fulfill their role as:

- ▶ Pastor's pastor—Caring for the needs of pastors and their families and representing their interests at the appropriate administrative level.
- ▶ Coordinator of church growth and evangelism in their areas of service.

## History

The Ministerial Association was formed by action of the General Conference Session, May 26, 1922, with a charter to collect information relating to the work and problems of ministers, to form a medium for sharing this information, and to encourage young men who were training for the ministry. It was organized as an association, rather than a department, because it serves ministers at every level of the church organization, including those who minister in other departments.

A. G. Daniells, who had been General Conference President for 21 years, was chosen as the first Ministerial Secretary. The newborn Ministerial Association enthusiastically gave first priority to the minister's personal faith in Christ. Daniells began his Ministerial Association work by holding ministerial institutes on righteousness by faith, traveling extensively from 1923 to 1925 throughout the Southwest, West, and Northwest regions of the United States. Because he had been serving in New Zealand, Daniells had not been present at the 1888 General Conference Session in Minneapolis, where righteousness by faith was emphasized. As he now studied the subject, he came across an article written by Ellen White shortly before the 1888 conference. The article began, "A revival of true godliness among us is the greatest and most urgent of all our needs. To seek this should be our first work" (*Review and Herald*, March 22, 1887). The same article later asked a penetrating question: "Will you shut out the blessed Saviour, because you are unprepared for His presence?"

Daniells insisted he could not allow this to happen in his own life. Studying the 1888 issues long and intensely, he gradually felt himself being drawn closer than ever to his Lord. Righteousness by faith became for him a glorious reality and a personal experience with Jesus Christ.

By 1926 he had prepared a compilation from the writings of Ellen White entitled *Christ Our Righteousness*—the Ministerial Association's first book—which became the textbook for institutes held around the world. Revival followed in the wake of these meetings. Individuals such as L. E. Froom, Meade MacGuire, Taylor Bunch, and Carlyle B. Haynes caught Daniells' spirit of revival, accepted his emphasis on righteousness by faith, and multiplied his success through their own ministries.

Speaking of an intimate relationship with Jesus, Daniells wrote to L. E. Froom in 1927, "For forty long years the Lord has been trying to lead us into that

Pentecostal experience to fit us for efficiency in evangelism, but we have fallen into one trap after another and so defeated the Lord's purpose. Institutionalism, administrationism, financialism, foreign-missionism—these, one after another, have gripped us so hard that we have never gotten the baptism, the most important issue of all."

In 1922, Daniells had been invited to continue administrative duties part-time as a field secretary for the General Conference, along with his new assignment as Secretary of the Ministerial Association. In 1926 he gave up the administrative post because the Association needed him full-time. In that same year, L. E. Froom and Meade MacGuire joined him as Associate Secretaries.

By 1927 there was a Ministerial Secretary in every world division. Since inception, the following individuals have led the General Conference Ministerial Association:

A. G. Daniells (1922-1931)	N. R. Dower (1966-1980)
I. H. Evans (1931-1941)	J. R. Spangler (1980-1985)
L. E. Froom (1941-1950)	W. F. Bresee (1985-1992)
R. A. Anderson (1950-1966)	J. A. Cress (1992-2009)

The current Secretary of the Ministerial Association is Jerry Page, who was elected in 2010.

Pastoral institutes had their limitations. Even with three men from the Ministerial Association, and others recruited to lecture, the world field could not be covered adequately with these events. A method of written communication was needed.

At first, mimeographed bulletins were distributed, which often included messages from the institutes. Workers requested practical advice and successful methods for their particular areas of specialty. Separate subscription lists and bulletins were prepared for pastors, evangelists, singing evangelists, Bible instructors, Bible teachers, chaplains, and so on. Of course, this did not work well, especially when ministers from most areas wanted access to what was being shared in each bulletin.

In January 1928, the Ministerial Association began to publish the monthly magazine *Ministry*, with the stated purpose of deepening the spiritual life, developing the intellectual strength, and increasing the soul-winning efficiency of Adventist ministers. Since that time other books, publications, study courses,

and journals have continued the tradition of providing excellence in resources for pastors.

The 1941 General Conference Session recommended that one of the Ministerial Association team be “an experienced, successful evangelist” and that another be “a qualified, experienced Bible worker.” To answer these needs, R. Allan Anderson and Louise C. Kleuser were called to join the Ministerial staff.

In subsequent years the work of the Ministerial Association expanded to include the coordination of denomination-wide evangelistic programs such as Mission 72, the Thousand Days of Reaping, and Harvest 90. Resources beyond books and magazines—slides, videos, seminar participant handouts, computer-based resources—expanded the field-based continuing education for ministers and enhanced their pastoral skills.

Ministerial and theological education programs received input from both the General Conference Education Department and the Ministerial Association, and implementation of minimum educational requirements for ministry, field-based internships, mentoring of young pastors, and evaluation of effectiveness have been encouraged.

Additional areas have been added to the role of the Ministerial Association, including reaching clergy of other denominations in fellowship and collegiality, nurturing and motivating pastoral spouses as effective partners in team ministry, and training of laity elders, who provide first-contact ministry to local Adventist church members in many countries.

Today, the purpose of the Ministerial Association is well expressed by our mission statement. Our work is to pastor pastors and pastoral families by continuing the emphasis of our original charter; by providing nurture, motivation, training, encouragement, and resources for pastors and pastoral families; and by serving in an advocacy role regarding issues of importance to pastors.

Much of the General Conference Ministerial Association’s field work should concentrate on training division Ministerial Secretaries and, in turn, assisting them in the training of union and conference personnel. This can best be attained in specific division-coordinated training advisories in which Ministerial Association Secretaries, Shepherdess coordinators, theology and practices professors, and leading pastors come together.

Where possible, such travel itineraries should include events of direct interaction with pastors, pastoral spouses, and local church elders, both to model the concepts being taught to Ministerial Secretaries and to affirm the importance of effective pastoral leadership.

Above all, the minister needs as much help today in reviving a personal relationship with Jesus Christ and being a successful soul winner as when the Ministerial Association first began.

In fulfilling these broad objectives, the Ministerial Association focuses on four distinct groups of individuals:

- ▶ Seventh-day Adventist pastors
- ▶ Seventh-day Adventist pastoral spouses and families
- ▶ Seventh-day Adventist local church elders
- ▶ Pastors of other denominations

Specific areas of emphasis include:

- ▶ Fostering collegiality with, nurture of, and advocacy for pastors
- ▶ Emphasizing encouragement and nurture of pastoral spouses and families
- ▶ Prioritizing evangelism and church growth
- ▶ Developing field-based continuing education
- ▶ Enhancing classroom-based training for ministerial students
- ▶ Training local church elders
- ▶ Publishing *Ministry*, *Shepherdess International Journal*, and *Elder's Digest*
- ▶ Producing other resources which enhance ministerial expertise
- ▶ Expanding interfaith fellowship with clergy of all denominations

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**SECTION TWO**

## **Job Descriptions**

### **Job Description—Conference**

Who ministers to ministers? One of the most consistent issues arising for pastors and their families is this: “After we have expended our energies ministering to others, and we need spiritual help or counsel, where do we turn for help?”

The Ministerial Secretary should be that source of assistance as the spiritual example and colleague of pastors, mentor for interns, encourager of pastoral families, and liaison with conference leadership for pastoral concerns. The Ministerial Secretary does not represent pastors against administration but seeks to represent pastoral needs in general to administrators while encouraging a harmonious working relationship between the field and the conference office.

The task of the Ministerial Secretary is that of a generalist more than a specialist. The most effective Ministerial Secretary is knowledgeable in virtually every aspect of ministry rather than narrowly focused on one particular specialty.

Effectiveness for a Ministerial Secretary should be evaluated on the extent to which each area of responsibility receives appropriate and balanced emphasis, more than on whether the leader is a superstar in one or two special interests.

Of course, no two fields require exactly the same work from their Ministerial Association leader, so the precise job description should be determined by the needs of the local conference or mission. However, if we are to remain a united worldwide church and benefit from the experience of wider views, the following basic suggestions should be studied carefully by local administrators to guide their selection of candidates. Specific details for each of these areas will be more fully developed in later sections of this manual. This job description covers basic

areas of emphasis that can aid in the selection and/or evaluation of effective Ministerial Secretaries.

## **Spiritual Development**

Above all else, the Ministerial Secretary and Shepherdess Coordinator should be spiritual examples and mentors to every pastor, pastor's family, and local church elder. Praying for and with these leaders and helping them develop a living experience with the Lord in every way—this is the great need. A personal connection with the Lord becomes the basis that enables pastors to disciple their families and church members in the most powerful and effective ways. This alone leads to the fulfillment of our mission, which is to reach the lost for Jesus.

## **Pastoral Evangelism and Church Growth**

Evangelism has always been a key aspect in describing the work of the Ministerial Secretary. Helping ministers, especially during their internship, to develop effective soul-winning methods that best suit their own talents and situations is essential. Disciple-making must be viewed as integral to the evangelistic process, not just an appendage of "follow-up" after the main evangelistic event. Winning members without discipling them is ultimately self-defeating. To be balanced, the Ministerial Secretary must promote evangelism, followed by nurture, followed by training for service and deployment in reaching others.

## **Elder Training**

Ministerial Secretaries should lead their pastors in training and equipping local elders to assist in the pastoral care of local congregations. Specific areas of training for local elders should include preaching, worship leadership, evangelism, nurture, visitation, church organization and administration, doctrinal orthodoxy, organizational loyalty, and pastor-elder team ministry. The Ministerial Secretary should organize several annual events in which pastors and elders are taught to lead effectively in their local churches, to accept delegated assignments, to be held accountable for performance as laity leaders, and to provide planning and resources for effective nurture and deployment of members.

## **Personal Growth**

The Ministerial Secretary gives strong emphasis to the spiritual life of ministers and their families and helps them develop a balanced plan of work, personal devotions, family time, and recreation. Meetings planned for the ministers should include a balanced proportion of these activities to model expectations. The wisest leaders include plans for the care of pastoral children during ministers' meetings so that both parents can feel free to become involved in all aspects of the event.

## **Professional Growth**

Every minister should have access to continuing education activities. Each English-reading minister should be provided *Ministry* magazine or, for non-English-reading pastors, its local adaptation. Ministerial students should be required—and field-based ministers should be encouraged—to learn to read English, the language of most current theological and practical resources.

Providing continuing education resources and events is integral to the role of the Ministerial Secretary, and a local conference leader should strive to prepare or provide each pastor with at least one new course annually.

## **Recruitment**

By enhancing the image of the pastor-evangelist in the eyes of both the ministers themselves and the local churches, the Ministerial Secretary helps increase job satisfaction and attracts young people to ministry. Calling others “to follow me as I follow Christ” is a privilege of any minister. Special recruiting materials have been prepared by the General Conference Ministerial Association.

## **Spouse Support**

The Ministerial Association, along with Scripture and the Spirit of Prophecy, encourages husband-wife team ministry. The conference Ministerial Secretary should assist spouses in recognizing and utilizing their own spiritual gifts as they serve the local church. It is the responsibility of the Ministerial Secretary to take initiative in providing opportunities for pastoral spouses to meet and to encourage the function of being a Shepherdess.

## **Interfaith Fellowship**

The Ministerial Secretary should work to achieve appropriate interaction between Adventist pastors and ministers of other denominations by sponsoring *Ministry* magazine (or its local adaptation) for clergy of other denominations, by hosting professional growth events, and by affirming those pastors who make an effort to involve themselves with pastoral colleagues of other faiths. Satellite downlinks of Professional Growth Seminars offer special opportunities for providing high-quality events of interest to all ministers and for opening avenues of discussion between denominations on specific theological topics unique to Adventists, as well as those which are held in common with other groups.

## **Communications to Ministers**

Representing the denomination to ministers involves loyalty to the doctrines and organizational structure of the church. Although blind loyalty in administrative details is not mandated, a Ministerial Secretary who cannot eagerly support denominational policies and the leadership of the conference and union should choose another area of ministry rather than encourage divisiveness. While the conference Ministerial Secretary should not be expected to produce many original materials, familiarity with the resources available through the union, division, and General Conference and the ability to knowledgeably share this information are essential to the task.

## **Advocacy for Ministers**

The Ministerial Secretary, of all individuals, should keep the welfare of pastors and their families at the forefront. It is the Ministerial Secretary's responsibility to advocate solutions for the needs of ministers, to encourage equitable wages and benefits for ministers, and to affirm the high calling of pastoral ministry in the eyes of laity and leadership. The Ministerial Secretary should also identify individuals whose methods are successful and share this expertise with others, first in the local field and then—through the union, division, or General Conference—with others.

## **Job Description—Union and Division**

Union and division Ministerial Secretaries have a work closely related to, yet different from, that of the conference Ministerial Secretary. For example, they should hold evangelistic meetings, but not so much as evangelists, but as trainers of evangelists.

The role of the union and division Ministerial Secretary is primarily training conference Ministerial Secretaries and fostering a balanced ministerial program in every field.

The division or union leader does not assume direct contact with individual ministers but enhances the effectiveness of those who have been appointed to this assignment. Often the best mentoring and training take place when Ministerial Secretaries of all levels meet together at pastoral gatherings or even take part in personal visitation. Working with each other in real settings enhances ministry for all.

The leader at the union or division is a resource person for administration, not the administrator of activities. Union and division leaders should take care to avoid interposing themselves between conference administrators and individual workers, especially in issues of discipline, relocation, educational opportunities, or transfers.

Division and union Ministerial Secretaries should have detailed knowledge of resources available, should intentionally develop new resources specifically focused on needs of that territory, and should work closely with ministerial and theological training programs to enhance the quality of interns who will enter ministry.

**SECTION THREE**

## **Spiritual Revival and Reformation**

The Ministerial Secretary's first and most important work is to be vibrantly alive in Jesus and to experience a revival of true godliness. Next, we are to be mentors and examples, helping all those we work with to have that same living experience with our Lord. As Paul said in 1 Corinthians 11:1, "Imitate me, just as I also imitate Christ" (NKJV).

This example will enable our pastors to disciple others in the abiding relationship needed for all effective work and life. As Jesus said so clearly and repeatedly in John 14 and 15, if we abide in Him and He in us, we can ask anything in His name, and He will do it. Through the gift of the Holy Spirit we will bear fruit to the glory of the Father, and our joy will be full.

The Bible and the Spirit of Prophecy both make clear the vital priority of seeking a living spiritual connection with Christ. In 2 Chronicles 7:14 we read, "If My people who are called by My name will humble themselves, and pray and seek My face, and turn from their wicked ways, then I will hear from heaven, and will forgive their sin and heal their land" (NKJV). Our families, churches, and world desperately need ministerial leaders to model and teach this call.

Ellen White writes, "A revival of true godliness among us is the greatest and most urgent of all our needs. To seek this should be our first work. . . . Our heavenly Father is more willing to give His Holy Spirit to them that ask Him, than are earthly parents to give good gifts to their children. But it is our work, by confession, humiliation, repentance, and earnest prayer, to fulfill the conditions upon which God has promised to grant us His blessing. A revival need be expected only in answer to prayer" (*Selected Messages*, vol. 1, p. 121).

The story of how the General Conference established the Ministerial Association in the 1920s is inspiring. The first Ministerial Secretary was A. G. Daniells, who had been GC President for 21 years. Through his own study he realized the most important priority was the minister's need for a revival of personal faith and an intimate experience with Jesus. Meetings were held around the world to highlight this great need. Leaders such as L. E. Froom, Meade MacGuire, Taylor Bunch, and Carlyle B. Haynes caught Daniells' spirit of revival, accepted his emphasis on righteousness by faith, and through their own ministries multiplied the revival that followed. Eventually *Ministry* magazine was started to continue this emphasis.

Our General Conference leadership has made this call to spiritual revival the highest priority for our world church activities during this quinquennium. As Ministerial and Shepherdess leaders, it is our responsibility to encourage pastors, their families, and the world church to respond to this call. It is this kind of godly revival that will hasten the finishing of the Great Commission and the Lord's return to take us home.

## **How to Help Bring Revival and Reformation**

During Annual Council in 2010, world church leaders voted a document entitled "God's Promised Gift: An Urgent Appeal for Revival, Reformation, Discipleship, and Evangelism." In their appeal, leaders made a number of commitments and offered specific recommendations for how all of us can join in seeking this renewed experience. Following are some of the actions we can take in helping to bring about revival:

1. To personally place priority on seeking God for spiritual revival and the outpouring of the Holy Spirit in latter-rain power in our own lives, our families, and our ministries.
2. To individually set aside significant amounts of time daily to fellowship with Christ through prayer and the study of God's Word.
3. To examine our own hearts and ask the Holy Spirit to convict us of anything that may keep us from revealing the character of Jesus. We desire willing hearts so that nothing in our lives hinders the fullness of the Holy Spirit's power.
4. To encourage the ministries of the Church to spend time praying, studying

God's Word, and seeking God's heart to understand His plans for His Church.

5. To encourage each of our church organizations to set aside time for administrators, pastors, healthcare workers, publishing house workers, educators, students, and all employees to seek Jesus and the promised outpouring of the Holy Spirit together through a study of God's Word and prayer.
6. To use every available media outlet, conference, and workshop to appeal to church members to seek a deeper relationship with Jesus for the promised revival and reformation.
7. To urgently appeal to and invite our entire membership to join us in opening our hearts to the life-changing power of the Holy Spirit, which will transform our lives, our families, our organizations, and our communities.

The entire document is included at the end of this section for your use. It shares the theological and historical background that brought our leaders to a key conclusion: we are not going to finish our mission and go home until we pursue this priority of revival and reformation.

A Revival and Reformation committee has been established at the General Conference, and the Ministerial Association has been asked to provide major leadership to this initiative at all levels. Following are some of the plans:

- The 777 United Prayer Initiative: Seventh-day Adventists are praying seven days a week at 7 (a.m. and p.m.) for the outpouring of the Holy Spirit's power and presence. By praying any hour on the hour, members will join thousands of others in another time zone around the world in unified prayer. "A chain of earnest, praying believers should encircle the world. . . . to pray for the Holy Spirit" (*Review and Herald*, Jan. 3, 1907).
- Worldwide Days for Prayer and Fasting: The first Sabbath of each quarter has been designated as a day of prayer and fasting for the world church.
- *The Great Controversy*: Members are encouraged to read and study *The Great Controversy* for personal revival in 2011 in preparation for major distribution of it around the world in 2012.

- New Web Site: Leaders have launched a web site — ([www.revivalandreformation.org](http://www.revivalandreformation.org)) — to provide resources and communication about initiatives with the world church.

Knowing Jesus, praying much, studying His Word, and sharing our faith are the basic keys to all revival and reformation. It is our number one task to help those we lead to enter fully into this experience with Him. What a wonderful work we are called to lead!

Annual Council Action

Voted 10/11/2010

God's Promised Gift



# **AN URGENT APPEAL FOR REVIVAL, REFORMATION, DISCIPLESHIP, AND EVANGELISM**

God has uniquely called the Seventh-day Adventist Church both to live and to proclaim His last-day message of love and truth to the world (Revelation 14:6-12). The challenge of reaching the more than 6 billion people on planet Earth with His end-time message seems impossible. The task is overwhelming. From a human perspective, the rapid fulfillment of Christ's Great Commission anytime soon appears unlikely (Matthew 28:19, 20).

The Church's growth rate is simply not keeping pace with the world's burgeoning population. An honest evaluation of our current evangelistic impact on the world leads to the conclusion that unless there is a dramatic change we will not complete Heaven's assignment in this generation. In spite of our best efforts, all our plans, strategies, and resources are incapable of finishing God's mission for His glory on earth.

## **CHRIST'S PROMISE TO HIS NEW TESTAMENT CHURCH**

The challenge of taking the gospel to the world is not new. The disciples faced this challenge in the first century. We face it in the twenty-first century. The New Testament Church was seemingly confronted with an impossible task. But empowered by the Holy Spirit the Church exploded in growth (Acts 2:41; 4:4; 6:7; 9:31). These early Christians shared their faith everywhere (Acts 5:42).

The grace of God overflowed from their hearts to their families, friends, and working associates. Just a few decades after the Crucifixion, the apostle Paul could report that the gospel is "preached to every creature under heaven" (Colossians 1:23).\* How was it possible for an obscure group of relatively insignificant believers to impact the world in such a short amount of time? How could so few Christians be used of God to change the world forever?

Christ's Great Commission was accompanied by His great promise. The Savior commanded His disciples "not to depart from Jerusalem, but to wait for the Promise of the Father" (Acts 1:4). The Savior promised, "But you shall receive power when the Holy Spirit has come upon you; and you shall be witnesses to Me in Jerusalem, and in all Judea and Samaria, and to the end of the earth" (Acts 1:8).

The love of Christ controlled every aspect of the lives of the disciples and moved them to a passionate commitment to His service. They sought God for the promised power of the Holy Spirit and knelt before Him in heartfelt confession and earnest repentance. They placed priority on seeking Heaven's blessing. They set aside times for prayer and searching the Scriptures. Their petty differences were swallowed up in their all-consuming desire to share Christ's love with everyone they met. They were absorbed in reaching the world with the gospel. Nothing was more important. They recognized that they were powerless to accomplish the mission without the mighty outpouring of the Holy Spirit.

Describing the experience of the disciples, Ellen White wrote, "Putting away all differences, all desire for the supremacy, they came close together in Christian fellowship. . . . Sadness filled their hearts as they thought of how many times they had grieved Him by their slowness of comprehension, their failure to understand the lessons that, for their good, He was trying to teach them. . . . The disciples felt their spiritual need and cried to the Lord for the Holy unction that was to fit them for the work of soul saving. They did not ask for a blessing for themselves merely. They were weighted with the burden of the salvation of souls. They realized that the gospel was to be carried to the world, and they claimed the power that Christ promised" (*The Acts of the Apostles*, p. 37).

Christ fulfilled His Word. The Holy Spirit was poured out in Pentecostal power. Thousands were converted in a day. The message of Christ's love impacted the world. In a short time the name of Jesus Christ was on the lips of men and women everywhere. "By the co-operation of the divine Spirit, the apostles did a work that shook the world. To every nation was the gospel carried in a single generation" (*The Acts of the Apostles*, p. 593).

## **CHRIST'S PROMISE TO HIS END-TIME CHURCH**

The outpouring of the Holy Spirit at Pentecost in the early rain was only a prelude of what is to come. God has promised to pour out His Holy Spirit in abundance in the last days (Joel 2:23; Zechariah 10:1). The earth will be "illuminated with his glory" (Revelation 18:1). The work of God on earth will

be finished rapidly (Matthew 24:14; Romans 9:28). The Church will experience a spiritual revival and the fullness of the Holy Spirit's power like never before in its history. Speaking of the outpouring of the Holy Spirit at Pentecost, Peter gives us this assurance: "For the promise is to you and to your children, and to all who are afar off, as many as the Lord our God will call" (Acts 2:39). Ellen White adds, "Before the final visitation of God's judgments upon the earth, there will be, among the people of the Lord, such a revival of primitive godliness as has not been witnessed since apostolic times. The Spirit and power of God will be poured out upon his children. At that time many will separate themselves from those churches in which the love of this world has supplanted love for God and his Word. Many, both of ministers and people, will gladly accept those great truths which God has caused to be proclaimed at this time to prepare a people for the Lord's second coming" (*The Great Controversy*, p. 464).

Hundreds of thousands of people will accept God's last-day message through the teaching and preaching of His Word. Prayer, Bible study and witness are the elements of all true revival. The manifestation of the Holy Spirit will intensify as the end approaches. "Near the close of earth's harvest, a special bestowal of spiritual grace is promised to prepare the church for the coming of the Son of Man" (*The Faith I Live By*, p. 333). "By thousands of voices, all over the earth, the warning will be given. Miracles will be wrought, the sick will be healed, and signs and wonders will follow the believers" (*The Great Controversy*, p. 612).

There is nothing more important than knowing Jesus, studying His word, understanding His truth and seeking His promise for the outpouring of the Holy Spirit in latter-rain power for the fulfilling of the gospel commission. God's last-day prophet to the remnant wrote in words too plain to be misunderstood, "A revival of true godliness among us is the greatest and most urgent of all our needs. To seek this should be our first work" (*Selected Messages*, book 1, p. 121).

**If a genuine spiritual revival is the greatest and most urgent of all our needs, should we not as leaders place priority on seeking Heaven's promised blessing with all our hearts?**

## **OUR GREAT NEED: REVIVAL AND REFORMATION**

When we seek Jesus, He fills us with His presence and power through the gift of the Holy Spirit. We long to know Him better. The Holy Spirit reawakens the dormant spiritual faculties of the soul. There is nothing we desire more than to have a deep and life-changing relationship with Jesus. The revived heart

experiences a vital connection to Jesus through prayer and the Word. Reformation is the corresponding change that comes in our lives as the result of revival.

"A revival and a reformation must take place under the ministration of the Holy Spirit. Revival and reformation are two different things. Revival signifies a renewal of spiritual life, a quickening of the powers of mind and heart, a resurrection from spiritual death. Reformation signifies a reorganization, a change in ideas and theories, habits and practices. Reformation will not bring forth the good fruit of righteousness unless it is connected with the revival of the Spirit. Revival and reformation are to do their appointed work, and in doing this work they must blend" (*Selected Messages*, book 1, p. 128). Reformation does not manifest itself in a self-righteous attitude that condemns others. It is the transformation of character that reveals the fruits of the Spirit in the life (Galatians 5:22-24). Obedience to God's will is the evidence of all true revival. Our Lord longs for a revived people whose lives reflect the loveliness of His character. There is nothing that Jesus desires more than a people who are passionate about personally knowing His love and sharing that love with others.

## **COMMITMENT AND APPEAL**

As leaders and representatives of the Seventh-day Adventist Church assembled at the world headquarters in Silver Spring, Maryland, United States, for the 2010 Annual Council, we give thanks to our great and awesome God for His faithfulness and abundant blessings to His Church since its inception. The rapid worldwide expansion of His Church in both its membership and institutions is nothing short of a miracle of God. Although we praise Him for marvelously working to fulfill His purposes through His church, and thank Him for the godly leaders who have guided His people in the past, we humbly acknowledge that because of our human frailties even our best efforts are tainted by sin and in need of cleansing through the grace of Christ. We recognize that we have not always placed priority on seeking God through prayer and His Word for the outpouring of the Holy Spirit in latter-rain power. We humbly confess that in our personal lives, our administrative practices, and committee meetings we too often have labored in our own strength. Too often God's mission of saving a lost world has not taken first place in our hearts. At times in our busyness doing good things we have neglected the most important thing—knowing Him. Too often petty jealousies, ambitions, and fractured personal relationships have crowded out our longing for revival and reformation and caused us to labor in our human strength rather than in His

divine power. We accept the clear instruction of our Lord that “the lapse of time has wrought no change in Christ’s parting promise to send the Holy Spirit as His representative. It is not because of any restriction on the part of God that the riches of His grace do not flow earthward to men. If the fulfillment of the promise is not seen as it might be, it is because the promise is not appreciated as it should be. If all were willing, all would be filled with the Spirit” (*The Acts of the Apostles*, p. 50).

We are confident that all heaven is waiting to pour out the Holy Spirit in infinite power for the finishing of God’s work on earth. We acknowledge that the coming of Jesus has been delayed and that our Lord longed to come decades ago. We repent of our lukewarmness, our worldliness, and our limited passion for Christ and His mission. We sense Christ calling us to a deeper relationship with Him in prayer and Bible study and a more passionate commitment to share His last-day message with the world. We rejoice that “it is the privilege of every Christian, not only to look for, but to hasten the coming of the Saviour” (*The Acts of the Apostles*, p. 600).

Therefore, as representatives of the world church and on behalf of our entire membership, we commit ourselves:

1. To personally place priority on seeking God for spiritual revival and the outpouring of the Holy Spirit in latter-rain power in our own lives, our families, and our ministries.
2. To individually set aside significant amounts of time daily to fellowship with Christ through prayer and the study of God’s Word.
3. To examine our own hearts and ask the Holy Spirit to convict us of anything that may keep us from revealing the character of Jesus. We desire willing hearts so that nothing in our lives hinders the fullness of the Holy Spirit’s power.
4. To encourage the ministries of the Church to spend time praying, studying God’s Word, and seeking God’s heart to understand His plans for His Church.
5. To encourage each of our church organizations to set aside time for administrators, pastors, healthcare workers, publishing house workers, educators, students, and all employees to seek Jesus and the promised

outpouring of the Holy Spirit together through a study of God's Word and prayer.

6. To use every available media outlet, conference, and workshop to appeal to church members to seek a deeper relationship with Jesus for the promised revival and reformation.
7. To urgently appeal to and invite our entire church membership to join us in opening our hearts to the life-changing power of the Holy Spirit, which will transform our lives, our families, our organizations, and our communities.

We especially recognize that God is going to use children and youth in this last mighty revival and encourage all of our young people to participate in seeking God for spiritual revival in their own lives and the empowerment of the Holy Spirit to share their faith with others.

We appeal to each church member to unite with church leaders and millions of other Seventh-day Adventists seeking a deeper relationship with Jesus and the outpouring of the Holy Spirit at 7:00 each morning or evening, seven days a week. This is an urgent call to circle the globe with earnest intercession. This is a call to total commitment to Jesus and to experience the life-changing power of the Holy Spirit that our Lord is longing to give now.

We believe that the purpose of the outpouring of the Holy Spirit in latter-rain power is to finish Christ's mission on earth so He can come quickly. Recognizing that our Lord will only pour out His Spirit in its fullness on a Church that has a passion for lost people, we determine to place and maintain revival, reformation, discipleship, and evangelism at the top of all our church business agendas. More than anything else we long for Jesus to come.

We urge every church administrator, departmental leader, institutional worker, health worker, literature evangelist, chaplain, educator, pastor, and church member to join us in making revival, reformation, discipleship, and evangelism the most important and urgent priorities of our personal lives and our areas of ministry. We are confident that as we seek Him together, God will pour out His Holy Spirit in abundant measure, the work of God on earth will be finished, and Jesus will come. With the aged apostle John on the Isle of Patmos we cry out, "Even so, come, Lord Jesus" (Revelation 22:20).

*\*All Bible texts in this document are taken from the New King James Version.*

**SECTION FOUR**

## **Pastoral Evangelism and Church Growth**

Evangelism is a key aspect in describing the work of the Ministerial Secretary, and its coordination is under his responsibility.

The purpose of evangelism is to proclaim the message of God's grace in such a persuasive way that individuals will trust in Jesus as their personal Savior, embrace Him as their soon-coming Lord, and unite their lives with His church, where, through the enabling of the Holy Spirit, they serve God's cause.

Helping ministers of all ages to develop effective soul-winning methods that best suit their own talents and situations is essential. Especially during their internship, new ministers should work under experienced pastors with a clear evangelistic vision and be trained in evangelism and preaching the Gospel in the context of our distinct message. "Woe is me if I do not preach the gospel!" (1 Cor. 9:16, NKJV). The pastoral task is closely related to evangelism. Both are inseparable. Expansion of the church through personal and public evangelistic activities, preparing individuals for baptism, planting new congregations, and developing disciples should be the first emphases of every minister.

Evangelism must be viewed as a process leading to discipleship, not just an event that leads to membership. While increased membership is a by-product of evangelism, the great commission envisions each believer becoming a mature, disciple-producing minister. The task of evangelism is not finished until new believers are nurtured, trained, deployed, and winning souls themselves. Disciple-making must be viewed as integral to the evangelistic process, not just an appendage of "follow-up" after the main evangelistic event. Winning

members without discipling them is ultimately self-defeating. To be balanced, the Ministerial Secretary must promote evangelism, followed by nurture, followed by training for service and deployment in reaching others.

## **Building a Church Growth Vision**

A clear vision comes as a result of a life in permanent communion with God, possessed by the Holy Spirit. The most sacred task of the Ministerial Association Secretary is to promote a true revival and reformation among pastors and to encourage them to spend daily quality time in personal communion with God by praying and studying His Word. The church is a spiritual entity, and members expect their pastors to be spiritual leaders filled with the Holy Spirit. A congregation usually never goes beyond where the pastor leads it by precept and example.

The time spent with God will give each minister a clear vision to fulfill God's dream and experience more vividly that "The church is God's appointed agency for the salvation of men. It was organized for service, and its mission is to carry the gospel to the world" (*The Acts of the Apostles*, p. 9). This will lead to a massive mobilization of every believer guided by the Holy Spirit.

The Bible and the Spirit of Prophecy must regain primacy in every pastor's life. The Word of God must be the best source for sermons. It is the message that comes from the heart of God to the heart of every person. The Seventh-day Adventist Church has been given a special end-time message to proclaim (Rev. 14:6-12) the present truth within the context of the Gospel message. The inspired writings of Ellen G. White, especially *The Acts of the Apostles*, *Evangelism*, *Gospel Workers*, *Christian Service*, and *The Great Controversy*, should be a must-read for every pastor to help keep the vision alive while accomplishing the mission of the church.

## **Keys to Successful Evangelism: Three Practical Approaches**

(see more ideas and resources at [www.ministerialassociation.com](http://www.ministerialassociation.com))

### **1. Prayer Ministry and Bible Study**

Organize the church in a fervent prayer ministry and Bible study. Every great revival and missionary movement throughout history was preceded by

an intense personal and public study of the living Word of God and earnest prayer. These two elements are at the heart of soul winning. Months before each evangelistic or reaping series, the targeted soil should be “soaked” with prayer in favor of those we want to see in heaven.

## **2. Integrated Evangelistic Master Plan**

A yearly outreach Master Plan, in which all the departments of the church participate in an integrated way, is highly recommended. Based on the General Conference strategic plan for the quinquennium, the Ministerial Secretary will work hand in hand with every department to participate in integrated evangelism, especially with the Personal Ministries and Sabbath School Department in order to mobilize the majority of our members—children, youth, and adults alike. This flexible and bold Master Plan includes a cycle of revival, training and equipping, sowing, reaping, nurturing, and consolidation, allowing every member and institution the opportunity to be involved. Divisions, unions, conferences, and missions that already follow this model are the ones at the top in soul winning, retention of members, and discipleship.

## **3. Sabbath Morning Evangelism**

Transform the pulpits in our churches into evangelistic centers through the “Sabbath Morning Evangelism” plan. Every Sabbath thousands of visitors pass through the doors of our churches, and the evangelistic sermon is the most appropriate for an appeal. Much more can be done from the pulpit on Sabbath morning. Every pastor and elder who is called to preach can take advantage of this flexible, inexpensive, and successful plan. Once a year the Ministerial Association will help develop a miniseries of illustrated, Christ-centered, prophetic doctrinal sermons in PowerPoint for multiple languages.

This plan, among other things, will accomplish the following:

- ▶ Accustom the ear of members to evangelistic preaching on Sabbath morning, exposing them and visitors alike to the whole message, including distinctive doctrines. This will establish the believers upon a solid biblical foundation, increasing faithfulness and avoiding apostasy.
- ▶ Encourage each pastor to submit to the local church or district a quarterly or yearly preaching plan. This will ensure that all the essential Bible teachings are included within a calendar year. This will allow members

and visitors alike to know in advance the subjects to be presented and will encourage them to bring friends and relatives to worship services on Sabbath.

- ▶ Develop more pastor evangelists and lay evangelists.
- ▶ Allow the same sermon to be preached in multichurch districts. The pastor can assign the same sermon to all elders.
- ▶ Help many decide for Jesus and Bible truths. As a result baptisms will follow year-round.

## **Financing Evangelism**

Effective utilization of resources often means finding inexpensive ways to accomplish soul winning in some areas, while conserving larger amounts of resources for strategic opportunities in urban areas. Lack of financial resources or lack of equipment should not be an obstacle to doing evangelism. The early church didn't have all that we have today, nor a venue for meetings, but they were filled with the Holy Spirit. That made the difference then, and will make the difference now. Some of the most effective, low-cost methods of evangelism include the following:

- ▶ Holding campaigns in churches (including the approach "Sabbath Morning Evangelism"); utilizing educational, medical, and denominational facilities for events; or hosting small-group studies in private homes.
- ▶ Establishing branch Sabbath Schools.
- ▶ Implementing door-to-door visitation, including visits to former members.
- ▶ Ministering to "captive" audiences—prisons, retirement facilities, schools.
- ▶ Emphasizing "internal" evangelism or baptismal classes for children, youth, relatives, and visitors.
- ▶ Collecting offerings during every meeting, along with selling manuscripts, videos, and resources at public events.
- ▶ Soliciting special donations for target projects.

## **Evangelistic Role of Ministerial Secretary**

The Ministerial Secretary can most effectively enhance the evangelistic success of the church by doing the following:

- ▶ Developing an integrated evangelistic strategy and fostering an evangelistic spirit among pastors.
- ▶ Promoting, recruiting, motivating, and fostering a new generation of youth evangelists, passing the torch of evangelism and outreach, and devising appropriate incentives for soul-winning efforts.
- ▶ Preparing effective materials and resources for evangelism, along with sharing ideas and resources that “work” with other fields around the world.
- ▶ Promoting the use of mass media, radio, television, and Internet as one of the most important tools in preparing hearts for the final reaping.
- ▶ Keeping higher organizations informed about events, goals achieved, and statistics, along with providing pictures and stories that could be published and encourage others in their evangelism.
- ▶ Leading public evangelistic series and providing adequate budgets for advertising, equipment, and personnel.
- ▶ Recruiting guest evangelists for field schools and mobilizing laity in cooperation with the Sabbath School and Personal Ministries Department.
- ▶ Establishing work in unentered territories and people groups and planting new congregations.
- ▶ Emphasizing urban ministry, where most of the population of the world is located.
- ▶ Maintaining a reference library as well as an updated Internet site with resources available to pastors.
- ▶ Envisioning emerging opportunities.

**SECTION FIVE**

## Pastoral Leadership

Pastors have a key leadership role and function. They constitute the cornerstone of church leadership, and as such they exert great influence in shaping the visions, hopes, plans, and achievements of the church membership. The enormous challenges of pastoral leadership are not confined to the church membership alone but also extend to the local community in which the pastor serves. Contemporary culture is complex, and pastors must study the culture as well as the Bible in order to interact in creative and effective ways. The dual challenges of the local congregation and the local community will always require that pastors intentionally and systematically undergo spiritual renewal, recommitment, and re-equipping.

Ministerial Secretaries must recognize the importance of their role and function and commit themselves to the development of the highest quality of pastoral leaders in their organizations.

Pastoral leadership development can occur in a variety of ways:

- ▶ Ministerial Secretaries should serve as spiritual examples and mentors for the pastors in their organization(s), providing practical instruction for personal spiritual life, revival, and reformation.
- ▶ Ministerial Secretaries should sponsor a highly professional leadership training program for pastors at least once a year, in order to foster in them the highest level of leadership competence and effectiveness.
- ▶ Ministerial Secretaries should ensure that pastors are informed regarding the latest helpful material on pastoral leadership.
- ▶ Ministerial Secretaries should always formulate their pastoral leadership program plans and objectives with their respective administrations and secure the necessary executive approval(s) for their implementation.

**SECTION SIX**

## **Local Church Elders**

### **Purpose and History**

Local church elders are an essential part of the pastoral team, often providing first-line pastoral care to individual church members. On any given Sabbath, nearly 80 percent of all congregations around the world have local elders leading worship, preaching sermons, visiting members, encouraging local evangelism, guiding the church boards, and providing spiritual leadership.

In the absence of the pastor, particularly in multichurch districts, these dedicated laity leaders provide the local congregation with many pastoral services that otherwise would not be regularly available. Nevertheless, it is important to be reminded that they serve as extensions of the pastor's leadership, not as replacements for the pastor. Their work should always be viewed as assisting and serving under the direction of the conference-appointed pastoral leadership. Elders have the privilege and responsibility of supporting pastoral leadership and demonstrating loyalty to church organization and doctrine. Any elders who cannot give wholehearted support in these areas should resign from their leadership roles.

As of the 1990 General Conference Session, the responsibility for training and equipping local church elders was assigned to the Ministerial Association because the essential job descriptions for pastors and laity elders are similar, and the elders are to be viewed as direct extensions of pastoral ministry.

### **Election and Ordination**

It is important to remember that to be an elder, one must be both elected and ordained. If one is only elected but not also ordained, he/she is not an elder. Likewise, if one has been ordained but not elected for a particular year, he/she

does not hold the position of elder for that year. The authority and work of a local elder is confined to the church in which the election has been made.

For those who are in ministry (intern pastors) and are not yet ordained, the *Church Manual* advises that they should be elected as local elders in the churches where they are pastoring. For more information on election and ordination, please refer to the *Church Manual* and the *Elder's Handbook*.

## Training

Conferences and missions should make special effort to plan training opportunities for local church elders and joint meetings with the pastors, during which conference leadership can stress vital issues of team ministry and prioritize conference objectives that can best be implemented through the cooperative efforts of pastoral and laity leaders. According to the *Church Manual*, the Ministerial Association, in cooperation with church departments, promotes the training of elders, although the pastor holds primary responsibility for training local elders. Company leaders should also be invited to attend training events for elders.

Ministerial Secretaries or district pastors should encourage and emphasize spiritual growth and nurture in regular meetings with local elders. Elders should be assigned specific responsibilities for preaching topics and sermon preparation, visitation of members, administration of the church, strengthening of evangelism, nurture of new converts, and discipleship activities such as equipping, deploying, and evaluating the members in their missionary activities.

A sufficient number of elders should be elected for each local church to provide adequately for the needs of members. A recommended ratio of elders will provide one leader for each 12 to 15 family units or 30-40 members. The board of elders should meet regularly under the direction of the pastor or the first elder as designated. Agenda items for the board of elders should include program plans, evangelistic activities, matters of administration and discipline, business functions of the church, and the nurture and training of members. Plans developed by the board of elders should be directed to the church board and church business session for approval and implementation.

## Resources

Excellent resources have been developed to enhance the effectiveness of local elders, including the *Seventh-day Adventist Elder's Handbook*, the quarterly

magazine *Elder's Digest*, and a creative worship resource called *Elder's Guide* CD, which includes worship outlines with scripture readings, children's stories, appropriate hymns and quotations, and sermon outlines. Every local church elder should have these resources readily available, along with a copy of the current *Church Manual*.

In addition to these basic items, various other resources, including books, study courses, PowerPoint presentations, and training seminar DVDs are available via [www.eldersdigest.org](http://www.eldersdigest.org) and [www.ministerialassociation.com](http://www.ministerialassociation.com). Ministerial Associations will best serve the needs of the local church by maintaining a library of such resources to utilize in training programs.

*Elder's Digest* is a quarterly magazine for local church leaders, with a circulation of over 100,000 copies (200,000 including translated versions). For complete writers' guidelines, please visit [www.eldersdigest.org](http://www.eldersdigest.org).

The General Conference Ministerial Association publishes *Elder's Digest* in English. The Ministerial Secretary of each division, union, conference, and mission should make this magazine available to local church leaders by subscribing, translating, promoting, and distributing copies. We currently provide an electronic copy of the English version to various entities for translation purposes. If you would like to be included on the list, please contact us.

We believe that by training and resourcing local church leaders to grow in their spiritual leadership, they will faithfully accomplish the mission of strengthening God's church and hastening the coming of Jesus.

**SECTION SEVEN**

## **Continuing Education**

The Ministerial Secretary leads out in providing pastors with a continuing education program that fosters spiritual growth and ongoing professional development. Continuing education occurs after the basic educational requirements for ministry have been accomplished and the worker is employed in the field. Practical continuing education is designed to help ministers grow and become even more effective.

Some might reason that since pastors deal with eternal, unchanging truth, they do not need to keep learning. On the contrary, while Bible truth may not change, people and methods for reaching them with truth perpetually change. While preaching the everlasting gospel, Adventist ministers must continuously seek a fuller understanding of God's Word and develop new methods for bringing His message to the contemporary mind. Of all people, pastors should remember their need to continually improve in order to keep skills sharp and provide high-quality leadership to those who depend upon them for guidance.

Ellen White provides a clear mandate concerning the necessity of lifelong skill development and personal growth: "Men of God must be diligent in study, earnest in the acquirement of knowledge. . . . Through persevering exertion they may rise to almost any degree of eminence as Christians, as men of power and influence. . . . God alone can measure the powers of the human mind. It was not His design that man should be content to remain in the lowlands of ignorance, but that he should secure all the advantages of an enlightened, cultivated intellect" (*Gospel Workers*, pp. 278, 279).

### **Definition**

"Continuing education is an individual's personally defined program which begins when basic formal education ends and continues throughout a career and

beyond. An unfolding process, it links together personal study and reflection and participation in organized group events” (Mark Rouch, *Competent Ministry: A Guide to Effective Continuing Education*, pp. 16, 17).

Continuing education is recorded in units called CEUs. One unit represents 10 contact hours of study on a topic. Such study may be delivered through seminars, videos, books, extension courses, group discussion, or by educational institutions.

Continuing education is different in two distinct ways from the formal scholastic study that prepares the pastor to begin ministry:

- ▶ Continuing education is designed for practicing professionals rather than pre-professionals. It is on-the-job training. Participants are presumed to be more mature, and courses of study should be highly specialized.
- ▶ Continuing education is skill-oriented and moves well beyond theoretical concepts. The final objective of continuing education is not simply improved knowledge but also improved work performance.

## Responsibility

Professional pastors should take individual responsibility in pursuing the self-guided study of topics that enhance their spiritual, intellectual, and professional growth. “[Ministers] should bend their minds to the acquisition of knowledge in connection with their labor, so that they may be workmen that need not be ashamed. They can master one branch of science after another . . . if they will wisely employ their time. . . . [Our ministers] might have done tenfold more work intelligently had they cared to become intellectual giants. Their whole experience in their high calling is cheapened because they are content to remain where they are. Their efforts to acquire knowledge will not in the least hinder their spiritual growth if they will study with right motives and proper aims” (*Testimonies to Ministers*, pp. 193, 194).

## Encouragement and Resourcing

The Seventh-day Adventist Church recommends a minimum of two earned CEUs (20 contact hours) annually. Although the individual pastor is responsible for a self-guided action plan, the Ministerial Secretary has responsibility to encourage pastors in developing their own study plans and to recommend

or provide appropriate suggestions and resources. Each division has voted guidelines authorizing specific events as opportunities to obtain CEUs in their territory. The Ministerial Secretary should publish copies of these guidelines, maintain a representative library of approved study courses, and advocate a systematic method for recording the CEU credits that pastors have earned. Ministerial Secretaries should plan several annual events in which pastors may earn CEUs and recognize those who complete a specific study course by issuing a certificate of completion.

Clergy of all churches find it increasingly necessary to update and upgrade their knowledge through continuing education. Many ministers of other denominations access the resources of the General Conference Ministerial Association. Ministerial training does not cease with seminary education and ordination. Today's Adventist pastor needs to grow continually as an effective communicator, a capable administrator, a competent counselor, a sensitive listener, and a constant learner.

In a world struggling with advanced technology, it can no longer be assumed that what was learned yesterday will suffice today, much less tomorrow. Ministerial Secretaries must take the lead in promoting practical, effective continuing education.

**SECTION EIGHT**

## **Ministerial Preparation**

Thorough preparation of candidates for ministry is an essential task for guaranteeing the unity of the church's message and mission. The Ministerial Association should cooperate with those campuses that provide theological education by assisting with ongoing spiritual growth mentoring, curriculum development, recruitment, and placement.

Subsequently, the Ministerial Secretary should lead the internship process toward ordination in the field. A 10-year program from recruitment to ordination could include the following components:

- ▶ 3-4 years: undergraduate degree in theology or religion
- ▶ 1-2 years: field-based internship under direction of an intern supervisor-trainer
- ▶ 2-3 years: seminary degree
- ▶ 3-4 years: field assignments in preparation for ordination

Please keep in mind that these guidelines vary from division to division and even from union to union within a given division.

### **Ordination Preparation**

It is the responsibility of conference leaders to adequately prepare candidates for ordination within these 10-year guidelines. Ordination, coming relatively early in the pastor's career, is the church's recognition of the call to ministry, not a reward for a lifetime of service. If a candidate is not ready for ordination within this 10-year time frame, then the pastor should be counseled to seek another line of work.

Ministerial Secretaries should clearly explain to unordained workers the process leading to ordination, and interns should receive an update annually. This should include individual counsel with the pastor and pastor's spouse (marriage is not a requirement for ordination) and allow an open process of interaction and encouragement toward ordination. An appropriate service of ordination is outlined in the *Minister's Handbook*.

## **Field/School Interaction is Vital**

While the formal educational process clearly belongs to the college or seminary that provides the degree, the field should provide counsel to the entire process. Valid issues for open discussion would include what topics should be included in the ministerial training curriculum, how students should be evaluated for potential success in ministry, how faculty members should communicate their recommendations or concerns about students, and how the field and school can better interact. Ministerial Secretaries should work through their unions and divisions to initiate such conversations with the schools in their territory.

**SECTION NINE**

# Internship

## Internship is Essential

A field-based internship program provides intern ministers with the opportunity for experiential, on-the-job development that cannot occur within the confines of the classroom. Internship is hands-on practical application of theoretical knowledge. Ideally, a year or so of field experience between college and seminary better prepares the ministerial student to see the value of further study and to more effectively apply classroom learning to real-life situations.

The internship program is vital for learning to apply the knowledge that has been gained in the educational process. Where there is already a shortage of pastors, an adequate field-based internship might appear to consume urgently needed financial resources. In reality, however, the internship program builds the future of ministry for the church much more than it provides for the current personnel needs of the field. Unions and divisions should hold conferences accountable for conducting appropriate internships.

The priority of effective intern training is endorsed and emphasized by Ellen White. She writes, “In gaining a preparation for the ministry . . . [the young] . . . should be associated with older ministers. Those who have gained an experience in active service are to take young, inexperienced workers with them into the harvest-field, teaching them how to labor successfully for the conversion of souls. Kindly and affectionately these older workers are to help the younger ones to prepare for the work to which the Lord may call them. And the young . . . in training should respect the counsel of their instructors, honoring their devotion, and remembering that their years of labor have given them wisdom” (*Gospel Workers*, p. 101).

Ellen White also emphasized the importance of internship by drawing upon biblical examples of practical training for ministry. She cites Elijah as one who

educated the youth of Israel for ministry and advocates that young workers of today should be provided with similar opportunities for training (*Gospel Workers*, p. 102).

Similarly, she identifies the apostle Paul as one who saw the importance of training younger workers. She writes that it was part of Paul's work to educate young people for gospel ministry by taking them on his missionary journeys. She concludes that it is God's desire that those who have gained experience as faithful and effective ministers should train young ministers for gospel ministry (*Gospel Workers*, p. 102).

## **Intern Supervisor-Trainers Needed**

Not every successful pastor can supervise and train interns. The task of supervising, training, and inspiring leaders should be undertaken only by those who have the necessary skills to pass on their own spiritual, evangelistic, nurturing, and administrative proficiency, plus they must have a passion for developing effective ministers. Intern supervisor-trainers must be builders for the future.

Administrators should not assume that every minister who holds a responsible position or serves a large congregation will be an effective intern supervisor-trainer. Some of the most effective intern supervisor-trainers might lead multiple small congregations in a district. Likewise, interns should be strategically assigned to supervisor-trainers who can best mold their development rather than just being assigned to large congregations where an "associate pastor" is needed. In fact, the role of an associate pastor for large, multi-staffed congregations is radically different from the role for which an intern should be trained. The most effective supervisors will first guide interns toward success as pastor-evangelists in multiple-church districts, which is where their early ministry assignments will most likely occur.

The task of training and supervising a ministerial intern consumes much more energy on the part of the supervisor-trainer than is returned in assistance to that supervisor-trainer. Skills and attitudes needed by intern supervisor-trainers, as well as specific responsibilities for supervising interns, are thoroughly presented in the General Conference Ministerial Association's *Manual for Interns and Intern Supervisors*. Division Ministerial Secretaries should also ensure that intern supervisor-trainers receive specialized training for this very significant role at field schools.

## **Form for Ordained/Commissioned Pastors**

The General Conference Ministerial Association would like to send a letter of welcome to newly ordained/commissioned ministers. Conference Ministerial Secretaries are asked to complete the form below and return it to the following address:

Pastor Jerry N. Page  
General Conference Ministerial Association  
12501 Old Columbia Pike  
Silver Spring, MD 20904 USA

Forms may also be faxed to 301-680-6502.

Alternatively, these forms may be completed at [www.ministerialassociation.com](http://www.ministerialassociation.com).

### **RECENTLY ORDAINED/COMMISSIONED MINISTER**

**Please complete all information using BLOCK LETTERS**

Last (Family) Name \_\_\_\_\_ First Name(s) or Initials \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spouse's Name \_\_\_\_\_  Ordained  Commissioned Date \_\_\_\_\_

Current Place of Assignment \_\_\_\_\_ Current Position or Assignment \_\_\_\_\_

Union or Conference or Field \_\_\_\_\_ Division \_\_\_\_\_

Ministerial Secretary Submitting This Form (please print name) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION TEN**

## **Shepherdess International**

No group provides more volunteer work for the Seventh-day Adventist denomination around the world than pastoral spouses. Although their service is often unrecognized, the church could never replace the dedicated service of pastoral spouses, most of whom are women. Both Scripture and the Spirit of Prophecy emphasize the co-ministering role of pastoral spouses, and the church must appropriately nurture this group of paraprofessionals who serve in ministry alongside their spouses.

The Shepherdess Coordinator's first and most important work is to be spiritually alive in Jesus and to experience personal revival and reformation in Him. Next, we are to be mentors and examples, helping all those we work with to have that same living experience with our Lord. This is the basis for all effective ministry to our families, churches, and communities.

### **History of Shepherdess International**

During the early 1980s, major research projects on the feelings and attitudes of pastoral spouses revealed both positive and negative elements of life in the parsonage. These findings demonstrated the need for an effective support system to encourage and educate spouses in their roles as spouse, parent, spiritual leader, and team minister. Many pastoral spouses felt they had received inadequate or nonexistent preparation for meeting the various role expectations, and they expressed a desire for specific training in various aspects of effective pastoral ministry. This urgent need is exacerbated in areas where pastors themselves receive little formal ministerial education or where educational opportunities may be unavailable or too costly for the spouses of ministerial students.

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Recognizing the essential nature of a team-ministry component for

pastors who are married, the General Conference Ministerial Association began Shepherdess International as a pilot program in 1984, coordinated by Marie Spangler and Ellen Bresee. Having demonstrated its value to the worldwide work of the church, the program was regularized in 1988 as an entity of the Ministerial Association, and in 1998 the leadership role of Shepherdess was upgraded to Associate Secretary for Pastoral Spouses and Families.

Each division currently appoints an individual to serve within the Ministerial Association as Coordinator for Shepherdess International (or its equivalent name), and the vast majority of unions and conferences sponsor an active ministry to pastoral spouses and families. Although the form for ministering to pastoral spouses and families may vary in different areas of the world, the function is absolutely essential. Furthermore, assuring appropriate and balanced emphasis for this function is part of the Ministerial Secretary's job description, and evaluation of a Ministerial Secretary's effectiveness should consider this area along with other responsibilities.

## Organization

Typically, the spouse of either the conference president or the Ministerial Secretary is appointed by the executive committee to serve as sponsor for Shepherdess, while the leaders may be selected by the pastoral spouses from among their own group. The work of the sponsor is to coordinate activities in such a manner as to assure that appropriate activities and care are provided.

The Ministerial Secretary is responsible for providing support, program time, travel budget for the sponsor, growth opportunities, and other needed resources to assure the success of the Shepherdess program throughout the territory.

Just as the form of ministering to pastoral spouses may vary from place to place, the name may likewise vary, especially where agrarian terminology such as Shepherdess seems incongruent or offensive to pastoral spouses. Divisions, unions, and local conferences have chosen a variety of ways to describe this function. Among such variations are terms such as AFAM, SIEMA, Ministry to Pastoral Spouses, Pastoral Partners, and so on. Remember, the terminology is much less significant than the accomplishment of ministry to pastoral spouses and families.

## **Objectives**

The goals of Shepherdess International include but are not limited to the following:

- ▶ To promote and provide opportunities for spiritual growth at chapter meetings, workers' meetings, and special retreats for pastoral spouses. Many chapters also provide books, seminars, and other resources either on loan, as a gift, or at greatly reduced cost.
- ▶ To create an awareness of the need for local Shepherdess organizations to provide support for the spouses of ministers. Each conference/mission should strive to organize a Shepherdess chapter.
- ▶ To help ministers' spouses understand their role and to recognize their unique spiritual gifts. They should be encouraged to serve the church in the areas where they are most comfortable rather than being overly controlled by congregational expectations.
- ▶ To train pastoral spouses as paraprofessionals in ministry. Over 50 percent of pastoral spouses stated they felt unprepared for their role when they started in ministry. After years of ministry, 25 percent expressed that they still felt inadequately trained. Each college or seminary campus should include activities to assist in preparing pastoral spouses for the challenges they will encounter, and Ministerial Secretaries should especially encourage the spouses of young ministers.
- ▶ To provide fellowship and support. Because of frequent job transfers, pastoral families have little opportunity to establish deep roots in one community. Relocations, coupled with the challenges of developing close friendships within the local congregation, often produce isolation and loneliness. The opportunity to share with others who face similar problems and joys is a necessity. A Shepherdess chapter and newsletter help build relationships and promote continuity.
- ▶ To encourage the ministerial family to spend time together. Quality time for making better homes and building good relationships takes special planning. Pastors are more effective in their leadership if they have strong Christian homes. Conference-sponsored functions should always include adequate provision for pastoral children, which will enable the ministers' spouses to fully participate in the activities that have been planned for them.

## **Shepherdess Activities**

The General Conference Ministerial Association provides the following activities and resources to help meet the needs of pastoral spouses and families:

- ▶ *The Journal*, a quarterly resource bulletin specifically designed to meet the needs of pastoral spouses. Conferences and unions should provide an individual copy of this magazine to every English-reading spouse or print and distribute a translation in the local language.
- ▶ Quarterly resources distributed to the division coordinators, from which they may glean materials for seminars appropriate to their area.
- ▶ Training for division and union Shepherdess leaders.
- ▶ Appointments with groups of pastoral spouses at workers' meetings or retreats.
- ▶ Guidelines and model constitution for establishing Shepherdess chapters. Copies of these documents may be obtained from the General Conference Ministerial Association.
- ▶ A list of recommended speakers for Shepherdess events.
- ▶ Advocacy for issues affecting pastoral spouses, which might include the following: team ministry, family needs, financial and retirement stability, expectations for pastoral spouses, affirmation of pastoral families, continuing education, and paraprofessional development.
- ▶ Planning meetings for administrators' spouses at Annual Council or General Conference Sessions.

## **Shepherdess International and Women's Ministries**

These two organizations are related in that they primarily serve women, but they are totally different in their mission and scope.

The Women's Ministries Department strives to involve laity women in various ministry activities of the local church and to nurture laity women in spiritual development. Shepherdess International, on the other hand, as part of the Ministerial Association, serves the spouses and families of those church

workers engaged in professional ministry. While a pastor's wife might wish to become involved in leadership activities for Women's Ministries, this must be an individual choice. No minister's spouse should feel compelled to participate in or provide leadership for Women's Ministries.

Laity women who are employed by the church should not be invited to join Shepherdess but should seek their own involvement through Women's Ministries. Women who serve as pastors or Bible instructors, like any other minister, should look to the Ministerial Association rather than Women's Ministries for their continuing professional development and nurture. Workers of either gender should encourage Women's Ministries without confusing the distinctive roles of laity women and paraprofessional pastoral wives.

## **Pastoral Spouses Have a Unique Role**

Spouses of ministers are not ministers, but they work closely with the minister. They should be trained to serve the local church in tandem with their pastor spouse. Pastoral wives occupy a unique position, one which can bring stressful situations arising from expectations that are not placed on any other woman in the church. Even church administrators' spouses indicate that they are exempt from certain expectations that were imposed on them when their family was serving the local congregation.

Most pastoral wives are happy in their role, and they express gratitude for an organization that gives them opportunity to talk and learn about issues of unique concern to them. They long for greater opportunities to share with others who experience similar challenges. At some future time, if larger numbers of women serve as ministers, Shepherdess may need to address the issues of male spouses as well. At this time, however, Shepherdess International functions to provide a network of support to help spouses cope with the unique problems and opportunities of being a minister's wife.

# Clergy of Other Denominations

## **PREACH**

Collegial outreach to clergy professionals of other denominations is a direct mandate for the Seventh-day Adventist Church. Ellen White counsels Seventh-day Adventist ministers to “come near to the ministers of other denominations” (*Testimonies for the Church*, vol. 6, p. 78).

In 1973, after nearly fifty years of publication as a professional journal exclusively for Seventh-day Adventist pastors, *Ministry* magazine analyzed 217 of its published articles, with the revelation that almost two-thirds of them related to matters that would inform the ministry of all clergy, regardless of denominational affiliation. As a result of this study and through the visionary leadership of editor Robert Spangler, coupled with encouragement from Roland Hegstad and Marie Spangler, the concept was developed of confining *Ministry* articles of a parochial Adventist nature to six magazine issues each year and sending the other six issues to pastors of all denominations. The proposed program was given the acronym PREACH (Project for Reaching Every Active Clergy Home).

In 1975, in cooperation with the Columbia Union, a two-year pilot circulation was inaugurated. *Ministry* was mailed to 25,000 clergy of other denominations, with such an overwhelmingly positive response that the 1981 Spring Meeting voted “to favor the continuation of the PREACH program indefinitely as an evangelistic outreach.” Since that time, in accordance with counsel that “a fund should be raised” to do this work “both here and in other countries” (*Testimonies for the Church*, vol. 5, p. 580), PREACH has been internationalized, with most divisions budgeting for some distribution of *Ministry* to English-reading ministers and some divisions providing translated language editions of the magazine.

As the North American Division became more structurally separate from the General Conference, the funding for PREACH, which had originally come entirely from NAD, was shifted in such a way that today all funding for this program is either raised from donors or subsidized by those fields which utilize the service in their territory. The Ministerial Association is deeply grateful for the continuing generosity of many laity who financially enable this project to continue. Further, in more recent years, clergy readers of other denominations have also responded very generously to help continue this project.

The results of this project are apparent when prejudice is broken down, goodwill is built up, and an appreciation for Seventh-day Adventist beliefs is fostered. In fact, much less emphasis is made today on the segregating of parochial from general articles, and the distinctive doctrines of the Adventist Church have received a wide readership and interactive discussion. Likewise, writers from other religious backgrounds are featured in *Ministry*, and clergy of all denominations express that they consider the magazine “their own professional journal.”

From its inception, the PREACH initiative has always comprised two principal activities—complimentary circulation of *Ministry* to clergy of all denominations and professional growth seminars for clergy of all denominations.

## **Developing a Strategic List of Clergy Contacts**

If you wish to expand your impact on clergy of other denominations in your region, consider increasing the number of *Ministry* readers. Two alternate methods are presented, but each is more effective if an initial sample issue of the magazine is presented, with the opportunity for the recipient pastors to request that they continue to receive the magazine.

First, you might select a specific territory, city, postal code, or area of your field to receive the magazine. You could then obtain the names and addresses of every pastor and add them to the circulation roster.

Another appropriate model means prioritizing the pastors of the largest or most influential congregations and adding them to the recipient list before sending the magazine to every pastor. For example, a study of NAD Adventist congregations indicated that a mailing to the pastors of the 500 largest (out of a total of 4,500) churches actually reached the pastors of over 70 percent of all members.

While the PREACH program is eager to include any clergy possible, it is essential to remember that this program does not receive any direct denominational budgetary allocation and therefore must raise sufficient funding to continue. Beyond an occasional name, any group of names to be added should include a contribution sufficient to cover the costs. Those conferences which sponsor groups of names contribute a proportionate amount, which is also heavily subsidized by fundraising activities.

## Professional Growth Seminars

The following steps will assist you in offering more effective continuing education opportunities to your own pastors, plus ministers of other congregations:

- ▶ Prepare the territory for an appropriate period of time prior to hosting a Professional Growth Seminar by providing *Ministry* magazine to clergy of all denominations and by encouraging Seventh-day Adventist pastors to fellowship with other pastors and to become involved in local interdenominational ministerial groups and activities.
- ▶ Determine an appropriate location for a seminar. You might want to identify a central town in a region or a well-known part of a metropolitan area to which you will invite participants. The specific venue might be a church, hospital, school, or theological seminary. Easy accessibility is more important than the type of facility.
- ▶ Prayerfully and carefully select an appropriate topic. Compile a list of potential seminar subjects and evaluate the preference of your own pastors as well as considering topics that will be of high interdenominational interest. Practices tend to be more readily acceptable to all groups than theological topics. Typically, a half-day seminar with two topics to be presented is best.
- ▶ Design your plan and contract with speakers well in advance. Establish a date and financial budget that includes speaker expenses, venue costs, advertising, refreshments or a meal, and appropriate follow-up, including a gift and *Ministry* magazine subscription. Enlist the active participation of each Adventist pastor. Avoid times of high-activity competition such as holidays, school breaks, camp meetings, and so on. Midweek days (Tuesday through Thursday) are preferable.

- ▶ Advertise the seminar. Word-of-mouth recommendation from past participants to others is most effective, particularly if a collegial relationship has already been established. Mail advertising about eight weeks in advance to every clergy in the surrounding territory. Include pastors, chaplains (hospital, campus, military, and prison), along with faculty and students of theological schools. Some judicatory headquarters of other denominations will invite all their pastors to participate, particularly if you approach them in advance with a roster of speakers and topics that indicate a clear professional benefit. Letters of invitation or a simply designed flyer are both cost-effective and productive. In addition to topic titles and speaker vitae, include date, times (starting and ending), location with address, map, and specific directions plus public transit information, and a telephone number for further enquiry. Remember, two separate mailings of identical items about two weeks apart will more than double the impact of a one-time advertisement. Christian radio stations or other public media outlets often provide free advertising of community events.
- ▶ Recruit and train seminar staff who will handle registration, materials for distribution, and refreshments, and who will make each attendee feel welcome. Select a Seventh-day Adventist host pastor who is well accustomed to interacting with professionals, and include guest attendees in such functions as offering the invocation and leading small-group discussions. Encourage all attendees to emphasize fellowship and to avoid argumentation or debate.
- ▶ Obtain and duplicate registration materials, seminar handouts, and other equipment well in advance. Ask your presenters what equipment they will need and make certain to arrange for supplies such as extra markers, spare light bulbs, extension cords, chalk, and erasers. Make sure to appropriately cool or heat the room in advance and remember that groups of people will quickly raise the room temperature, so make the room much cooler as your audience gathers. If restrooms, public telephones, drinking water, parking facilities, and other conveniences are not readily apparent, make certain to provide a site diagram for all participants.
- ▶ Conduct the seminar professionally by arriving early, beginning punctually, introducing the guest speakers, concluding each presentation on time, and inviting evaluation. It is absolutely essential that your program not extend

beyond the announced time for conclusion. You will damage the attendance at your next event if you are not cognizant of schedules.

- If possible, present each attendee with an appropriate memento or gift, preferably a book authored by one of the presenters. If costs prohibit providing a speaker-authored book to every participant, you might consider a less-expensive item from the Ministerial Association Resource Center for everyone. You might also hold a drawing in which one or two attendees receive a gift.
- Invite each attendee to receive a complimentary subscription to *Ministry*. Submit these names promptly to the *Ministry* circulation office so that your attendees will receive the next bimonthly edition. Remember to plan for your contribution toward the expense of providing these complimentary subscriptions.
- Offer CEU credit as authorized through your division or union. It is best if you can provide a certificate of completion on-site to each participant. Registration fees, while not required, tend to heighten the impact of the seminar in some cultures. Other cultural situations anticipate that the hosting organization will underwrite all financial costs.
- Provide each attendee a Ministerial Association Resource Center catalog, announce future seminars, inform participants about professional growth functions in your territory which might be presented by other groups, and warmly bid farewell to each guest.
- Send a report, with photos if possible, to your union or division magazine. Express appropriate appreciation to your guests. Host a post-event brainstorming session to identify ways to improve your next seminar, for which you hopefully have already established a date that you have been able to announce.

## Satellite Downlink Seminars

In recent years the internationally broadcast *Ministry* Professional Growth Seminars have gathered as many as 25,000 pastors together at hundreds of different sites. You are encouraged to take advantage of these opportunities by applying the above guidelines, combined with adequate equipment and technical support.

## **Conclusion**

Remember the admonition, “Our ministers should seek to come near to the ministers of other denominations. Pray for and with these men, for whom Christ is interceding. A solemn responsibility is theirs. As Christ’s messengers we should manifest a deep, earnest interest in these shepherds of the flock” (*Testimonies for the Church*, vol. 6, p. 78). “Our ministers are to make it their special work to labor for ministers” (*Evangelism*, p. 562).

**SECTION TWELVE**

## Ministerial Resource Center

From its inception, the General Conference Ministerial Association has emphasized the development and distribution of materials appropriate for enhancing the work of pastors, evangelists, chaplains, Bible instructors, and laity elders. This function is handled by the Ministerial Resource Center (MRC).

The very first Ministerial Association publication, *Christ Our Righteousness*, provided a compilation of quotations from Ellen White on the topic of a deep and practical relationship with Jesus Christ.

Many readers are unaware that the 1946 publication of *Evangelism*, another compilation from the Spirit of Prophecy, was also a project of the General Conference Ministerial Association in cooperation with the Ellen G. White Estate, as was the 1995 book *Pastoral Ministry*.

In earlier years the Ministerial Association addressed primarily an English-reading audience and recommended various books for the continuing intellectual and spiritual improvement of ministers. As the world church has diversified, some Ministerial Association publications have been published in other languages, primarily those that cross division boundaries. The Ministerial Association has occasionally sponsored translation/publication of certain books in other languages, although such a process is primarily the responsibility of General Conference divisions.

Other vital books from the Ministerial Association include the *Seventh-day Adventist Minister's Handbook* (originally known as *Minister's Manual*), *Seventh-day Adventist Elder's Handbook*, and *Seventh-day Adventists Believe*.

In 1990, the Ministerial Association and Review and Herald Publishing Association joined together to mass-distribute the *Seventh-day Adventist Church Manual* at a greatly reduced price throughout the world field. Virtually

every pastor and thousands of local church elders were thus able to obtain their own copy of this book. Ten years later, following major organizational changes in the *Church Manual*, voted by the General Conference Session in Toronto, similar provisions were made for mass distribution to areas outside the North American Division.

In 1993 the Ministerial Association joined with Review and Herald to distribute a special eight-volume, hardbound edition of the *Seventh-day Adventist Bible Commentary plus Dictionary*. This project—the largest printing project in the history of the Review and Herald, which again focused on economically challenged areas of the world—provided 20,000 sets of the commentary series for pastors.

Also in 1993 the work of the Ministerial Resource Center expanded to include a full-time individual to oversee the printing/distribution of resources in a most economical methodology—commonly termed the Dollar Book Program—in which various books, almost all reprints, are chosen, printed, and distributed to the world field on a standing, prepublication purchase-order basis at the cost of just one dollar (US) per book (plus cost of shipping).

Other resource items, such as *Seasoned With Love*, *Seasoned With Laughter*, and *Seasoned With Love II*, produce income which sponsors ministry activities for pastoral spouses through Shepherdess International.

We have also partnered with a number of General Conference departments to produce dynamic products in areas such as Family Ministries, Stewardship, Children's Ministries, Health Ministries, and Biblical Research.

In more recent years, the Ministerial Association has partnered with Pacific Press Publishing Association both for printing our various magazines, warehousing and distributing resource products, and developing new projects that benefit pastors around the world. Landmark projects such as Charles E. Bradford's *Sabbath Roots: The African Connection; Communion With God*; and *Body Works* continue to demonstrate the commitment of the Ministerial Association to providing the finest resources for pastors and elders. Also, Pacific Press has laid careful groundwork to give opportunity for new products which it develops in joint venture with the Ministerial Association. This allows us opportunity to share outstanding products while limiting our inventory liabilities.

The specific purposes of the Ministerial Resource Center are to:

- ▶ Provide the finest tools possible to assist Adventist ministers and elders in their soul-winning work.
- ▶ Make available tools that will have common benefit to the world divisions. Expense can be minimized when common materials are used by all concerned.
- ▶ Assist divisions in their preparation of tools unique to the areas they serve.
- ▶ Provide tools to ministers and elders as inexpensively as possible.
- ▶ Inform pastors and elders of new products and well-established useful tools through articles and advertisements in *Ministry*, *Elder's Digest*, and *The Journal* (Shepherdess International), plus various other publications and outlets.
- ▶ Coordinate evaluation and production of new products that will enhance the ministry of pastors and local church elders around the world.

Ministerial Secretaries can best take advantage of the opportunities provided through the General Conference Ministerial Association by:

- ▶ Remembering the advantages of mass production and distribution. A small-quantity production drives up costs. The per-unit cost of 10 items versus 10,000 items makes the point clearly obvious.
- ▶ Purchasing items during prepublication advertising offers, with careful attention to deadlines and bulk shipment.
- ▶ Informing the General Conference Ministerial Association when you find resources that will benefit pastors in a territory wider than your own field. The very best ideas usually come from those who have first used their prototypes in daily ministry.
- ▶ Notifying the Ministerial Resource Center (specifically from unions) directly and quickly regarding specific instructions for shipping, and also alerting each field about what to expect and how to distribute the materials which arrive in bulk orders.

The products of the Ministerial Resource Center include books on a variety

of basic practical topics, video resources, evangelistic aids, lesson outlines with reproduction masters for pastors and elders to use in training and instructional groups, lessons to accompany continuing education courses, practical tools for effective ministry, and instructional materials for effective training of laity, affirmation of pastors, and recruitment of new candidates for ministry. Our mission remains constant—to provide the finest resources possible at the lowest prices possible for better equipping leaders for effective ministry. To view the latest resources, go to our web site, [www.ministerialassociation.com](http://www.ministerialassociation.com).

## Ministry Magazine

### History

In 1926, during a Southern Union Ministers' Institute held in Nashville, Tennessee, a need was expressed for additional help for the new Ministerial Association of the General Conference, particularly in the area of preparing reading materials for ministers. L. E. Froom, then editor of *Watchman* (later entitled *These Times*) was called to assist A. G. Daniells in this function.

Various leaflets and papers were produced that ultimately demonstrated the need for a monthly journal to help ministers become more effective. The second page of the first issue of *The Ministry*, January 1928, contained an editorial entitled "Our Apology and Our Authorization."

The apologetic feature was "deemed appropriate because of the intrusion of the newcomer into the voluminous list of journals already in the field." The editors launched the magazine with enthusiasm, not knowing that it would become one of the larger and best magazines for clergy—Adventist and clergy in other denominations.

That first issue stated three specific purposes for the new magazine: deepening spiritual life, developing intellectual strength, and increasing pastoral and evangelistic effectiveness of all ministers in the context of the three angels' messages of Revelation 14:6-12. These goals have been an inspiration to several generations of ministers.

The first editorial discussed righteousness by faith, and some regular features included: Forward and Upward, Around the World Circle, Delving Into the Word, Kindly Correctives, Bible Workers' Exchange, The Association Forum (a roundtable on efficient methods), The Query Corner, Valuable Quotations, Personal Testimonies, Illuminated Texts, and The Minister's Books. The first

issue also contained an article by Mrs. E. K. Slade entitled, “The Ideal Minister’s Wife,” plus a broad range of subjects applicable to both the minister and spouse.

The following individuals have served as editors of *Ministry*:

L. E. Froom (1928-1932, 1936-1950)  
I. H. Evans and L. E. Froom (1932-1936)  
R. A. Anderson (1950-1966)  
J. R. Spangler (1966-1990)  
J. David Newman (1990-1995)  
Wilmore D. Eva (1995-2005)  
Nikolaus Satelmajer (2005-2010)  
Derek J. Morris (2010-present)

## **Statement of Mission**

*Ministry* is an international professional journal published monthly by the Ministerial Association of the General Conference of the Seventh-day Adventist Church, directed primarily to Adventist pastors and religious professionals and then to clergy of other religious groups on a bimonthly basis.

As with the first issue, so the mission of *Ministry* remains to deepen spiritual life, develop intellectual strength, and increase pastoral and evangelistic effectiveness of all ministers in the context of the three angels’ messages of Revelation 14:6-12.

## **Support for Ministry**

Ministerial Secretaries can support *Ministry* in your territory in the following ways:

- ▶ Oversee promotion and distribution of *Ministry* to pastors in your territory
- ▶ Encourage conference leaders and pastors to send pastoral ministry reports that can be published in *Ministry*
- ▶ Send feedback from conference leaders and pastors regarding relevant issues and topics for *Ministry*
- ▶ Encourage scholars and pastors in your territory to contribute articles for *Ministry*

## **Writers' Guidelines**

We seek contributions representing various kinds of ministries and geographic areas of the world. The most up-to-date guidelines can be found on [www.ministrymagazine.org](http://www.ministrymagazine.org). Writers who study and follow the guidelines have a greater probability of having their manuscripts accepted for publication.

### **Before you write, please remember the following:**

- ▶ Because *Ministry*'s readership includes individuals from all over the world, you will want to use words, illustrations, and concepts that will be understood by readers in various parts of the world. Avoid illustrations that are understood in one country but may be confusing in others.
- ▶ With the journal translated into a number of languages (Chinese, French, Indonesian, Japanese, Korean, Portuguese, Russian, and Spanish), be sure translators will understand your words and concepts.
- ▶ *Ministry* is a peer-review journal—meaning that manuscripts, besides being reviewed by the editors, are evaluated by several others who are experts on the topic that your article covers.

### **Some areas of emphasis covered by the magazine:**

- ▶ Spiritual growth of the minister
- ▶ Personal needs of the minister
- ▶ Pastor-spouse team ministry and relationships
- ▶ Pastoral family needs
- ▶ Pastoral skills and needs, such as time management, preaching, evangelism, church growth, lay training, counseling, conflict resolution, continuing education, church administration, membership nurture, and related topics
- ▶ Biblical studies that focus on biblical themes, books, or passages for either sermon preparation or in-depth studies
- ▶ Theological studies that explore themes from a biblical, historical, or systematic perspective

- ▶ Church worship and related topics, such as music, worship leadership, and planning
- ▶ Current issues that are relevant to the church

In addressing these areas, *Ministry* intends to serve as a prophetic voice calling the church to be faithful to the biblical principles that constitute Adventist truth, ideals, values, and life. It will encourage ministers to grow continually in Christ that they may exemplify faith and encourage its development in the lives of those whom they serve.

## Length

A typical full-length article is 2500 words.

## Style and Submission

- ▶ Be certain your writing focuses on the topic. Write so that the manuscript can be easily read and understood as it moves toward the conclusion.
- ▶ Identify the Bible version you use, and include this information in the text. Please use a version of the Bible that will be understood by English-as-a-second-language readers.
- ▶ Whenever you refer to sources (books, articles, etc.), be certain that you include an endnote (not a footnote) with full reference. Use Arabic numbers (1, 2, 3), not Roman numerals (i, ii, iii).
- ▶ Submit the manuscript in the following manner:
  - Include a cover sheet with the **following information:** name, title of manuscript, your current position, full address, telephone number(s), e-mail address, and other relevant information.
  - Include the cover sheet with the manuscript. The manuscript should have the title of the manuscript and should be double-spaced, with page numbers on each page.
  - Send it as an e-mail attachment to [MinistryMagazine@gc.adventist.org](mailto:MinistryMagazine@gc.adventist.org). We prefer PC format, Microsoft Word. If you use another format, please indicate what you are using.

## **Circulation**

*Ministry* is a monthly subscription journal for Seventh-day Adventist pastors and church leaders. Additionally, *Ministry* is sent on a complimentary, bimonthly basis (January, March, May, July, September, and November) to approximately 62,000 clergy of other denominations. *Ministry* is also translated into Chinese, French, Indonesian, Japanese, Korean, Portuguese, Russian, and two editions in Spanish.

## **Unsolicited Manuscripts**

*Ministry* receives a large number of unsolicited manuscripts. In view of this, it is best to send the editorial office an advance e-mail providing a topic, outline, and your writing qualifications. Articles written by pastors will be given priority. Acknowledgment of manuscripts is sent upon receipt.

## **Publication Agreement and Copyright Assignment**

In accepting articles, *Ministry* purchases all publication rights, including translation. Exceptions may be negotiated with the editors, who will be happy to explain the reasons for this requirement and the procedures for helping you use your contribution elsewhere. Occasionally, second serial rights are purchased for articles published elsewhere.

In signing the publication agreement, the writer guarantees that the work is original and the article in full or in part has not been published elsewhere in any communication form except as may be noted on the manuscript or accompanying correspondence before acceptance. The author further guarantees that the article will not be submitted to any other publication while it is being considered by *Ministry*.

## **Payment**

Author payments vary, depending upon the general desirability of the article, expertise and research required, quality of writing, amount of editing needed, handling of references and endnotes, and timeliness of the topic. Payment is sent on receipt of author's signed publication agreement, biographical information, and photograph.

## **Complimentary Copies**

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**SECTION FOURTEEN**

## Retirees

Most Adventist pastors retire honorably after having given long and fruitful service to the denomination. Seldom is their contribution recognized beyond the local congregation where they last served, which might provide a farewell reception or token of appreciation. Many of these retirees still have much to offer their local conferences and districts. Too often the talents of these individuals have been neither recognized nor utilized.

According to the *Church Manual*, retired church workers deserve honor and consideration for helping build up God's church. Ellen White also emphasizes that "The Lord would have our people understand that the pioneers in this work deserve all that our institutions can do for them. God calls upon us to understand that those who have grown old in His service deserve our love, our honor, our deepest respect" (*Gospel Workers*, p. 430).

While a distinct transition needs to occur between full-time pastoral leadership and the status of retired worker—with a retiring pastor clearly instructed not to attempt to continue directing the activities of the local congregation where they reside—there are specific ministry functions for which retirees could and should be recruited.

In order to recognize the contribution that retired workers have made through their leadership roles, to foster appreciation and acknowledgment of their continuing service to the church, and to enhance their continuing effectiveness, the Ministerial Association makes the following specific recommendations:

- ▶ The conference or union should host a special recognition event for every honorably retired worker, clearly marking the transition from active to retiree ministry.
- ▶ Union or conference leaders should publish retirees' names in the local

newsletter or official journal in appreciation of their contribution and service.

- ▶ Conference administrators may wish to continue honorary ministerial credentials, which will permit the retiree to function in various pastoral roles even after they are no longer full-time ministry employees of the denomination. Retirees should not engage in such activities unless they have been granted honorary credentials.
- ▶ Conference leaders may recruit retirees to serve as supply preachers during pastoral interims, assistants in planning special functions, advisors in assignments where age and wisdom will combine to provide good counsel, or representatives for the church in PARL, PREACH, or other community-related assignments. They may also be assigned other short-term responsibilities in order to expand the evangelistic, teaching, nurture, or organizational work of the church.
- ▶ Conference leaders should instruct, and if necessary, admonish, retired workers not to attempt to control the activities of churches where they once served but which now have new pastoral leadership.

The Ministerial Association works to provide encouragement and affirmative support to retired ministers. These efforts are in honor of the fact that retired pastors have dedicated many years in helping to build the cause of God, and many retired ministers may still hold various responsibilities in their local congregations. We should recognize that many of these retirees live isolated lives without strong ministerial support or fellowship. Although they no longer function in full-time roles, they can still contribute much to the church.

## **Honorary Credentials**

Retired church workers who are members of the Seventh-day Adventist Church may receive Honorary Credentials, corresponding to the ones they had during active service.

- ▶ Credentials are granted for the duration of the conference term and must be renewed by a vote of the conference in session. The possession of out-of-date or expired credentials does not authorize a retiree to function in any of the offices of a minister. Without credentials, the retiree has no more authority or standing than any other lay member in the church.

- The retiree's relationship to the church, as a carrier of an honorary credential, is the same as any other member, except that the church may still invite the retiree to perform baptisms, weddings, and ordinations of local leaders, especially when the pastor is not available or not yet authorized to do so. In order to perform such functions, the retiree needs to make proper arrangements with the local conference or district leaders.

## **Duties of the Division Ministerial Secretary**

- Advise the Ministerial Secretaries in the union offices to develop a ministry to assist retirees. He may designate, whenever possible, a retired minister to coordinate this activity.
- Prepare support and orientation material for retirees and send it to the Ministerial Secretaries of the unions.
- Support events and programs for retirees in the division fields.

## **Duties of the Union Conference Ministerial Secretary**

- Distribute honorary credentials to each retiree.
- Promote regular meetings with the retirees.
- Encourage a rotating representation of retirees on administrative committees.
- Develop a newsletter or bulletin for retirees.
- Distribute *Ministry* magazines to all retirees.
- Encourage the creation of a club or association of retirees.
- Establish a budget to promote events and activities for retirees.
- Appoint a church retiree to assist in the coordination of these projects.

## **Duties of the Conference/Mission Ministerial Secretary**

- Pay homage to church workers at their retirement.
- Promote regular visitation of church retirees.

- ▶ Create paid or voluntary job opportunities for retirees.
- ▶ Promote regular meetings with retirees.
- ▶ Distribute *Ministry* magazines to all retirees.
- ▶ Support the creation of retiree associations and assist in their organization.
- ▶ Invite a selection of retired church workers to participate in ministerial councils.
- ▶ Encourage a rotating representation of retirees on administrative committees.
- ▶ Establish a budget to promote events and activities for retirees.
- ▶ Appoint a church retiree to assist in the coordination of these projects.

We praise God for retired church workers, not only because of their past commitments but also because of their current contributions to the worldwide church. Their ministry and influence continues to impact the church in a positive way.