

Elders

Resource Catalog

Resources for local church elders, treasurers, deacons, deaconesses, and church clerks including books, DVDs, community-friendly seminars, how-to manuals, and more.



IN THIS ISSUE

- 3. Groups to Nurture
- 11. Duties of Deacons and Deaconesses
- 13. Caring for the Community

AdventSource

INSIDE

HELPFUL RESOURCES AND IDEAS FOR YOUR MINISTRY



DEAR MINISTRY LEADER,

Your efforts are helping the church tell the world about Jesus. It is exciting when members use innovative ministries to attract visitors and help them follow Christ. Thank you for what you do for the Lord.

Surveys show that the majority of new members say their friends and relatives were the deciding factor in their search for a new church. So as we connect with our friends, neighbors, and acquaintances, remember that AdventSource is the place to find resources, information, and support for your ministry. These resources can help make your desire to share Jesus with others into an effective outreach. Together we can tell the world of a wonderful Savior.

Elder

3. Groups to Nurture
4. Resources

Deacon/Deaconess

11. Duties of Deacons and Deaconesses
12. Assisting with Security
13. Caring for the Community

Treasurer

14. Resources

Church Clerk

15. The Adventist Church and New Technologies



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ADVENTIST LEARNING COMMUNITY

Are you looking for free online training for your church's ministry leaders? Check out the Adventist Learning Community, where you can join training courses and find additional resources. The Adventist Learning Community offers a growing selection of courses to empower leaders in our churches, schools, and communities.

AdventistLearningCommunity.com



Find what you need at
AdventSource



As an elder, part of your job is making sure all the leaders in your church are equipped for ministry. AdventSource is constantly developing new resources to make ministry easier for the people in your church. Just tell your ministry leaders to visit **AdventSource.org** or call 402.486.8800 to get started. We'll be able to tell them what's available in their area, offer recommendations based on feedback from real churches, and point them toward other websites and organizations that can help.

GROUPS TO Nurture

- Newly baptized members
- Single parents
- Empty nesters
- People experiencing transition or crisis
- Retirees
- Shut-ins
- Non-attending members
- Graduates
- New parents
- College students
- Children and youth that may not have anyone at home to provide spiritual encouragement



WEBSITES FOR ELDERS

North American Division Ministerial Association: NADMinisterial.org

General Conference Ministerial Association: MinisterialAssociation.com

Church Support Services: ChurchSupportServices.org

Elder's Digest: EldersDigest.com



UPDATED

Quick Start Guide for Elders

AVAILABLE IN SPANISH & FRENCH

This booklet contains all the information you need to get started as an elder in your local church. You'll learn about the biblical foundations for the role of elder, how to work with different groups of people in your church, preaching tips, suggestions for evangelism, how to support your pastor, and much more.

Prepared by the North American Division (AdventSource)

Product # Price
#417480 \$2.95

Quantity discounts available



This Is Church

Church is being "sold" as a weekly event in a building and people are no longer "buying" it. Do we have a marketing problem with church or a credible misunderstanding? What is the church and how do we fit in? Read this book to explore how the church fits into our daily lives.

By Kymone Hinds
(Watersprings Media House)

Product # Price
#419340 \$7.95



UPDATED

Quick Start Guide for the Nominating Committee

AVAILABLE IN SPANISH & FRENCH

This *Quick Start Guide* is full of important information to help you fill all of the necessary ministry leadership positions in your church. Learn about church officer eligibility, choosing the right people for each job, how to ask others to serve, and more. Includes a survey to share with members.

Prepared by the North American Division (AdventSource)

Product # Price
#416233 \$2.95

Quantity discounts available

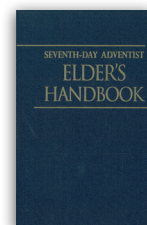


Elder's Handbook

The work of elders is unique among church leaders. Because elders work closely with people in all aspects of the church, this handbook includes material from representatives of each department.

(GC Ministerial Association)

Product # Price
#417595 \$7.95



UPDATED

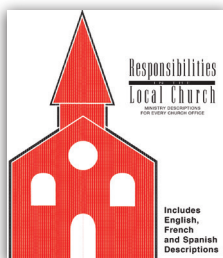
Responsibilities in the Local Church (USB)

INCLUDES SPANISH & FRENCH

This collection of ministry descriptions outlines the responsibilities of local church officers. These ministry descriptions can be photocopied as a two-page sheet. Use them as information sheets for recruiting volunteers and working with the nominating committee.

Prepared by the North American Division (AdventSource)

Product # Price
#523199 \$14.95



Elder Lapel Pin

This small blue and silver pin makes a great gift for newly-ordained elders in your church.

Product # Price
#308310 \$2.95

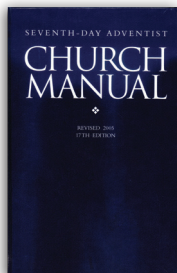


Church Manual

The official manual of the Seventh-day Adventist Church includes all organization issues and structure, membership and transfer requirements, and a list of church officers and their duties. Also find processes for the nominating committee and church discipline.

By the General Conference of Seventh-day Adventists
(Review & Herald)

Product # Price
#520380 **\$8.95**



How to Lead Your Church Department Successfully

This easy to follow lay leadership handbook converts spiritual energies into powerful action strategies. It will especially help lay leaders better organize their departments and ministries and improve their leadership skills and qualities.

By Raymond Edwards
(Modern Organization and Human Development Center)

Product # Price
#417560 **\$9.95**

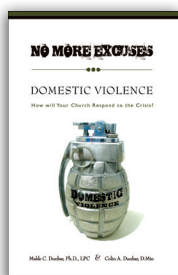


No More Excuses

This book outlines a clear theology for church leaders on how the church should respond to people in abusive situations. As you read this book you will gain a better understanding of what domestic violence does to individuals, couples, families, and the church, and learn how to help those whose relationships create this kind of suffering.

By Mable Dunbar & Colin Dunbar
(AdventSource)

Product # Price
#630245 **\$12.95**



Adventist Preaching DVDs

These sermons are presented by some of the most renowned preachers in the Adventist Church. Each set contains 4-8 sermons. These DVDs are perfect for Friday vespers or mid-week meetings.

Produced by the Adventist Communication Network, these DVDs provide an option for church services with no available speaker, and allow individuals to create a personal library of sacred presentations.

(Adventist Communication Network)

Product #	Item	Price
#660000	Randy Roberts Vol. 1	\$24.95
#660001	Dwight K. Nelson Vol. 2	\$24.95
#660003	Barry C. Black Vol. 3	\$24.95
#660006	Hyveth Williams Vol. 6	\$24.95
#660008	Don Schneider Vol. 8	\$24.95
#660009	Karl Haffner Vol. 9	\$24.95
#660010	Frank Gonzalez Vol. 10	\$24.95
#660011	Derek Morris Vol. 11	\$24.95
#660012	James Gilley Vol. 12	\$24.95
#660013	Dan Smith Vol. 13	\$24.95
#660014	Ron Halvorsen Sr. Vol. 14	\$24.95
#660017	Mike Tucker Vol. 17	\$24.95
#660018	Pioneer Preachers Vol. 18	\$29.95
#660019	Jan Paulsen Vol. 19	\$24.95
#660021	Mark Finley Vol. 20	\$24.95
#660022	Jo Ann Davidson Vol. 21	\$24.95
#660023	Ron Clouzet Vol. 22	\$24.95
#660024	Gordon Bietz Vol. 23	\$24.95
#660025	A Collection of Holiday Sermons Vol. 24	\$24.95
#660026	Sung Kwon Vol. 25	\$24.95



DVD



UPDATED

Quick Start Guides

AVAILABLE IN
SPANISH & FRENCH

Quick Start Guides are a series of booklets full of important information to help local church leaders start or revitalize a ministry at their local church. Quick Start Guides contain job descriptions, instructions for getting started, tips for maintaining a successful ministry, troubleshooting suggestions, recommended resources, and more. Whether you're new to ministry or a seasoned volunteer, Quick Start Guides will inspire you with lots of great ideas you can immediately put to use in your local church. Quick Start Guides are great to pass out to both new and experienced ministry leaders.

Prepared by the North American Division
(AdventSource)



Product #	Item
#556264	Adult Sabbath School Facilitator
#113202	Adventist Community Services
#001521	Adventurer Club Director
#556266	Beginnner Sabbath School
#026073	Child Evangelism
#026090	Children's Church
#026060	Children's Ministries Coordinator*
#416220	Church Board*
#416221	Church Clerk*
#313022	Church Treasurer
#250120	Communication Director
#416226	Deacon and Deaconess*
#416498	Disabilities Ministries
#026065	Earliteen Sabbath School
#417480	Elder*
#351745	Family Ministries
#313029	Finance Committee
#416227	Greeter*
#500228	Health Ministries
#026085	Home and School
#420747	Interest Coordinator
#556270	Investment
#026070	Junior Sabbath School
#556270	Kindergarten Sabbath School
#351750	Men's Ministries
#416233	Nominating Committee
#001520	Pathfinder Club Director
#420535	Personal Ministries*
#416595	Prayer Ministries
#556268	Primary Sabbath School
#456972	Prison Ministries
#623870	Public Campus Ministry
#623873	Public High School Ministry
#417439	Reconnecting Ministries
#417485	Religious Liberty
#416228	Sabbath School Secretary*
#556265	Sabbath School Superintendent*
#050312	School Board
#420746	Senior Adult Ministries
#351740	Single Adult Ministries
#313025	Stewardship*
#020675	Vacation Bible School
#250110	Web Ministry
#630457	Women's Ministries
#620462	Youth Empowered Serve
#620463	Youth Ministries*

Individual Quick Start Guides **\$2.95 each**

Quantity discounts available

Product #	Item	Price
#416596	Starter Kit	\$24.95
#416208	*Included in Starter Kit Complete Set— Includes 46 Titles	\$79.95

EQUIP

Putting Your Spiritual Gifts into Action



NEW!

EQUIP

The EQUIP process is based on four seminars where your members will experience the four steps to service:

- Hearing God's call to service
- Learning about spiritual gifts and discovering one's own gifts
- Finding places of service
- Committing to step forward in ministry for Christ

The EQUIP kit includes much more than a spiritual gifts assessment seminar. It is a complete guide for your church to start a system of membership ministry and match each member to a ministry where they have the gifts and passion to thrive.

Complete Kit Includes:

Church Leader's Guide, Teacher's Guide, DVD/USB, and four sample Participant Guides

Product #	Item	Price
#419316	Complete Kit	\$69.95
#419313	Participant Guides*	\$4.95*
#419314	Church Leader's Guide	\$29.95
#419315	Teacher's Guide	\$19.95
#419312	DVD/USB	\$19.95

By Curtis Rittenour (AdventSource)

**Quantity discounts available*

**Every person will need their own copy*



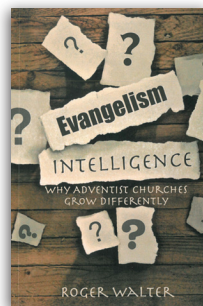
NEW!

Evangelism Intelligence

Does Adventist evangelism still work? Most people say the beasts and images no longer work. However, the real numbers—beyond the misunderstandings—show differently. In this book, author Roger Walter seeks to provide a level of intelligence that moves beyond the urban myths, shows why it can still work, and gives readers a significant amount of wisdom as they seek to share Jesus in their communities.

By Roger Walter (Flaming Arrow)

Product # Price
#419355 **\$12.99**



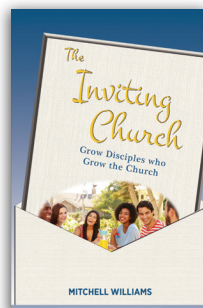
NEW!

The Inviting Church

A big part of making disciples is moving them from “learners” to doers. *The Inviting Church* outlines a Spirit-led, church-wide campaign that equips the church to plan, invite, and host outreach events and special Sabbath services. *The Inviting Church* resource is not a recipe, but a relationship with Jesus that fuels your church with the love and courage to invite friends, neighbors, and relatives to your outreach events.

By Mitchell Williams (AdventSource)

Product # Price
#419297 **\$14.95**
Quantity discounts available

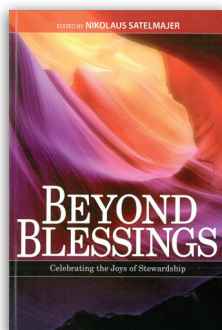


Beyond Blessings

A joint project between the NAD Stewardship and Ministerial Departments, this book is the result of a contest for the best sermons on giving. You may use these sermons in your preaching and share the message as presented by each writer.

Edited by Nikolaus Satermajer (Pacific Press)

Product # Price
#318940 **\$13.95**

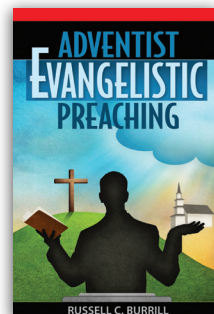


Adventist Evangelistic Preaching

Whether you've preached hundreds of evangelistic sermons or you're preparing for your first, *Adventist Evangelistic Preaching* is invaluable in making your presentations more persuasive, practical, and effective. In this book, Russell Burrill lays out the lessons he has learned over decades of evangelistic preaching and leads the reader through every aspect of the evangelistic process from sermon preparation to calling for decisions.

By Russell C. Burrill (Pacific Press)

Product # Price
#419255 **\$14.95**



HOW DO I ORDER?

- ➔ Visit AdventSource.org
- ➔ Call us at 402.486.8800
- ➔ Fax your order to 402.486.8819
- ➔ Mail in the order form from this catalog

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Date you need this order _____

Product #	Qty	Title/Description	Page #	Item Price		Total Price	
				SUBTOTAL			

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Call AdventSource at 402.486.8800 to pay with your credit card.

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5.5%

- Lincoln, Nebraska
additional sales tax:
1.75%

Shipping Quotes

If you need a shipping quote enter your order on AdventSource.org and it will automatically figure your shipping costs and give you options to choose from. You can also call 402.486.8800 for assistance.

TOTAL

NEW!

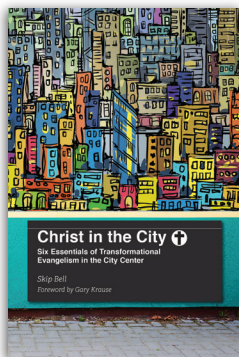
Christ in the City

How can we best share the gospel in the city? It is easy to react to the changes happening in the city, to critique the influence it has on human culture. But critical responses to change do not constitute a positive witness. We cannot simply sound an alarm. Warnings are of little help when humans are shaping and defining new horizons in technology and striving to solve vexing problems.

By Skip Bell (AdventSource)

Product #	Price
#532132	\$10.00

Quantity discounts available

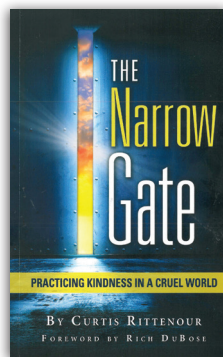


The Narrow Gate

Kindness is a lost commodity in our culture. The drive for success, for significance, and survival leaves compassion floundering by the wayside. *The Narrow Gate* reveals a countercultural path in a world of selfishness. This book shows the power of a courteous life and guides Adventists to authentically demonstrate compassion within the church and in the community.

By Curtis Rittenour
(Pacific Union Conference)

Product #	Price
#419277	\$8.95



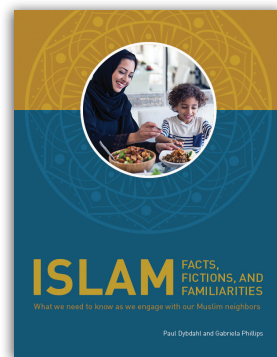
NEW!

Islam: Facts, Fictions, and Familiarities

If you are curious about your Muslim neighbors, this book is for you. It begins with a brief review of what the Bible says about those of other faiths and gives an overview of Muslim beliefs and practices. Then, it records interviews with devout Muslims living in America and suggests ways in which prayerful engagement with Muslims can be a blessing to Christians. The book concludes with a practical guide for Adventists who want to develop friendships with Muslims in their community.

By Paul Dybdahl and Gabriela Phillips
(AdventSource)

Product #	Price
#458082	\$9.95



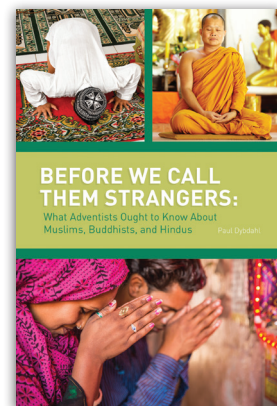
NEW!

Before We Call Them Strangers

Before We Call Them Strangers provides an overview of the basic teachings of three major world religions: Islam, Buddhism, and Hinduism. Dr. Dybdahl reflects on what we might learn from prayerful engagement with those of other faiths and lists of 12 areas of commonality among these religions.

By Paul Dybdahl (AdventSource)

Product #	Price
#458074	\$14.95



Duties of Deacons and Deaconesses

By Peggy Harris | Reprinted from *Deaconess Ministry*

- 1 Prepare baptismal candidates on the Sabbath of their baptism and extend home hospitality to them.
- 2 Prepare and serve for communion service. Alert pastors of shut-ins for home communion.
- 3 Visit or extend home hospitality to members. Contact by phone or written communication. Refer special needs to those who can help. Follow your church's procedures when the death of a church family member occurs. Visit sick members in the hospital, taking a small plant and card.
- 4 Telephone committee.
- 5 Greeter or host on Sabbath.
- 6 Sponsor periodic fellowship dinners.
- 7 Beautification and upkeep of the church facility, including helping at church work bees.
- 8 Provide funeral dinners when planned and see to the families' needs.
- 9 Look for ways to nurture each other and church members, thus strengthening the church as a whole.



The Twenty-First Century Deacon and Deaconess

This remarkable book unveils the sacred biblical model for the ministry of deacons and deaconesses with modern day implications. It "reaches while maintaining balance, as it views the landscape of this powerful ministry that is designed to assist in the process of congregational nurture and growth."—J. Alfred Johnson II

By Vincent E. White
(AVA's Book Publishers)

Product #	Price	
#416506	\$21.95	
Product #	Item	Price
#416508	Workbook	\$7.95

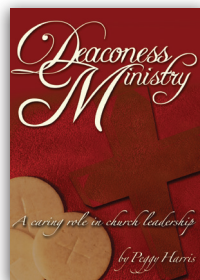


Deaconess Ministry

The job of deaconess is one of the most varied and exciting ministries in your church. The role of a deaconess covers a wide range of activities and involves important and sometimes challenging responsibilities. Through Peggy Harris's extensive experience as a deaconess you will learn about ordination services, memorable communion services, funerals, helping baptisms run smoothly, and much more.

By Peggy Harris (AdventSource)

Product #	Price
#416229	\$8.95



UPDATED

Quick Start Guide for Deacon & Deaconess

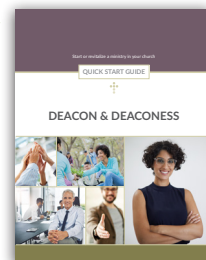
This manual was written for local church deacons and deaconesses. Learn how many churches today are expanding the roles of the deacon and deaconess to include using their spiritual gifts in a variety of innovative ways to minister to the emotional and social needs of new members, people in crises, families with small children, and the pastoral staff. Topics include:

- Greeting and ushering
- Church property upkeep
- Security
- Baptism and communion

(AdventSource)

Product #	Price
#416226	\$2.95

Quantity discounts available



Assisting with Security

Reprinted from the *Quick Start Guide for Deacons and Deaconesses*

Deacons and deaconesses care for the security of those in attendance at church activities, always being vigilant for the safety and comfort of all persons. This includes opening the church building(s) before meetings and locking the facility at the conclusion of activities. It also includes prompt removal of ice and snow from the parking lot and sidewalks. Be sure that lighting in the parking lot and around the building(s) is adequate. In today's world, it is important to have a plan for dealing with emergencies such as power outages, equipment failure, deranged individuals, bomb threats, etc. Decide ahead of time what supplies are needed and what actions will be taken. The location of your church and size of your congregation will be key factors in your planning.



Caring for the Community

Reprinted from the *Quick Start Guide for Deacons and Deaconesses*



When people experience dramatic life changes, such as a move or the birth of a child, they need extra assistance and empathy. A caring church can be that center of hospitality. Consider sending a welcome letter to people who move into your community, acknowledging the stress that can accompany a move and offering to ease the transition through your support and the development of new friendships. List meeting times and place of small groups, such as neighborhood study or prayer groups, and invite them to attend. Also give the address of your church and times of services. Including a map and phone number will be helpful to them. Also, send along a recent church bulletin with details of upcoming activities. If you follow up with a second invitation, people will be more likely to respond. Try hosting a Friend Day as a special time for inviting newcomers and people who live near the church to experience the warmth of your fellowship. In today's culture friendship evangelism is one of the best ways to grow our churches.

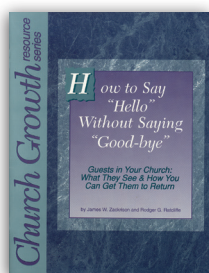
After new people have attended your church a few times, invite them to a Friendship Dinner hosted by a regular member. The host also invites the pastor(s) and an elder, and lets the newcomers know that they have the ear of the church leaders. To help guests feel more comfortable, invite more new people than established members. Ask guests for input on questions like: What drew you to this church? What brought you back again? What is important to you? What are your needs?

How to Say "Hello" Without Saying "Goodbye"

This booklet is a short course for deacons, ushers, greeters, and receptionists addressing the ways to greet and treat guests in your church. You'll find easy ideas you can use next week as well as long-term plans.

By James W. Zackrisson and Rodger G. Ratcliffe (AdventSource)

Product # Price
#416135 **\$2.95**



Biblical Hospitality

As you begin to practice biblical hospitality, God will open the doors of a very innovative and creative ministry practiced in simple ways to bind up wounds of hurt hearts, bring people together, and establish active members in your church. This book contains everything you need to teach a course on biblical hospitality in your church.

By Peggy Harris (AdventSource)

Product # Price
#416697 **\$8.95**

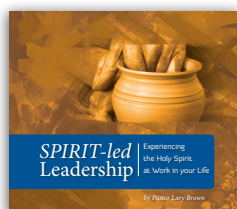


Spirit-led Leadership

A church functions best when all of its leaders work as a unified body. *Spirit-led Leadership* is a study guide for local church leaders wishing to improve their leadership skills. It contains 13 lessons on different aspects of biblical leadership complete with thought-provoking questions, Bible readings, and biblical information about church structure.

By Lary Brown (AdventSource)

Product # Price
#416979 **\$8.95**

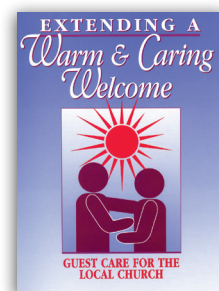


Extending a Warm and Caring Welcome

How visitor-friendly is your church? What does it take to provide great guest relations? What are some effective ways to conduct visitor follow-up? This guidebook is excellent for greeter training.

Prepared by the Pacific Union Conference (AdventSource)

Product # Price
#601640 **\$9.95**



AdventistGiving.org



AdventistGiving.org allows church members to return tithe and offerings any time, from the convenience of a computer or mobile device. This service is free, secure, and easy to use. To give online, go to your local church's website and look for "online giving." For more information or to sign up your church, visit **AdventistGiving.org**.

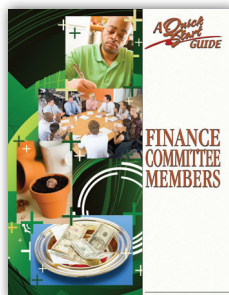


Quick Start Guide for Finance Committee Members

The finance committee is an important group within any local church. The finance committee recommends the local church budget, addresses out of the ordinary expenditure requests, and participates in long-range financial planning. Read this book to learn about the duties of the finance committee including:

- Preparing for meetings
- Budget planning
- Reviewing the local church's internal control policies and procedures
- Maintaining a reserve fund
- Evaluating the finance committee's ministry
- And more!

AVAILABLE IN SPANISH & FRENCH



Prepared by the NAD Stewardship Department

Product #	Price	
#313029	\$2.95	Quantity discounts available

WEBSITES FOR CHURCH TREASURERS

**North American Division
Stewardship Department:**
NADStewardship.org

**General Conference
Stewardship Department:**
Stewardship.Adventist.org

AdventistGiving:
AdventistGiving.org

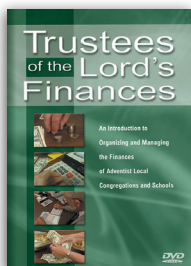


Trustees of the Lord's Finances Guidebook

This resource guides church and school treasurers through the process of learning how to effectively organize and manage the Lord's finances. Discover how to protect your church and school from fraud and loss and how to manage funds with integrity, honesty, and efficiency.

(North America Division & Adventist Risk Management)

Product #	Price	
#318442	\$3.95	Quantity discounts available



UPDATED

Quick Start Guide for Church Treasurers

AVAILABLE IN SPANISH & FRENCH

This *Quick Start Guide for Church Treasurers* is full of important information to help treasurers get started. Includes information about the treasurer's duties, caring for tithes and offerings, receipting, banking, confidentiality, budget planning, the importance of financial reviews, and more.

Prepared by the North American Division (AdventSource)

Product #	Price	
#313022	\$2.95	Quantity discounts available



The Adventist Church and New Technologies



Technology impacts every aspect of our lives.

More specifically, the Internet plays a large role in how people shop, manage their money, and work. The Seventh-day Adventist Church in North America is looking at how new technologies can help fulfill its mission.

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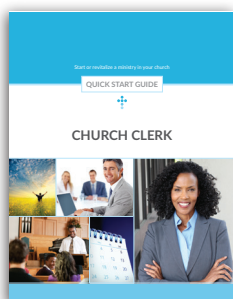
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