

MINISTERIAL SECRETARY SUGGESTED JOB DESCRIPTION

Ministerial Association

North American Division of the Seventh-day Adventist Church

No two fields require exactly the same work from their ministerial secretary, and the precise job description should be determined by the local conference. The following basic suggestions should be studied carefully by each ministerial secretary and local administration to see if they can be adapted to fit the needs of their local field.

I. LOCAL MINISTERIAL SECRETARY

The local ministerial secretary is expected to:

1. BE THE MINISTER'S MINISTER, ADVOCATE AND FRIEND.

[Advocacy, Collegiality & Friendship]

The ministerial secretary represents the president to ministers in the local field. More importantly he represents and ministers to their president. It is not the place to interfere in the disciplining of a minister if needed, nor to defend the minister's mistakes. However, morale of a field is lifted and ministers are saved to the ministry if they can feel free to come to the ministerial secretary and know he will always support them as persons, no matter the problem. If possible, the ministerial secretary should be someone other than the president. The president's pastoral interest in the workers is commendable, but the employer cannot be liaison between employee and employer.

2. PROMOTE THE WINNING, HOLDING AND TRAINING OF CHURCH MEMBERS. [Evangelism and Nurture]

Evangelism has always been a key word in describing the ministerial secretary's work. He helps each minister, especially during their internship, to find those soulwinning methods best adapted to them and at which they can be most successful. Winning members, however, without disciplining them will eventually be self-defeating and prejudice congregations against evangelism.

To be balanced we must promote evangelism, followed by nurture, followed by training for service. The ministerial secretary helps the pastor train their elders to be pastoral assistants.

3. PROVIDE FOR THE PERSONAL GROWTH OF THE MINISTER.

[Personal Growth]

The ministerial secretary gives strong emphasis to the spiritual life of the minister and their family and helps them develop a balanced plan of work, personal devotions, family time and recreation.

4. PROVIDE FOR THE PROFESSIONAL GROWTH OF THE MINISTER.

Ministry Magazine or its local adaptation should be made available to every minister. Each should have access to continuing education opportunities. A ministerial tape club helps them learn as they travel. The ministerial Secretary enhances the image of the pastor-evangelist in the eyes of both the minister and the church. He thus helps keep the workers in the ministry and attracts young people to the ministry.

Most of the work is with the pastor-evangelist. One must not forget, however, that he also serves those in special ministries: evangelists, Bible instructors, religion teachers, chaplains, departmental directors & administrators.

5. PROVIDE A SUPPORT SYSTEM FOR THE MINISTER'S SPOUSE AND ENCOURAGE HUSBAND-WIFE TEAM MINISTRY. [Support System]

This might be accomplished through a Shepherdess chapter in the local field.

6. ACQUAINT NON-SDA CLERGY AND RELIGIOUS LEADERS WITH ADVENTISM. [Inter-faith Fellowship]

One way to achieve this is through the P.R.E.A.C.H. program, which includes maintaining an updated non-SDA Ministry circulation list, coordinating P.R.E.A.C.H. seminars, and helping Adventist ministers befriend their non-Adventist counterparts.

7. REPRESENT GENERAL CONFERENCE, DIVISION AND UNION SERVICES TO THE MINISTER. [Communicate Office to Field]

The ministerial secretary must be familiar with these services and an authority on materials available to the minister, including those handled by GC Ministerial Resource Center. He should not be expected to prepare many materials for the workers. This can be done more economically at other levels of church organization. Instead, there is a privilege not often available to ministerial secretaries at the other levels--the privilege of extensive personal contact and ongoing friendship with individual ministers.

8. REPRESENT A MINISTER'S MOST SUCCESSFUL PROGRAMS AND IDEAS TO THE GENERAL CONFERENCE, DIVISION AND UNION.
[Communicate Field to Office]

The Adventist ministry will be most creative and progressive when programs come to it as directly as possible from practicing pastor-evangelists. *MINISTRY* Magazine has difficulty remaining pastor-oriented unless much of its material comes from pastors. When something has worked well in the local field, the ministerial secretary should share the idea with the world field through the union, division, or the General Conference.