

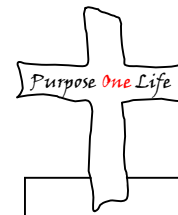
2006-2007

Leadership Handbook



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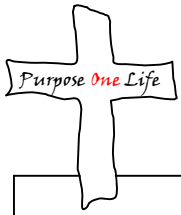


Session III



Session II

50



Agenda

Leadership Training
February 25, 2006

10:00 am	Greeting/Prayer
10:15	Session I
	“It’s Not About Me”
11:00	Break
11:10	Session II
	“Five Questions We Must Answer”
12:00 pm	Lunch
12:45	Session III
	“Leadership is a Privilege & Responsibility”
1:30	Questions/Answers
2:00	Closing

3



Purpose

Our Churches purpose for Existence . . .

To lead all people to become fully devoted followers of Jesus Christ.

Purpose for Single Adult Ministry . . .

To support the mission of this church by creating a safe and open environment where Single Adults can study God's Word, fellowship together, and grow in their relationship with Him

Our Purpose of Existence . . . to be a lighthouse in the Single Adult community . . .

Actions to Accomplish this:

- Know the Light - John 8:12
- Walk in the Light - Matthew 5:16
- Share the Light - Matthew 28:18-20

Core Values:

**"To mature in our love for God and each other."
(Matthew 22:37-39)**

We Will Model this by:

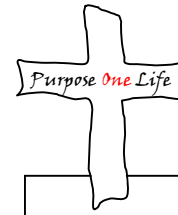
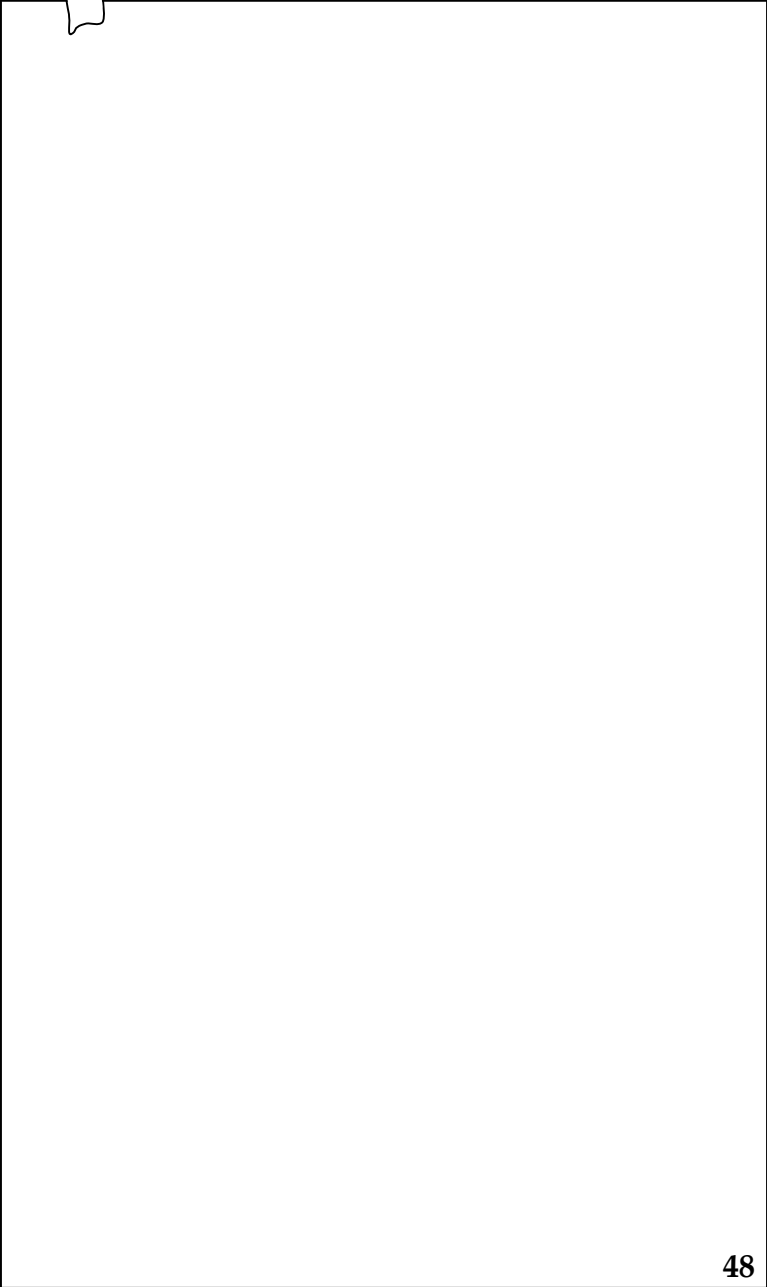
- Ministering to **ALL** Single Adults
- Sharing Christ's love with those who do not know Him
- Encouraging each other to grow in our personal walk with Christ
- Challenging Singles to grow deeper and stronger in their personal commitment to God.



Session II



Session II



Mission & Vision

Our Mission

“To be a safe place where Singles can connect with God and each other.”

Matthew 22:37-40 *And He said to him, ‘You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.’ This is the great and foremost commandment. The second is like it, ‘You shall love your neighbor as yourself.’ On these two commandments depend the whole law and the Prophets.*



Our Vision

“To reach as many Single Adults as possible with the love of Christ.”

Matthew 28:19-20 *Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.*



Five Questions

**Single Adult Ministry...
More than Fellowship**

Five Questions We Must Answer

I. Who are we trying to reach?

John 4:35 Do you not say, 'There are yet four months, and then comes the harvest'? Behold, I say to you, lift up your eyes and look on the fields, that they are white for harvest.

(Circle of Influence)

II. What is our vision?

Matthew 28:19-20 Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.

To reach as many Single Adults as possible with the love of Christ.

Vision: ðTo be a lighthouse in the Single adult community.ö

III. What is our mission?

Matthew 22:37-40 ³⁷ And He said to him, " ' YOU SHALL LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, AND WITH ALL YOUR SOUL, AND WITH ALL YOUR MIND.' ³⁸ "This is the great and foremost commandment. ³⁹ "The second is like it, 'YOU SHALL LOVE YOUR NEIGHBOR AS YOURSELF.' ⁴⁰ "On these two commandments depend the whole Law and the Prophets."

Our Mission: “To be a safe place where Singles can connect with God and each other.”



Session I

Empty rectangular box for notes or additional content.

December 2006



Five Questions

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Single Parentsø Day Out
3	4	5	6	7	8 <i>MCE</i> →	9 <i>MCE</i>
10 <i>MCE</i> →	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Offices Closed	26	27	28	29	30
31	1 Jan Offices Closed					

IV. What are the “pillars” of our church?

Pillars: Non-Negotiable

God Centered
 Bible Based
 Outreach Oriented
 Servant Minded
 Disciple Making
 Kingdom Focused
 Forward Looking

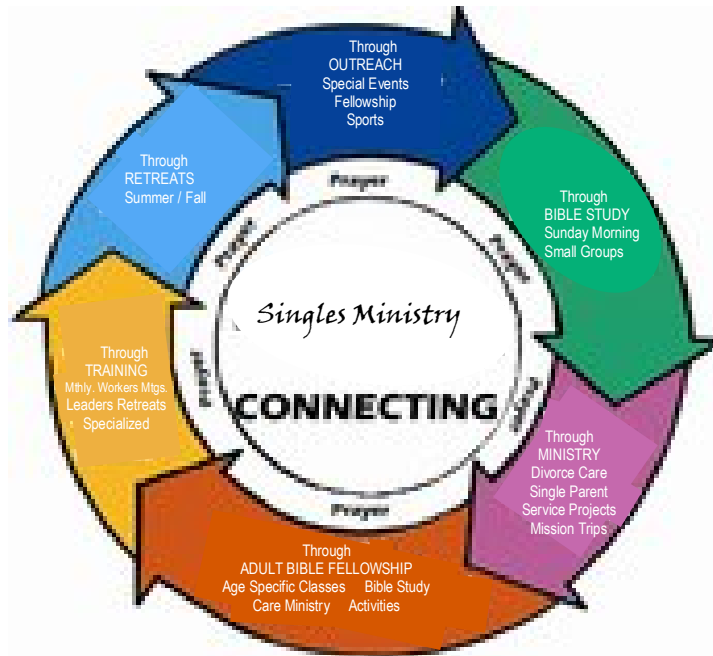
V. What are our Singles Ministry’s key objectives?

- A. **ABF:** To be the central connecting point for the Single Adult Ministry.
- B. **Train up Leaders:** To enhance the God given gifts that our people use for God’s glory, leaders must be committed to worship, purity and service.
- C. **Care:** To provide an environment were singles can know they are loved and accepted.
- D. **Outreach:** To provide quality and creative opportunities to reach Christians without a church home, non Christians, and a safe place for singles to interact with others.
- E. **Bible Study:** To help singles mature in their understanding of the scripture.
- F. **Ministry:** To meet the needs of singles, and give them a place to serve.



Keys to Vision

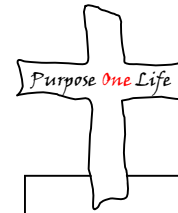
The Keys to accomplishing our Vision



November 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 Single Parent Family Conf.	11
12	13	14	15	16	17	18
19	20	21	22	23 Thanks-giving Day	24	25
26 Birthday Lunch	27	28	29	30		

October 2006



Leadership

Sun Mon Tue Wed Thu Fri Sat

1	2	3	4	5	6	7
8	9	10	11	12	13 Fantastic Friday	14
15	16	17	18	19	20	21
22 Birthday Lunch	23	24	25	26	27	28 Single Parentsø Day Out Cookout ???
29	30	31 Pumpkin Party				

Leadership is a Privilege and a Responsibility

Luke 22:24-27 ²⁴ *And there arose also a dispute among them as to which one of them was regarded to be greatest.*
²⁵ *And He said to them, "The kings of the Gentiles lord it over them; and those who have authority over them are called 'Benefactors.'*
²⁶ *"But it is not this way with you, but the one who is the greatest among you must become like the youngest, and the leader like the servant.*
²⁷ *"For who is greater, the one who reclines at the table or the one who serves? Is it not the one who reclines at the table? But I am among you as the one who serves.*

Leadership Expectations

Job Descriptions
Relationship Covenant

- A. Attend meetings All Workers
- B. Party Hosts Sunday Morning
 Special Events
- C. Participate in Outreach on a regular basis



**Relationship
Covenant**

**Single Adult Leaders
Relationship Covenant**

To maintain the unity of the spirit and exemplify the Biblical pattern of integrity in all our relationships we will seek to:

1. Grow in our love for God and each other. (Matthew 22:37-39)
2. Becoming right men and women of character instead of merely trying to find the right person. (I Timothy 4:7b)
3. Being committed to sexual purity. (Romans 13:13; I Thessalonians 4:3)
4. Committed to reaching people for Jesus Christ. (II Timothy 4:5)
5. Prioritize lifting up Jesus Christ and loving people over matters of individual perspective and preference. (Ephesians 4:1-6, Matthew 5:24, Matthew 19:26)
6. Consider one another more important than ourselves. (Romans 12:10, Philippians 2:3)
7. Submit to, and encourage, one another in their strengths, while at the same time protecting one another from their weaknesses. (Romans 15:1)
8. Speak the truth in Love, addressing one another in a manner that ministers grace and builds each other up. (Ephesians 4:25-29)
9. Commit ourselves to being the guardians of one another's reputations, and the custodians of each other's character. (I Corinthians 6:5-7) Refrain from gossip. (I Timothy 5:13; Proverbs 20:19)
10. Approach matters of conflict sensitively and constructively seeking resolution in accordance with the principles outlined in Matthew 18:15-18 and Ephesians 4:2-3.
11. We are free to do anything but not all is profitable to us. (I Corinthians 6:12)

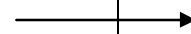
**I agree with these scriptures and by God's grace
I will do my very best to fulfill them.**

Signature

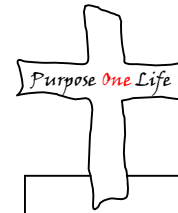
Date

September 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Labor Day Offices Closed	5	6	7	8 Fantastic Friday	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 Birthday Lunch	25	26	27	28	29 Single Parentsø Night Out ???	30 ???



August 2006



Organization 2006-07

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11 Fantastic Friday	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26 Single Parent Family Swim Party
27 Birthday Lunch	28	29	30	31		

Adult Bible Fellowship (ABF)		Ages 30+					
Class	8:00 SACRED	8:00 Early Bird	9:15 Beauty For Ashes	9:15 Living Waters	9:15 Living for Him	10:45 The Open Door	10:45 Brewer / Orr
Shepherd							
Outreach							
Prayer							
Care							
Social							
Coordinator							
Records							
Service & Missions							



Organization 2006-07

Adult Bible Fellowship (ABF) Ages 21-29					
Class	9:15 Career I	9:15 Career II	9:15 Young Singles	9:15 Young Ladies	
Shepherd					
Outreach					
Prayer					
Care					
Social					
Coordinator					
Records					
Service & Missions					
					12

July 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Fourth of July	5	6	7	8
9	10	11	12	13	14 Fantastic Friday	15
16	17	18	19	20	21	22
23 Birthday Lunch	24	25	26	27	28 Single Parent Family Night	29
30	31					

June 2006



Organization 2006-07 Specialized Ministries

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 Fantastic Friday	10
11	12	13	14	15	16	17
18 Fathersø Day	19	20	21	22	23 Single Parents Red Bird Game	24
25 Birthday Lunch	26	27	28	29	30	

Specialized Ministries				
	Leaders			Helpers
Greeters				
Worship				
Life Team				
Outreach				
Divorce Care				
Single Parent Family Ministry				



ABF Coordinator

**There will be a ABF Coordinator
for each Adult Bible Fellowship (ABF)**

8:00	Sacred	Special Needs	P-221
8:00	Early Bird	Over 40	L-131
9:15	Career I	20's	Fireside Rm
9:15	Young 20's	20-24	W-114
9:15	Young Ladies	20-30	ROC Lobby
9:15	Living for Him	Mid 30's-40	P 101-103
9:15	Living Waters	Mid 30's-40's	Parlor
9:15	Beauty/Ashes	Ladies class	P-114
10:45	Open Door	50's +	J-209
10:45	Brewer/Orr	40's-50's	J-212
5:00	Sunday Night	Mixed ages	L-115

Responsibilities:

Personal

1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.

Functions

1. Enlist ABF leadership team, with help from the shepherd.
2. Coordinate ABF organization.
3. Lead the ABF each Sunday morning.
4. Responsible for "taking the pulse" of the ABF and offering feedback and recommendations to the shepherd.

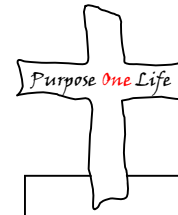
Involvement

1. Attend Worship Service and ABF regularly.
2. Attend the All Workers Meetings.

May 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 Fantastic Friday	13
14 Mothersø Day	15	16	17	18	19	20 Family Picnic
21	22	23	24	25	26	27 Parentsø Day Out
28 Birthday Lunch	29 Memorial Day Offices Closed	30	31			

April 2006



Shepherds

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9 Palm Sunday	10	11 Passion	12 Week	13	14 Good Friday	15
16 Easter Sunday	17 Good Monday Offices Closed	18	19	20	21 Fantastic Friday	22
23 Birthday Lunch	24	25	26	27	28 Single Parent Night Out	29
30						

The shepherd is responsible for teaching God's Word to encourage spiritual growth while stimulating character and behavioral changes within the lives of ABF members.

Responsibilities:

Personal

1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.
3. Commit to teach for one ministry year.

Functions

1. Guides the ABF in life application Bible Study.
2. Develops a teaching team.
3. Works with the ABF coordinator to develop the Leadership Team.
4. Greet and get to know as many of your class members as possible.

Involvement

1. Attend Worship Service and ABF regularly.
2. Attend and participate in the monthly All Workers Meeting.
3. Attend training sessions as scheduled.
4. Meet with the Singles Pastor on a regular basis.



**Service/Missions
Coordinator**

The principal activity of the Service/Missions Project Coordinator is to lead the ABF in using Their God-given abilities to meet needs both inside and outside the ABF.

Responsibilities:

Personal

1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.

Functions

1. Plan and coordinate service projects in the community. Two per year (minimum). Projects must have approval from the Single Adult Pastor.
2. Encourage, recruit and communicate opportunities to serve.
3. Encourage and support mission projects.

Involvement

1. Attend Worship Service and ABF regularly.
2. Attend the All Workers Meeting each month .

March 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	←		SPRING	BREAK	→	
19	20	21	22	23	24 Fantastic Friday	25
					Single Parent Night Out	
26	27	28	29	30	31	
Birthday Lunch						



Telephone Outreach Tips

Offer to mail the leaflet on “Making An Informed Decision About Joining a Church.”

17. If you believe it will help us reach them if a **specific staff member contacts them**, please communicate this to the church office or via the prospect slip.



Outreach Coordinator

The primary activity of the Outreach Coordinator is to lead the ABF in being intentional about ministering to our “guests” and to reach those outside the body of Christ.

Responsibilities:

Personal

1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.

Functions

1. Ensure that an initial contact (card, phone call, personal visit) is made to each “guest” within three days of his/her visit.

Involvement

1. Attend Worship Service and ABF regularly.
2. Attend the All Workers Meeting each month.



Community Care Coordinator

The primary activity of the Care Ministry is to ensure that all class members are ministered to throughout the year.

Responsibilities:

Personal

1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.

Functions

1. Contact individuals within the class for encouragement.
2. Coordinate and recruit Care Ministers to contact the 8-10 people in their care group at least once a month. Calls should be friendly, highlight class activities, encourage participation, and ask for prayer request and personal needs.
3. Recruit others to help in the Care Ministry.
4. Inform Singles Pastor of hospital stays, deaths in family, etc.
5. Be involved in ABF on a consistent basis.

Involvement

1. Attend Worship Service and ABF regularly.
2. Attend the All Workers Meeting each month.



Telephone Outreach Tips

then go to the Welcome Center where someone will escort them to their class and introduce them to someone, starting with their youngest child to the parent. Share with them that the ABF is where they will make friends and discover the heart of our church.

If they say YES, ask . . .

Who is the teacher?

Do they know they are encouraged to visit several times in both ABF class hours before they decide what class they want to participate in...Did they feel comfortable?

13. Offer to **mail information** about age group ministries such as Divorce Care, Single Adult, College, Youth, Preschool, and Children.
14. **When getting an answering machine . . .**
Introduce yourself once at the beginning and a second time after you have left a brief message. Thank them for coming to church. If you are comfortable sharing your telephone number, leave your telephone number and invite them to return your call if they have questions.
15. **When talking about ABF . . .**
All adults are studying the same Scripture passage. We are age-graded, need-graded, and life stage graded. Teachers are trained to help guests feel comfortable. They will not ask you to pray or read the Bible unless they are sure you are comfortable doing it. They will not put you on the spot by asking questions. As a guest you can be a spectator or get involved at the level you feel comfortable.
16. **If they have a lot of questions about the church . . .**
Encourage them to attend the New Members' Class.



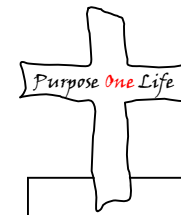
Telephone Outreach Tips

During your call . . .

Questions and information to communicate

Please remember that you do not want to ask all these questions or share all this information the first time you call someone. Avoid making this an interview or a series of questions and answers.

1. Introduce and try to **identify yourself**. Introduce yourself a second time, just before you hang up. Some people will miss your name the first time you tell them.
2. Did they come as **guests of one of our members**? Who?
3. **How did they find out about our Church?**
4. Ask about their **children's church experience**.
5. If we do not have the **children's name and ages**- please ask.
6. **Ask about their experience in Worship?** Music? Sermon?
7. **Help them network** with other members. Ask if they work with or know other members of our church.
8. **Discover where they work** and see if other members work with them.
9. If you feel comfortable, give them your telephone number to call if they have questions or **give them the number for our church**.
11. If they express hesitation about the large size of Our church . . .
Encourage them to go to ABF-they will feel different!
Mention the small group Bible Study in ABF- "the church within the church."
12. **Have they attended ABF?**
If they say NO . . .
Encourage them to park in the guest parking and



Care Ministry Coordinator

The Care Ministers

Responsibilities:

Personal

1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.

Functions

1. Contact individuals within the class for encouragement.
2. Recruit others to help in the Care Ministry.
3. Inform Care Coordinator or Singles Pastor of hospital stays, deaths in family, etc.
4. Be involved in ABF on a consistent basis.

Involvement

1. Attend Worship Service and ABF regularly.
2. Attend the All Workers Meeting when requested.



Prayer Coordinator

The primary activity of the Prayer Coordinator Is to keep before the class the priority of prayer, both individually and corporately.

Responsibilities:

Personal

1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.

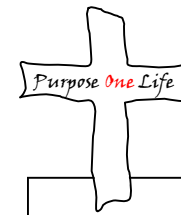
Functions

1. Organize a class network of prayer support.
2. Encourage class members in their personal prayer life.
3. Gather and share prayer need with the ABF.
4. Pray for class assigned missionary or ministry.
5. Pray for the Singles Ministry and Singles Pastor.
6. Follow-up on prayer needs.

Involvement

1. Attend Worship Service and ABF regularly.
2. Attend the All Workers Meeting each month.
3. Prayerfully consider volunteering in our Intercessory Prayer Room one hour a week.

NOTE:



Telephone Outreach Tips

The basics of Good Communication

- Keep your voice clear with a bright cheerful tone
- Smile as you are talking on the telephone
- Do not rush but pace yourself to the pace of the person called.
- Be attentive to the needs of the person called (ie: single parent, etc.)
- Be courteous!!!
- Answer questions
- Get the facts straight (Name, address)
- Don't rush over the points that may be familiar to you but are unfamiliar to the person called.
- Let your message develop out of questions you ask the person being called, so that he will feel he is part of the conversation. The things you want to say can be worked into your responses to his answer.

Think about . . .

Voice Image- How's your tone of voice- pleasant, angry, timid, bored, enthusiastic, alert?

Audibility- Are you loud enough? Too loud?

Enunciation and Articulation- Are you speaking clearly and distinctly? Are your words slurred or run together?

Inflection - Do you speak in a monotone?

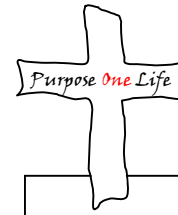
Rate of Speech - Do you speak too fast? Too slow?

Self-Assurance- Do you sound like you know what you are talking about and have you planned how you would say it?



Outreach Questions

Be open to the Lord's guidance.
Find your own personal approach!



Prayer

Ideas for ABF Prayer Coordinators

Suggestions for Personal Growth:

1. Make a commitment to spend time in prayer and Bible Study daily.
2. Read books on prayer.
3. Attend prayer seminars and conferences.
4. Volunteer to become an intercessor in the Intercessory Prayer Room.

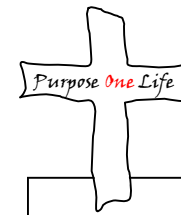
Suggestions for ABF Growth:

1. Personally pray over your department on a regular basis (members and leadership).
2. Provide creative ways to obtain and distribute prayer requests:
 - Prayer Sheet- email, phone, or mail.
 - Class Newsletter- Work with class/departmental leadership to create a class newsletter, Include a section on prayer with requests, answered prayers, and upcoming prayer events.
 - Prayer Basket- Have a basket available at the beginning of class with blank slips of paper on which members can write their prayer requests. Pass the basket around during class and collect the requests. At the end of class members can pick up a request to pray for during the week.
3. Begin teaching the class, through example, the importance of not only praying for physical needs, but spiritual, i.e., deep hunger and thirst for the Lord and His Word, repentant hearts, desire to walk in holiness, right relationships, souls won to the Lord, revival, etc.
 - Enlist volunteers periodically to share a brief testimony of how the prayer ministry or personal prayer has impacted their lives.



Prayer

- Stay in contact with the missionary the class has adopted and share regular reports and prayer requests concerning him/her. If the missionary is local, ask him/her to speak to the class periodically.
4. Form a bond with the other ABF PCø. Meet occasionally to pray together, encourage one another, and share ideas.



Outreach Questions

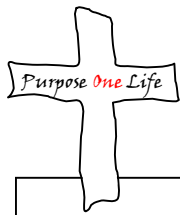
- How did you first come to our church?
- What are you looking for in a church home?
- How would you describe your relationship with the Lord at this point in your life? (Remember to be sensitive as to how deeply to pursue this. You might share a part of your testimony here as it relates to his or her experience).

If the Holy Spirit leads you to do so, you will want to share Christ with your prospects and give them an opportunity to pray, inviting Christ into their lives.

Some facts most prospects find helpful

- We have many visitors at our Church. There will be others like yourselves, also visiting in the ABF you attend.
- We have had many new church members during the past months. If you join our fellowship, you will meet others who have also recently joined our church.
- ABF's have care groups which help newcomers get to know a few people more intimately. These people will encourage and assist you with your spiritual growth and development.
- We are interested in each person finding the right church home. One that will meet their needs, by facilitating and encouraging their growth as Christians.

If there are questions you cannot answer, or if the person needs material you did not bring along, assure them that you will be back in touch with them and then do so! If the situation is right, have a prayer before you leave. Always let the person know that he can call upon you if he needs anything or has any further questions. Accept this person as "yours"! Minister to his needs to the best of your ability. This might mean asking another person to become involved. Do not be a pest, but do stay in touch.



ABF Assimilation

first impression! Please, no loud talking at the door. Ring the bell or knock; then wait. (If no one answers, leave a note and call later.) Visit the prospect with a spirit of genuine interest.

During the visit:

- Have a sense of humor! Smile when the door is opened!
- Thank your prospect for the privilege of visiting with them.
- Look around for picture, collections, etc that express that person's personality or interests. Ask questions about these things. Find a common bond. Develop rapport.
- Always be aware of your host's tone of voice, interest and facial expressions. Are they glad you're there? Or are they simply passing time before you leave?
- Use good manners. If you're offered something to eat or drink, accept it if at all possible. If you must decline, do so graciously.
- Try not to stay too long or leave too quickly.



Greeter Coordinator

This is the first impression team of the Single Adult Ministry; the first friendly face a member or visitor sees. This team will serve as a bridge to help a visitor to feel welcome and become active in the ministry. This will encompass teams that will be willing to serve at ABF and all other singles events.

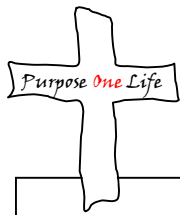
Responsibilities:

Personal

1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.

Functions

1. Recruit male and female team members from each ABF so that men may reach men and women may reach women.
2. Responsible for teams to be involved at ABF hours. Greeters should arrive at their respective location 10-15 minutes early.
3. Get guest registration cards filled out, name tag and publicity materials to all first time visitors then introduce to other friends within the group as well as help the visitors find the appropriate ABF and then accompany them to worship when needed.
4. Set up tables of information at all events (brochures, name tags, lessons etc.).
5. Schedule greeters at and all other single wide events.



Greeter Coordinator

Involvement

1. Attend Worship Service and ABF regularly.
2. Help ensure that new people are reached that week through a personal visit, call, card, etc.
3. Attend the All Workers Meeting each month.



ABF Assimilation

Instructions for Greeters and Care Teams

Work with the greeters and the care team to insure that every guest in your department is registered by completing a ABF information form. That means everyone!

These people include:

1. Church members who are not enrolled in ABF
2. ABF members visiting from another department
3. Out of town guests
4. People who are neither Church nor ABF department members
5. Call and offer a visit to everyone who visits your department as quickly as possible.
6. Enroll visitors quickly! Say, "We want you in our department . . . I'm putting your name on our list." Please write their name and address on a ABF Registration Form.

Visitation Ideas for Outreach

Find a visiting partner. Visit with another member of your department. This helps both team members gain confidence. Decide in advance who will be the "speaking partner". This person talks the most... the other person prays most!

Plan to visit prospects, new members, ABF "drop outs", members who need special attention, a neighbor, etc.

Take something you can leave. A visitation packet, a booklet, an invitation or a map to a ministry function, etc.

Have prayer before each visit. Visitation is for the purpose of sharing the Good News of Jesus Christ and showing His love and concern. Obviously, we desire that the person we visit will become a part of our fellowship. The Lord is in control of the experience, and we want to be "tuned in" to what he has in mind.

Be courteous and sensitive. You get only one chance at a



Worship Coordinator

The primary activity of the Worship Coordinator is to coordinate the musical and creative abilities within the Singles Ministry in order to praise and worship God.

Responsibilities:

Personal

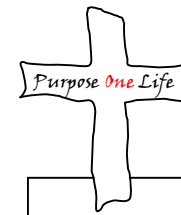
1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.

Functions

1. Oversees the praise band, sound and drama teams in all facets of ministry.
2. Works with the Singles Pastor to plan when, where, and how these groups will be use.
3. Report any equipment needs or repairs to the Single Adult Minister.
4. Recruits musicians, singers, sound and drama people.
5. Makes sure that all participants are conforming to items 1 and 2 in the personal section above.

Involvement

1. Attend Worship Service and ABF regularly.
2. Attend and participate in the monthly All Workers Meeting.
3. Meet with the Singles Pastor on a regular basis.



Divorce Care Coordinator

Divorce is a reality in our society today. This makes Divorce Care a very important part of our Single Adult Ministry. This team's goal is to provide a safe and quality environment for those who are divorced or are going through a divorce.

Responsibilities:

Personal

1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.

Functions

1. Using Divorce Care videos and materials, provide quality teaching and care for those attending.
2. Keep the Single Adult Ministry informed of attendance and needs.
3. Look ahead and plan for future classes.
4. Submit promotional materials and potential costs for approval on a timely basis.
5. Coordinates DC4Kids program.
6. Coordinates Level II program.

Involvement

1. Attend Worship Service and ABF regularly.
2. Attend the All Workers Meeting each month.



Life Team Coordinator

The Life Team takes and plans the fellowship opportunities for the Single Adult Ministry. It offers fellowship, fun, and food when appropriate. This team will also be actively involved in the total responsibilities of the event from start to finish.

Responsibilities:

Personal

1. Nurture a continually growing relationship with Jesus Christ through consistent prayer and Bible study.
2. Model a life of moral integrity, personal stability, and humble servant leadership. Commit to the relationship covenant.

Functions

1. Plan, organize and implement all major events from inception to completion and evaluation. This will include all single wide events.
2. Plan fellowships and other important Single's events.
3. Work on enlisting helpers for set up and tear down of events.
4. Will identify needs required by team to fulfill obligation of the Singles Ministry Assistant to complete "Maintenance Request" forms and enter Event-U requests (rooms, set-up, buses, food, drinks, etc.)
5. Will develop themes, schedule and logistics of events and then hand off responsibilities to the appropriate team.
6. Recruit and train a team to serve.
7. All plans must have the Singles Pastor's approval.



Life Team Coordinator

Involvement

1. Attend Worship Service and ABF regularly.
2. Attend the All Workers Meeting each month.