

# SUNDAY SCHOOL & DISCIPLESHIP MINISTRIES INTERNATIONAL

## HANDBOOK 2009–2013



**SDMI**

*Make the Connection*

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# MAKING THE DISCIPLESHIP CONNECTION

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Welcome to the leadership team of Sunday School & Discipleship Ministries International (SDMI). In 2007, the Board of General Superintendents declared the mission of the Church of the Nazarene is, “To make Christlike disciples in the nations.” At the same time, the 2007 General Board voted to expand Sunday School Ministries to include Discipleship International, to reflect the global need for Christian education in the local church.

For nearly 250 years, the Sunday School has been an effective tool for education and evangelism in the local church. In recent years, God has opened up additional doors through which many people join our church family. Around the world, the local church utilizes a wide variety of effective educational and evangelistic tools that do not fit neatly into the classic understandings of Sunday School. Today, Christian education in the local church has expanded beyond merely dispensing information to a room of passive listeners one hour a week on Sundays. Sunday School is moving beyond “one size fits all” classes to an aggressive 24/7 preparation of children, youth, and adults to follow Jesus as His personal disciples. An expanded Sunday School emphasis with discipleship ministries seeks to equip all of us to pursue a Christlike way of life in the fulfillment of the Great Commission and the Great Commandment.

Your Sunday School & Discipleship Ministries International team at the Global Ministry Center is committed to providing you with the resources, support, and training necessary for fruitful disciple making to the glory of God. We are here to partner with you in maximizing the effectiveness of your calling and ministry in making Christlike disciples who make Christlike disciples.

Woodie J. Stevens, D.Min.

Global Director

Sunday School and Discipleship Ministries International

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## THE NAZARENE SUNDAY SCHOOL

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Sunday School has always been a part of the Church of the Nazarene. From the denominational beginnings at Pilot Point, Texas, the founding fathers were firmly committed to promoting evangelism, missions, and Christian education.

This young, fledgling religious movement took seriously Christ’s command to “go . . . make disciples of all nations . . . teaching them to obey everything I have commanded you” (Matt. 28:19-20).

Because of the evangelistic fervor and revival spirit of those days, the Sunday School became the primary tool through which new believers were taught the tenets of faith.

Sunday School still holds a vital role in the Church of the Nazarene. The major purpose of the Sunday School is to help men, women, boys, and girls study God’s Word, the Bible, and apply its life-guiding principles.

### **OTHER PURPOSES OF THE SUNDAY SCHOOL INCLUDE:**

- To provide a safe setting in which people can share their joys and sorrows, their concerns, and their questions about life and the answers they discover.
- To help people discover how to grow as Christians by leading them to examine God’s Word and apply it to their lives.
- To provide an opportunity for people to enjoy small-group fellowship with others who share their concerns and values.
- To work together to reach people for Jesus Christ.

## REACHING PEOPLE . . .

Sunday School is the setting in which a deeper level of community and learning can be achieved through the personal interchange of thoughts, ideas, and feelings.

From the Garden of Eden, where God personally tutored Adam and Eve; to Abraham and the Israelites, who were instructed to teach God's truths in the home; to the present-day Sunday School, the learning process has always been most effective in small-group settings. This effective small-group organization still offers support, care, and fellowship to individuals. As one faithful attendee points out, "In Sunday School, the people know me by name."

Sunday School is the personal, ministering arm of the church. It extends that arm to assist the pastor and other church leaders. Committed, caring teachers become undershepherds who reach, teach, care for, and nurture each believer. The Sunday School is one of the most effective means of reaching and assimilating new people into the church.

## TEACHING PEOPLE . . .

No schoolteacher or college teacher ever faces a classroom without a preplanned lesson outline for the course. A system is necessary—a logically sequenced system—that will help students learn the proper material in the proper order. Each lesson builds upon the previous lesson to give students full knowledge and a complete education.

Likewise, in Christian education, a definite plan gives the best chance to impact the spiritual development of students. It is called "curriculum."

Why be concerned with a curriculum plan? What a group hears and digests mentally is what its members eventually become. Because people of different age-groups have different needs and different ways of learning, the Church of the Nazarene provides a graded Sunday School curriculum for all age levels.

Using the Bible as the text, WordAction curriculum is prayerfully developed to systematically move each age-group through the major tenets of our faith. Through this progression of building lesson upon lesson, a firm foundation of practical—and theologically sound—doctrine is laid in each believer's life.

The Church of the Nazarene is a Holiness denomination with a unique calling. Every church with the name *Nazarene* has a trust to maintain doctrinal integrity in its teaching. The objectives are to ground Nazarene disciples in the Wesleyan-Arminian perspective and help students understand why we are Holiness people and why we have chosen to support this church's mission. To help maintain this holiness trust, the Church of the Nazarene decided years ago to produce curriculum from the Wesleyan-Arminian point of view. Today, WordAction is the world's largest producer of Holiness curriculum.

Each level of curriculum is designed specifically for that age level—not adapted from a generic list. Each level includes activities, special helps, and a relevant focus to guide students toward their maximum growth potential.

Curriculum in the Church of the Nazarene is created by practitioners. We employ writers and editors who know the age-group for which they are writing. We are confident that our curriculum will work and is theologically sound. We know it's practical and meets needs because every week many of our editors teach the same curriculum they develop in their local churches.

WordAction is the time-tested and theologically-true medium to lead all ages—from children to adults—into a deeper spiritual pilgrimage.

*Welcome to the Nazarene Sunday School & Discipleship Ministries International leadership family! The role of the Sunday School is of paramount importance in our Church. You are part of a team of individuals committed to the mission to carry out the Great Commission to children, youth, and adults in preparation for a lifetime of making Christlike disciples in the nations. Together, let's continue to help our congregations **Make the Connection** with people, with Christ, with God's Word, and with His mission!*

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# QUADRENNIAL THEME

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The 2009–2013 Quadrennial theme for Sunday School & Discipleship Ministries International is *SDMI—Make the Connection*. Sunday School and small groups serve as a “connecting point” for many of the ministry efforts of the Church. Our theme emphasizes this factor, calling us to *make the connection* through a variety of powerfully interactive methods. Your SDMI team is committed to providing you with the resources, support, and training necessary for **connecting** persons of your congregation and community with Christ, with God’s Word, with other people, and with the mission of intentionally helping others follow Jesus more closely.

You are free to utilize the theme logos to help promote your local and district SDMI efforts. Electronic versions of the logos are available on line at [www.sdmi.nazarene.org](http://www.sdmi.nazarene.org) or by E-mailing [sdmi@nazarene.org](mailto:sdmi@nazarene.org).



**SDMI**  
*Make the Connection*



# ADMINISTRATION



SDMI

*Make the Connection*



# LOCAL ORGANIZATION

## AN OVERVIEW OF SUNDAY SCHOOL & DISCIPLESHIP MINISTRIES INTERNATIONAL

SDMI is an organization of the local church whose primary task is to reach people for Christ. The local church promotes Sunday School and small groups because they have constantly proven to be effective in outreach results. SDMI is accountable to the church board and also plans, promotes, directs, and coordinates all other Christian education ministries of the church. These include Sunday ministries, weekday ministries, small groups, annual/special ministries, and discipleship training.

SDMI is the very heart of congregational life in the Church of the Nazarene. Its coordinated ministries of Bible study, outreach, evangelism, and Christian nurture permeate and give expression to Great Commission activity for every person and age-group. It is organized in such a way that the special needs of all age-groups in the local church can be met: (1) children, birth to age 12 (completion of sixth grade) under a director of children's ministries; (2) youth ages 12 and older, college/university students, and young adults, with the NYI president as an ex officio member of SDMI; and (3) adult, married or 24 years and older, under a director of adult ministries. No one should feel outside the scope of ministry available through Sunday School & Discipleship Ministries International.

Over the years, our name has changed from Church Schools to Christian Life (1976–80), then to Christian Life and Sunday School (1980–89), then to Sunday School Ministries (1989–2006), and now to Sunday School & Discipleship Ministries International. Each change marked the enlargement of vision and scope of ministry. In its current form, week-by-week operation of the Sunday School as well as specific ministries to numbers of people of all age-groups are coordinated by the SDMI Board.

The work of SDMI falls into two broad categories: curriculum and program. Along with the preaching of the pastor, the curriculum-oriented phase of Sunday School ministry provides the core of the church's study of Scripture and doctrine.

Other ministries—such as Caravan, Quizzing, Cradle Roll, Touch-a-Life (after school), Camping, Vacation Bible School, Young Adult Ministries, Single Adult Ministries, Women's Ministries, Men's Ministries, Family Life Ministries, Prime Time Ministries, Continuing Lay Ministries, etc.—are program-oriented activities through which scriptural doctrines are lived out and integrated into the life of the congregation.

Always remember, **Sunday School is the foundational ministry for every age-group.** A church should provide this ministry even if it can provide no others. The work of the Sunday School is best carried out through age-groups—children, youth, and adult—with a council responsible to organize and administer the work of each.

As a church grows, it should add additional ministries for each age-group as needs become apparent and there are leadership and resources to meet those needs

## MISSION STATEMENT OF SUNDAY SCHOOL & DISCIPLESHIP MINISTRIES INTERNATIONAL

To stand firm, a house must have a foundation. To grow properly, a tree needs strong, deep roots. Your church's SDMI needs a similar underpinning. You must know where you came from, where you are going, and why you do what you do. *Manual* statements describing the mission and purpose of the denomination offer some help. However, each local church also needs a customized declaration of the vision and mission of its SDMI ministries. A clearly-defined SDMI mission statement gives your church a measure by which to plan—and evaluate—all Christian education activity. A mission statement should tell:

- a. Who you want to reach through SDMI.
- b. Your God-given vision for ministry through SDMI.
- c. The future you envision as a result of your mission.
- d. Ways your church's ministry is unique, compared with other churches in your geographic area.

The biblical basis for the mission of the Church of the Nazarene is the Great Commission (Matt. 28:19-20). From this scripture come two statements describing the mission of the Church of the Nazarene and of SDMI:

- The mission of the **Church of the Nazarene** is to make Christlike disciples in the nations.
- The mission of **SUNDAY SCHOOL & DISCIPLESHIP MINISTRIES INTERNATIONAL** is to carry out the Great Commission to children, youth, and adults in preparation for a lifetime of making Christlike disciples in the nations.

## OBJECTIVES FOR SUNDAY SCHOOL & DISCIPLESHIP MINISTRIES INTERNATIONAL

SDMI is responsible for providing ministry to all age-groups.

The objectives of SDMI are:

1. To locate and reach the largest possible number of unchurched people for Christ and the church.
2. To bring the unchurched into the fellowship of the church and disciple them in Christlikeness.
3. To teach the Word of God effectively in order to lead people into salvation and the experience of entire sanctification.
4. To disciple them in Christlikeness that reproduces their faith in others.
5. To teach the doctrines of the Christian faith revealed in the Bible and interpreted by the Articles of Faith of the Church of the Nazarene; to develop the simplicity and spiritual power of Christlike character, attitudes, and habits; and to establish Christian homes.
6. To prepare believers for membership in the Church of the Nazarene.
7. To motivate and equip believers for a disciple-making way of life.

## STRUCTURE VARIES WITH CHURCH SIZE

The SDMI structure is always flexible and adaptable to the different sizes of local churches. Small churches do not have the personnel to fill all the positions of organization that the larger churches have, nor should they attempt to do so. Structure to fit the needs of the local church. Below, there are three suggested options suited to different sized churches.

### Option 1. Small Churches (75 members or fewer)

Churches of 75 members or fewer may choose to have the church board function as the SDMI Board (*Manual* 129.25, 145). The pastor can fill the position of the SDMI superintendent, or one can be elected. Ministry directors can be Sunday School teachers who would serve in a dual capacity. In very small churches, the three age-group ministry directors might even be the only Sunday School teachers or small group leaders.

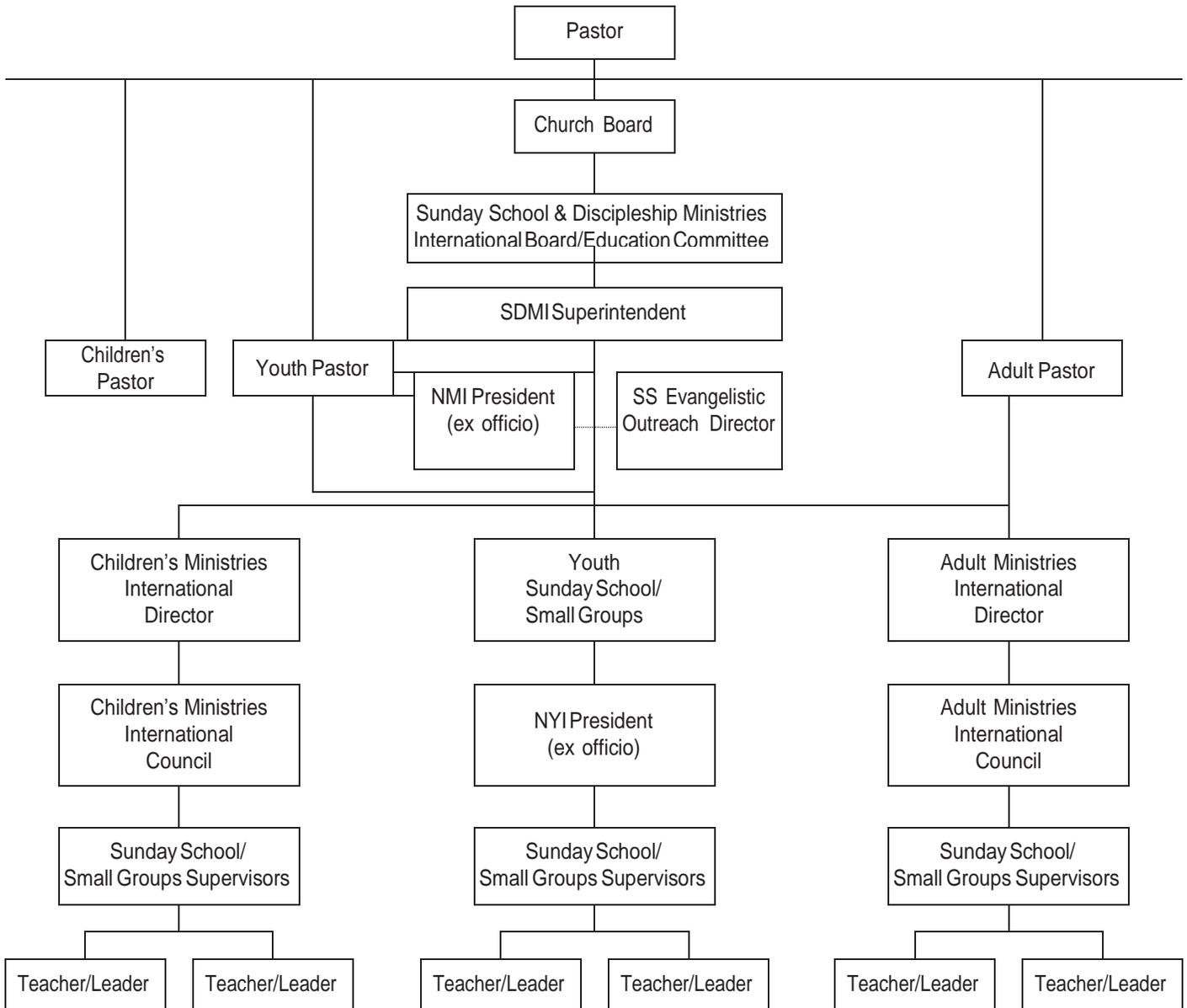
As needs arise and as the church grows, additional needs will become evident. New programs can then be implemented, requiring more personnel. Thus the organization easily expands to meet the needs of people.

If a church has been organized for less than five years, or had fewer than 35 voting members in the previous annual church meeting, or is receiving regular financial assistance from the district, or has been declared in crisis, the district superintendent may, with the approval of the District Advisory Board, appoint the members of the church board (stewards, trustees), **the SDMI superintendent**, and other church officers (secretary, treasurer) (*Manual* 208.17 [*Manual* paragraphs, unless otherwise noted]).

### Option 2. Medium Churches (76–399 members)

If desired, the elected members of the SDMI Board may be designated at the annual church meeting as an elected part of

## THE STRUCTURE OF A GROWING NAZARENE SUNDAY SCHOOL AND SMALL GROUPS



the church board, thus functioning as an **Education Committee** of the church board (113.11). Churches must still abide by *Manual* 137 and 141 if choosing this option. The SDMI superintendent will be elected according to *Manual* 146. Children's and adult ministry directors are nominated to the church board, and when elected, become ex officio members of the Education Committee, but not the local church board. They, in turn, nominate the members of the age-group councils, including Sunday School teachers and officers (*Manual* 147.4).

### Option 3. Large Churches (400+)

Large churches can choose to elect a separate SDMI Board or to elect an Education Committee of the church board (*Manual* 145). The SDMI superintendent is elected according to *Manual* 146, and age-group ministry directors lead fully-elected councils. This allows specific areas of responsibility and ministry to be expanded as the sphere of needs increases.

### THE PASTOR'S ROLE IN SDMI

Every function, ministry, and committee is under the direct authority and leadership of the pastor. He/she is the one whom God has called to full-time ministry and ordained to lead the people of God. He/she is the key leader of the church. He/she determines the direction, in most cases, for the entire church. What he/she promotes usually succeeds; what he/she fails to promote usually fails. Therefore, the pastor must be vitally involved in the Sunday School & Discipleship Ministries if they are to grow!

The pastor's key role in the SDMI structure, and his/her direct responsibility for all that happens within the SDMI organization, is underscored in the following *Manual* statements:

—145.1. This [the work of the SDMI Board] is to be done subject to the direct care of the pastor.

—413.9. To have the care of all departments of local churchwork.

—413.10. To appoint the teachers of the Sunday School in harmony with *Manual* 147.8.

—413.13. To supervise the preparation of all statistical reports from all departments of the local church, and present promptly all such reports through the district secretary to the district assembly. (*Manual* 114.1)

—413.14. To give leadership to the evangelism, education, devotion, and expansion programs of the local church in harmony with the district and general church promotional goals and programs.

—413.15. To submit a report to the annual church meeting, including a report on the status of the local church and its departments, and an outline of areas of future needs with recommendations for reference by the church to any of its officers or departments for study and/or implementation in future steps for growth and progress.

—413.23. The pastor shall be, ex officio, president of the local church, chair of the church board, and a member of all elected and standing boards and committees he or she serves.

—414. The pastor shall have the right to a voice in the nomination of all heads of all departments of the local church and any Nazarene weekday school organization.

The important place of the pastor must be acknowledged when approaching an understanding of any structure or organization within the local church.

### MEMBERSHIP OF THE SDMI BOARD

The SDMI Board is responsible for the Christian education program in the local church with certain assigned constitutional rights, duties, and responsibilities. This board is accountable to the church board and ultimately the whole church. It is a very important board; therefore, its members should be elected from those members of the local church who are the most competent, skilled, and visionary (*Manual* 39). Pastors would do well to take a careful personal interest in developing this group into strong, valuable members who are concerned about evangelism and discipleship.

**Members.** The SDMI Board is composed of six ex officio members and three to nine persons elected at the annual church meeting. (*Manual* 145) The ex officio members are the SDMI superintendent, the pastor, the NMI president, the children's ministries director, the NYI president, and the adult ministries director. All members serve until the close of the next church year and until their successors are elected and qualified. (*Manual* 113.10)

**Vacancies.** When an elected member vacancy occurs on the SDMI Board, it may be filled at a duly-called church meeting. If a church elects an Education Committee as part of the church board, it shall follow *Manual* requirements for minimum number of stewards and trustees (*Manual* 137, 141) and not exceed the allowed maximum number of church board members while forming this committee. Ex officio personnel shall be members of the committee, though some may not be members of the church board.

**Other members.** The SDMI Board may elect a secretary and any other officers as deemed necessary in order to accomplish the SDMI objectives (*Manual* 145.10).

### DUTIES OF THE SDMI BOARD

The **duties and powers of the SDMI Board or Education Committee** as listed in the *Manual* 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 SDMI 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 SDMI 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. Weekday 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. (*Manual* 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. (*Manual* 812)

—145.5 To **nominate** to the annual church meeting one or more persons approved by the pastor, for election to the office of **SDMI 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 SDMI 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 SDMI superintendent.

—145.9. To **elect a local director of Continuing Lay Training**, who shall organize, promote, and supervise regular training opportunities for SDMI workers and the entire membership of the church. The SDMI 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 SDMI year, which shall be the same as the church year (*Manual* 114). The pastor or the SDMI superintendent may call special meetings.

## MEETINGS OF THE SDMI BOARD

The organizational meeting of the elected members of the SDMI Board should take place as soon as possible after the annual church meeting. Allow plenty of time for this meeting since it will serve as the time for nominations of age-group directors and other members necessary. The second meeting should be scheduled soon afterward, to include all who have been elected to the SDMI Board.

### Sample Agenda for Organizational Meeting

- Open with devotions/sharing/prayer.
- Appoint a secretary pro tem.
- Introduce new members.
- Nominate persons to serve as director of children's and adult ministries. These go to the church board for election. **Note:** NYI president is ex officio member of the SDMI Board.

- Set a date for meeting with newly-elected age-group council directors. **Note:** Be sure they are instructed to bring nominations for age-group council members.
- Elect a secretary, Continuing Lay Training (CLT) director, and any other officers considered necessary.
- Make assignments and close with prayer.

### Sample Agenda for Second Meeting

- Open with devotions/sharing/prayer.
- Introduce newly-elected board members and ministries directors.
- Receive nominations from age-group directors of the names for children's and adult councils. Call for a motion to elect.
- Receive nominations from age-group directors and NYI president for all Sunday School supervisors, teachers, and officers. Call for a motion to elect.
- Begin work on SDMI budget for the coming year. Ask each age-group council to submit an annual asking budget. Include line items for sending representatives to zone, district, regional, and general SDMI gatherings.
- Review last year's work, budget, and events calendar. Use this as the beginning point to develop the new year's calendar and plans. Announce district events, and place them on the local church calendar.
- Assess the needs for SDMI in each age-group for the coming year, and begin work on plans.
- Brainstorm ideas for specific growth campaigns, programs, activities, and events. Give special attention to the events or activities that will take place before the next meeting.
- Set dates for monthly meetings. Monthly meetings should be scheduled and dates placed on the calendar for the entire year. (To save time and extra driving, it helps to schedule meetings before or after other scheduled activities of the church.)
- Make assignments.
- Close with prayer.

### Monthly Agenda for Meetings

Since the SDMI superintendent will chair the meetings of the SDMI Board, careful attention should be given to the superintendent's job description (see following section). Many of the agenda items are listed and should be placed at the proper place on the board's monthly agenda. Each meeting should provide time to:

- Pray
- Refine and complete plans made in previous meetings.
- Discuss and develop new ideas and plans as needed, always keeping the annual calendar up-to-date.
- Work far enough in advance of all special days and campaigns to get the maximum effectiveness. Evaluate the effect of each.
- Work steadily on long-range goals and objectives.

## Communication

Regular communication for SDMI Board members is a must! It will be helpful to provide a list of names, addresses, and phone numbers of SDMI Board members and all age-group council members for handy reference. If the church has a weekly newsletter, the SDMI superintendent (or age-group directors) will need to include information there on a regular basis. This should include future meetings, with time and place, special days, Sunday School growth campaigns, etc. Be sure to publicize every happening well in advance of the date. This is helpful for planning and participation.

## THE SUNDAY SCHOOL SUPERINTENDENT

Next to the pastor, the SDMI superintendent is the most important individual in the SDMI structure. This individual chairs the SDMI Board and shall oversee all of the work of SDMI. Since this role is so crucial to the fulfillment of SDMI objectives, the church should choose the SDMI superintendent prayerfully and carefully.

The *Manual* describes the process for electing the SDMI superintendent:

—146. **The SDMI Superintendent.** The annual church meeting shall elect by majority vote by ballot, of those present and voting, from among its full members, a SDMI superintendent to serve for one year (39) or until his or her successor is elected.

The SDMI Board, with the pastor's approval, may call for an incumbent SDMI superintendent to be elected by a "yes" or "no" vote. A vacancy shall be filled by the local church at a duly called church meeting (*Manual* 113.10, 145.5). The SDMI superintendent, newly elected, shall be a member ex officio of the district assembly (*Manual* 201), the local church board (*Manual* 127), and the SDMI Board (*Manual* 145).

### The Work of the SDMI Superintendent

The **duties and powers of the SDMI superintendent** as outlined in the *Manual* are:

—146.1. To have executive supervision of all SDMI in the local church.

—146.2. To administer the Sunday School in keeping with the SDMI 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 SDMI Board, or the Education Committee of the church board, and to lead the SDMI Board in performing its duties.

—146.5. To submit an annual budget for SDMI 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.

The specific tasks of the SDMI superintendent are outlined in the following job description. They may be grouped into these major areas of concern and work: (1) Sunday School/small groups, (2) training/disciple-making, and (3) the SDMI Board.

### Job Description

The responsibilities of the SDMI superintendent are:

### Sunday School and Small Groups.

1. To give strong leadership to the growth of Sunday School and Discipleship in the local church by working with and through the SDMI Board to:
  - a. Coordinate a yearlong calendar of activities and programs.
  - b. Know what curriculum materials are being used in each Sunday School, small group, and discipleship class. [Manual 145.3]
  - c. Plan for the beginning of new Sunday School classes in the local church.
  - d. Conduct regular studies of enrollment and attendance trends of the local church.
  - e. Set goals for increases in the Responsibility List (enrollment) and attendance.
  - f. Plan for annual growth campaigns to insure that they become effective outreach programs.
  - g. Target possible communities nearby that do not have Nazarene Sunday Schools/small groups as possible projects of your SDMI Board.
  - h. On the last Sunday of each month, report the SDMI statistics for the local church to the zone (or district) SDMI chair. (Also, to submit reports of attendance and new people enrolled to the zone or district SDMI chair during any special attendance campaigns implemented by the zone, district, regional, or general church.)
2. To approve, in consultation with the pastor, nominations for the local church age-group councils: children and adult only.
3. To approve, in consultation with the pastor, all nominations made by the ministry directors of children and adults and the NYI president, for Sunday School teachers, small group leaders, officers, and other ministry personnel.
4. To appoint, in consultation with the pastor, any other SDMI workers necessary.

### Training and Disciple-Making

5. To work with the CLT director in planning workers' training seminars regularly.
6. To attend and encourage local SDMI workers to attend training conferences provided by the zone, district, region, and general church.
7. To identify and recruit new Sunday School teachers with the spiritual gift of teaching.
8. To distribute Continuing Lay Training materials designed to assist Sunday School teachers and workers to be more effective.

### SDMI Board

9. To meet regularly with the pastor to discuss the work of SDMI and to plan the agenda of each SDMI Board meeting.
10. To chair all regular and special meetings of the SDMI Board.
11. To make budget recommendations to the church board for the work of SDMI.
12. To see that approved funds are dispensed in accordance with priorities, objectives, and goals.
13. To lead in the development of a SDMI Mission Statement, being sure to review it each year for possible revisions.

14. To recommend creation, adaptation, or discontinuation of programs as necessary.
15. To serve on the local church board to represent the interests of SDMI. To present to the board a monthly report on current attendance, Responsibility List totals, and any other special emphases.
16. To submit a written annual report to the annual church meeting.

### AGE-GROUP COUNCILS AND DIRECTORS

The Children's Ministries International and Adult Ministries International sections of this handbook discuss in more detail the work of the age-group councils. Here are the *Manual* statements for age-group directors and councils:

—147. The work of SDMI is best organized by age-groups: children, youth, and adults. For each age-group there should be a council responsible to organize and administer the work. Such council is composed of the age-group director and representatives from the Sunday School and other discipleship ministries the church provides for that age-group. The task of the council is to work with the age-group director to plan ministries for that age-group and to make provisions for the implementation of those plans. All work of the children's and adult councils is subject to approval of its director and the SDMI Board.

The NYI Council will be directly accountable to the pastor and church board.

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 SDMI for persons within that age-group.

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

—147.3. To give leadership for additional Sunday, week-day, annual and special ministries, evangelism, discipleship, and fellowship activities for the age-group he or she represents.

—147.4. To nominate to the SDMI 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 SDMI superintendent.

—147.5. To obtain the approval of the SDMI Board before using supplemental curriculum.

—147.6. To provide leadership training for age-group workers in cooperation with the SDMI Board and the director of Continuing Lay Training.

—147.7. To submit an annual budget request to the SDMI 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/small groups enrollment, attendance, and ministry activities shall be submitted to the SDMI superintendent.

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

## CONTINUING LAY TRAINING/LAY MINISTRY

### Introduction

Continuing Lay Training (CLT) provides many resources designed to educate, equip, and train lay men and women for Christian service in their church and community. The mission of CLT is captured in Ephesians 4:12 which reads to "prepare God's people for works of service, so that the body of Christ may be built up" (Eph. 4:12 NIV).

While a list of the major ministry resources are listed below, it is always wise to check the CLT web site at [clt.nazarene.org](http://clt.nazarene.org) for a complete list and updates.

### Sunday School Teachers

The Continuing Lay Training educational track for Sunday School teachers parallels the structure of the local Sunday School organization. These book-driven courses are arranged according to age-level ministries of children, youth, and adults. Each age-group features a three-level curriculum (core, required, and electives), and credit is given for each course. When all three levels have been completed, participants qualify for a certificate of completion.

### Sunday School Superintendent and Other Areas of Study

A two-level curricular approach is used for SDMI superintendent training, and the remaining areas of study have a one-level curricular approach. Upon completion of each course of study, participants qualify for a certificate of completion.

### Lay Ministry Study Courses

In addition to the book-driven courses described above, CLT offers a number of on-line courses for the growing Christian. These courses cover Bible, doctrine, theology, and ministry leadership in a number of subjects. For a full list of ministry options see the free, downloadable CLT catalog at [clt.nazarene.org](http://clt.nazarene.org).

## Available Educational Tracks

### Book-Driven Educational Modules

CLT may be done in classes with groups or individually in home study. All Continuing Lay Training courses (class or home study) are identified with a course unit number which identifies the course area topic, area, text title, and subject matter. For more information, go to [clt.nazarene.org](http://clt.nazarene.org) or call toll free 888-243-2767.

Individual home study can be accomplished through a mail-order program or via the CLT web site ([clt.nazarene.org](http://clt.nazarene.org)). All home study courses are learner-paced and require examinations or course evaluations. If participants choose to participate in the home study method, they will need a CLT catalog (print a copy from the CLT web site or contact the CLT office for a copy), text books, exams, and electronic score sheets from the CLT office. When a mail-in examination has been complet-

ed, it is returned to the CLT office. The exam is graded and the results entered in the student's CLT transcript file (obtained by contacting the CLT office). There is a nominal \$2.00 per exam grading fee.

If participants in home study use the CLT web site for testing, they can order books from Nazarene Publishing House, take the exams on-line, and get immediate results. Many other CLT resources are available on the web site, including special studies for small groups. Many of these small group resources are complete with leader's guides, handouts, and PowerPoint presentations, and are available free from the web site. To receive credit for a class, the leader will send in a class report form once the class has been completed.

### **On-line Educational Modules**

In addition to the book-driven courses, the Continuing Lay Training web site has a variety of on-line courses and modules (i.e. Bible studies, What We Believe, Youth Ministry Academy, Lay Minister Studies). For more information, visit the CLT web site, contact the CLT office by E-mail at [clt@nazarene.org](mailto:clt@nazarene.org), or call toll free 888-243-2767.

### **CLT Classes**

If you decide to participate or create a CLT class, contact the CLT office and register the class by calling 888-243-2767 or E-mailing [clt@nazarene.org](mailto:clt@nazarene.org). To register the class, give the name of the class and the intended outcomes the instructor has for class participants. To qualify for class credit, members must study the assigned material and attend sufficient class sessions, as determined by the class instructor. Upon completion of the class, send a completed class report form (available from the CLT office or as a free download from the CLT web site) to the CLT office. Credits earned by class members are recorded on their transcript, and personal, printable awards are available upon request. Credits for these classes can apply to various CLT certificates. No examination is required for class study.

### **Denomination-Wide Study**

A Denomination-Wide Study (DWS) is offered through Continuing Lay Training (typically in January or February). Most Denomination-Wide Studies are complete with a leader's guide, handouts, and PowerPoint presentations. The DWS may be conducted at any suitable time on the church calendar and as local scheduling permits. Denomination-Wide Study participants earn CLT class credit, and such credit applies to appropriate CLT certificates and awards.

### **Local CLT Director—Job Description**

A brief local CLT director job description is outlined below. Check the CLT web site for any revisions or additions.

1. To remain knowledgeable concerning the educational opportunities and discipleship resources available through CLT.
2. To give attention to annual planning for local CLT events and coordinating these with the pastor and the SDMI Board.

3. To give direction to local CLT classes, taking the necessary steps involved in registration and implementation.
4. To encourage self-directed learners to participate in the CLT home study courses and assisting them in fulfilling all requirements.
5. To give oversight to participant awards and recognition. Transcripts for individuals and total credits for the local church can be obtained from the CLT office by E-mail at [clt@nazarene.org](mailto:clt@nazarene.org) or by calling toll free at 888-243-2767.
6. To promote CLT by example, participation, and personal development.

### **Certificate of Lay Ministry**

In the Church of the Nazarene, we believe all Christians should consider themselves ministers of Christ and seek to know the will of God concerning their appropriate avenues of service. Any member of the Church of the Nazarene who feels called of God to fulfill a specialized ministry as a layperson, but does not necessarily profess a call to preach or to full-time ministry, may receive a Certificate of Lay Ministry from the local church board. This certificate helps validate the participating layperson's commitment to a body of believers and study of a chosen area of ministry.

Application for a Lay Ministry Certificate is contingent upon the recommendation of the local church pastor and a commitment to complete the Certificate of Lay Ministry studies and a CLT area of study in a chosen ministry. The CLT office records course completion as it is reported by participants and/or pastors.

The local church board, upon the recommendation of the pastor, shall initially examine the lay minister candidate as to his or her qualifications for such ministry. Questions should examine the candidate's personal experience of salvation, effective involvement in church ministries, and knowledge of the work of the church.

Once approval from the pastor and church board is acquired, the pastor or his or her designate will apply for a Certificate of Lay Ministry Application through the Continuing Lay Training office or from the CLT web site. Required courses for completion of the Lay Ministries Certificate are:

- Communicating the Gospel in a Pluralistic World
- Exploring John Wesley's Theology
- Exploring Nazarene History and Polity
- Practicing Wesleyan-Holiness Spiritual Formation
- Telling the New Testament Story of God
- Telling the Old Testament Story of God

All courses for the Certificate of Lay Ministry are available from the CLT web site under the Lay Minister Studies section. Other information regarding testing, mentoring, renewal of certificate is available on-line as well.

All questions about the Certificate of Lay Ministry should be referred to the CLT office or the Adult Ministries director at the Global Ministry Center.

## SAMPLE JOB DESCRIPTIONS FOR SUNDAY SCHOOL WORKERS

### Sunday School Department Supervisor

#### Job Description

The responsibilities of the Sunday School department supervisor are:

1. To represent the department and its need to the director of children's, NYI, or adult ministries.
2. To make requests for space, money, and equipment.
3. To secure literature and other supplies for the department from the ordering secretary and other appropriate sources.
4. To assist the children's, NYI, or adult ministries director to discover, recruit, and enlist workers for the department.
5. To lead department workers in planning, carrying out, and evaluating each unit of study.
6. To have responsibility (when/where applicable) of the opening session of the weekly Sunday School.
7. To teach a class or substitute in the department if needed.
8. To train workers in the department by modeling effective teaching methods and by giving guidance as needed.
9. To guide workers and pupils in proper use of equipment and materials.
10. To develop and direct a visitation and outreach program for the department.
11. To help maintain class records if no secretary is available.
12. To evaluate worker and pupil growth.

### Sunday School Class Teacher

#### Job Description

The responsibilities of the class teacher are:

1. To see the task as a spiritual calling, more than a job.
2. To work with the department supervisor to plan, carry out, and evaluate each unit of study.
3. To arrange and decorate the area of the room, or the classroom, where his or her group meets.
4. To remain loyal and obedient to the church, pastor, and all authority over him or her in this assignment.
5. To attend staff training courses or engage in the individual study plan on a regular basis.
6. To keep informed of current ideas and information about the Sunday School through systematic reading and studying.
7. To attend seminars, conventions, and workshops.
8. To evaluate his or her teaching periodically and find ways to improve its effectiveness.
9. To teach each learning session in a way that is appropriate to the needs and understanding of the pupils.
10. To involve the pupil in the truth to be learned.
11. To provide opportunity for the salvation of each pupil and subsequent maturation in Christ.
12. To arrive a minimum of 15 minutes before the announced starting time for Sunday School to arrange materials and greet pupils.
13. To complete attendance and personal data records as specified.
14. To be regular in attendance.
15. To prepare each lesson in a thorough manner.

16. To plan social activities for the class.
17. To develop a thorough understanding of the age level being taught. Study the appropriate age-level texts.
18. To pray earnestly for each pupil.
19. To build a list of prospects for the class.
20. To attend staff conferences and departmental meetings.
21. To be aware of and support departmental and all SDMI goals.
22. To notify the proper person well in advance of anticipated absences or when terminating prior to the end of the term.
23. To become personally acquainted with each pupil, knowing such things as his or her name, spiritual experience, needs, and family relationship.
24. To visit in each home.
25. To observe pupil activities at school, home, work, etc., when possible.
26. To contact absentees faithfully in accord with the outreach and visitation policies of the Sunday School.
27. To build rapport with the parents and/or family members.

### Sunday School Class Secretary

#### Job Description

The responsibilities of the class secretary are:

1. To accurately maintain records for the department.
2. To arrive early to greet pupils.
3. To study and analyze records; report helpful information to the department supervisor and/or teachers.
4. To assist teachers and the department supervisor in outreach and visitation.

### How to Recruit Teachers

Identifying potential Sunday School workers can be a challenging process. Approach this task with intentionality and with the proper perspective . . . and with significant prayer. Be aware of the concerns some potential workers will have. Some refuse to teach because they lack consecration, self-confidence, or a sufficient understanding of the task. Others would be willing to teach if they were assured there would be training available to help them become better teachers. Consider these suggestions as you begin the search for new Sunday School workers:

- A. Seek them out.
  1. Ask God to lead you to potential new workers (Matt. 9:38).
  2. Speak to people personally.
  3. Survey your congregation to identify interest and spiritual gifts
  4. Make a public appeal.
  5. Watch for youth or adults who seem to have leadership skills.
- B. Show them it is important.
  1. Deal with only one person at a time about a particular task.
  2. Make an appointment to discuss the assignment—don't corner them in the church hallway, and don't try to recruit over the telephone.
  3. Be honest—show them a complete job description, and clearly communicate your expectations

and standards.

4. Share with him or her the proven church-growth statistic. Sunday School enrollment increases in relation to the number of Sunday School workers at a ratio of 10 to 1.
  5. Explain that you are recruiting him or her to a ministry, not just to fill a slot. Invite them to fall in love with students of God's word.
  6. During your visit, pray with the potential worker about his or her decision.
- C. Equip workers to do the task.
1. Show them the Sunday School curriculum they will be using.
  2. Discuss the training opportunities available.
    - a. Training textbooks
    - b. Training conferences (local, zone, district, or denominationally sponsored)
    - c. On-the-job training
    - d. Observing other veteran teachers
  3. Provide necessary facilities and equipment for effective teaching.
- D. Be considerate.
1. Allow about a week for the recruit to think, pray, and discuss it with others.
  2. Let the recruit know that he or she is committing for a specified length of service. (Remember to fulfill your commitment to follow up and evaluate at the conclusion of this period.)
- E. Show your appreciation.
1. Conduct an appropriate service of installation.
  2. Express appreciation verbally and in written communication.

Remember that in a growing church recruitment is a continuous task. Always keep your eyes open for new workers who would be willing to receive the many spiritual blessings of assisting with or teaching Sunday School!

### **Local Sunday School Evangelistic Outreach Director**

Unless new people are brought into the church on a regular basis, the church becomes ingrown, self-satisfied, and content with maintaining the status quo. While nurture is vital to the development of the church, nurture alone will not necessarily lead to evangelism and outreach. Sunday School has traditionally been the growing edge in the Church of the Nazarene.

In order to increase the Responsibility List (enrollment), each church must (1) add new members, (2) recruit and train new workers, (3) begin new Sunday School classes, and (4) target new communities for starting extension Sunday Schools, which will lead to the formation of new churches.

It is suggested that each local church elect a local Sunday School evangelistic outreach director to lead the outreach emphasis.

#### **Job Description**

The responsibilities of the local Sunday School evangelistic

outreach director are:

1. To supervise and promote all evangelistic outreach ministries through the Sunday School, under the supervision of the pastor, SDMI superintendent, and SDMI Board.
2. To encourage and promote the formation of new classes and extension Sunday Schools and evangelistic outreach small groups.
3. To work to enlarge the Responsibility List (enrollment) in the Sunday School by recommending programs that reach out to new people.
4. To make available and encourage training in personal evangelism. To provide access to a spiritual gifts seminar for workers.
5. To recommend realistic goals for the year in enrollment, new workers, attendance, and new classes—to the pastor and SDMI superintendent.
6. To report to the district SDMI evangelistic outreach director on a regular basis on:
  - a. new pupils enrolled in Sunday School and Small Groups
  - b. new workers recruited
  - c. number of new classes/groups formed
  - d. extension Sunday Schools begun
  - e. other types of outreach used with effectiveness
7. To emphasize strongly to teachers and officers the three-fold purpose of the Sunday School as stated in *Manual* 812.
8. To cooperate with and coordinate all other plans and programs of evangelistic outreach suggested by the SDMI Board and the district SDMI evangelistic outreach director.

### **Local Bus Ministry Director**

#### **Job Description**

The responsibilities of the local bus ministry director are:

1. To be familiar with any current laws or regulations that affect the successful operation of a bus ministry.
2. To assess needs, opportunities, and potential costs for bus ministry in the community, in consultation with the pastor and the SDMI superintendent.
3. To assist the local church in securing and maintaining buses.
4. To submit to the SDMI Board each year a proposed budget for operating the bus ministry.
5. To dispense moneys according to the goals and objectives of the bus ministry and to insure that accurate records of expenditures are kept.
6. To recruit, train, encourage, and resource bus workers.
7. To plan, in cooperation with other bus workers, special promotions, contests, and activities for bus riders.
8. To meet with all bus workers each Saturday for bus visitation.
9. To make the church aware of the bus ministry by:
  - a. Providing information for the church newsletter.
  - b. Featuring testimonies of people brought into the church or won to the Lord through the bus ministry.
  - c. Monthly reports to the SDMI Board on the success of the bus ministry program.

10. To periodically evaluate the effectiveness of routes, workers, visitation procedures, special activities, etc.
11. To support all other evangelistic outreach efforts of the church and SDMI.

#### **SUMMARY OF PRINCIPLES GOVERNING SDMI**

1. The SDMI superintendent is responsible to provide leadership for the Sunday School.
2. SDMI Board approved curriculum should always form the basis for biblical study and doctrinal interpretation.

3. All officers and teachers of the Sunday School should be professing Christians, exemplary in life, and in full harmony with the doctrines and polity of the Church of the Nazarene.
4. The SDMI year is the same as the church year defined in *Manual* 114.
5. At the close of the statistical year, the pastor is responsible to supervise carefully the preparing of the annual statistical report of the SDMI Board and the forwarding of it to the district secretary (*Manual* 414.5).

# DISTRICT ORGANIZATION

From the beginning of the denomination, the General Assembly has organized the total church membership into districts. Once the district boundaries have been established, a district assembly date is set, and delegates from local churches on the district come together to elect district officers: superintendent, secretary, treasurer, Advisory Board, Ministerial Credentials, etc. Each of the three ministries (NYI, NMI, SDMI) also elect officers and councils at that time. It is the work of those elected at the district level to set goals and motivate the local churches to cooperate in reaching together what cannot be done separately. It is, therefore, necessary to elect individuals who have leadership qualities and are respected among those with whom they will be working throughout the year.

The district SDMI organization is responsible for promoting the work of making disciples through Sunday School growth on the district, as well as for program-oriented ministries of outreach, evangelism, and Christian nurture for all age levels. Just as a local church elects a SDMI Board to carry out these functions, there shall also be a SDMI Board elected on the district level. Those elected to this board should be adherents to the goals and objectives of the SDMI organization. This board, along with the district SDMI chair, serves as a liaison between the global SDMI office in Lenexa, Kansas, and the local churches located on that district.

## MEMBERSHIP OF THE DISTRICT SUNDAY SCHOOL & DISCIPLESHIP MINISTRIES INTERNATIONAL BOARD

According to *Manual 237*, the membership of the District SDMI Board shall be:

- the district superintendent\*
  - the district NMI president\*
  - the district NYI president\*
  - the chair of the District SDMI Board\*
  - secretary
  - treasurer
  - the district CMI director
  - the district AMI director
  - the district Continuing Lay Training director
  - at least three additional members (see notes under “Methods of Election” below)
  - other members as deemed necessary
- (\*These four members comprise the Executive Committee.)

## METHODS OF ELECTING SDMI BOARD MEMBERS

### 1. District SDMI Chair

The chair is elected annually (or biannually) by the district assembly *or* by the SDMI Convention from two or more nominees submitted by the District Nominating

Committee. When there is an incumbent chair, he or she may be reelected by a “yes” or “no” vote when such vote has been recommended by the District SDMI Board with the approval of the district superintendent (*Manual 238*).

### 2. Elected Members of the District SDMI Board

The additional members shall be elected by the district assembly or District SDMI Convention to staggered terms of three years and until their successors are elected and qualified.

- a. On districts of 4,999 total membership or fewer:
  - Three members* are elected by the district assembly *or* the District SDMI Convention from 6 nominees. Upon initial organization, 1 member is elected for a term of three years, 1 for a term of two years, and 1 for a term of one year (*Manual 237*).
  - Thereafter, each year, 1 person is elected by the district assembly *or* the District SDMI Convention to serve the full term of three years and until a successor is elected and qualified (*Manual 237*).
- b. On districts with a total membership of 5,000 or more:
  - Upon initial organization, *6 members* are elected by the district assembly *or* the District SDMI Convention from at least 12 nominees. Two members are elected for a term of three years, 2 for a term of two years, and 2 for a term of one year (*Manual 237*).
  - Thereafter, each year, 2 persons may be elected to serve for the full term of three years and until their successors are elected and qualified (*Manual 237*).

When possible, at least 4 of the 10 board members should be laypersons.

### 3. Age Group Ministries Directors

- a. The children’s ministries director and adult ministries director are elected by the District SDMI Board at the organizational meeting. Both directors are *ex officio* members of the SDMI Board (*Manual 237.1*).
- b. The district NYI president is elected by the District NYI Convention and serves *ex officio* on the SDMI Board.

### 4. Other Officers

The District Board of SDMI elects a secretary, treasurer, director of Continuing Lay Training, and other district directors as deemed necessary, from nominations by the Executive Committee (*Manual 237.1*).

### 5. Vacancies on District SDMI Board

Vacancies occurring in the SDMI Board, including the chair, in the interim of sessions of the district assembly, may be filled by appointment by the district superintendent (*Manual 212, 237*).

## MEETINGS OF THE DISTRICT SDMI BOARD

The organizational meeting of the newly-elected members of the District SDMI Board should take place as soon as possible after the annual election is held. Allow sufficient time for this meeting, since it will serve as the time to elect age-group directors, councils, and other officers as necessary (Manual 237.1).

### Sample Agenda for Organizational Meeting

- Call to order and prayer.
- Introduce new members.
- Appoint a secretary pro tem.
- Elect a secretary and treasurer.
- Elect children's and adult directors.
- Review age-group council makeup. Allow for nominations to this council from the newly-elected director. Call for election of council members when expedient.
- Elect a Continuing Lay Training director.
- Appoint zone chairperson.
- Elect other officers as necessary.
- Begin work on a SDMI budget for the coming year. Ask each age-group council to submit an asking budget in the next meeting. Include line items for representatives to attend regional and general SDMI gatherings.
- Begin work on an annual SDMI calendar. Ask each age-group council to submit a proposed calendar of events in the next meeting.
- Establish a written policy for the district SDMI organization.
- Develop an organizational flow chart. List ministries and groupings along with leaders. Show relationships of authority, responsibility, accountability, and communication.
- Set dates for all meetings of the District SDMI Board. **Note:** Because of schedule, cost, and distance, consideration should be given to telephone conference calls as an option for meetings as necessary.
- Request names, addresses, E-mails, and phone numbers of each person present. Before the next meeting, send this list to each board member and regional/global SDMI office.

### Sample Agenda for Regular Meetings

- Open with devotions/sharing/prayer.
- Distribute agenda. Call for additions or other items.
- Hear reports from age-group councils: budget, calendar, plans, activities, etc.
- Review events and SDMI statistics of the past three months. Discuss effectiveness and needs.
- Begin planning for all major happenings on the district for which the SDMI Board is responsible: growth campaigns, zone or district training days, retreats, summer camps, SDMI Convention, etc.
- Concentrate on development in important areas.
- Set short-term and long-term goals.
- Spend time in prayer.
- Set date of next meeting.

## DUTIES OF THE DISTRICT SUNDAY SCHOOL & DISCIPLESHIP MINISTRIES INTERNATIONAL BOARD

The duties of the District SDMI Board are outlined in the *Manual*.

1. —237.1. To meet within one week following their election and to organize by electing a secretary and treasurer. It shall also elect district directors of Adult Ministries International (AMI), Children's Ministries International (CMI), and Continuing Lay Training (CLT), who then shall become ex officio members of the SDMI Board. Other district directors, as deemed necessary, may be nominated by the Executive Committee and elected by the board.
2. —237.2. To give supervision to all SDMI interests of the district.
3. —237.3. To elect a Children's Ministries International Council\* whose chairperson shall be the district director of children's ministries and whose members shall be the district directors of boys' and girls' camps, Caravan, Vacation Bible School, Bible quizzing, children's church, Cradle Roll, and any others deemed necessary.
4. —237.4. To elect an Adult Ministries International Council\* whose chairperson shall be the district director of Adult Ministries and whose members shall be the district directors of Marriage and Family Life Ministries, Prime Time Ministries, Single Adult Ministries, Lay Retreat, small-group Bible studies, Women's Ministries, Men's Ministries, and any others deemed necessary.
5. —237.5. To arrange for an annual District SDMI Convention. (237)
6. —237.6. To determine, in consultation with the district superintendent, whether elections for the District SDMI Board members and chairperson will be held in the district assembly or in the District SDMI Convention.
7. —237.7. To encourage all local SDMI superintendent and age-group ministries directors/NYI presidents to be present in the District SDMI Convention and take part as opportunity affords.
8. —237.8. To organize the district into zones and appoint zone chairpersons who shall assist the board at its direction to carry forward the work of SDMI on the district.
9. —237.9. To plan and implement district or zone Continuing Lay Training classes.
10. —237.10. To assist the SDMI Department of the General Board in securing information relating to regional, district, and local SDMI interests.
11. —237.11. To recommend to the District Assembly Finance Committee the annual District SDMI Board budget.
12. —237.12. To be responsible for the district lay retreat. The district director of adult ministries shall be a member ex officio of the District Lay Retreat Committee.
13. —237.13. To approve the report of its chairperson to be presented to the district assembly.
14. —237.14. To meet as frequently as deemed necessary by the district superintendent or the chairperson of the District SDMI Board to plan and execute effectively the responsibilities of the board.

\*For additional information concerning the duties of CMI and AMI Councils, see the appropriate sections of this *Sunday School Ministries Handbook*.

## THE DISTRICT SDMI CHAIR

As stated earlier, the district SDMI chair shall be elected by the district assembly or the District SDMI Convention for a one- or two-year term (*Manual* 238). He or she chairs the District SDMI Board and oversees the work of SDMI on the district.

A vacancy in the interim of sessions of the district assembly may be filled by appointment by the district superintendent (*Manual* 212).

The *Manual* also outlines these broad categories of the work of the district SDMI chair. The **duties and powers of the district SDMI chair** are:

1. —238.1. To give responsible leadership to Sunday School and Small Groups on the district by promoting programs of growth in enrollment and attendance, and to coordinate all programs relating to children's and adult ministries, and to work in cooperation with NYI to coordinate youth Sunday School and Discipleship Ministries.
2. —238.2. To be an ex officio member of the district assembly and the District SDMI Board.
3. —238.3. To report to the General Board SDMI Department accurate Discipleship and Sunday School statistics each month, and to prepare for the District SDMI Board a written report for the annual assembly journal.

The specific tasks of the District SDMI Board chair are described in the following job description. These tasks fall into six major areas of concern and work. These are: (1) Sunday School and small groups, (2) the District SDMI Board, (3) District Age-Group Ministries, (4) Conventions and Communications, (5) Reporting, and (6) Other Duties. All of the work of the district SDMI chair is done in cooperation with the District SDMI Board.

### Job Description

The responsibilities of the district Sunday School & Discipleship Ministries International chair are:

### Sunday School

1. To give leadership to the Sunday School and small groups by promoting programs of growth in enrollment and attendance; coordinating all programs relating to children's ministries, youth Sunday School, and adult ministries; and preparing for the board a written report for printing in the annual district journal.
2. To provide direction for setting district goals in Discipleship Ministries and Sunday School attendance and enrollment in order to assist in meeting the quadrennial goals of the denomination.
3. To assist local SDMI superintendents in developing a Christian education program for the local church.
4. To assist local SDMI superintendents in preparing an annual operating budget. (The district SDMI budget assigned to the local church should be explained in writing each year and sent directly to the SDMI superintendents.)
5. To conduct local, zone, or district gatherings to promote the growth of the Sunday School and expand the age-group ministries and Discipleship Ministries.
6. To periodically evaluate the growth and progress of the district SDMI through reports from the district age-level directors and the district SDMI evangelistic outreach director.

7. To provide for the training of teachers and superintendents through the Continuing Lay Training program and workshops, and to conduct spiritual gifts seminars to encourage workers to use these gifts.
8. To recommend that a SDMI evangelistic outreach director be elected at the organizational meeting of the newly elected SDMI Board (*Manual* 237.1).
9. To work with the district SDMI evangelistic outreach director in targeting new areas for extension Sunday Schools, small groups, Bible studies, and Vacation Bible Schools on the district.

### District SDMI Board

1. To chair all District SDMI Board meetings and to provide all members with a suggested agenda two weeks before the scheduled meeting date.
2. To call the elected board into session within one week following the election, and organize into a functioning body (*Manual* 237.1).
3. To lead the board to elect the directors of CMI and AMI and their councils (*Manual* 237.3, 237.4).
4. To develop an annual budget to be recommended to the District Assembly Finance Committee for the support of SDMI (*Manual* 237.11).

### District Age-Group Ministries

1. To provide leadership for the various age-group ministries.
2. To assist council leaders in the promotion of events sponsored by their ministries.
3. To analyze and survey the Christian education needs of each local church when requested, and to assist the local SDMI superintendent in meeting these needs.
4. To oversee the coordination of the programs and ministries in CMI, youth Sunday School, and AMI (*Manual* 237.2).

### Conventions and Communications

1. To maintain effective communication with all pastors and local SDMI superintendents by utilizing all available communication methods, including any district-sponsored tools such as a district newsletter, web site, etc.
2. To chair, and make arrangements for, the District SDMI Convention and any other SDMI district leadership gatherings (*Manual* 237.5).
3. To assist in challenging and encouraging local pastors and workers through mailings, phone calls, special events, etc.
4. To attend regional workshops, district SDMI chair gatherings sponsored by the general church, the Global SDMI Convention, and all district SDMI-related functions.
5. To assist the SDMI department of the General Board in securing information relating to district and local Sunday School and Discipleship Ministry interests.
6. To place a strong emphasis on the enlisting and training of new workers for Sunday School and small groups, and through the district and local SDMI evangelistic outreach directors, promote new units in Sunday School and small groups.
7. To send a list of SDMI, AMI, and CMI councils to the regional/global SDMI office.

## Reporting

1. To gather all SDMI attendance and enrollment figures for the district monthly and report them to the general SDMI office (*Manual* 238.3).
2. To submit a written report of the board's work annually to the District SDMI Convention and submit copy to the district secretary for inclusion in the district journal.

## Other Duties

1. To work closely with the district superintendent on all programs.
2. To cooperate with and encourage the district director of SDMI evangelistic outreach in the promotion of all outreach programs for the district and local churches.
3. To nominate to the SDMI Board, in consultation with the district superintendent, the district directors of CMI and AMI.
4. To assist the age-group directors in the nominations of council members for each age-group.
5. To serve on the District Camp Board and plan the summer camp program.

## THE DISTRICT SDMI CONVENTION

One of the most exciting and effective events of the year on the district SDMI calendar is the SDMI convention. The responsibility for the annual convention is stated in the *Manual*: "The duties of the District SDMI Board are to arrange for an annual District SDMI Convention." (237.5)

The Sunday School & Discipleship Ministries International Bylaws expand the planning: "It is important that each district plan a District SDMI Convention annually in order to provide inspiration, motivation, and training for all SDMI workers. The promotion of Sunday School and Small Groups Disciple-Making should be a highlight of each convention" (812, Article VII, Section 1).

At the present time, the annual district SDMI conventions fall into two categories: those held in conjunction with the district assembly and those held at other times. The District SDMI Board, in cooperation with the district superintendent, should determine the best time for this important event. Here are some considerations:

1. **When will the most laypersons from across the district be able to attend?** Consider school calendars, weather, seasonal responsibilities and celebrations, holidays, etc. Once a good time is found, make it a part of the district calendar each year. This will assist local churches in annual planning.
2. **Where will the convention be held?** Be sure to consider the area of greatest concentration of churches and church members. In some cases, it may be helpful to change locations each year. In others, once a winning combination is found, it might be wise to keep the same location from year to year.
3. **How long shall the convention be held?** When held in conjunction with the district assembly, the SDMI Convention will need to be flexible in relation to the times of the other conventions. However, when held at other

times, you have more choices. Be sure to allow enough time to accomplish the purposes of the SDMI Convention.

4. **How will the convention be financed?** Most districts have established a formula for financing this event. However, this should be a part of the annual SDMI budget and placed on the agenda each year when the plans are being made.
  5. **What type of program shall be planned?** The most effective conventions successfully incorporate the elements of motivation/inspiration and training/equipping. Consider bringing in a guest speaker to address your workers. If time allows, plan to offer a variety of workshops that target specific age-group ministries or other local church ministries. Remember to invite guests and recruit workers as far in advance as possible.
  6. **Will elections of district SDMI officers be held in the convention?** One of the duties of the SDMI Board, as outlined in the *Manual*, is "to determine, in consultation with the district superintendent, whether elections for the District SDMI Board members and chairperson will be held in the district assembly or in the District SDMI Convention" (237.6).
  7. **How will the convention be publicized?** Publicity for the District SDMI Convention needs to be planned well in advance. The most common place to publicize this event is in the district newsletter. Be sure to include the dates and place as far in advance as possible. Pictures of speakers/workers should be in the newsletter in detail at least one full month before the convention. Other mailings on the district should include all information, when appropriate.
- The annual SDMI Convention should be a very important event for every district. If planned properly, it will provide information and inspiration for all SDMI workers and pastors to do a more effective job in making Christlike disciples. Do not fail to utilize this opportunity as part of your district's efforts to fulfill Christ's Great Commission.

## CONTINUING LAY TRAINING

### The District CLT Program

Continuing Lay Training (CLT) offers opportunity for the district SDMI organization to promote and deliver teacher/worker training events. The district CLT director is a key member of the District SDMI Board. District CLT directors may work with the general CLT office to assign CLT unit numbers to district training events, thus linking district training to CLT credits. This provides additional incentive to event participants as credit earned applies to CLT certificates and awards.

### District CLT Director—Job Description

While there is a complete job description available on the CLT web site, the following items provide general guidelines and descriptions.

1. To be knowledgeable and aware of the operations and resources of the CLT program.
2. To be responsible for planning, coordinating, and promot-

ing both the CLT program and CLT training events on the district.

3. To communicate regularly with local church CLT directors, promoting the general interests of CLT and providing training and assistance where possible.
4. To coordinate the annual Denomination-Wide Study (DWS) emphasis on the district and in every local church.
5. To maintain accurate records of district CLT activity. Reports showing credit received by churches on the district can be obtained by contacting the CLT office toll free at 888-243-2767 or by E-mail at [clt@nazarene.org](mailto:clt@nazarene.org).
6. To evaluate the district CLT program, giving strength, promotion, and improvement where necessary.

## OTHER DISTRICT SDMI PERSONNEL

### District SDMI Evangelistic Outreach Director—Job Description

Each district should encourage evangelistic outreach and growth. This should be done by (1) promoting the enlargement of Sunday Schools and small groups, (2) enlisting and training new workers, (3) developing plans for starting new classes and Sunday Schools, and (4) coordinating the efforts of local SDMI evangelistic outreach directors. Therefore, it is recommended that each District SDMI Board elect a SDMI evangelistic outreach director.

The responsibilities of the district SDMI evangelistic outreach director are:

1. To initiate and supervise all evangelistic outreach programs to enlarge the Sunday School and small groups, under the direction of the district superintendent and the district SDMI chair.
2. To promote the enlistment of new workers for outreach and teaching through the Sunday School and small groups.
3. To develop plans for the formation of new classes in the Sunday School and handling new small groups.
4. To work with the local SDMI evangelistic outreach directors to see the Sunday School and small groups grow by reaching new pupils and enrolling them in SDMI ministries.
5. To encourage on the local and district level the starting of new classes and extension Sunday Schools.
6. To promote that the mission of every follower of Jesus is to go and make disciples.
7. To compile an up-to-date list of SDMI evangelistic outreach directors in local churches on the district and to:

- a. Correspond with pastors and churches that have no SDMI evangelistic outreach director, encouraging them to select one.
  - b. Send a job description for the local SDMI evangelistic outreach director to each district pastor, local SDMI superintendent, and the local director.
  - c. Provide the local director with suggested methods of outreach to enlarge the Sunday School and Discipleship Ministries.
8. To provide and encourage CLT classes in connection with all evangelistic outreach ministries through the local church.
  9. To secure quarterly and/or annual reports from the local church relative to their evangelistic outreach ministries:
    - a. Number of new workers recruited
    - b. Number of new pupils enrolled
    - c. Types and descriptions of outreach programs
    - d. Number of new classes and small groups formed
    - e. Extension Sunday Schools started
  10. To encourage and make available a spiritual gifts seminar at the local church, zone, or district level.
  11. To strongly emphasize in all promotion the threefold purpose of the SDMI as stated in *Manual* 812.
  12. To cooperate with and coordinate other plans and programs of evangelistic outreach suggested by the district.

### District Bus Ministry Director—Job Description

The responsibilities of the district bus ministry director are:

1. To work in cooperation with the District SDMI Board.
2. To conduct an up-to-date study on successful evangelistic bus ministries.
3. To emphasize the evangelistic aspect of the bus ministry.
4. To maintain a current list of churches involved in the bus ministry.
5. To distribute materials on bus ministry to each local church.
6. To plan and conduct district, zone, and/or local seminars to promote bus ministry and train workers.
7. To secure reports from local churches on the progress of their bus ministry.
8. To publish through district communication tools any interesting and encouraging reports on people reached by bus ministry.
9. To enlist, through district communication tools, prayer support for this vital ministry.



# CHILDREN'S MINISTRIES INTERNATIONAL



SDMI

*Make the Connection*



# LOCAL ORGANIZATION

## KIDZ FIRST—WHERE DISCIPLESHIP BEGINS

“Kidz First—Where Discipleship Begins” is the quadrennial theme for Children’s Ministries International (CMI). A ministry plan with mission and vision statements born out of prayer, scripture, and study will provide the infrastructure and the vehicle for communicating and implementing this theme.

A mission statement describes *today*—why we exist and what we are doing to pursue our vision for the future.

### The mission of Children’s Ministries International is to partner with those who minister with children by ENCOURAGING, EDUCATING, and EQUIPPING.

A vision statement describes the *future*—where we are going or where we want to go. In order to be effective, a vision statement must go beyond a written statement. To cast a vision:

1. Communicate the vision to local church leadership, children’s ministry teams, parents, children, and the district.
2. Identify a champion for children’s ministries in every entity of the district.
3. Set short-term and long-range goals.
4. Create and implement some evaluation measurements.

Children’s Ministries International’s vision statement is four-fold.

### Children’s Ministries International—connecting a new generation with Jesus Christ giving children HOPE and WHOLENESS and opportunities for WORSHIP and MINISTRY.

Children’s leadership must perform a balancing act to incorporate all the elements to meet children’s needs. This four-fold vision statement gives a template for accomplishing this.

■ Our goal is to connect children to Jesus Christ, giving them HOPE. Children need to know they are important to God, and they have HOPE in Jesus Christ. These resources help to accomplish this:

- Sunday School
- My Best Friend, Jesus: Salvation Booklet
- So... You Want to Follow Jesus
- Vacation Bible School
- Cradle Roll
- “Connecting a New Generation—Formation for a Lifetime”

■ Children need WHOLENESS through having their basic needs met—unconditional love, acceptance, protection, and security. Meeting these needs means the church is helping to develop them holistically: mentally, emotionally, physically, and spiritually. These resources help to accomplish this:

- Physical: Camp, Nazarene Camping Association (NCA) Weekday Preschool
- Mental: Bible Memorization, Bible Quizzing, Christian

- Schools, Mission Education, ID—*Children’s Nazarene Church Membership*, Nazarene Educators Worldwide (NEW)
- Social: Touch-a-Life, Children’s Week, Baby Day, Benson’s Buddies
- Spiritual: Caravan, Young Believer’s Discipleship Series, Discovering My Faith, Faith Words, Discipleship Lessons

■ Children need to know and experience God through WORSHIP in all stages of life beginning with birth. These resources help to accomplish this:

- Kids Worship
- Worship Time
- connect!, family devotional magazine
- Music

■ Children need to be active participants in MINISTRY both inside and outside of the church as disciples and disciple-makers, reaching beyond their neighborhoods to enfold people of every culture and background in Christian love. These resources help to accomplish this:

- Kids Reaching Kids Mission Offering Project
- Child Sponsorship
- Care Kits
- Nazarene Children’s Leadership Network (NCLN)
- Stewardship Lessons
- VBS Grants

In the face of societal challenges, the church must strengthen its commitment to reach every child and family, teach them effectively, win them to Christ, and disciple them as early as the Holy Spirit gives opportunity. To assist in this critical task, the Church of the Nazarene has provided—within the Sunday School and Discipleship Ministries International structure—an organization that focuses specifically on children. This structure is Children’s Ministries International.

## INTRODUCING THE CHILDREN’S MINISTRIES INTERNATIONAL ORGANIZATION

*Children’s Ministries International is the organization within the local church responsible to carry out the Great Commission to and with children. This includes (1) reaching unchurched children, (2) teaching the Bible to children, (3) leading children into the experience of conversion and Christian holiness, and (4) discipling children and helping them to be disciple-makers. To accomplish these goals, the local Children’s Ministries International organization should coordinate a unified program of ministries that reaches out to unchurched children and meets the spiritual needs of children from birth to age 12 (completion of grade six).*

## Organization

To coordinate all work with children, Children's Ministries International divides children from birth to age 12 (completion of grade six) into two large groupings. Early childhood includes children from birth to the beginning of first grade. Elementary includes children in grades one through six. Every local Nazarene church should have these basic age-groupings for Sunday School with at least one early childhood and one elementary Sunday School teacher.

Many churches are now providing a special sixth-grade ministry as a transitional year for students moving from Children's Ministries International to Nazarene Youth International when their students are involved in a middle school structure. Children's Ministries International and Nazarene Youth International recommend that sixth graders be included as part of Children's Ministries International in the local church setting. Recognizing that some churches will still decide to include sixth graders as a part of NYI, Children's Ministries International is committed to addressing the resourcing issue for churches in this position. For further information or suggestions for resources, contact Children's Ministries International.

As children and available workers increase, the early childhood and elementary age-groupings can be further subdivided into departments as follows:

	Age
Babies	Birth to 12 months
Toddlers and Twos	1- and 2-year-olds
Preschool	3- and 4-year-olds
Kindergarten	5- and 6-year-olds not in first grade
Early Elementary	Grades 1-2 (approx. 6-8 years old)
Middle Elementary	Grades 3-4 (approx. 8-10 years old)
Preteen	Grades 5-6 (approx. 10-12 years old)

The size of the church determines the scope of the programming for each age-group.

To adequately care for the needs of children, the church must provide ministries other than Sunday School alone. The local directors, through the Children's Council, recommend and plan the ministries.

## The Spiritual Needs of Children

The spiritual needs of children fall into four broad areas. The first area is **Bible knowledge with life application**. Children need to know what the Bible says and what it means. But knowledge alone is not enough. Children must also know how to relate Bible facts, verses, and truths to their own lives, so they can live as God planned.

The second area of spiritual need is **evangelism and discipleship**. Many surveys suggest that most adult Christians came to Christ between ages 4 and 14. A person who does not make a commitment to Christ by that age may never do so. This means evangelism of children is *crucial*. Workers must use appropriate means to help children understand what Christ did for them and to help them appropriate His grace. High priority must be given to discipling children who accept Jesus as Savior and guiding them into a lifetime of Christian holiness.

The third area of spiritual need is **worship**. Worship is a person's response to God's revelation. Through worship experiences, children learn about God's greatness. They also learn how to honor God through worship and through right living.

**Fellowship** is the fourth area of need. Christian fellowship is especially important for children through age 11 when peer influence increases. Opportunities to fellowship with Christian peers, teens, and adults can help children respond early to Christ and live for Him faithfully.

The church can provide a **total ministry** to children by meeting their physical, mental, spiritual, and social needs. Children's Ministries International provides a framework for meeting the total needs of children through a coordinated program of Sunday, weekday, annual, and special ministries for children birth to age 12 (completion of sixth grade).

## The Local Children's Ministries International Director

*The local Children's Ministries International director is the key administrator of the Children's Ministries International organization. The local director's task is to train, equip, and support local children's workers in their ministries. He or she also coordinates the program of total ministry to children.*

Nominations for Children's Ministries International director are made to the church board by the Sunday School and Discipleship Ministries International Board, with the approval of the pastor. The children's director is an ex officio member of the SDMI Board and therefore should be a member of the local church (*Manual*, Para. 145).

To "coordinate" means that the local director's responsibilities involve planning and working through others—not carrying out the various ministries personally. For this reason, the individual elected as the local director needs to have strong **administrative abilities and skills in working harmoniously with adults**.

Every church, no matter how small, should have a children's director. The children's director should carry out the responsibilities listed in the job description. In churches with three or more children's Sunday School classes, the Children's Ministries International director should act as a supervisor for the children's teachers. He or she should also continue to recruit and train new children's teachers, in addition to carrying out the responsibilities outlined in the job description. In any church, the children's director should work closely with the SDMI superintendent and pastor to provide for the needs of children of all ages.

The *Manual* outlines the responsibilities for age-level directors in the Church of the Nazarene. The following job description for the Children's Ministries International director is adapted from *Manual* 147.1-148.2.

## Job Description

The responsibilities of the local Children's Ministries International director are:

1. To chair the Children's Council. (See page 32 for the membership of the Children's Council.)
2. To lead the council to organize, promote, and coordinate children's Sunday School and all other ministries for children.

3. To submit an annual budget request to the Sunday School and Discipleship Ministries International Board or church board, administer funds according to approved budget guidelines, and keep a detailed record of expenditures.
4. To nominate to the Sunday School and Discipleship Ministries International Board the leaders needed for Children's Ministries International. These include Sunday School supervisors and teachers, and the leaders and workers for all other ministries to children. The pastor and SDMI superintendent must approve all nominees who have undergone a criminal background check.
5. To actively promote and use Faith Connections™ children's Sunday School and Worship curriculum to form the basis of biblical study and doctrinal interpretation.
6. To recommend to and obtain approval from the Sunday School and Discipleship Ministries International Board for any supplemental curriculum to be used.
7. To promote growth in the Sunday School Responsibility List (enrollment) and attendance for children, in cooperation with the Sunday School and Discipleship Ministries International Board.
8. To lead the Children's Council to develop and carry out additional ministries for children as needs arise and staff and resources are available. These include Sunday, weekday, annual, special ministries, evangelism, discipleship, and fellowship activities.
9. To work with the Nazarene Missions International Executive Committee of the local church to appoint a children's mission education director, who becomes a member of both the Children's Council and the NMI Council.
10. To provide promotion and follow-up of the annual children's mission offering project (October 1–September 30) of each year. Resources are included in the Children's Ministries International mailing each March.
11. To provide leadership training for children's workers, in cooperation with the Sunday School and Discipleship Ministries International Board and the director of Continuing Lay Training (CLT).
12. To partner with all local ministries to assess, facilitate, and promote the "Connecting a New Generation—Formation for a Lifetime" for children and youth. For more information, go to <http://connecting.nazarene.org>.
13. To receive all reports from the directors of the various ministries for children.
14. To submit to the SDMI superintendent a monthly report of the Responsibility List and attendance (for Sunday School/extended ministries/discipleship/Bible study) and all other children's ministry activities.
15. To submit a quarterly calendar of children's activities to the Sunday School and Discipleship Ministries International Board to be coordinated with the total Sunday School and Discipleship Ministries International calendar for the local church.
16. To work with the district Children's Ministries International director to plan and carry out the local church's participation in district events for children.

**NOTE:** When a pastor to children is employed in a church, the pastor, in consultation with the church board and the Sunday School and Discipleship Ministries International Board, assigns the responsibility for children to the children's pastor. In that case, the children's pastor carries out some of the duties otherwise designated to a local children's director. However, the importance of the children's director remains to provide vital *lay leadership* support and representation for local children's ministries. The pastor, children's pastor, and the Sunday School and Discipleship Ministries International Board work together to define the roles and responsibilities of the two positions and how they work together for the benefit of the church's children's ministries.

### **The Local Children's Ministries International Council**

*The local Children's Ministries International Council is a committee composed of the local Children's Ministries International director and representatives from the Sunday School and all other ministries the church provides for children. The council works with the children's director to plan all ministry to children and provide for carrying out those plans.*

The tasks of the council fall into these categories.

1. **To fulfill the Great Commission by planning and carrying out a coordinated total ministry program for children from birth to age 12 (completion of grade six).** The council does this by designing and carrying out a coordinated program of Sunday, weekday, annual, and special ministries, including outreach ministries, to meet the total needs of children.
2. **To train and resource local children's workers to minister effectively to children by providing information, training, encouragement, and material resources.**
3. **To coordinate the Christian education of children with other programs and ministries of the local church to insure that the local church's ministry to children will reflect the mission and goals of the Church of the Nazarene.**
4. **To cooperate with district efforts to provide expanded ministry to children.** Taking part in district-sponsored events provides children with Christian education and fellowship activities that go beyond what most local churches can provide.

### **Membership of the Children's Ministries International Council**

Every church, regardless of size, should have a Children's Council. The membership of the council depends on what ministries the church offers to children. In a small church, the council may consist of a children's director, who is also a Sunday School teacher, and one other children's worker. In larger churches, the council grows as the church adds ministries to children.

The chart on page 33 shows the makeup of a council in a church that provides most of the ministries available for children.

- In some situations, the same person may represent more than one ministry on the council. For example, the children's worship director may also be in charge of children's mission education.

- A larger church may want two Sunday School representatives—one for early childhood and another for elementary classes.
- A very large church may have a representative for every children’s Sunday School age-group: Babies (birth-12 months), Toddlers and Twos (one- and two-year-olds), Preschool (three- and four-year-olds), Kindergarten (five- and six-year-olds not in first grade), early elementary, middle elementary, and preteen.

Nominations to the Children’s Council are made by the children’s director to the Sunday School and Discipleship Ministries International Board, with the approval of the pastor and the SDMI superintendent.

### Why Have a CMI Council?

#### 1. Many heads are better than one when planning ministries to children.

Developing an effective children’s ministry program requires much creative thinking and planning. One person working alone may find it difficult to develop fresh, innovative ideas. A council allows many people to share with one another their unique ideas, previous experiences, and ways of working. As council members discuss an issue, one idea often sparks another. The result is a more creative, effective ministry.

#### 2. Many hands make the work lighter.

A well-organized council shares a workload that could otherwise be overwhelming. Each council member takes primary responsibility for one or two aspects of ministry, while helping with the total work. This way, the council accomplishes more without overworking any one person.

#### 3. Using a council strengthens the coordination of children’s ministry.

When each ministry director functions separately, duplication usually results. This includes duplication of emphases, schedules, and work. When the members of a CMI Council plan and work together, they can control or end these problems.

### How Often Should the Council Meet?

The first meeting for the year should take place as soon as possible after the appointment of the new council. Allow plenty of time for this meeting, since it will serve as the organizational meeting for the year.

Following the organizational meeting, the council should meet monthly. This allows the group to:

- Refine and complete plans made in previous meetings.
- Discuss and develop new ideas as needed.
- Work steadily on long-range goals and objectives for Children’s Ministries International.

To save time and mileage, schedule meetings before or after other activities that bring council members to the church. The children’s director should always remind council members of the meeting through announcements in the church bulletin, newsletter, or website.

### What Should Happen in a CMI Council Meeting?

The Children’s Ministries International director chairs all meetings of the CMI Council. The director should prepare an agenda for each meeting. (See sample agendas on page 35.) He or she should contact council members before the meeting to learn what items they want to address. The children’s director can then add additional agenda items and mail the full agenda to members before the meeting.

Here are typical items of business for council meetings. Notice that many areas overlap. For example, as the council discusses plans for the year, they will likely discuss finances for carrying out those plans.

#### 1. Share spiritual concerns and pray together.

A CMI Council meeting is primarily a business meeting. However, it’s easy to fall into the trap of trying to do God’s work without depending on His guidance and help. Council meetings should begin with a brief devotional, followed by sharing concerns and praying together. Sharing and prayer may address concerns like these.

- The spiritual needs of children’s workers, children, and their families
- Programs and ministries the council is planning
- Budget needs for ministry
- Personal needs that council members share
- The work of the district council and of local councils in other churches on the district.

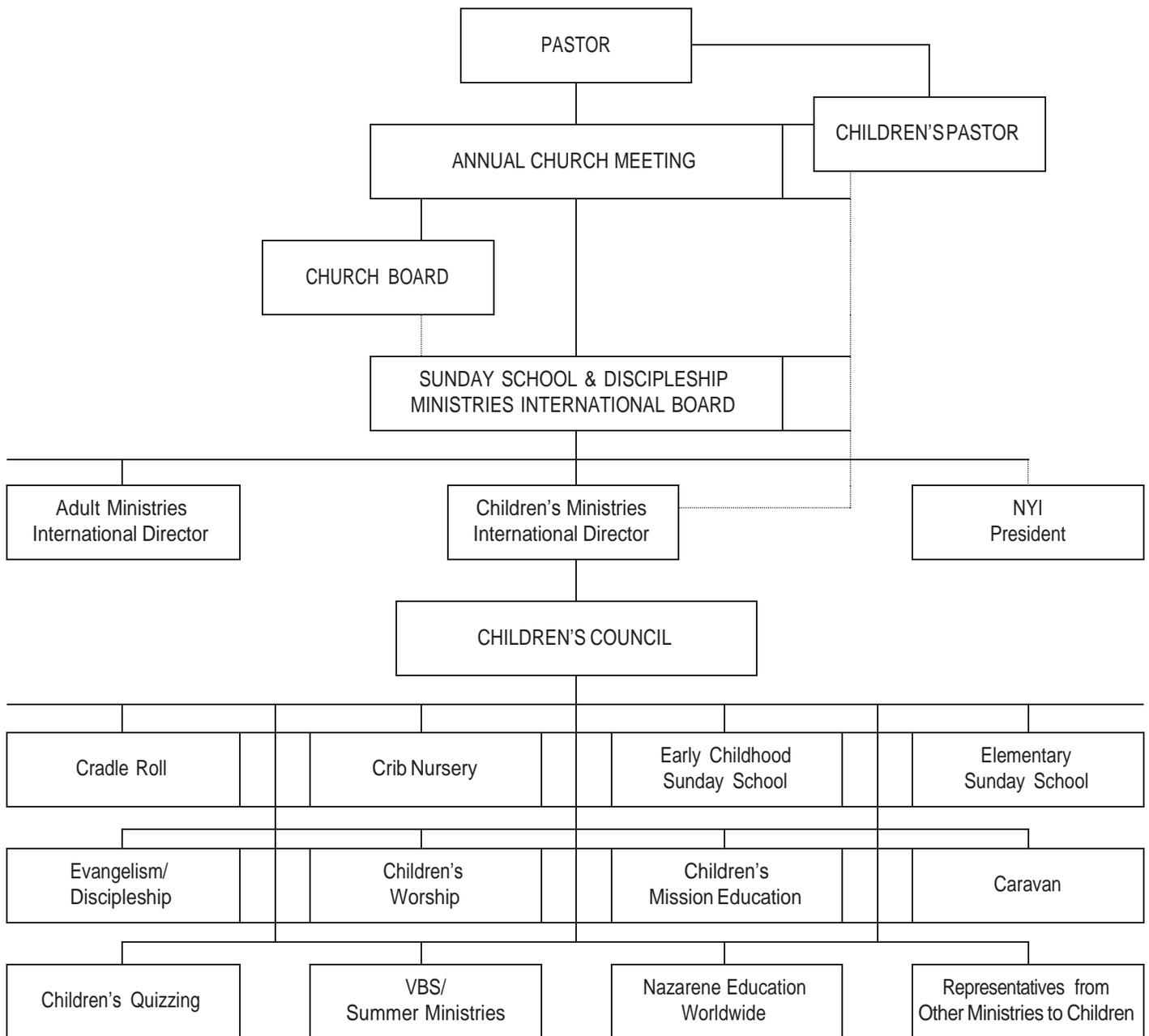
#### 2. Assess the Children’s Ministries International needs of the church.

In the first meeting and periodically afterward, the council should discuss the needs of the children and children’s workers. These questions can guide the discussion.

- Does our church provide an active, well-rounded, total ministry to our children?
- Do the programs meet the known needs of our children, or are we continuing ministries that have ceased to meet needs?
- Do our workers effectively reach out to unchurched children, or are we ministering only to church families?
- How can we strengthen our outreach to children?
- What new programs or emphases would strengthen our ministry to children and their families?
- Are we resourcing parents so that they can reinforce and strengthen the ministry the church provides for children?
- Are our workers happy in their assignments?
- What can we do to improve worker morale and personal satisfaction in their ministry roles?
- What training do our workers need, and how can we best provide it?

**Note:** Council members may find it helpful to survey the children’s teachers in their various ministries, using questions similar to these.

**SUNDAY SCHOOL & DISCIPLESHIP MINISTRIES INTERNATIONAL STRUCTURE  
AND THE  
CHILDREN'S MINISTRIES INTERNATIONAL COUNCIL**



**3. Develop and refine the Children's Ministries International ministries and calendar.**

The council's most important task is to determine what ministries and activities the church will provide for the year. The council will determine when the church will conduct the special events it plans. Give careful, prayerful attention to these tasks.

Begin the planning with a "no holds barred" brainstorming session. Consider every possible ministry and activity idea. The council may not be able to use every idea suggested. However, it is important to consider every option before beginning the process of evaluation and selection.

Once the group has created a list of possible ministries and activities, they should evaluate each idea. Ask:

- What is the strength of this ministry/activity/event? What need(s) does it meet for our children or children's workers? Does it fulfill our mission and vision?
- Does this ministry/activity/event complement or compete with others we now have or are considering?
- What will this ministry/activity/event cost? Where can we get the funds?
- Do we have or can we provide—the space and supplies this ministry/activity/event needs?

- Do we have enough workers to carry out this ministry/activity/event? Will doing this overload the workers we have, possibly causing burnout?
- Is there room on our calendar for this ministry/activity/event? (**Note:** The council may not be able to answer this question fully until the children's director has met with the Sunday School and Discipleship Ministries International Board to mesh the children's calendar with the total church calendar.)

Based on answers to these and related questions, the council can develop its plan for the year. They can then prepare a calendar of events and submit it to the Sunday School and Discipleship Ministries International Board for approval or adjustment.

#### 4. Plan ways to train and communicate with all Children's Ministries International workers.

Training workers and communicating with them regularly are key factors for successful children's ministries.

Every council member has the responsibility for training workers. Sometimes, information should flow directly from one council member to those working under him or her. At other times, the council will work together—sometimes in cooperation with the Adult Ministries International Council—to provide training.

As the council considers training and communication options, they should ask questions like these. (**Note:** Although training and communication go together, some questions relate more directly to one or the other.)

- What kinds of training do our children's workers need? (**Note:** See [clt.nazarene.org](http://clt.nazarene.org) for suggestions.)
- What kinds of training do our children need?
- What forms of training and communication can we provide?

—**Workshops.** What should we provide in our local church, and what will the district or denomination provide for us? (**Note:** Some District Children's Councils conduct zone or district training workshops. The local church benefits when its council coordinates training plans with those the district offers. The local Children's Ministries International director should consult the district Children's Ministries International director for information.)

—**Children's Ministries International Handbook.** This can prove a great help to children's workers. Items to put in the book include the following:

- ▮ *Names and contact information of Children's Council members and other children's workers*
- ▮ *A brief description of the mission, goals, and objectives of the church's ministry to children*
- ▮ *The mission, goals, and objectives of each ministry to children the church offers*
- ▮ *The church's policies and procedures for conducting ministry to children (For example, the procedure for arranging for an absence)*
- ▮ *A calendar of events for the year*
- ▮ *One or two training helps such as age-group characteristics of children, ideas for social events, or teaching tips*

- ▮ *Instructions for using the church's resource room, including a list of the items the room contains*

—**A column in the church newsletter.** The children's director should check with the pastor to see how often Children's Ministries International can submit information in the newsletter.

—**Letters or E-mails.** Everyone likes to feel appreciated, especially a volunteer worker. Letters and/or E-mail messages provide a good way to give a faithful worker a pat on the back or to encourage a discouraged worker.

- What training resources do we have? Consider the following.
  - Information from the district Children's Ministries International director and other district Children's Council members. The district may also have a lending library of videos and books.
  - Training workshops provided by the district or staff of the Global Ministry Center.
  - CLT program materials. For CLT information, contact the CLT/Lay Ministry Office or [clt.nazarene.org](http://clt.nazarene.org).
  - Training helps provided in the Sunday School and Discipleship Ministries International quarterly mailings to pastors and SDMI superintendents. Each quarter, the children's director should check with the pastor or superintendent to see if the packets contain Children's Ministries International items.
  - The annual Children's Ministries International packet, mailed from Children's Ministries International in Lenexa, Kansas. This packet is mailed to every local church in March, to the attention of the children's director.

#### 5. Prepare a budget and oversee disbursement of finances.

This task will grow out of discussions of items 1-4. Each council member should prepare a budget for his or her ministry. To these requests, the children's director may add funds needed for additional expenses.

Here are typical expense categories for Children's Ministries International.

- **Curriculum and supplies** for all ministries, activities, and events.
- **Communication and media needs** for letters, handbooks, training handouts, and flyers. It includes postage and telephone reimbursement for council members.
- **Discipleship/Evangelism needs** for honorariums and other travel expenses for workshop speakers, Kids' Crusade workers, or others who come to the church by invitation.
- **Awards and prizes** for contests or competitions.

Submit the budget to the Sunday School and Discipleship Ministries International Board for approval or revision.

#### 6. Assign responsibilities.

As the council develops its plans, it should assign responsibilities for carrying out the work. Usually one council member has primary responsibility for a ministry/activity/event under his or her ministry. However, other council members should help that director. List what needs to be done, and agree on assignments.

## 7. Evaluate ministries and activities.

Some evaluation will occur spontaneously during the year as the council develops and refines its ministries calendar. However, the group should also plan a formal evaluation at the end of the year or the beginning of the following year. In this more detailed evaluation, council members should compare what they hoped would happen with what actually happened. Here are suggested questions to consider.

- Did this ministry/activity/event achieve the goals we set for it? Why, or why not?
- How well did children respond to the ministry/activity/event? How did adults feel about it?
- What were the strong points of this ministry/activity/event? Can we improve upon these for the future?
- What weaknesses or problems did we notice in this ministry/activity/event? How can we correct them in the future?
- Should we use this ministry/activity/event again next year? Why, or why not?

### Sample Agenda for First Council Meeting of the Year

- Devotions/sharing/prayer
- Introductions of new council members
- Brief review of last year's work
- Evaluation of last year's ministries if this was not done in the final meeting of the last year
- Needs assessment for the coming year
- Budget requests
- Beginning work on new calendar
- Brainstorm ideas for specific ministries/activities/events. (Spend extra time on ministries/activities/events that will take place before the next meeting.)
- Assignments
- Closing prayer

### Sample Agenda for Subsequent Council Meetings

- Devotions/sharing/prayer
- Progress reports by council members
- Evaluation: Check to see that planned ministries and activities continue to meet needs or are falling into place as needed. In the final meeting, evaluate the year and the council's work.
- Brainstorm ideas for specific ministries/activities/events.
- Flesh out or revise plans developed earlier. Give the most attention to ministries/activities/events that will take place before the next meeting.
- Assignments
- Closing prayer

## JOB DESCRIPTIONS FOR LOCAL CHILDREN'S MINISTRIES INTERNATIONAL LEADERS

### Local Children's Camping Director—Job Description

The responsibilities of the local children's camping director are:

1. To represent children's camping and its interests at all CMI Council meetings.
2. To submit an annual budget request to the CMI Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
3. To promote camp attendance through publicity and preregistration.
4. To plan, develop, and assist with fund-raising activities for campers.
5. To promote and arrange for any camp subsidies offered by the local church.
6. To recruit and recommend camp counselors (who are approved by the pastor and local Children's Ministries International director and who have an approved criminal background check) to the district camping director.
7. To arrange for children's transportation to and from camp.
8. To submit an end-of-year report to the Children's Council.

### Local Caravan Director—Job Description

The responsibilities of the local Caravan director are:

1. To represent Caravan and its interests at all CMI Council meetings by sharing Caravan plans and requesting approval for necessary ministries/events/projects.
2. To become familiar with the Caravan ministry and to provide all training materials produced by the global Caravan office.
3. To submit an annual budget request to the CMI Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
4. To register the local Caravan ministry with the global Caravan office in Lenexa, Kansas prior to October 15 of each year at [caravan.nazarene.org](http://caravan.nazarene.org).
5. To determine the number of Caravan groups the church will sponsor. To recruit and train workers for those groups, in cooperation with the CMI Council.
6. To submit an order for Caravan books, badges, uniform items, and supplies, in consultation with the children's director, following established procedures.
7. To operate the local Caravan ministry as defined in the official Caravan books and materials.
8. To plan a weekly group opening or closing for the combined Benson's Buddies, Searcher, Explorer, and Adventurer groups.
9. To promote the Caravan ministry in the local church.
10. To set up and chair an operating Caravan Committee.
11. To present top Caravan awards (Bunker, Winans, Lillenas, Bresee) based on global church requirements.
12. To plan and direct all local Caravan ceremonies.
13. To keep an ongoing file of each child's record forms showing the progress the child is making toward earning the Bunker, Winans, Lillenas, and Bresee awards.
14. To represent the local Caravan program at zone, district, and global activities/events that include your church.
15. To prepare an end-of-the-year report for the CMI Council.

### **Local Children's Worship Director—Job Description**

The responsibilities of the local children's worship director are:

1. To represent the children's worship ministry at all CMI Council meetings.
2. To become thoroughly familiar with the early childhood and elementary age-group children's worship curricula. To attend local, zone, or district children's worship workshops.
3. To submit an annual budget request to the CMI Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
4. To determine the number of children's worship services that will be offered. To set age limits for each children's worship group.
5. To survey facilities and select those that will be adequate for each children's worship group.
6. To submit an order for children's worship curriculum and supplies, in consultation with the children's director, following established procedures.
7. To recruit and train children's worship leaders and helpers, in cooperation with the CMI Council.
8. To set goals, work out schedules, and make plans with workers.
9. To lead the weekly early childhood or elementary children's worship services, or supervise those who do.
10. To publicize the children's worship ministry to the congregation.
11. To enlist prayer partners.
12. To involve the children in full congregational worship services as often as appropriate.

### **Local Children's Mission Education Director—Job Description**

The responsibilities of the local children's mission education director are:

1. To represent children's mission education and its interests at all CMI Council meetings.
2. To become thoroughly familiar with the children's mission education ministry and curriculum.
3. To submit an annual budget request to the CMI Council, administer funds according to approved budget guidelines, and keep a detailed record of expenditures.
4. To submit an order for children's mission education curriculum and supplies, in consultation with the children's director and NMI president, following established procedures.
5. To coordinate all children's mission education activities with NMI programs by serving on the local NMI Council.
6. To promote the mission education program for children in the local church.
7. To teach the lessons in the *Children's Mission Study Kit*, or to supervise those who do.
8. To insure that children read the children's mission reading books and keep accurate records of books read.
9. To cooperate with the district children's mission education director to promote district-wide activities in the local church (such as district mission rallies, offering projects, and end-of-year reporting).
10. To submit an end-of-year report to the CMI Council.

### **Local Children's Bible Quizzing Director—Job Description**

The responsibilities of the local children's Bible quizzing director are:

1. To represent children's Bible quizzing and its interests at all CMI Council meetings.
2. To become thoroughly familiar with the children's Bible quizzing ministry—philosophy, materials, and procedures.
3. To submit an annual budget request to the CMI Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
4. To plan, organize, and direct children's Bible quizzing in the local church.
5. To recruit and train any needed helpers or scorekeepers, in cooperation with the CMI Council.
6. To promote children's Bible quizzing in the local church.
7. To submit an order for children's Bible quizzing materials and supplies, in consultation with the children's director, following established procedures.
8. To prepare lesson materials each week and present them as a children's Bible study.
9. To contact the district children's Bible quizzing director for information about district-sponsored competitions (rules, procedures, dates, times, locations) and to inform the director of the local church's intent to participate.
10. To prepare quizzers for zone/area, district, regional, and world competitions.
11. To prepare an end-of-the-year report for the CMI Council.

### **Local Cradle Roll Director—Job Description**

The responsibilities of the local Cradle Roll director are:

1. To represent Cradle Roll and its interests at all CMI Council meetings.
2. To become familiar with the goals and materials of the Cradle Roll outreach ministry.
3. To submit an annual budget request to the CMI Council, administer funds according to approved budget guidelines, and keep a detailed record of expenditures.
4. To organize the Cradle Roll ministry and oversee its implementation in the local church.
5. To submit an order for Cradle Roll materials, *Hand-in-Hand*, and supplies, in consultation with the children's director, following established procedures.
6. To recommend Cradle Roll assistants to the Children's Ministries International director. These are approved by the Sunday School and Discipleship Ministries International Board, with the approval of the pastor.
7. To provide training for Cradle Roll assistants, in cooperation with the CMI Council.
8. To work with the church nursery supervisor to coordinate a visitation program and other ministries for Cradle Roll babies and for those on the Sunday School Responsibility List (enrollment).
9. To keep accurate records and give them to the pastor and other appropriate personnel.
10. To encourage parents to enroll their children in Sunday School.
11. To promote enrichment activities for parents, such as classes, seminars, a Mothers' Club, or New Parents' Club.

12. To inform the church about the Cradle Roll ministry through bulletins, newsletters, displays, public announcements, and skits.
13. To direct Baby Day activities on the first Sunday in May, in consultation with the pastor, Children's Ministries International director, and the nursery director.
14. To submit an end-of-year report to the CMI Council.

#### **Local Sunday School Representative—Job Description**

The responsibilities of the local Sunday School representative are:

1. To represent Sunday School and its interests at all Children's Council meetings and to serve as liaison between the CMI Council and Sunday School workers.
2. To work through the CMI Council to plan Sunday School enrollment and attendance campaigns.
3. To plan with the local director and the CMI Council for leadership training for all Sunday School workers.
4. To coordinate with the CMI Council all Sunday School fellowship events such as picnics, parties, etc.

#### **Local Vacation Bible School/Summer Ministries Director—Job Description**

The responsibilities of the local VBS/Summer Ministries director are:

1. To represent VBS/Summer Ministries and its interests at all CMI Council meetings.
2. To determine, in consultation with the pastor, SDMI superintendent, and children's director, the type of event to be held, the location, and the date.
3. To submit an annual budget request to the CMI Council, to administer funds according to approved guidelines, and to keep a detailed record of expenditures.
4. To use Prayer Commitment Cards (CD-3) to secure prayer support for children and workers before, during, and after VBS/Summer Ministries.
5. To recruit and train all VBS workers, in cooperation with the CMI Council. Encourage workers to attend district and zone WordAction's VBS/Summer Ministries workshops.
6. To submit an order for WordAction VBS/Summer Ministries curriculum and supplies, in consultation with the children's director, following established approval procedures.
7. To promote VBS/Summer Ministries in the church and advertise it in the community.

8. To conduct visitation campaigns before and after VBS/Summer Ministries.
9. To arrange for pre-enrollment of children.
10. To plan with the pastor for a public service to dedicate workers.
11. To direct the Vacation Bible School.
12. To conduct opening and/or closing assemblies.
13. To promote the Kids Reaching Kids mission offering project (October 1–September 30).
14. To provide for evangelism opportunities during VBS/Summer Ministries for elementary age-groups, either conducting them or supervising those who do.
15. To arrange for the VBS/Summer Ministries Open House program and exhibits.
16. To arrange for follow-up of all unchurched children and spiritual follow-up of all who accepted Jesus as Savior during VBS/Summer Ministries.

#### **Local Nazarene Education Director—Job Description**

The responsibilities of the local Nazarene Education Director are:

1. To represent on the CMI Council the needs and concerns of the local Nazarene educators serving in public school, Christian school, homeschools, preschool/early childhood learning centers, college/university education departments, global/international schools, or Child Development Centers.
2. To answer questions about or from Nazarene educators. Be aware that the Nazarene Education Office at the Global Ministry Center and the Nazarene Educators Worldwide Executive Council can assist in answering questions. Contact 888-644-4510 or [childmin@nazarene.org](mailto:childmin@nazarene.org).
3. To establish a data base of Nazarene educators within the local church.
4. To recognize and honor all educators each year in consultation with the pastor and the CMI director.
5. To organize a local educators' support group.
6. To help a local church that decides to start a Nazarene preschool/child care center or school. Contact the Nazarene Education Office at the Global Ministry Center for assistance.
7. To promote Nazarene Educators Worldwide, an organization to support and resource Nazarene educators.
8. To assist the district Nazarene Education Director to establish a district database of Nazarene educators and dispense information about Nazarene Educators Worldwide ([www.naznew.org](http://www.naznew.org)).



# DISTRICT ORGANIZATION

The district Children's Ministries International organization has three major functions:

## 1. To provide district-wide ministries to children.

These include children's camps, Caravan events, Bible quizzing, talent festivals, mission rallies, and sports activities. Events like these help children from different churches to know one another. The events also help children from smaller churches understand their churches are part of a larger organization.

## 2. To equip and support local churches as they minister to children.

Local church workers need training, materials, and encouragement as they minister to children. The district Children's Ministries International organization should provide this.

## 3. To serve as a liaison between the global Children's Ministries International office in Lenexa, Kansas, and the local churches of the district.

Children's Ministries International depends on district children's leadership to keep up-to-date mailing lists of local church personnel and work directly with them. Children's Ministries International in Lenexa encourages district leaders to train local workers and to forward information from the global CMI office to them. The most efficient way for the district to carry out these functions is through the work of a district Children's Ministries International director and a district CMI Council.

### District Children's Ministries International Director

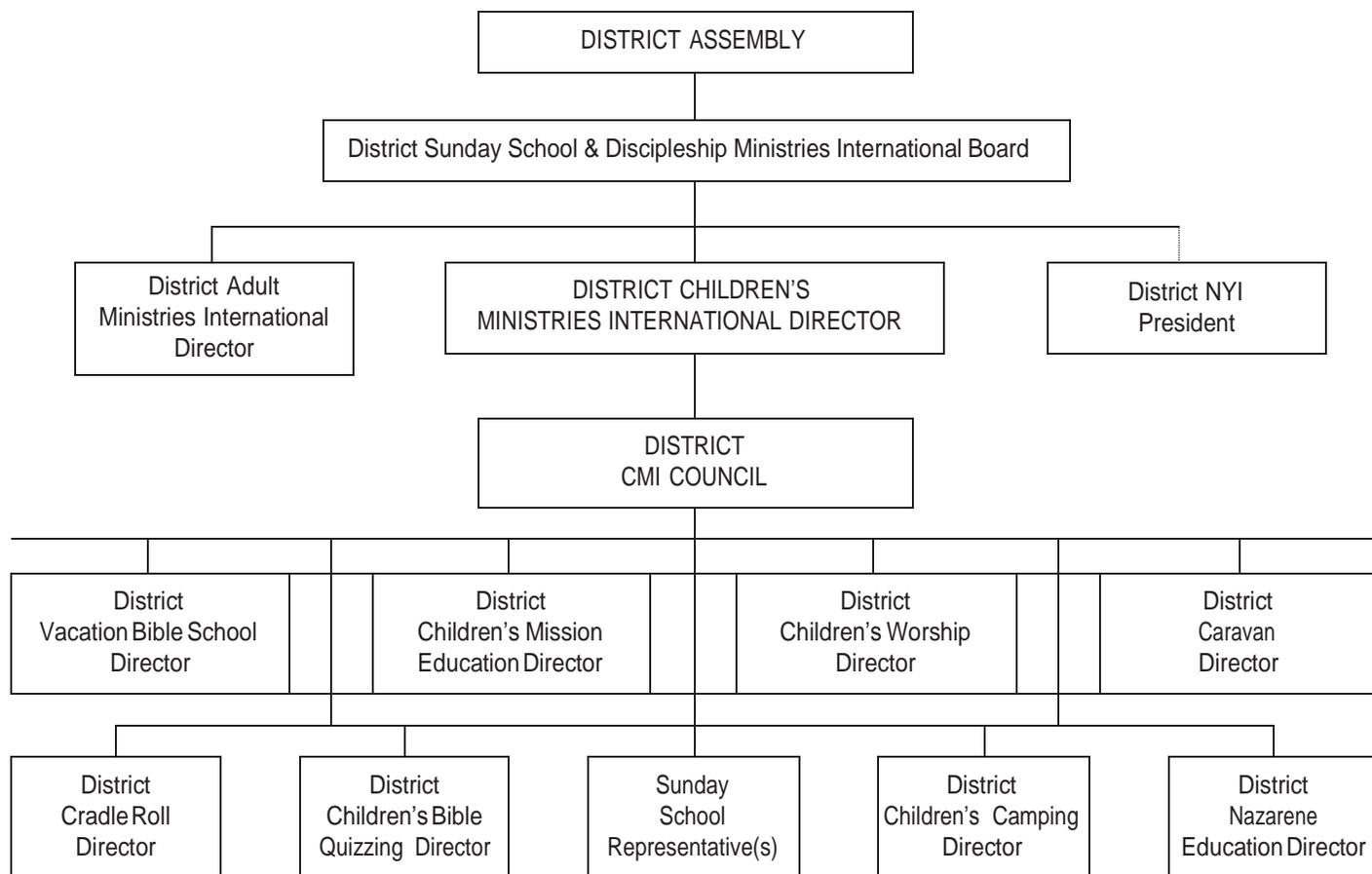
Within one week of the election, the District Sunday School and Discipleship Ministries International Board should organize. At this meeting, they elect the district director of Children's Ministries International and the members of the District CMI Council.

#### Job Description

The responsibilities of the district Children's Ministries International director are:

1. To chair the District CMI Council.
2. To nominate the members of the District CMI Council to the District Sunday School and Discipleship Ministries International Board. The district superintendent and the Sunday School and Discipleship Ministries International chair must approve all nominations.
3. To submit an annual budget request to the District Sunday School and Discipleship Ministries International Board, administer funds in accordance with approved budget guidelines, and keep detailed records of expenditures.
4. To submit Children's Ministries International calendar items to the District Sunday School and Discipleship Ministries International Board to integrate into the district calendar.
5. To present the needs and work of Children's Ministries International to the District Sunday School and Discipleship Ministries International Board for input and resolution.
6. To lead the council to promote Sunday School on the district, including Sunday School outreach and visitation, Bible teaching, evangelism, and discipleship.
7. To plan ways to adapt denominational and district Sunday School emphases to reach new children and involve children in Sunday School outreach.
8. To plan ways for children to participate in district Sunday School events, such as rallies or parades.
9. To encourage the use of Nazarene Sunday School and Vacation Bible School curriculum and the use of other Nazarene program materials as they are available.
10. To encourage local churches to provide additional ministries for children as needs arise and staff and resources are available. These include Sunday, weekday, annual, and special ministries; outreach; evangelism; discipleship and fellowship activities.
11. To provide training for local children's directors and workers by planning and presenting workshops in local churches, on the zones, and at the district Sunday School and Discipleship Ministries International Convention.
12. To inform churches of training opportunities provided by the denomination and to promote attendance at these.
13. To maintain regular communication with district CMI Council members and with local CMI directors on the district.
14. To lead the council in planning district events for children, such as a Caravan fair, missions jamboree, children's quizzing competitions, children's talent, and children's camps.
15. To attend and supervise district events for children, as appropriate, or to delegate this responsibility to others.
16. To encourage and coordinate attendance at quadrennial events for children, such as NazKidz Global Convention and Children's World Quiz.
17. To partner with all local ministries to assess, facilitate, and promote "Connecting a New Generation—Formation for a Lifetime." See <http://connecting.nazarene.org>.
18. To report regularly to the District Sunday School and Discipleship Ministries International Board on growth in children's Sunday School Responsibility List (enrollment) and attendance, district children's activities, and other items planned and promoted by the district CMI Council.

## DISTRICT CHILDREN'S MINISTRIES INTERNATIONAL COUNCIL



### DISTRICT CHILDREN'S MINISTRIES INTERNATIONAL COUNCIL

*The District Children's Ministries International Council is a committee made up of the Children's Ministries International director, one or more Sunday School representatives, and the district directors of other ministries.*

The chart above shows a council that includes representatives for key ministries to children. **Every** district should include these representatives on its council.

In addition, the council should add representatives for any special ministries or events it promotes. These may include the following or others created by the district:

- Outreach and Sunday School Emphases
- Talent
- Catechism
- District Special Events
- Special Education
- Evangelism and Discipleship
- Touch-a-Life

The *Manual* provides for zoning the district for program and promotion purposes. The zone chairpersons of Children's Ministries International may also be members of the CMI Council.

### Why Have a District CMI Council?

#### 1. Many heads are better than one when planning ministries with children.

Developing an effective children's ministry requires much creative thinking and planning. One person working alone may find it hard to develop fresh, innovative ideas. A council allows many people to share their unique ideas, previous experiences, and ways of working with the group. As council members discuss an issue, one idea often sparks another. The result is a more creative and effective ministry.

#### 2. Many hands make the work lighter.

A well-organized council shares what would otherwise be an overwhelming workload. Each council member takes primary responsibility for one or two aspects of the ministry, while contributing to the total work. This way, the council accomplishes more without overworking any one person.

#### 3. Using a council strengthens the coordination of Children's Ministries International.

When each district director functions separately, duplication usually results. This includes duplication of ministries, emphases, schedules, and work. When a Children's Council plans and works together, they can control or eliminate these duplications.

## How Often Should the District CMI Council Meet?

The first meeting for the year should take place soon after district assembly. Allow plenty of time for this meeting, since it will serve as the organizational meeting for the year.

Following this meeting, the council should try to meet at least once a quarter. This allows the group to check the progress of plans and programs, adjusting them as needed.

To save time and mileage, have meetings when council members come together for other district functions. Possible times to meet include before or after Sunday School and Discipleship Ministries International Convention, district assembly, camp meeting, children's camp, and talent or quizzing competitions.

In districts where council members live miles apart, quarterly meetings may not be workable. In this case, have at least one additional annual meeting. Conduct other business by telephone, letter, or E-mail.

## What Should Happen in a District Children's Council Meeting?

The district Children's Ministries International director chairs all meetings of the district CMI Council. If possible, the director should prepare an agenda for each meeting. (See sample agendas on pages 42–43.) He or she should contact council members before the meeting to learn what items they want to address. If possible, the children's director can then mail or E-mail the full agenda to members before the meeting.

Here are typical items of business for district council meetings. Many areas overlap somewhat. For example, as the council discusses plans for the year, they will automatically discuss finances for carrying out those plans.

### 1. Share spiritual concerns and pray together.

A CMI Council meeting is primarily a business meeting. However, members must always remember whose business they are doing. It's easy to fall into the trap of trying to do God's work without depending on His guidance and help. Every council meeting should begin with a brief devotional, followed by sharing of concerns and prayer. Sharing and prayer may address concerns like these.

- The spiritual needs of the district's children's workers and children
- Programs and ministries the council is planning for the district
- Budget needs for effective ministry
- Personal needs council members share
- The work of other district councils and boards

### 2. Assess the Children's Ministries International needs of the district.

In the first meeting and periodically afterward, the council should discuss the needs of their children and children's workers. Questions like these can guide the discussion.

- Do our churches effectively reach out to unchurched children, or do they minister primarily to church children?

- How can we strengthen outreach efforts in our churches?
- Do our local churches provide active, well-rounded, total ministry to children?
- What ministries should we encourage churches to provide to strengthen their ministry to children?
- What additional district-sponsored ministries would enhance our district's ministry to children?
- What training do our local children's directors and workers need?

**Note:** Conducting a survey of local churches is one way to find answers to the above questions.

### 3. Develop and refine the district Children's Ministries International program and calendar.

This is the council's main task and should receive careful attention. The council needs to decide what the district will provide in these areas:

- District-sponsored events for children. These include talent and quizzing competitions, Caravan fair, mission jamboree, Children's Week activities, and other big events.
- Training events for children and children's workers. These will be discussed in more detail.
- District support of semi-annual Sunday School emphases and other outreach efforts

During the first annual meeting, the council should brainstorm ideas for ministries and activities they want to include on the year's calendar. This should be a "no holds barred" discussion. The council may not be able to use every idea suggested. However, it is important to consider every option before beginning the process of evaluation and selection.

Once the council has created a list of possible ministries and activities, they are ready to evaluate each idea. Questions like these can guide the discussion.

- What is the strength of this ministry/activity/event?
- What need(s) does it meet for children or children's workers? Does it fulfill our mission and vision?
- Does this ministry/activity/event complement or compete with local church ministries? Will participation strain local church schedules or finances?
- What will this ministry/activity/event cost? Where can we get the funds?
- Do we have enough personnel to carry out this ministry/activity/event successfully?
- Is there room in our calendar for this event? (**Note:** The council may not be able to answer this question fully until the children's director meets with the SDMI Board to mesh the CMI, NYI, and Adult Ministries International calendars.)

The council is now ready to develop the ministries, activities, and events that best serve the district. They should schedule each item on the calendar. The children's director can then take the calendar to the SDMI Board for approval or revision.

#### 4. Create a plan for training and communicating with local Children's Ministries International personnel.

Training workers and communicating with them regularly are key factors in a successful Children's Ministries International program. Children's Ministries International has several free handouts that contain detailed helps for effective training and communication. The district CMI Council can adapt these ideas to their district's needs.

Every CMI Council member has responsibility for training and communication. Sometimes, information should flow directly from one council member to his or her counterpart in the local church. At other times, the council works together, often in cooperation with the Adult Ministries International Council.

As the council considers training and communication options, they should ask themselves these questions. (**Note:** Although training and communication go together, some questions relate more directly to one aspect or the other.)

- What kinds of training do our children's workers need?
- What kinds of training do our children need? Can the district provide some of this training for children's workers and children? How can the district support the training for children provided through the local church?
- What additional training and communication can the district provide?

—**Workshops.** Should we provide these on local church, zone, area, or district levels? (**Note:** Some district councils conduct a district training tour. The council, alone or in cooperation with the Adult Ministries International Council, travels to various churches, zones, or areas for workshops.)

—**A district handbook.** This can prove a great help to children's workers. Items to put in the book include:

- Names and contact information of Children's Council members
- A brief description of the mission, goals, objectives, and vision of the district's ministry to children
- The mission, goals, and objectives of each of the individual ministries to children (Caravan, VBS/Summer Ministries, etc.)
- Additional information about each ministry
- The district calendar of events
- Training helps prepared by the council members
- Samples of free materials available from Children's Ministries International at the Global Ministry Center
- Samples of items such as the Prayer Commitment Reminder Card (CD 3), available from the Nazarene Publishing House
- Advertising slicks
- Permission and medical forms to use for district events
- Information on criminal background checks

—**A column in the district newsletter.** Determine how often the council can put information there and who is responsible.

—**Letters/Emails.**

—**Other.**

- What training resources do we have? Here are just a few.
  - Information from Children's Ministries International and Sunday School and Discipleship Ministries International
  - Continuing Lay Training materials
  - Qualified personnel from local churches, the Children's Council, and the Global Ministry Center who can serve as workshop leaders and convention speakers

#### 5. Prepare a budget and oversee disbursement of finances

This task will grow out of discussions of items 1-4. The district should ask each council member to prepare a budget for his or her ministry. To these requests, the council can add funds needed for additional district expenses. The children's director can then submit this budget to the District Sunday School and Discipleship Ministries International Board for approval or revision.

Here is a list of expense categories to keep in mind.

- Printing letters, handbooks, workshops, and flyers
- Postage and telephone reimbursement for council members
- Honorariums and other travel expenses for council members and for special speakers at children's camp, workshops, and big events
- Awards for talent and quizzing competitions

#### 6. Assign responsibilities.

As the council develops its plans, it should also assign responsibilities for carrying out the work. Usually, one council member has primary responsibility for a ministry or event under his or her ministry. However, other council members should help that director. Develop a list of what needs to be done and agree on assignments.

#### 7. Evaluate your ministries and activities.

This will happen spontaneously during the year as the council develops and refines the district calendar. However, the council should also plan a formal evaluation at the end of the year or the beginning of the following year. In this more detailed evaluation, compare what you hoped would happen with what actually happened. Here are suggested questions to consider.

- Did this ministry/activity/event achieve the goals we set for it? Why, or why not?
- How well did children respond to the ministry/activity/event? How did adults feel about it?
- What were the strong points of this ministry/activity/event? Can we improve upon these in future years?
- What weaknesses or problems did we experience with this ministry/activity/event? How can they be corrected in the future?
- Should we use this ministry/activity/event again next year? Why, or why not?

#### Sample Agenda for First CMI Council Meeting of the Year

- Devotions/sharing/prayer
- Introductions of new council members

- Brief review of last year's work
- Evaluation of last year's ministries if this was not done in the final meeting of the last year
- Needs assessment for the coming year
- Budget requests
- Beginning work on new calendar
- Brainstorm ideas for specific ministries/activities/events. (Spend extra time on ministries/activities/events that will take place before the next meeting.)
- Assignments
- Closing prayer

### Sample Agenda for Subsequent Council Meetings

- Devotions/sharing/prayer
- Progress reports by council members
- Evaluation: Check to see that planned ministries and activities continue to meet needs or are falling into place as needed. In the final meeting, evaluate the year and the council's work.
- Brainstorm ideas for specific ministries/activities/events. Flesh out or revise plans developed earlier. Give the most attention to ministries/activities/events that will take place before the next meeting.
- Assignments
- Closing prayer

## JOB DESCRIPTIONS FOR DISTRICT CMI COUNCIL MEMBERS

### District Caravan Director—Job Description

The responsibilities of the district Caravan director are:

1. To represent Caravan and its interests at all district CMI Council meetings and to keep the council informed of activities, projects, events, and progress.
2. To become familiar with all Caravan books and materials.
3. To provide all available Caravan training materials produced through Children's Ministries International.
4. To keep a file of all active Caravan groups on the district and to encourage active Caravans to register their ministry with the global Caravan office at [caravan.nazarene.org](http://caravan.nazarene.org).
5. To keep an organized file of all district Caravan plans, activities, events, and decisions to give to the next district Caravan director.
6. To submit an annual budget request to the district Children's Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
7. To provide workshops to instruct local Caravan leaders and churches in the operation of the Nazarene Caravan program.
8. To publicize the Caravan ministry at conventions, district events, and through the district newsletter.
9. To maintain a display of current Caravan books and materials.
10. To contact active Caravan groups about district-sponsored Caravan activities.

### District Children's Camping Director—Job Description

The responsibilities of the district children's camping director are:

1. To represent children's camping and its interests at all district CMI Council meetings.
2. To coordinate the camping ministry with other district functions. This may require the director to be a member of the District Camp Board.
3. To develop a philosophy of ministry to children through Christian camping.
4. To submit an annual budget request to the district CMI Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
5. To plan and secure the following items essential for the camp: (a) acquire or schedule the campground; (b) establish a camp schedule; (c) select a camp theme; (d) purchase camp instructional materials; (e) recruit camp workers including the kitchen crew, counselors, teachers, athletic directors, craft directors, lifeguards, office staff, pianist, camp evangelist, song leader, maintenance personnel, camp security, and other support personnel as needed; (f) arrange for adequate insurance; and (g) train workers and request criminal background checks.
6. To promote camp attendance through publicity and preregistration.
7. To supervise the daily operation of the camp. This includes responsibilities to (a) manage camp staff, (b) discipline campers as necessary, (c) insure adequate provisions, and (d) protect the welfare of all persons on the campgrounds.
8. To report annually to the global Children's Camping office, the district superintendent, and District Camp Board.

### District Children's Worship Director—Job Description

The responsibilities of the district children's worship director are:

1. To represent children's worship and its interests at all district CMI Council meetings.
2. To submit an annual budget request to the district CMI Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
3. To prepare and maintain an accurate list of all local children's worship directors on the district.
4. To encourage the organization of children's worship in local churches. (**Note:** The local church is responsible to determine whether it needs or can provide children's worship.)
5. To contact local children's worship directors quarterly with news and information such as: (a) materials available from the global or district children's worship offices; (b) additional information received from the global Children's Worship office in Lenexa, Kansas; (c) teaching tips and other ideas; (d) district children's worship events.
6. To promote the use of children's worship publications provided by the Nazarene Publishing House.
7. To keep the district aware of the children's worship ministry through a display at the district Sunday School and Discipleship Ministries International Convention and/or other appropriate times.

8. To keep a complete file of all reports, statistics, district plans and ministries, budget allotments, resources, and any other pertinent information.
9. To notify the global Children's Worship office when a change in district directors occurs and to give all files to the next district children's worship director.
10. To send an end-of-the-year report to the global Children's Worship office. In the report include the number of churches with an active children's worship ministry, a list of churches that began a children's worship ministry, and the number of district and local workshops held during the year.

**District Children's Mission Education Director—  
Job Description**

The responsibilities of the district children's mission education director are:

1. To represent children's mission education and its interests at all district Children's Ministries International Council meetings. To schedule district mission promotions and events in cooperation with other members of the council
2. To submit an annual budget request to the district CMI Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
3. To promote mission education for children in local churches on the district. This may include placing announcements in the district newsletter, sponsoring workshops, and other forms of promotion through Sunday School and Discipleship Ministries International and NMI channels.
4. To coordinate district-wide mission education events for children, in cooperation with NMI.
5. To serve as the liaison between the global Children's Mission Education office in Lenexa, Kansas, and the local directors of children's mission education, and to send information to local directors when it is received from the Global Ministry Center.
6. To give input to the global Children's Mission Education office on ways to advance the ministry in the church. This includes actions such as evaluating published materials and providing news reports of happenings in mission education on the district.
7. To send an annual report to the global Children's Mission Education office. In the report, include the number of churches with an active mission education ministry for children, the number of district and/or zone mission education functions in the past year, and the number of children and adults participating in each one.

**District Children's Bible Quizzing Director—Job Description**

The responsibilities of the district children's Bible Quizzing director are:

1. To represent children's Bible quizzing and its interests at all district CMI Council meetings and to keep the council informed on activities, events, and progress.
2. To become familiar with the children's Bible quizzing books and materials.
3. To promote the children's Bible quizzing program.

4. To learn and follow the official competition rules and procedures for all district-sponsored Bible quizzing competitions.
5. To plan, organize, and promote zone/area and district competitions for the churches on your district.
6. To encourage local quizzers to participate in the NazKidz World Quiz every four years at the NazKidz Global Convention.
7. To provide training for local children's Bible quizzing leaders as time, distance, and finances allow.
8. To keep an organized file of all district children's Bible quizzing plans, events, and decisions to give to the next district children's Bible quizzing director.
9. To publicize the children's Bible quizzing ministry at conventions, district events, and through the district newsletter.
10. To encourage every church to use the Bible quizzing resources for children's Bible study even if they do not have competitions.
11. To maintain a display of the current children's Bible quizzing materials.
12. To keep a detailed budget report of all district children's Bible quizzing expenses.

**District Cradle Roll Director—Job Description**

The responsibilities of the district Cradle Roll director are:

1. To represent Cradle Roll and its interests at all district CMI Council meetings.
2. To become familiar with the goals and materials of the Cradle Roll outreach ministry.
3. To submit an annual budget request to the district CMI Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
4. To set a goal to establish a Cradle Roll ministry in every church on the district.
5. To train, equip, and encourage local Cradle Roll directors.
6. To maintain an accurate mailing list and to contact local Cradle Roll directors periodically.
7. To provide information for district communications at least twice a year, or as assigned by the district Sunday School and Discipleship Ministries International chair.
8. To inform and encourage pastors at zone rallies and district events about Cradle Roll.
9. To display at the district assembly and at other appropriate times information on Cradle Roll.
10. To conduct workshops and speak at local, zone, and district meetings, as requested by district leadership.
11. To share ideas of successful local and district Cradle Roll promotion and the number of churches with a Cradle Roll ministry with the global Cradle Roll coordinator.
12. To submit all reports and files to the next district Cradle Roll director.

**District Special Education Director—Job Description**

The responsibilities of the district special education director are:

1. To represent special education and its interests at all district CMI Ministries International Council meetings.

2. To submit an annual budget request to the district CMI Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
3. To be knowledgeable about the various types and needs of persons with special needs and their families.
4. To know what materials are available from the global Special Education office.
5. To know the special education volunteer(s) on the district and to assist them, as needed, in their work.
6. To direct local churches with specific needs to the volunteer who can best help them. If no volunteer exists, make every effort to assist the church personally.
7. To conduct, or be responsible for providing, local church, zone, or district workshops on special education. Encourage attendance at workshops sponsored by the denomination.
8. To publicize available workshops, volunteers, and other services to the local church.
9. To provide volunteers on the district with information on how to begin a special education Sunday School class and/or how to help one individual in a regular class.
10. To provide local church and/or district activities for persons with special needs.
11. To seek ways for children with special needs to participate in ministries such as camp, Caravan, etc.
12. To share with the global Special Education office news of local/district happenings and/or other items of special interest to be included in the CMI Leadership newsletter.
13. To contact the global Special Education office with names of churches who begin a special education ministry.
14. To send an end-of-the-year report to the global Special Education office. In the report include the number of churches with an active special education ministry, a list of churches that began a special education ministry, and the number of district and local workshops held during the year.

#### **District Vacation Bible School/Summer Ministries Director— Job Description**

The responsibilities of the district VBS/Summer Ministries director are:

1. To represent VBS/Summer Ministries and its interests at all district CMI Council meetings.
2. To submit an annual budget request to the district CMI Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
3. To promote VBS/Summer Ministries in every way possible by means such as (a) articles and ad slicks in the district newsletter; (b) a VBS/Summer Ministries display at assemblies and conventions; (c) a letter to every church urging them to conduct VBS/Summer Ministries; (d) VBS/Summer Ministries publicity mailings containing information about the year's theme and materials, etc.; (e) a call for prayer among local directors.

4. To remind churches by December (or earlier) that Word-Action VBS/Summer Ministries materials are ready, and to encourage every church to purchase.
5. To provide zone and/or district workshops to present the coming year's VBS materials, and to provide instruction on subjects such as promotion, staff training, organization of prayer support, teaching methods, crafts, outreach, and follow-up.
6. To encourage VBS/Summer Ministries directors and workers to attend workshops sponsored by the denomination.
7. To advise churches to check their eligibility for free materials under the global Children's Ministries International Vacation Bible School Grant Program.
8. To urge reporting and filing of VBS/Summer Ministries reports with the global VBS/Summer Ministries office in Lenexa, Kansas before the closing date, October 15.
9. To promote the annual mission offering project and to remind churches to submit all money received to the Church of the Nazarene Global Treasurer before September 30 each year.
10. To file the VBS/Summer Ministries district director's report with the global VBS/Summer Ministries office in Lenexa, Kansas within 45 days after the close of VBS/Summer Ministries.

#### **District Nazarene Education Director—Job Description**

The responsibilities of the district education director are:

1. To represent Nazarene educators on the district CMI Council. The director will answer questions about or from Nazarene schools (birth through secondary) or Nazarene educators. The Nazarene Education Office at the Global Ministry Center and the Executive Council of Nazarene Educators Worldwide are always available to help with questions. (Contact 888-644-4510 or [childmin@nazarene.org](mailto:childmin@nazarene.org).)
2. To form a subcommittee, if desired, of a representative from Christian schools, homeschools, public schools, and preschools/early childhood learning centers. If available, include a representative from a college/university education department and a global/international school. These representatives will serve as an advisory committee to the director and help to answer questions about the field of education they represent.
3. To remind the Nazarene Christian schools and preschools/early childhood learning centers to register the school/facility each October with the Nazarene Education Office in Children's Ministries International at the Global Ministry Center. The registration forms are found at [www.naznew.org](http://www.naznew.org).
4. To help the district leadership be aware of the schools/centers that exist, churches that want to start a school/facility, and schools/facilities that may close.
5. To assist churches who desire to begin a Nazarene preschool/early childhood learning center or school and answer questions that arise from existing facilities. The Nazarene Education Office at the Global Ministry Center will help with this.

6. To establish a district database of Nazarene educators in Christian schools, homeschools, public schools, and preschools/early childhood learning centers.
7. To help Nazarene educators be aware of Nazarene Educators Worldwide, a support group for Nazarene educators. Go to [www.naznew.org](http://www.naznew.org) for more information.
8. To support Nazarene Educators Worldwide through district communications and represent the organization at district events.
9. To encourage local Children's Ministries International directors or local children's pastors to appoint a person to represent Nazarene educators on the local Children's Ministries International Council.

### NAZARENE CHILDCARE/SCHOOLS (BIRTH-SECONDARY)

The *Manual* of the Church of the Nazarene provides that local congregations may offer weekday school or child care ministries to their communities. The *Manual* states:

—152. Nazarene child care/schools (birth-secondary) may be organized by the local board(s) after receiving the approval of the district superintendent and the District Advisory Board, and following criteria established by Children's Ministries International/Sunday School and Discipleship Ministries International Department. The director and school board shall be accountable to the local church board(s), submitting an annual report. (129.18, 208.13, 222.11, 414.10, 414.15, 415)

—152.1. School Closings. In the event a local church should find it necessary to suspend operations of its child care/school(s) (birth-secondary), it should do so only after consulting with the district superintendent and the District Advisory Board and presenting a financial report.

The decision to begin this type of ministry is left up to the local congregation and the district. However, the Nazarene Education (birth-secondary) office in Children's Ministries International offers resources and support to churches with schools or early childhood learning centers. Additional information is available from the Nazarene Education Coordinator, Children's Ministries International, 17001 Prairie Star Parkway, Lenexa, Kansas, 66220. Contact [childmin@nazarene.org](mailto:childmin@nazarene.org) or 888-644-4510.

### THE VALUE OF CHILDREN AND YOUTH

At the 2009 General Assembly, a resolution was approved to add to the *Manual* in section 903.19. Communicate with leadership and local churches the significance and direction of this section for children around the world.

*The Bible commands every Christian to, 'Speak up for those*

*who cannot speak for themselves, for the rights of all who are destitute' (Proverbs 31:8). The Shema (Deuteronomy 6:4-7; 11:19) admonishes us to communicate God's grace to our children. Psalm 78:4 declares, 'We will tell the next generation the praiseworthy deeds of the LORD, his power, and the wonders he has done.' Jesus affirms this in Luke 18:16, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.'*

*As a response to this biblical perspective, the Church of the Nazarene acknowledges that children are important to God and a priority in His kingdom. We believe God directed us to attend to all children—to love, nurture, protect, uphold, guide, and advocate for them. It is God's plan that we introduce children to the life of salvation and growth in grace. Salvation, holiness, and discipleship are possible and imperative in the lives of children. We recognize that children are not a means to an end, but full participants in the Body of Christ. Children are disciples in training, not disciples in waiting.*

*Thus, holistic and transformational ministry to children and their families in every local church will be a priority as evidenced by:*

- *providing effective and empowering ministries to the whole child—physically, mentally, emotionally, socially, and spiritually;*
- *articulating Christian positions on current social justice issues that affect children;*
- *connecting children to the heart of the mission and ministry of the faith community;*
- *discipling children and training them to disciple others;*
- *equipping parents to nurture the spiritual formation of their children.*

*Since the church's educational institutions (Bible schools, colleges, universities, and seminaries) prepare students for leadership, they play a crucial role in carrying out the vision and mission of communicating the value of children. They join local churches and families in taking responsibility to prepare clergy and laity to raise the next generation of children and youth to be biblically and theologically literate and to meet the known and unforeseen challenges for evangelizing, discipling, and transforming their societies.*

*The Church of the Nazarene envisions an intergenerational faith community where children and youth are loved and valued, where they are ministered to and incorporated into the Church family through a wide variety of means and methods, and where they have opportunities to minister to others in ways consistent with their ages, development, abilities, and spiritual gifts.*

# YOUTH SUNDAY SCHOOL AND NYI



SDMI

*Make the Connection*



## A Partnership: Sunday School & Discipleship Ministries International and Nazarene Youth International

Sunday School & Discipleship Ministries International (SDMI) works cooperatively with Nazarene Youth International (NYI) to provide systematic Bible teaching essential to the growth and development of young disciples. The youth Sunday School class is a weekly point of intentional contact that touches a greatest number of youth on a consistent basis in many local churches. We produce *Youth Faith Connections* in partnership with Word-Action Publishing (Nazarene Publishing House) as one component of NYI's total strategy for youth ministry.

Adolescence is a time of great change: physical, emotional, mental, social, and spiritual. *Faith Connections* Sunday School curriculum for youth offers flexibility to help every student develop an identity firmly rooted in a relationship with Jesus Christ. A growing relationship with God ushers them into adulthood with a dynamic life of faith with Christ at the center in community with other believers. The curriculum offers a balanced approach to meeting adolescent needs and studying God's Word. The sequence follows the themes of the Christian calendar, giving special emphasis to the holy seasons of the Church. This way of organizing the spiritual education of our youth allows students to connect their lives to the recurring themes of Christian history and church worship.

Each quarter provides a comprehensive and healthy spiritual diet:

- ▮ contemporary personal and social issues
- ▮ insightful studies of Bible books or theological issues
- ▮ topics in Christian formation for growing followers of Jesus

Whether a church is large or small, mid-high and senior high students will benefit from a curriculum that targets each one with ideas tested by students and teachers, and is flexible enough to tailor to local situations. For additional programming and mid-week ministry resources, contact Nazarene Youth International ([www.nyitoday.org](http://www.nyitoday.org))

## INTRODUCING THE YOUTH MINISTRIES ORGANIZATION

*Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity (1 Timothy 4:12).*

**Nazarene Youth International** provides a structure through which youth ministry in the Church of the Nazarene can best take place in the local church, as well as at the district, regional, and global levels. The mission of NYI is to call its generation to a dynamic life in Christ. NYI exists to lead young people into a lifelong relationship with Jesus Christ and to facilitate their growth as disciples for Christian service (*NYI Charter, Articles I and III*).

Through NYI, youth and young adults receive the benefits of ministries and programs designed specifically for their

needs. Included in its ministries are youth Sunday School, midweek Bible Studies, Bible quizzing, Christian literature and media, summer camps, retreats, campus ministry resources, evangelism and discipling resources, short-term missions opportunities—and the list goes on.

NYI is anything that happens with youth in the local, district, regional, or general church. Through NYI, youth function as learners and leaders in an organization that is their own, committed to the cause of Christ. History indicates that having such a distinctive organization has served both to develop young people spiritually and to advance the mission of the church. The *NYI Charter* provides these “values” and “guiding principles” as foundational elements for its ministry to the Church's youth:

## Our Values

- ▮ We value **Young People** . . . *significant in the kingdom of God.*
- ▮ We value **the Bible** . . . *God's unchanging truth for our lives.*
- ▮ We value **Prayer** . . . *vital interactive communication with our Heavenly Father.*
- ▮ We value **the Church** . . . *a global holiness community of faith, diverse in culture but one in Christ.*
- ▮ We value **Worship** . . . *life-changing encounters with an intimate God.*
- ▮ We value **Discipleship** . . . *a lifestyle of becoming like Christ.*
- ▮ We value **Community** . . . *building relationships that help bind us together and to God.*
- ▮ We value **Ministry** . . . *extending God's grace to our world.*
- ▮ We value **Witness** . . . *sharing God's love in word and deed.*
- ▮ We value **Holiness** . . . *a work of grace whereby God, through the working of His Holy Spirit, enables us to live a life representing Christ in who we are and in everything we do.*

These values are important dimensions of the holy life and are to be reflected in the life and ministry of NYI at every level of the church. In reflecting these values, we acknowledge the following Guiding Principles:

## Our Guiding Principles

### NYI exists for youth.

Nazarene Youth International exists to attract, equip, and empower young people for service in the kingdom of God and to facilitate their integration into the Church of the Nazarene.

### NYI focuses on Christ.

Christ is central to who we are, the Word of God our authoritative source for all we do, and holiness our pattern for life.

**NYI is built on relational ministry to youth in the local church.**

Effective ministry to young people in the local church is critical to the health and vibrancy of NYI. Relationships and incarnational ministry form the foundation for Nazarene youth ministry, guiding young people toward spiritual maturity in Christ.

**NYI develops and mentors young leaders.**

NYI provides opportunities for emerging leaders to develop and utilize their gifts within an environment of nurture and support, assuring strong leadership for the Church of the Nazarene. Leadership training, accountability, and mechanisms for evaluation and modification of ministry are vital functions of NYI.

**NYI is empowered to lead.**

Relevant youth ministry requires that responsibility for ministry and organizational decisions reside with NYI leadership and the appropriate governing bodies at every level. A sense of belonging and ownership, a passion for service, and input in decision-making are key ingredients for the empowerment of young people through NYI.

**NYI embraces unity and diversity in Christ.**

NYI is committed to understanding and celebrating differences and diversity in language, color, race, culture, socioeconomic class, and gender. Our differences do not diminish uni-

ty but enhance our potential and effectiveness. Sharing the good news of Jesus Christ in culturally relevant ways must always be a high priority.

**NYI creates networks and partnerships.**

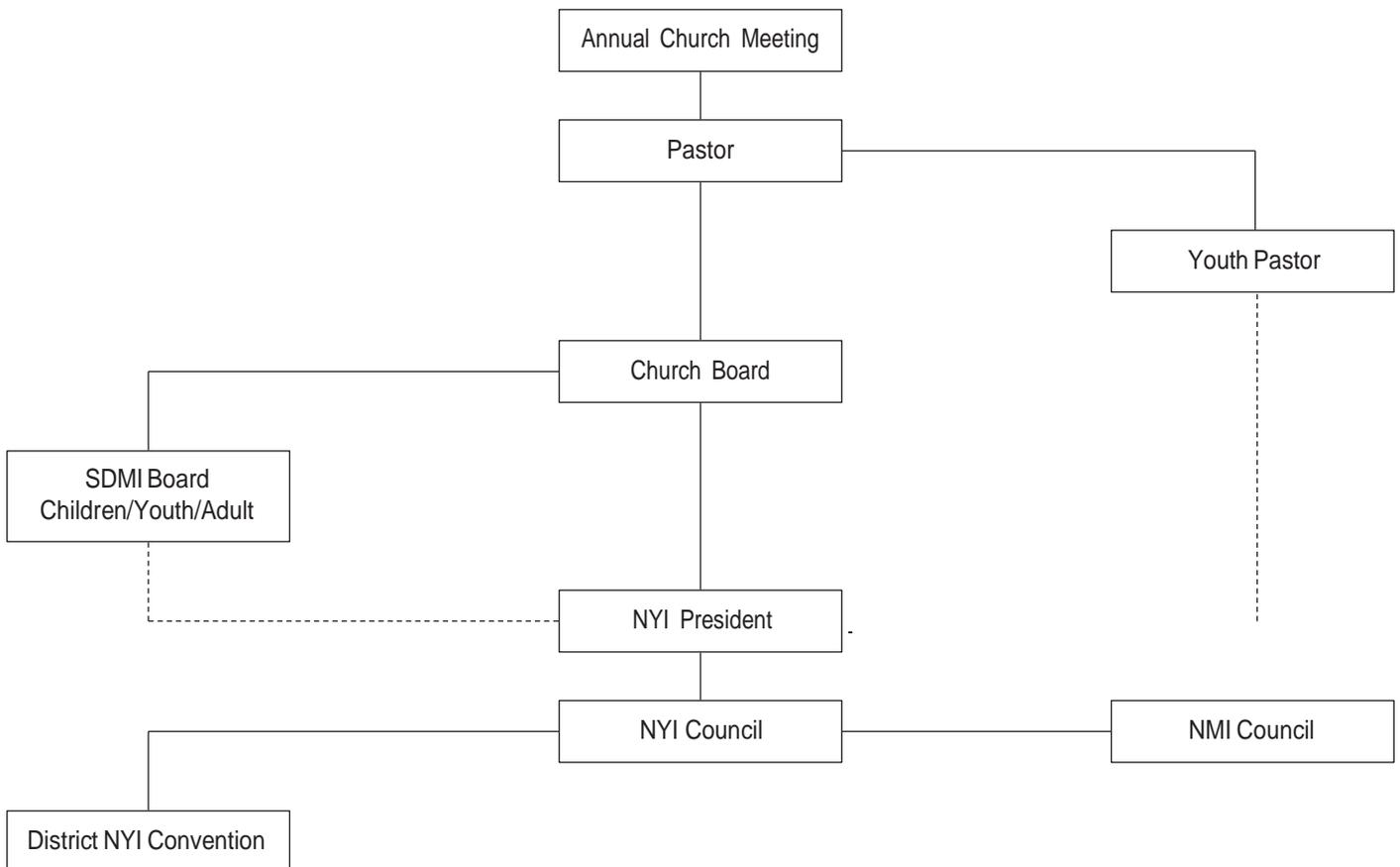
A climate of cooperation characterizes our relationships at every level of NYI. Networking within the church enhances the development and deployment of young people for service; NYI actively participates in such cooperative endeavors.

**YOUTH SUNDAY SCHOOL AND NYI:  
TWO STRUCTURES THAT SUPPORT YOUTH MINISTRY**

Sunday School curriculum designed specifically for youth serves as the Christian education resource companion to the Bible, which serves as the Text for youth Sunday School. Nazarene Youth International provides additional programming and special midweek ministry opportunities that go beyond the Sunday School setting in order to effectively care for the diverse needs of adolescents and young adults.

The adult leadership involved in youth ministry in the local church often carries responsibility for both the youth Sunday School and NYI programming. This is especially true in average-sized Nazarene congregations. In larger churches, it is essential that the adult leaders of the youth Sunday School communicate regularly with the NYI program leaders so that the needs of youth can be cared for through a coordinated effort.

**NYI ACCOUNTABILITY CHART**



## Organization

The traditional ministry focus of the local NYI is to youth ages 12 and older, college/university students, and young adults. A local NYI council may modify the ministry focus as seen fit with the approval of the pastor and local church board. For the purposes of representation and programming, the local NYI council establishes age divisions in response to local youth ministry needs.

Most local churches choose to provide multiple age-groupings, such as early youth/junior high (often grades 7, 8, and 9), senior youth/senior high (often grades 10, 11, and 12), and young adult (including college/university students). Age-groupings may be coordinated with local school system organization (e.g., early youth/junior high may be only grades 7 and 8, or it may include grades 6 through 8). Many churches are now providing a special 6th grade ministry as a transitional year for students moving from children's ministries to NYI when their students are involved in a middle school structure. (Nazarene Youth International and Children's Ministries International recommend that 6th graders be included as part of the children's ministries in the local church setting. Recognizing that some churches will still decide to include 6th graders as a part of NYI, Children's Ministries International and NYI remain committed to addressing the resourcing issue for churches in this position. For further information or suggestions for resources, contact the offices of Nazarene Youth International or Children's Ministries International.)

### The Local NYI President

All youth ministries of the local church are to be cared for by Nazarene Youth International under the supervision of the pastor and the local church board. The president is an ex officio member of the church board. In matters related to youth Sunday School, the local NYI president is accountable to the SDMI Board and the SDMI superintendent. The president is also an ex officio member of the SDMI Board.

The local NYI president is the key administrator of the youth ministries organization. The president's task is to train, equip, and support local youth workers in their ministries and to coordinate the program of holistic ministry to youth. The *Manual* outlines the responsibilities for age-level directors in the Church of the Nazarene. The following job description of the NYI president is adapted from *NYI Charter and Ministry Plans* (810.54).

#### The president's duties in cooperation with the local NYI council:

1. Chairing the NYI council to cast a vision for youth ministry in the church.
2. Facilitating the development of youth ministry and working with the NYI council to define the ministry focus in response to the needs of their young people.
3. Serving on the church board and submitting a monthly

report to the board. A local church board may establish prior to the annual election a minimum age for the NYI president to serve on the church board; should the president be younger, alternate representation for NYI on the church board may be appointed by the NYI council, subject to the approval of the board.

4. Submitting an annual report of ministry and finances to the annual church meeting.
5. Recommending the budget for the local NYI, as approved by the NYI council, to the church board.
6. Serving as an ex officio member of the Sunday School & Discipleship Ministries International (SDMI) Board to coordinate youth Sunday School in the church.
7. Serving as a delegate to the District NYI Convention and the District Assembly. Should the president be unable to attend, a representative elected by the NYI council and approved by pastor and the church board may provide alternate representation.

*NOTE: When a youth pastor is employed in a church, the pastor, in consultation with the church board and NYI council, assigns the responsibility for NYI to the youth pastor. In that case, the youth pastor carries out some of the duties otherwise designated to a local NYI president. However, the importance of the NYI president remains, in providing vital lay leadership, support, and representation for local youth ministry. The pastor, youth pastor and NYI council work together to define the roles and responsibilities of the two positions and how they work together for the benefit of the church's youth ministry.*

### The District NYI President

All youth ministries of the district shall be carried out by the district NYI under the supervision of the district superintendent and the District Advisory Board. The district NYI president shall be ex officio member of the District SDMI Board.

The following duties of the district NYI president that follow are drawn from the *NYI Charter and Ministry Plans* (810.104):

1. Giving leadership and direction to district NYI, working in cooperation with NYI and district leadership.
2. Chairing the District NYI Council to cast a vision for youth ministry on the district.
3. Facilitating the development of youth ministry on the district and working with the District NYI Council to define the district NYI ministry focus according to needs.
4. Encouraging the development of NYI ministry in each local church within the district.
5. Representing the interests of NYI on all appropriate district boards and committees.

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# 810. NAZARENE YOUTH INTERNATIONAL (NYI) CHARTER

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## 5.1 OUR MISSION

The mission of Nazarene Youth International is to call our generation to a dynamic life in Christ.

## 5.2 OUR MEMBERS

Membership in Nazarene Youth International includes all persons participating in Nazarene youth ministry who choose to embrace our stated vision and values.

## 5.3 OUR VISION

The Church of the Nazarene believes that young people are an integral part of the Church. Nazarene Youth International exists to lead young people into a lifelong relationship with Jesus Christ and to facilitate their growth as disciples for Christian service.

## 5.4 OUR VALUES

1. We value *Young People* ... significant in the kingdom of God.
2. We value the *Bible* ... God's unchanging truth for our lives.
3. We value *Prayer* ... vital interactive communication with our heavenly father.
4. We value the *Church* ... a global holiness community of faith, diverse in culture but one in Christ.
5. We value *Worship* ... life-changing encounters with an intimate God.
6. We value *Discipleship* ... a lifestyle of becoming like Christ.
7. We value *Community* ... building relationships that help bind us together and to God.
8. We value *Ministry* ... extending God's grace to our world.
9. We value *Witness* ... sharing God's love in word and deed.
10. We value *Holiness* . . . a work of grace whereby God, through the working of His Holy Spirit, enables us to live a life representing Christ in who we are and in everything we do.

These values are important dimensions of the holy life and are to be reflected in the life and ministry of NYI at every level of the church. (Please refer to the Articles of Faith in the *Manual of the Church of the Nazarene* for more information on these values.) In reflecting these values, we acknowledge the following Guiding Principles.

## 5.5 OUR GUIDING PRINCIPLES

1. **NYI exists for youth.**  
Nazarene Youth International exists to attract, equip, and empower young people for service in the kingdom of God and to facilitate their integration into the Church of the Nazarene.
2. **NYI focuses on Christ.**  
Christ is central to who we are, the Word of God our authoritative source for all we do, and holiness our pattern for life.
2. **NYI is built on relational ministry to youth in the local church.**  
Effective ministry to young people in the local church is critical to the health and vibrancy of NYI. Relationships and incarnational ministry form the foundation for Nazarene youth ministry, guiding young people toward spiritual maturity in Christ.
4. **NYI develops and mentors young leaders.**  
NYI provides opportunities for emerging leaders to develop and utilize their gifts within an environment of nurture and support, assuring strong leadership for the Church of the Nazarene. Leadership training, accountability, and mechanisms for evaluation and modification of ministry are vital functions of NYI.

**5. NYI is empowered to lead.**

Relevant youth ministry requires that responsibility for ministry and organizational decisions reside with NYI leadership and the appropriate governing bodies at every level. A sense of belonging and ownership, a passion for service, and input in decision-making are key ingredients for the empowerment of young people through NYI.

**6. NYI embraces unity and diversity in Christ.**

NYI is committed to understanding and celebrating differences and diversity in language, color, race, culture, socioeconomic class, and gender. Our differences do not diminish unity but enhance our potential and effectiveness. Sharing the good news of Jesus Christ in culturally relevant ways must always be a high priority.

**7. NYI creates networks and partnerships.**

A climate of cooperation characterizes our relationships at every level of NYI. Networking within the church enhances the development and deployment of young people for service; NYI actively participates in such cooperative endeavors.

## **5.6 OUR MINISTRY FRAMEWORK**

The Nazarene Youth International Charter provides the foundation for organizing, planning, and implementing youth ministry at every level of the Church of the Nazarene. Standard ministry plans are provided that local, district, and regional NYI groups are encouraged to adapt in response to youth ministry needs in their own ministry situation. Ministry plans at every level must be consistent with the NYI Charter and the *Manual* of the Church of the Nazarene.

## **5.7 REVISIONS**

The NYI Charter may be amended through resolutions approved by the Global NYI Convention, according to the Global Ministry Plan.



# ADULT MINISTRIES INTERNATIONAL



SDMI

*Make the Connection*



# LOCAL ORGANIZATION

This section is designed to assist those who have been elected to leadership roles in Adult Ministries International (AMI), either at the local level or district level, in learning how to best carry out their responsibilities. While this material is directed specifically to those who are new to their position, this handbook also serves as a reference source to be consulted any time questions arise.

This section is divided between LOCAL ORGANIZATION and DISTRICT ORGANIZATION. While your primary duties may fall in one or the other of these ministry levels, it is recommended you read both sections so you can see the fuller picture of AMI, enriching your knowledge of this part of the Sunday School & Discipleship Ministries International (SDMI) structure.

Both the local and district sections include:

- Where to Start
- Job Descriptions
- Answers to Common Questions
- Organizational Flow Charts

## INTRODUCTION

*AMI is the organization within the local/district church assigned the task of carrying out the church's mission to adults. AMI gives special attention to the needs of men and women 24 years of age and older, and those who are married under 24 years of age.*

AMI covers a diverse audience and large range of ministries. Much of what happens in the daily life of the church can be placed under the umbrella of AMI. The following boundaries will help define AMI.

### Range of Ages

AMI covers the broadest range of ages of any of the three age-level ministries. From age 24 (or earlier for those married prior to age 24) and beyond, the challenge of AMI is to provide pertinent and appropriate resources and programs.

The challenge is intensified when you think about the many different stages or phases associated with adulthood. The key to an effective ministry to adults is the recognition that each of these stages or phases requires adults to deal with a new set of questions, problems, and challenges. The resources needed from the church to assist the adult in these stages or times of transition are often very diverse and yet very essential.

### Scope of Ministries

AMI functions under the organizational umbrella of SDMI. Some assume that AMI is only or at least primarily concerned with overseeing the adult Sunday School program. It is true adult Sunday School provides a critical and indispensable *foundation* for what happens in AMI. Yet Sunday School is only one point for a wide variety of program ministries directed to the adult. From Young Adult through Senior Adult Ministries, the scope of the local and district AMI program is multifaceted.

Effective Adult Ministries require the close coordination of curriculum, resources, programs, events, and people.

### Changing Demographics

The picture of our world is changing and has changed dramatically over the last several decades. Consider these demographic snapshots of the Church of the Nazarene.

Our church has celebrated over 100 years of ministry. Two converging facts come from our denomination's age:

- A. The pioneers of our church, those who experienced our denomination's struggle for birth around a common passion and mission, are gone.
- B. The largest group of our growing church is new Nazarenes outside of North America, the Church of the Nazarene's place of organizational birth.

The questions arise, how can church leaders help every generation of Nazarene adults become increasingly Christlike in a culture and world which is rapidly moving toward materialism, individualism, secularism, and moral relativism? How will we keep unity and the passion for holiness of heart and life alive when members do not share the same history, culture, language? While our comments here cannot resolve such enormous challenges, sharing common definitions, structure, and beliefs will provide us a foundation and a path toward approaching our desired results.

### Definition of Adult

Defining "adult" is not an easy task. While many authorities define the beginning of adulthood by a specific age, there is much less agreement as to the common passages or characteristics of adulthood. Each culture, it seems, colors the definition of "adult" by its own reference and social reality.

Here's a quick exercise for you. Write a definition of adult that does not include anything related to age. What comes to your mind? If you experienced any difficulty in writing this definition, you join others who have sought to accurately define what it means to be adult.

Research emphasizes adulthood is best described as a journey, not as a destination. Growth, change, and maturity are words applicable to the adult of every age. This definition is especially useful to us as holiness Christians, those who know a God who calls us on to further maturity in Him.

### A Statement of Purpose

Three areas of concentration guide our work in AMI:

1. *Discipleship.* Here we look at how we can help adults grow in spiritual maturity and become more like Christ each day.
2. *Fellowship.* Fellowship points toward the mutual support and encouragement we give and receive in community with fellow believers.
3. *Outreach.* This includes evangelism and service inside and outside the church. Outreach is vital to our church as we find ways to put faith into action and fulfill the words of the Great Commission.

The key to a healthy AMI program is having a healthy combination of all three of these mutually supportive purposes.

## Adults in Perspective

Adults account for the largest age-level group in the church, and the percentage of adults on the SDMI responsibility list has grown substantially in recent years. Adults in the Church of the Nazarene not only minister to other adults, they also comprise the largest group of individuals who support and minister to children and teens. Because of the comprehensive role adults play in the life and ministry of each local church, a balance between ministry *to* and ministry *from* adults should be carefully maintained.

## LOCAL ORGANIZATION

The work of AMI at the local church level is primarily accomplished through the united efforts of the local AMI director and the local AMI Council. Their work is then harmonized and coordinated with the local SDMI Board and, when appropriate, with the district AMI Council.

### Local Adult Ministries Director

*The local AMI director is the key administrator of AMI. The director is responsible to lead the local AMI Council; to train, equip, and support AMI workers; and to coordinate a program of total ministry to adults in the local church.*

The SDMI Board nominates to the church board, with the approval of the pastor, the AMI director. The local AMI director is an ex officio member of the SDMI Board (*Manual* 145).

The term *coordinate* indicates the local director's responsibilities are to plan and work through others to accomplish ministry. The AMI director needs to have strong administrative skills and a servant's heart.

### Where to Start

Following are some appropriate places to begin your work in your leadership role.

#### 1. Begin and continue a regular time of prayer, seeking the Holy Spirit's guidance and wisdom.

This job is primarily one of administration and coordination. However, more importantly, this job is one that deals with spiritual matters and helps adults mature in Christ. Never let the planning details overrule the fact you are ministering to and with God's people. The best plans will fail if they are not administered in love through prayer.

#### 2. This handbook is a very good place to begin.

You will find answers to most of your questions, appropriate organizational charts, and job descriptions for you and your council. You will also benefit from reading other sections, especially the Administration section, to see how your responsibilities coordinate with the entire SDMI program.

#### 3. Meet with your pastor and SDMI superintendent.

This meeting should take place as soon as possible to determine how the AMI program fits into the larger picture of ministry. Solicit their ideas and dreams for ministry to adults. Brainstorm with them about their concept of AMI. Agree to talk at regular intervals throughout the year as you evaluate the AMI program. After you have finished this initial discussion, you will be ready to begin establishing a priority list for the coming year.

#### 4. Talk to the outgoing AMI director.

Spend time evaluating the strengths and weaknesses of your local program with your predecessor. Review your SDMI records and AMI Council minutes to find trends or helpful information.

#### 5. Contact your district AMI director.

You can find contact information in the district journal or by calling the district office. Your district AMI director will be an important link to the following information:

- District events
- Helpful curriculum, programs, and personnel resources
- AMI models and ideas
- Events and resources at the general AMI level

#### 6. Make certain your AMI Council is complete.

Look over the council job descriptions found later in this section. Your goal is to find individuals who will serve as ministry directors. Completing your council will add to your resources and increase the productivity of your adult program. You may fill some of these positions yourself, but do not forfeit the opportunity to allow others to help serve on the AMI Council.

Nominations for all positions on the AMI Council, whether they are an incumbent or not, are made yearly by the AMI director to the SDMI Board (147.4). You may want to talk to individuals who carried council responsibilities in the past about their desire to continue in their positions.

#### 7. Determine the first meeting of your AMI Council.

Plan to meet as soon as the majority of your council positions are filled. At this first meeting, review your AMI budget (in most cases predetermined by the outgoing council); review the annual AMI, SDMI, and church calendars; and determine when and where the council will meet in the future.

#### 8. Assess the makeup and needs of your adult group.

Make use of surveys, discussion with key leaders, informal conversation with adults, and your own knowledge of your church to determine ministry strategy.

#### 9. Research the resources available.

As AMI director, you are responsible to oversee curriculum, program aids, training materials, special speakers, and other resources used by adults. Find out what resources are currently being used and compare findings with the resources recommended by Adult Ministries International (877-240-2417 or [adultministires@nazarene.org](mailto:adultministires@nazarene.org)), the pastor, and the district AMI director. Approved materials should be used in all areas of the adult program unless there is sufficient reason to use supplemental resources for specialized areas of ministry.

#### 10. Don't become overwhelmed by your responsibilities.

As you look over the AMI program and areas in which you would like to see improvement, realize new programs take time to develop. Some ideas may need to wait until proper personnel or funding become available. Some plans may need to be implemented next year. The *Manual* outlines the responsibilities for age-level directors in the Church of the Nazarene. The following job description for the local AMI director is adapted from the *Manual* (147.1-147.9, 149.1).

## Local Adult Ministries Director—Job Description

The responsibilities of the local AMI director are:

1. To chair the AMI Council. The council is composed of at least one SDMI representative and the directors of any other ministries the church provides for adults.
2. To lead the council in organizing, promoting, and coordinating SDMI for adults.
3. To promote SDMI programs for growth in Responsibility List and attendance for adults in the local church, in cooperation with the SDMI Board.
4. To give leadership support for developing and implementing additional ministries for adults as needs arise and staff and resources are available. These include Sunday, weekday, annual, and special ministries; evangelism; and fellowship activities for adults.
5. To nominate to the SDMI Board, with the approval of the pastor and SDMI superintendent, leadership for the various AMI positions. These include SDMI directors, teachers, and workers needed for all other ministries to adults.
6. To obtain approval from the SDMI Board for any supplemental curriculum and resources to be used.
7. To provide leadership training for adult workers, in cooperation with the SDMI Board and the Continuing Lay Training director.
8. To submit an annual budget request to the SDMI Board and/or church board and to administer funds in accordance with approved budget guidelines.
9. To receive all reports from the directors of various ministries for adults.
10. To submit to the SDMI superintendent a monthly report of the adult SDMI Responsibility List and attendance and all other AMI programs and activities in the local church.
11. To submit a quarterly calendar of AMI activities to the SDMI Board to be coordinated with the total SDMI program.
12. To work with the district AMI director to plan and carry out participation in district events for adults.

**NOTE:** When a pastor to adults is employed in a church, the pastor, in consultation with the church board and the Sunday School and Discipleship Ministries International Board, assigns the responsibility for adults to the adults' pastor. In that case, the adults' pastor carries out some of the duties otherwise designated to a local adult director. However, the importance of the Adult Ministries director remains to provide vital *lay leadership* support and representation for local Adult Ministries. The pastor, adults' pastor, and the Sunday School and Discipleship Ministries International Board work together to define the roles and responsibilities of the two positions and how they work together for the benefit of the church's Adult Ministries.

### The Local Adult Ministries International Council

*The AMI Council is composed of the local AMI director, one or more Sunday School representatives, and the directors of all other AMI programs. The task of the council is to work with the AMI director to plan and implement ministry to adults.*

The tasks of the council fall into these broad categories:

1. **To fulfill the Great Commission by planning and carrying out a coordinated total ministry program for adults.**

The Great Commission charges the church to reach, teach, and disciple the lost. The council does this by designing and carrying out a coordinated program of Sunday, weekday, annual, and special ministries—including outreach ministries—to meet the spiritual needs of adults.

2. **To train and resource local adult workers for effective ministry.**

Lay volunteers care about and have given themselves to their ministries. To carry out their ministries effectively, they need information, encouragement, and material resources.

3. **To coordinate the Christian education of adults with other programs and ministries of the local church.**

AMI does not exist in isolation. It is part of the larger effort of the church to fulfill the Great Commission. AMI needs to operate within the larger organizational structure of the church. Doing so helps to insure that the church's ministry to adults will reflect the mission and goals of the church.

4. **To cooperate with district efforts to provide expanded ministry to adults.**

Adults need to understand their local church is part of a larger body of Christians. Taking part in district-sponsored events helps to develop this concept. It also provides adults with Christian education and fellowship activities that go beyond what most local churches can provide.

### Membership of the Adult Ministries International Council

Every church should have an AMI Council. In small churches, this may consist of only two people: the AMI director and another adult. In larger churches, the size of the AMI Council grows as ministries are added. Nominations to the AMI Council are made by the AMI director to the SDMI Board, with the approval of the pastor and the SDMI superintendent.

The chart at the end of this section shows the makeup of a council in a church that provides most of the AMI programs. In some situations, the same person may represent more than one ministry on the council.

### Why Have an Adult Ministries International Council?

1. **Many heads are better than one when planning ministries to adults.**

Developing an effective AMI requires much creative thinking and planning. One person working alone may find it hard to develop fresh, innovative ideas. A council allows many people to share their unique ideas, previous experiences, and ways of working with the group. As council members discuss an issue, one idea often sparks another. The result? A more creative and effective ministry.

2. **Many hands make the work lighter.**

A well-organized council shares the workload. Each council member takes primary responsibility for one or two aspects of ministry while helping with the total work. This way, the council accomplishes more without overworking any one person.

3. **Using a council strengthens the coordination of AMI.**

When each ministry director functions separately, duplication usually results. This includes duplication of emphases, schedules, and work. When an AMI Council plans and works together, they can control or end these problems.

## How Often Should the Council Meet?

The organizational meeting for the year should take place as soon as possible after the appointment of the new council. Following this meeting, the council should plan to meet monthly to:

- Refine and complete plans made in previous meetings
- Discuss and develop new ideas
- Work on long-range goals and objectives

## What Should Happen in an AMI Council Meeting?

The AMI director chairs all meetings of the AMI Council. The director should prepare an agenda for each meeting and contact council members to learn what items they want to address. If possible, the agenda should be distributed before the meeting. All recommendations made by the council go to the SDMI Board for final approval.

Select someone to record minutes from your council meetings. Keeping accurate notes and records is an important function of the council.

Here are typical items of business for council meetings.

### 1. Share spiritual concerns and pray together.

An AMI Council meeting is primarily a business meeting, but the business is God's business. Beware of trying to do God's work without depending on His guidance and help. Begin your council meetings with a time of sharing, praying, and addressing concerns such as:

- The spiritual needs of adult workers, adults, and their families
- Programs and ministries the council is planning
- Budget needs
- Personal needs of council members
- The work of the district council and other churches

### 2. Assess the adult needs of the church.

Consider these questions:

- Does our church provide comprehensive discipleship for adults?
- Do the programs meet the needs of adults, or are we continuing ministries that are no longer effective?
- Do workers effectively reach unchurched adults, or are we ministering only to church families?
- Can we strengthen outreach to adults?
- What new programs or emphases would strengthen ministry to adults and their families?
- Are we resourcing parents so they can reinforce and strengthen the ministries for children and teens?
- What can we do to improve worker morale and personal satisfaction in their ministry roles?
- What training do workers need and how can we best provide it?

**Note:** It may be helpful to survey all workers using these questions.

### 3. Develop and refine the AMI program and calendar.

The council's task is to determine what programs and activities the church will provide. The council will also determine when to conduct the special events it plans.

Begin planning with a brainstorming session. Consider every possible program and activity idea. The council may not be able to use every idea suggested. However, it is important to consider every option before beginning the process of evaluation and selection.

The list of possible programs and activities should be evaluated by asking these questions:

- What is the strength of this program, activity, or event? What needs does it meet?
- Does this program, activity, or event complement or compete with others we now have or are considering?
- What will this program, activity, or event cost? Where will we get the funds?
- Do we have or can we provide the space and supplies for this program, activity, or event?
- Do we have enough workers to carry out this program, activity, or event? Will doing this overload the workers we have?
- Is there room on the calendar for this program, activity, or event? (**Note:** The council may not be able to answer this question fully until the AMI director has met with the SDMI Board to coordinate the adult calendar with the total church calendar.)

Based on answers to these and related questions, the council can develop its plan for the year. They can then prepare a calendar of events and submit it to the SDMI Board for approval or adjustment.

### 4. Plan ways to train and communicate with all AMI workers.

Training workers and communicating with them regularly are key factors in a successful AMI program. AMI Council members are responsible for training workers. Sometimes information should flow directly from council members to those working under them. Other times the council will work together to provide training. Sometimes training will be coordinated under the SDMI Board covering all age-level workers.

As the council considers training and communication options, they should ask questions like the following:

- What kind of training do adult workers need?
- What kind of training do adults need?
- What form of training and communication can we provide?

—**Workshops.** What should we provide in our local church and what will the district or denomination provide for us? (**Note:** Some district AMI Councils conduct zone or district training workshops. The local church benefits when the council coordinates training plans with those the district offers. The local AMI director should consult the district AMI director for information.)

—**A local AMI handbook.** Items in the book could include:

- Names and contact information of AMI Council members and other adult workers

- A brief description of the mission, goals, and objectives of the church's ministry to adults
- The mission, goals, and objectives of each AMI program the church offers
- The church's policies and procedures for conducting ministry to adults. (For example, the procedure for a teacher to arrange for an absence.)
- A calendar of events for the year
- A Certificate of Commitment for SDMI teachers and workers
- Training resources such as age-group characteristics of adults, ideas for social events, or teaching tips. The Continuing Lay Training website ([www.clt.nazarene.org](http://www.clt.nazarene.org)) contains a great number of resources which will help in training lay leaders for age-specific ministry.
- Instructions for using the church's resource room, including a list of the items the room contains

—**Presence in the church newsletter or other communication tools.** The AMI director should check with the pastor to see how often AMI can submit information.

—**Letters or E-mails.** Everyone likes to feel appreciated, especially a volunteer worker. Written communication provides a good way to give a faithful worker a pat on the back or to encourage a discouraged worker.

—**Presence at church web site.**

- What training resources do we have? Consider the following:
  - Information from the district AMI director and other district AMI Council members. The district may also have a lending library of resources.
  - Training workshops provided by the district or Global Ministry Center (GMC).
  - Continuing Lay Training/Lay Ministry program materials. For a free Continuing Lay Training catalog, go to [www.clt.nazarene.org](http://www.clt.nazarene.org) or call 888-243-2767.
  - Training resources provided in SDMI communication to pastors and SDMI superintendents. Adult resources are available at [www.amc.nazarene.org](http://www.amc.nazarene.org), [www.clt.nazarene.org](http://www.clt.nazarene.org), and [www.nazarene.org](http://www.nazarene.org). Each quarter, the AMI director should check with the pastor or SDMI superintendent to see if the quarterly SDMI packets contain AMI items.

## 5. Prepare a budget and oversee disbursement of finances.

This task will grow out of discussions of items 1-4. Council members should prepare a budget for their ministry. (**Note:** This usually happens toward the end of the church's financial year. If so, a new council will oversee the budget recommendations made by the outgoing council. There may be opportunity to revise this budget once the new council is in place.) To these requests, the AMI director may add funds needed for additional expenses.

Here are typical expense categories for AMI:

- Curriculum and supplies for all ministries programs, activities, and events

- Printing of letters, handbooks, training handouts, and flyers
- Postage and telephone reimbursement for council members
- Honoraria and other travel expenses for workshop speakers, special workers, or others who come to the church by invitation
- Awards for contests or recognitions

Submit the budget to the SDMI Board for approval or revision.

## 6. Assign responsibilities.

As the council develops its plans, it should assign responsibilities for carrying out the work. Usually one council member has primary responsibility for a program, activity, or event under a ministry and its volunteers. List what needs to be done, and agree on assignments.

## 7. Evaluate programs and activities.

Some evaluation will occur spontaneously during the year as the council develops and refines its program calendar. However, the group should also plan a formal evaluation at the end of the year or beginning of the following year. In this more detailed evaluation, council members should compare what they hoped would happen with what actually happened. Here are suggested questions to consider:

- Did this program, activity, or event achieve the goals set for it? Why or why not?
- How well did adults respond to the program, activity, or event? How did adults feel about it?
- What were the strong points of this program, activity, or event? Can improvements be made?
- What are the weaknesses or problems in this program, activity, or event? How can they be corrected?
- Should this program, activity, or event be used next year? Why or why not?

## Sample Agenda—First Council Meeting of the Year

- Devotions, sharing, prayer
- Introductions of new council members
- Brief review of last year's work
- Evaluation of last year's program
- Needs assessment for the coming year
- Budget evaluation and requests
- Beginning work on new calendar
- Brainstorm ideas for specific programs, activities, or events (spend extra time on programs, activities, or events that will take place before the next meeting)
- Assignments
- Closing prayer

## Sample Agenda—Subsequent Council Meetings

- Devotions, sharing, and prayer
- Progress reports by council members

- Evaluation: Are planned programs and activities continuing to meet needs? (In the final meeting, evaluate the year and the council's work.)
- Brainstorm ideas for specific programs, activities, or events, or flesh out and revise plans developed earlier (give the most attention to programs, activities, or events that will take place before the next meeting).
- Assignments
- Closing prayer

### Local AMI Representative—Job Description

The responsibilities of the local AMI representative are:

1. To represent SDMI and its interests at all AMI Council meetings and to serve as liaison between the AMI Council and SDMI workers.
2. To work through the AMI Council to plan SDMI Responsibility List and attendance campaigns.
3. To plan with the AMI director and the AMI Council for leadership training for all SDMI workers.
4. To coordinate with the AMI Council all SDMI fellowship events such as picnics, parties, etc.

### Local Family Life Ministries Director—Job Description

The responsibilities of the local Family Life Ministries director(s) are:

1. To serve on and be responsible to the AMI Council.
2. To make reports, present proposals, and request funding to the AMI Council.
3. To establish a consistent method of keeping marriage and family concerns visible in the local church.
4. To plan special events and programs, such as:
  - Marriage enrichment retreats
  - Family enrichment retreats
  - Divorce recovery workshops
  - Parenting workshops
  - Premarital preparation and mentoring program (under direct leadership of the pastor)
  - Family finances seminars
  - Intergenerational events
5. To help plan for special family-related observances on the church calendar (e.g., Mother's Day, Father's Day, Family Week, etc.).
6. To encourage creative family worship in the home.
7. To promote marriage and family ministries.
8. To work in close cooperation with the district Family Life Ministries director regarding district-wide marriage and family-oriented events.

### Local Prime Time Ministries Director—Job Description

The responsibilities of the local Prime Time Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To make reports, present proposals, and request funding to the AMI Council.
3. To become well acquainted with the program and the materials of Prime Time Ministries.

4. To outline suggested programs for a planning committee formed under the direction of the AMI Council, with special consideration to ministry to, through, and with Prime Time Ministries.
5. To construct or supervise a Prime Time Ministries calendar in harmony with the church calendar.
6. To give guidance to the various committee chairpersons of the Prime Time Ministries Council and elected leaders who may be asked to serve.
7. To be acquainted with programs for Prime Time adults available through city, county, state, and national auspices.
8. To promote a Prime Time Sunday.
9. To encourage all Prime Time adults to sign up for the *Prime Time Connection* newsletter (available through subscription from the Prime Time office or as a free download at [www.amc.nazarene.org](http://www.amc.nazarene.org) or <http://primetime.nazarene.org>).
10. To publicize, cooperate, and promote attendance at general and regional Prime Time events and programs.
11. To explore the area of ministry to homebound and nursing home residents.
12. To examine ways to evangelize and disciple Prime Time age adults in the local church and community.

### Local Single Adult Ministries Director—Job Description

The responsibilities of the local Single Adult Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding of the AMI Council.
3. To identify single adults in the local congregation. This includes: divorced, never-married, and widows/widowers.
4. To determine by using surveys, conversations, and other forms of input, the needs of single adults in the local church.
5. To plan and promote programs to meet the spiritual and social needs of single adults.
6. To form committees and work with single adults in designing and implementing various programs.
7. To inform the SDMI Board of the need and importance of Single Adult Ministries.
8. To promote opportunities for single adults to minister to the members of the local congregation through specialized ministries and involvement in the total church program.
9. To promote opportunities for the local congregation to minister to single adults by meeting specific needs such as divorce recovery, grief recovery, assistance to single parents, helping single adults when facing health issues, and other needs.
10. To establish, if possible, a library of books, CDs, DVDs, magazines, and other resources that provide insights and support for Christian single adult living.
11. To identify needs of single adults in various life stages and transitions, designing an effective ministry response.
12. To work in cooperation with other ministries within the local congregation to fulfill the purpose and mission statements of the local congregation.
13. To work at building bridges between Young Adult Ministries and Single Adult Ministries.

14. To cooperate with and promote district and general Single Adult Ministries activities.
15. To make certain all speakers and events are approved by the pastor and the SDMI Board.

#### **Local Women's Ministries Director—Job Description**

The responsibilities of the local Women's Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding of the AMI Council.
3. To determine the needs and interests of the women in the local church by using observations, surveys, etc.
4. To promote and publicize Women's Ministries activities in church bulletins, newsletters, and web sites.
5. To provide the women of the local congregation the opportunity to minister to other women.
6. To identify areas of need within the local congregation and ways Women's Ministries can assist.
7. To identify ways Women's Ministries may assist in meeting community needs.
8. To provide Bible studies, prayer groups, and other means to aid spiritual growth and development.
9. To help develop the talents and abilities of women and to assist women in finding places of ministry within the local congregation.
10. To work in cooperation with other ministries to fulfill the mission of the local congregation.
11. To cooperate with the district Women's Ministries director by promoting district events and reporting changes in leadership personnel.
12. To keep current of policies and procedures for obtaining input and sanction for speakers and events.
13. To identify the needs of women in various life stages and transitions, designing an effective ministry response.

#### **Local Men's Ministries Director—Job Description**

The responsibilities of the local Men's Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding to the AMI Council.
3. To organize and promote Men's Ministries in the local church.
4. To inform the church about the ministry through the Sunday bulletin, newsletter, and web site.
5. To discover the needs of men in the local church. This may be done through observation, consultation, or surveys.
6. To help develop the abilities and skills of men in the local church.
7. To discover the needs of the church and the community and find ways men of the church can meet those needs.
8. To promote prayer, Bible studies, retreats, and other programs that will aid in spiritual growth.
9. To complement the total church program.
10. To cooperate with the district Men's Ministries director by promoting district activities.

#### **Local Lay Ministries Director—Job Description**

The responsibilities of the local Lay Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding to the AMI Council.
3. To discuss the role of the lay minister with the pastor.
4. To assist laity in discerning spiritual gift(s).
5. To equip laity for God's service through training.
6. To access Continuing Lay Training resources ([www.clt.nazarene.org](http://www.clt.nazarene.org)).
7. To prepare a list of voluntary ministry positions available in the church and community.
8. To prepare a list of ministry positions on Laymen's Sunday and give opportunity for the laity to choose areas of ministry.
9. To recognize laity actively engaged in ministry in the church and community.
10. To match the needs in the congregation and community with committed and willing Christian volunteers.
11. To inform new members about the Lay Ministries program.
12. To promote Lay Ministries retreats and seminars on the district.

#### **Local Small-Group Bible Studies Director—Job Description**

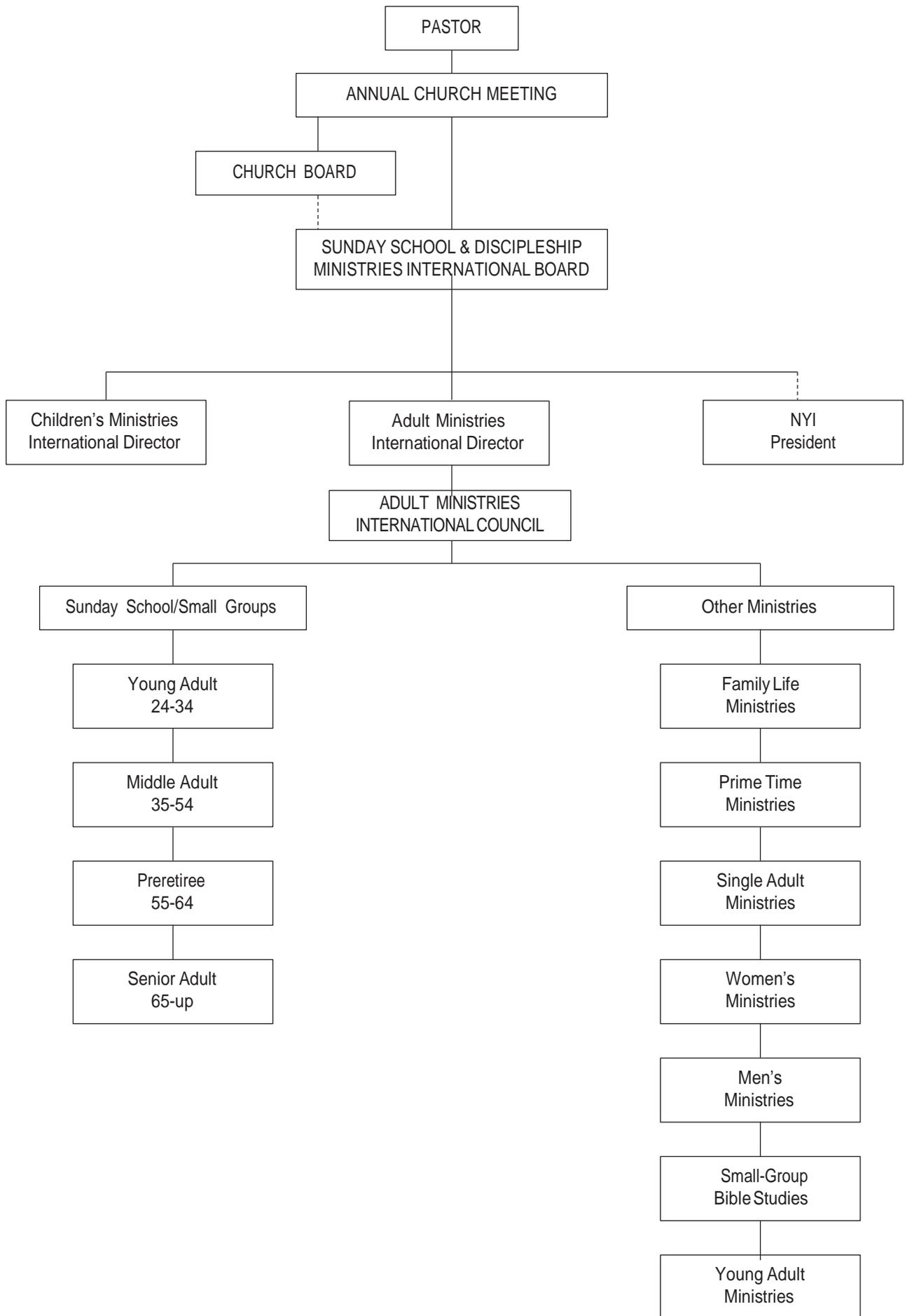
The responsibilities of the local Small-Group Bible Studies director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding to the AMI Council.
3. To evaluate the needs and interests of adults in the area of small-group Bible studies.
4. To evaluate and approve available resources and curriculum suitable for Bible study settings.
5. To coordinate small-group Bible studies with the adult SDMI program.
6. To promote small-group Bible study options to adults.
7. To explore the possibilities of offering an outreach Bible study.

#### **Local Young Adult Ministries Director—Job Description**

The responsibilities of the local Young Adult Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding of the AMI Council.
3. To identify the young adults of the local congregation.
4. To determine by using surveys, conversations, and other forms of input, the needs of young adults.
5. To plan and promote programs to meet the spiritual and social needs of young adults.
6. To inform the SDMI Board of the need and importance of Young Adult Ministries.
7. To identify needs of young adults in various life stages and transitions and to design an effective ministry response.
8. To work in cooperation with other ministries within the local congregation to fulfill the purpose and mission statements of the local congregation.
9. To work at building bridges between Young Adult Ministries and other ministries.



# DISTRICT ORGANIZATION

The district AMI organization has three major functions:

## 1. To provide district-wide ministries to adults.

These might include single adult weekends, men's camp-outs, women's retreats, Prime Time banquet, etc. Events like these help adults from different churches get to know one another. They provide training and inspirational events the local church alone cannot provide. The events also help adults from smaller churches to understand their church is part of a larger organization.

## 2. To equip and support local churches as they minister to adults.

Local church workers need training, materials, and encouragement as they minister to adults. The district AMI organization should provide a variety of opportunities and resources to accomplish this.

## 3. To serve as a liaison between the general AMI office at the Global Ministry Center (GMC) and the local churches of the district.

The general AMI director and other ministries coordinators at the GMC provide the district AMI director with ideas and information. The district AMI director should share this information with the local AMI director and other ministry personnel.

This liaison role is crucial. It is impossible for the general AMI office to maintain up-to-date files of all local AMI workers or to work directly with them. We rely on the district organization to maintain the flow of information from the general office to the local church and to directly help local workers minister effectively. The most efficient way for the district to carry out these functions is through the work of a district AMI director and a district AMI Council.

### District AMI Director

At its first meeting, the district SDMI Board elects the district director of AMI, who becomes an ex officio member of this board. The newly-elected district AMI director then nominates to the SDMI Board, with the approval of the district superintendent and the district SDMI chair, the members of the district AMI Council.

*The district AMI director is the key administrator of the district AMI organization. The district director is responsible to lead the district AMI Council; to train, equip, and support AMI workers; and to coordinate a program of total ministry to adults on the district.*

The term *coordinate* indicates the district director's responsibilities center around planning and working through others, not in carrying out the various ministries personally. For this reason, the individual elected as the district AMI director needs to have strong administrative abilities and skills.

### Where to Start

Following are some appropriate places to begin your work in your leadership role.

## 1. Begin and continue a regular time of prayer, seeking the Holy Spirit's guidance and wisdom.

This job is primarily one of administration and coordination. More importantly, this job is one that deals with spiritual matters and helps adults mature in Christ. Never let the planning details cloud the fact that you are ministering to people with real needs.

## 2. This handbook is a very good place to begin.

You will find answers to most of your questions, appropriate organizational charts, and job descriptions for you and your council. You will also benefit from reading other sections, especially the Administration section, to see how your responsibilities coordinate with the entire SDMI program. Especially important to you will be the Local Organization section.

## 3. Meet with your district superintendent and district SDMI chair.

At this meeting you will determine how the AMI program fits into the larger picture of ministry. Solicit ideas and dreams for ministry to adults. Brainstorm with them about their concept of AMI. Agree to talk at regular intervals throughout the year as you evaluate your AMI program. After you have finished this initial discussion, you will be ready to begin establishing a priority list for the coming year.

## 4. Talk to the outgoing district AMI director.

Spend time evaluating the strengths and weaknesses of your district program with your predecessor. Review your SDMI records and AMI Council minutes to find trends or helpful information.

## 5. Contact the AMI general office at the Global Ministry Center.

After district elections, the district will send to the GMC a list of newly-elected district leaders. The AMI office will send an informational packet to assist in getting started. You can accelerate this notification process by contacting the general office directly.

Please send the names, addresses, phone numbers, and email addresses for the district AMI Council members and the ministries areas they oversee. Throughout the year, the general AMI office will send specific ministry information to district ministries directors.

The general AMI office provides ongoing resources such as:

- Periodic mailings containing helpful information about AMI programs, events, and resources
- Ministries newsletters at [www.amc.nazarene.org](http://www.amc.nazarene.org)
- Reviews of new resources
- AMI training ideas at [www.amc.nazarene.org](http://www.amc.nazarene.org)

District AMI directors are invited to attend the annual District Leadership Conference training and discussion.

#### **6. Make certain your AMI Council is complete.**

Look over the council job descriptions (found later in this section). The goal is to find individuals who will serve as directors in all of these council positions. Completing the council will increase the productivity of AMI. You cannot adequately fulfill your district AMI responsibilities without a complete council.

Nominations for all positions on the AMI Council, whether they are an incumbent or not, are made yearly by the AMI director to the SDMI Board. You may want to talk to individuals who carried council responsibilities in the past about their desire to continue in their positions.

#### **7. Determine when you will have the first AMI Council meeting.**

Plan to meet soon after your election and as soon as you have determined the majority of your council positions. At this meeting, review your AMI budget (in most cases predetermined by the outgoing council); discuss the annual AMI, SDMI, and district calendars; and determine when and where your council will meet.

#### **8. Assess the makeup and needs of the adults on your district.**

Make use of surveys, discussion with key leaders, informal conversation with adults, and your own knowledge of your district to determine ministry strategy.

#### **9. Research the resources available.**

As the district AMI director, you are responsible to recommend curriculum, program aids, training materials, special speakers, and other resources used on the district. Find what resources are currently being used and compare findings with the resources recommended by the general AMI office (877-240-2417 or [adultministries@nazarene.org](mailto:adultministries@nazarene.org)). Approved materials should be used in all areas of the AMI program.

#### **10. Don't become overwhelmed by your responsibilities.**

As you look over the district AMI program and areas in which you would like to see improvement, realize new programs take time to develop. Some ideas may need to wait until proper personnel or funding become available. Some plans may need to be implemented next year.

#### **District AMI Director—Job Description**

The responsibilities of the district AMI director are:

1. To nominate the members of the district AMI Council to the district SDMI Board. All nominations must be approved by the district superintendent and the SDMI chair.
2. To chair the district AMI Council. The council is composed of at least one SDMI representative and the district ministries directors.
3. To have general supervision of all ministries for adults on the district level.
4. To coordinate the planning of the AMI programs to be conducted on the district each year.

5. To see that SDMI classes or small groups for adults are provided, promoted, and reported in all SDMI publications on the district.
6. To encourage local churches to provide additional ministries for adults as needs arise and staff and resources are available.
7. To plan ways to adapt denominational and/or district SDMI emphases to (1) reach new adults and (2) involve adults in SDMI outreach.
8. To encourage the use of Nazarene SDMI curriculum and the use of other Nazarene program materials when available.
9. To provide training for local AMI directors and workers by planning and presenting workshops in local churches, on the zones, and at the district SDMI Convention.
10. To inform churches of denominational training opportunities and promote attendance.
11. To maintain regular communication with district AMI Council members and with local AMI directors.
12. To submit an annual budget request to the district SDMI Board and to administer funds in accordance with approved budget guidelines.
13. To submit AMI calendar items to the district SDMI Board for integration into the district calendar.
14. To present the needs and work of AMI to the district SDMI Board for input and resolution.
15. To make regular reports to the district SDMI Board on district activities and other items planned and promoted by the district AMI Council.
16. To develop a report at the end of the assembly year from reports received from the AMI Council members. To submit this report to the district SDMI Board chair to be included in an annual report.
17. To be present at the district SDMI Convention and take part as opportunity affords.
18. To serve as ex officio member of the district Lay Retreat Committee (237.12).

#### **DISTRICT AMI COUNCIL**

*The district AMI Council is composed of the district AMI director, one or more SDMI representative(s), and the district ministries directors.*

The chart at the end of this section illustrates a council that includes representatives for key ministries to adults. Every district should endeavor to include these representatives on its council. In addition, the council should add representatives for any special ministries or events it promotes.

The *Manual* provides for zoning the district for program and promotion purposes. The zone chairs of AMI may also be members of the district AMI Council.

#### **Why Have a District AMI Council?**

##### **1. Many heads are better than one when planning ministries to adults.**

Developing an effective AMI requires much creative thinking and planning. One person working alone may find it hard to develop fresh, innovative ideas. A council allows many peo-

ple to share their unique ideas, previous experiences, and ways of working with the group. As council members discuss an issue, one idea often sparks another. The result? A more creative and effective ministry.

## 2. Many hands make the work lighter.

A well-organized council shares the workload. Each council member takes primary responsibility for one or two aspects of ministry while helping with the total work. This way, the council accomplishes more without overworking any one person.

## 3. Using a council strengthens the coordination of AMI.

When each district director functions separately, duplication usually results. This includes duplication of emphases, schedules, and work. When an AMI Council plans and works together, they can control or end these problems.

### How Often Should the Council Meet?

The first meeting for the year should take place soon after district assembly and when council positions are filled. Allow plenty of time for this meeting, which it will serve as the organizational meeting.

Following this meeting, the council should meet at least quarterly. This allows the group to check the progress of plans and programs, adjusting them as needed. To save time and mileage, have meetings when council members come together for other district functions. Possible times to meet include before or after SDMI convention, district assembly, or camp meeting.

In districts where council members live miles apart, quarterly meetings may not be workable. In this case, have at least one additional meeting annually. Other business may be conducted by telephone, letter, or E-mail.

### What Should Happen in a District AMI Council Meeting?

The district AMI director chairs all meetings of the district AMI Council. The director should prepare an agenda for each meeting and should contact council members to learn what items they want to address. If possible, the agenda should be distributed before the meeting. All recommendations made by the council go to the SDMI Board for final approval.

Select someone to record minutes from your council meetings. Keeping accurate notes and records is an important function of the council.

Here are typical items of business for council meetings.

#### 1. Share spiritual concerns and pray together.

An AMI Council meeting is *primarily* a business meeting. Beware of trying to do God's work without depending on His guidance and help. Begin your council meetings with a time of sharing, praying, and addressing concerns such as:

- The spiritual needs of the district's AMI workers and adults
- Programs and ministries the council is planning for the district
- Budget needs to carry out effective ministry
- Personal needs of council members
- The work of other district councils and boards

#### 2. Assess the AMI needs of the district.

In the first meeting especially, and periodically afterward, the council should discuss the needs of their adults and adult workers. Consider these questions.

- Do our churches effectively reach unchurched adults, or do they minister primarily to church families?
- How can we strengthen outreach efforts in our churches?
- Do our local churches provide active, well-rounded, total ministry to adults?
- What programs should we encourage churches to provide to strengthen their ministry to adults?
- What additional district-sponsored programs would enhance our district's ministry to adults?
- What training do our local AMI directors and workers need?

**Note:** A survey of local churches is one way to find answers to these questions.

#### 3. Develop and refine the district AMI program and calendar.

This is the council's main task and should receive careful attention. The council needs to decide what the district will provide in these areas:

- District-sponsored events for adults
- Training events for adults and adult workers
- District support of spring and fall SDMI emphases and other outreach efforts

During the first annual meeting, brainstorm ideas for programs and activities to include on the year's calendar. While the council may not use every idea suggested, it is important to consider every option before beginning the process of evaluation and selection.

Once the council has created a list of possible programs and activities, they are ready to evaluate each idea. Use these questions to guide the discussion:

- What is the strength of this program, activity, or event? What needs does it meet?
- Does this program, activity, or event complement or compete with local church programs? Will it strain local church schedules or finances to participate?
- What will this program, activity, or event cost? Where can we get the funds?
- Do we have enough personnel to carry out this program, activity, or event successfully?
- Is there room in our calendar for this event? (**Note:** The council may not be able to answer this question fully until the AMI director meets with the district SDMI Board to coordinate the children, youth, and AMI calendars.)

The council is now ready to develop the programs, activities, and events that best serve the district. They should schedule each item on the calendar. The AMI director can submit the calendar to the SDMI Board for approval or revision.

#### 4. Create a plan for training and communicating with local AMI personnel.

Training workers and communicating with them regularly are key factors in a successful AMI program. Every AMI Council member has responsibility for training and communication. Information should flow from council members to their counterparts in the local church. At other times the council works together, often in conjunction with the district SDMI Board.

As the council considers training and communication options, they should ask:

- What kind of training do AMI workers need?
- What kind of training do adults need? Can the district provide training for AMI workers and adults? How can the district support and provide training for adults through the local church?
- What additional training and communication can the district provide?

—**Workshops.** Should we provide these on local church, zone, area, or district levels? (**Note:** Some district councils conduct a district training tour. The council, alone or in cooperation with the district SDMI Board, travels to various churches, zones, or areas for workshops.)

—**A district handbook or web site.** This can prove a great help to adult workers. Items to put in the book on the web site include:

- Names and contact information for AMI Council members
- A brief description of the mission, goals, and objectives of the district's ministry to adults
- The mission, goals, and objectives of the individual ministries to adults
- Additional information about each ministry
  - The district calendar of events
  - Training resources prepared by the council members
  - Samples of materials available from the general office of AMI at the GMC

—**Presence in the district newsletter or other communication tools.** Assign a person to be responsible for promoting AMI events in district communications

—**Letters or E-mails.** Connecting with local church leaders will be an important aspect of ongoing communication.

- What training resources do we have? Here are just a few ideas:
  - Information from the SDMI department mailing and web sites
  - Continuing Lay Training and Lay Ministry materials
  - Qualified personnel from local churches, the AMI Council, and the GMC who can serve as workshop leaders and convention speakers
  - District and regional denominational training events
  - NPH age-level training materials

#### 5. Prepare a budget and oversee disbursement of finances.

This task will grow out of discussions of items 1–4. The district AMI director should ask council members to prepare a

budget for their ministry. (**Note:** This usually happens toward the end of the district's financial year. If so, a new council will oversee the budget recommendations made by the outgoing council. There may be opportunity to revise this budget once the new council is in place.) To these requests, the council can add funds needed for additional district expenses. The AMI director can then submit this budget to the district SDMI Board for approval or revision.

Here is a list of expense categories to keep in mind:

- Printing of letters, handbooks, workshop handouts, and flyers
- Postage and telephone reimbursement for council members
- Honoraria and other travel expenses for council members and for special speakers at workshops and district events
- Awards for special recognition

#### 6. Assign responsibilities.

As the council develops its plans, it should assign responsibilities for carrying out the work. Usually one council member has primary responsibility for a program, activity, or event under a ministry and its volunteers. List what needs to be done and agree on assignments.

#### 7. Evaluate your programs and activities.

This will happen as the council develops and refines the district calendar. The council should plan a formal evaluation at the end of the year or beginning of the following year. In this more detailed evaluation, compare what you hoped would happen with what actually happened. Here are suggested questions:

- Did this program, activity, or event achieve the goals set for it? Why or why not?
- How well did adults respond to the program, activity, or event? How did adults feel about it?
- What were the strong points of this program, activity, or event? Can we improve upon these in future years?
- What are the weaknesses or problems experienced with this program, activity, or event? How can they be corrected?
- Should we use this program, activity, or event again next year? Why or why not?

#### Sample Agenda—First Council Meeting of the Year

- Devotions, sharing, prayer
- Introductions of new council members
- Brief review of last year's work
- Evaluation of last year's program
- Needs assessment for the coming year
- Budget requests
- Beginning work on new calendar
- Brainstorm ideas for specific programs, activities, events (spend extra time on programs, activities, or events that will take place before the next meeting)
- Assignments
- Closing prayer

### **Sample Agenda—Subsequent Council Meetings**

- Devotions, sharing, prayer
- Progress reports by council members
- Evaluation: Are planned programs and activities continuing to meet needs? (In the final meeting, evaluate the year and the council's work.)
- Brainstorm ideas for specific programs, activities, events, or flesh out and revise plans developed earlier (give the most attention to programs, activities, events that will take place before the next meeting)
- Assignments
- Closing prayer

### **District AMI Council—Job Description**

The responsibilities of the district AMI Council are:

1. To plan district ministries and activities for adults and to recommend these to the district SDMI Board.
2. To assist the district AMI director in promoting SDMI on the district and involving adults in district SDMI events.
3. To develop a calendar of district AMI events to submit to the SDMI Board.
4. To assist the district AMI director in determining finances.
5. To assist in planning and carrying out a training program for local AMI workers.
6. To submit information to the district AMI director to include in (1) information distribution to local churches, (2) workshop handouts, and (3) the district newsletter.
7. To participate in district AMI events as assigned.
8. To assist in planning the AMI portion of the district SDMI convention.

### **District Adult SDMI Representative—Job Description**

The responsibilities of the district adult SDMI representative are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding to the AMI Council.
3. To represent SDMI and its interests at all AMI Council meetings and to serve as liaison between the AMI Council and the SDMI workers on the district.
4. To work through the AMI Council to plan SDMI Responsibility List and attendance campaigns.
5. To recommend curriculum and resources to district churches in harmony with general church guidelines.
6. To plan with the AMI director and the AMI Council for leadership training for all SDMI workers.

### **District Family Life Ministries Director—Job Description**

The responsibilities of the district Family Life Ministries director(s) are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding to the AMI Council.
3. To maintain an up-to-date file of local Family Life Ministries directors on the district.

4. To contact pastors of churches where no local Family Life Ministries director has been appointed and encourage them to appoint one.
5. To establish a workable avenue for regularly contacting the local Family Life Ministries directors. An effective way to do this is through the district newsletter, mailings, or E-mail.
6. To urge local Family Life Ministries directors to give high visibility to this ministry during the church year.
7. To promote Marriage and Family Life Ministries through a lending library.
8. To encourage and give ideas for family-related special days on church calendars (e.g., Mother's Day, Father's Day, Family Week, etc.).
9. To plan district Marriage and Family Life Ministries enrichment events.
10. To encourage creative family worship.
11. To organize and coordinate a district Nazarene Marriage Enrichment Leadership Retreat.
12. To oversee budget allocations.

### **District Prime Time Ministries Director—Job Description**

The responsibilities of the district Prime Time Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To make reports, present proposals, and request funding to the AMI Council.
3. To become acquainted with Prime Time Ministries resources and to serve as a resource person to local Prime Time Ministries directors.
4. To enlist the help and support of local leaders.
5. To plan district activities for senior adults, such as district retreats, special days, work projects, etc.
6. To maintain and coordinate a yearly calendar of Prime Time events.
7. To establish regular avenues of communication with the churches on the district. Ideas include a newsletter (monthly or quarterly), articles in the district newsletter, or special mailings.
8. To advertise and promote denomination-wide Prime Time events.
9. To form a committee (secretary, treasurer, retreat leaders, adviser, etc.) or a steering committee to meet at least annually to discuss Prime Time Ministries planning. This can be brainstorming for innovative ways to promote, teach, and implement ministry to, through, and with senior adults on the district and in local churches.
10. To explore the area of ministry to homebound and nursing home residents.
11. To expand, revise, and improve the program on the basis of input from senior adults and local and district leaders.

### **District Single Adult Ministries Director—Job Description**

The responsibilities of the district Single Adult Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding to the AMI Council.

3. To inform the AMI Council about the opportunities and responsibilities of ministry to single adults.
4. To encourage and assist the implementation of Single Adult Ministries in each local church, including the identification of a local coordinator for Single Adult Ministries.
5. To serve as a resource person to the local Single Adult Ministries director.
6. To enlist the help and support of local Single Adult Ministries leaders.
7. To provide single adults with district opportunities for ministry, such as involvement in children's camp, Work and Witness for new churches, etc.
8. To promote and publicize district, regional, and general activities using district communications tools.
9. To become acquainted with the resources available through the general Single Adult Ministries office at the GMC.
10. To share information received from the general Single Adult Ministries office with the local directors.
11. To share ideas and concerns with the general Single Adult Ministries office.

#### **District Women's Ministries Director—Job Description**

The responsibilities of the district Women's Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding to the AMI Council.
3. To develop a well-rounded program to meet spiritual, emotional, mental, physical, and social needs of women.
4. To promote, oversee, and evaluate district activities for Women's Ministries.
5. To encourage and assist the implementation of Women's Ministries in each local church.
6. To serve as a resource person to the local Women's Ministries directors.
7. To become acquainted with materials available from the general Women's Ministries office at the GMC.
8. To share information from the general Women's Ministries office with the local directors of Women's Ministries.
9. To share ideas and concerns with the general Women's Ministries office.
10. To serve as an ex officio member of all district Women's Ministries committees.

#### **District Men's Ministries Director—Job Description**

The responsibilities of the district Men's Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding to the AMI Council.
3. To maintain an up-to-date list of all local Men's Ministries directors on the district.
4. To help educate the local churches as to the value of ministry to men.
5. To plan district events especially for men.

6. To research ministry events and materials for men that would be appropriate for the district to promote.
7. To organize a men's committee to help in planning men's events for the district. Representatives should be chosen from churches of various sizes.
8. To promote Men's Ministries and help create an awareness of Men's Ministries through district communication tools.
9. To encourage and promote Nazarene Motorcycle Fellowship (NMF) wherever there is an interest in ministry to motorcycle riders and their families. Information about NMF is available at [nmf.nazarene.org](http://nmf.nazarene.org).

#### **District Lay Ministries Director—Job Description**

The responsibilities of the district Lay Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding to the AMI Council.
3. To maintain an up-to-date list of local Lay Ministries directors on the district.
4. To encourage dialogue between the pastors and lay ministers regarding the role of the lay ministers via small groups, special studies, etc.
5. To create a climate for the recognition of the role of the laity as ministers.
6. To find opportunities to implement programs for training and equipping laity as ministers in the local church.
7. To encourage the local church to give recognition to laity actively engaged in ministry in the church and community.
8. To inaugurate a Laymen of the Year award; criteria for evaluation to be agreed upon by the district AMI Council.
9. To be familiar with new resources and share with local leaders.
10. To plan for Laymen's Sunday on the district each fall.
11. To check with pastors and local Lay Ministries directors for suggestions of areas of service that need to be strengthened by district seminars.
12. To work with the district Continuing Lay Training director to promote the use of CLT resources concerning Lay Ministries.
13. To urge the appointment of a local director of volunteer services whose responsibility is to match the needs in the congregation and community with committed and willing Christian volunteers.

#### **District Small-Group Bible Studies Director—Job Description**

The responsibilities of the district Small-Group Bible Studies director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding to the AMI Council.
3. To discover what small-group Bible studies are being conducted on the district.
4. To coordinate small-group Bible study programs with the adult SDMI program.
5. To be informed of materials relating to small-group Bible study groups and to send this information to local directors.

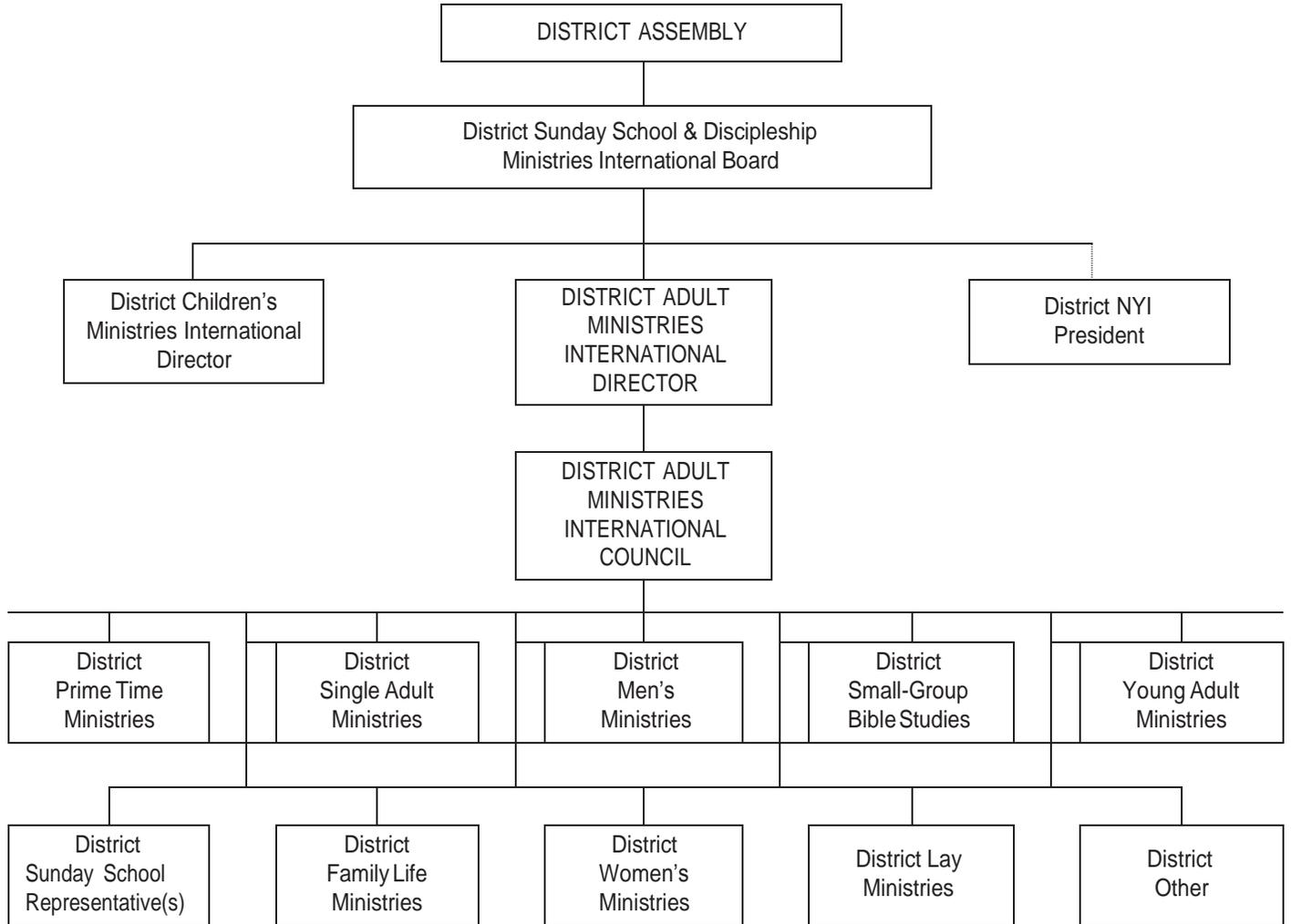
6. To give visibility to the importance of organizing small-group Bible studies in the local churches.
7. To provide training materials and ideas for the implementation of small-group Bible studies.

**District Young Adult Ministries Director—Job Description**

The responsibilities of the district Young Adult Ministries director are:

1. To serve on and be responsible to the AMI Council.
2. To report, present proposals, and request funding of the AMI Council.

3. To identify young adults on the district.
4. To plan and promote programs to meet the spiritual and social needs of young adults.
5. To inform the SDMI Board of the need and importance of Young Adult Ministries.
6. To identify needs of young adults in various life stages and transitions and to design an effective ministry response.
7. To work at building bridges between Young Adult Ministries and other ministries.





# APPENDIX



SDMI

*Make the Connection*



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# 812. SUNDAY SCHOOL & DISCIPLESHIP MINISTRIES INTERNATIONAL (SDMI) BYLAWS

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## MISSION STATEMENT

The mission of Sunday School & Discipleship Ministries International (SDMI) is to carry out the Great Commission to children, youth, and adults in preparation for a lifetime of making Christlike disciples in the nations.

## PURPOSE

The purpose of the Sunday School & Discipleship Ministries International is fourfold:

- A. To intentionally develop relationships with unreached people until they are Christlike disciples and making Christlike disciples.
- B. To teach the Word of God until children, youth, and adults are saved, sanctified wholly, and maturing in Christian experience.
- C. To help Christians grow spiritually involving them in evangelism, Christian education, and disciple making.
- D. To encourage children, youth, and adults to enroll in Sunday School/small groups and faithfully attend.

## ARTICLE I. SDMI MEMBERSHIP

### Responsibility List

Each local church should assume responsibility for reaching all unsaved persons in the community. Any group meeting weekly for a least a half hour to study biblical principles and approved curriculum shall be included in the Responsibility List reporting of the *Discipleship Ministries List* for Sunday School/Extended Ministries Responsibilities/Discipleship/Bible Study for all age groups (Lines 20-23, Annual Pastor's Report, APR).

Each teacher/leader is expected to be responsible for the spiritual welfare of those on his or her Responsibility List.

**SECTION 1.** Participants in the following ministries shall be included on the Responsibility List according to the following guidelines:

- a. Cradle Roll: Children under four years of age who, along with their parents, do not attend any SDMI ministry may be enrolled on the Responsibility List as Cradle Roll.
  - 1. The children are considered as prospects for the SDMI early childhood classes, and the parents as prospects in the corresponding adult ministries.
  - 2. The SDMI superintendent and the Children's Ministries International (CMI) Director, in consultation with the pastor, shall appoint a Cradle Roll director each church year who is responsible to visit and take program materials to these families.
  - 3. When they begin attending with some degree of regularity or reach age four, they should be transferred to the Responsibility List of the corresponding age-group class.
- b. Home Department: any person physically or vocationally unable to attend a regular SDMI ministry may be enrolled in the Home Department and listed on the Responsibility List according to the following guidelines:
  - 1. The SDMI superintendent and Adult Ministries International (AMI) Director, in consultation with the pastor, shall appoint a Home Department supervisor each church year whose responsibility is to visit and teach the Bible lesson each week.
  - 2. Those persons visited weekly and taught the Bible lesson shall be listed on the Responsibility List (Lines 20-23, APR) and included in the weekly regular SDMI attendance (Line 20a-23a, APR).
- c. Nursing Home/Convalescent Center/Health Care Facility: Any resident confined to one of these centers who participates in a weekly study of approved curriculum sponsored by the local church may be listed on the Responsibility List (Lines 20-23, APR) and counted in the average weekly attendance (Line 23a, APR).
- d. Church-Type Mission: Any group sponsored by the local church or district who meets weekly for at least a half hour in another location to study approved Sunday School curriculum with the goal of becoming an organized Church of the Nazarene shall be added to the Responsibility List (Lines 20-23, APR) and average weekly regular attendance (Line 23a, APR) of the sponsoring church by designating name/location of the new work.

1. The attendance figures of any Church-Type Mission shall be listed with the regular monthly attendance report of the sponsoring church to the district and included in the monthly attendance total for the district.
  2. If a district or local church is promoting a group of church planting situations, these Church-Type Missions may be listed separately with their own name and location, if desired by the district.
- e. Childcare/Schools: Any group of students in a Nazarene child care/school (birth-secondary) under the sponsorship of the local church not currently enrolled in a Nazarene SDMI ministry who actively participates in a weekly study of approved curriculum for at least a half hour shall be included on the Responsibility List (Lines 20 and 23, APR), and counted in the average weekly attendance (Line 20 and 23a, APR).

## SECTION 2. Removal of Names

Once a person is listed on the Responsibility List, the local church should actively seek to minister to that person until he or she is brought into the fellowship of that church. Removing names should be done only with the approval of the pastor when:

- a. the enrollee moves out of town.
- b. the enrollee joins another Sunday School and or church.
- c. the enrollee specifically asks to have his or her name removed.
- d. the enrollee dies.

## ARTICLE II. SDMI ATTENDANCE

The purpose of counting SDMI attendance in the local church is to measure the effectiveness of that church's effort to make Christ-like disciples. All SDMI efforts should lead every person to become a disciple of Christ, a member of the church, and a disciple maker.

Attendance counts for SDMI ministries occurring on weekdays should be counted in the following Sunday's attendance.

Sunday School & Discipleship Ministries International attendance is divided into two categories: regular Sunday School sessions (Line 24, APR) and Discipleship Groups (Small/Cell Groups) (Line 24a, APR). These categories shall be counted each week by the local church according to the guidelines listed below and in Article I. Section 1 above.

The global Sunday School & Discipleship Ministries International office needs monthly reports of the **Responsibility List** (Line 23, APR) and average *weekly Discipleship Ministries* (Sunday School and Discipleship Groups – Small/Cell Groups) from each district in order to compile an accurate record of SDMI growth within the denomination each year.

**SECTION 1. Regular Sunday School Session.** A regular Sunday School session shall be defined as an organized group of people who meet each week at a specified time and place. The purpose of this meeting is to make disciples through studying biblical principles, using Sunday School curriculum for at least a half hour. This will constitute the regular Sunday School weekly attendance (Line 24, APR).

- a. Attendance counts shall be closed no later than the halfway point of the regular Sunday School session. This shall also apply to unified/combined services, those occasions when the regular Sunday School session does not meet due to a special worship service.
- b. An enrollee in a local Sunday School shall be considered present in his or her local Sunday School when attending on that Sunday a local, zone, district, region, or general church-sponsored function such as a retreat, assembly, camp meeting, etc., as long as he or she is not counted in another local Sunday School where he or she is attending. Such functions shall include at least a half hour of study of biblical principles.
- c. All regular Sunday School sessions shall be used in determining the average attendance for the year and that attendance shall be reported monthly to the district. For most churches, the number of Sunday School sessions held will be 52. The District SDMI Board, in consultation with the district superintendent, shall determine any valid exceptions.
- d. Attendance counts (Lines 20a-23a, APR) from Home Department, Nursing Home/Convalescent Center/Health Care Facility, Church-Type Missions, Nazarene Childcare/Schools (birth-secondary), may be included in the average weekly attendance according to the guidelines in Article I, Section 1

**SECTION 2. Discipleship Groups (Small/Cell Groups).** The attendance of all Discipleship Groups (Small/Cell Groups) (Line 24a, APR) shall be defined as persons involved in a study of biblical principles for at least a half hour, but not otherwise meeting the criteria of a regular Sunday School Session (see Article II, Section 1).

- a. A local church having more than one type of discipleship ministry group should combine weekly attendance figures and report a single monthly average.
- b. Since discipleship ministries can begin or end any time during the church year, the yearly average should be determined by dividing accumulative figures by the number of weeks the ministries were conducted.

### ARTICLE III. SUNDAY SCHOOL CLASSES AND DEPARTMENTS

**SECTION 1.** The Sunday School shall be divided into classes for children and youth on the basis of age or school grade. For adults the classes should be determined by common interests, mission, or topic.

**SECTION 2.** When the number of classes within the children's, youth, or adult age-groups increase, attention should be given to departmentalization with a supervisor appointed by the SDMI Board.

**SECTION 3.** The duties of the department supervisor shall be to:

- a. coordinate the work of the teachers/leaders within the department.
- b. conduct departmental meetings when necessary.
- c. insure that each teacher/leader within the department has the necessary approved curriculum, additional resources, and equipment available when needed.
- d. be responsible for ordering all necessary curriculum and materials for the department.
- e. work with the corresponding age-group director of the SDMI Board to promote Sunday School attendance and growth and implement any special campaigns.
- f. present training needs of the department's teachers/leaders to the corresponding age-group director for presentation to the SDMI Board.
- g. keep accurate Responsibility Lists and attendance records for the department and see that all absentees and prospects on the Responsibility List are contacted regularly.
- h. work with the teachers/leaders in the department to see that the entire area is attractive and conducive to learning.
- i. be responsible for the securing of substitute teachers/leaders within the department.

### ARTICLE IV. SUNDAY SCHOOL/SMALL GROUPS TEACHERS/LEADERS

**SECTION 1.** The department supervisors and teachers/leaders shall be appointed annually according to *Manual* 145.8.

**SECTION 2.** While the ideal is for each teacher/leader to serve for the entire year, in certain circumstances it may be advisable to appoint teachers/leaders for a shorter term.

**SECTION 3.** The SDMI Board shall have the right to declare the office of any officer or teacher/leader vacant in cases of proven un-sound doctrine, imprudent conduct, or neglect of duty.

**SECTION 4.** All teachers/leaders and substitutes should:

- a. attend workers' meetings regularly.
- b. contact each person on the Responsibility List regularly.
- c. avail themselves of all training opportunities provided.
- d. provide fellowship opportunities for the class/group periodically.
- e. be responsible for seeing that the teaching area is attractive and conducive to learning.
- f. prepare an effective lesson each week.
- g. be alert to opportunities for presenting the Gospel with an invitation to receive Christ.

### ARTICLE V. SUNDAY SCHOOL/SMALL GROUPS LEADERSHIP RESPONSIBILITIES

**SECTION 1.** The local SDMI superintendent shall be elected each year according to *Manual* 113.9-13.10 and 127. The duties of the SDMI superintendent shall be to:

- a. superintend the SDMI under the direction of the pastor.
- b. represent SDMI at the church board meeting.
- c. plan regular meetings for teachers/leaders.
- d. provide training opportunities for present and prospective teachers/leaders.
- d. communicate the SDMI Responsibility List and attendance growth emphasis to all workers.
- f. report the SDMI statistics to the designated zone, district, or field office monthly.
- g. encourage attendance at zone, district, field, regional, and global SDMI functions.

**SECTION 2.** The duties of the age-group directors are outlined in *Manual* 147.1-147.9; 148.2.

**SECTION 3.** The SDMI Board shall elect a person to keep the SDMI records. He or she shall keep an accurate record, of the Responsibility List, attendance, visitors, and other statistics as may be required for all SDMI ministries.

**SECTION 4.** Where appropriate, the SDMI Board shall elect a treasurer to keep an accurate account of all moneys raised by SDMI each week and authorize the disbursement according to the direction of the board. A monthly report shall be given to the SDMI superintendent.

**SECTION 5.** Where appropriate, the SDMI Board shall appoint a person to be responsible for ordering the SDMI curriculum and other resources requested by the age-group directors and/or department supervisors. The appointee shall distribute to the appropriate age-group director all information received from Nazarene Publishing House and prepare the order after approval of the SDMI superintendent and pastor.

## ARTICLE VI. SDMI ADMINISTRATION AND SUPERVISION

**SECTION 1.** The SDMI is under the care of the pastor, amenable to the local church board, under the general supervision of the SDMI Board and the immediate leadership of the SDMI superintendent and age-group directors.

**SECTION 2.** If a church who has employed a director of Christian education wishes to elect that person as SDMI superintendent, the procedure is as follows:

- a. the local church nominating committee would recommend to the annual church meeting that no SDMI superintendent be elected for the coming church year, and the associate will serve as superintendent.
- b. the congregation should affirm the decision by majority vote.
- c. the associate will become the SDMI superintendent and will attend church board meetings to discuss Christian education interests but will not be a voting member, *Manual* 160.4.

The same procedure should be followed for employed associates who serve as the Children's Ministries International (CMI) or Adult Ministries International (AMI) directors.

It shall be understood that these are temporary arrangements, and that all possible effort should be made to train and resource local lay leaders for these positions as soon as possible.

**SECTION 3.** When a pastor to children, youth, or adults is employed in a church, the pastor, in consultation with the church board, the SDMI Board, or NYI Council, assigns the responsibility for children, youth, and adults to the age-level pastors. In that case, the pastor to children, youth, or adults carries out some of the duties otherwise designated to a local CMI director, NYI president, or AMI director. However, the importance of the local CMI director, NYI president, or AMI director remains to provide vital lay leadership, support, and representation for local children's, youth, and adult ministries. The pastor, pastors to children, youth, and adults, and the SDMI Board or NYI Council work together to define the roles and responsibilities of the three positions and how they work together for the benefit of the church's age-related ministries.

## ARTICLE VII. SDMI CONVENTIONS

**SECTION 1.** District Sunday School & Discipleship Ministries International Convention. It is important that each district plan a District SDMI Convention annually in order to provide inspiration, motivation, and training for all SDMI workers. The promotion of Sunday School & Small Group Disciple making ministries should be a highlight of each convention.

- a. Ex-officio members of the District SDMI Convention shall be: the district superintendent; all pastors, assigned ordained ministers, assigned district licensed ministers, retired assigned ministers, full-time associates; district SDMI chair, district directors of CMI and AMI, district NYI president; all local SDMI superintendents, local CMI and AMI directors, local NYI presidents; elected members of the District SDMI Board; lay members of the District Advisory Board; and any Nazarene full-time professors of Christian education with membership on that district.
- b. In the annual church meeting, each local SDMI shall elect additional representatives to the Convention, equal to 25 percent of the officers and teachers/leaders of SDMI ministries.
- c. The District SDMI Board shall serve as a nominating committee to select twice the number of nominees to be elected by plurality vote. These nominees should be members of the Church of the Nazarene, actively involved in one of the ministries of SDMI, and should be selected from the various age-groups (children, youth, and adult teachers / workers). In case elected representatives cannot attend, alternate representatives shall be designated in the order of the votes received.
- d. The representatives to the District SDMI Convention may elect the district SDMI chair and the elected members of the district SDMI Board according to *Manual* 238 and representatives to the Global SDMI Convention each quadrennium.

**SECTION 2.** Global Sunday School & Discipleship Ministries International Convention. In connection with each General Assembly, SDMI shall observe a Global Convention. Elected delegates (and guests) shall meet for the purpose of inspiration, motivation, and training to equip and enrich involvement in fulfilling the mission and purpose of SDMI globally.

- a. Ex-officio delegates to the Global SDMI Convention shall be: district superintendents, district SDMI chairs, district directors of CMI and AMI, professors of Christian education at Nazarene colleges, universities, and seminaries, SDMI regional coordinators, CMI and AMI regional coordinators, and directors and staff of the global SDMI office.
- b. Each district should elect four additional delegates which is the number equal to the district ex-officio members or a number up to ten percent of the organized churches on the district.
- c. The following guidelines should be adhered to in elections for the Global SDMI Convention delegates:
  - 1. The Nominating Committee shall be comprised of the district superintendent, district SDMI chair, and at least three others appointed by the District SDMI Board. They shall select three times the number of nominees to be elected.
  - 2. The District SDMI Convention shall elect an equal number of delegates and alternates from all SDMI ministries (including youth SDMI teachers/workers). Those elected should be persons who are presently and actively involved in the respective area to which they are elected. The number of alternates elected should include alternates for ex-officio members. Persons should not be elected who will serve as delegates to the Global Nazarene Missions International Convention or the Global Nazarene Youth International Convention, because the three conventions run concurrently.
  - 3. Delegates shall be elected by ballot in the District SDMI Convention within 16 months of the meeting of the General Assembly or within 24 months in areas where travel visas or other unusual preparations are necessary.
  - 4. As nearly as possible, elect an equal number of laity and clergy—50 percent laypersons and 50 percent full-time active ministers, elders, or licensed ministers. When the total number is uneven, the extra delegate shall be a layperson.
  - 5. Incumbent district SDMI leaders newly elected prior to and holding office at the time of the Global Convention shall be the ex-officio members of the convention.
  - 6. All elected and ex-officio delegates present in the District SDMI Convention shall be eligible to vote for Global SDMI Convention representatives.
  - 7. A plurality vote shall be sufficient for election.
  - 8. In case elected delegates cannot attend, alternate delegates shall be designated in the order of the votes they received.
  - 9. At the convening of the Global SDMI Convention, each delegate shall reside on and be a member of a Church of the Nazarene on the district he or she was elected to represent. (This is not intended to apply to those living near district boundaries where home residence may be across the district line from the place of regular church participation.)
  - 10. If a district cannot finance the full number of delegates to the Global SDMI Convention as recommended, the District SDMI Board may elect as many persons as the district can afford to send.
  - 11. Delegates who attend the convention should have financial assistance from the district comparable to expenses provided from the district for Nazarene Youth International and Nazarene Missions International Convention delegates.
  - 12. If election of delegates for the Global SDMI Convention does not take place at the District SDMI Convention, delegates shall be elected at the District Assembly.

### **ARTICLE VIII. SDMI AMENDMENTS**

These bylaws may be amended by a majority vote of the General Board members present and voting.

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# NAZARENE CAMPING ASSOCIATION (NCA) CONSTITUTION AND BYLAWS

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*Adopted November 8, 2005  
NCA Conference 2005*

## **ARTICLE I (NAME AND AFFILIATION)**

**SECTION 1.** The organization shall be known as Nazarene Camping Association (NCA)

*Adopted November 9, 1993*

**SECTION 2.** The organization shall function in relationship to the Sunday School Ministries Department of the Church of the Nazarene International Headquarters.

## **ARTICLE II (PURPOSE)**

**SECTION 1.** The purpose of the Nazarene Camping Association (NCA) is to provide support and networking among camp, retreat and conference centers within the Church of the Nazarene.

**SECTION 2.** A Nazarene camp is:

- a. Any camp, retreat, or conference center that is owned by the Church of the Nazarene.
- b. Any camp, retreat, or conference center that is owned by a Nazarene individual and in harmony with the bylaws and standards of the Church of the Nazarene.
- c. Any camp, retreat, or conference center that at least 51% of a group of individuals holding ownership are Nazarene and in harmony with the bylaws and standards of the Church of the Nazarene.

## **ARTICLE III (MEMBERSHIP)**

**SECTION 1.** Membership shall be available in three categories.

- a. Full Voting Member Camp
- b. Full Nonvoting Member Camp
- c. Individual Member

**SECTION 2.** All camps, retreats, or conference centers that are owned by the Church of the Nazarene shall be considered full members.

- Full members who have paid the annual dues will be voting members.
- ┆ Full members who have not paid the annual dues will be nonvoting members.

**SECTION 3.** All camps, retreats, or conference centers that are owned by individuals (as per Article II Section 2) shall be considered full voting members once they have paid the annual dues.

**SECTION 4.** Individuals who feel called to ministry in a camp, retreat or conference center setting and who are in harmony with the bylaws and standards of the Church of the Nazarene shall be considered individual members once they have paid the annual dues.

- ┆ Individuals will be considered nonvoting members with the privilege of the floor.

## **ARTICLE IV (MEETINGS)**

Section 1: There shall be an annual business meeting of the members, which shall be held at the annual NCA Conference.

At this meeting,

(Reports)

- ┆ Each member camp shall give a report of the previous year's ministry.
- ┆ Each individual member shall give a report of his or her previous year's ministry.
- ┆ These reports may be written or oral. Written reports are to be submitted to the secretary at least 15 days prior to the conference.

(Voting)

- Each voting member camp present will have one vote.
- ┆ Nonvoting members, both camps and individuals, will have the privilege of the floor but will not have the right to vote.
- ┆ Voting on motions that are not related to nominations or elections will be by acclamation and a simple majority will rule.
- ┆ All nominations and elections will be by paper ballot.
- All elections will be by simple majority.
- ┆ Constitutional and bylaw changes will require a two-thirds majority vote.

**SECTION 2.** There shall be a meeting of the executive board prior to the annual NCA Conference. At this meeting the board shall prepare any proposed changes to the constitution. They shall prepare for the annual NCA Conference. They are also authorized to transact any other business that may be required.

**SECTION 3.** The authorized expenses of the executive board are to be covered by the NCA operational funds.

**SECTION 4.** The executive board is authorized to conduct business by phone, fax, E-mail, and face-to-face meetings.

## **ARTICLE V (EXECUTIVE BOARD)**

**SECTION 1.** The Executive Board of NCA shall consist of the president, vice president, secretary, treasurer, and two representatives at large and must be elected from full voting member camps.

**SECTION 2.** The president and vice president shall serve for a two-year term, elected on even years which is the alternate year from the secretary and treasurer. The president and vice president must be executive directors of full voting member camps.

**SECTION 3.** The secretary and treasurer shall serve for a two-year term, elected on odd years which is the alternate year from the president and vice president.

**SECTION 4.** The two representatives at large shall be elected annually and be executive directors of full voting member camps.

**SECTION 5.** There may be a representative, appointed by the Sunday School & Discipleship Ministries International department director, to serve as a nonvoting member on the executive board.

**SECTION 6.** In the event the president leaves office before the term is completed, the vice president will serve as president for the remainder of the term. In the event that the vice president, secretary or treasurer leave office before the term is completed, the vacancy will be filled by a vote of the executive board. The newly elected officer will serve for the remainder of the term. A representative will not be replaced until the next annual conference.

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# NAZARENE CHILDREN'S LEADERSHIP NETWORK CONSTITUTION

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## ARTICLE I (NAME AND AFFILIATION)

The organization shall be known as the Nazarene Children's Leadership Network.

**SECTION 1.** The organization shall function in relationship with Children's Ministries International (CMI) Sunday School and Discipleship Ministries International (SDMI) of the Church of the Nazarene.

## ARTICLE II (PURPOSE)

The purpose of Nazarene Children's Leadership Network is to develop, equip, network, and train for excellence in ministry with children and families.

## ARTICLE III (MEMBERSHIP)

Membership includes all leaders serving in children's ministries for the global, district and local church. This includes students and faculty, who are enrolled/serve in college/university/seminary ministry preparation.

**SECTION 1.** Membership dues:

1. Dues will be collected annually.
2. The membership year shall run from January 1 through December 31.
3. Membership dues are subject to annual review by the NCLN board.

## ARTICLE IV (BOARD OF DIRECTORS)

**SECTION 1.** The board of directors of NCLN shall consist of 12 elected representatives and chairperson.

**SECTION 2.** The office of chairperson shall be elected by the board of directors for a term of four years. This election will take place the year following General Assembly.

**SECTION 3.** The chairperson may only serve two consecutive terms.

**SECTION 4.** The vice chairperson will be appointed by the board from the elected representatives.

**SECTION 5.** One-half of the board of directors will be elected by the membership every two years by electronic ballot.

**SECTION 6.** The board of directors shall designate a nominating committee to compile the official ballot prior to each election.

**SECTION 7.** The board of directors shall include the Global CMI Director, secretary/treasurer and/or liaison as ex-officio representatives from the CMI office at the Global Ministry Center.

**SECTION 8.** There shall be no less than one annual meeting of the NCLN Board of Directors.

## ARTICLE V (AMENDMENTS)

**SECTION 1.** This constitution may be amended by a two-thirds majority vote of all members voting and by the approval of the supervising committee of the General Board.

**SECTION 2.** The bylaws may be amended or repealed and new bylaws adopted by a simple majority vote of the board of directors.

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# NAZARENE EDUCATORS WORLDWIDE (NEW) CONSTITUTION

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*February 19, 2009*

## **ARTICLE I. NAME**

The organization shall be called Nazarene Educators Worldwide.

## **ARTICLE II. PURPOSE**

The purpose of Nazarene Educators Worldwide shall be to resource and encourage all Christian educators associated with the Church of the Nazarene and provide a network of fellowship and professional enrichment to those ministering in a child care, public or private school, Christian school, or homeschool worldwide.

## **ARTICLE III. SPONSORING DEPARTMENT**

The Nazarene Educators Worldwide shall be sponsored by Children's Ministries International/Sunday School and Discipleship Ministries International Department, as provided by the *Manual*.

## **ARTICLE IV. MEMBERSHIP**

**SECTION 1.** Membership in Nazarene Educators Worldwide shall be open to all educators associated with the Church of the Nazarene and others interested in supporting the purposes of this organization.

**SECTION 2.** Officers of the organization shall be members of the Nazarene Educators Worldwide and the Church of the Nazarene.

## **ARTICLE V. OFFICERS**

**SECTION 1.** The executive committee of this organization shall be a chairperson, vice-chairperson, secretary, and treasurer. It will also include the Children's Ministries International director and the general coordinator of the Nazarene Education (birth-secondary) Office as *ex officio* members.

**SECTION 2.** The general officers shall consist of two representatives for each of the following: child care/preschools, public schools, homeschools, Christian schools, and college/university education departments.

**SECTION 3.** The chairperson and the general officers representing educators in child care/preschools, public schools, homeschools, Christian schools, and college/university education departments shall be elected by the membership of the organization.

**SECTION 4.** *Ex-officio* positions shall include the director of Children's Ministries International, coordinator of the Nazarene Education (birth-secondary) Office, and liaisons from Nazarene Compassionate Ministries and the International Board of Education to represent global education.

## **ARTICLE VI. AMENDMENTS**

**SECTION 1.** This constitution may be amended by a two-thirds majority vote of all members and by the approval of the supervising committee of the General Board.

**SECTION 2.** The bylaws may be amended or repealed and new bylaws adopted by a simple majority vote of the executive council and ratified by the membership.

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# NAZARENE EDUCATORS WORLDWIDE (NEW) BYLAWS

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*February 3, 2009*

## ARTICLE I. NOMINATIONS AND ELECTIONS

### SECTION 1. Executive Council and General Officers.

- A. Elections for the chairperson and the general officers for the Nazarene Educators Worldwide Executive Council will be held every four years. The terms of office will be for four years. The elections will be in the spring of the General Assembly year.
- B. The Executive Committee will appoint a subcommittee to oversee the balloting process. This subcommittee will solicit nominations and will contact the nominees to determine their eligibility and willingness to serve. The subcommittee will prepare the ballot.
- C. Nominations for the Nazarene Educators Worldwide chairperson and general officers may be solicited from the executive council, District Nazarene Education Directors, and other members.
- D. The Nazarene Educators Worldwide Executive Council will approve the final ballot.
- E. The Nazarene Educators Worldwide Executive Council will be elected by a simple majority vote of members voting in the appointed manner and timeframe.

### SECTION 2. Appointed Positions.

The vice-chairperson, the secretary, and the treasurer positions will be appointed by the NEW Executive Council from the elected members or from the Nazarene Education (birth—secondary) Office at the Global Ministry Center.

### SECTION 3. Liaison Members.

Liaison members will be appointed by the Commissioner of Education and the Administrative Director of Nazarene Compassionate Ministries and will have all the rights and privileges of the other Executive Council members.

### SECTION 4. Vacancy in the Office of Chairperson or Vice-chairperson.

In the event of a vacancy in the office of the Nazarene Educators Worldwide Chairperson, the vice-chairperson will oversee the organization until a new chairperson can be nominated and elected. In the event of a vacancy in the office of vice-chairperson, the Executive Council will appoint and approve a person to fill the vacancy.

### SECTION 5. Vacancy in the Office of General Officer.

In the event of a vacancy in the office of a general officer, a replacement will be appointed and approved by the Executive Council to serve until the next election.

### SECTION 6. District Nazarene Education (birth—secondary) Director.

The Sunday School and Discipleship Ministries International Handbook has a job description for a Christian Schools District Director who would serve on the Children's Ministries International District Council. This position will be changed to District Nazarene Education (birth—secondary) Director and will remain a part of the District Children's Ministries Council. This district director can choose persons involved in each area of education to help him or her resource and encourage Nazarene educators on the district level.

## ARTICLE II. CATEGORIES OF MEMBERSHIP

### SECTION 1. Categories of Members.

- A. Student membership in Nazarene Educators Worldwide will be open to all persons who currently are students preparing for a career in education or full-time Christian ministry. Dues will be one-half individual membership dues and will carry all rights and privileges of individual membership.
- B. Individual membership in Nazarene Educators Worldwide will be open to all persons who are interested in supporting the purpose of Nazarene Educators Worldwide.
- C. Group membership in Nazarene Educators Worldwide will be open to all institutions associated with the Church of the Nazarene: schools (preschool through higher education), homeschool co-ops, and child-care centers. Group membership includes membership for four people.

**SECTION 2. Term of Membership.** Membership in Nazarene Educators Worldwide will be October 1 through September 30.

**SECTION 3. Resignations and/or Removal from Membership.**

Membership will cease upon:

1. the written resignation of a member.
2. nonpayment of dues for the current year.
3. termination of a position in which membership is held *ex officio*.
4. moral or professional misconduct.

**SECTION 4. Refund of Dues.**

All dues are nonrefundable.

**ARTICLE III. DUTIES OF NAZARENE EDUCATORS WORLDWIDE EXECUTIVE COUNCIL MEMBERS**

**SECTION 1. Nazarene Educators Worldwide Chairperson**

- A. The Nazarene Educators Worldwide Chairperson will preside at the general conferences and at the meetings of the Nazarene Educators Worldwide Executive Council. This includes videoconferences and teleconferences.
- B. The NEW Chairperson will resource and encourage all Nazarene educators.
- C. The NEW Chairperson will communicate regularly with the District Nazarene Educators Directors and support them in their tasks.
- D. The NEW Chairperson will support the general officers as they fulfill their responsibilities.
- E. The NEW Chairperson will contribute articles to the e-newsletter.
- F. The NEW Chairperson will communicate news about current research or materials that will resource or encourage Nazarene educators.
- G. The NEW Chairperson will help to promote membership in Nazarene Educators Worldwide.

**SECTION 2. General Officers.**

- A. General Officers will represent their group in Executive Council Meeting discussions and carry out assignments that will help those they represent.
- B. They will assist in the planning and implementing of annual and/or general conferences sponsored by the Nazarene Educators Worldwide.
- C. General Officers will contribute articles to the e-newsletter.
- D. They will network with the educators they represent and communicate current research and materials to resource the educators.
- E. General Officers will communicate regularly with those they represent with inspirational and/or encouraging thoughts.
- F. They will be available to assist and encourage the District Nazarene Educators Directors.

**SECTION 3. Coordinator of Nazarene Education (birth-secondary) Office and Director of Children's Ministries International**

- A. The Coordinator of Nazarene Education (birth-secondary) Office and the Director of Children's Ministries International will be *ex officio* members of the Nazarene Educators Worldwide Executive Council.
- B. They will serve as liaisons between Nazarene Educators Worldwide, the Global Ministry Center sponsoring department, and the General Board.

**SECTION 4. Liaisons.**

The Administrative Director of Nazarene Compassionate Ministries and the Commissioner of the International Board of Education may appoint liaisons to serve on the Nazarene Educators Worldwide Executive Council. These liaisons will represent global educators, child care centers, and schools.

- A. These liaisons will communicate with the educators they represent to encourage them and provide them with helpful information.
- B. These liaisons will keep the Executive Council aware of issues that relate to the educators they represent.
- C. These liaisons will participate in the Executive Council meetings.
- D. These liaisons will submit articles to the e-newsletter with news about educators they represent.
- E. These liaisons will help to track the number of Nazarene schools and students who are being ministered to globally through the Church of the Nazarene.
- F. These liaisons will encourage the global educators, child care centers, and schools to become members and participate in Nazarene Educators Worldwide.

## ARTICLE IV. DUTIES OF DISTRICT NAZARENE EDUCATION (BIRTH-SECONDARY) DIRECTORS

The bylaws of the Sunday School and Discipleship Ministries International provide for a position on the District Children's Ministries Council to represent Christian Schools. Nazarene Educators Worldwide would like to expand that position to include educators in Christian schools, public schools, private schools, homeschools, college/university education departments, and global child care centers and schools.

- A. The District Nazarene Education (birth-secondary) Director will represent Nazarene educators on the District Children's Ministries International Council. The director will answer questions about or from Nazarene schools or Nazarene educators and/or refer the questions to someone who can answer the question.
- B. To assist on the district level, the District Nazarene Education Director may select a person from these areas to help encourage and resource Nazarene educators on the district: Christian schools, public schools and private schools, homeschools, college/university education departments, and global child care centers and schools. These representatives form a District Nazarene Education Advisory Committee.
- C. The director will remind Christian schools to register their schools annually with the Nazarene Education Office at the Global Ministry Center.
- D. The director will encourage educators to become members of Nazarene Educators Worldwide.
- E. The director will promote Nazarene Educators Worldwide through district communications and represent the organization at district events.

## ARTICLE IV. MEETINGS

**SECTION 1.** The Nazarene Educators Worldwide Convention will meet in conjunction with the General Assembly year at a location determined by the Nazarene Educators Worldwide Executive Council.

**SECTION 2.** Nazarene Educators Worldwide may hold an annual conference at a place selected by the Nazarene Educators Worldwide Executive Council.

**SECTION 3.** Executive Council Meetings will be called by the chairperson of the council as needed to conduct the business of Nazarene Educators Worldwide. These meetings may be in person or through teleconference or videoconference. A majority will constitute a quorum. All members of the council will be notified of the meeting prior to its convening.

**SECTION 4.** The District Nazarene Education Director may have district meetings at his or her discretion. The director is encouraged to promote Nazarene Educators Worldwide at district events.

## ARTICLE V. NAZARENE EDUCATORS WORLDWIDE FUNDS

**SECTION 1. Sources of Funds.** Nazarene Educators Worldwide will be funded by membership dues, convention fees, and other fund-raising measures deemed consistent with the purpose of the organization.

**SECTION 2. Secretary and Treasurer.** The General Nazarene Educators Worldwide Executive Council will appoint a treasurer from the Executive Council or the Nazarene Education Office at the Global Ministry Center.

**SECTION 3. Establishing the Amount of Membership Dues.** Membership dues will be established annually by the General Nazarene Educators Worldwide Executive Council.

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# NAZARENE FELLOWSHIP OF SINGLE ADULTS (NFSA) BYLAWS

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*April 24, 2008*

## **ARTICLE I (NAME AND AFFILIATION)**

**SECTION 1.** The organization shall be known as the Nazarene Fellowship of Single Adults (NFSA).

**SECTION 2.** The NFSA shall function in relationship to Adult Ministries International under the Department of Sunday School and Discipleship Ministries International of the Church of the Nazarene.

## **ARTICLE II (PURPOSE)**

The purpose of NFSA is to help organize, develop, and grow ministries to and by single adults in every level of the denomination. An integral part of this purpose is the continual education of the church regarding the benefits of involving single adults in all ministry aspects.

The mission of NFSA is to prepare, challenge, and inspire single adults to a life of Christian discipleship. NFSA's desire and intention is that every single adult become a fulfilled disciple of Jesus Christ, and that each person will have a passion for Christian service whether it is across the street or around the globe.

## **ARTICLE III (ORGANIZATION)**

**SECTION 1.** Adult Ministries International shall partner with NFSA to facilitate the distribution, exchange, and promotion of information regarding single adults.

**SECTION 2.** NFSA Advisory Council shall

- A. Consist of not less than six (6) elected members with the purpose of having as broad regional representation as possible and one (1) ex-officio member, so designated by the Adult Ministries International director.
- B. Consist of individuals who are members in good standing of a local Church of the Nazarene, actively involved in ministry, and with a passion for Single Adult Ministries.
- C. Hold elections at the time of General Assembly and shall serve until the next Council is elected and installed.
- D. Elect a Council chairperson, annually. The chairperson may serve more than one term.
- E. Serve as unpaid volunteers.
- F. Meet at least annually to determine focus, initiatives, special projects, and the calendar for NFSA.
- G. Elect individuals to fill vacancies in the NFSA Council by a vote of the majority remaining members.
- H. Appoint and assign specific duties to non-Council members as needed.

**SECTION 1.** A treasurer shall be appointed by the NFSA Council and reviewed annually. The treasurer is responsible for collecting and depositing funds, issuing checks, and making a financial report regarding funds to the annual meeting of the NFSA, or upon request of the Council.

## **ARTICLE IV (AFFILIATION/MEMBERSHIP)**

**SECTION 2.** NFSA is a voluntary association within the Church of the Nazarene for individuals and groups who share a passion for ministry to and by single adults. -

**SECTION 3.** Affiliation allows both for networking with those who share a common belief regarding scriptural holiness and the making of Christlike disciples.

## **ARTICLE V (AMENDMENTS)**

These By-Laws may be altered, amended, repealed, or added to by an affirmative vote of not less than 75 percent of the council.

## **PREAMBLE**

Following the ratification of this Constitution by the International Board of SoloCon Directors, the interim council shall include at least six members elected by the International Board of SoloCon Directors. The interim council shall develop a list of individuals and groups with a passion for ministry to and by single adults. During the 28th General Assembly,\* the individuals and groups shall elect the NFSA Council.

\*The 28th General Assembly will meet in 2013.

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# NAZARENE MOTORCYCLE FELLOWSHIP (NMF) BYLAWS

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*November 3, 2007*

## **ARTICLE I (NAME AND AFFILIATION)**

**SECTION 1.** The organization shall be known as the Nazarene Motorcycle Fellowship (NMF)

**SECTION 2.** The Nazarene Motorcycle Fellowship shall function in relationship to Adult Ministries under the Department of Sunday School and Discipleship Ministries International of the Church of the Nazarene.

## **ARTICLE II (PURPOSE)**

The purpose of the Nazarene Motorcycle Fellowship is to provide a clearinghouse for information pertaining to organizing, developing, and growing motorcycle ministries in local Nazarene churches. The intent of the Nazarene Motorcycle Fellowship is to reach motorcycle riders and their families through lifestyle evangelism and discipleship.

## **ARTICLE III (ORGANIZATION)**

**SECTION 1.** Adult Ministries shall serve as the official denominational clearinghouse for both information and resources related to the Nazarene Motorcycle Fellowship.

**SECTION 2.** Nazarene Motorcycle Fellowship Advisory Council

- A. Consists of six (6) elected members and one (1) ex-officio voting member, so designated by the Adult Ministries director
- B. Elects a chairperson from the six (6) elected members
- C. Elected Council members shall be members in good standing of a local congregation and actively involved in a motorcycle ministry
- D. Serves for a period of four (4) years
- E. Members serve as unpaid volunteers
- F. Meets annually to determine focus, initiatives, special projects, and the calendar for Nazarene Motorcycle Fellowship
- G. Vacancies in the Advisory Council shall be filled by a vote of the majority remaining members.

## **ARTICLE IV (AFFILIATION)**

**SECTION 1.** The intent and purpose of Nazarene Motorcycle Fellowship is to network, support, encourage, and facilitate ministry to all affiliates. Nazarene Motorcycle Fellowship will not serve as a regulatory or governing body.

**SECTION 2.** Nazarene Motorcycle Fellowship is a voluntary association within the Church of the Nazarene for all who enjoy motorcycles and desire to use this common enjoyment as a bridge to spiritual birth and growth.

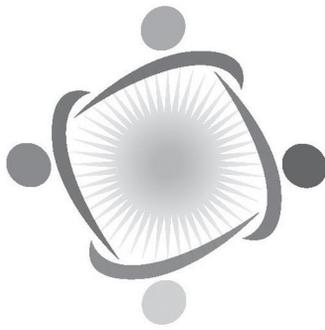
**SECTION 3.** Affiliation allows both for networking with those who share a passion for scriptural holiness and the making of Christlike disciples.

## **ARTICLE V (AMENDMENTS)**

These By-Laws may be altered, amended, repealed, or added to by an affirmative vote of not less than 75 percent of the council.

## **PREAMBLE**

A twelve-member panel shall serve as the Organizational Steering Committee in the interim until 27th General Assembly. After that, Article III, Section 2 will be enacted.



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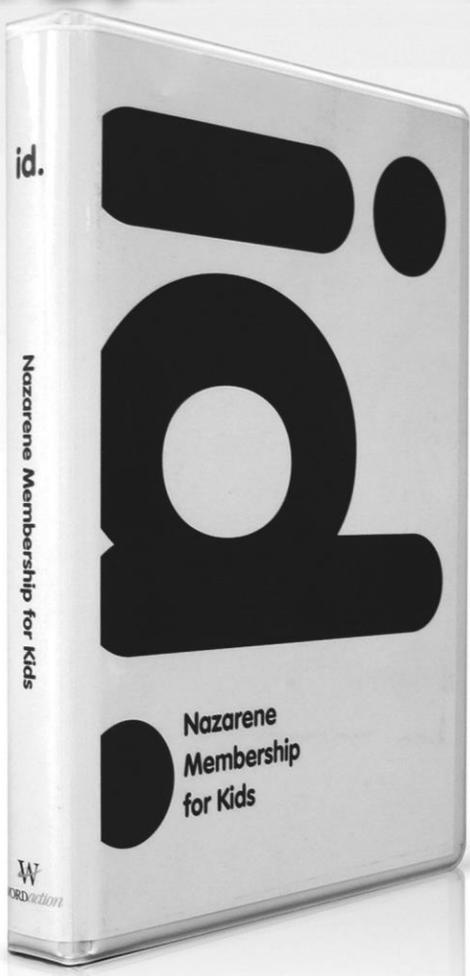
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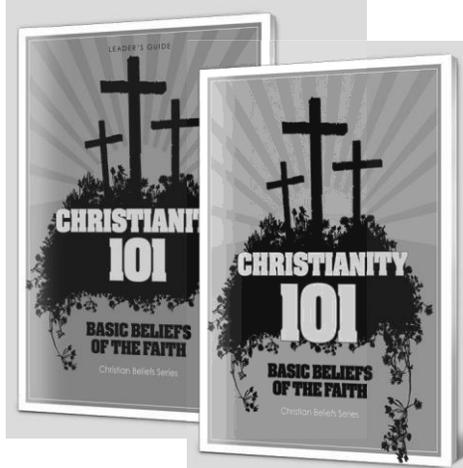


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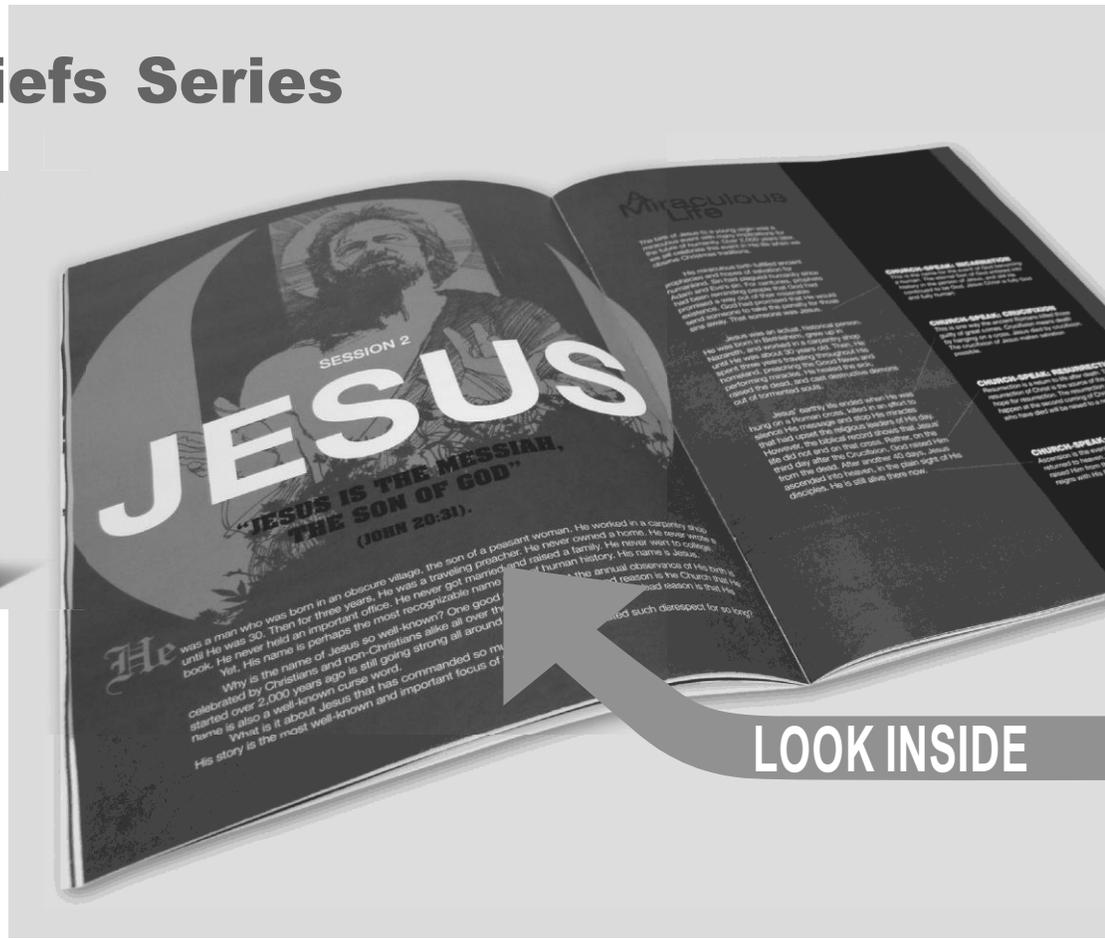
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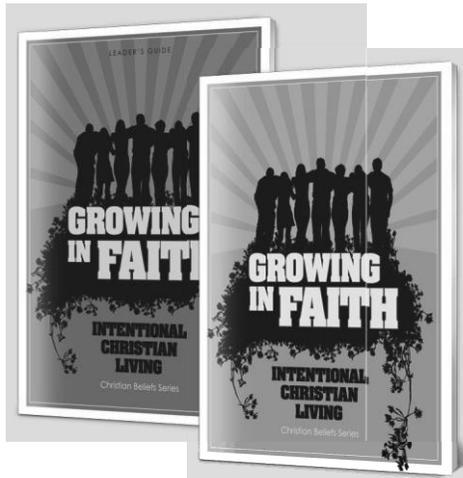
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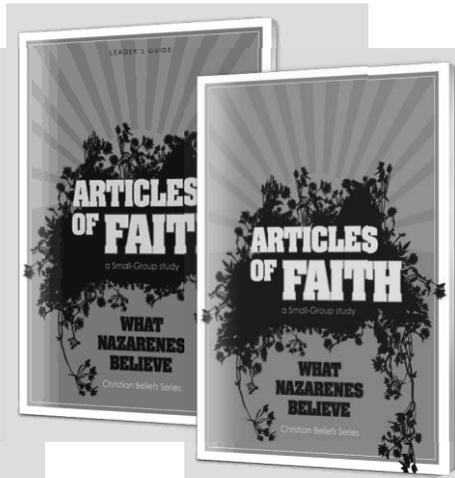
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