

**The church is a community of people sharing a common purpose and fellowship. We are continually growing in faith and in the knowledge of Jesus, the Son of God.**

The church is a kingdom of priests set free to minister for Christ. Our ministry is to each other within the church and to the world. Every Christian believer is called to ministry and, in baptism, ordained for ministry (Eph. 4:11-12). View your work for the church as a ministry to which God has called you; it is His will operating in your life.

God supplies each person in the church with the resources for ministry - scripture, spiritual power, God's character and spiritual gifts. You are equipped for your ministry by gifts received from the Holy Spirit. These spiritual gifts are special abilities given to make your ministry effective and build up the body of Christ.

### Evaluation Interview

**Contact** a person for an "evaluation interview" to "test the water" and find out why they sent in their name, what needs are motivating them, what they know and how they feel about the Adventist Church.

A non-threatening, open evaluation can best be accomplished *on the phone*. If this is impossible make a house call.

Start with *simple questions* and use open-ended questions. For example, "In what way did you find the book helpful?" or "How did you happen to ask for that book?" Any information given to you by the person, you can build on. Then ask the "why" questions, questions about their attitude and thinking.

When the person has shared what they believe, you can ask "*conviction*" questions. For example, if a person states that, after taking a Bible correspondence course, they have discovered that Saturday is the Bible Sabbath, you might ask, "Have you ever thought about going to church on Saturday?" Because these questions deal with feelings, they are delicate and timing is important.

The purpose of this initial contact is to find out *what is happening with the person* and to suggest resources for continued spiritual growth. Discovering the attitude of the person is more important than finding out what they know or believe. Their attitude toward Christ and the Bible will dictate future developments.



## THE MINISTRY OF THE **Potential Member Coordinator**

Have you been asked to serve your local church as a potential member coordinator? Or perhaps you serve on a church nominating committee and wonder what a potential member coordinator is expected to do. This guide has been designed to help you understand this role within your local church.

## The Role of Potential Member Coordinator

The Potential Member Coordinator is looking for opportunities to invite people to be a part of God's family. By monitoring and recording the attendees of church activities and those receiving resources a list of "prospects" can be developed. If your church wants to prosper and grow, its list of prospective members is valuable.

The denomination has developed many media outreach ministries that generate hundreds, perhaps even thousands, of contacts with people who live in your community through radio, television, internet and direct mail. You may be the first Seventh-day Adventist that the new contact meets!

The Potential Member Coordinator is responsible for:

- **making contacts:** be a representative of your local church to non-members living in your area who have been touched by a program, publication or activity of the Seventh-day Adventist Church
- **gathering names:** develop databases or lists that indicate the current involvement of members and non-members
- **establishing readiness:** conduct "evaluation interviews" on the telephone or in person
- **listen for needs:** make telephone calls to individuals on the list who are receiving Adventist Media resources by mail, computer or hand delivery to see how they are going and if they require anything else to meet their needs

- keeping a list of media broadcasts currently running in the area
- **making referrals:** refer names to the Pastor or those who give Bible studies for visitation and follow-up
- **maintaining the list:** work with the personal ministries team to update lists and ensure that potential members are being followed-up
- research current activities or broadcasts in your area by contacting Adventist Media and Christian Services for the Blind and Hearing Impaired
- ensuring that a supply literature such as tracts and booklets is available to send to those who ask questions (the topics requested may include Seventh-day Adventist beliefs and everyday issues such as the death of a loved one, divorce, depression, family conflict and health problems. The best way to find out what is available is to consult your Adventist Book Centre.

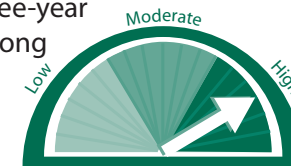
**Responsible to** Personal Ministries Leader

*Learn to recognize the beginning spiritual steps of a person. Be patient! You can no more force the spiritual growth of a person than you can force the physical growth of a child.*



## Time Commitment

- If you can invest two or three hours a week in this work on a regular basis, you will be able to handle the flow of names.
- A multi-year commitment to this office is ideal. A two or three-year term ensures the long range nurturing of prospective members.



## Skills and Spiritual Gifts

God has gifted each of us in different ways. The following gifts are valuable when considering the choice of members for the Potential Member Coordinator.

- **Encouragement Exhortation:** The special ability to encourage and comfort others. The gift of encouragement is key to this ministry (Rom. 12:8). It enables you to be a good listener as well as a good communicator.
- **Hospitality:** is the ability to provide an open door, a genuine and warm welcome to others. It is accepting of others regardless of race or belief and shows no bias. As Potential Member Coordinator, you will learn to enjoy a wide variety of people.

**Potential Member Coordinator**