

SAMPLE

138. The duties of the stewards are:

138.1. To serve as a church growth committee, unless otherwise provided for, with the responsibilities of outreach, evangelism, and extension, including sponsoring new churches and church-type missions, with the pastor as ex-officio chairperson.

138.2. To provide assistance and support for the needy and distressed. A biblical role of lay leaders is that of ministering in areas of practical service (Acts 6:1-3; Romans 12:6-8). Therefore stewards should offer their time and spiritual gifts in acts of service, administration, encouragement, mercy, visitation, and other ministries.

138.3. To serve, at the discretion of the church board, as the Evangelism and Church Membership Committee as outlined in 110-10.8.

138.4. To assist the pastor in organizing the church so that Christian service opportunities are available to all members. Special attention should be given to the development of ministries toward those of other cultural and socioeconomic backgrounds in the immediate and nearby communities.

138.5. To serve as liaisons to community Christian action and service organizations.

138.6. To give assistance to the pastor in public worship and Christian nurture in the local church.

138.7. To provide the elements for the Lord's Supper, and when requested by the pastor, to assist in the distribution of the same. (34.5, 413.11)

139. A vacancy in the office of steward may be filled by the local church at a duly called church meeting. (113.14)

140. The stewards shall constitute the Stewardship Committee, whose duty it shall be to promote the cause of Christian stewardship of life resources in the local church in cooperation with the pastor and the Stewardship Ministries office of the general treasurer. (38-8.4)

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143. The duties of the trustees are:

143.1. To hold the title to church property and manage it as trustees of the local church, where the local church is not incorporated, or where the civil law requires it, or where for other reasons it is deemed best by the district superintendent or the District Advisory Board, subject to the guidance and the restrictions as set forth in 102-4.4.

143.2. To give guidance to the development of the physical facilities and to financial planning, unless the church board has provided otherwise.

144. A vacancy in the office of trustee may be filled by the local church at a duly called church meeting. (113.14)

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The duties and powers of the Sunday School superintendent are:

146.1. To have executive supervision of all Sunday School ministries in the local church.

146.2. To administer the Sunday School in keeping with the Sunday School Bylaws. (812)

146.3. To promote programs of growth in enrollment, attendance, and leadership training.

146.4. To preside over the regular meetings of the Sunday School Ministries Board, or the Education Committee of the church board, and to lead the Sunday School Ministries Board in performing its duties.

146.5. To submit an annual budget for Sunday School ministries to the church board.

146.6. To make a monthly report to the church board and to submit a written report to the annual church meeting.

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The duties and powers of the Sunday School Ministries Board or Education Committee are:

145.1. To plan, organize, promote, and conduct the ministry of Christian education for the local church. This is to be done subject to

the direct care of the pastor, and the leadership of the Sunday School superintendent, and the direction of the local church board, in keeping with denominational objectives and standards established by the General Board and promoted through the Sunday School Ministries & NYI Committee and offices of adult, NYI, and children's ministries. These include both curriculum and program-oriented ministries for adults and children. The Sunday School, along with the preaching ministry, provides the core of the church's study of Scripture and doctrine. Childcare/Schools (birth through secondary) and annual/special ministries and training, such as Caravan, Vacation Bible Schools, and singles' ministries, provide opportunities through which scriptural doctrines are lived out and integrated into the life of the congregation. (413.23)

145.2. To reach the largest number of unchurched people for Christ and the church, bringing them into the fellowship, teaching the Word of God effectively, and encompassing their salvation; teaching the doctrines of the Christian faith and developing Christlike character, attitudes, and habits; helping to establish Christian homes; preparing believers for membership in the church and equipping them for appropriate Christian ministries.

145.3. To determine the curricula of the various ministries, always using Church of the Nazarene materials to form the basis of biblical study and doctrinal interpretation.

145.4. To plan for and organize the total Sunday School ministry of the local church in keeping with the Sunday School Bylaws. (812)

145.5. To nominate to the annual church meeting one or more persons approved by the pastor, for election to the office of Sunday School superintendent. The nominations are to be made in a meeting with the incumbent superintendent not present.

145.6. To nominate to the church board persons approved by the pastor, to serve as a director of children's ministries and a director of adult ministries.

145.7. To elect the children's and adult councils from nominations by the directors of children's and adult ministries with approval of the pastor and the Sunday School superintendent.

145.8. To elect all age-group Sunday School supervisors, teachers, and officers who shall be professing Christians, exemplary in life, and

in full harmony with the doctrines and polity of the Church of the Nazarene, from nominations by the NYI president and the directors of children's and adult ministries. The nominees shall be approved by the pastor and the Sunday School superintendent.

145.9. To elect a local director of Continuing Lay Training, who shall organize, promote, and supervise regular training opportunities for Sunday School ministries workers and the entire membership of the church. The Sunday School Ministries Board shall have the option of naming the Continuing Lay Training director as an ex-officio member to this board.

145.10. To hold regular meetings; and to organize, by electing a secretary and other officers considered necessary, at the beginning of the Sunday School ministries year, which shall be the same as the church year (114). The pastor or the Sunday School superintendent may call special meetings.

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The duties of the age-group directors are:

147.1. To chair the age-group council that he or she directs and to lead the council in organizing, promoting, and coordinating the total Sunday School ministry for persons within that age-group.

147.2. To give leadership to the appropriate age-group of the Sunday School by promoting programs of growth in enrollment and attendance for children, youth, or adults in the local church, in cooperation with the Sunday School Ministries Board.

147.3. To give leadership for additional Sunday, childcare/ schools (birth through secondary), annual and special ministries, evangelism and fellowship activities for the age-group he or she represents.

147.4. To nominate to the Sunday School Ministries Board the leadership for the various ministries assigned to his or her age-group, including Sunday School supervisors, teachers, and officers, with exception of NYI who will nominate youth Sunday School supervisors, teachers, and officers (39). The nominees shall be approved by the pastor and the Sunday School superintendent.

147.5. To obtain the approval of the Sunday School Ministries Board before using supplemental curriculum.

147.6. To provide leadership training for age-group workers in

cooperation with the Sunday School Ministries Board and the director of Continuing Lay Training.

147.7. To submit an annual budget request to the Sunday School Ministries Board and/or church board, and to administer funds in accordance with such budget approval.

147.8. To receive all reports of the various ministries functioning within the age-groups of the local church under his or her direction. A monthly report of Sunday School enrollment, attendance, and ministry activities shall be submitted to the Sunday School superintendent.

147.9. To submit a quarterly calendar of his or her age-group activities to the Sunday School Ministries Board to be coordinated with the total Sunday School ministry of the local church.

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The duties of the children's ministries director are:

148.1. To perform those duties assigned to all age-group directors in 147.1-47.9.

148.2. To work with the NMI Executive Committee of the local church in appointing a children's mission director. The person appointed becomes a member of both the NMI and Children's Ministries councils. Nominees for this position shall be approved by the pastor and the Sunday School superintendent.

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The duties of the adult ministries director are:

149.1. To perform those duties assigned to all age-group directors in 147.1-47.9.

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The duties of the NYI president are:

151.1. To chair the NYI Council in facilitating the development of youth ministry in the local church.

151.2. To work with the NMI president in the development of a missions emphasis for youth.

151.3. To perform those duties for youth Sunday School as assigned to all age-group directors in 147.1-47.9.

151.4. To report monthly to the local church board and the annual meeting of the local church. (113.8, 127)

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Duties of NMI Council Members

1. NMI President

- a. Directs the work of NMI in the local church.
- b. Presides at all regular and special meetings of NMI.
- c. Promotes, or delegates responsibility for, all emphases not assigned by election or council action.
- d. Prepares an annual budget for approval by the local NMI council and church board.
- e. Submits annually written reports to the local NMI, the annual church meeting, the pastor of the local church, and the district NMI secretary.
- f. Serves as an ex-officio member of the church board, Sunday School Ministries board, district NMI convention, and district assembly. In the case where the pastor's spouse serves as the local president, if he or she so desires not to serve on the church board, the vice president is authorized to serve on the church board in the president's place.

2. Vice President

- a. Performs all duties of the president when the president is absent.
- b. Serves in other areas as assigned by the local NMI council.

3. Secretary

- a. Conducts the correspondence of the NMI, keeps statistical records, and records the minutes of all business meetings.
- b. Keeps a complete list of all NMI members.

4. Treasurer

- a. Keeps an accurate account of all funds collected and expended.
- b. Ensures all offerings are sent to the designated treasurers in a timely manner.
- c. Furnishes the council and, where applicable, the local church treasurer with all reports.

5. Executive Committee

- a. Appoints additional council members or fills vacancies on the council.
- b. Transacts business between council meetings.
- c. Nominates one or more names for president if a vacancy occurs between annual meetings.

6. Other Council Members

- a. Promotes the emphases and/or responsibility to which they are assigned (see NMI Handbook).

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