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## DUTIES of CHURCH OFFICERS

Condensed From The Church Manual

By Howard J. Welch, President,

### A. General Duties For All Officers:

1. Be an example to the members. 1 Timothy 4:12-16; Titus 2:1, 7, 8.
2. Take an interest in all departments of the Church.
3. Be faithful in attendance at all meetings of the Church, the Church Board and Departmental Councils, of which a member, such as: The M.V. Council—The Sabbath School Council etc.
4. Seek to win souls and promote evangelism.
5. Feed and protect the flock of God.
6. Cultivate a spirit of co-operation.

### B. Duties Of Elders (Elected yearly but ordained once for life)

1. Lead the Church except where an ordained Pastor is appointed for a Church.
2. Take responsibility for arranging for worship services.
  - a. Make plans well in advance.
  - b. Have a written or printed programme.
  - c. Notify speakers well in advance. Choose only properly qualified men.
  - d. Get Counsel of Church Board on over-all plan.
3. Act as chairman of Church Board (Where an ordained minister is present he should be invited to preside).
  - a. Have regular meetings.
  - b. Check agenda with Church Clerk.
4. Act as chairman at Business Meetings of the Church unless an ordained Pastor is present.

### 5. Promote all Missionary activities.

6. Be responsible to see that special days, special offerings and campaigns are properly observed and promoted.
7. Plan for Communion services once each quarter and preside at such, if an ordained Pastor cannot be obtained.

8. Act as a Local Pastor to the flock, visiting the sick, encouraging the backsliders and admonishing and praying with the careless and indifferent.

9. The elder does not perform marriages or baptize. He may not disfellowship or discipline any member without a note of the Church. In cases of disfellowshipping an ordained Pastor must preside.

10. In large churches two or more elders should be appointed with one designated by the nominating Committee as first elder. The work should, however, be divided among all the elders.

### C. Duties Of Deacons (Elected yearly but ordained once for life).

1. Care for the Church property seeing that the building and grounds are kept clean and in good repair.
2. Assist in the ordinances by seeing that all equipment is ready. They serve the congregation with the emblems. (Only an ordained man may do this).

At Baptisms the deacons see that everything is in readiness and assist the male candidates.

3. Care for the sick and the poor, calling on the Church Board for funds as needed.

4. Where there are two or more deacons one should be designated by the nominating Committee at time of election as Head Deacon.

#### D. Deaconess (Not ordained)

1. Assist with Lord's supper by preparing emblems and setting table.

2. Assist the women in ordinance of feet washing, especially watching for new members or strangers.

3. At Baptisms assisting female candidates in preparing for the service and helping them as they come from the baptismal pool.

4. Visiting the sick and needy. Especially the women members.

#### E. The Church Clerk

1. Take minutes of all board and church business meetings. (All minutes of business meetings should be recorded in the Church Record Book).

2. Keep an accurate record of all church membership. (He must *not* add or drop names of living members, except by vote of the Church).

3. Correspond with absent members encouraging them to keep in touch with the Church or if they have taken up residence elsewhere to transfer their membership to their new location.

4. To furnish promptly and accurately such reports as are called for by the Mission Secretary or District leader.

5. To send Church transfer letters as voted and received letter of incoming members. (Members must not be dropped from the record until the Church where they are going has notified of their reception).

6. All Church records must be kept in a safe place, be made available to the Pastors or Elders and turned over to the next elected Church Clerk.

#### F. The Church Treasurer

1. Be Custodian of all Church funds regardless of their nature. (Keep funds in a Bank account or in a safe place).

2. Care for all collections and tithes, counting them in the presence of two others and giving receipts for all moneys received.

3. Disburse to the District leader all funds, except local and obtain a receipt.

4. Disburse local funds as directed by the Church Board and obtain receipt.

5. Funds held in trust for Missionary Volunteer Society, Dorcas Society and other such auxiliary organizations may be disbursed upon request of the Secretary-Treasurer of

the organization. (These do not require Church Board action).

6. Keep all receipts and vouchers and make an accurate record in the books as required by the Treasurer of the Mission. These books with all receipts and counterfoils must be subject to audit and inspection at all times by the District leader and by the Mission Treasurer.

7. Information concerning members gifts or tithe should be kept in strict confidence. Only the pastor or elder has a right to this information. The Church nominating Committee at time of election has the right to request a list of the faithful tithe paying members. No one should be nominated for Church office who does not set a good example in this respect.

8. The Treasurer must under no circumstances mix Church funds with his own money, borrow from it or loan it to any member. Any treasurer who does this is not fit for the Office. Church money is God's money and is sacred.

**G. The Church Board** A responsibility of certain officers of the Church is to take an active part in the work of the Church Board. Membership is as follows:

1. Elder or Elders.
2. The Head Deacon.
3. The Head Deaconess.
4. The Treasurer.
5. The Clerk.
6. The Missionary Leader.
7. The Sabbath School Superintendent.
8. The Missionary Volunteer Leader.
9. The Dorcas Leader.

Where a Pastor is appointed he serves as Chairman otherwise the Elder holds that responsibility. If the District leader (a Pastor) or the Mission President is present he should as a matter of courtesy be asked to preside.

## God's Cathedral

By Eleanor Flock

Whoever walks a mountain trail  
Has never walked alone;  
Or lifted eyes unto the hills,  
But inner strength has known.  
Whoever seeks communion sweet  
In God's cathedral there,  
Will find the angels very near,  
And joining him in prayer.

## Foundation Laying Of The Bo Seventh-Day Adventist Church

By J. A. Ted Fofana, Office Assistant  
Sierra Leone Mission

It was 7.45 on Friday morning, February 21, 1958, that the Bo church members assembled together to fulfil their long burning desire to grant the Lord's request,— "And let them make me a sanctuary, that I may dwell among them." Exodus 25:8.

For several years the Bo church members have been without a proper place of worship, because the grounds on which their previous chapel stood was turned over to the Government. To meet the urgent need for a place of worship, plans were made immediately to secure a site to build a house for God. Unfortunately however, many obstacles stood on the way of this project, and prevented any progress done before now.

After a long and difficult time to secure a suitable spot for church location, an area almost within the middle of Bo town was thought fit, and was secured. Later development made this area unsuitable, as it became a concentrated trading centre, especially on Sabbath, our day of worship.

Finally, a beautiful elevated spot on the mission compound, almost overlooking the whole of Bo, was selected. No better choice could have been done.

February 21, 1958, will ever linger in the memories of all Bo church members. It was on this day that the foundation of their dear church was laid.

At the close of a short but impressive Service conducted by Pastor J. S. Myers, Bo district leader, all the church members present gladly joined in the laying of the foundation stone for the church they have needed so long.

Picture from left to right: Mr. F.A.T. Fofana, Pastor J. S. Myers, Mr. Weston (Architect), Mr. J. Muderspach, Assistant Architect & Labourers, standing on the site of the new Bo Church.

## Choice Bits

We may not sow a melon seed and reap strawberries; neither may we think negative thoughts of fear and resentment and gather good health and love.

—Ruth Kay in *Good Business*

The greatest remedy for anger is delay.

Success comes to those who make the greatest profit from the fewest mistakes.

Contentment comes not so much from great wealth as from few wants.

He who has not forgiven an enemy has not yet tasted one of the most sublime enjoyments of life.—Johann K. Lavater.

There are some defeats more triumphant than victories.—*Michel de Montaigne*

All change is not growth, just as all movement is not forward.—*Ellen Glasgow*

Reason deceives us often; conscience never.

### Words of Wisdom

A good name is rather to be chosen than great riches, and loving favour rather than silver and gold.

The rich and poor meet together: the Lord is the maker of them all....

Train up a child in the way he should go: and when he is old, he will not depart from it....

He that soweth iniquity shall reap vanity: and the rod of his anger shall fail.

He that hath a bountiful eye shall be blessed; for he giveth of his bread to the poor....

He that loveth pureness of heart, for the grace of his lips the king shall be his friend....



The following words give the most remarkable statistical report I have ever read: "Then they that gladly received his word were baptized: and the same day there were added unto them about three thousand souls" (Acts 2:41). This was the result of one man, preaching one sermon, on one day. To my knowledge it is without equal.

Today if an evangelist had an audience of three thousand people present we would regard it as quite outstanding. If he should baptize 10 per cent of that audience at the end of a six months' series of meetings, we would consider it a very successful evangelistic effort. A few years ago we launched an endeavour to double our church membership within a period of four years' time. Only a very few areas of the world field achieved that goal. If a conference succeeds in increasing its membership by 10 percent during a calendar year, we are inclined to feel a sense of satisfaction in the progress made.

Acts 1:15 records the number of believers in Jerusalem at that time as being about 120. According to my figuring, adding 3,000 souls in one day to the church is a 2,500 per cent increase in church membership.

#### *Results Produced by Holy Spirit:*

What was the reason for this unusual and outstanding experience? I am sure that all of us would answer: "The power and presence of the Holy Spirit." But why was the Holy Spirit present and manifested in such abundance and with such power at that time? Why do we not see similar results today? After all, the Spirit of Prophecy says, "To us today, as verily as to the first disciples, the promise of the Spirit belongs. God will today endow men and women with power from above, as He endowed those who on the Day of Pentecost heard the word of salvation."—*Testimonies*, Vol. 8, page 20. Why, then, did the results at Pentecost so far eclipse present efforts?

Was it the preacher? Acts 2:14 names the preacher. To our amazement we find he was none other than impetuous Peter, who had denied his Lord just a short time previously. To be sure, he had experienced a reconversion and a deepening of his spiritual life, but even so it hardly seems possible that the preacher is the answer to our inquiry.

Was it the sermon? We find a summary of the sermon in Acts 2:12-36. Peter spoke on Jesus of Nazareth, the crucified and risen Redeemer. I am sure the message was well delivered. However, I am convinced that

## The Convincing

By F. V.

there have been sermons on the same subject equally well presented in our day.

Perhaps it was an unusual audience. Acts 2:9-11 tells about the audience. There were people present from seventeen different countries. It sounds very much like an audience one would have today, representatives from many lands. The audience could hardly be the answer.

If it was not the preacher, nor the sermon, nor the audience, that was responsible for the results of this unusual evangelistic effort, to what shall we next look? What about the church? Acts 1:13-26 tells us a little about the church and what was taking place immediately prior to this experience. We read: "These all continued in one accord in prayer and supplication." After this they had a church election. In chapter 2, verse 1, we further read: "They were all with one accord in one place." Then things began to happen, and verse 4 tells us: "They were all filled with the Holy Ghost."

#### *Prayer and Unity:*

First they prayed together until perfect unity existed. Then, not just the preacher, but every member, was filled with the Holy Ghost. Here was something unusual. Prayer brought unity. Unity brought the Holy Spirit. The Holy Spirit brought success. Again we read: "Notice that it was after the disciples had come into perfect unity, when they were no longer striving for the highest place, that the Spirit was poured out."—*Ibid*. When the church came together into perfect unity, the Holy Spirit could work with mighty power.

Is it any wonder, then, that Christ prayed so earnestly in behalf of His church for unity to exist as recorded in John 17? He prayed: "Neither pray I for these alone, but for them also which shall believe on me through their word: that they all may be one; as thou, Father, art in me, and I in thee, that they also may be one in us" (verses 20, 21).

In John 14:9 we learn the kind of oneness He was praying for: "He that hath seen Me hath seen the Father." Can I say, "He that sees what I do, sees what the Father would do"?

Why is it so important that the church have this oneness? Here is the reason: "That

# Evidence

hnepper

the world may believe that thou hast sent me" (John 17:21.) What a responsibility that places on us. We are told: "The unity of the church is the convincing evidence that God has sent Jesus into the world as its Redeemer. This is an argument which worldlings cannot controvert."—*Ibid.*, Vol. 5, page 620. This is evidence against which there are no arguments.

In the preaching of the Word we need primary evidence, and we may need secondary or supporting evidence. But above all we need convincing evidence, for it is the convincing evidence, that causes the sinner to cry out, "What must I do to be saved?"

The convincing evidence is not the preacher, not the hall or tabernacle, not the song leader or choir, not the pictures or illustrations used. It is not even the sermon. All of these are important; but the most convincing evidence is declared to be the unity of the church that is supporting the preacher who is preaching the sermon. Worldlings may argue against the preacher's sermon or his logic, but against the unity of the church there are no arguments.

This being true, what is the best method of defeating all evangelistic endeavours? Again we are told: "Therefore Satan is constantly working to prevent this union and harmony, that unbelievers, by witnessing backsliding, dissensions and strife among professed Christians, may become disgusted with religion and be confirmed in their impenitence."—*Ibid.*

Altogether too frequently the great enemy of truth is succeeding. I am reminded of an experience in a conference a few years back. We had a conference evangelist who conducted an effort in a small city, and forty to fifty people were baptized as a result. We then sent the evangelist to a city about the same size for a similar effort. He had the same tabernacle, the same singing evangelist, preached the same sermons, but only one person was baptized. In this latter city the church had become divided. So tense were the feelings that when a member of one group served as Sabbath school superintendent, members of the other group would absent themselves. Unity was almost wholly, if not entirely, lacking, and the results were in accordance with this deplorable situation.

Such a picture is brought to us in these words: "Minor matters occupy the attention, and the divine power which is necessary for the growth and prosperity of the church, and which would bring all other blessings in its train, is lacking, though offered in its infinite plenitude. It is the absence of the Spirit that makes the gospel ministry so powerless. . . .Without the presence of the Spirit of God, no heart will be touched, no sinner won to Christ."—*Ibid.*, Vol. 8, page 21.

We should keep in mind that it is when all the members are united in perfect unity that the Spirit is present with unlimited power. "There is no surer way of weakening our spirituality than by being envious, suspicious of one another, full of fault-finding and evil surmising. . . ."For where envying and strife is, there is confusion and every evil work. . . .James 3:15-18."—*Ibid.*, page 242.

I am confident these statements do not refer to our honest differences of opinion that may arise as we discuss our mutual problems. Two individuals viewing a scene or accident do not see nor will they report every detail identically. It is only natural that as we discuss our problems and procedures in committees and councils we will have different viewpoints. The very discussion and expression of those differing viewpoints tends to enlarge our understanding and bring us to unity of action.

One minister was greatly disturbed by the differing opinions that were held and expressed on a conference committee until one day at a camp meeting he looked at the centre poles of the big tent. He observed that three ropes were attached to a pole, each pulling in a different direction. It occurred to him that this was what kept those poles standing erect. If all the ropes had been on one side, the pole wou'd have fallen, with resulting disaster to the tent. So by discussion and expression of our various opinions and viewpoints we are led by God and His Spirit into unity of action.

### *Unkind Feelings Not to Take Root:*

Although honest differences of opinion will exist and will be expressed, we must never let unkind feelings take root in our hearts. If we do, before we realize it we become suspicious of one another, full of fault-finding and evil surmising. Though we may differ in viewpoint, our hearts must continue in Christian unity.

"In unity there is a life, a power, that can

be obtained in no other way. There will be a vast power in the church when the energies of the members are united under the control of the Spirit. Then will God be able to work mightily through His people for the conversion of sinners."—*Ibid.*, Vol. 7, page 237.

"If we would humble ourselves before God, and be kind and courteous and tender-hearted and pitiful, there would be one hundred conversions to the truth where now there is only one."—*Ibid.*, Vol. 9, page 189.

These words, "humble ourselves," "be kind and courteous and tenderhearted and pitiful," express attitudes that all of us could reveal. Note the results. One hundred conversions instead of one. That would mean one million instead of ten thousand.

God is not calling us to do something that is impossible. It is these very simple things that have such a profound effect upon His work. We are told: "Harmony and union existing among men of varied dispositions is the strongest witness that can be borne that God has sent His Son into the world to save sinners. It is our privilege to bear this witness."—*Ibid.*, Vol. 8, pages 242, 243.

Hence nineteen centuries ago Christ prayed most earnestly, "That they all may be one; that the world may believe." In response to this prayer shall we not give heed to the following counsel? "Strive earnestly for unity. Pray for it. . . . The world needs to see worked out before it the miracle that binds the hearts of God's people together in Christian love."—*Ibid.*, Vol. 9, page 188.

Now the record says, "Then they that gladly received his word were baptized: and the same day there were added unto them about three thousand souls" (Acts 2:41)

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at ten guineas. Not being idle, I also went to the houses, collecting the envelopes and convincing the folks to give liberally to help God's work. The few envelopes which were collected had not more than three pence in them.

At last my goal was reached and even became more than what I expected. The amount collected was £16 5s. 5d. I hope this sum was God's goal.

This is indeed a wonderful display of the Lord's readiness to help His people who are not idle, but like to work diligently for Him. May the Lord bless us and help us not to be idle while labouring for Him in these last days.

## My First Harvest Held At Nkenkaasu-Ashanti

By D. K. Asamoah, Teacher, Ghana

God moves in mysterious ways, and with Him everything is possible indeed. In fact I have really learned it as an experience through this harvest I held last year, 1957, that God really dislikes the idle.

Nkenkaasu, Ahafo, is on the Kumasi Offinso-Wenchi road, and it is supposed to be one of the biggest and richest towns on the road to Wenchi. Its population is about 2,000 inhabitants. Out of these inhabitants, we have only five people who are members.

After my arrival in this town two years ago as a secondary teacher for the Methodist Mission, and after having made inquiries, I sorrowfully heard that for nearly six years there had been no harvest held by these members. I asked them for their reasons. None of them could give me any definite or satisfactory answer. My first attempt towards this therefore failed in 1956, as it was my first year in this town, and moreover, the members too spoke ill of it to me.

With full determination and zeal, I prayed earnestly to God for the second trial. This prayer was really answered. With the help of one member, Joseph O. Asante and evangelist J. O. Amoyaw at Akomadan, we began to give out our envelopes. Despite the many mockeries of the other four denominations, we minded not, but in strong faith we pressed on as soldiers of Christ.

At last, the appointed date, which was December 22, 1957 came. Arrangements were made for the Akomadan singing Band which travelled eight miles in one accord with their nightingale voices and stimulated the people melodiously in a real Adventist fashion through the streets early in the morning of this day. It is actually deplorable for no one was convinced, but only children were interested and followed.

Pastor Owusu Ansah came from Techiman and we started after two hours waiting, from 7.00 to 9.00 a.m. without any sign of promise. How can we collect or receive these envelopes? This was our difficulty and the beginning of our discouragement. I prayed silently for courage.

Joseph Asante and some of the Singing Band girls went from house to house collecting the envelopes. In this discouragement of not believing to get even 20/- I set my goal  
(Concluded in previous column)

## Kwahu Hospital Light Bearers

By Lionel Acton-Hubbard  
Director of Nursing Services

### Instructor to 'Light Bearers'

"In a special sense Seventh-day Adventists have been set in the world as watchmen and lightbearers. To them has been entrusted the last warning for a perishing world. On them is shining wonderful light from the word of God. They have been given a work of the most solemn import, . . . the proclamation of the first, second and third angels messages."—*Testimonies*, Vol. 9, page 19, paragraph 1.

These words from the pen of God's messenger to the remnant church, contain a challenge, a challenge which young adventists find hard to resist when, in the light of present truth, it is set before them.

These words were read and considered, several months ago by a group of some thirty young people, gathered together in the first session of the "Training Light Bearers" course in the assembly hall at Kwahu Hospital.

Each Tuesday the group met faithfully at 7.30 p.m. to consider the counsel and instructions set down for us in the Manual provided by the Home Missionary Department of the West African Union of Seventh-day Adventists. As progress was made, great interest was shown in the visual aids, special tracts, source material, marked Bibles etc. that were set out on a display table each week. Above the table hung the coloured sign "Lightbearer", suitably set off on each side with a flaming torch. Gradually, as the class members gained confidence, mock approaches were made before the group by selected individuals, and real live Bible readings given.

How eager the group members were to criticize, point out the pitfalls, and warn of side tracking that took place in the course of the study. Later the critics became criticized.

After some three months of meetings and exercises the whole course was reviewed and the salient points in effective "Bible Reading" were restudied. One week later a written examination was set and twenty-five of the classes passed with credit.

The ten minute, Home Missionary Service was well spent on a Sabbath morning just

before Christmas, in presenting the successful candidates with the beautiful certificates supplied by the Home Missionary Department.

Under the leadership of Mr. I. W. Boateng, head of the Home Missionary Department in the Atibie church, located at Kwahu Hospital, many of the "Lightbearers" are now going out Sabbath by Sabbath, distributing literature and tracts, holding compound meetings and of course giving Bible studies.

Please pray for this group that their labours will not be in vain but that they will reap a rich harvest of souls and that the Holy Spirit will be their helper and guide.

"It is not a small matter that the counsels and plans of God have been so clearly opened to us. It is a wonderful privilege to be able to understand the will of God as revealed in the sure word of prophecy.

"This places on us a heavy responsibility. God expects us to impart to others knowledge that He has given us. It is His purpose that divine and human instrumentalities shall unite in the proclamation of the warning message."—*Ibid*.



Kwahu Hospital Light Bearers

## Forget About You

By Margaret Minchin

You want to be happy? Here's what to do:  
First, you must learn to forget about You.  
Think about others and some way to aid,  
With lasting happiness you will be repaid.  
Better than wealth, or such earthly treasure;  
Better than any mere passing pleasure.  
Just try it yourself and you will agree  
That selfish and happy, both, you can't be.

## Corner Stone Laid Bekwai Secondary School

Mrs. B. D. Jordan

Mr. Kofi Baako, Minister of Information and Broadcasting, was guest speaker at the laying of the corner stone for the new science laboratory for the Seventh-day Adventist Secondary School in Bekwai, on March 20.

In a colourful ceremony attended by a number of chiefs, government officials, civic authorities, as well as the staff, students and scores of friends of the school from the surrounding villages, Mr. Baako expressed the government's appreciation of the role of missions in providing education in a nation starved for learning.

The chairman of the programme was the Essumehene Nana Gyebi Ababio who was introduced by the principal of the Bekwai Training College, R. D. Jordan, in his opening address of welcome to the guests. Hugh I. Dunton, Secondary School Headmaster also addressed the group, expressing gratitude to those who had made the programme possible and stressing the fact that all the money for the Secondary School has to date been contributed by the thousands of Seventh-day Adventists around the world. Pastor W. J. Newman, Ghana Mission president, offered the invocation, and the vote of thanks at the end was extended by Mr. K. O. Budu-Saidu.

Music appropriate for the occasion was rendered by the Secondary School students and included the singing of the new Ghana national anthem, a fact which was especially pleasing to the guest speaker whose interest in promoting the use of the new anthem is keen.

To add to the colour of the occasion, flags, pennants and slogans in the national colours were strung along the roads and walks leading to the pavilion erected on the lawn in front of the newly painted Secondary School building, where the ceremony was held. Light refreshments were served following the programme.

The new laboratory will extend the science facilities in a time when scientific knowledge has come into pre-eminence around the world, and should attract many Adventist youth in the area to Bekwai's doors. It is planned that the building should be ready for use during the second term. Much of the equipment is already in hand, according to the Headmaster.

## Remember

On May 17, all our loyal church and Sabbath school members will have an opportunity to show their desire to help spread the Third Angel's Message by giving liberally of their means on that day.

This is the day chosen by the Northern European Division as the day for the special offering for the World-Wide Mission Advance. Let us each do our best to help raise a little more than £10,000 which is the contribution for which our Division is responsible, if the goal is to be reached.

When the final count is made on Sabbath, June 21, at the General Conference Session convening in Cleveland, Ohio, U.S.A. at that time, may the million dollar mission offering be a reality, and may we here in the West African Union experience the joy that comes in giving to the gospel cause.

### APOLOGY TO KWAHU NURSES

Mr. Boye-Doe has sent in his apology to the Kwahu Hospital nurses for a remark he made in an article published in the April Messenger.

We are sure Mr. Boye-Doe meant it only as a bit of fatherly advice in admonishing the nurses to have "placid patience with their patients."

We thank Mr. Boye-Doe for his apology.  
The Editor

## This Day

If I have moved a single grain of sand  
This day, to help my fellow man;  
If I have brought one stray into the fold,  
Or sent a ray of hope to one lonely soul,  
Like a sunbeam in a prison cell;  
Or, on the desert sands, a water well  
To quench his anguish on the way of life,  
Or ease his heartbreak in the battle strife—  
This day is not lost.

—Patricia Soito

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