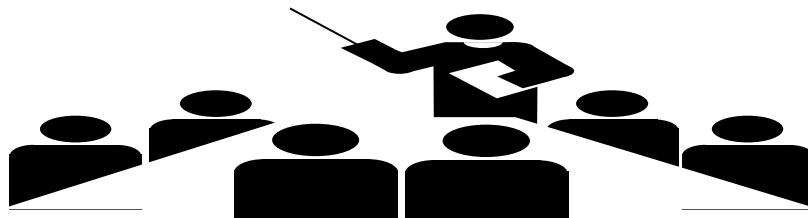


# MINISTRY ANALYSIS



Facilitator  
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**Job Descriptions in the Missionary**

**MINISTRY ANALYSIS**  
Dr. Darryl B. Starnes, Sr.

**PRESIDENT OF THE PARENT BODY MISSIONARY SOCIETY**

**Task:**

1. To preside at all meetings of the society
2. To call extra meetings when necessary
3. To sign all drafts on the treasury when ordered by the society
4. To hold Executive Meetings
5. To make written reports to Missionary Mass Meetings and Quarterly Conferences of activities and finances
6. To see that all monies collected for the General Missionary Budget are reported at Mass Meetings
7. To see that the society is organized properly and functions according to the Missionary Constitution
8. To perform all other duties of a president

**Method of Appointment:**

1. Election of the W.H.O.M. Society
2. Confirmation of the Quarterly Conference

**Term and Time:**

1. Election for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Parent Body Meetings
  - b. Time for Call Meetings and Executive Meetings
  - c. Time for Social Services and Ministries
  - d. Time for Witnessing
  - e. Time for Quarterly Conference once a quarter
  - f. Time for planning and preparation
  - g. Time for Mass Meetings once a quarter
  - h. Time for Special Missionary Programs

**Responsible:**

To: Quarterly Conference, Mass Meeting, and District President

For: W.H.O.M. Society, its officers and members

**Knowledge Needed:**

1. Structure of the Women's Missionary Department
2. Structure of the Parent Body
3. Basic purposes of Missionary Movement
4. Community needs

**Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills

**Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work

## **MINISTRY ANALYSIS**

Dr. Darryl B. Starnes, Sr.

### COORDINATOR OF THE YOUNG ADULT MISSIONARY SOCIETY

#### **Task:**

1. To preside at all meetings of the society
2. To call extra meetings when necessary
3. To sign all drafts on the treasury when ordered by the society
4. To see that planned programs planned sent from the General Coordinator are implemented
5. To make written reports to Missionary Mass Meetings and Quarterly Conferences of activities and finances
6. To see that all monies collected for the General Missionary Budget are reported at Mass Meetings
7. To see that the society is organized properly and functions according to the Missionary Constitution
8. To suggest programmatic ideas suited to the age and interests of the Y.A.M.S. to the District Coordinator
9. To send a list of names and addresses of local Y.A.M.S. to the District Coordinator
10. To work cooperatively with other Missionary Departments in projecting the total program of missions

#### **Method of Appointment:**

1. Election of the Y.A.M.S. Society
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Election for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Y.A.M.S. Meetings, Call Meetings, and Executive Meetings
  - b. Time for Social Services, witnessing, and special programs
  - c. Time for Mass Meetings, District, Conference, and Connectional Missionary Meetings
  - d. Time for planning and preparation
  - e. Time for Quarterly Conferences once a quarter

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District President, and Local W.H.O.M Society President

For: Y.A.M.S. Society, its officers and members

#### **Knowledge Needed:**

1. Structure of the Women's Missionary Department
2. Structure of the Y.A.M.S. Society
3. Basic purposes of Missionary Movement
4. Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work

## **MINISTRY ANALYSIS**

Dr. Darryl B. Starnes, Sr.

### SECRETARY OF THE YOUNG WOMAN'S MISSIONARY SOCIETY

#### **Task:**

1. To set up guidelines for Presiding Secretaries of the local "Y" societies, who preside at meetings and have general supervision of each society
2. To see that Recording Secretaries make reports to Quarterly Conferences of activities and finances
3. To hold executive meetings with Presiding Secretaries to plan needed adjustment for implementation
4. To supervise the implementation of the well-planned program.
5. To see that societies meet regularly, are organized properly, and function according to the constitution
6. To see that all money raised for the General Missionary Budget is reported at Mass Meetings
7. To attend all mass meetings, Local, District, Conference, and Connectional Missionary Meetings

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Young Missionary Society Meetings
  - b. Time for Executive Meetings
  - c. Time for Social Services, witnessing, and special programs
  - d. Time for Quarterly Conferences once a quarter
  - e. Time for Mass meetings, District, Conference, and Connectional Missionary Meetings
  - f. Time for Christian Education Board Meetings

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District "Y" Secretary, and Local W.H.O.M Society President

For: Y's Society, their officers and members

#### **Knowledge Needed:**

1. Structure of the Missionary Department
2. Structure of "Y" Society
3. Parliamentary Procedure
4. Basic purpose of Missionary Movement
5. Needs of Youth and Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills
4. Ability to work with Youth

## MINISTRY ANALYSIS

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### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*moral character and spirituality maturity*)
4. Committed to Missionary Work

## **MINISTRY ANALYSIS**

Dr. Darryl B. Starnes, Sr.

### SUPERINTENDENT OF THE BUDS OF PROMISE MISSIONARY SOCIETY

#### **Task:**

1. To preside at all meetings of the Society
2. To plan the program of the Society
3. To call extra meetings when necessary
4. To receipt all dues on membership cards
5. To sign all draft on treasury when ordered by the Society
6. To make reports at Mass Meetings and Quarterly Conferences of activities and finances
7. To see that all money collected for the General Missionary Budget is reported at Mass Meetings
8. To see that the society meets regularly, is organized properly, and functions according to the constitution

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Buds of Promise Meeting
  - b. Time for planning and preparation
  - c. Time for social services, witnessing, and special programs
  - d. Time for Quarterly Conferences once a quarter
  - e. Time for Mass meetings, District, Conference, and Connectional Missionary Meetings
  - f. Time for Christian Education Board Meetings

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District Superintendent of Buds, Local W.H.O.M Society President  
 For: Buds Society, its officers and members

#### **Knowledge Needed:**

1. Structure of the Missionary Department
2. Structure of the Buds of Promise
3. Parliamentary Procedure
4. Basic Purposes of Missionary Movement
5. Needs of Children and Community needs

#### **Skills Needed:**

1. Administrative skills
2. Leadership skills
3. Organizational skills
4. Ability to work with Children

**MINISTRY ANALYSIS**

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**Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work



## **MINISTRY ANALYSIS**

Dr. Darryl B. Starnes, Sr.

### **SECRETARY OF THE SUPPLY DEPARTMENT**

#### **Task:**

1. To solicit funds and supplies for the overseas work
2. To see that items are packed securely, express prepaid, with a letter listing all items sent
3. To see that all money collected is sent to the Executive Secretary through the Mass Meeting
4. To send at least \$1.00 for the support of the Mass Meeting, aside from the money for supplies
5. To report her transactions to the District Secretary of Supply at each Mass Meeting
6. To report her transactions to the Local Society on demand

#### **Method of Appointment:**

1. Nomination of the Pastor
2. Election of the W.H.O.M. Society
3. Confirmation of the Quarterly Conference

#### **Term and Time:**

1. Appointed for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for solicitation and fund-raising
  - b. Time for packing and sending supplies
  - c. Time for Local Parent Body Missionary Meeting
  - d. Time for Mass meetings, District, Conference, and Connectional Missionary Meetings
  - e. Time for Quarterly Conference once a quarter

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District Secretary of Supply, and Local W.H.O.M Society President

For: Funds and supplies for overseas work

#### **Knowledge Needed:**

1. Structure of the Supply Department
2. Basic purposes of Missionary Movement
3. Needs Overseas
4. Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills
4. Ability to motivate others

**MINISTRY ANALYSIS**

Dr. Darryl B. Starnes, Sr.

**Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work
5. Committed to overseas work

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### CHAIRPERSON OF THE LIFE MEMBER'S COUNCIL

#### **Task:**

1. To organize all Life Members, Matrons, Patrons, Honorary Life Members into a local Council
2. To collect from each Life Member, the annual dues of \$5.00 and report it at Mass Meetings
3. To lead the council in raising funds for the support Student Grant-in-Aid and Missionary Education at our school and colleges
4. To send at least \$1.00 to each Mass Meeting for the support of the Mass Meeting

#### **Method of Appointment:**

1. Nomination by the Pastor
2. Election of the W.H.O.M. Society
3. Confirmation by the Quarterly Conference

#### **Term and Time:**

1. Appointed for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Life Member's Council Meetings
  - b. Time for program, activities, fund-raising, and enlisting
  - c. Time for Parent Body Missionary Meetings
  - d. Time for Mass meetings, District, Conference, and Connectional Missionary Meetings
  - e. Time for Quarterly Conferences once a quarter

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District Life Member Chair, and Local W.H.O.M Society President

For: Local Life Member's Council and its members

#### **Knowledge Needed:**

1. Structure and functions of the Life Member's Council
2. Basic purposes of Missionary Movement
3. Needs Overseas
4. Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills
4. Ability to motivate others

**MINISTRY ANALYSIS**

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**Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work
5. Committed to overseas work

## MINISTRY ANALYSIS

Dr. Darryl B. Starnes, Sr.

### CAPTAIN OF THE SECOND MILE DEPARTMENT

#### **Task:**

1. To lead Missionaries and Church constituents in going the second mile in raising funds for Missionary Education (Schools) and the overseas work.

#### **Method of Appointment:**

1. Nomination by the Pastor
2. Election of the W.H.O.M. Society
3. Confirmation by the Quarterly Conference

#### **Term and Time:**

1. Elected for one year, subject to reappointment
2. Time needed on the job:
  - a. Time for Parent Body Missionary Meetings
  - b. Time for Mass Meetings, District, Conference, and Connectional Meetings
  - c. Time for leading additional support efforts
  - d. Time for Quarterly Conferences once a quarter

#### **Responsible:**

To: Quarterly Conference, Mass Meeting, District Second Mile Captain, and Local W.H.O.M Society President

For: Second Mile effort of the local Church

#### **Knowledge Needed:**

1. Structure and functions of the Second Mile Department
2. Basic purposes of Missionary Movement
3. Needs Overseas
4. Community needs

#### **Skills Needed:**

1. Administrative skills
2. Organizational skills
3. Leadership skills
4. Ability to motivate others

#### **Other Qualifications:**

1. Member in Full Connection (*possesses saving faith in the Lord Jesus Christ*)
2. Member in good standing (*attends faithfully the means of grace*)
3. Solid Piety (*has moral character and spirituality maturity*)
4. Committed to Missionary Work
5. Committed to overseas work