

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.

We are called to serve and witness in our local churches and to the communities we live in.

When we do this we are sharing Christ's love and the good news of salvation.

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

How to Plan

1. **Ask** some questions.

Are you attempting to reach an urban, suburban or small town community?

What are the needs in this community?

Who is your target audience? (retirees, middle-aged, single or married, students etc.)

What occupation and education do they have?

2. **Develop** a plan containing ideas and needs.

3. **Consider** the following aspects:

- Presenters
- Costs: create a budget for each seminar (rental of a room, audio-visual equipment, advertising, printing, mailing, handouts or participant materials etc.)
- Seminar fees or donations/ offerings
- Dates and Times
- Location
- Publicity: Consider a mix of mediums that will best reach the target group.
- Registration and materials

4. **Share** the discussion document with your Church Board to get further input regarding direction. Show how the seminars can fit into the church calendar.

Outreach seminars include: Revelation and Prophecy Seminars, Family Life Workshops and Health Education Seminars.

For resources and information on training, log into the members site at spsm.adventistconnect.org or contact your local conference personal ministries director.



THE MINISTRY OF THE Seminar Coordinator

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

spsm.adventistconnect.org

The Role of the Seminar Coordinator

A seminar coordinator is the manager for one seminar or all of the seminars offered for the public by the church.

The key task is to help others see the need for a sequence of seminars that lead from the physical, emotional and social needs of individuals to their spiritual needs. Sequence evangelism seminars allow your church to begin communicating with people who would never attend a traditional evangelistic crusade, people who may not have felt any spiritual need.

The Seminar Coordinator is responsible for:

- initiating the **planning** process involving the pastor and other leaders on the Church Board and Personal Ministries Team
- **recruiting and supervising** a team of volunteers to handle audio-visual equipment, publicity, physical arrangements, welcoming, visitation and other elements of each seminar and work closely with the speakers who may be your pastor, an out-of-town speaker or church members.
- **managing** preparations and details (location, presenters, publicity, budget, materials, equipment, volunteer staff and registration procedures)
- **coordinating** publicity and ensuring that the target audience is reached through relevant channels of communication
- **organising** a prayer support group or network to pray for those attending

- **focusing** on friendship evangelism and encouraging church members to connect with those attending

Responsible to the pastor or the Personal Ministries Leader.

Time Commitment

- It is estimated that each seminar takes about fifty hours of preparation.
- How many personal hours required is related to how many volunteers are recruited and how much work is delegated to them.
- Obviously, more seminars will require more time.



Term of Office

One year, and possibly longer. Some have a gift for this ministry and may continue until circumstances prevent them from serving.

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 role of seminar coordinator and team members.

- **Leadership:** is the ability to set goals in accordance with God's purpose for the church. This involves communicating goals in a way that encourages and motivates others to work together to achieve them. It involves dealing with personnel problems equitably and having insight that helps resolve organization challenges. Leadership requires diligence and faith.
- **Intercession:** is the gift to pray regularly for the specific needs of others.
- **Helping skills:** make an impact on those who may have questions or need directions. Practical help and assistance is needed by everyone.
- **Evangelism:** is present in those who are able regularly to lead people to surrender their lives to Jesus and join with the church.



Seminar Coordinator