

Ministry Profiles for Local Church Officers

Personal Ministries Secretary

- Purpose:** To coordinate the records & purchases (i.e. administration) of the Personal Ministries Council (PMC).
- Term:** One or two years, depending on the local church officer election cycle.
- Authority:** Work with the Personal Ministries Leader to ensure the efficiency & effectiveness of the PMC.
- Accountability:** To the Personal Ministries Leader & Council.
- Responsibilities:**
1. Serves as clerk/secretary for the PMC.
 2. Conducts transactions with the ABC & other entities to ensure the necessary materials are available to various PMC members.
 3. Manages any literature info for the local church, including church members literature needs.
 4. Gives updates/reports to the PMC regarding various items pertaining to this role.
 5. Support the local ministries of the church (prayer meetings etc).
- Qualifications:**
1. A committed born-again Christian who is sound in the faith.
 2. Example in Christian and family living.
 3. Returns faithful tithe and offerings to the local church.
 4. Lives and dresses according to the highest Christian standards.
 5. Cooperative, team-oriented & accurate record-keeping ability.
- Biblical Passages:**
- EGW Passages:**
- Passion:** Reaching the lost for Jesus by connecting to the community through Bible-based principles. It is to “seek & save that which was lost” and to “Go in to all the world...”
- Spiritual Gifts:** Administration, Evangelism, Apostleship, Helps
- Time Commitment:** Minimum 3-5 hours per month (not including other church/ministry involvement)
- Resources:**
- Attend Conference training sessions.
 - *Church Manual*
 - Resources at the ABC and the local Conference Personal Ministries department.