

Palmer SDA Church Mission Playbook 2026



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This is what our
church is doing!

The Palmer Seventh-day Adventist Church exists to build a community that reflects the character of God.

The values of community and character motivate everything we do.

Being a Community: We love people! Our ministries connect people to build a faith community where we find belonging and support.

Reaching our Community: We are driven to neighbor well! Our faith community looks for ways to overflow abundantly in blessing to our broader community.

Pursuing God's Character: Loving God is our great obsession! We pursue His character in our Bible teaching and worship.

Reflecting God's Character: The character of God shapes the culture of our faith community! Individually and corporately, we want our character to reflect more of His!

Vision: "A community striving to intentionally reflect the character of God"

Mission: "Worshipping together... Loving others... growing Spiritually"

Online Spaces

- PalmerSDA.org
- AmazingGraceAcademy.org
- On YouTube @ Palmer Church ([Youtube.com/@palmerchurch1718](https://www.youtube.com/@palmerchurch1718))
- On Facebook @ Palmer SDA and Amazing Grace Academy
- PastorRyanRogers.com

CALENDAR & MEETING SCHEDULE

CALENDARS Our meetings are scheduled and posted on our calendar at

<https://www.palmersda.org/events>

We also have a ministry spreadsheet with the calendar grouped into Ministry Team initiatives.

<https://docs.google.com/spreadsheets/d/1i6UQbD4AKws9YswyvTpXFOcAUnzLJsKYImnLDIpwuQ/edit?gid=0#gid=0>

And our worship service spreadsheet is available at

https://docs.google.com/spreadsheets/d/1U7O9STM4Wh9thNfCzO5VdRAvX3hp98Bdh2955sZf1_l/edit?usp=sharing

REGULAR BUSINESS MEETINGS Business Meetings are for everyone to attend! This is the best venue for learning what is happening in the church and for offering your input. Regular business meetings are on the calendar. Additional Business Meetings will be announced at two consecutive church services.

REGULAR TEAM MEETINGS Team meetings are pre-scheduled and synchronized this year on one Sunday each quarter. They are scheduled to happen before business meetings so that the pieces that come out of team meetings that need to be processed by a voting body can be processed efficiently.

REGULAR BOARD MEETINGS The Church Board has 5 scheduled meetings in 2025. Additional single agenda item meetings may be called by the Board Chair at any time with a standard one-week notice. Meetings may be called on shorter notice if a situation requires it.

REGULAR ELDERS MEETINGS Elders generally meet on the first Sunday of each month at 8am (with exceptions in February and July): Feb 8, Mar 1, Apr 5, May 3, Jun 7, Aug 2, Sep 6, Oct 4, Nov 1, and Dec 6

Zoom Information Business Meetings and Board Meetings will be held in person at the church. There will always be a Zoom option. The Zoom information will be the same for all meetings in the year.

Business Meetings

<https://us02web.zoom.us/j/83882908779?pwd=nrliSn2XQEXmjJK8u8vxXQe2TW1D5U.1>

Meeting ID: 838 8290 8779

Passcode: Jesus2026

Board Meetings

<https://us02web.zoom.us/j/89877835313?pwd=JcJouKjLTY59EdinCLBxObdNenusTW.1>

Meeting ID: 898 7783 5313

Passcode: Serve2026

JANUARY

Church Board, Jan 13, 7pm

Team Meetings, Jan 18, Children's 10-11:30; Fellowship 12-1:30; Home 2-3:30; Inreach 4-5:30; Outreach 6-7:30 (Worship Team in February)

School Board, Jan 15, 6:45pm

FEBRUARY

Worship Team, Feb 1, 8:00am

Business Meeting, Feb 1, 4:00pm

Elders Meeting, Feb 8, 8am

School Board, Feb 19, 6:45pm

MARCH

Elders Meeting, Mar 1, 8am

Church Board, Mar 3, 7pm

APRIL

Elders Meeting, Apr 5, 8am

Team Meetings, Apr 12, Worship Team 8:00-9:30; Children's 10-11:30; Fellowship 12-1:30; Home 2-3:30; Inreach 4-5:30; Outreach 6-7:30

School Board, Apr 16, 6:45pm

Church Board, Apr 21, 7pm

MAY

Elders Meeting, May 3, 8am

School Board, May 21, 6:45pm

JUNE

Elders Meeting, Jun 5, 8am

Business Meetings, Jun 14, 4:00pm

JULY no scheduled meeting

AUGUST

Elders Meeting, Aug 2, 8am

Church Board, Aug 11, 7pm

Team Meetings, Aug 30, Worship Team 8:00-9:30; Children's 10-11:30; Fellowship 12-1:30; Home 2-3:30; Inreach 4-5:30; Outreach 6-7:30

SEPTEMBER

Elders Meeting, Sept 6, 8am

Church Board, Sept 22, 7pm

OCTOBER

Elders Meeting, Oct 4, 8am

Church Board, Oct 27, 7pm

NOVEMBER

Elders Meeting, Nov 6, 8am

DECEMBER

Elders Meeting, Dec 6, 8am

Business Meetings, Dec 6, 4:00pm



Want to serve?

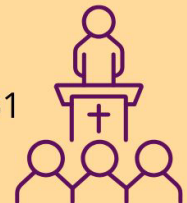
1. Choose a ministry team!
2. Contact the team leader!
3. Start making a difference!

Outreach Team



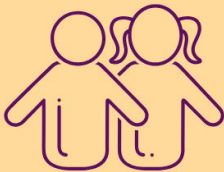
Team Leader: Lee Grimstad
Contact: 907-232-1612

Worship Team



Team Leader:
Joel Starn
Contact: 907-841-6351

Children's Ministry Team



Team Leader:
Trish Gruzensky
Contact:
907-917-8260

Inreach Team



Team Leader:
Rob Apel
Contact:
907-360-1900

Fellowship Team


Team Leader:
Enos Ngetich
Contact:
(907) 544-0327



Home Team



Team Leader:
Marc Hamblen
Contact:
907-841-3049

	Church Appointed Leader 2026
Children's Ministry Team	
Children's Ministry Team Leader	Trish Gruzensky
Sabbath School Secretary	Tricia Biloff
Cradle Roll Leader	Meagan Szutz
Kindergarten Leader	Stephanie Herr
Primary Leader	Jerilyn Burtch
Junior Leader	Marta Beaubien
Youth Leader	Andrew Bermudez
Young Adult Leader	Danniel Shaul
Abuse Prevention Coordinator	Stacy Peterson
VBS Director	Kayla Geisinger
Pathfinder Director	Ashley Bailey
Adventurer Director	Marta Beaubien
Mentor Coordinator	John Winslow
Fellowship Team	
Fellowship Team Leader (Elder)*	Enos Ngetich
Fellowship Meal Coordinator	Cora Carleson
Event Coordinator (new)	Allison Winslow
Supplies and Ordering Coordinator (new)	Laura Peterson
Home Team	
Home Team Leader (Elder)*	Marc Hamblen
Clerk*	Carol Baker
Treasurer*	Ashlee Starn
Home Team Deacons	Chet Biloff, Bryan Bailey, Marc Guzik, Rob Carleson, Jeremy Peterson, Dan Downs
Home Team Deaconesses	Allison Winslow, Cora Carleson, Lynelle Henessey
Mowing Crew Leader	Sonia Brock
Safety Officer*	Rob Apel
* Indicates Church Board Position	

Inreach Team	
Inreach Team Leader (Elder)*	Rob Apel

Sanctuary Adult Class	George & Becky Alder
Training Room Adult Class	John Oliver
Women's Ministry*	Carol Koliadko
Men's Ministry*	Joel Starn
Member Care Coordinator	Joe Koliadko
Prayer Ministry Leader	Lanessa Bueno
Outreach Team	
Outreach Team Leader (Elder)*	Lee Grimstad
Prison Ministry Men's Leader	Lee Grimstad
Prison Ministry Women's Leader	<i>vacant</i>
Fair Booth Coordinator	Carol Withey
Outreach Deacon Team	Isaac Dodge, Torre Vickers, Robert Jewett
Outreach Deaconess Team	Katie Arndt, Connie Smith, Cheryl Burpee
Love Well Adult Class	Paul Woodward, Brian Carlton
Worship Team	
Worship Service Team Leader (Elder)*	Joel Starn
Praise Team Coordinator	Katie Arndt
Worship Coordinators	Genie Watkins, Carol Withey, Tom Steinbrunner, Lisa Sandvik
Audio Visual Leader*	Garrick Herr
First Impressions Leader	Bryan Bailey
Worship Deacon Team	Caleb Alder, George Alder, Scott Johnson-Kiele, Clyde Franklin
Worship Deaconess Team	Becky Apel, Gloria Hensel, Lalia Bunn, Promise Vickers
Children Story Coordinator (new)	Christy Hamblen
Scripture Reading Coordinator (new)	Monte Burtch
* Indicates Church Board Position	
Head Elder (new)*	Stacy Peterson
Elder At Large*	Matt Biloff, Tom Steinbrunner, Karen Carlton, Joe Koliadko
Ministry Team Leader Elders	Enos Ngetich, Joel Starn, Lee Grimstad, Rob Apel, Marc Hamblen

MINISTRY TEAMS

We run our ministry through teams. These teams build a community that reflects the character of God by supporting the ministry efforts in seven key areas.

Our Six Teams:

- Children's Ministry Team
- Fellowship Team
- Home Team
- Inreach Team
- Outreach Team
- Worship Team

HOW THE TEAMS SERVE THE MISSION

- **Prioritizing our values!** Each ministry team represents an area of ministry whose importance is non-negotiable for us. The teams work with focus in each area because we are not willing to leave this ministry up to chance. Each ministry team ensures that these values do not get overlooked in our church community.
- **Supporting those who serve!** Every effort of service in our church fits within the focus of one (or more) of our ministry teams. In our mission to build community we serve in community. Ministry teams provide those supportive communities for service. Those who have a personal ministry are encouraged to connect with the ministry team that best fits their efforts to see how their ministry might be supported.
- **Engaging people in the mission!** Ministry teams provide accessible on-ramps for service. Anyone can serve with a ministry team by contacting the team leader to get plugged in. Teams are active in recruiting, training, equipping, and empowering people to serve.
- **Communicating with the church!** While ministry teams have authority in their area of focus, they are responsible to the rest of the church. Teams share reports to the Church Board and at Church Business Meetings and operate within the parameters set by those bodies.

CHILDREN'S MINISTRY TEAM

Coordinating all ministry to children.

CURRENTLY SERVING THROUGH

- Children and Youth Sabbath Schools
- Vacation Bible School
- Involving children in the worship service
- Camp Tukuskoya
- Abuse Prevention/Background Screening
- Amazing Grace Academy

WAYS TO BE INVOLVED

- Contact Team Leader Trish Gruzensky at 907-917-8260
- Attend quarterly team meetings
- Attend abuse prevention meeting when scheduled
- Contact Sabbath School leaders to volunteer to help in their class.
- Volunteer with Camp Tukuskoya (Contact Marc Guzik 907-268-1956 or Joe Koliadko (907) 232-4368

CHILDREN'S MINISTRY TEAM JOB DESCRIPTIONS

CHILDREN'S MINISTRY TEAM LEADER

1. Lead the Children's Ministry Team.** (this is normally an elder role but not this year)
 - Be the primary point of contact for the Children's Ministry Team.
 - Schedule and lead team meetings.
 - Support the ministry of others on the team.
 - Work with other leaders to fill the team positions that are not appointed by the church.
 - Empower others to serve on the team by recruiting, training, equipping, and delegating.
2. Represent the Children's Ministry Team to the Church Board (as a member) and Church Business Meetings, sharing reports when appropriate.
3. Maintain a supportive connection with AGA through the Home and School Leader.

Church Manual*

Elder Role, Pages 71-75

Children's Ministry Role, Pages 85-86

** This is a leadership position, not a do-it-all-yourself position. Lead others to do the work that you cannot do on your own.

SABBATH SCHOOL SECRETARY

1. Be a part of the Children's Ministry Team.
2. Order materials for all Sabbath School Classes.
 - Communicate with class leaders to know what materials are needed and how much to order.
 - Order lesson studies/quarterlies.
 - Order craft and teaching supplies.
2. Work with church secretary to supply Sabbath School materials to those who want them but are not able to attend in person.
3. Collect any Sabbath School offerings, count and record them (always with another person), and put in the offering safe.
4. Record attendance if desired by Sabbath School leader.
5. Recruit help as needed to fulfill responsibilities.

Church Manual*, Pages 94-97.

CHILDREN'S SABBATH SCHOOL CLASS LEADERS

1. Lead the Sabbath School division you have been assigned to.
 - Create an environment that helps our young people connect with God and each other in a meaningful way every Sabbath morning.
 - Work with the Sabbath School Superintendent to recruit any needed teachers/assistants.
 - Create the schedule for teachers and assistants.
 - Train teachers and assistants.
 - Oversee any room decorations.
 - Working with the Sabbath School Secretary for material orders, offerings, and attendance (if applicable).
2. Be a part of the Children's Ministry Team.

Church Manual*, Pages 94-97

MENTOR COORDINATOR

1. Be part of the Children's Ministry Team.
2. Facilitate the active involvement of our youth in the ministries of our church.
3. Work with various Ministry Team Leaders to identify opportunities for youth involvement.

4. Provide mentorship for youth as they serve.

PATHFINDER DIRECTOR

1. Lead the church Pathfinder program.
2. Recruit volunteers as needed.
3. Be a part of the Children's Ministry Team.
4. Represent the Pathfinder program as a member of the Church Board.

Church Manual*, Pages 104-105

ADVENTURER DIRECTOR

1. Lead the church Adventurer program.
2. Recruit volunteers as needed.
3. Be a part of the Children's Ministry Team.
4. Represent the Adventurer program as a member of the Church Board.

Church Manual*, Pages 104-105

*Not every point of our local leadership structure follows what is outlined in the Church Manual. Still the manual contains good guidance that may be helpful to your leadership role

FELLOWSHIP TEAM

Organizing events and initiatives (outside of the 11am Sabbath worship service) that help people to connect and build relationships.

CURRENTLY SERVING THROUGH

- Fellowship meals
- Social events
- Gym use (Occasional open gym, Sunday 7pm basketball)
- Life Groups
- Outdoor gatherings

WAYS TO BE INVOLVED

- Contact Fellowship Team Leader, Enos Ngetich at (907) 544-0327
- Attend quarterly team meetings
- Watch the calendar, plan to come, and invite a friend
- Help with Fellowship Meal

Fellowship Team Job Descriptions

FELLOWSHIP TEAM LEADER

1. Lead the Fellowship Team.**
 - Be the primary point of contact for the Fellowship Team.
 - Schedule and lead team meetings.
 - Support the ministry of others on the team.
 - Work with other leaders to fill the team positions that are not appointed by the church.
 - Empower others to serve on the team by recruiting, training, equipping, and delegating.
2. Be a church elder.
 - Meet regularly with the Board of Elders for the spiritual leadership of the church.
 - Participate in occasional spiritual leadership functions such as anointings, spiritual guidance, and communion services.
 - Model Christian behavior and spirituality in daily life.
3. Represent the Fellowship Team to the Church Board (as a member) and Church

Business Meetings, sharing reports when appropriate.
Church Manual*

Elder Role, Pages 71-75

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FELLOWSHIP MEAL COORDINATOR

1. Lead the fellowship meal ministry.
2. Recruit help as needed to fulfill responsibilities.
3. Be a part of the Fellowship Team.

SUPPLIES AND ORDERING COORDINATOR

1. Be part of the Fellowship Team.
2. Manage the routine purchases of janitorial, office, Sabbath School classroom and kitchen supplies.
3. Establish subscriptions and accounts that are economic and efficient.
4. Communicate with the janitor, secretary, SS teachers, and Fellowship Team to learn ordering needs and to keep an inventory of supplies.
5. Work with the church treasurer to purchase within departmental budgets.

HOME TEAM

Caring for the needs of the church facilities

CURRENTLY SERVING THROUGH

- Facility maintenance and improvements
- Summer mowing
- Decorating

WAYS TO BE INVOLVED

- Contact Marc Hamblen at 907-841-3049
- Attend quarterly team meetings
- Attend Workbees
- Share observations about facility needs

HOME TEAM JOB DESCRIPTIONS

HOME TEAM LEADER

1. Lead the Home Team. **
 - Oversee member care and facility maintenance.
 - Be the primary point of contact for the Home Team.
 - Schedule and lead team meetings.
 - Support the ministry of others on the team.
 - Work with other leaders to fill the team positions that are not appointed by the church.
 - Empower others to serve on the team by recruiting, training, equipping, and delegating.
2. Be a church elder.
 - Meet regularly with the Board of Elders for the spiritual leadership of the church.
 - Participate in occasional spiritual leadership functions such as anointings, spiritual guidance, and communion services.
 - Model Christian behavior and spirituality in daily life.
3. Represent the Home Team to the Church Board (as a member) and Church Business Meetings, sharing reports when appropriate.

Church Manual* Elder Role, Pages 71-75

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SAFETY OFFICER

1. Lead the safety team.
2. Create schedule for safety team members to be on duty during the worship service.
3. Lead in routine training and strategic planning for safety team.
4. Be a member of the Home Team.

HOME TEAM DEACON/DEACONESS

1. Be a part of the Home Team.
2. Serve the church through facility maintenance.
3. Follow the leadership of the Home Team Leader.

Church Manual*, Pages 76-79

*Not every point of our local leadership structure follows what is outlined in the Church Manual. Still the manual contains good guidance that may be helpful to your leadership role.

INREACH TEAM

Coordinate ministries (outside of the 11am Sabbath worship service) that promote personal spiritual growth and care for our members and regular attendees.

CURRENTLY SERVING THROUGH

- Adult Sabbath Schools
- Men's ministry
- Women's ministry
- Life Groups
- Member Engagement
- Prayer ministry
- Member care and visitation

WAYS TO BE INVOLVED

- Contact Rob Apel at 907-360-1900
- Attend quarterly team meetings
- Come to prayer meeting
- Join the member engagement outreach
- Participate in a Life Group
- Share your observations about member care needs with Joe Koliadko 907-232-4368

INREACH TEAM JOB DESCRIPTION

INREACH TEAM LEADER

1. Lead the Inreach Team.**
 - Be the primary point of contact for the Inreach Team.
 - Schedule and lead team meetings.
 - Support the ministry of others on the team.
 - Work with other leaders to fill the team positions that are not appointed by the church.
 - Empower others to serve on the team by recruiting, training, equipping, and delegating.
2. Be a church elder.
 - Meet regularly with the Board of Elders for the spiritual leadership of the church.
 - Participate in occasional spiritual leadership functions such as anointings, spiritual guidance, and communion services.

- Model Christian behavior and spirituality in daily life.
3. Represent the Inreach Team to the Church Board (as a member) and Church Business Meetings, sharing reports when appropriate.

Church Manual* Elder Role, Pages 71-75

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ADULT SABBATH SCHOOL CLASS LEADERS

1. Work with the Sabbath School Superintendent to recruit additional Sabbath School teachers as needed.
2. Provide training to Sabbath School teachers.
3. Create schedule for Sabbath School teachers.
4. Oversee the curriculum, style, format and other details of the class.
5. Be a part of the Inreach Team.

WOMEN'S MINISTRY

1. Organize spiritual growth and relationship building opportunities for women in the church community.
2. Recruit and lead others to help with women's ministry.
3. Represent women's ministry as a member of the Church Board.

Church Manual*, Page 100

MEN'S MINISTRY

1. Organize spiritual growth and relationship building opportunities for men in the church community.
2. Recruit and lead others to help with men's ministry.
3. Represent men's ministry as a member of the Church Board.

Church Manual*, Page 100

PRAYER MINISTRY LEADER

1. Be the primary point person to receive and communicate the prayer needs in our church family.
2. Support the prayer culture of our church in any way.
3. Be a part of the Home Team.

Church Manual* Personal Ministry Coordinator, Pages 97-99

MEMBER CARE COORDINATOR

1. Work with pastor to build a structure for regular visitation in our church.
2. Recruit and train people to be involved in member care and visitation.

OUTREACH TEAM

Reaching out beyond our church community to bless our broader community.

CURRENTLY SERVING THROUGH

- Prison Ministry
- Community Service
- Craftsmen for Christ
- State Fair Booth

WAYS TO BE INVOLVED

- Contact Lee Grimstad at 907-232-1612
- Attend quarterly team meetings
- Share observations about outreach opportunities or special projects you would like to pursue.

OUTREACH TEAM JOB DESCRIPTIONS

OUTREACH TEAM LEADER

1. Lead the Outreach Team.**
 - Be the primary point of contact for the Outreach Team.
 - Schedule and lead team meetings.
 - Support the ministry of others on the team.
 - Work with other leaders to fill the team positions that are not appointed by the church.
 - Empower others to serve on the team by recruiting, training, equipping, and delegating.
2. Be a church elder.
 - Meet regularly with the Board of Elders for the Spiritual leadership of the church.
 - Participate in occasional spiritual leadership functions such as anointings, spiritual guidance, and communion services.
 - Model Christian behavior and spirituality in daily life.
3. Represent the Outreach Team to the Church Board (as a member) and Church Business Meetings, sharing reports when appropriate.
4. Lead the outreach team to develop an annual evangelism plan.

Church Manual*

Elder, Pages 71-75

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PRISON MINISTRY LEADER (MEN & WOMEN)

1. Lead prison ministry team.
2. Maintain good relations with correction facilities.
3. Direct volunteers toward meaningful engagement in prison ministry.
4. Be a part of the Outreach Team.

ADVENTIST COMMUNITY CARE LEADER

1. Process requests for help that come to the church.
2. Mobilize people to meet those needs.

Church Manual*, Page 98

OUTREACH TEAM DEACON/DEACONESS

1. Be a part of the Outreach Team.
2. Serve in outreach ministry.
3. Follow the leadership of the Outreach Team Leader.

Church Manual*, Pages 76-79

FAIR BOOTH COORDINATOR

Purpose: To build community that reflects God's character by organizing the Alaska Conference booth at the State Fair.

The Fair Booth Coordinator will accomplish this purpose by fulfilling the following responsibilities.

- Be in communication with the Alaska conference at least 6 months in advance of the Alaska State Fair.
- Ensure that the Conference (Ashwin) has secured the booth registration (due by the end of September) and the Palmer Business License.
- Order booth materials keeping within the evangelism budget approved by the Palmer Church for the State Fair.
- Coordinate all volunteers.
- Oversee set up and take down of the booth.

WORSHIP TEAM

Leading all aspects of our 11am Sabbath worship service.

CURRENTLY SERVING THROUGH

- Music
- Platform participation
- Greeting, hospitality, first impressions
- Sermons
- Audio visual
- Live stream

WAYS TO BE INVOLVED

- Contact Joel Starn at 907-841-6351
- Attend quarterly team meetings
- Join a praise team
- Give feedback about our worship service to Joel Starn or Pastor 907-795-7158

WORSHIP TEAM JOB DESCRIPTIONS

WORSHIP TEAM LEADER

1. Lead the Worship Team. **
 - Be responsible for the production of the weekly church service.
 - Ensure that leaders on the worship team have created schedules to cover weekly worship service duties.
 - Be the primary point of contact for the Worship Team.
 - Schedule and lead team meetings.
 - Support the ministry of others on the team.
 - Work with other leaders to fill the team positions that are not appointed by the church.
 - Ensure that a church service participation schedule is filled at least 2 months ahead of time.
 - Empower others to serve on the team by recruiting, training, equipping, and delegating.
2. Be a church elder.
 - Meet regularly with the Board of Elders for the Spiritual leadership of the church.

- Participate in occasional spiritual leadership functions such as anointings, spiritual guidance, and communion services.
 - Model Christian behavior and spirituality in daily life.
3. Represent the Worship Team to the Church Board (as a member) and Church Business Meetings, sharing reports when appropriate.

Church Manual*, pages 71-75

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PRAISE TEAM COORDINATOR

1. Be responsible for the worship music during the church service.
2. Recruit worship leaders.
3. Create a schedule of worship leaders for each church service.
4. Be a member of the worship team.

Church Manual*, Pages 92, 125, 142-146, 171-175

WORSHIP COORDINATORS

1. Coordinate the worship service once a month on schedule set up by the Worship Team Leader.
2. Lead participants in a soundcheck/walkthrough before the service.
3. Talk with participants in advance to be aware of all aspects of the upcoming service (i.e.- Learn if parts will be in person or by video. Become aware of any irregular aspects of the service).
4. Gather worship service participants on Sabbath morning to answer any questions about the service and to pray.
5. Be a member of the worship team.

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AUDIO VISUAL LEADER

1. Be a part of the Worship Team.
2. Provide for the audio/visual needs of the church service.

3. Create a weekly schedule that covers the sound, visual, broadcast, camera, and assistant positions.
4. Recruit, train an A/V team. Provide ongoing training for the team and new volunteers.
5. Represent the A/V interests as a member of the Church Board.

CHILDREN STORY COORDINATOR

1. Be part of the Worship Team.
2. Recruit people or groups to tell children story.
3. Maintain a schedule that is shared with the church secretary.
4. Provide children story tellers with the guidelines for telling children's stories.
5. Encourage creativity in story telling form (i.e. having the juniors class share a skit, scheduling a continuing series...)

SCRIPTURE READING COORDINATOR

1. Be part of the Worship Team.
2. Recruit people or groups to read the scripture on the platform during the church service.
3. Maintain a schedule that is shared with the church secretary.
4. Give guidance to help readers that helps them share the word powerfully and respectfully.

WORSHIP TEAM DEACON/DEACONESS

1. Be a part of the Worship Team.
2. Serve in various parts of the worship service (i.e.- ushering, distributing materials, helping with communion and baptism).
3. Follow the leadership of the Worship Team Leader.

Church Manual*, Pages 76-79

FIRST IMPRESSIONS LEADER

Purpose: To build community that reflects God's character by leading volunteers to create a first impression for our Sabbath services that enthusiastically communicates to people that we want them there.

The First Impressions Leader will accomplish this by fulfilling the following responsibilities.

- Work in cooperation with the Worship Team under the direction of the Worship Team Leader.
- Recruit, train, and schedule Sabbath morning greeters.
- Oversee any physical changes to the lobby that would impact first impressions.

ADMINISTRATIVE ROLES

The following administrative roles serve all ministry teams.

PASTOR RYAN

907-795-7158

Pastor.Ryan.Rogers@gmail.com

Regularly in office Tuesday and Thursday, 7:30-3:30 and on Friday from 9-12.

CLERK

1. Keep record of church membership.
2. Be a member of the Church Board.
3. Take minutes at Church Board Meetings, Church Business Meetings and all votes taken during Business Session at church services.
4. Provide minutes and any requested membership reports to the Alaska Conference.

Church Manual*, Pages 104-105

TREASURER

1. Keep church financial records and manage finances.
2. Be a member of the Church Board.
3. Share financial reports with the Church Board and at Church Business Meetings.

Church Manual*, Pages 80-83

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ELDERS

The elder team is made of the ministry team leaders who accepted an elder role, elders at large and the head elder. The elders are the primary group responsible for the spiritual leadership of the church.

HEAD ELDER

1. Lead the elder team in cooperation with the pastor.
2. Lead the church in the pastor's absence.
3. Meet regularly with the pastor for conversation and prayer to support each other and the church.

Church Manual, pages 71-75