

Servants Ministry
Servants Ministry Secretary's Handbook
August 2006



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Preface

It is of utmost importance for you to know that the following handbook is not simply a “how to” manual, nor is it meant for you to rely on man’s wisdom to create a “picture perfect” ministry. We pray that this handbook will first and foremost prompt you to seek the Lord and His will in your life and your fellowship. This is a reference tool to give encouragement as well as insight and to be helpful about the little things so that we can better focus on the bigger, more important vision that God has placed before us.

This handbook is the first of its kind; it only begins to offer experiences from a portion of Servants’ Ministry. We hope it will be an ongoing project with expanding contributions and testimonies of His goodness for years to come. Lastly, we pray that this would point to Him *“who is able to do immeasurably more than we ask or imagine, according to His power at work within us.”* (Eph. 3:20).

I. Vision of Servants Ministry

The body of Christ is still here on earth because the Kingdom harvest is still plentiful. Matthew 24:14 tells us that when the gospel is preached to the whole world, then the end will come. Accordingly, Servants Ministry exists

To reach our campus and to touch the world for Jesus Christ.

His great mandate for our life time is to win souls and make them into His disciples. The vision of Servants Ministry is three-fold:

SOUL-WINNING

First, we need to win more souls of this generation and the next one. Any nations and regions that live off only the past revivals become stagnant and decay quickly. We pray that God will use us to see more people become eternal sons and daughters of His.

DISCIPLE-MAKING

Second, we want to see more dedicated disciples of Christ. We hear and see of many crowds of Christians, but how many of them are willing to lay down their life or willing go overseas and into our inner-cities? May God raise more disciple-makers.



CAMPUS REVIVAL

Third, our focus of this Kingdom work involves campus ministry. Students make crucial life decisions during their college years -- major, vocation, life-goals, life-long friendship, etc. We desire to introduce Christ at the core of their life-decision process. Without Jesus, we end up with nothing. With Jesus, we have eternity.

FIVE SIGNS OF REVIVAL

We can discern that God is doing something real and enduring when these fruits are manifested amongst His people:

1. Changed holy life
2. Obedience to the Word
3. Passionate worship to God
4. Joyful & powerful service to God
5. Love for and reaching out to the lost

II. Living Set Apart

It is important to recognize that people, methods, technologies, and organizations themselves do not and cannot really change this world. Only God can bring about His lasting spiritual changes to this world -- and He does so through ordinary people who are willing and available. Campus ministry is a training ground in which to fulfill the call of God as we engage in learning, developing our God-given gifts, and growing through various experiences. Will you say "Yes" to His call this day?

"As for God, his way is perfect; the word of the Lord is flawless. He is a shield for all who take refuge in him. For who is God besides the Lord? And who is the Rock except our God? It is God who arms me with strength and makes my way perfect."

II Samuel 22:31-33

What sets us apart from the rest of the world? Lately, many non-believers have been known to do good things by giving away their millions to the poor. Are we falling into the trap of busying our lives with things that appear to be right or good? The passage above tells us that if we will make God our refuge and live in utter dependence on Him rather than upon ourselves, we will be living the perfect way our Father has set before us. Will we actively believe Him and make Him our Rock, so that we can take part in ushering in His Glory?



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Section

1 Introduction

1.1 Purpose of the Document

Multiple fellowships in Virginia, Maryland, and Washington DC make up Servants Ministry. Each fellowship has a different size, style of leadership, and general methods of practice. This handbook is designed to establish a general standard procedure for handling secretarial and administrative matters and give you some practical tips to help you do your job easily and efficiently.

1.2 Targeted Audience

Secretaries within Servants Ministry.

2 Spiritual Matters

2.1 Serving as Secretary

Jesus called them together and said, "You know that the rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave—just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."

Matthew 20:25-28 (NIV)

The specific responsibilities of the secretary vary from year to year, but the underlying "cue" from which we take our role as servants is clear. Your ongoing relationship with Christ will be the most effective reminder of *why* and *how* – specifically, with what kind of heart – you serve as a secretary. Please, seek out His presence often and enjoy it!

3 The Role of the Secretary

3.1 Purpose of Position

Your role as the secretary of the fellowship primarily involves keeping administrative records and assisting the leadership team.

3.2 How Do You Fit Into the Leadership Team?

Your position is generally supportive in nature. In contrast to other positions on the team, in many cases you will play a supportive role rather than that of a decision-maker or manager. As with all positions, much of the work you do will not scream for attention. However, your service will provide an indispensable "Body part" to the team in two ways: faithful record-keeping and consistent prayer. Other members will depend on what you do to remember their own tasks and



to help keep the fellowship running smoothly. And in ways unseen, your prayers will make a difference for your fellow servants in an invisible war that never stops (Eph. 6:12-18).

In some fellowships, the role of secretary overlaps with that of treasurer or general administrator. In such cases, the roles and tips mentioned here are supplementary to other responsibilities you may hold; for instance, you may be in charge of reserving rooms and making executive decisions in addition to keeping minutes for the leadership team. Needless to say, please use what helps and tailor it to fit your needs. 😊

3.3 *Typical Roles*

The typical roles of the secretary may “include, but are not limited to”:

- Keep minutes of exec team meetings
- Send minutes to team officers in a timely manner
- Remind exec team members of specific tasks in the minutes
- Keep minutes at fellowship events
- Compile “ministry event reviews”, essentially the “what went well” and “what could be better” about past events as evaluated by the team
- Aid the leadership team in referring to the event reviews
- Coordinate e-mail lists for the fellowship
- Compile and maintain the fellowship’s history
- Encourage and pray for exec team members
- Support and carry out additional tasks as needed by exec team
- Train incoming secretary

4 **Methods and Tips**

4.1 *The Scribe*

The pen is mightier than the sword.

Edward Bulwer-Lytton

All right, so you may not be slaying dragons any time soon with your trusty Bic. However, it is worth noting that your responsibility is not a light one; keeping track of what is said and what is delegated in leadership meetings is crucial to a smoothly-running team and fellowship.

In general, there are 3 things you should write down at meetings:

1. Review and evaluation from past events
2. Tasks that need to be accomplished for current events, including the person responsible.
3. Specific prayer requests, if applicable



As you sit in the meeting taking notes as fast as your pen or your keyboard will allow, a good rule of thumb is:

If you're not sure it's important, write it down.

In the beginning of the year, it's best to write down as much as possible; that way, you can sift through the material later and decide what's significant. This also hones your skills for future busy meetings, where more than one conversation is going on and tasks are being delegated left and right.

Preferably later that day, you should e-mail out the minutes to the exec team. (Psst...don't forget to actually attach the minutes to your email!) Use your own discretion and creativity in the format (it's not all drudgery! ☺)—past secretaries have been known to insert random phrases or change font colors—but make it easy to read and skim. You may want to color-code or capitalize the names of the officers so that each person can easily see what jobs they are responsible for that week.

A word to the wise (or not-so-prompt): **procrastination** is rarely a stranger to any human being. No one is perfect, and you will certainly have your share of busy weeks this year. You may be tempted to put off sending out minutes until later in the week—or you might simply forget altogether! Make a practice of sending out minutes as soon as possible--preferably the night of the meeting. This way, you avoid the danger of sending out minutes the day (or the day AFTER!) something should be done.

Also, *agendas* are a good handout to have at the start of each meeting. Based on the minutes of the past week's meeting, a list of topics to be discussed and covered greatly aids the efficiency of the meeting. Whether you or someone else is in charge of bringing agendas, it's a good idea to have the past meeting minutes on hand at each meeting, so that information on ongoing plans is always at your fingertips. Fall in love with those binders!

4.2 Binders, Minutes and Records, Oh My

As secretary, the majority of the fellowship's printed matter will pass through your hands. If a binder of minutes doesn't exist already, create one. Yes, this is in addition to the electronic folders you have stored away in your laptop. Hard copies of the notes provide easy access when you need to look up past information. Also, this will make the information much easier to pass on to the next secretary.

What you put in the binder need not be limited to minutes; handouts from the year's ministry events, treasurer reports and printed emails are all valuable resources to pass on to the next exec team. Do check with your staff or team, though, if you are ever in doubt about the wisdom of adding something (i.e., rosters that include email addresses).



4.3 *The Team Player*

If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it.

1 Cor. 12:26

One of the most valuable things to remember—and it must be *actively* remembered—is that the brothers and sisters you serve with are on the same side you are on. When you help a fellow servant, you help a fellow soldier, and what you do makes a difference to the whole Body of Christ.

As a secretary, your duties at a given time may often be fewer than those of others on the team. While being wise in regard to what you take on, be willing to step in as a pinch-hitter—that is, someone who comes to help in a time of need. Even if you are not able to directly help in accomplishing a task, you can aid someone else by sending them timely reminders of things they need to get done, especially if that team member has a lot to keep track of or is lovably absentminded.

Use your own gifts to encourage the rest of the exec team. Even an uplifting line at the end of the weekly minutes may help to lift someone's anxiety or stress. A short email acknowledging a team member's efforts may go unanswered, but will definitely help keep their spirits up. Again, use your own ideas—the sky's the limit!

4.4 *The Pray-er*

And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the saints.

Eph. 6:18

The greatest encouragement you may ever give your co-servants is prayer: prayer for their own wellbeing, prayer for the things they are in charge of. To pray consistently requires a belief that the items on the minutes cannot begin to be accomplished without God, and that His blessing is imperative.

You are in a unique position to pray and intercede for the fellowship. As you type out the weekly minutes after the meeting, take the time to pray—even briefly—over every event and person that crosses your sight. An added bonus is that you will remember them more easily when you pray later. Write down personal and fellowship-related prayer requests during the meeting, and include them in the minutes so that the team members can pray for one another too.

4.5 *Passing the Torch (Without Dropping It)*

When the year is nearly over and your term is coming to an end, be sure to meet with the new secretary once or twice. It doesn't have to be over an expensive meal (apologies to the newbie) and no, you don't have to turn over your favorite pen, but take the time to sit down with your successor and describe what the position of secretary entails. You will probably want to whip out



the binder and show them where certain sections (i.e., the “event review” sections) are located on the minutes, as well as other details that are specific to your fellowship. You might even give them a heads-up on prayer topics. Altogether, it will only take a few painless moments to pass on that year of accumulated wisdom. 😊

4.6 *When the Going Gets Tough (And It Will)...*

Whatever you do, do it all for the glory of God.

1 Cor. 10:31

In what Beth Moore calls “the captivity of activity,” you may one day find yourself in a bind of “too many things to do.” Your duties as a secretary, while finite, may mingle with other responsibilities you hold in your fellowship. If and when these become too much, take a step back, breathe (!), and pray for the wisdom to discern what things are the ones God has called you to, and what things are the ones you have picked up on your own accord.

You will probably see evidence of a direct correlation between your relationship with God and your service in His Kingdom. It makes sense, right? But all too often the demanded outflow exceeds the inflow, so spend your sweet ol’ time in the presence of God to... well, to simply spend time with Him. 😊

4.7 *Lastly, Finally, Delightedly...*

Enjoy. 😊 Praise God for *you!* Anything you lack will be more than made-up-for by His overflowing grace. Don’t worry, take heart, and fix your eyes on the One who does not sleep, who gives strength to the weary, and whose eye is on even the tiny secretar...I mean, sparrow. 😊 Godspeed.



Appendix

A Sample Exec Meeting Minutes

Exec Meeting Minutes

NOVEMBER 1, 2004

Ministry Review

- Missions Night
 - Paul: follow-up email or person-to-person talk with missions team presenters?
- SLC
 - Estin mention thoughts on counseling presentation vs. Knowing the Word at next SLC meeting.
 - Joyce figure out what should be done with the money.
 - Diana remember (Joyce remind Diana?) to announce at next SLC—newcomers should be introduced to Bible study small groups

Upcoming Events

- Joint LG with IV
 - Paul let the office know we are expecting twice the number of people & that we're having a faculty speaker come...could they open the dividers for us?
 - Paul—speaker gift for Dr. Cantrell: \$50 gift card from Lowe's
 - Paul ☺--verify that IV is doing praise and we don't need to bring anything but the laptop and projector?
 - Estin—praise team arrive to pray at 6:20pm.
- Sunday Chapel
 - Amy let Pastor IJ know by Wednesday about presentation

Odds & Ends

- Paul email drama team a thank-you ☺
- Estin email about fasting (thanks, already done ☺) & bring charts to Wednesday PM
- Estin email SLC & thank them for participating in survey (already got that one too); mention \$ and ask for ideas.
- Estin mention elections in Calvary, ask for prayer
- Exec Team cover fasting through till Wednesday

~PRAYER TIME~

Remember:

1. Pray for GCF Elections. Repeat, **PRAY FOR GCF ELECTIONS**. (Nov. 10th!!)
 - For nominations, your successor, people involved & voting; for His guidance, wisdom, presence, will, pleasure.
2. Pray for Korea & the US: for the economy as well as moral issues.
 - For President Roh
3. Pray that Christians will get involved in the political realm & make their voice heard
4. Pray for Supreme Court Justice Rehnquist.
5. Pray for GCF Elections. ☺



B Sample Agenda

Agenda

OCTOBER 26, 20**

Ministry Review

Missions Night

- Large Group
 - Presentations
 - Handout
 - WahooRU

Saturday, Oct. 30th

- Women's Ministry Meeting; 6-8pm-ish
- Men: Flag Football & Food

Sunday, Oct. 31st

- SLC
- Prayer Meeting

Large Group Schedule

- Nov. 5th: Dr. Cantrell
- Nov. 12th: Chris & Dan
- Dec. 3rd: ?
- Dec. 10th: Slideshow, open mic?

GCF Elections, Nov. 10th

- Fasting chart

Miscellaneous

- Outreach Dinner final details
- Chapel latecomers

Prayer Requests