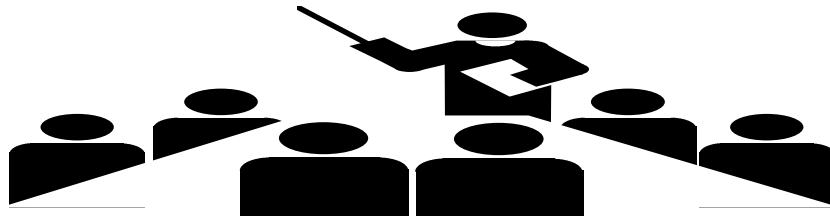


# LEADERSHIP SEMINAR



Facilitator  
**The Rev. Dr. Darryl B. Starnes, Sr.**  
Director, Bureau of Evangelism  
African Methodist Episcopal Zion Church  
Charlotte, North Carolina



**Topic:**  
**“Church Mission and Organizational Purpose”**

## **Lessons:**

- Lesson #1: The Mission of the Church
- Lesson #2: The Purpose of Organizations

# LEADERSHIP SEMINAR

The Rev. Dr. Darryl B. Starnes, Sr., Facilitator

## Church Mission and Organizational Purpose

### Lesson #1: The Mission of the Church

**Proposition: Church Officers are to lead the church in its mission of making Christian Disciples.**

#### I. The mission of the church is to make Christian disciples. (Mt. 28:18-20)

- A. **Evangelism** [the proclamation of the gospel] is the first step in Christian discipleship. (Mark 16:15,16)
- B. **Baptism** [initiation & assimilation into the Church] is the next step in Christian discipleship. (Matt. 28:19)
- C. **Teaching** [training converts to obey Christ] is the crucial step in Christian discipleship. (Matt. 28:20)

#### II. Church Officers should be spiritually qualified. (Acts 6:1-7)

- A. They should be of honest report. (a good reputation)
- B. They should be full of the Holy Spirit.
- C. They should be full of wisdom.

#### III. Church Officers should be ecclesiastically qualified. (*The 2004 Book of Discipline*)

- A. They should be members in full connection. (*Discipline*, Part II [2004], pp. 16-17)
  - 1. They must have "saving faith" in the Lord, Jesus Christ.
  - 2. They must believe in the doctrines of the Holy Scriptures.
  - 3. They must be willing to be cheerfully governed by the rules of the church.
  - 4. They must hold sacred the ordinances of God.
  - 5. They must endeavor to promote the welfare of the Redeemer's Kingdom.
  - 6. They must cherish friendly feelings toward all persons, especially the church.
  - 7. They must contribute of their earthly substance according to their ability to support the church.
- B. They should be members in good standing. (*Discipline* [2004], pp. 36 - 37, 194, par. 491)
- C. They should know Methodist doctrine. (*Discipline* [2004], p. 172, par. 445)
- D. They should know and uphold Methodist polity. (*Discipline* [2004], p. 172, par. 445)
- E. They should be committed to Evangelism. (*Discipline* [2004], p. 172, par. 445; p. 194, par. 491)
  - 1. They must evidence the desire to witness to the gospel of the kingdom.
  - 2. They must evidence the ability to witness to the gospel of the kingdom.
  - 3. They must evidence the practice of witnessing to the gospel of the kingdom.

#### IV. Church Officers should be appointed on the basis of gifts, character, and commitment. (Acts 6:7)

- A. They should have been disciplined [demonstrating evidence of the following:]
  - 1. Consistency in their personal devotions [private prayer and Bible Study]
  - 2. Faithfulness to the appointed means of grace [worship, study, and especially small group discipleship]
  - 3. Obedience in their Christian lifestyle [progress in their pursuit of scriptural holiness]
  - 4. Competence in personal evangelism
- B. They should be appointed and sustained in office on the basis of their ability in and commitment to disciple making.
  - 1. Stewards and trustees - their ability, desire, and practice of witnessing to the gospel (*Discipline*, pp. 172, 194)
  - 2. Class leaders - their evangelistic efforts and ability to provide sub-pastoral oversight. (*Discipline*, pp. 36, 303-304)
  - 3. Christian Education [teachers] - their ability to teach God's people to obey His word and to train them for service
  - 4. Missionaries - their ability to carry the gospel to people of different cultures, both home and overseas.
  - 5. Lay leaders - their ability to deepen the spiritual life of laity & expand the church thru education & evangelism. (p. 326)
  - 6. District, Conference, Regional, Connectional, and General Officers - their ability to equip saints for ministry.
  - 7. Pastors, Presiding Elders, Bishops - their ability to train capable disciple makers and develop faithful leaders.

# LEADERSHIP SEMINAR

The Rev. Dr. Darryl B. Starnes, Sr., Facilitator

## Church Mission and Organizational Purpose

### Session #2: The Purpose of Organizations

**Proposition: The organizations of the church are ministries that help the church fulfill its mission**

#### I. Developing a Mission Statement for the Church

- A. Each local church should develop a mission statement.
  - 1. The Great Commission should inform this mission statement. (Mt. 28:18-20)
  - 2. The A.M.E. Zion Church's mission statement should also inform it. (*Discipline* [2004], p. 13)
  - 3. A Special Committee chaired by the pastor should prayerfully devise this mission statement.
  - 4. The congregation should have the opportunity to revise and finally adopt the mission statement.
- B. The mission statement should be kept before the church through church bulletins, newsletters, etc.
- C. The mission statement should impact the organization of the local church.
  - 1. The relevance of auxiliaries should be determined by their role in fulfilling the church's mission.
  - 2. The selection of leaders/workers should be made in the light of their commitment to the mission.
- D. The mission statement should guide the vision, objectives, goals and plans of the local church.
- F. The mission statement should be the primary standard by which each year's work is evaluated.

#### II. Developing a Mission Statement for each Ministry

- A. Each organization of the church should develop a mission statement for its ministry.
  - 1. The Great Commission should inform this mission statement. (Mt. 28:18-20)
  - 2. The A.M.E. Zion Church's mission statement should also inform it. (*Discipline* [2004], p. 13)
  - 3. The local church's mission statement should also inform it.
  - 4. If larger than 20 members, a committee chaired by the president may devise the mission statement.
  - 5. The members of the organization should have the opportunity to revise and adopt the mission statement.
- B. The mission statement should be kept before the members of the organization.
- C. The mission statement should impact the organization of the ministry.
  - 1. The relevance of committees should be determined by their role in fulfilling the mission.
  - 2. The election or appointment of officers should be in the light of their commitment to the mission.
- D. The mission statement should guide the vision, objectives, goals and plans of the ministry.
- E. The mission statement should be the primary standard by which each year's work is evaluated.

#### III. Understanding the Tasks and Duties of Each Ministry

##### A. The Board of Stewards

- 1. To raise the amount for the support of the pastor
- 2. To take charge of all money collected for ministry
- 3. To take an exact account of all money collected and apply the same as the Discipline directs
- 4. To make monthly reports to the pastor of their collections
- 5. To make provisions for the moving expenses of the pastor
- 6. To seek to relieve the needy and distressed members
- 7. To assist in raising the Presiding Elder's salary
- 8. To uphold the laws and practices of the church

**B. The Board of Trustees**

1. To provide a place of worship
2. To take charge of and protect church property
3. To make such improvements as may be necessary
4. To see that order and decorum are observed at all times
5. To uphold the laws and practices of the church
6. To perform the duties of the Steward Board if there is not one

**C. The Class Leaders**

1. To meet the class once every week at the appointed time and place
2. To make written reports of the spiritual/temporal condition of the class at the monthly Leader' Meeting
3. To make written reports of the spiritual/temporal condition of the class at the Quarterly Conference
4. To make a financial report of the members dues to the Quarterly Conference
5. To visit the absent members to inquire how their souls prosper
6. To advise, reprove, comfort, or exhort as is required
7. To receive from the members the monies to support the church, the sick, the pastor, and Presiding Elder.
8. To see that the sick and needy members are cared for
9. To apply through the pastor to the Ministry of Kindness for means of relief for needy members

**D. The Deaconesses**

1. To prepare the elements for Holy Communion and to assist and prepare the candidates for baptism
2. To go about doing good; to encourage, foster, and improve the general interest of the church
3. To promote the comfort and solicit the friendship and sympathy of the general church
4. To minister to the wants and suffering, sorrowing sin-laden world
5. To minister to the poor; visit the sick; pray with the dying; care for the orphans; seek the wandering; comfort the sorrowing; save the sinning; and ever be ready to take up any duty for which willing hands cannot otherwise be found

**E. The Stewardesses**

1. To assist the preacher's steward in making provision for the support and comfort of the pastor and his/her family

**F. The Women's Home & Overseas Missionary Society**

1. To promote growth in the knowledge and understanding of God and His plan of redemption of the world, as revealed through Jesus Christ and the power of the Holy Spirit
2. To teach the concepts of Christian missions and provide experiences for participation in mission work and its ministries
3. To exemplify the principles of Christian living and to win others to Christ
4. To promote the cause of world evangelism and to serve as a financial support system to undergird the world mission outreach of the African Methodist Episcopal Zion Church, at home and overseas, to the end that , through the power of the Holy Spirit, Christ is exalted and God is glorified

**G. The Lay Council**

1. To deepen the spiritual life of the laity
2. To disseminate information
3. To cultivate denominational loyalty
4. To expand the denomination through education and evangelism
5. To promote any other interest of the kingdom of God

**H. The Music Ministry [choirs and musicians]**

1. To supply music and singing for worship services
2. To be ready and robed at least 15 minutes before the worship service begins
3. To have regular choir rehearsals, so as to provide the best in quality music ministry
4. To carry one self properly at all times before, during, and after the worship service.

## **I. The Board of Christian Education**

1. To make adequate provisions for the organization, guidance, and supervision of Christian Education
2. To elect, upon proper nomination all directors of Christian Education, superintends of Sunday School, and all supervisory Christian Education officers, leaders, and teachers
3. To organize and maintain Workers Councils and Fellowships for each of the four departments
4. In cooperation with the Trustees, to provide adequate housing and equipment for the CED work
5. To see that every department and class is adequately supplied with approved curriculum materials
6. To provide for an adequate budget for CED word and for the raising of the budget and its expenditures
7. To provide leadership education for all officers and teachers
8. To see that accurate records are kept and that reports are made
9. To call for and approve regular reports from the supervisory and organizational officers of the CED
10. To make available to the membership information about our Colleges and Seminaries
11. To see that anniversary days are properly observed
12. To hold regular meetings in order to receive and act upon reports and recommendation, and to handle all matters relating to Christian Education in the local church
13. To remove for cause, any administrative or supervisory CED officer or Church School officer and upon proper recommendation to fill vacancies occurring during the year in any elective position.

## **J. The Usher Board**

1. To be at your post at least 25 minutes before the worship service begins, to receive assignments from the head usher
2. To greet everyone with a friendly word and a smile; be sincere and natural
3. To be alert and watchful in case someone becomes ill or there is some other unusual situation during the worship service; offer help quietly
4. To be personal and warm in ushering people to their seats. Respect any personal preference people may have about where they like to sit. Walk slowly down the aisle so people will follow at a natural pace. Hand them their bulletin as they enter the row.
5. Do not seat anyone during the “Call to Worship:” wait until the singing of the “Hymn of Praise” to seat latecomers. Also, avoid seating latecomers during the reading of the Scripture, during anthems or special music, or during prayer. Your bulletin should have some special notations about seating interval.
6. To be alert—your minister or head usher may make special requests of you during the service
7. If you must leave your ushering post, let your head usher know. Ushers should be a part of the worshipping congregation and be present for the entire service of worship.
8. After service, be sure that hymnals, pencils, and visitor cards are properly arranged in the pew racks. Return all unused bulletins to the narthex or throw them away. Collect attendance sheets or cards at once.
9. To see if any one has left a purse, coat, hat, etc. Turn all items over to the head usher or church office.
10. To return your flower or identification badge or name tag to the proper place
11. To assist the head usher in securing window and doors, checking heating or air-conditioning systems, sound systems, and other final items. Do not leave before all is done.
12. If, for any occasion, you cannot serve on an assigned Sunday or day, notify your head usher as far ahead as possible. It helps a lot if you can find your own substitute and then call the head usher.

### **The Sub-Head Usher**

1. To check to see if the bulletins are prepared in the proper manner before the service begins
2. To check to see that each usher is wearing his or her badge
3. To make a count of the attendance including the nursery and children’s church and report it to the head usher and the church secretary
4. To give each usher his or her assignment and to see that the assignments are carried out properly
5. To take all messages to the pastor
6. After the service, to collect hymnals and return them to the proper places and return bulletins to the center back pew of the church and to collect badges from each usher

### **The Head Usher**

1. To check to see if all collection plates are in place before the worship service and to check ushers for badges
2. To check microphone and sound systems for proper function before the worship service
3. To check church temperature and lighting setting. Get the correct settings from the trustees.
4. To see if the sub-head usher has the bulletins folded with envelopes and inserts included and placed in the narthex
5. To get the attendance count from the sub-head usher and keep a calendar record of the same
6. To give ushers their assignments and to train new ushers
7. To be responsible for any choir member’s purses, should the need arise
8. After the service, to see that lights and speaker systems are off, the temperature is set, and all doors are locked