



# PRINCIPLES AND GUIDELINES

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# TABLE OF CONTENT

	Page
<b>A. PURPOSE OF DOCUMENT .....</b>	<b>3</b>
A.1. Purpose.....	3
A.2. Audience .....	3
<b>B. OUR VISION &amp; VALUES .....</b>	<b>4</b>
B.1. Our First Vision .....	4
B.2. Comments on First Vision Statement .....	4
B.3. Our Current Vision .....	4
B.4. Comments on Current Vision Statement .....	4
B.5. Our Values.....	5
B.6. Implications of our Vision & Values .....	5
B.7. Implications of our Values on our DECISION MAKING process.....	5
<b>C. OUR WORSHIP PRINCIPLES.....</b>	<b>6</b>
C.1. Spiritual .....	6
<b>D. GUIDELINES FOR VISITING SPEAKERS.....</b>	<b>7</b>
D.1. Profile of Our Target Audience (Seeker Profile) .....	7
D.2. Needs of Our Target Audience.....	7
D.3. Suggested Topics .....	8
D.4. Sermon Notes .....	8
D.5. Logistics .....	8
<b>E. GUIDELINES FOR PASTORAL PRAYER.....</b>	<b>9</b>
<b>F. WORSHIP FLOW &amp; LEADERS CHECKLIST .....</b>	<b>10</b>
F.1. WORSHIP FLOW (Sample).....	10
F.2. CHAIRPERSON CHECKLIST .....	11
F.4. MULTIMEDIA OFFICER CHECKLIST .....	11
<b>G. GUIDELINES FOR USHERS.....</b>	<b>12</b>
G.1. GUIDELINES .....	12
G.2. USHERS CHECKLIST.....	12
<b>H. GUIDELINES FOR SERVICE TEAM.....</b>	<b>13</b>
H.1. GUIDELINES .....	13
H.2. SERVICE TEAM CHECKLIST .....	13
<b>I. GUIDELINES FOR SPEAKER SELECTION.....</b>	<b>14</b>
I.1. Criteria for Speaker Selection.....	14
I.2. Processes for getting a speaker .....	16
<b>J. GUIDELINES FOR FINANCE/TREASURER(S) .....</b>	<b>17</b>
<b>K. GUIDELINES FOR CARE GROUP MINISTRY .....</b>	<b>18</b>
<b>L. GUIDELINES FOR BIBLE WORKER MINISTRY .....</b>	<b>20</b>

## **A. PURPOSE OF DOCUMENT**

### **A.1. Purpose**

Over the years at Gateway Adventist Centre (GAC), we are often asked what are the principles and guidelines that led to the culture of GAC. GAC is part of the body of believers of the worldwide Seventh-Day Adventist Church. The purpose of this document is to give leaders for today and tomorrow a clear idea of the principles and guidelines of GAC.

### **A.2. Audience**

The intended audience for this document is the leadership and members of the church. It is important reading for church board members, care group leadership team, ministry leadership team and Seventh-Day Adventist (SDA) members at GAC.

## B. OUR VISION & VALUES

### B.1. Our First Vision

**“To provide a focal point in the city where young people (in particular Asian) can get to know Jesus Christ through the everlasting gospel and training them for witnessing.”**

### B.2. Comments on First Vision Statement

‘focal point’	having a clear focus is important. Too often we try to do too much but gain nothing. Our focus cover location as well as people group.
‘city’	prior to the establishment of GAC, there had been no SDA presence in Melbourne City. The closest SDA church is North Fitzroy SDA Church. Many Sunday churches had commence outreach in the city prior to GAC. GAC is surrounded by several Sunday churches.
‘Young people, Asian’	we are clear on our calling to reach out to this ‘people group’. GAC is inclusive and welcome all people groups but we need to be focussed in our outreach approach. We setup ministries and outreach to young people covering University students as well as young working adults.
‘Jesus’	He is our central focus, without Him, we can do nothing.
Everlasting Gospel	As in Revelation 14:6, the SDA church is a movement of the last days and it our responsibility to share the everlasting gospel embodied in the three angels messages to the community.
Training for witness	GAC is a based on the ‘church of Antioch’ model of the New Testament. We train young people to repeat the cycle to setup CARE groups, evangelise and setup new outreach centre whether be in Australia or overseas.

### B.3. Our Current Vision

**“Gateway will be a soul-winning and training centre that multiplies churches in three years.”**

“Our 1 sentence vision”	... no change in target demographics ... continue to preach the everlasting gospel ... replicating Gateway 1 to Gateway 2, 3 etc.
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### B.4. Comments on Current Vision Statement

‘soul-winning’	Ellen White said in Desire of Ages that ‘every true disciple of Jesus is a missionary’. Our purpose for existence is to proclaim the everlasting gospel in this final generation. We believe in a growth strategy and not a maintenance strategy for Gateway 1, 2 and others.
“training centre”	Training will reach both members to be come workers for Jesus and seekers to become disciples for Jesus. We will train those at Gateway as well as other young people in various churches/groups.  God place the burden on people and calls spiritual leaders but we need to train in discipleship and workers / church planters
“multiplies”	In the New Testament church we see a multiplication affect in the growth of the church. We believe in building churches/communities of the size of 120-150 is optimum size for maximum congregation participation and critical mass for effective operations. Like Care Groups we need to multiple and split to grow churches.
“churches”	From CARE groups we are to win souls and naturally the group will meet to worship in new church plants.

## B.5. Our Values

<b>Bible-based :</b>	beliefs and practices are founded on the Bible
<b>Christ-dependant :</b>	empowered by prayer
<b>Seeker-oriented :</b>	passionate about reaching seekers
<b>Discipleship Modelling :</b>	dedicated to mentoring philosophy
<b>Training :</b>	equipping for witnessing <sup>1</sup>
<b>Accountability :</b>	accept personal and group accountability

## B.6. Implications of our Vision & Values

In pursuing this vision and in extending ourselves in this outreach effort, our guiding values are:

1. We shall uphold God's commandments in every aspect of this ministry.
2. Human efforts must unite with Divine guidance, through regular prayer and study of His Word.
3. Humility and a spirit of servant hood are key motivations for service, not personal glory.
4. Our calling is to reach out to precious souls that God brings into our lives.
5. The joy of this ministry is in the converted lives of friends who accept Christ.
6. Personal spiritual preparation and a close walk with Christ are essentials for this service.
7. Our own consecrated lives will be the best testimony to others of Christ's grace.

## B.7. Implications of our Values on our DECISION MAKING process

### 1. Empowering leaders

Leaders should be empowered to make decisions in their ministry entrusted to them. Even though some decisions involve more than one ministry, there is only one rightful decision maker, which is the ministry that is directly impacted. All other stakeholders are encouraged to provide input but the decision maker has no obligation to act. Gateway's existing value of "Accountability" can be only upheld when leaders are truly empowered.

### 2. Consultative appointment

In the year, appointing individuals to a ministry should involve the appointing ministry leader consulting other ministry leaders and related individuals (e.g. spiritual guardian). This is in-line with Gateway's value of open communication and group "accountability".

### 3. Spiritual alignment

Decision making in spiritual matters involving the preaching individuals, contents and interpretation of God's word should involve formal input from Pastors/Elders. This is to ensure that Gateway is in-line with existing values of "Bible-based" and "accountability".

For details refer to RAID document. RAID document provide a matrix for church leaders to guide their discussions.

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<sup>1</sup> Training as a core value was added in second leadership retreat (2005)  
Gateway Adventist Centre – A ministry of the **Seventh Day Adventist Church**

## C. OUR WORSHIP PRINCIPLES

### C.1. Spiritual

1. Reflect God's love and character in every aspect of the Ministry.
2. Be reverent to God always - each conversation, prayer, song, sermon and action honours God.
3. Worship should
  - Uplift God and focus on what is holy
  - Be Bible-based only
  - Reflect reverence and sobriety
  - Not be flippant, casual, and disrespectful of God.
  - Not be 'charismatic' or celebration style
  - Not have spiritualistic forms of worship like "speaking in tongues", "swaying in the spirits", "holy laughter", "clapping in the spirit", etc. These are abominations to God.
  - Have a clear order and proportionate balance (e.g. time for music vs message)
4. Music and songs of worship should
  - Focus us on God and not the participants/performers
  - Not be entertainment oriented
  - Not be 'performed' by people not committed to God
  - Be led by a worship leader who is a strong Christian role model using Hymns for Divine worship
  - Not be Rock, Jazz or worldly music set to dance tunes or rhythms
  - Be softly accompanied by the electronic keyboard (music should not drown out singing)
  - Not have accompanying drums or other instruments that project a worldly 'pop' style
5. The message or sermon to be shared should
  - Be Bible based
  - Let the Bible interpret itself; not use it to justify the preacher's own interpretation
  - Have the total and plain biblical truth in it, and not just sociological or life applications only
  - Reflect fundamental SDA doctrine and biblical truths, and not compromised.
  - Not be delivered via drama, skits or theatrical performances (to avoid the risks of misrepresenting the Word of God and harmful spiritual effects of play acting)
  - Reflect the sobriety of the Word and avoid flippancy and frivolity
  - Not be about comparative religion; it is about the Gospel and Christ.
  - Not be delivered via a forum or panel discussion.
  - Not be delivered by person(s) who do not subscribe totally to the SDA doctrine.
  - Be subject to acceptance in advance by the Church Board for conformity to above guidelines.
  - The preacher or sharer of the message should also be subject to advance acceptance by the Worship Team Leader.
6. Prayer should be concise, to the point, and uplifting to God.
7. Our behaviour as SDA should at all times:
  - Reflect God's love
  - Show reverence to God
  - Be prayerful, calm and quietly waiting upon the Lord (especially during worship)
  - Non-judgemental
  - Be a powerful role model to everyone.
8. Audience Involvement:
  - Be encouraged to observe the worship guidelines above
  - Worship leaders, musicians and preachers to set the tone for meaningful but reverent worship experience.
  - Extensive clapping and spontaneous outbursts should not be promoted.
  - Socialisation and 'breaking the ice' activities should preferably be outside the worship session
  - Our own SDA youth to set the example

## D. GUIDELINES FOR VISITING SPEAKERS

### D.1. Profile of Our Target Audience (Seeker Profile)

#### ***Age Group***

The target audience are mainly Asian young people with around 20% non-Asian (e.g. Australian, African). The Asian young people are either from Australia (parents are in Australia) or overseas students (Malaysia, Singapore, Thailand, Indonesia, Hong Kong, Taiwan & China). Their age group is mainly from Year 12/Foundation year to University to early working professional (several years out of University).

#### ***Religious Background***

Asian young people in general have exposure to religion given the cultural background while growing up in Asia. For some it is their first time to be exposed to Christianity (e.g. from Buddhism, Taoism) and for others they are Sunday-church seekers (e.g. Catholics).

#### ***Focus In Life***

For many, their family value system ensures that academic and career goals are paramount. They have a clear focus to complete their education to seek a 'good job'. Our goal at Gateway is to provide them 'eternal education' i.e. to prepare them for the Kingdom of God. For the young working professionals they are busy with establishing their careers and seeking a life partner.

#### ***Language Skills***

Young people that are from North Asia (Korea, China, HK, and Taiwan) generally have English as their second language. Any presentations/talks should be kept in **simple English, avoiding Australian slangs** and please **avoid Adventist Jargon** (e.g. 'the San', '1888 message', '2<sup>nd</sup> generation seveey') where possible. Young people from South-East Asia generally have a better exposure to English language.

### D.2. Needs of Our Target Audience

#### ***Seeker - Atheist Background***

"Is there a God?" "Who is Jesus?" "What can He do for me?" – these are questions on their mind. They have little knowledge of a God. For example many are born in China and they believe in themselves rather than a God. They have not heard of a personable God in the form of Jesus Christ as God is assumed to be on a distant throne.

#### ***Seeker - Non Christian Background***

"What is so good about a Christian God?" – this is question on their mind. They have no concept of Jesus as the way the truth and the life. Buddhist believes that God is somewhere out there on a throne looking down at man. They have little knowledge of a 'personal relationship God'.

#### ***Seeker - Some Christian Background***

This group is exposed to Christian/Catholic schools or attend Sunday Church in the past. They are generally truth seekers – "why are there so many churches?" "Why do SDA goes to church on Saturday?" Some have preconceived views that SDA are cults.

#### ***Seeker - Friendship Basis***

Comes to meetings due to invitation of friends. Happy-go-lucky and not interested about Spiritual matters.

University is a big social experience and loyalty to friends is important. Probably came to meeting because of

friendship or to learn/practise English.

### **D.3. Suggested Topics**

We organised our quarterly sermons based on sermon themes. Your contact from Gateway, the Worship Team Leader would like to discuss with you potential topics. What are some of the topics that will interest and meet the needs of the audience?

We strongly feel the need to differentiate our group with other Chinese/Asian Sunday church groups in the City. One of the key differentiator is that we are a BIBLE-BASED group i.e. strong emphasis on Scriptural foundation and truth. We need to present this in clear simple form and supported by the Bible. About 35-40% of the audience would be non-SDA each weekly worship.

For each topic instead of just having 'life application', we suggest linking in a Bible truth to stir an interest to seek the word of God.

For example for final Year Student (to graduate) OR Young Graduate at work thinking of changing jobs:

- TOPIC: 'What is my life direction?', 'What career will I take?'
- LIFE APPLICATION: 'Knowing God's will' ... God's will is revealed in Scripture, Through Godly Family/Friends, Situation
- TRUTH: God's will is revealed in His Law. Jesus said 'if you love me you will keep my commandments' OR God is in Control - we can teach Daniel 2 prophecy outline to see how God knows the future.

### **D.4. Sermon Notes**

It would be advisable to prepare sermon notes for our seekers. Sermon notes will allow those that are slower in the language to follow the sermon. Bible texts can be provided with page numbers for ease of reference. If you could supply the sermon notes the Wednesday Night before the Sabbath to, it will help with the bulletin preparation.

### **D.5. Logistics**

- Please meet outside the Lecture Theatre at 11.00 am with the worship coordinator and the rest of the party for prayer.
- Time allocated to sermon is from 11.45 – 12.25.
- There is no translation as it is in English.
- We do not normally have a children story (unless it a special programme).

## E. GUIDELINES FOR PASTORAL PRAYER

At GAC we have a special worship segment called 'praise and prayer time'. During this time of the worship the congregation is invited to share their praises or prayer request for this week. This is an important segment because it demonstrates that our worship is about a vertical relationship between the worshipper and God. That we can rely on a sovereign God that is a forever friend that will listen to our prayers. For the seekers in our midst, they get to see that worship is about a 'personal living relationship' between us and God.

Ellen White states that ...

*"Let church members, during the week, act their part faithfully, and on the Sabbath relate their experience. The meeting will then be as meat in due season, bringing to all present new life and fresh vigor. When God's people see the great need of working as Christ worked for the conversion of sinners, the testimonies borne by them in the Sabbath service will be filled with power. With joy they will tell of the precious experience they have gained in working for others." 7T p.19*

For the person taking the pastoral prayer please take note of the prayer request that had been mentioned and refer to these during your prayers.

Points to note:

1. Follow the ACTS of prayer.
  - A – Acknowledge that God is our creator and saviour, etc.
  - C – Confession. Confess and ask forgiveness for our sin.
  - T – Thanksgiving: Praises
  - S – Supplication: Prayer requests
2. Pray for the offering.
3. Pray for the speaker.
4. Pray using Scripture promises (optional)
5. Keep it within 5 minutes max.

## F. WORSHIP FLOW & LEADERS CHECKLIST

### F.1. WORSHIP FLOW (Sample)

Time	Duration	Stage	Who	Action
11:00	5 min	Leaders' Prayer	Chairperson	<ul style="list-style-type: none"> <li>Gathers speaker, song service leaders, pastoral prayer and scripture reader for a prayer</li> </ul>
11:05	10 min		Ushers	<ul style="list-style-type: none"> <li>Direct people into the lecture theatre</li> <li>Direct people to sit towards the front and fill gaps</li> </ul>
11:15	5 min	Welcome	Chairperson	<ul style="list-style-type: none"> <li>Welcome everyone to Gateway</li> <li>Reads the announcements from the bulletin and any additional information</li> <li>Invites the Song Leaders to the front</li> </ul>
11:20	10 min	Praises with Hymns	Song Leaders	<ul style="list-style-type: none"> <li>Invite people to sing hymn 671 - "As We Come to You in Prayer"</li> <li>Opening prayer</li> <li>First opening hymn</li> <li>Call people to stand</li> <li>Second Opening hymn</li> </ul>
11:30	10 min	Offering, Praises & Prayer Requests	Chairperson	<ul style="list-style-type: none"> <li>Announces the time for praise &amp; prayer requests and also time for returning tithe &amp; to collect offering (also let visitors know that they are not obliged to do so)</li> <li>Calls ushers to collect the offering</li> <li>Invites the congregation to give praise &amp; prayer request</li> </ul>
			Ushers	<ul style="list-style-type: none"> <li>Upon request from the chairperson; go to the front and collect the offering bags and start from the front</li> <li>Give cordless microphone for people in congregation to share praises and prayer request</li> </ul>
11:40	5 min	Prayer & Scripture Reading	Chairperson	<ul style="list-style-type: none"> <li>Invites the Prayer &amp; Scripture Reader to the front</li> </ul>
			Prayer & Scripture Reader	<ul style="list-style-type: none"> <li>Invites those <b>able to</b> kneel and pray</li> <li>Scripture reading – conclude by saying 'May the Lord add a blessing to the reading this morning'</li> </ul>
11:45	40 min	Sermon	Chairperson	<ul style="list-style-type: none"> <li>Gives a short introduction to the speaker and invites the speaker to the front</li> </ul>
			Speaker	<ul style="list-style-type: none"> <li>Delivers the sermon</li> </ul>
12:25	3 min	Closing Hymn or Special Music	Chairperson	<ul style="list-style-type: none"> <li>Invites the song leaders/ special item to the front</li> </ul>
			Song Leaders	<ul style="list-style-type: none"> <li>Calls the congregation to stand</li> <li>Closing hymn</li> </ul>
12:28	2 min	Benediction	Speaker	<ul style="list-style-type: none"> <li>Closing prayer</li> </ul>
12:30	2 min	Closing	Chairperson	<ul style="list-style-type: none"> <li>Invites the congregation for a silent prayer (1 min)</li> <li>Invites all to shake hand with the speaker followed by fellowship lunch</li> </ul>
13:45	15 min	Packing Up	Time Keeper (Edmund)	<ul style="list-style-type: none"> <li>Remind the service team to pack up</li> <li>Remind people to make their way out soon</li> <li>Service Team to check if any Gateway owned resources are left in the lecture room</li> </ul>
14:00			Time Keeper (Edmund)	<ul style="list-style-type: none"> <li>Move people out</li> </ul>

## F.2. CHAIRPERSON CHECKLIST

Time	Duration	Action
10:00	55 min	<ul style="list-style-type: none"> <li>• Joins the ushers welcoming and directing people</li> <li>• Take note of the first time visitors so to welcome them at announcement time</li> </ul>
10:55	5 min	<ul style="list-style-type: none"> <li>• Reminds the SS teachers to conclude soon</li> </ul>
11:00	5 min	<ul style="list-style-type: none"> <li>• Gathers all leaders for prayer</li> </ul>
---- See WORSHIP FLOW for responsibility during worship ----		
12:32	5 min	<ul style="list-style-type: none"> <li>• Go to the door to shake hand with the congregation</li> </ul>
12:37	60 min	<ul style="list-style-type: none"> <li>• Check with the service team if they are ready</li> <li>• Gather people together</li> <li>• If there is any birthday, calls all to sing "Happy Birthday"</li> <li>• Announce or re-announce the afternoon program</li> <li>• Say grace for the food</li> </ul>

## F.4. MULTIMEDIA OFFICER CHECKLIST

Time	Duration	Action
10:00	15 min	<ul style="list-style-type: none"> <li>• Set-up and test Audio Video Equipment in the lecture theatre</li> <li>• Updates any powerpoint presentation slides if necessary</li> <li>• Loads &amp; prepares all presentation slides</li> </ul>
10:15	50 min	<ul style="list-style-type: none"> <li>• Joins SS classes</li> </ul>
11:15	75 min	<ul style="list-style-type: none"> <li>• Assists speakers or leaders if there is any difficulties with multimedia equipment</li> </ul>
12:32	3 min	<ul style="list-style-type: none"> <li>• Collects all the multimedia resources (including tapes or mp3 recorders)</li> </ul>

## G. GUIDELINES FOR USHERS

### G.1. GUIDELINES

#### USHERING:

- 4 people assigned for duty each Sabbath - at least half of them should be regular members who can identify members from visitors, so as to direct them to the appropriate SS class
- Please arrive @ 9:50am and pray together before going into positions
- Dress code: since we are representing the church and we are here to meet our King of Kings.
  - Men: shirt and tie, long pants (no runners and jeans please)
  - Ladies: modest Sabbath dress
- Welcome each person coming thru the door, handout bulletin, and Bible (if appropriate)
- Invite visitors (everyone that comes for the first time) to sign guest book (at least write down their email address and phone no.). If they do not know of GAC, please give them a Gateway Brochure
- If visitors come on their own or their friends are busy with program, please introduce them to one of our members to sit together. (NEVER leave a visitor to sit on his own.)
- At the end of worship, 2 persons (one at each end) come to the front row and start to usher people out of the hall row by row. (Smooth transition to lunch)
- Invite visitors to join fellowship lunch.
- Lastly please clear the hall of any paper, Bible and rubbish. Bring the flower to the foyer.

#### OFFERING COLLECTION:

- The offering bags will be placed at the entrance table each week.
- As the chairperson starts "Praise and Prayer", 2 persons come forward to the front row, one on each end.
- When chairman signals for offering collection, start passing the offering bag to alternate row. (Agree beforehand who will pass to the first row). Proceed quietly and reverently.
- When collection finishes, come forward in front of the pulpit and place the offering bags on the side of pulpit before returning to your own seats. (The treasurer will collect the offering bags at end of service).

### G.2. USHERS CHECKLIST

Time	Duration	Action
10:00	15 min	<ul style="list-style-type: none"> <li>• Help setting up the ushers table (Bibles, Guest Book, Promotional Materials, Flowers)</li> <li>• Help setting up the keyboard in the lecture theatre</li> <li>• Welcome people to Gateway – for first time visitors please get them to sign the visitor's book</li> <li>• For first time visitors please make sure they are accompanied to the right SS class</li> <li>• Distribute the bulletin</li> <li>• Direct people to SS classes</li> </ul>
10:15	50 min	<ul style="list-style-type: none"> <li>• Join SS classes</li> </ul>
11:05	10 min	<ul style="list-style-type: none"> <li>• Direct people into the lecture theatre</li> <li>• Direct people to sit towards the front and fill gaps</li> </ul>
---- See WORSHIP FLOW for responsibility during worship ----		
12:30	5 min	<ul style="list-style-type: none"> <li>• Go to the door to distribute "Record" or other magazines. Only approved 'material' is to be distributed.</li> </ul>
No one should be allowed to place promotional material on the Usher Table or distribute it at GAC without approval of the pastors or the elders.		

## H. GUIDELINES FOR SERVICE TEAM

### H.1. GUIDELINES

- We have intentional in providing a simple meal after church worship. This provides opportunity to mingle and get to know the visitors in our midst. During mingle time we are able to ask our visitors three questions:
  - 'Was the message new to you?'
  - 'Was it clear to you?'
- Food delivery: If we are catering for food, all food should be purchased and delivered before Sabbath (Friday sunset).
- Menu Planning: Please keep the food simple – Main Dish, Salad & Rice. Fruits as desert.
- Service Team delivers an important service to the church.

### H.2. SERVICE TEAM CHECKLIST

Time	Duration	Action
10:00	5 mins	<ul style="list-style-type: none"> <li>• Set up Tables for food, desert/drink, usher</li> <li>• Fill drinking water tub to about 1/3 full. Place a small bucket or bin under the tub</li> </ul>
		<ul style="list-style-type: none"> <li>• Wipe with wet cloth all tables clean</li> <li>• Plug in rice cookers to keep food warm</li> <li>• Place all other food and boxes on the side of the table</li> <li>• Place all disposable cutleries on the lunch table (plates at the beginning of the line; fork and tissue at the other end)</li> <li>• Place appropriate serving spoons and tongs on lunch and dessert tables</li> </ul>
12:35	10 mins	<ul style="list-style-type: none"> <li>• WASH HANDS PLEASE</li> <li>• Place the rest of the food on the respective tables</li> <li>• Main table: disposable plates, rice (brown and white), main dish, salad/vegetables, other fiid, cutleries and tissue box</li> <li>• Dessert table: take cut fruits out and arrange it on a large white tray (remember to place a serving spoon for the dessert).</li> <li>• Unwrap and uncover ALL food (check that non is left behind)</li> <li>• Brief chair person that all is ready and set to go</li> </ul>
13:34	15 mins	<ul style="list-style-type: none"> <li>• Pack-up all un-used plates and cutleries</li> <li>• Wipe tables</li> <li>• Put all used serving spoons into a plastic bags</li> <li>• Return cookware to respective persons and thank them for cooking</li> <li>• Empty drinking tub of water</li> <li>• Pack kitchen ware which belongs to GAC</li> <li>• Leave the venue tidy and clean</li> <li>• DO NOT forget to bring washing detergent and sponge from kitchenette</li> </ul>

# I. GUIDELINES FOR SPEAKER SELECTION

GAC through the year invites speakers from inter-state, overseas or Victoria to speak at our key events e.g. Easter Camp, Bible Weekend, Bible School or Evangelistic Meetings.

Extra care should be placed in the selection of speakers to ensure there are alignment to the vision and core values of GAC.

The following are important issues:

1. Criteria for Speaker Selection – we have a sound process.
2. Processes for getting a speaker.

We will address each of the two key points in the next sections.

## I.1. Criteria for Speaker Selection

We have communicated our criteria for speaker selection to Victoria Conference (refer email to/from Secretary of the Conference dated 7 Sept 2002). Over these years we had applied rigour in our selection process. We as leaders of the church bear responsibilities to our young people and members and thus do not take this task lightly.

### **Background - Available Pool of Resources**

Our preferred requirements for a SDA Asian Evangelist plus the ability to preach in simple English and handle the Asian cultural issues are important requirements. In addition, the number of SDA Asian Evangelist that are Bi-lingual is limited. There are probably a handful SDA Asian evangelistic available worldwide. We have done extensive research in this matter over the years.

### **Selection Criteria**

At GAC we have invited overseas speakers for many years. We have always reviewed potential speakers (whether they are from the denomination employment or not) under these three key criteria:

#### (a) Doctrine and Teaching

It is imperative and a non-negotiable point that the speaker must up-hold the SDA 27 fundamentals and that he/she is a SDA.

#### (b) Conduct and way the person deals with the organised church

A speaker may be doctrinally correct but if he or she has a critical spirit they are not welcomed. The critical spirit against the organised church or administrators or church pastors is something we in GAC do not support or condone.

#### (c) Affiliation of the preacher

This criteria test whether they are related to organisations that are not endorsed by the SDA denomination.

At GAC we have uphold these criteria and have objectively reviewed speakers both from within the church as well as from laity and self-supporting ministries. It is important that personalities and subjective analysis do not get in the way of sound reasoning and judgment.

### Question 1.1:

Does where a speaker graduate from disqualify him or her?

Answer:

The answer would be no. Where a person graduates does not disqualify him or her from speaking. If this is the case, many of denominational worker who are post graduates from Sunday-church seminaries (e.g. Fullerton, Vatican) would have to be disqualified.

Some would suggest that there at least these pastors had completed their theology degree from our church institution prior to attending Sunday-church seminaries for their theology post-graduate. There is no certainty. For example – Dr Desmond Ford completed his basic degree at our college and then completed his Ph.D at Manchester University under Professor F.F. Bruce (refer: 'Daniel' by Desmond Ford). Dr Ford has since left the SDA church.

It is their doctrine, which we must carefully assess.

Question 1.2:

How do we assess the doctrinal teaching of the person?

Answer:

We assess it based on

- references provided by pastors and church leaders (written, email, fax and telephone calls)
- tapes/videos of past sermons/presentations at previous engagements

If the person does not submit his or her sermons for review we are to be careful.

Question 1.3:

How do we know that the person had a critical spirit?

Answer:

There are two indicators

(1) Based on the sermons on tapes, videos etc and references from church leaders and pastors

(2) Where they mainly preach at – if they mainly preach at ‘independent groups that are critical of the church’ then we can see a trend and the speaker association/network.

Question 1.4:

Must the person be a member of the SDA church and in good standing?

Answer:

Yes, this is important. It is not just what the speaker says but also his role model to the young people/members by his life and regular attendance at a SDA church.

For GAC this is an important criteria as well. Thus we will disqualify Sunday church pastors/preachers from speaking at our camp and evangelistic meetings.

Question 1.5:

There has been suggestion that the speaker must be a Pastor of the SDA church i.e. a minister.

Answer:

If is a mandatory criteria we will be very limited in potential resources for future visiting speakers. There are many gifted lay people that the Lord has raised in our churches. We should not ignore these gifted lay people. The spreading of the word in Acts was conducted by lay people.

Summary:

At our planning meetings for camps and evangelism we discuss these matters and conducted this process of selection criteria rigoursly. No one person should dominate speaker selection. No one should be able to do this without accountability (refer to next section on process of selection).

We as leaders are realistic to know that we will never get 100% concurrence on the chosen speaker. Each year for each speaker I have heard rumblings and dissatisfaction from a very small number of people (whether the speaker is from the church or laity or self-supporting). Thus it is often a matter of prayer and judgment by leadership (e.g. Elders) to assess the speakers based on these criteria set out above.

## I.2. Processes for getting a speaker

The process of getting a speaker that we had practised for these few years are:

Step 1	Understand the needs and objectives - check out potential speakers - check out their availability (but with no commitment)
Step 2	Discuss at Youth Camp Committee or Evangelism Committee - first process of accountability - discussions and prayers - nominate a prospective speaker to Church Board
Step 3	Present to Church Board - second process of accountability - discussions and prayers
Step 4	If there are questions from the Conference - Elders and Pastors to meet with Conference - Thorough and Detailed Review of references (fax, emails, testimonies) based on selection criteria (refer to section 1)
Step 5	Decision made by Elders and Conference on appropriate next steps.

### Question 2.1:

Why do we not go to the conference first to get a speaker?

#### Answer:

There are two parts to the answer. (1) The local church ministry is closest to the needs and objectives of the camp/evangelism. As leaders we also take responsibility to research the needs and objectives and pray for guidance for the right resource to assist with the work. We do consult with the conference of potential speakers from time to time.

(2) Being the local church we have cross-cultural requirements for our speaker. It is one of the decision factor in speaker selection. Through our network of sisterhood of Chinese/Asian churches we are able to get references. This process works better and is much more effective.

### Question 2.2:

Why do we not provide the name of the speaker early to the conference?

#### Answer:

We have to follow the process as outline above. No member can work independently and circumvent the process and go directly to the Conference without endorsement from the local church board or local committee. The Conference will not take the request seriously without the endorsement of the local church board and local committee.

If we by pass the process, we can potentially by pass two processes of accountability in our local church.

### Summary:

It is important that all ministries and care groups adhere to this process. If we by pass these steps of accountability we open the door for the devil's work in the church.

## J. GUIDELINES FOR FINANCE/TREASURER(S)

Gateway's financial governance is covered in three areas:

- 1) To the **church members** via the yearly church business meeting - financial reports are provided by the treasurer to the church members.
- 2) **Local Conference** audit and review process of local church accounts - all funds are kept as a central account with local conference; visible to conference. For example all tithe are remitted to conference.
- 3) **Global Mission**, General Conference - report is produced yearly as we are a global mission funded project - this reports goes to Conference, Union, Division and GC each October.

In addition to that we have procedures in place at the local church consistent with practises in other churches:

- a) offering and tithe are counted at the end of church in the presence of at least two person
- b) church cheques are signed by two person before it can be drawn
- c) board minutes are kept and available to church members
- d) Treasurer to only pay out funds when approved by board. All ministry leader must counter sign that these receipts are for the ministry usage.
- e) Treasurer and Assistant Treasurer has signing limit of certain amounts (e.g. \$250) for maintenance and weekly operations (set by church board on a yearly basis)

## K. GUIDELINES FOR CARE GROUP MINISTRY

CARE stands for 'Christ Attitude Reflected in Everybody'. A Care Group is not merely a place for sharing the word of God but a place to share by our own lives for Jesus Christ. Each Care Group must be a wholistic care group and must have all five components below:

- 1) Community – creates a sense of belonging to a 'family or community'
- 2) 'Go make disciples' – soul-winning oriented; it cannot merely be fore nurturing
- 3) Leadership – strong Spiritual leadership and clear direction
- 4) Accountability – everyone is accountable to another for spiritual growth and character development
- 5) Equipping and Training – shared roles to develop the next line of leaders and carers

Some 'back to basic' approach in managing care groups:

- 1) Each care group would have a leader and carer. Roles are shared with other core members e.g. birthday-social, food roster, prayer request email, reminder email/sms.
- 2) If there are no seekers in the group; then the group is given 6 months to pray and prepare. If there is no seekers in 6 months, the group is shut down as it is not purposeful.
- 3) Spiritual leadership is essential. Care Group can grow with strong spiritual leadership (spoken and living in the life of the leader). Care Group can stagnate and fail due to the lack of spiritual leadership.
- 4) Care Groups are not Bible Training time slot in the church. It is a 'gateway' for new people to come to know the church family. Teaching is done in Sabbath School, Worship in Divine Service, Witnessing in evangelism and Caring is done in Care Groups. Care Groups are 'relational' groups.
- 5) Care Group leaders are accountable to the Care Group Coordinator. There needs to be accountability and training to develop next line of leadership. Leadership prayer time is vital.
- 6) Splitting care group to grow is important. The care group number is effective when it is around 10-12 regular people. Care should be taken in handling a growth and subsequent care group split. Each member should have a choice as to which care group they should go with.

Details of the five components that makes a wholistic CARE group (CG) is listed in the next section:

### Overview of Wholistic CARE groups:

A healthy CG will have several components in place. These can be illustrated by our left hand. Below are brief descriptions of each component. They will be covered in more detail in the following sections.

#### Community

- The thumb is the community
- Everything else that CG does works in relationship to community
- This community is found when each CG member is in Christ because He brings to the group the unity that He has with the Father
- As CG member grow closer to God, they will also grow closer to each other
- The CG becomes family who are committed to each other's well being and spiritual progress
- They flow in and out of each other's lives during the week

#### Equipping

- The smallest finger represents the weaker CG members who are in process of growing
- They need to be equipped for their personal devotional life with God, for reaching out beyond the CG to others who need God.

#### Accountability

- The 'ring finger; suggest responsibility and accountability
- The CG has a system of support for its members
- They take responsibility for each other, lifting each other up in prayer, and giving encouragements to each other in their daily walk with God.

### Leadership

- Leadership is represented by the tallest finger
- The leader are the more mature people in the CG
- Leaders have a relationship with God, know the importance of daily walk with Him and have a heart for people.
- They are trained to oversee the CG, and look for new leaders who can lead a new CG under God's guidance.

### Evangelism

- The pointer finger, says "Go"!
- This represents evangelism
- Evangelism is what give the CG its purpose, otherwise it turns into a club or a cozy small group, but doesn't progress anywhere.
- Evangelism is constantly held in front of CG members
- They are always on the look out for people to invite, particularly those who are lost

Most churches today will have two or at most three of the components functioning. Yet those churches who have all five components functioning well are the fastest growing churches today.

### Components in Synergy

- The 5 components are integrated and interdependent
- The 5 components must be in place and healthy for CG to be healthy
- The sum total is greater than the parts (Divine Synergy). One horse can normally pull 2 tons. Two horses hitched together can sometimes pull 23 tons.
- Goal: carefully form enough healthy CG to reach critical mass – base congregation.

### Factors For CG growth

900 CG leaders in 8 countries were surveyed. The factors that DO and DO NOT grow a CG were the same in each culture. What are they?

Things that DO NOT make a CG grow:

- Age and marital status
- Gender
- Education and Social Status
- Spiritual Gifting
- Personality (extrovert or introvert)

Things that DO make a CG grow:

- A CG leader who spends time in prayer both for his/her own connection with God and in intercession for CG members
- A CG who spends time together outside of the meeting
- CG members who have clear goals
- A visitor follow-up
- Meeting preparation

## L. GUIDELINES FOR BIBLE WORKER MINISTRY

What are ingredients of success with Bible workers in local churches? There are four important elements:

- **Team ministry approach** – we meet each Tuesday morning between the Bible workers, pastors and elders. This meeting is for accountability, coaching, prayer and planning.
- **Workers not to focus on program-based roles** – we have intentionally designed the Bible worker's roles to be 'people-based' roles and thus the focus on visitation, follow-up and Bible studies. They are not to be tied down to run programmes.
- **12 months duration** – at a minimum of 12 months full-time role is required to allow the workers to see the work of the Holy Spirit from 'contacts' to 'seekers' to 'friends' to 'bible students' to 'disciples'.
- **Training** – it is critical to provide on-the-job training especially in handling Bible studies. In addition, they also complete a soul-winning study curriculum. Bible Schools and Training Schools are conducted through the year for our members and workers.