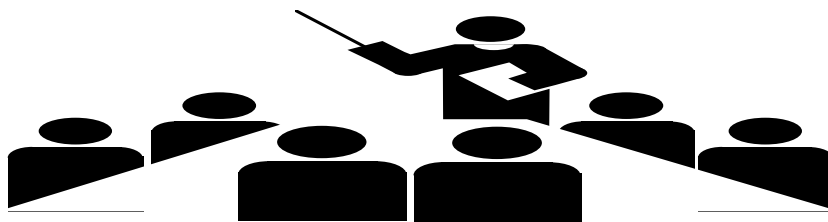


MINISTRY ANALYSIS



Facilitator
Bishop Darryl B. Starnes, Sr.
Mid-West Episcopal District
African Methodist Episcopal Zion Church



Job Descriptions in the Christian Education

MINISTRY ANALYSIS
Bishop Darryl B. Starnes, Sr.

EPISCOPAL DISTRICT

Episcopal District Christian Education Board

Tasks:

1. To be in control of the Christian Education program of the Episcopal District.
2. To oversee the work of the Episcopal District Director of Christian Education.
3. To conduct Christian Education Meetings, Ministers Institutes and (or) Leadership Schools, Youth Assemblies, Councils and Retreats for the Episcopal District, in cooperation with the Christian Education Department and provide a budget for the same.

Episcopal District Director of Christian Education

Tasks:

1. To supervise, unify, and promote Christian Education in the Episcopal District through the Regional, Conference, and District Directors of Christian Education.
2. To make annual reports to the Christian Education Department.
3. To be amenable to the Christian Education Board of the Episcopal District.

ANNUAL CONFERENCE

Annual Conference Christian Education Board

Tasks:

1. To be in control of the Christian Education program of the Annual Conference.
2. To oversee the work of the Annual Conference Director of Christian Education.
3. To conduct Christian Education Meetings, Ministers Institutes and (or) Leadership Schools, Youth Assemblies, Councils and Retreats for the Annual Conference, in cooperation with the Christian Education Department and provide a budget for the same.
4. To stimulate interest in our education institutions and secure funds and students for the same.

Annual Conference Director of Christian Education

Tasks:

1. To unify, supervise, and promote the work of Christian Education in the District and Churches composing the Annual Conference, through the Christian Education Department.
2. To make an annual report to the Regional and Episcopal District Directors of Christian Education; and to the Christian Education Department.
3. To be amenable to the Christian Education Board of the Annual Conference.

PRESIDING ELDER DISTRICT

District Christian Education Board

Tasks:

1. To be in control of the Christian Education program of the Presiding Elder District.
2. To oversee the work of the District Director of Christian Education.
3. To conduct Christian Education Meetings, Ministers Institutes and (or) Leadership Schools, Youth Assemblies, Councils and Retreats for the District, in cooperation with the Christian Education Department and provide a budget for the same.
4. To stimulate interest in our education institutions and secure funds and students for the same.

District Director of Christian Education

Tasks:

1. To supervise, unify, and promote Christian Education in the District through the District Directors of Children, Youth, Young Adults, and Adults.
2. To make an annual report to the Conference Director of Christian Education; and to the Christian Education Department.
3. To be amenable to the Christian Education Board of the Presiding Elder District.
4. To organize in the District, with the concurrence of the Presiding Elder, a District Council of Christian Children's Workers, District Christian Youth Fellowship, and District Youth Council, District Young Adults Council and District Young Adults Fellowship, a District Christian Adult Council, and a District Christian Adults Fellowship. These meetings may be held at the same time and place as the District Christian Education Convention in accordance with the standards of the Christian Education Department, for such meetings. When organized, each shall have the power to elect its officers- President, Vice-President(s), Secretaries, Treasurer, and such other officers and committees as may be needed.

District Departmental Director of Christian Education (Children, Youth, Young Adults, and Adults)

Tasks:

1. To supervise, unify, and promote Christian Education among their respective age-groups in all Churches on the District through the Church Directors of Christian Education, Superintendents, Presidents of Varick Christian Endeavor Societies, Directors of Youth Work and Children's Work, and other Christian Education officers in the local Church.
2. To make an annual report to the District Director of Christian Education; and to the Christian Education Department.
3. To be amenable to the Christian Education Board of the Presiding Elder District.

MINISTRY ANALYSIS
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LOCAL CHRISTIAN EDUCATION BOARD MEMBERS

Tasks:

1. To make adequate provisions for the organization, guidance, and supervision of Christian Education of children, of youth, of young adults, and of adults in the local Church.
2. To elect, upon proper nomination, (a) the Director of Christian Education; (b) the four (4) Division Directors; (c) the Superintendent of Sunday School, and (d) all other Supervisory Christian Education officers, leaders and teachers.
3. To provide for the organization and maintenance of Workers Councils and Fellowships for each of the four departments or divisions.
4. In cooperation with the Trustees, to provide adequate housing and equipment for the Christian Education work as a whole and for various divisions, departments and classes.
5. To see that every division, department, and class of the Christian Education Department is adequately supplied with curriculum material prepared and approved by the Christian Education Department.
6. To provide for an adequate budget for the Christian Education work in the local Church as a whole and for the several divisions, departments and classes and for the raising of the budget and the careful expenditures of the same.
7. To provide for Leadership Education of officers and teachers and of prospective officers and teachers.
8. To see that accurate records are kept and reports made in accordance with the system prepared or approved by the Christian Education Department.
9. To call for and approve regular reports from the administrative and supervisory officers of Christian Education and from the officers of all Church School organizations.
10. To make available information regarding the work of our Schools, Colleges and Seminaries.
11. To see that the anniversary days are properly observed—(Christmas, Easter, Children's Day, Church School Rally Day, Varick's Day, Joseph C. Price's Birthday).
12. To hold regular meetings in order to receive and act upon reports and recommendations; and to consider and determine all matters relating to the Christian Education work of the Church.
13. To remove, for cause, any Administrative or Supervisory Christian Education officer or officer of the Church School organization upon proper recommendation and to fill vacancies occurring during the year in any of the elective positions.

Method of Appointment:

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

Term and Time:

1. Elect for one year, subject to reappointment
2. Time needed on the job:
 - a. Time for Christian Education Board Meeting once a month
 - b. Time for subcommittee meetings
 - c. Time for call meetings

Responsible:

To: Quarterly Conference, Christian Education Board

For: All organizations and supervisory personnel in the Christian Education Department

Knowledge Needed:

1. Structure of the Church and the Christian Education Department
2. Basic purpose of Christian Education
3. Community and Church needs
4. Curriculum materials

Skills Needed:

1. Planning skills
2. Organizational skills
2. Evaluation skills

Other Qualifications:

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

MINISTRY ANALYSIS
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LOCAL DIRECTOR OF CHRISTIAN EDUCATION

Tasks:

1. To unify, supervise and promote the entire Christian Education Program in the local Church
2. To facilitate the directives and to implement the programs set forth by the Board of Christian Education
3. To chair the Board of Christian Education Meeting, when the Pastor allows or assigns the task
4. To preside at the Christian Education Worker's Conference
5. To nominate, with concurrence of the pastor, the divisional directors and supervisory officers
6. To nominate, with concurrence of the pastor and in consultation with divisional directors, all other leaders
7. To make written reports of the work at Christian Education Board meetings and at Quarterly Conferences

Method of Appointment:

1. Nomination of the Pastor
2. Election of the Christian Education Board
3. Confirmation of the Quarterly Conference

Term and Time:

1. Elected for one year, subject to reappointment
2. Time needed on the job:
 - a. Time for Christian Education Board Meeting once a month
 - b. Time for Supervisory relationship to other meetings
 - c. Time for Christian Education Worker's Meetings and for Worker's Council Meetings
 - d. Time for planning, research, and preparing reports
 - e. Time for Christian Education events on District, Conference, Regional, and Connectional levels
 - f. Time for Quarterly Conference once a quarter

Responsible:

To: Christian Education Board, Quarterly Conference and Pastor
For: The entire Christian Education program of the local Church

Knowledge Needed:

1. Structure of the Church and Christian Education Department
2. Function of the Christian Education Board
3. Basic purpose of Christian Education
4. Curriculum materials
5. Community and Church needs
6. Parliamentary procedure

Skills Needed:

1. Organizational skills
2. Leadership abilities
3. Significant education
5. Administrative skills

Other Qualifications:

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

MINISTRY ANALYSIS
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LOCAL DIRECTOR OF CHRISTIAN EDUCATION OF ADULTS

Task:

1. To unify, supervise and promote the entire Christian Education work of Adults in the local Church
2. To consult with the General Director concerning the nomination of workers in the adult department
3. To make written reports of the work of the adult department at Christian Education Board meetings
4. To serve as counselor for the Adult Worker's Council
5. To serve as advisor to the Adult's Council
6. To serve as advisor to the Adults Fellowship
7. To serve on the Christian Education Board

Method of Appointment:

1. Nomination of the Christian Education Director with the concurrence of the Pastor
2. Election of the Christian Education Board
3. Confirmation of the Quarterly Conference

Term and Time:

1. Elected for one year, subject to reappointment
2. Time needed on the job:
 - a. Time for Christian Education Board meeting once a month
 - b. Time for Supervisory relationship to other meetings
 - c. Time for Adult Worker's Council
 - d. Time for Adult Council
 - e. Time for Adult Fellowship
 - f. Time for planning and reading
 - g. Time for Christian Education on District and Conference levels
 - h. Time for Quarterly Conference once a quarter

Responsible:

To: Quarterly Conference, Christian Education Board, Christian Education Director, and Pastor.
For: Workers, Teachers and organizations of the Adult Department.

Knowledge needed:

1. Structure of the Adult Department
2. Basic purpose of Christian Education
3. The needs of Adults
4. Curriculum materials appropriate for Adults

Skills Needed:

1. Organizational skills
2. Leadership skills
3. Significant education
4. Ability to work with adults

Other Qualifications:

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

MINISTRY ANALYSIS
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LOCAL DIRECTOR OF CHRISTIAN EDUCATION OF YOUNG ADULTS

Task:

1. To unify, supervise and promote the entire Christian Education work of Young Adults in the local Church.
2. To consult with the General Director concerning the nomination of workers in the young adult department
3. To make written reports of the work of the young adult department at Christian Education Board meetings
4. To serve as counselor for the Young Adult Worker's Council
5. To serve as advisor to the Young Adult's Council.
6. To serve as advisor to the Young Adults Fellowship.
7. To serve on the Christian Education Board.

Method of Appointment:

1. Nomination of the Christian Education Director with the concurrence of the Pastor.
2. Election of the Christian Education Board.
3. Confirmation of the Quarterly Conference.

Term and Time:

1. Elected for one year, subject to reappointment.
2. Time needed on the job:
 - a. Time for Christian Education Board meeting once a month
 - b. Time for Supervisory relationship to other meetings
 - c. Time for Young Adult Worker's Council
 - d. Time for Young Adult Council
 - e. Time for Young Adult Fellowship
 - f. Time for planning and reading
 - g. Time for Christian Education on District and Conference levels
 - h. Time for Quarterly Conference once a quarter

Responsible:

To: Quarterly Conference, Christian Education Board, Christian Education Director and Pastor.
For: Workers, Teachers and organizations of the Young Adult Department.

Knowledge needed:

1. Structure of the Young Adult Department
2. Basic purpose of Christian Education
3. The needs of Young Adults
4. Curriculum materials appropriate for Young Adults

Skills Needed:

1. Organizational skills
2. Leadership skills
3. Significant education
4. Ability to work with young adults

Other Qualifications:

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

MINISTRY ANALYSIS
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LOCAL DIRECTOR OF CHRISTIAN EDUCATION OF YOUTH

Task:

1. To unify, supervise and promote the entire Christian Education work of Youth in the local Church.
2. To consult with the General Director concerning the nomination of workers in the youth department
3. To make written reports of the work of the youth department at Christian Education Board meetings
4. To serve as counselor for the Youth Worker's Council
5. To serve as advisor to the Youth Council.
6. To serve as advisor to the Youth Fellowship.
7. To serve on the Christian Education Board.

Method of Appointment:

1. Nomination of the Christian Education Director with the concurrence of the Pastor.
2. Election of the Christian Education Board.
3. Confirmation of the Quarterly Conference.

Term and Time:

1. Elected for one year, subject to reappointment.
2. Time needed on the job:
 - a. Time for Christian Education Board meeting once a month
 - b. Time for Supervisory relationship to other meetings
 - c. Time for Youth Worker's Council
 - d. Time for Youth Council
 - e. Time for Youth Fellowship
 - f. Time for planning and reading
 - g. Time for Christian Education on District and Conference levels
 - h. Time for Quarterly Conference once a quarter

Responsible:

To: Quarterly Conference, Christian Education Board, Christian Education Director and Pastor.
For: Workers, Teachers and organizations of the Youth Department.

Knowledge needed:

1. Structure of the Youth Department
2. Basic purpose of Christian Education
3. The needs of Youth
4. Curriculum materials appropriate for Youth

Skills Needed:

1. Organizational skills
2. Leadership skills
3. Significant education
4. Ability to work with youth

Other Qualifications:

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

MINISTRY ANALYSIS
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LOCAL DIRECTOR OF CHRISTIAN EDUCATION OF CHILDREN

Task:

1. To unify, supervise and promote the entire Christian Education work of Children in the local Church.
2. To consult with the General Director concerning the nomination of workers in the children's department
3. To make written reports of the work of the children's department at Christian Education Board meetings
4. To serve as counselor for the Children's Worker's Council
5. To serve as advisor to the Children's Council.
6. To serve as advisor to the Children's Fellowship.
7. To serve on the Christian Education Board.

Method of Appointment:

1. Nomination of the Christian Education Director with the concurrence of the Pastor.
2. Election of the Christian Education Board.
3. Confirmation of the Quarterly Conference.

Term and Time:

1. Elected for one year, subject to reappointment.
2. Time needed on the job:
 - a. Time for Christian Education Board meeting once a month
 - b. Time for Supervisory relationship to other meetings
 - c. Time for Children's Worker's Council
 - d. Time for Children's Council
 - e. Time for Children's Fellowship
 - f. Time for planning and reading
 - g. Time for Christian Education on District and Conference levels
 - h. Time for Quarterly Conference once a quarter

Responsible:

To: Quarterly Conference, Christian Education Board, Christian Education Director and Pastor.
For: Workers, Teachers and organizations of the Children's Department.

Knowledge needed:

1. Structure of the Children's Department
2. Basic purpose of Christian Education
3. The needs of Children
4. Curriculum materials appropriate for Children

Skills Needed:

1. Organizational skills
2. Leadership skills
3. Significant education
4. Ability to work with children

Other Qualifications:

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

MINISTRY ANALYSIS
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SUPERINTENDENT OF THE SUNDAY CHURCH SCHOOL

Task:

1. To preside over the weekly Sunday School program and to make sure that teachers and workers are in place
2. To see that students are put in the proper classes and are promoted appropriately
3. To nominate, with the concurrence of the Pastor, divisional superintendents, officers, and teachers
4. To see that training conferences are held for teacher and workers
5. To see that the policies of the Church are carried out in regard to the use of approved curriculum material
6. To work with divisional leaders and others to develop leaders and maintain an effective teaching staff
7. To insure the adequate and accurate keeping of records
8. To make written reports of the work at Christian Education Board meetings and at Quarterly Conferences
9. To serve on the Christian Education Board

Method of Appointment:

1. Nomination of the Pastor
2. Election by the Board of Christian Education
3. Confirmation of the Quarterly Conference

Term and Time:

1. Elected for one year, subject to reappointment
2. Time needed on the job:
 - a. Sunday Morning
 - b. Supervisory relationships to other meetings
 - c. Administrative Board Meeting once a month
 - d. Christian Education Board Meeting once a month
 - e. Teacher's Conference
 - f. Quarterly Conference once a quarter
 - g. Time for reading and conferring with other workers
 - h. Time for Christian Education on District and Conference levels

Responsible:

To: Quarterly Conference, Pastor and Christian Education Board.
For: Administration of the entire program of the Sunday Church School

Knowledge Needed:

1. Structure of the Church and Church School
2. Functions of the Administrative Board
3. Basic purposes of Christian Education
4. Curriculum materials
5. The community and local church needs as a basis for evangelistic outreach

Skills Needed:

1. Organizational skills
2. Leadership ability
3. Administrative Skills

Other Qualifications:

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education

CLUES FOR SUCCESSFUL SUPERINTENDENTS

1. Possess enthusiasm which sets a growing pace and a positive spirit
2. Set high expectations
3. Love the staff, show appreciation and give compliments as well constructive criticism.
4. Live the Sunday School to the point that it infiltrates your life, i.e. search for new ideas, methods, resources, members and workers.
5. PRAY.
6. WILLINGLY accept suggestions.
7. Be punctual. Use time wisely because it is precious. Once lost, it cannot be regained.
8. Set goals, define objectives, plan and work the plan.
9. Have and conduct meaningful staff / teacher's meetings.
10. Accentuate teaching.
11. Encourage healthy competition.
12. Get and keep people involved with the understanding that all jobs and/or responsibilities are important.
13. Read, study and carry your Bible. It is your MAJOR TEXTBOOK
14. Plan and conduct a dedication/commitment/recognition service or event for the Church School workers along with the aid of the Pastor.
15. Constantly remember that the Sunday school is a vital part of the whole congregation.
16. Visit other Sunday school and attend workshop, Institutes, Seminars, etc. for further growth. Read and be a subscriber to literature regarding the Sunday school such as CHURCH EDUCATOR, JED SHARE, THE CHURCH SCHOOL HERALD-JOURNAL, CHURCH SCHOOL TODAY and others.
17. Willingly work with the Board of Christian Education, Director of Christian Education and the Pastor to coordinate the work of the Sunday school and its relationship with the total program.
18. Know your denomination's materials, and see that needed resources are made available.

Resource: BIG IDEAS FOR SMALL SUNDAY SCHOOL by Ralph McIntyre. (Grand Rapids: Baker Book House, 1976)

Handouts prepared by Mary A. Love - 4/19/83

MINISTRY ANALYSIS
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SUNDAY CHURCH SCHOOL TEACHERS

Task:

1. To teach his/her class by exploring the messages of the Scriptures and presenting them in a meaningful way
2. To notify the Superintendent in advance in case of absence
3. To study the Church School material, its background and application
4. To get students involved in the class and challenge them to study the lessons and apply them to their lives
3. To attend Teacher-Training Meetings and Workers Councils
4. To keep adequate records
5. To aid in Vacation Church School, whenever possible

Method of Appointment:

1. Nomination of the Sunday School Superintendent with the concurrence of the Pastor
2. Election of the Christian Education Board

Term and Time:

1. Elected for one year, subject to reappointment.
2. Time needed on the job:
 - a. Time Sunday morning to teach classes
 - b. Time for studying materials (at least 2 hours per week)
 - c. Time for Teacher's meeting
 - d. Time for Worker's Councils
 - e. Time for Vacation Church School

Responsible:

To: Christian Education Board, Superintendent, and Division Director.
From: Teaching and training of pupils of his/her class and their spiritual growth.

Knowledge Needed:

1. Understanding of the Christian Faith
2. Understanding of the nature and purpose of the Church
3. Understanding of persons and how they grow
4. Understanding of the Bible
5. Understanding of how learning takes place.

Skills Needed:

1. Teaching Skills
2. Ability to relate to others
3. Creativity
4. Ability to motivate pupils

Other Qualifications:

1. Radiant growing Christian
2. Genuinely concerned for spiritual health and growth of pupils.
3. Motivated by Christian Commitment
4. Committed to Christian Education.

MINISTRY ANALYSIS
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LOCAL PRESIDENT OF VARICK CHRISTIAN ENDEAVOR SOCIETY

Tasks:

1. To administrator the total program of the VCE Society
2. To coordinate the work of several departments
3. To preside at the Executive Committee meetings
4. To nominate, with the concurrence of the Pastor, the other offices of the VCE Society
5. To make written reports of the work at Christian Education Board meetings and at Quarterly Conferences
6. To serve on the Christian Education Board

Method of Appointment:

1. Nomination of the Pastor
2. Election of the Christian Education Board
3. Confirmation of the Quarterly Conference

Term and Time:

1. Elected for one year, subject to reappointment
2. Time needed on the job:
 - a. Time for VCE Society Meetings
 - b. Time for Executive Committee Meetings
 - c. Time for Christian Education Board Meetings once a month
 - d. Time for Christian Education Workers' Councils
 - e. Time for District, Conference, and Connectional meetings
 - f. Time for Quarterly Conference once a quarter
 - g. Time for planning, research, and reporting

Responsible:

To: Quarterly Conference, Division Director, Christian Education Director, and Pastor.
For: VCE Society, Officer and Members

Knowledge Needed:

1. Structure and operation of VCE Society
2. Parliamentary Procedure

Skills Needed:

1. Leadership skills
2. Organizational skills
3. Administrative skills

Other Qualifications:

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Commitment to Christian Education