

## IV. PRACTICAL MINISTRY

### A. Administration

Leadership

Church organization

By-laws

Filing system outline

Records: new-member records, non-member records, calling records, geographical records, demographic records, counseling records, legal documents, attendance records, sermon records, committee meeting minutes, talent records, library records, records for income tax, recommendations written, important correspondence

### B. Benevolence

### C. Education

#### 1. History of Christian Education

#### 2. Education work

Philosophy of Christian education

Teaching methods: team teaching

Teaching age groups: nursery, children, youth, adults

Recruiting and training teachers

Teaching handicapped: deaf ministry, physically handicapped, mentally handicapped

#### 3. Curriculum

Elective series

Teaching materials

Sources for materials

#### 4. Areas of Christian Education Work

Sunday School

Bible Studies

Workers Conferences

Vacation Bible School

Christian Day Schools

Christian Schools

Church library (note LaVose Newton. *Church Library Handbook*. Portland, OR: Multnomah Press)

#### 5. Equipment

D. Evangelism

Personal evangelism  
Religious surveys

D. Missions

E. Maintenance of property

F. Membership

New membership packet  
Integration of new members into the church  
Talent surveys  
Visitation  
All-church dinners

G. Programming

G. Preaching

Types of sermons  
Sermon preparation  
Sermons series  
Sources for sermon ideas  
Sermon file

H. Worship

Types of services  
Special services: Christmas Eve services, Maunday Thursday, Good Friday services, sunrise service,

I. Counseling

J. Finance

y. Youth Ministry

L. Music ministry

I. Singles ministry

M. Senior citizen ministry

V. Church History

A. General church history  
Reformation history

Restoration history  
American church history

B. Religious and semi-religious groups, denominations, cults

Amish, Anabaptists, Assemblies of God, B’Hai, **Baptist** (-American, -Conservative, -Free Will, -Hard-Shell, -Primitive, -Regular), Bible Church, Buddhism, Children of God, Christian Churches, Christian and Missionary Alliance, Christian Science, Church of Christ Non-Instrumental, Confucianism, Disciples of Christ, Eastern Orthodox, Methodists (-Free, -United Methodist Church), **Church of God** (-Anderson. -Cleveland, TN), Episcopalian, Evangelical Free Church, Hinduism, Islam, Jehovah’s Witnesses, Judaism, **Lutheran** (-Missouri Synod, -Lutheran Church of America), Masons, Mennonites, Moonies, Mormonism, National Council of Churches, New Age, Presbyterian (-Southern, -USA), Quakers, Roman Catholicism, Scientology, Seventh-Day Adventism, Shintoism, Southern Baptists, Swedenborg, Transcendental Meditation, United Pentecostal Church, Unitarian-Universalist, United Church of Christ, The Way International, World Council of Churches, The World-Wide Church of God

C. Parachurch Agencies (by name): missionary agencies, benevolent agencies, educational agencies, publishing agencies, mass communication agencies (Christian TV, radio, audio cassette, video-cassette, film strips)

D. Persons

VI. General

Ancient History  
Literature  
Oral Communication  
Philosophy  
Sociology  
Written Composition