



NDI HANDBOOK



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Last updated on November 22, 2024

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Dear **Nazarene Discipleship International (NDI) Leader,**

"I thank my God every time I remember you. In all my prayers for all of you, I always pray with joy because of your partnership in the gospel from the first day until now..." (Philippians 1:3-5, NIV).

Paul's words to the Philippian believers sum up our prayers for all of you, our partners in the cause of "making Christlike disciples in the nations." We celebrate every conversation, every act of service, and every prayer offered in the ministry of discipleship. What an awesome privilege to join with Jesus in his work of renewal!

The bookends of Jesus' earthly ministry undergird our denomination's insistence that discipleship is a matter of priority. Jesus began his ministry with the invitation to some fishermen saying, "Follow me." Jesus' final words upon his ascension back to the Father were, "Go and make disciples of all nations..." If you're reading this today, chances are that you have a heart for embracing Jesus' ministry — following him and inviting others along with you on the journey of grace.

If the Great Commission stirs your spirit, this handbook will offer you practical means for organizing your church or district around this essential ministry. Read over our mission, consider our discipleship values, imagine our history, and you'll be ready to dive into this resource. I love that we call it a "handbook" because these resources are so "hands on." If you want to know how to recruit some Sunday School teachers, this handbook will help you. If you want to organize an NDI Council, you're in the right place. Are you passionate about youth ministry or children's quizzing? Read on! In fact, all the way through the appendices of this handbook, the call to be and make disciples rings out. Open your heart, open your mind, and open this handbook. The Spirit of God will guide you into effective ministry and leadership.

As you read, pray, and prepare, if I can help you or if my office can resource you, we'd love to hear from you. Let's pursue the greatest cause in this life and let's do it together.

May the Lord of Church Bless Your Efforts,

Dr. Sam Barber
Global Director
Nazarene Discipleship International (NDI)



INTRODUCTION

Welcome to NDI

The [MISSION](#) of Nazarene Discipleship International ([NDI](#)) is to carry out the Great Commission to children, youth, and adults in preparation for a lifelong journey of being and making Christlike disciples in the nations.

Likewise, the **PURPOSE OF NDI** is to assist local churches in:

- ▶ Reaching non-believers for Jesus
- ▶ Establishing new believers in their faith in Christ
- ▶ Walking with believers to a fully surrendered, heart-cleansed, fruit-bearing, and Spirit-filled life.

In 2021, the Church of the Nazarene refocused its vision for making disciples with the launch of Nazarene Discipleship as a [JOURNEY OF GRACE](#). This path of disciple making, and the church's co- with Jesus Christ, is to reach the lost, establish new believers in their faith, and walk with them into the joyous experience with God called entire sanctification. The vision is evangelism with holiness in mind and holiness with evangelism in mind! This is Nazarene discipleship!

Nazarene discipleship leaders from all six global regions asked the question: "What are the principles, practices, and behaviors of Nazarenes and Nazarene churches who make disciples along a journey of grace?" In other words, what activities should Nazarenes be doing on a daily basis if we hope to accomplish the of making Christlike disciples in the nations? Through recommendations of a strategy team of thirty global, discipleship leaders, Nazarene Discipleship International (NDI) is now encouraging the church to double-down on 5 discipleship-centered activities:

[Fervent Prayer](#)

[Authentic Relationships](#)

[Compassionate Outreach](#)

[Comprehensive Biblical Learning](#)

[Intentional Mentoring and Equipping](#)

We believe these **5 discipleship-centered activities/Values**, promoted and modelled on each region, field, district, and local church, will develop Christlike disciples of every age and in every culture.

A BRIEF NDI HISTORY

Discipleship has always been an important part of the Church of the Nazarene. However, the journey of titles given to the discipleship efforts of the Church of the Nazarene are varied. In its earliest years, discipleship was included in General Assembly Committee on Sunday Schools. Then, discipleship was championed in the Department of Church Schools which was organized in **1928**. This took a new name in **1977** as the Division of Christian Life, and was divided into three departments: Adult Ministries, Youth Ministries, Children Ministries. In **1981** the name was expanded to Christian Life and Sunday School and known by the abbreviation CLSS. The name was shortened in **1990** to Sunday School Ministries and known by the abbreviation SSM.

However, in 2008 the name again expanded to Sunday School and Discipleship Ministries International and known by the abbreviation SDMI. Its aim was to move beyond “one size fits all” classes to a resolute 24/7 preparation of children, youth and adults to follow Jesus as His personal disciples. The desire was to equip all of us to pursue a Christlike way of life in the fulfillment of the Great Commission and the Great Commandment. However, in **2022** there was a need to better align SDMI with the new denominational focus on Nazarene Discipleship as a Journey of Grace. We think this is best expressed in our newest name “Nazarene Discipleship International” and abbreviated as NDI.

Click [here](#) to access our full [NDI Bylaws](#) document, and click [here](#) to access the Church of the Nazarene [Manual](#).



NDI ADMINISTRATION AND MINISTRY

LOCAL

ADMINISTRATION	MINISTRIES
<ul style="list-style-type: none"> ▶ NDI Discipleship Values ▶ NDI President ▶ NDI Board ▶ Pastor ▶ Age-level/ Group Supervisors/ Ministry Coordinators ▶ NDI Secretary/ Recordkeeper ▶ NDI Treasurer ▶ Continuing Lay Training Director ▶ Other NDI Officers 	<ul style="list-style-type: none"> ▶ NDI Discipleship Values ▶ Spiritual Formation Timeline ▶ Sunday School and Small Groups ▶ Age-level/ Group Ministries <ul style="list-style-type: none"> » Children's Discipleship Ministries » Children's Bible Quizzing » Vacation Bible School / Summer Ministries Coordinator » Bus Ministry Coordinator » Youth Discipleship Ministries » Adult Discipleship Ministries ▶ Other Ministries

DISTRICT

ADMINISTRATION	MINISTRIES
<ul style="list-style-type: none"> ▶ The MISSION of Nazarene Discipleship International (NDI) ▶ The PURPOSE OF NDI ▶ NDI Discipleship Values ▶ District NDI Board ▶ District Superintendent ▶ District NDI President ▶ NDI Conventions and Elections ▶ Age-level/ Group Supervisors/ Ministry Coordinators ▶ Continuing Lay Training Director ▶ District NDI Evangelistic Outreach Coordinator 	<ul style="list-style-type: none"> ▶ NDI Discipleship Values ▶ Sunday School and Small Groups ▶ Age-level/ Group Ministries <ul style="list-style-type: none"> » Children's Discipleship Ministries » Youth Discipleship Ministries » Adult Discipleship Ministries ▶ Other Ministries

GENERAL

ADMINISTRATION	MINISTRIES AND RESOURCING
<ul style="list-style-type: none">▶ NDI Discipleship Values▶ Board of General Superintendents▶ Global NDI Director▶ Global NDI Council▶ Regional NDI Coordinators▶ Field NDI Coordinators▶ NDI General Board Representative	<ul style="list-style-type: none">▶ The MISSION of Nazarene Discipleship International (NDI)▶ The PURPOSE OF NDI▶ NDI Discipleship Values▶ Global NDI Convention

SOME MINISTRY LINKS	
<ul style="list-style-type: none">▶ Bible Society▶ Caravan▶ Children's Bible Quizzing and Youth Bible Quizzing▶ Kids Reaching Kids Offering▶ Men's Discipleship Ministry▶ Nazarene Camping Association	<ul style="list-style-type: none">▶ Nazarene Educators Worldwide▶ Nazarene Motorcycle Fellowship▶ Second Mile Award▶ USA Canada Women's Ministry▶ Women's Discipleship Ministry▶ Vacation Bible School

CURRICULUM RESOURCES
<ul style="list-style-type: none">▶ The Foundry Publishing▶ The Discipleship Place▶ Wesleyan Holiness Digital Library

SUNDAY SCHOOL AND SMALL GROUPS

Sunday School and small groups hold a vital role in the Church of the Nazarene. Also, see the document: Local Sunday School and Small Groups.

Sunday School and small groups are an important aspect of Nazarene Discipleship International (NDI). Sunday School has always been a part of the Church of the Nazarene. From the denominational beginnings at Pilot Point, Texas, the founding fathers were firmly committed to promoting evangelism, missions, and Christian education. This young, fledgling religious movement took seriously Christ's command to "go . . . make disciples of all nations . . . teaching them to obey everything I have commanded you" (Matt. 28:19-20).

Because of the evangelistic fervor and revival spirit of those days, the Sunday School became the primary tool through which new believers were taught the tenets of faith. Sunday School and small groups hold a vital role in the Church of the Nazarene. The Sunday School and small groups help NDI fulfill its [Discipleship Values](#) to men, women, boys, and girls as they study God's Word, the Bible, and apply its life-guiding principles.

Other Purposes of the Sunday School Include:

To provide a safe setting in which people can share their joys and sorrows, their concerns, and their questions about life and the answers they discover.

To help people discover how to grow as Christians by leading them to examine God's Word and apply it to their lives.

To provide an opportunity for people to enjoy small-group fellowship with others who share their concerns and values.

To work together to reach people for Jesus Christ.

Reaching People ...

Sunday School is the setting in which a deeper level of community and learning can be achieved through the personal interchange of thoughts, ideas, and feelings. From the Garden of Eden, where God personally tutored Adam and Eve; to Abraham and the Israelites, who were instructed to teach God's truths in the home; to the present-day Sunday School, the learning process has always been most effective in small-group settings. This effective small-group organization still offers support, care, and fellowship to individuals. As one faithful attendee points out, "In Sunday School, the people know me by name."

Teaching People ...

No schoolteacher or college teacher ever faces a classroom without a preplanned lesson outline for the course. A system is necessary—a logically sequenced system—that will help students learn the proper material in the proper order. Each lesson builds upon the previous lesson to give students full knowledge and a complete education. Likewise, in Christian education, a definite plan gives the 17 best chance to impact the spiritual development of students.

Why be concerned with a curriculum plan? What a group hears and digests mentally is what its members eventually become. Because people of different age-groups have different needs and different ways of learning, the Church of the Nazarene provides a graded Sunday School curriculum for all age levels.

Using the Bible as the text, WordAction curriculum is prayerfully developed to systematically move each age group through the major tenets of our faith. Through this progression of building lesson upon lesson, a firm foundation of practical—and theologically sound—doctrine is laid in each believer's life.

The Church of the Nazarene is a Holiness denomination with a unique calling. Every church with the name Nazarene has a trust to maintain doctrinal integrity in its teaching. The objectives are to ground Nazarene disciples in the Wesleyan-Arminian perspective and help students understand why we are Holiness people and why we have chosen to support this church's mission. To help maintain this holiness trust, the Church of the Nazarene decided years ago to produce curriculum from the Wesleyan-Arminian point of view. Today, WordAction is the world's largest producer of Holiness curriculum.

Each level of curriculum is designed specifically for that age level—not adapted from a generic list. Each level includes activities, special helps, and a relevant focus to guide students toward their maximum growth potential.

Curriculum in the Church of the Nazarene is created by practitioners. We employ writers and editors who know the age-group for which they are writing. We are confident that our curriculum will work and is theologically sound.

We know it's practical and meets needs because every week many of our editors teach the same curriculum they develop in their local churches. WordAction is the time-tested and theological-lytrue medium to lead all ages—from children to adults—into a deeper spiritual pilgrimage.

Sunday School and small groups are the personal, ministering arms of the church. They assist the pastor and other church leaders. Committed, caring disciple makers become undershepherds who reach, teach, care for, and nurture each believer. The Sunday School and small groups are effective means of reaching and assimilating new people into the church.

Sunday School and Small Groups are overseen by the NDI President who gives strong leadership to the growth of Sunday School and other discipleship groups in the local church by working with and through the NDI Board to:

- ▶ Coordinate a yearlong calendar of activities and programs
- ▶ Know what curriculum materials are being used in each Sunday School, small group, and discipleship class (see Nazarene [Manual](#), par. [155-156.6](#))
- ▶ Plan for the beginning of new Sunday School classes in the local church
- ▶ Conduct regular studies of enrollment and attendance trends of the local church
- ▶ Set goals for increases in the Accountability Care List and attendance (see [NDI By-laws Article III](#))
- ▶ Plan for annual growth campaigns to insure that they become effective outreach programs
- ▶ Target possible communities nearby that do not have Nazarene Sunday Schools/ small groups as possible projects of the local NDI Board
- ▶ Regularly provide reports to the local church board and on the Annual Pastor's Report
- ▶ Approve, in consultation with the pastor, nominations for the local church age-group councils: children and adult only
- ▶ Approve, in consultation with the pastor, all nominations made by the ministry coordinators of children and adults and the NYI president, for Sunday School teachers, small group leaders, officers, and other ministry personnel
- ▶ Appoint, in consultation with the pastor, any other NDI workers necessary.

Sunday School is the foundational ministry for every age-group. A church should provide this ministry even if it can provide no others. The work of the Sunday School is best carried out through age-groups—children, youth, and adult—with a council responsible to organize and administer the work of each. As a church grows, it should add additional ministries for each age-group as needs become apparent and there are leadership and resources to meet those needs.

Here is a possible job description for Sunday School and small group teachers:

- ▶ To see the task as a spiritual calling – more than a job.
- ▶ To be a disciple maker in accordance with the Nazarene Discipleship International (NDI) Discipleship Values of Fervent Prayer, Compassionate Outreach, Comprehensive Biblical Learning, Intentional Mentoring and Equipping, and Authentic Relationships.
- ▶ To work with department supervisors to plan, carry out, and evaluate each unit of study.
- ▶ To arrange and decorate the area/ room/ rooms where the group meets.
- ▶ To remain loyal and obedient to the church, pastor, authorities in your assignment.
- ▶ To attend staff training courses or engage in the individual study plan on a regular basis.

- ▶ To keep informed of current ideas and information about Sunday School and small groups through systematic reading and studying.
- ▶ To attend seminars, conventions and workshops.
- ▶ To evaluate your teaching periodically and find ways to improve effectiveness.
- ▶ To teach each session in a way that is appropriate to the needs and understanding of the learners.
- ▶ To involve learners in the truth of what is being learned.
- ▶ To provide opportunity for the salvation of each learner and for the subsequent maturation in Christ.
- ▶ To arrive a minimum of 15 minutes before the announced starting time to arrange materials and greet learners.
- ▶ To complete attendance and personal data records as required.
- ▶ To be regular in attendance.
- ▶ To prepare each session in a thorough manner.
- ▶ To plan social activities for the group.
- ▶ To develop a thorough understanding of the age level you are leading, studying the age-level resources.
- ▶ To pray earnestly for each learner.
- ▶ To compile a list of prospects for the group.
- ▶ To attend departmental meetings and staff conferences. To be aware of and support departmental and all Nazarene Discipleship International (NDI) goals.
- ▶ To notify the proper person well in advance of anticipated absences or when terminating your assignment.
- ▶ To become personally acquainted with each learner, knowing such things as names, spiritual experience, needs, and family relationship.
- ▶ To visit each learner's home.
- ▶ To observe learner activities as possible at home, school, work, etc.
- ▶ To faithfully contact absentees in accord with the outreach and visitation policies.

AGE-LEVEL/GROUP MINISTRIES

The work of NDI is best carried out through age-groups—children, youth, and adult—with a council responsible to organize and administer the work of each. The duties of the age-group discipleship coordinators are outlined in Nazarene [Manual](#), par. [155-159.1](#).

Also, see ARTICLE V. LOCAL NDI BOARD in the new NDI By laws and the Nazarene [Manual](#)

Children's Discipleship Ministries

Children's Discipleship Ministries within the local church is responsible to carry out the Great Commission to and with children. Also, see the Local Children's Discipleship Ministries document.

Children's Discipleship Ministries within the local church is responsible to carry out the Great Commission to and with children. NDI's mission must be adjusted according to age and abilities. This mission is effectively expressed through the Discipleship Values:

1 [Fervent Prayer](#)

To promote intentional and consistent prayer in order to nurture and develop relationships with both God and others.

2 [Compassionate Outreach](#)

To reach both churched and unchurched children.

3 [Comprehensive Biblical Learning](#)

To engage children in individual and group biblical study at age-appropriate levels so they become more like Christ

4 [Intentional Mentoring and Equipping](#)

To help children to grow and to help others grow as Jesus did.

5 [Authentic Relationships](#)

To engage children in relationships that honor God and edify the Body of Christ.

To accomplish this mission, local Children's Discipleship Ministries should create a unified strategy that includes both churched and unchurched children until they successfully graduate into the next level of discipleship ministry.

To coordinate all work with children, Children's Discipleship Ministries believes it is essential to group children according to age and abilities; this can be done in a variety of ways, depending on church size, volunteers, etc.

The important element for Children's Discipleship Ministries is to be inclusive and dynamic for all ages in whatever group setting you are in. It may be worth considering matching the school system and their age breakdown as that is already familiar to both the students and their guardians. Be sure to take special needs children into consideration and work with guardians to help achieve safety, success, and growth.

Success can be measured in a myriad of ways, and cooperation between church leaders, laity, and guardians is essential in the growth of children's spirituality. The church both teaches children in programs and/or Sunday school and supports guardians as they disciple their children.

The Spiritual Needs of Children

The spiritual needs of children fall into four broad areas.

1 Bible Learning. Children need to know what the Bible says and what it means. But knowledge alone is not enough. Children must also know how to relate Bible facts, verses, and truths to their own lives, so they can live God-honoring lives. See e.g. [Eureka](#).

2 Outreach and discipleship. Understanding that childhood is a very formative time, outreach is crucial to develop followers of Christ. Sunday school and discipleship leaders can use a variety of ways to help children understand what Christ did for them and to help them appropriate His grace. See "[So You Want to Follow Jesus](#)" and [the leader's guide](#). High priority is given to discipling children, helping them become disciple makers and guiding them into a lifetime of Christian holiness. See "[So Who Is a Disciple Maker](#)" and, [the leader's guide](#).

3 Worship. Worship is a person's response to God's revelation. Through worship experiences, children learn about God's greatness. They also learn how to honor God through worship and through right living. See e.g. "[Kids Worship Connections](#)" and, [the leader's guide](#).

4 Fellowship. Christian fellowship is especially important for children. Opportunities to fellowship with Christian peers, teens, and adults can help children respond early to Christ and live for Him faithfully. See e.g. "[Way, Truth, Life: A Children's Ministry Resource](#)". See also e.g. "[My Relationship with Jesus](#)".

The church can provide a comprehensive and dynamic ministry to children by meeting their physical, mental, spiritual, and social needs. Children's Discipleship Ministries provides a framework for meeting the foundational needs of children through coordinated programs, such as Sunday school, weekday, annual, and special ministries for children from birth to entrance to youth group.

THE LOCAL CHILDREN'S DISCIPLESHIP MINISTRIES COORDINATOR/PASTOR

This person's task is to train, equip, and support children's workers in their ministries. He or she also coordinates the comprehensive and dynamic ministry for children. Part of this role includes working with and leading and training others to be a part of the team in disciple-making. This person is also responsible for ensuring all local and state precautions are taken for the safety of children and volunteers. See Nazarene Safe [Nazarene Safe](#).

The role of Children's Ministries Coordinator/Pastor is essential for the health of the children. See the responsibilities below:

Children Ministries Coordinator/Pastor Responsibilities

The primary responsibilities of the Children's Ministries Coordinator/ Pastor are guiding the local discipleship of children and enabling them to be disciple makers. Here are some of the leadership activities.

1. Chair the Children's council/team
2. Lead the council to organize, promote, and coordinate children's Sunday School and all other ministries for children
3. Submit an annual budget request, administer funds according to approved budget guidelines, and keep a detailed record of expenditures
4. Recruit and train Children's workers, leaders, and teachers, including background checks and required other safety trainings
5. Ensure all curriculum and programming is in line with the Nazarene doctrine.
6. Promote numerical growth in the Children's Ministries
7. Lead the Children's Council/team to develop and carry out additional ministries for children as needs arise and staff and resources are available, such as: Sunday, weekday, annual, special ministries, outreach, discipleship, ministries to children with special needs, and fellowship activities
8. Provide ongoing leadership training for children's workers
9. Oversee all comprehensive and dynamic ministry components
10. Submit a regular report (e. g. monthly, quarterly, yearly, etc.) for all other children's ministry activities to whomever requires it (e.g. board, lead pastor, NDI president)
11. Create and work from an annual calendar.

The process of electing the Children's Discipleship Ministries coordinator/pastor is in the Church of the Nazarene [Manual](#), par. [155](#) - [159.1](#).

NOTE: When a pastor to children is employed in a church, the pastor, in consultation with the church board and the NDI Board, assigns the responsibility for children to the children's pastor. In that case, the children's pastor carries out some of the duties otherwise designated to a local children's ministries coordinator. However, the importance of the children's ministries coordinator

The Local Children's Discipleship Ministries Council

It is important for the health of the children's ministry to establish a council or team of volunteers/ leaders to oversee all ministry to children and to support the implementation of classes and programs to fulfill the [5 Discipleship Values](#) of NDI.

The council provides **direction, support,** and [resourcing](#):

- 1** To fulfill the Great Commission by planning and carrying out a coordinated and comprehensive ministry strategy for discipling children
- 2** To train and resource local children's volunteers to minister effectively to children by providing information, training, encouragement, and material resources
- 3** To coordinate the Christian education of children with other programs and ministries of the local church to ensure that the local church's ministry to children will reflect the mission and goals of the Church of the Nazarene
- 4** To cooperate with district efforts to provide expanded ministry to children.

Tips on Running a Council/Team Meeting

Remember, it is important to have a council or team because:

- ▶ Many heads are better than one when planning ministries to children
- ▶ Many hands make lighter work
- ▶ Using a team strengthens the coordination of children's ministry

How Often Should the Council Meet?

The first meeting should take place as soon as possible after the team has been created. Allow plenty of time for this meeting, since it will serve as the annual meeting for the year. Following the annual meeting, the council should meet regularly. This allows the group to:

- ▶ Refine and complete plans made in previous meetings
- ▶ Discuss and develop new ideas as needed
- ▶ Work steadily on long-range goals and objectives

What Should Happen in a Meeting?

The Children's Ministry Leader/Pastor chairs all meetings. This person prepares an agenda for each meeting, in consultation with what other members believe need to be included.

Examples of regular business items for meetings are:

▶ Share spiritual concerns and pray together

It is important to remember that the council/team consists of people who have real spiritual needs. These concerns and prayers can be personal and ministry related.

Assess the needs of the children in the church

The council/team should discuss the needs of the children and children's workers. The below questions are examples that can guide the discussion:

- ▶ Does our church provide a comprehensive and dynamic discipleship ministry to our children?
- ▶ Do our ministries meet the known needs of our children?
- ▶ Do our workers/ disciple makers effectively reach out to both unchurched and churched children?
- ▶ How can we strengthen our outreach to children?
- ▶ What activities would strengthen our ministry to children and their families?
- ▶ Are we resourcing guardians as the main spiritual leaders in their children's lives?
- ▶ Are our workers/ disciple makers happy in their assignments?
- ▶ What can we do to improve morale and personal satisfaction in their ministry roles?
- ▶ What training do our workers/disciple makers need, and how can we best provide it?

Develop and refine the Children's Ministries calendar

The council/team is tasked with determining what ministries and activities the church will provide for the year. They will determine when the church will conduct the special events it plans. Give careful, prayerful attention to these tasks.

It can be helpful to begin this conversation with a "no holds barred" brainstorming session. Consider every possible ministry and activity idea. It is important to consider every option before beginning the process of evaluation and selection.

Once the group has created a list of possible ministries and activities, evaluate each idea.

Ask questions like:

- ▶ What is the strength of this ministry/activity/event? What need(s) does it meet for our children or children's workers? Does it fulfill our mission and vision?
 - ▶ Does this ministry/activity/event complement or compete with others we now have or are considering?
 - ▶ What will this ministry/activity/event cost? Where can we get the funds?
 - ▶ Do we have or can we provide—the space and supplies this ministry/activity/event needs?
 - ▶ Do we have enough workers to carry out this ministry/ activity/event? Will doing this overload the workers we have, possibly causing burnout?
- ▶ Is there room on our calendar for this ministry/activity/event?

Based on answers to these and related questions, the council/ team can develop its plan for the year. Plan ways to train and communicate with all Children's Ministries workers. Training workers and communicating with them regularly are key factors for successful children's ministries. As the council/team considers training and communication options, they should ask questions like:

- ▶ What kinds of training do our children's workers need?
- ▶ What kinds of training do our children need?
- ▶ What forms of training and communication can we provide (workshops, videos, digital, etc.)
- ▶ What training resources do we have?

Budget

The budget request will flow out of the discussion of the items before and the needed supplies listed following:

- ▶ Curriculum and supplies
- ▶ Communication and media needs
- ▶ Discipleship and outreach needs
- ▶ Awards and prizes
- ▶ Decorations and environment

Assign responsibilities

As the council/team develops its plans, it should assign responsibilities for carrying out the work. Usually one member has primary responsibility for a ministry, activity, event under his or her ministry. List what needs to be done, and agree on assignments.

Evaluate ministries and activities

Some evaluation will occur spontaneously during the year as the council/team develops and refines its ministries calendar. However, the group should also plan a formal evaluation at the end of or the beginning of the following year. In this more detailed evaluation, council members should compare what they hoped would happen with what actually happened. Here are suggested questions to consider:

- ▶ Did this ministry/activity/event achieve the goals we set for it? Why, or why not?
- ▶ How well did children respond to the ministry/activity/event? How did adults respond?
- ▶ What were the strong points of this ministry/activity/event? Can we improve upon these for the future?
- ▶ What weaknesses or problems did we notice in this ministry/activity/event? How can we correct them in the future?
- ▶ Should we use this ministry/activity/event again next year? Why, or why not?

Sample Agendas

First Meeting of the Year:

- ▶ Devotions/sharing/prayer
 - ▶ Introductions of new council members
 - ▶ Brief review of last year's ministries, activities and events
 - ▶ Evaluation of last year's ministries if this was not done in the final meeting of the last year
 - ▶ Needs assessment for the coming year
-
- ▶ Budget requests
 - ▶ Beginning work on new calendar
 - ▶ Brainstorm ideas for specific ministries/activities/events. (Spend extra time on ministries/activities/events that will take place before the next meeting.)
 - ▶ Assignments
 - ▶ Closing prayer

Subsequent Meetings:

- ▶ Devotions/sharing/prayer
- ▶ Progress reports by council members
- ▶ Evaluation: check to see that planned ministries and activities continue to meet needs or are falling into place as needed. In the final meeting, evaluate the year and the council's work.
- ▶ Brainstorm ideas for specific ministries/activities/events.
- ▶ Flesh out or revise plans developed earlier. Give the most attention to ministries/activities/events that will take place before the next meeting.
- ▶ Assignments
- ▶ Closing prayer

EXAMPLES OF COORDINATORS IN CHILDREN'S MINISTRY

Local Cradle Roll Coordinator

The responsibilities of the Cradle Roll Coordinator are to:

- 1 To represent Cradle Roll and its interests at all Children's Ministries Council/ team meetings.
- 2 To become familiar with the goals and materials of the Cradle Roll outreach program.
- 3 To submit an annual budget request to the Children's Ministries Council, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
- 4 To organize the Cradle Roll program and oversee its implementation in the local church.
- 5 To submit an order for Cradle Roll materials and supplies, in consultation with the children's ministries coordinator, following established procedures.
- 6 To recommend Cradle Roll assistants to the children's ministries coordinator. These are elected by the NDI Board, with the approval of the pastor.
- 7 To provide training for Cradle Roll assistants, in cooperation with the Children's Ministries Council.
- 8 To work with the church nursery supervisor to coordinate a visitation program and other ministries for Cradle Roll babies and for those on the NDI Accountability Care List.
- 9 To keep accurate records and give them to the pastor and other appropriate personnel.
- 10 To encourage parents to enroll their children in Sunday School.
- 11 To promote enrichment activities for parents, such as classes, seminars, a Mothers' Club, or New Parents' Club.
- 12 To inform the church about the Cradle Roll ministry through the bulletin, newsletter, displays, public announcements, and skits.
- 13 To direct a special Baby Day on the first Sunday in May, in consultation with the pastor and children's ministries coordinator.
- 14 To submit an end-of-year report to the Children's Ministries Council.

Note: Children under four years of age who, along with their parents, do not attend Sunday School may be enrolled on the NDI accountability care list in the Cradle Roll department.

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- ▶ The children are considered as prospects for the Sunday School nursery and preschool classes, and the parents as prospects in the corresponding adult classes.
 - ▶ When the cradle roll coordinator has been appointed, he or she is responsible for regular visits and program materials to be taken to these families.
 - ▶ When the family begins attending Sunday School with some degree of regularity, they should be transferred to the Sunday School active enrollment of the corresponding age-group classes.
 - ▶ If they have not started attending by the child's fourth birthday, they may be retained on the NDI accountability care list but dropped from the Cradle Roll list. Until they begin attending with some degree of regularity they shall continue to be listed on the NDI accountability care list.

Local [Caravan](#) Coordinator

The responsibilities of the [Caravan](#) Coordinator are to:

- 1 Represent Caravan and its interests at all Council/team meetings by sharing Caravan plans and requesting approval for necessary ministries, events, projects.
- 2 Become familiar with the Caravan ministry and to provide all training materials produced by the global Caravan office.
- 3 Submit an annual budget request to the Children's Ministry leader/pastor, to administer funds according to approved budget guidelines, and keep a detailed record of expenditures.
- 4 Resource your local Caravan ministry via the [Foundry Publishing](#).
- 5 Determine the number of Caravan groups the church will sponsor to recruit and train workers for those groups, in cooperation with the CMI Council.
- 6 Submit an order for Caravan books, badges, uniform items, and supplies, in consultation with the children's Coordinator, following established procedures.
- 7 Operate the local Caravan ministry as defined in the official Caravan books and materials.
- 8 Plan a weekly group opening or closing for the combined Benson's Buddies, Searcher, Explorer, and Adventurer groups.
- 9 Promote the Caravan ministry in the local church.
- 10 Set up and chair an operating Caravan Committee.
- 11 Present top Caravan awards (Bunker, Winans, Lillenas, Bresee) based on global church requirements.
- 12 Plan and direct all local Caravan ceremonies.

- 13 Keep an ongoing file of each child's record forms showing the progress the child is making toward earning the Bunker, Winans, Lillenas, and Bresee awards.
- 14 Prepare an end-of-the-year report for the Children's Ministry Council/team.

Children's Mission Education Coordinator

The responsibilities of the children's mission education Coordinator are to:

- 1 Represent children's mission education and its interests at all Children's' Ministry Council/team meetings.
- 2 Become thoroughly familiar with the children's mission education ministry and curriculum.
- 3 Submit an order for children's mission education curriculum and supplies, in consultation with the children's Coordinator and NMI president, following established procedures.
- 4 Coordinate all children's mission education activities with NMI programs by serving on the local NMI Council.
- 5 Promote the mission education program for children in the local church.
- 6 Promote the children's mission reading books and keep accurate records of books read.
- 7 Cooperate with the district children's mission education Coordinator to promote districtwide activities in the local church (such as district mission rallies, offering projects, and end-of-year reporting).
- 8 Submit an end-of-year report to the Children's Ministry Council/team.

Children's Bible Quizzing Coordinator

The responsibilities of the Children's Bible Quizzing Coordinator are to:

1. Represent children's Bible quizzing and its interests at all Children's Ministry Council/team meetings.
2. Become thoroughly familiar with the Children's Bible Quizzing ministry—philosophy, materials, and procedures.
3. Submit an annual budget request to the Children's Ministry Council/team, to administer funds according to approved budget guidelines, and to keep a detailed record of expenditures.
4. Plan, organize, and direct Children's Bible Quizzing in the local church.
5. Recruit and train any needed helpers or scorekeepers, in cooperation with the Children's Ministry Council/team.
6. Promote Children's Bible Quizzing in the local church.
7. Submit an order for children's Bible quizzing materials and supplies, in consultation with the children's Coordinator, following established procedures.
8. Prepare lesson materials each week and present them as a children's Bible study.
9. Contact the district children's Bible quizzing Coordinator for information about districtsponsored competitions (rules, procedures, dates, times, locations) and to inform the Coordinator of the local church's intent to participate.
10. Prepare quizzers for zone/area, district, regional, and world competitions.
11. Prepare an end-of-the-year report for the Children's Ministry Council/team.

Vacation Bible School/Summer Ministries Coordinator

The responsibilities of the local VBS/Summer Ministries Coordinator are to:

1. Represent VBS/Summer Ministries and its interests at all Children's Ministry Council/ team meetings.
2. Determine, in consultation with the pertinent persons dates to run this event.
3. Submit an annual budget request to the Children's Ministry Council/team, administer funds according to approved guidelines, and to keep a detailed record of expenditures.
4. Recruit and train all VBS workers, in cooperation with the Children's Ministry Council/ team.
5. Choose the VBS theme with the Children's Ministry Council/team and buy the materials.
6. Promote VBS/Summer Ministries in the church and advertise it in the community.
7. Arrange registration/enrolment.
8. Direct the VBS and all volunteers.
9. Arrange for follow-up of all unchurched children and spiritual follow-up of all who accepted Jesus as Savior during VBS/Summer Ministries.
10. Work closely with district Children's Ministries leaders to participate in other summer activities such as camps.

Bus Ministry Coordinator

The responsibilities of the bus ministry coordinator are:

1. To work in cooperation with the NDI Board.
2. To conduct an up-to-date study on successful evangelistic bus ministries.
3. To emphasize the evangelistic aspect of the bus ministry.
4. To communicate with other churches, the district and the global NDI office your involvement in bus ministry.
5. To distribute materials on bus ministry to the local church.
6. To participate in district, zone, and/or local seminars to promote bus ministry and train workers.
7. To report to the local church and the district on the progress of the bus ministry.
8. To communicate any interesting and encouraging reports on people reached by bus ministry.
9. To enlist prayer support for this vital ministry.

LOCAL YOUTH DISCIPLESHIP MINISTRIES

NDI works cooperatively with Nazarene Youth International (NYI) to provide systematic Bible teaching essential to the growth and development of young disciples. Also, see the Local Youth Discipleship Ministries document.

Nazarene Discipleship International ([NDI](#)) works cooperatively with Nazarene Youth International ([NYI](#)) to provide systematic Bible teaching essential to the growth and development of young disciples. NYI helps NDI fulfill its [Discipleship Values](#) to youth as they study God's Word, the Bible, and apply its life-guiding principles. The youth Sunday School class is a weekly point of intentional contact that touches a greatest number of youth on a consistent basis in many local churches. We produce Youth Faith Connections in partnership with WordAction Publishing ([the Foundry Publishing](#)) as one component of NYI's total strategy for youth ministry.

Adolescence is a time of great change: physical, emotional, mental, social, and spiritual. Faith Connections Sunday School curriculum for youth offers flexibility to help every student develop an identity firmly rooted in a relationship with Jesus Christ. A growing relationship with God ushers them into adulthood with a dynamic life of faith with Christ at the center in community with other believers. The curriculum offers a balanced approach to meeting adolescent needs and studying God's Word. The sequence follows the themes of the Christian calendar, giving special emphasis to the holy seasons of the Church. This way of organizing the spiritual education of our youth allows students to connect their lives to the recurring themes of Christian history and church worship.

Each quarter provides a comprehensive and healthy spiritual diet:

- ▶ Contemporary personal and social issue.
- ▶ Insightful studies of Bible books or theological issues.
- ▶ Topics in Christian formation for growing followers of Jesus.

Whether a church is large or small, mid-high and senior high students will benefit from a curriculum that targets each one with ideas tested by students and teachers, and is flexible enough to tailor to local situations. For additional programming and mid-week ministry resources, check [Nazarene Youth International](#) and [The Foundry Publishing](#).

Introducing the Youth Ministries Organization

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity (1 Timothy 4:12).

Nazarene Youth International provides a structure through which youth ministry in the Church of the Nazarene can best take place in the local church, as well as at the district, regional, and global levels. The mission of NYI is to call its generation to a dynamic life in Christ. NYI exists to lead young people into a lifelong relationship with Jesus Christ and to facilitate their growth as disciples for Christian service ([NYI Charter, par. 810.3](#)).

Through NYI, youth and young adults receive the benefits of ministries and programs designed specifically for their needs. Included in its ministries are youth Sunday School, midweek Bible Studies, Bible quizzing, Christian literature and media, summer camps, retreats, campus ministry resources, evangelism and discipling resources, short-term missions opportunities—and the list goes on.

NYI is anything that happens with youth in the local, district, regional, or general church. Through NYI, youth function as learners and leaders in an organization that is their own, committed to the cause of Christ. History indicates that having such a distinctive organization has served both to develop young people spiritually and to advance the mission of the church.

The NYI Charter provides these “**values**” and “**guiding principles**” as foundational elements for its ministry to the Church's youth:

Our Values

We value Young People	... significant in the kingdom of God.
We value the Bible	... God's unchanging truth for our lives.
We value Prayer	... vital interactive communication with our Heavenly Father.
We value the Church	... a global holiness community of faith, diverse in culture but one in Christ.
We value Worship	... life-changing encounters with an intimate God.
We value Discipleship	... a lifestyle of becoming like Christ
We value Community	... building relationships that help bind us together and to God.
We value Ministry	... extending God's grace to our world.
We value Witness	... sharing God's love in word and deed.
We value Holiness	... a work of grace whereby God, through the working of His Holy Spirit, enables us to live a life representing Christ in who we are and in everything we do.

These values are important dimensions of the holy life and are to be reflected in the life and ministry of NYI at every level of the church. In reflecting these values, we acknowledge the following Guiding Principles.

Our Guiding Principles

NYI exists for youth

- ▶ Nazarene Youth International exists to attract, equip, and empower young people for service in the kingdom of God and to facilitate their integration into the Church of the Nazarene.

NYI focuses on Christ.

- ▶ Christ is central to who we are, the Word of God our authoritative source for all we do, and holiness our pattern for NYI is built on relational ministry to youth in the local church.

- ▶ Effective ministry to young people in the local church is critical to the health and vibrancy of NYI. Relationships and incarnational ministry form the foundation for Nazarene youth ministry, guiding young people toward spiritual maturity in Christ.

- ▶ NYI develops and mentors young leaders.

- ▶ NYI provides opportunities for emerging leaders to develop and utilize their gifts within an environment of nurture and support, assuring strong leadership for the Church of the Nazarene. Leadership training, accountability, and mechanisms for evaluation and modification of ministry are vital functions of NYI.

- ▶ NYI is empowered to lead.
 - Relevant youth ministry requires that responsibility for ministry and organizational decisions reside with NYI leadership and the appropriate governing bodies at every level. A sense of belonging and ownership, a passion for service, and input in decision-making are key ingredients for the empowerment of young people through NYI.

NYI embraces unity and diversity in Christ.

NYI is committed to understanding and celebrating differences and diversity in language, color, race, culture, socioeconomic class, and gender. Our differences do not diminish unity but enhance our potential and effectiveness. Sharing the good news of Jesus Christ in culturally relevant ways must always be a high priority.

NYI creates networks and partnerships.

A climate of cooperation characterizes our relationships at every level of NYI. Networking within the church enhances the development and deployment of young people for service; NYI actively participates in such cooperative endeavors.

LOCAL ADULT DISCIPLESHIP MINISTRIES

Adult Discipleship Ministries encompasses any discipleship work focused on carrying out NDI's mission to adults in the local church and community.

Also, see the Local Adult Discipleship Ministries document

What Is Adult Discipleship Ministries?

Adult Discipleship Ministries (ADM) encompasses any discipleship work of the local church focused on carrying out NDI's mission to adults in the local church and community to provide ministries, resources, and activities for adults on their Journey of Grace.

Adult Discipleship Ministries (ADM):

- ▶ Reaches a diverse audience and encompasses a wide range of ministries.
- ▶ Focuses on people over the age of 24, as well as any married individual below the age of 24
- ▶ Requires the close coordination of curriculum, resources, programs, events, and people to deal with the diverse age group questions, problems and challenges
 - While Sunday School provides a critical and indispensable foundation for what happens in ADM, it is only one part of a wider ministry to adults in the church and community.

Mission of Adult Ministries

ADM follows the same purpose as [NDI](#) with a focus toward the adults in our church and community to:

- ▶ Reach non-believers for Jesus.
- ▶ Establish new believers in their faith in Christ
- ▶ Walk with believers toward a fully surrendered, heart-cleansed, fruit-bearing, and Spirit-filled life

Combining all three of these mission aspects is the key to a healthy ADM ministry

The framework of Discipleship, or Journey of Grace, is emphasized through the practice of [NDI's 5 Discipleship Values](#).

1 [Fervent Prayer](#)

To promote intentional and consistent prayer in order to nurture and develop relationships with both God and others.

2 [Compassionate Outreach](#)

To reach both churched and unchurched people

3 [Comprehensive Biblical Learning](#)

To engage people in individual and group biblical study at appropriate levels so they become more like Christ.

4 [Intentional Mentoring and Equipping](#)

To help people to develop and to help others develop as Jesus did.

5 [Authentic Relationships](#)

To engage people in relationships that honor God and edify the Body of Christ.

For more details on the Mission of NDI, The Journey of Grace, and the 5 [Discipleship Values](#), please see [NDI](#).

Local Organization

The work of ADM at the local church level is primarily accomplished through united efforts of the local ADM Coordinator and the local ADM Council. Their work is then harmonized and coordinated with the local NDI Board and, when appropriate, with the district ADM Council.

Local Adult Discipleship Ministries Coordinator

The local ADM Coordinator is the key administrator of ADM. The Coordinator is responsible to lead the local ADM Council in:

- ▶ Training, equipping, and supporting ADM workers/disciple makers
- ▶ Giving direction to the discipleship ministry to adults in the local church
- ▶ Leading the ADM Council and serving as liaison between ADM and the local NDI Board

The NDI Board nominates to the church board, with the approval of the pastor, the ADM Coordinator. The local ADM Coordinator is an ex officio member of the NDI Board (see [Manual, par. 155](#)).

The term "coordinate" indicates the local Coordinator's responsibilities are to plan with and work through others to accomplish ministry. The ADM Coordinator needs to have strong administrative skills and a servant's heart

NOTE: If you are new to the role, or would like a better understanding of the role, please click the link below to learn where to start. (See [Appendix D](#))

Local Adult Discipleship Ministries Council

The ADM Council is composed of the ADM Coordinator, one or more Sunday School represen-

tative(s), and the coordinator(s) of any other ADM ministry activities. In small churches, this may consist of only two people: the ADM Coordinator and another adult. In larger churches, the size of the ADM Council grows as ministries are added. The task of the council is to work with the ADM Coordinator to plan and implement ministry to adults. In some situations, the ADM Council's work is done by the Local NDI Council. Nominations to the ADM Council are made by the ADM Coordinator to the NDI Board, with the approval of the pastor and the NDI President.

The tasks of the council fall into these broad categories:

- ▶ Fulfill the Great Commission by planning and carrying out a coordinated total ministry program for adults, giving special attention to the 5 Discipleship Values of NDI.
- ▶ Train and resource local adult lay workers/disciple makers for effective ministry.
- ▶ Coordinate the discipleship of adults with other ministries of the local church.
- ▶ Cooperate with district efforts to provide expanded ministry to adults.

NOTE: For a more detailed explanation of these tasks and a chart of the makeup of the council please see [Appendix F](#).

Common Questions

- ▶ Please see [Appendix E](#) to find answers to a few common questions about ADM
- ▶ If you do not find an answer to your questions, please check out the [USA/Canada](#) website. Or email your district NDI President
- ▶ For an Explanation of Typical Items of Business for Council Meetings please see [Appendix B](#)
- ▶ For A Sample Board Agenda please see [Appendix C](#).

Some Job Descriptions

Below is a list of potential roles for the NDI and/or ADM board. For an example of the responsibilities of these positions please click on the link provided.

Local ADM Representative	Job Description (See Appendix A.1)
Local Family Life Ministries Coordinator	Job Description (See Appendix A.2)
Local Prime Time (Seniors) Ministries Coordinator	Job Description (See Appendix A.3)
Local Single Adult Ministries Coordinator	Job Description (See Appendix A.4)
Local Women's Ministries Coordinator	Job Description (See Appendix A.5)
Local Men's Ministries Coordinator	Job Description (See Appendix A.6)
Local Lay Ministries Coordinator	Job Description (See Appendix A.7)
Local Small-Group Bible Studies Coordinator	Job Description (See Appendix A.8)
Local Young Adult Ministries Coordinator	Job Description (See Appendix A.9)

APPENDIX A

A.1	Local ADM Representative
A.2	Local Family Life Ministries Coordinator
A.3	Local Prime Time (Senior Adult) Ministries Coordinator
A.4	Local Single Adult Ministries Coordinator
A.5	Local Women's Ministries Coordinator
A.6	Local Men's Ministries Coordinator
A.7	Local Continuing Lay Training Coordinator
A.8	Local Small-Group Bible Studies Coordinator
A.9	Local Young Adult Ministries Coordinator

A.1. Local ADM Representative

The responsibilities of the local ADM representative can include:

1. Represent NDI and its interests at all ADM Council meetings and to serve as liaison between the ADM Council and NDI workers/disciple makers
2. Work through the ADM Council to plan NDI Responsibility List and attendance campaigns
3. Plan with the ADM Coordinator and the ADM Council for leadership training for NDI workers/disciple makers
4. Coordinate with the ADM Council any NDI fellowship events such as picnics, parties, etc

A.2. Local Family Life Ministries Coordinator

The responsibilities of a local Family Life Ministries Coordinator are to:

1. Pray for your church families
2. Serve on and be responsible to the ADM Council
3. Identify the family groups in your congregation
4. Assess the needs of families in the local church and community and determine an effective ministry response to those needs, such as:
 - ▶ Marriage enrichment retreats
 - ▶ Family enrichment retreats
 - ▶ Divorce recovery workshops
 - ▶ Parenting workshops
 - ▶ Premarital preparation and mentoring program (under direct leadership of the pastor)
 - ▶ Family finances seminars

- ▶ Intergenerational events
 - ▶ Families with special needs children
 - ▶ Help plan for special family-related observances on the church calendar (e.g. Mother's Day, Father's Day, Family Week, etc.)
 - ▶ Encourage creative family worship in the home
5. Examine new ways to evangelize and disciple families in the community
 6. Create and promote ministries and activities, under the oversight of the ADM Council, to meet the spiritual growth and development needs of families
 7. Help develop skills, talents, and abilities of families working together and promote opportunities for them to assist in places of ministry within the local congregation and/or the community
 8. Give guidance to the various committee chairpersons of a Family Life Ministries Council and leaders who may be asked to serve
 9. Study and promote any denominational materials for families
 10. Seek approval from the pastor and the NDI Board for all local speakers and events in order to ensure harmony with the mission of the church
 11. Promote and publicize family life activities and opportunities for service in cooperation with the church calendar
 12. Represent the need and importance of Family Life Ministries to the ADM Council or other board you are responsible to
 13. Make periodic reports, proposals, and funding requests to the ADM Council
 14. Establish resources providing insight and support for Christian living for families

A.3. Local Prime Time (Senior Adult) Ministries Coordinator

The responsibilities of a local Prime Time Ministries Coordinator are to:

1. Pray for your Prime Time adults
2. Serve on and be responsible to the ADM Council
3. Identify the people in your congregation who fall within your Prime Time group
4. Assess the needs of your Prime Time group in the local church and community and determine an effective ministry response to those needs
5. Examine new ways to evangelize and disciple Prime Time adults in the community
6. Create and promote programs, under the oversight of the ADM Council, to meet the spiritual growth and development needs of Prime Time adults
7. Help develop skills, talents, and abilities of Prime Time adults and promote opportunities for them to assist in places of ministry within the local congregation and/or the community
8. Give guidance to the various committee chairpersons of the Prime Time Ministries Council and leaders who may be asked to serve
9. Study and promote any denominational materials for Prime Time adults
10. Explore available community activities for Prime Time adults
11. Seek approval from the pastor and the NDI Board for all local speakers and events in order to ensure harmony with the mission of the church

12. Promote and publicize Prime Time adult activities and opportunities for service in cooperation with the church calendar
13. Represent the need and importance of Prime Time adults to the ADM Council or other board you are responsible to
14. Make periodic reports, proposals, and funding requests to the ADM Council
15. Establish resources providing insight and support for Christian living for Prime Time adults
16. Encourage members of your Prime Time adults to sign up or explore their publications from the global church or district. They may sign up for the NDI Journey e-newsletter under **NDI RESOURCES**

A.4 Local Single Adult Ministries Coordinator

The responsibilities of a local Single Adult Ministries Coordinator are to:

1. Pray for your single adults
2. Serve on and be responsible to the ADM Council
3. Identify the people in your congregation who fall within a single adult category. This includes: divorced, never-married, and widows/widowers
4. Assess the needs of your single adult group in the local church and community and determine an effective ministry response to those needs
5. Examine new ways to evangelize and disciple single adults in the community
6. Create and promote activities, under the oversight of the ADM Council, to meet the spiritual growth and development needs of single adults
7. Help develop skills, talents, and abilities of single adults and promote opportunities for them to assist in places of ministry within the local congregation and/or the community
8. Give guidance to the various committee chairpersons of the Single Adult Ministries Council and leaders who may be asked to serve
9. Study and promote any denominational materials for single adults
10. Explore available community activities for single adults
11. Seek approval from the pastor and the NDI Board for all local speakers and events in order to ensure harmony with the mission of the church
12. Promote and publicize single adult activities and opportunities for service in cooperation with the church calendar
13. Discover and promote opportunities for the local congregation to minister to single adults by meeting specific needs such as divorce recovery, grief recovery, assistance to single parents, helping single adults when facing health issues, and other needs
14. Represent the need and importance of Single Adult Ministries to the ADM Council or other board you are responsible to
15. Make periodic reports, proposals, and funding requests to the ADM Council
16. Establish resources providing insight and support for Christian living for single adults
17. Encourage members of your Single Adult Ministries to sign up or explore to sign up or explore any publications from the general or district church that may be available to them.

A.5 Local Women's Ministries Coordinator

The responsibilities of the local Women's Ministries Coordinator are to:

1. Pray for the women of your church
2. Serve on and be responsible to the ADM Council
3. Identify all the women in your congregation
4. Assess the needs of the women in your local church and community and determine an effective ministry response to those needs
5. Examine new ways to evangelize and disciple women in the community
6. Create and promote activities, under the oversight of the ADM Council, to meet the spiritual growth and development needs of women in various stages of life
7. Help develop skills, talents, and abilities of women and promote opportunities for them to assist in places of ministry within the local congregation and/or the community
8. Give guidance to the various committee chairpersons of the Women's Ministries Council and leaders who may be asked to serve
9. Study and promote denominational materials for ministry to women
10. Explore available community activities for women
11. Seek approval from the pastor and the NDI Board for all local speakers and events in order to ensure harmony with the mission of the church
12. Promote and publicize Women's Ministries activities and opportunities for service in cooperation with the church calendar
13. Represent the need and importance of Women's Ministries to the ADM Council or other board you are responsible to
14. Make periodic reports, proposals, and funding requests to the ADM Council
15. Establish resources providing insight and support for Christian living for women
16. Encourage women to sign up or explore any publications from the general or district church that may be available to them.

A6. Local Men's Ministries Coordinator

The responsibilities of the local Men's Ministries Coordinator are to:

1. Pray for the men of your church
2. Serve on and be responsible to the ADM Council
3. Identify all the men in your congregation
4. Assess the needs of the men in your local church and community and determine an effective ministry response to those needs
5. Examine new ways to evangelize and disciple men in the community
6. Create and promote ministry activities, under the oversight of the ADM Council, to meet the spiritual growth and development needs of men in various stages of life
7. Help develop skills, talents, and abilities of men and promote opportunities for them to assist in places of ministry within the local congregation and/or the community
8. Give guidance to the various committee chairpersons of the Men's Ministries Council and leaders who may be asked to serve
9. Study and promote any denominational materials for ministry to men
10. Explore available community activities for men

11. Seek approval from the pastor and the NDI Board for all local speakers and events in order to ensure harmony with the mission of the church
12. Promote and publicize Men's Ministries activities and opportunities for service in cooperation with the church calendar
13. Represent the need and importance of Men's Ministries to the ADM Council or other board you are responsible to
14. Make periodic reports, proposals, and funding requests to the ADM Council
15. Establish resources providing insight and support for Christian living for men
16. Encourage men to sign up or explore any publications from the general or district church that may be available to them.

A.7. Local Continuing Lay Training Coordinator

The responsibilities of the Local Continuing Lay Training Coordinator are to:

1. Serve on and be responsible to the Council
2. Report, present proposals, and request funding to the ADM Council
3. Discuss the role of the lay minister with the pastor
4. Assist laity in discerning spiritual gift(s)
5. Equip laity for God's service through training
6. Access Continuing Lay Training resources (clt.nazarene.org or discipleshipplace.org)
7. Prepare a list of voluntary ministry positions available in the church and community
8. Prepare a list of ministry positions on Laymen's Sunday and give opportunity for the laity to choose areas of ministry
9. Recognize laity actively engaged in ministry in the church and community
10. Match the needs in the congregation and community with committed and willing Christian volunteers
11. Inform new members about the Lay Ministries resources
12. Promote Lay Ministries retreats and seminars on the district.

A.8. Local Small-Group Bible Studies Coordinator

The responsibilities of the local Small-Group Bible Studies Coordinator are to:

1. Serve on and be responsible to the ADM Council
2. Report, present proposals, and request funding to the ADM Council
3. Evaluate the needs and interests of adults in the area of small-group Bible studies
4. Evaluate and approve available resources and curriculum suitable for Bible study settings, then secure approval from the pastor
5. Coordinate small-group Bible studies with the adult NDI program
6. Promote small-group Bible study options to adults
7. Explore the possibilities of offering an outreach Small Group Bible study.

A.9. Local Young Adult Ministries Coordinator

The responsibilities of a local Young Adult Ministries Coordinator are to:

1. Pray for your young adults
2. Serve on and be responsible to the ADM Council
3. Identify the people in your congregation who fall within the young adult category
4. Assess the needs of young adults in the local church and community and determine an effective ministry response to those needs
5. Examine new ways to evangelize and disciple young adults in the community
6. Create and promote programs, under the oversight of the ADM Council, to meet the spiritual growth and development needs of young adults
7. Help develop skills, talents, and abilities of young adults and promote opportunities for them to assist in places of ministry within the local congregation and/or the community
8. Give guidance to the various committee chairpersons of the Young Adult Ministries Council and leaders who may be asked to serve
9. Study and promote any denominational materials for young adults 40
10. Explore available community activities for young adults
11. Seek approval from the pastor and the NDI Board for all local speakers and events in order to ensure harmony with the mission of the church
12. Promote and publicize young adult activities and opportunities for service in cooperation with the church calendar
13. Represent the need and importance of young adults to the ADM Council or other board you are responsible to
14. Make periodic reports, proposals, and funding requests to the ADM Council
15. Establish resources providing insight and support for Christian living for young adults
16. Encourage members of your Young Adult Ministries group to sign up or explore any publications from the general or district church that may be available to them.

APPENDIX B

Here are some typical items of business for council meetings.

Share spiritual concerns and pray together

Assess the adult needs of the church

Develop and refine the ADM ministry calendar

Plan ways to train and communicate with all ADM workers/disciple makers

Prepare a budget and oversee disbursement of finances

Assign responsibilities

Evaluate programs and activities

1 Share spiritual concerns and pray together

An ADM Council meeting is primarily a business meeting, but the business is God's business. Beware of trying to do God's work without depending on His guidance and help. Begin your council meetings with a time of sharing, praying, and addressing concerns such as:

- ▶ The spiritual needs of adult workers/disciple makers/adults, and their families
- ▶ Programs and ministries the council is planning
- ▶ Budget needs
- ▶ Personal needs of council members
- ▶ The work of the district council and other churches.

2 Assess the adult needs of the church

Consider these questions:

- ▶ Does our church provide comprehensive discipleship for adults?
- ▶ Do the ministry activities meet the needs of adults, or are we continuing ministries that are no longer effective?
- ▶ Do workers/disciple makers effectively reach unchurched adults, or are we ministering only to church families?
- ▶ Can we strengthen outreach to adults?
- ▶ What new ministries or activities would strengthen ministry to adults and their families?
- ▶ Are we resourcing parents so they can reinforce and strengthen the ministries for children and teens?
- ▶ What can we do to improve worker/disciple makers morale and personal satisfaction in their ministry roles?
- ▶ What training do workers/disciple makers need and how can we best provide it?

Note: It may be helpful to survey all workers/disciple makers using these questions.

3 Develop and refine the ADM ministry calendar

The council's task is to determine what ministry activities the church will provide. The council will also determine when to conduct the special events it plans.

Begin planning with a brainstorming session. Consider every possible ministry activity idea. The council may not be able to use every idea suggested. However, it is important to consider every option before beginning the process of evaluation and selection.

The list of possible ministries and activities should be evaluated by asking these questions:

- ▶ What is the strength of this ministry or event? What needs does it meet?
- ▶ Does this ministry or event complement or compete with others we now have or are considering?
- ▶ What will this ministry or event cost? Where will we get the funds?
- ▶ Do we have or can we provide the space and supplies for this ministry or event?
- ▶ Do we have enough workers/disciple makers to carry out this ministry or event? Will doing this overload the workers/disciple makers we have?
- ▶ Is there room on the calendar for this ministry or event? (Note: The council may not be able to answer this question fully until the ADM Coordinator has met with the NDI Board to coordinate the adult calendar with the total church calendar.)

Based on answers to these and related questions, the council can develop its plan for the year. They can then prepare a calendar of events and submit it to the NDI Board for approval or adjustment.

4 Plan ways to train and communicate with all ADM workers/disciple makers.

Training workers/disciple makers and communicating with them regularly are key factors in a successful ADM program. ADM Council members are responsible for training workers/disciple makers. Sometimes information should flow directly from council members to those working under them. Other times the council will work together to provide training. Sometimes training will be coordinated under the NDI Board covering all age-level workers/disciple makers. As the council considers training and communication options, they should ask questions like the following:

- ▶ What kind of training do adult workers/disciple makers need?
- ▶ What kind of training do adults need?
- ▶ What form of training and communication can we provide?

Workshops

What should we provide in our local church and what will the district or denominational entities provide? (Note: Some district ADM Councils conduct zone or district training workshops. The local church benefits when the council coordinates training plans with those the district offers. The local ADM Coordinator should consult the district ADM Coordinator for information.)

A local ADM handbook. Items in the book could include:

- ▶ Names and contact information of ADM Council members and other adult workers/disciple makers
- ▶ A brief description of the mission, goals, and objectives of the church's ministry to adults
- ▶ The mission, goals, and objectives of each ADM ministry the church offers
- ▶ The church's policies and procedures for conducting ministry to adults. (For example, the procedure for a teacher to arrange for an absence.)
- ▶ A calendar of events for the year
- ▶ A Certificate of Commitment for NDI teachers and workers/disciple makers
- ▶ Training resources such as age-group characteristics of adults, ideas for social events, or teaching tips. ([CLT](#) or [The Discipleship Place](#))
- ▶ [The Discipleship Place](#) contains a great number of resources which will help in training lay leaders for age-specific ministry.
- ▶ Instructions for using the church's resource room, including a list of the items the room contains

Presence in the church newsletter

or other communication tools. The ADM Coordinator should check with the pastor to see how often ADM can submit information.

Letters or E-mails.

Everyone likes to feel appreciated, especially a volunteer. Written communication provides a good way to give a faithful team member a pat on the back or to encourage a discouraged team member.

Presence at church website.

- ▶ What training resources do we have? Consider the following:
- ▶ Information from the district ADM Coordinator and other district ADM Council members. The district may also have a lending library of resources.
- ▶ Training workshops provided by the district or Global Ministry Center (GMC).
- ▶ Continuing Lay Training/Lay Ministry curriculum. For a free Continuing Lay Training catalog, go to [CLT](#) or [The Discipleship Place](#) or call 888- 243-2767.
- ▶ Training resources provided in NDI communication to pastors and NDI superintendents. Adult resources are available at <https://ndi.whdl.org/en>, <https://ndi.whdl.org/es> and www.nazarene.org. The ADM Coordinator should check NDI website for additional resources from the global [NDI](#) office

5 Prepare a budget and oversee disbursement of finances

This task will grow out of discussions of items 1-4 (above). Council members should prepare a budget for their ministry. (Note: This usually happens toward the end of the church's financial year. If so, a new council will oversee the budget recommendations made by the outgoing council. There may be an opportunity to revise this budget once the new council is in place.) To these requests, the ADM Coordinator may add funds needed for additional expenses.

Here are typical expense categories for ADM:

- ▶ Curriculum and supplies for all ministry's activities and events
- ▶ Printing of letters, handbooks, training handouts, and flyers
- ▶ Postage and telephone reimbursement for council members
- ▶ Honoraria and other travel expenses for workshop speakers, special workers/disciple makers, or others who come to the church by invitation
- ▶ Awards for contests or recognitions.

Submit the budget to the NDI Board for approval or revision.

NOTE: See a Simple Sample Budget

- ▶ \$3,000 Curriculum and supplies for all ministry's activities and events
- ▶ \$1,000 Printing of letters, handbooks, training handouts, and flyers
- ▶ \$500 Postage and telephone reimbursement for council members
- ▶ \$1,000 Honoraria and other travel expenses for workshop speakers, special workers/disciple makers, or others who come to the church by invitation
- ▶ \$500 Awards for contests or recognitions

Total: \$6,000

6 Assign responsibilities

As the council develops its plans, it should assign responsibilities for carrying out the work. Usually one council member has primary responsibility for a ministry activity or event under a ministry and its volunteers. List what needs to be done, and agree on assignments.

7 Evaluate programs and activities

Some evaluation will occur spontaneously during the year as the council develops and refines its calendar. However, the group should also plan a formal evaluation at the end of the year or beginning of the following year. In this more detailed evaluation, council members should compare what they hoped would happen with what actually happened. Here are suggested questions to consider:

- ▶ Did this ministry or event achieve the goals set for it? Why or why not?
- ▶ How well did adults respond to the ministry or event? How did adults feel about it?
- ▶ What were the strong points of this ministry or event? Can improvements be made?
- ▶ What are the weaknesses or problems in this ministry or event? How can they be corrected?
- ▶ Should this ministry or event be used next year? Why or why not?

APPENDIX C

Sample Agenda—First Council Meeting of the Year

- ▶ Devotions, sharing, prayer
- ▶ Introductions of new council members
- ▶ Brief review of last year's work
- ▶ Evaluation of last year's ministry activities
- ▶ Needs assessment for the coming year
- ▶ Budget evaluation and requests
- ▶ Beginning work on new calendar
- ▶ Brainstorm ideas for specific ministry or events (spend extra time on ministry strategies or events that will take place before the next meeting)
- ▶ Assignments
- ▶ Closing prayer

Sample Agenda—Subsequent Council Meetings

- ▶ Devotions, sharing, and prayer
- ▶ Progress reports by council members
- ▶ Evaluation: Are planned ministry activities continuing to meet needs? (In the final meeting, evaluate the year and the council's work.)
- ▶ Brainstorm ideas for specific ministry or events, or flesh out and revise plans developed earlier (give the most attention to ministry or events that will take place before the next meeting)
- ▶ Assignments
- ▶ Closing prayer

APPENDIX D

Where to Start

Following are some appropriate places to begin your work as the Local ADM Coordinator

1 **Begin and continue a regular time of prayer, seeking the Holy Spirit's guidance and wisdom.**

This job is primarily one of administration and coordination. However, more importantly, this job is one that deals with spiritual matters and helps adults mature in Christ. Never let the planning details overrule the fact you are ministering to and with God's people. The best plans will fail if they are not administered in love through prayer.

2 **This handbook is a very good place to begin**

You will find answers to most of your questions, appropriate organizational charts, and job descriptions for you and your council. You will also benefit from reading other sections, especially the Administration section, to see how your responsibilities coordinate with the other NDI ministries and the five Discipleship Values.

3 **Meet with your pastor and NDI President**

This meeting should take place as soon as possible to determine how ADM fits into the larger scope of ministry in your local church. Solicit your pastor's ideas and dreams for ministry to adults. Agree to talk at regular intervals throughout the year as you evaluate ADM's ministries. After you have finished this initial discussion, you will be ready to begin establishing a priority list for the coming year.

4 **Talk to the outgoing ADM Coordinator.**

Spend time evaluating the strengths and weaknesses of your local ADM with your predecessor. Review your NDI records and ADM Council minutes to find trends or helpful information.

5 **Contact your district ADM Coordinator and/or NDI President**

You can find contact information in the district journal or by calling the district office. Your district ADM Coordinator will be an important link to the following information:

- ▶ Devotions, sharing, prayer
- ▶ Helpful curriculum, equipping activities, and personnel resources
- ▶ ADM models and ideas
- ▶ Events and resources at the regional and global NDI level

6 Make certain your ADM Council is complete

Look over the council job descriptions found later in this section. Your goal is to find individuals who will serve as ministry coordinators and team leaders. Completing your council will add to your resources and increase the productivity of your adult ministry programming. You may fill some of these positions yourself, but do not forfeit the opportunity to allow others to help serve on the ADM Council.

Nominations for all positions on the ADM Council, whether they are an incumbent or not, are made yearly by the ADM Coordinator to the NDI Board (see [Manual](#), par. 155). You may want to talk to individuals who carried council responsibilities in the past about their desire to continue in their positions.

7 Determine the first meeting of your ADM Council.

Plan to meet as soon as the majority of your council positions are filled. At this first meeting, review your ADM budget (in most cases predetermined by the outgoing council); review the annual ADM, NDI, and church calendars; and determine when and where the council will meet in the future.

8 Assess the makeup and needs of your adult group

Make use of surveys, discussion with key leaders, informal conversation with adults, and your own knowledge of your church to determine ministry strategy.

9 Research the resources available

As ADM Coordinator, you are responsible to oversee curriculum, ministry aids, training materials, special speakers, and other resources used by adults. Find out what resources are currently being used and compare findings with the resources recommended at Nazarene.org/ndi, the pastor, and the district ADM Coordinator. Approved materials should be used in all adult ministries areas unless there is sufficient reason to use supplemental resources for specialized areas of ministry.

10 Don't become overwhelmed by your responsibilities.

As you look over all your ministries realize new ministries take time to develop. Some ideas may need to wait until proper personnel or funding become available. Some plans may need to be implemented next year. The Nazarene [Manual](#) outlines the responsibilities for age-level Coordinators in the Church of the Nazarene [Manual](#). The following job description for the local ADM Coordinator is adapted from the Nazarene [Manual](#), par. [155-159.1](#)

APPENDIX E

Adult Ministries Council

1 Why Have an Adult Ministries Council?

- ▶ Many heads are better than one when planning ministries to adults: A council allows many people to share their unique ideas, previous experiences, and ways of working with the group. As council members discuss an issue, one idea often sparks another. The result? A more creative and effective ministry.
- ▶ Many hands make the work lighter: A well-organized council shares the workload. Each council member takes primary responsibility for one or two aspects of ministry while helping with the total work. This way, the council accomplishes more without overworking any one person.
- ▶ Using a council strengthens the coordination of ADM: When each ministry Coordinator functions separately, duplication usually results. This includes duplication of emphases, schedules, and work. When an ADM Council plans and works together, they can control or end these problems.

2 How Often Should the Council Meet?

The organizational meeting for the year should take place as soon as possible after the appointment of the new council.

Following this meeting, the council should plan to meet monthly to:

- ▶ Refine and complete plans made in previous meetings
- ▶ Discuss and develop new ideas
- ▶ Work on long-range goals and objectives

3 What Should Happen in an ADM Council Meeting?

The ADM Coordinator chairs all meetings of the ADM Council. The Coordinator should prepare an agenda for each meeting and contact council members to learn what items they want to address. If possible, the agenda should be distributed before the meeting. All recommendations made by the council go to the NDI Board for final approval.

Select someone to record minutes from your council meetings. Keeping accurate notes and records is an important function of the council.

A typical Council meeting will deal with:

- ▶ Prayer for the church, ministries, and one another
- ▶ Assessing the adult needs of the church
- ▶ Verifying the alignment of ADM activities and calendar with the [Journey of Grace](#) and the [5 Discipleship Values](#) of NDI
- ▶ Planning ways to communicate and equip all ADM workers/disciple makers for their assigned ministry
- ▶ Preparing a budget and oversee disbursement of finances
- ▶ Assigning ministry responsibilities
- ▶ Evaluating ministry and activities.

NOTE:

- ▶ For A Deeper Explanation of Typical Items of Business for Council Meetings please see [Appendix B](#).
- ▶ For A Sample Board Agenda please see [Appendix C](#).

APPENDIX F

The tasks of the council fall into these broad categories:

1 To fulfill the Great Commission by planning and carrying out a coordinated total ministry for adults

The Great Commission charges the church to reach, teach, and disciple. The council does this by designing and carrying out a well-coordinated ministry strategy for all adults. This includes the commitment to integration of the 5 [Discipleship Values](#) of NDI in every ministry.

2 To train and resource local adult workers/disciple makers for effective ministry

Lay volunteers care about and have given themselves to their ministries. To carry out their ministries effectively, they need information, encouragement, and material resources.

3 To coordinate the ministry of disciples making for adults in the local church

ADM does not exist in isolation. It is part of the larger effort of the church to fulfill the Great Commission. ADM needs to operate within the larger organizational structure of the church. Doing so helps

4 To coordinate the ministry of disciples making for adults in the local church

Adults need to understand their local church is part of a larger body of Christians. Taking part in district-sponsored events helps to develop this concept. It also provides adults with equipping and fellowship activities that go beyond what most local churches can provide

APPENDIX G

This discipleship timeline/roadmap covers the progression of intended outcomes for each age group from cradle to grave. This document is global in nature and will provide a simple and helpful matrix from which regional and local church leaders can evaluate and build their discipleship ministries. An intended outcome is to increase the integration and intergenerational connectedness of the discipleship process in the minds of those responsible for discipleship in the local church. This discipleship tool will be helpful to churches of all sizes and ages; allowing them to link to appropriate resources, networks, websites.

	HEAD	HEART	HANDS	MILESTONES /MARKERS
<p>Infancy - Toddler</p> <p><i>Key relationships:</i> Parents, siblings, and caregivers.</p> <p>Age 0 - 2</p>	<ul style="list-style-type: none"> ▶ What to know: That one belongs to a family of faith. ▶ Learn basic words and language related to Christian faith and practice. ▶ How to know it: Parents, family, and caregivers use "faith words" as they speak and interact with child. 	<ul style="list-style-type: none"> ▶ What to feel: Trust and love as foundational emotional experience ▶ How to feel it: Surrounded by love, nurture, consistent care that provides security and safety 	<ul style="list-style-type: none"> ▶ What to do: Be baptized or dedicated. ▶ Experience the world as a safe and secure place. ▶ Parents take child to church and practice faith at home. ▶ Why do it: To establish one's identity as one of God's people. ▶ To be able to have faith in others and God at later stages of life. ▶ To become accustomed to Christian practices from early on. 	<ul style="list-style-type: none"> ▶ Celebrate with the congregation through infant baptism or baby dedication. ▶ Begin attending Sunday School or other children's discipleship groups.
<p>Early Childhood</p> <p><i>Key relationships:</i> Parents, siblings, caregivers, teachers</p> <p>Age 3 – Age 5</p>	<ul style="list-style-type: none"> ▶ What to know: Stories of God and God's people. ▶ Basic sense of right and wrong, loving and unloving ways of treating others. ▶ How to know it: Having Bible stories read to them; re-telling and acting out Bible stories; Read the Bible for oneself. ▶ Careful parent instruction and modeling of Christlike treatment of others. 	<ul style="list-style-type: none"> ▶ What to feel: Positive view of God and God's relationship with people. ▶ Love/appreciation for the Bible. ▶ How to feel it: Play and imagination; playacting worship and other church activities. ▶ Observe parents and others treasure and enjoy Bible reading and study. 	<ul style="list-style-type: none"> ▶ What to do: Give thanks to God through prayers and attending worship. ▶ Show kindness and hospitality to others. ▶ Why do it: To acknowledge God as Creator and giver of good things. ▶ To practice thankfulness, gratitude, humility 	<ul style="list-style-type: none"> ▶ Be given a Story Bible as they enter this time of life. ▶ Meet with the student and their primary faith influencers to discuss the importance of family and personal devotions. ▶ Receive Communion

<p>Late Childhood</p> <p><i>Key relationships:</i> Parents, teachers, children's ministers, congregational members, pastors.</p> <p>Age 6 - 11</p>	<ul style="list-style-type: none"> ▶ What to know: Basics of God's will for God's people; identify as Christian. Begin to relate the Bible to everyday life. ▶ How to know it: Formal instruction; modeling and faithful examples. 	<ul style="list-style-type: none"> ▶ What to feel: Loyalty and love toward God and God's people. ▶ How to feel it: Obey and honor God; identify with people from the congregation 	<ul style="list-style-type: none"> ▶ What to do: Participate in worship; pray; read Scripture. ▶ Participate in local service projects through family and congregation. ▶ Begin practicing financial stewardship/tithing. ▶ Why do it: To demonstrate love for God and other people; to practice obedience to God. 	<ul style="list-style-type: none"> ▶ As they enter this time of life: Celebrate with the congregation in the receiving of an ageappropriate Bible. ▶ Baptism for those who were not baptized as infants. ▶ For those who have been baptized, some sort of ceremony of affirmation / re-affirmation / confirmation. ▶ Psalm 139: 13-18/ Luke 2:52
<p>Early Adolescence</p> <p><i>Key relationships:</i> Church family, peers, adult mentors, parents.</p> <p>Age 12 - 15</p>	<ul style="list-style-type: none"> ▶ What to know: Christian theology; grasp abstract ideas and conceptions of faith. ▶ How to know it: Study foundational Christian beliefs, doctrines, & history; modeling by faithful Christians 	<ul style="list-style-type: none"> ▶ What to feel: Devoted to God and desire to love and serve God at a personal level. Begin to "own" the faith handed down as one's personal faith. ▶ How to feel it: Commit to follow God in personal relationship. 	<ul style="list-style-type: none"> ▶ What to do: Commit to taking "ownership" of the faith that has been handed down to oneself. ▶ Take active leadership in ministry and worship. ▶ Why do it: To give visible expression to God's gracious work in one's life and one's faithful response to God's grace. 	<ul style="list-style-type: none"> ▶ As they enter this time of life: Celebration of one's unique person and welcome to entering into adolescence (similar to Bar- or Bat- Mitzvah). ▶ Baptism for those who were not baptized as infants. ▶ For those who have been baptized, some sort of ceremony of affirmation / re-affirmation / confirmation. ▶ Church membership.
<p>Middle—Late Adolescence</p> <p><i>Key relationships:</i> Peer groups, faith mentors, parents, congregation</p> <p>Age 16 - 21</p>	<ul style="list-style-type: none"> ▶ What to know: Explore and question details of Christian doctrine and ethics. ▶ How to know it: Continued study of Bible and theology in interactive and open discussion with adults and especially with peers. 	<ul style="list-style-type: none"> ▶ What to feel: Experience the person of the Holy Spirit in real life. ▶ Desire to share God's love with others. ▶ How to feel it: Become attuned to hearing/sensing God speak to one's inner spirit through the Holy Spirit. ▶ Begin to view the world and others from God's perspective 	<ul style="list-style-type: none"> ▶ What to do: Identify with a specific faith tradition and contribute to its life and ministry. ▶ Serve in local church ministries; participate in local and international mission trips & compassionate ministries. ▶ Share one's faith intentionally through word and deed. ▶ Why do it: Experience and put into action one's beliefs. 	<ul style="list-style-type: none"> ▶ As they graduate from high school: Celebrate with the congregation by blessing them into the next time of life. ▶ Church membership if not already a member

<p>Young Adult</p> <p><i>Key relationships:</i> Peer groups, faith mentors, congregation</p> <p>Age 22 – 35</p>	<ul style="list-style-type: none"> ▶ What to know: Distinctives of Christian faith in relation to other faiths and worldviews. ▶ How to know it: Think critically about faith; ask hard questions. Reflect, analyze, and discuss these questions and possible answers in context of supportive and challenging groups of peers and mentors. 	<ul style="list-style-type: none"> ▶ What to feel: Experience holiness of heart: a sense of full acceptance and forgiveness by God and a corresponding love and devotion for God. ▶ Feel confidence in God's love and concern. Empathy with, and generosity toward, other people and traditions. ▶ How to feel it: Seek guidance and power of the Holy Spirit in all aspects of life. Reflect on and open oneself to God's love 	<ul style="list-style-type: none"> ▶ What to do: Practice holiness of life: authentic acceptance and love for others, expressed through wholehearted hospitality and service. ▶ Christian vocation: Clarify how to utilize one's gifts and talents in their profession, family life, church and civic commitments for the sake of others and the world. ▶ Establish family rituals and traditions that are distinctly Christian. ▶ Practice good stewardship of God's resources and gifts. ▶ Why do it: To respond to God's offer to make one holy. ▶ To respond to God's call to act as God's people in the world. ▶ To build family solidarity and identity that provides comfort by reminding each other who they are. To sanctify ordinary time by pointing to the sacred that underlies everyday experiences. ▶ To remember that all gifts come originally from God and humans are to use and manage those resources well. 	<ul style="list-style-type: none"> ▶ Christian Marriage ▶ Married Couples Early Parenthood Family Devotions ▶ Single College and Professional achievements ▶ Married No Children College College and Professional Achievements Family Devotions ▶ All Daily and Seasonal Rituals Serving in Church
<p>Middle Adult</p> <p><i>Key relationships:</i> Family, peer groups, congregation.</p> <p>Age 36 - 60</p>	<ul style="list-style-type: none"> ▶ What to know: How faith impacts one's vocation, work, family life. ▶ How to know it: Reflect on previous knowledge and learn other perspectives. Learn advanced skills and knowledge. 	<ul style="list-style-type: none"> ▶ What to feel: Awareness of, and humility for one's limitations. Sense of responsibility for the spiritual welfare of others, within and outside of one's family and congregation. ▶ How to feel it: Become more comfortable with paradox and conflicting views and faiths. ▶ Learn to empathize with others by seeing them through the eyes of Jesus. 	<ul style="list-style-type: none"> ▶ What to do: Tell stories of family history and experiences, as well as those of the congregation. ▶ Create and/or participate in experiences and events that express one's faith, within and outside one's family and church. Become involved in generating and sharing lifeenhancing activities for one's family, community, church, and the world. ▶ Why do it: To remind each other of shared history, and one's place as an important member of the family and church. ▶ To contribute to God's reign and God's purposes in the world. 	<ul style="list-style-type: none"> ▶ Parents Christian Parenting Celebrating Previous milestone with their children ▶ Single Continued studies and professional achievements Church Responsibilities ▶ Married No Children Continued Studies and professional achievements Church Responsibilities ▶ All Daily and Seasonal Rituals

<p>Mature Adult</p> <p><i>Key relationships:</i> Family, peer groups, congregation.</p> <p>Age 61 - 100+</p>	<ul style="list-style-type: none"> ▶ What to know: Christian views of time, death, life after death, and Christian hope. ▶ How to know it: Continued theological and biblical study and reflection. Support groups and spiritual friendships. 	<ul style="list-style-type: none"> ▶ What to feel: Peace amidst increasing degrees of grief and loss. ▶ Satisfaction with one's place in, and contributions to, God's Kingdom. ▶ How to feel it: Seek deeper sense of union/oneness with Christ. 	<ul style="list-style-type: none"> ▶ What to do: Pass on faith. Volunteer. Mentor. Live simply. Prepare for final years and death. ▶ Why do it: To leave a legacy of Christian faith. ▶ To stay engaged in Christian life and service. ▶ To enter into final rest with faith and hope in the final resurrection 	<ul style="list-style-type: none"> ▶ Grandparent-Grandparenthood Celebrating previous milestones with children and grandchildren ▶ Single Continued studies and professional achievements Church Responsibilities ▶ Married No Children Continued studies and professional achievements Church Responsibilities ▶ All Christian Funeral
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OTHER MINISTRIES

CHECK OUT SOME OF THESE MINISTRY LINKS:

- ▶ [Bible Society](#)
- ▶ [Caravan](#)
- ▶ [Children's Bible Quizzing](#) and [Youth Bible Quizzing](#)
- ▶ [Kids Reaching Kids Offering](#)
- ▶ [Men's Discipleship Ministry](#)
- ▶ [Nazarene Camping Association](#)
- ▶ [Nazarene Educators Worldwide](#)
- ▶ [Nazarene Motorcycle Fellowship](#)
- ▶ [Second Mile Award](#)
- ▶ [USA Canada Women's Ministry](#)
- ▶ [Women's Discipleship Ministry](#)
- ▶ [Vacation Bible School](#)

CURRICULUM RESOURCES

- ▶ [The Foundry Publishing](#)
- ▶ [The Discipleship Place](#)
- ▶ [Wesleyan Holiness Digital Library](#)

District

▶ Administration

See **ARTICLE X. NDI CONVENTIONS AND ELECTIONS** in the new [NDI Bylaws](#). And, see to the District NDI document.

The District Nazarene Discipleship International (NDI) is responsible for promoting discipleship and the mentoring of disciple makers on the district.

NDI MISSION Statement

The mission of Nazarene Discipleship International (NDI) is to carry out the Great Commission to children, youth, and adults in preparation for a lifelong journey of being and making Christ-like disciples in the nations.

NDI PURPOSE

The purpose of NDI is to assist local churches in:

- ▶ Reaching non-believers for Jesus
- ▶ Establishing new believers in their faith in Christ
- ▶ Walking with believers to a fully surrendered, heart-cleansed, fruit-bearing, and Spirit-filled life.

NDI DISCIPLESHIP VALUES

NDI promotes the following **five Discipleship Values** that are essential to the discipleship process:

<u>Fervent Prayer</u>
<u>Compassionate Outreach</u>
<u>Comprehensive Biblical Learning</u>
<u>Intentional Mentoring and Equipping</u>
<u>Authentic Relationships</u>

These Discipleship Values, promoted and modelled on each region, field, district, and local church, will develop Christlike disciples of every age and in every culture.

Principle #1 of NDI **Fervent Prayer**

Prayer is an essential part of discipleship. In its purest form, prayer is communicating with and responding to God. Prayer was expressly modeled by Jesus who taught His disciples to pray. Jesus' disciples were then instructed to teach each following generation of disciples to pray. The Scriptures reveal that intentional and consistent prayer nurtures and develops our relationships with both God and others, enabling us to see and experience God's activities through His prevenient, saving and sanctifying grace.

Prayer is the bedrock upon which all other ministry efforts are built. As we pray, God inspires us to be actively engaged in the world. Through prayer, we participate in the Holy Spirit's transforming power, both for ourselves and for our neighbor.

Prayer guides us to spiritual success. By deepening our relationship with God through prayer, we experience the Holy Spirit's guidance and find greater measures of spiritual growth and direction. Through intentional, specific, and consistent prayer, the body of Christ becomes the eyes, hands, and feet of the Savior.

Principle #2 of NDI **Compassionate Outreach**

God's compassionate and redemptive love is foundational to discipleship and the appropriate motivation for Christian outreach. Compassionate outreach reveals God's love for humanity. God is continually reaching out to prepare people's hearts to receive salvation. It is a disciple's care for non-believers, both local and global, that places a face and hand to God's grace and love. Therefore, a disciple's authentic and loving relationship with non-believers is essential to communicating the beauty of God's grace and salvation.

Outreach is every disciple's calling. Every disciple, faithfully living and loving like Jesus, is to be engaged in nurturing genuine relationships with others. Through a disciple's prayerful and compassionate action, God is reaching out and preparing hearts to receive salvation. When disciples are in relationship with non-believers, they are obeying Jesus' command to go into all of creation to proclaim the Good News (Mark 16:15).

Principle #3 of NDI

Comprehensive Biblical Learning

Jesus placed a high priority on teaching his disciples from the Scriptures. It was the knowledge of the Scriptures combined with his instructions that shaped their knowledge of God and the work of the Holy Spirit.

Learning the Scriptures, through individual and group study, helps disciples to become more like Christ. When we study the Word of God, which is active and living, we uncover who God is, how God loves, and how we are to love others. In doing this, we allow God to speak to us, mold us, and sanctify us.

Knowing God's Word is essential to Christlike discipleship. Being actively engaged in the systematic study and application of the Word of God is a catalyst for spiritual transformation and growth. As we grow and learn, we begin to fully understand and obey God's mission for his disciples to go and reach out to unbelievers with God's love. When we allow the Word of God to transform us, we are modeling to others the importance of learning God's Word.

Principle #4 of NDI

Intentional Mentoring and Equipping

Jesus' method of discipleship was through personal mentoring and equipping of a chosen group of individuals. It was these methods that helped Christianity grow and transform society. Mentoring and equipping is a discipleship process that introduces new believers to Jesus and reveals how to follow Him personally and fully.

Mentoring is a loving way to teach accountability and introduce non-believers to the full knowledge of Christ. All disciples are challenged and continue to grow and become Christlike when every disciple is providing and receiving mentoring.

To become all that God has created us to be as Christ's disciples, we need to be willing to grow and to help others grow as Jesus did. Therefore, mentoring, and equipping others on the journey of discipleship is essential to Christian growth and maturity.

Principle #5 of NDI

Authentic Relationships

In the same way that Jesus gathered travelling companions around Himself, we as His disciples, are called to journey together as members of the Body of Christ. Everyone committed to the Great Commission should be engaged in relationships that honor God and edify the Body of Christ.

The core of our faith and life is to love God and love others. When we know we are unconditionally loved by God and unconditionally loved by one another, unity in the Body of Christ results. This unconditional love knows no cultural, generational, or structural bounds. This unconditional love is made possible only through the working of the Holy Spirit.

When we deeply care for one another, we discover just how rich our identity is in Christ, and spiritual growth results. Such loving relationships help us walk the path of holiness because we are receiving both encouragement and loving correction. These Spirit-enabled relationships are necessary as we support one another in living a fully surrendered and Spirit-filled life.

DISTRICT NDI BOARD

Membership of the District Nazarene Discipleship International Board

Each member of the District NDI Board shall have the responsibility of focusing on the [MISSION](#), [PURPOSE](#), and the five [Discipleship Values](#). Elected members of the NDI Board should be assigned roles to implement these five Discipleship Values.

According to the Nazarene [Manual](#), par. [240](#), the membership of the District NDI Board shall be:

- ▶ the District Superintendent*
- ▶ the District NDI President* (See also Nazarene [Manual](#), par. [241-241.3](#) and the new [NDI Bylaws, Article X.c](#), also for the method of electing a new NDI President).

[Bylaws, Article X.c](#), also for the method of electing a new NDI President)

- ▶ the District NMI President*
- ▶ the District NYI President*
- ▶ the secretary
- ▶ the treasurer
- ▶ the District Children's Ministries Coordinator
- ▶ the District Adult Ministries Coordinator
- ▶ the District Continuing Lay Training Coordinator
- ▶ at least 3 additional elected members (See Nazarene [Manual](#), par. [240](#) and the new [NDI Bylaws](#), Article X, item c, also for the method of electing additional members).

These four officers comprise the Executive Committee

1. Methods of Electing NDI Board Members

1.1 Distict NDI President

The president is elected annually (or biannually) by the district assembly or by the NDI Convention from two or more nominees submitted by the District NDI Nominating Committee. See the new [NDI Bylaws](#), Section 1, item c and the Nazarene [Manual](#), par. [240](#).

1.2 Election of NDI Board

The additional members shall be elected by the district assembly or District NDI Convention to staggered terms of three years and until their successors are elected and qualified. See Nazarene [Manual](#), par. [240](#) and the new [NDI Bylaws](#), Article 10, Section 1c and d. On districts of 4,999 total membership or fewer: (See Nazarene [Manual](#), par. [240](#)). On districts with a total membership of 5,000 or more: (See Nazarene [Manual](#), par. [240](#)).

When possible, at least 4 of the 10 board members should be laypersons.

1.3 Age Group Ministries Directors

The children's ministries director and adult ministries director are elected by the District NDI Board at the organizational meeting. Both directors are ex officio members of 55 the NDI Board (See Nazarene [Manual](#), par. [240.1](#)). The district NYI president is elected by the District NYI Convention and serves ex officio on the NDI Board.

1.4 Other Officers

The District NDI Board elects a secretary, treasurer, coordinator of continuing lay training, and other district coordinators as deemed necessary, from nominations by the Executive Committee (See Nazarene [Manual](#), par. [241](#)).

1.5 Vacancies on the District NDI Board

Vacancies occurring in the NDI Board, including the president, in the interim of sessions of the district assembly, may be filled by appointment by the district superintendent (See Nazarene [Manual](#), par. [215](#), [240](#)).

2. Duties of the District Nazarene Discipleship International Board

The duties of the District NDI Board are outlined in the Nazarene [Manual](#), par. [240-240.14](#).

2.1- 240.1

To meet as soon as possible following their election and to organize by electing a secretary, treasurer, district coordinators of Adult Ministries, Children's Ministries, and Continuing Lay Training, who then shall become ex-officio members of the Sunday School and Discipleship Ministries International (NDI) Board. Other district leaders, as deemed necessary, may be nominated by the Executive Committee and elected by the Board.

2.2-240.2

To give supervision to all NDI interest on the district.

2.3-240.3

To elect a Children's Ministries Council whose chairperson shall be the district coordinator of Children's Ministries and whose members shall be the district coordinators of: boys' and girls' camps, Caravan, Vacation Bible School, Bible quizzing, children's church, Cradle Roll, and any others deemed necessary.

2.4-240.4

To elect an Adult Ministries Council whose chairperson shall be the district coordinator of Adult Ministries and whose members shall be the district coordinators of: marriage and family life, senior adult ministries, single adult ministries, lay retreat, small-group Bible studies, women's ministries, men's ministries, and any others deemed necessary.

2.5-240.5

To arrange for an annual district Nazarene Discipleship International (NDI) convention. (See Nazarene [Manual](#), par. [240](#))

2.6-240.6

To determine, in consultation with the district superintendent, whether elections for District Nazarene Discipleship International (NDI) Board members and president will be held in the district assembly or in the district NDI convention.

2.7-240.7

To encourage all local NDI presidents and age-group ministries coordinators/ NYI presidents to be present in the District NDI Convention and take part as opportunity affords

2.8-240.8

To organize the district into zones and appoint zone leaders who shall assist the board at its direction to carry forward the work of Nazarene Discipleship International (NDI) on the district.

2.9-240.9

To plan and implement district or zone Continuing Lay Training

2.10-240.10

To assist the Nazarene Discipleship International (NDI) office of the Church of the Nazarene, Inc. in securing information relating to district and local NDI interests

2.11-240.11

To recommend to the District Assembly Finance Committee the annual District Nazarene Discipleship International (NDI) Board budget.

2.12-240.12

To be responsible for the district lay retreat. The district coordinator of Adult Ministries shall be member ex-officio of the District Lay Retreat Committee.

2.13-240.13

To approve the report of its NDI President/ chairperson to be presented to the district assembly.

2.14-240.14

To meet as frequently as deemed necessary by the district superintendent or the district NDI president to plan and execute effectively the responsibilities of the board.

2.15-

For nominations for the District and General conventions see the (NDI) Bylaws, Article 10, Section 1c and d.

3. Meetings of the District NDI Board

The organizational meeting of the newly-elected members of the District NDI Board should take place as soon as possible (within one week) after the annual election is held. Allow sufficient time for this meeting, since it will serve as the time to elect age-group coordinators, councils, and other officers as necessary (See Nazarene [Manual](#), par. [240.1](#)).

Note: Frequency of meeting is determined by need. (See Nazarene [Manual](#), par. [240.14](#)). Because of schedule, cost, and distance, consideration should be given to electronic/ virtual meetings as an option

3.1 Sample Agenda for Organizational Meeting

- ▶ Call to order and prayer
- ▶ Introduce new members

- ▶ Review Mission, Purpose, and [Discipleship Values](#) [Provide Link to Mission, Purpose, and [Discipleship Values](#)]
- ▶ Appoint a secretary pro tem
- ▶ Elect a secretary and treasurer. (See Nazarene [Manual](#), par. [240.1](#))
- ▶ Elect children's and adult coordinators. (See Nazarene [Manual](#), par. [240.1](#))
- ▶ Review age-group council makeup. Allow for nominations to this council from the 57 newly-elected coordinator. Call for election of council members when expedient.
- ▶ Elect a coordinator of continuing lay training
- ▶ Appoint zone NDI coordinators
- ▶ Elect other officers as necessary. (See Nazarene [Manual](#), par. [240.1](#))
- ▶ Begin work on a NDI budget for the coming year. Ask each age-group council to submit an asking budget in the next meeting. Include line items for representatives to attend regional and global NDI gatherings
- ▶ Begin work on an annual NDI calendar. Ask each age-group council to submit a proposed calendar of events in the next meeting
- ▶ Establish a written policy for the district NDI organization
- ▶ Develop an organizational flow chart. List ministries and groupings along with leaders. Show relationships of authority, responsibility, accountability, and communication
- ▶ Set dates for all meetings of the District NDI Board
- ▶ Request names, addresses, E-mails, and phone numbers of each person present. Before the next meeting, send this list to each board member and regional/global NDI office.

3.2 Sample Agenda for Regular Meetings

- ▶ Open with devotions/sharing/prayer.
- ▶ Distribute agenda. Call for additions or other items.
- ▶ Approve the Minutes of previous meeting(s).
- ▶ Review Mission, Purpose, and [Discipleship Values](#) [Provide Link to Mission, Purpose, and [Discipleship Values](#)]
- ▶ Hear reports from age-group councils: budget, calendar, plans, activities, etc
- ▶ Review events and NDI statistics of the past three months. Discuss effectiveness and needs
- ▶ Begin planning for all major happenings on the district for which the NDI Board is responsible: growth campaigns, zone or district training days, retreats, summer camps, NDI Convention, etc
- ▶ Concentrate on development in important areas
- ▶ Set short-term and long-term goals
- ▶ Spend time in prayer
- ▶ Set date of next meeting

District Superintendent

See the Nazarene [Manual](#), par. [208](#) – [218.1](#).

District NDI President

Election of the District NDI President

As stated earlier, the District NDI President shall be elected by the district assembly or the District NDI Convention for a one- or two-year term. He or she presides over the District NDI Board and oversees the work of NDI on the district. (See Nazarene [Manual](#), par. [241](#)).

A vacancy in the interim of sessions of the district assembly maybe filled by appointment by the district superintendent (See Nazarene [Manual](#), par. [215](#)).

The Nazarene [Manual](#) and the (NDI) Bylaws outline several broad categories of the work of the district NDI president.

Some of the duties and powers of the District NDI president are:

1. - 241.1

To give responsible leadership to the Nazarene Discipleship International (NDI) on the district by promoting growth in enrollment and attendance, and to give oversight and direction to ministry programs and activities relating to Children's and Adult Ministries (CM, AM, and to work in cooperation with Nazarene Youth International (NYI) to coordinate youth Sunday School/Bible studies/small groups).

2. - 241.2

To be an ex-officio member of the district assembly District Nazarene Discipleship International Board.

3. - 241.3

To prepare the annual written report of the District NDI Board for the District Assembly Journal

4.

To report to the General Board NDI Department accurate Discipleship and Sunday School statistics each month, and to prepare for the District NDI Board a written report for the annual assembly journal. The regional NDI office shall obtain reports of the ACL and NDI attendance from each district in order to compile an accurate account of NDI growth within the denomination annually. Also, "The District NDI Board, in consultation with the district superintendent, shall determine the frequency of the reporting (monthly, quarterly, or annually). All reporting will be submitted to the district. ([NDI Bylaws, Article IV](#))

5.

The specific tasks of the District NDI President fall into five major areas of concern and work. These are: (a) the District NDI Board; (b) Conventions, Events and Communications; (c) District Age-Group Ministries; (d) Sunday School and small groups; and (e) Reporting. All of the work of the District NDI President is done in cooperation with the District NDI Board.

5a	District NDI Board
5b	Conventions, Events and Communications
5c	District Age-Group Ministries
5d	Sunday School and Small Groups [LINK THE TEXT BELOW]
5e	Reporting

5a. District NDI Board

1. To preside over all District NDI Board meetings and to provide all members with a suggested agenda two weeks before the scheduled meeting date.
2. To call the elected board into session within one week following the election, and organize into a functioning body (See Nazarene [Manual](#), par. [240.1](#)).
3. To nominate to the NDI Board, in consultation with the district superintendent, the district coordinators of CM and AM.
4. To serve on the District Camp Board or appoint someone from the NDI board to serve in his/her place.
5. To lead the board to elect the coordinators of CM and AM and their councils (See Nazarene [Manual](#), par. [240.3](#), [240.4](#)). To work closely with the district superintendent on all programs.
6. To cooperate with and encourage the district coordinator of NDI evangelistic outreach in the promotion of all discipleship outreach for the district and local churches.
7. To develop an annual budget to be recommended to the District Advisory Board Committee for the support of NDI (See Nazarene [Manual](#), par. [240.11](#)).
8. To keep the mission, purpose, and five [discipleship values](#) in mind at all times.

5b. Conventions, Events and Communications

1. To maintain effective communication with all pastors and local NDI presidents by utilizing all available communication methods, including any district-sponsored tools such as a district newsletter, web site, etc.
2. To preside over, and make arrangements for, the District NDI Convention and any other NDI district leadership gatherings (See Nazarene [Manual](#), par. [240.5](#)).
3. To assist in challenging and encouraging local pastors and workers through mailings, phone calls, electronic meetings, special events, etc.
4. To attend all district NDI-related functions, regional workshops, district NDI presidents' gatherings sponsored by Global NDI, and the Global NDI Convention.
5. To assist the NDI department of the General Board in securing information relating to district NDI interests.
6. To place a strong emphasis on the enlisting and training of new workers for discipleship groups, and through the district and local NDI evangelistic outreach coordinators, promote new discipleship units in Sunday School and small groups.
7. To send a list of the NDI Board, the AM, and CM councils to the regional/global NDI office.
8. To keep the [MISSION](#), [PURPOSE](#), and five [Discipleship Values](#) in mind at all times.

5c. District Age-Group Ministries

1. To provide leadership for the various age-group ministries.
2. To assist other NDI leaders in the promotion of events sponsored by their ministries.
3. To analyze and survey the Christian education needs of each local church when requested, and to assist the local NDI president in meeting these needs.
4. To oversee the coordination of the programs and ministries in CM, youth Sunday School, and AM (See Nazarene [Manual](#), par. [240.2](#)-[240.4](#)).
5. To keep the [MISSION](#), [PURPOSE](#), and five [Discipleship Values](#) in mind at all times.

5d. Sunday School and Small Groups

1. To give leadership to the Sunday School and small groups by promoting growth in enrollment and attendance; coordinating all programs and activities relating to children's ministries, youth Sunday School, and adult ministries; and preparing for the board a written report for printing in the annual district journal.
2. To provide direction for setting district goals in discipleship ministries attendance and enrollment in order to assist in meeting the quadrennial goals of the denomination.
3. To assist local NDI presidents in developing a Christian education program for the 60 local church.
4. To assist local NDI presidents in preparing an annual operating budget. (The district NDI budget assigned to the local church should be explained in writing each year and sent directly to the NDI presidents.)
5. To conduct local, zone, or district gatherings to promote the growth of and expansion of discipleship ministries.
6. To periodically evaluate the growth and progress of the district NDI through reports from the district age-level directors and the district NDI evangelistic outreach director.
7. To provide for the training of disciple makers through the continuing lay training as well as other programs, workshops and seminars.
8. To recommend that an NDI evangelistic outreach coordinator be elected at the organizational meeting of the newly elected NDI Board (See Nazarene [Manual](#), par. [240.1](#)).
9. To work with the district NDI evangelistic outreach director in targeting new areas for extension Sunday Schools, small groups, Bible studies, Vacation Bible Schools, etc. on the district

5e. Reporting

1. To prepare for the District NDI Board a monthly written reports. (See Nazarene [Manual](#), par. [241.3](#)).
2. To submit a written report of the NDI board's work annually to the District NDI Convention and submit a copy to the district secretary for inclusion in the district journal.
3. Guidelines for Local Church Reporting:
 - ▶ NDI Accountability Care List (ACL) ([NDI Bylaws, Article III](#))
 - ▶ NDI Attendance ([NDI Bylaws, Article IV](#))

THE DISTRICT NDI CONVENTION AND ELECTIONS

One of the most exciting and effective events of the year on the district NDI calendar is the NDI convention.

It is important that each district plan a District NDI Convention annually in order to provide inspiration, motivation, and training for all NDI workers. The promotion of Sunday School and Small Groups Disciple Making should be a highlight of each convention.

At the present time, the annual district NDI conventions fall into two categories: those held in conjunction with the district assembly and those held at other times. The District NDI Board, in cooperation with the district superintendent, should determine the best time for this important event. Here are some considerations.

- 1. When will the most laypersons from across the district be able to attend?** Consider school calendars, weather, seasonal responsibilities and celebrations, holidays, etc. Once a good time is found, make it a part of the district calendar each year. This will assist local churches in annual planning.
- 2. Where will the convention be held?** Be sure to consider the area of greatest concentration of churches and church members. In some cases, it may be helpful to change locations each year. In others, once a winning combination is found, it might be wise to keep the same location from year to year.
- 3. How long shall the convention be held?** When held in conjunction with the district assembly, the NDI Convention will need to be flexible in relation to the times of the other conventions. However, when held at other times, you have more choices. Be sure to allow enough time to accomplish the purposes of the NDI Convention.
- 4. How will the convention be financed?** Most districts have established a formula for financing this event. However, this should be a part of the annual NDI budget and placed on the agenda each year when the plans are being made.
- 5. What type of program shall be planned?** The most effective conventions successfully incorporate the elements of motivation/inspiration and training/equipping. Consider bringing in a guest speaker to address your workers. If time allows, plan to offer a variety of workshops that target specific age-group ministries or other local church ministries. Remember to invite guests and recruit workers as far in advance as possible.
- 6. Will elections of district NDI officers be held in the convention?** One of the duties of the NDI Board, as outlined in the Nazarene [Manual](#) is "to determine, in consultation with the district superintendent, whether elections for the District NDI Board members and chairperson will be held in the district assembly or in the District NDI Convention" (See Nazarene [Manual](#), par. [240.6](#)).
- 7. How will the convention be publicized?** Publicity for the District NDI Convention needs to be planned well in advance. The most common place to publicize this event is in the district newsletter. Be sure to include the dates and place as far in advance as possible. Pictures of 62 speakers/workers should be in the newsletter in detail at least one full

month before the convention. Other mailings on the district should include all information, when appropriate.

8. The annual NDI Convention should be a very important event for every district. If planned properly, it will provide information and inspiration for all NDI workers and pastors to do a more effective job in making Christlike disciples. Do not fail to utilize this opportunity as part of your district's efforts to fulfill Christ's Great Commission.

Age-level/ Group Supervisors/ Ministry Coordinators

1. To provide leadership for the various age-group ministries.
2. To assist other NDI leaders in the promotion of events sponsored by their ministries.
3. To analyze and survey the Christian education needs of each local church when requested, and to assist the local NDI president in meeting these needs.
4. To oversee the coordination of the programs and ministries in CM, youth Sunday School, and AM (See Nazarene [Manual](#), par. [240.2-240-4](#)).
5. To keep the [MISSION](#), [PURPOSE](#), and five [Discipleship Values](#) in mind at all times.

CONTINUING LAY TRAINING (CLT) COORDINATOR

The District CLT Program

The district Continuing Lay Training program offers opportunity for the district NDI organization to promote and deliver teacher/worker training events. The district Continuing Lay Training Coordinator is a key member of the District NDI Board. District CLT coordinators may work with the general CLT office to assign CLT unit numbers to district training events, thus linking district training to CLT credits. This provides additional incentive to event participants as credit earned applies to CLT certificates and awards.

The Discipleship Place

<https://discipleshipplace.org> is the NDI website where CLT and other discipleship resources can be found.

District CLT Coordinator—Job Description

While there is a complete job description available on the CLT web site, the following items provide general guidelines and descriptions

1. To be knowledgeable and aware of the operations and resources of the CLT program.
2. To be responsible for planning, coordinating, and promoting both the CLT program and CLT training events on the district.
3. To communicate regularly with local church CLT coordinators, promoting the general interests of CLT and providing training and assistance where possible.
4. To coordinate the annual Denomination-Wide Study (DWS) emphasis on the district and in every local church.
5. To maintain accurate records of district CLT activity. Reports showing credit received by churches on the district can be obtained by contacting the CLT office toll free at 888-243-2767 or by E-mail at clt@nazarene.org.
6. To evaluate the district CLT program, giving strength, promotion, and improvement where necessary.

District NDI Evangelistic Outreach Coordinator

Each District NDI should encourage evangelistic outreach and growth. This should be done by (1) promoting the enlargement of Sunday Schools and small groups, (2) enlisting and training new workers, (3) developing plans for starting new classes and Sunday Schools, and (4) coordinating the efforts of local NDI evangelistic outreach directors. Therefore, it is recommended that each District NDI Board elect an NDI evangelistic outreach coordinator

The responsibilities of the district NDI evangelistic outreach director are:

1. To initiate and supervise all evangelistic outreach activities to enlarge the Sunday School and small groups, under the direction of the district superintendent and the district NDI president. 64
2. To promote the enlistment of new workers for outreach and teaching through the Sunday School and small groups.
3. To develop plans for the formation of new classes in the Sunday School and handling new small groups.
4. To work with the local NDI evangelistic outreach coordinators to see the Sunday School and small groups grow by reaching new pupils and enrolling them in NDI ministries.
5. To encourage on the local and district level the starting of new small groups, classes and extension Sunday Schools.
6. To promote the development of disciple makers so that every follower of Jesus can go and make Christlike disciples.
 - ▶ To compile an up-to-date list of NDI evangelistic outreach coordinators in local churches on the district and to correspond with pastors and churches that have no NDI evangelistic outreach coordinator, encouraging them to select one.
 - ▶ Send a job description for the local NDI evangelistic outreach coordinator to each district pastor, local NDI president, and the local evangelistic outreach coordinator.
7. Provide the local coordinator with suggested methods of outreach to enlarge NDI ministries.
8. To provide and encourage CLT classes in connection with all evangelistic outreach ministries through the local church.
9. To secure quarterly and/or annual reports from the local church relative to their evangelistic outreach ministries:
 - ▶ Number of new workers recruited
 - ▶ Number of new disciples enrolled
 - ▶ Types and descriptions of outreach activities
 - ▶ Number of new classes and small groups formed e. Extension Sunday Schools started
10. To encourage and make available spiritual gifts seminars at the local church, zone, or district levels.
11. To strongly emphasize in all promotion the NDI [Discipleship Values](#).
12. To cooperate with and coordinate other plans, activities and programs of evangelistic outreach suggested by the district.

MINISTRIES

NDI Discipleship Values

NDI is now encouraging the church to double-down on 5 discipleship-centered activities:

<u>Fervent Prayer</u>
<u>Compassionate Outreach</u>
<u>Comprehensive Biblical Learning</u>
<u>Intentional Mentoring and Equipping</u>
<u>Authentic Relationships</u>

Sunday School and Small Groups

Sunday School and small groups are an important aspect of Nazarene Discipleship International (NDI). Sunday School has always been a part of the Church of the Nazarene. From the denominational beginnings at Pilot Point, Texas, the founding fathers were firmly committed to promoting evangelism, missions, and Christian education. This young, fledgling religious movement took Aseriously Christ's command to "go ... make disciples of all nations ... teaching them to obey everything I have commanded you" (Matt. 28:19-20).

Because of the evangelistic fervor and revival spirit of those days, the Sunday School became the primary tool through which new believers were taught the tenets of faith. Sunday School and small groups hold a vital role in the Church of the Nazarene. The Sunday School and small groups help NDI fulfill its [Discipleship Values](#) to men, women, boys, and girls as they study God's Word, the Bible, and apply its life-guiding principles.

From the beginning of the denomination, the General Assembly has organized the total church membership into districts. Once the district boundaries have been established, a district assembly date is set, and delegates from local churches on the district come together to elect district officers: superintendent, secretary, treasurer, Advisory Board, Ministerial Credentials, etc. Each of the three ministries (NYI, NMI, NDI) also elect officers and councils at that time. It is the work of those elected at the district level to set goals and motivate the local churches to cooperate in reaching together what cannot be done separately. It is, therefore, necessary to elect individuals who have leadership qualities and are respected among those with whom they will be working throughout the year.

The district NDI organization is responsible for promoting the work of making disciples through Sunday School growth on the district, as well as for program-oriented ministries of outreach, evangelism, and Christian nurture for all age levels. Just as a local church elects an NDI Board to carry out these functions, there shall also be an NDI Board elected on the district level. Those elected to this board should be adherents to the goals and objectives of the NDI organization. This board, along with the district SDMI chair, serves as a liaison between the global NDI office in Lenexa, Kansas, and the local churches located on that district.

Sunday School is the foundational ministry for every age-group. A church should provide this ministry even if it can provide no others. The work of the Sunday School is best carried out through age-groups— children, youth, and adult—with a council responsible to organize and administer the work of each. As a church grows, it should add additional ministries for each age-group as needs become apparent and there are leadership and resources to meet those needs.

Age-Level/Group Ministries

See Article X, Section 1 in the new [NDI Bylaws](#). The duties of the age-group discipleship coordinators are outlined in Nazarene [Manual](#), par. [240.2](#) - 140.4. Generally, the district is:

1. To provide leadership for the various age-group ministries
2. To assist other NDI leaders in the promotion of events sponsored by their ministries
3. To analyze and survey the Christian education needs of each local church when requested, and to assist the local NDI president in meeting these needs
4. To oversee the coordination of the programs and ministries in CM, youth Sunday School, and AM (see Nazarene [Manual](#), par. [240.2](#) - 240.4 and [241.1](#))
5. To keep the mission, purpose, and five Discipleship Values in mind at all times

Children's Discipleship Ministries

The District Children's Discipleship Ministries has three major functions:

1. To provide district-wide ministries to children. These include children's camps, Caravan events, Bible quizzing, talent festivals, mission rallies, and sports activities. Events like these help children from different churches to know one another. The events also help children from smaller churches understand their churches are part of a larger organization.
2. To equip and support local churches as they minister to children. Local church workers need training, materials, and encouragement as they minister to children. The District Children's Ministries should provide this.
3. To serve as a liaison between the global Nazarene Discipleship International office in Lenexa, Kansas, and the local churches of the district. Children's Ministries depends on district children's leadership to keep up-to-date mailing lists of local church personnel and work directly with them. NDI in Lenexa, Kansas encourages district leaders to train local workers and to forward information from the global NDI office to them. The most efficient way for the district to carry out these functions is through the work of a district Children's Ministries coordinator and a district NDI Board.

Youth Discipleship Ministries

All youth ministries of the district shall be carried out by the district NYI under the supervision of the district superintendent and the District Advisory Board. The district NYI president shall be ex officio member of the District SDMI Board. The following duties of the district NYI president that follow are drawn from the NYI Charter and Ministry Plans (Nazarene [Manual](#), par. [810.109](#)):

1. Giving leadership and direction to district NYI, working in cooperation with NYI and district leadership.
2. Chairing the District NYI Council to cast a vision for youth ministry on the district.
3. Facilitating the development of youth ministry on the district and working with the District NYI Council to define the district NYI ministry focus according to needs.
4. Encouraging the development of NYI ministry in each local church within the district.
5. Representing the interests of NYI on all appropriate district boards and committees.

Adult Discipleship Ministries

The District Adult Discipleship Ministries has three major functions:

1. To provide district-wide ministries to adults. These might include single adult weekends, men's camp-outs, women's retreats, Prime Time banquet, etc. Events like these help adults from different churches get to know one another. They provide training and inspirational events the local church alone cannot provide. The events also help adults from smaller churches to understand their church is part of a larger organization.
2. To equip and support local churches as they minister to adults. Local church workers need training, materials, and encouragement as they minister to adults. The district Adult Ministries should provide a variety of opportunities and resources to accomplish this.
3. To serve as a liaison between the global NDI office at the Global Ministry Center (GMC) and the local churches of the district.

Other Ministries

SOME MINISTRY LINKS:

- | | |
|--|--|
| <ul style="list-style-type: none"> ▶ Bible Society ▶ Caravan ▶ Children's Bible Quizzing and Youth Bible Quizzing ▶ Kids Reaching Kids Offering ▶ Men's Discipleship Ministry ▶ Nazarene Camping Association | <ul style="list-style-type: none"> ▶ Nazarene Educators Worldwide ▶ Nazarene Motorcycle Fellowship ▶ Second Mile Award ▶ USA Canada Women's Ministry ▶ Women's Discipleship Ministry ▶ Vacation Bible School |
|--|--|

CURRICULUM RESOURCES

- ▶ [The Foundry Publishing](#)
- ▶ [The Discipleship Place](#)
- ▶ [Wesleyan Holiness Digital Library](#)

GENERAL

Administration

NDI Discipleship Values

NDI is now encouraging the church to double-down on 5 discipleship-centered activities/[Discipleship Values](#).

Also, see <https://nazarene.org/who-we-are/organization/ministries/ndi/core-principles>.

Board of General Superintendents

The BGS elects the Global NDI Director from the ballot following the provisions of the new [NDI Bylaws, ARTICLE X, SECTION 3e](#).

Global NDI Director

The Global NDI Director is elected by a General Board ballot following the provisions of the new [NDI Bylaws, ARTICLE X, SECTION 3](#) and the Church of the Nazarene [Manual](#), par. 335.18-19."

Global NDI Council

The Global Council exists to guide, facilitate, and promote the total mission of NDI by working with regional, field, district, and local NDI leaders in connecting global strategies for effective disciple making. See the new [NDI Bylaws, ARTICLE XI, SECTIONS 1 and 2](#).

Regional NDI Coordinators

The Regional NDI Coordinators are appointed by the respective regional director in consultation with the Global NDI director.

See the new [NDI Bylaws, ARTICLE X, SECTIONs 2 and 3](#).

Field NDI Coordinators

The Regional NDI teams may also include Field NDI Coordinators.

NDI General Board Representative

NDI shall have one representative on the General Board of the Church of the Nazarene as indicated in the new [NDI Bylaws, ARTICLE XI, SECTION 3e](#) and in the [Manual](#), par. 333.5."

MINISTRIES AND RESOURCING

The MISSION of Nazarene Discipleship International (NDI)

The MISSION of Nazarene Discipleship International (NDI) is to carry out the Great Commission to children, youth, and adults in preparation for a lifelong journey of being and making Christlike disciples in the nations.

The PURPOSE of NDI

The PURPOSE OF NDI is to assist local churches in:

- ▶ Reaching non-believers for Jesus.
- ▶ Establishing new believers in their faith in Christ.
- ▶ Walking with believers to a fully surrendered, heart-cleansed, fruit-bearing, and Spirit-filled life.

NDI Discipleship Values

NDI has 5 discipleship-centered activities:

<u>Fervent Prayer</u>
<u>Compassionate Outreach</u>
<u>Comprehensive Biblical Learning</u>
<u>Intentional Mentoring and Equipping</u>
<u>Authentic Relationships</u>

These 5 discipleship-centered activities are our [Discipleship Values](#).

GLOBAL NDI CONVENTION

There shall be Global NDI conventions for:

- ▶ Championing the NDI Purposes
- ▶ Providing Vision and Inspiration
- ▶ Intentional Discipleship Leadership Development
- ▶ Connecting All Ministries of the Church to Disciple Making
- ▶ Promoting and Modeling the [NDI Discipleship Values](#)

See the new [NDI Bylaws, Article X, Section 2](#).

SOME MINISTRY LINKS:

- | | |
|---|---|
| <ul style="list-style-type: none">▶ Bible Society▶ Caravan▶ Children's Bible Quizzing and Youth Bible Quizzing▶ Kids Reaching Kids Offering▶ Men's Discipleship Ministry▶ Nazarene Camping Association | <ul style="list-style-type: none">▶ Nazarene Educators Worldwide▶ Nazarene Motorcycle Fellowship▶ Second Mile Award▶ USA Canada Women's Ministry▶ Women's Discipleship Ministry▶ Vacation Bible School |
|---|---|

CURRICULUM RESOURCES

- ▶ [The Foundry Publishing](#)
- ▶ [The Discipleship Place](#)
- ▶ [Wesleyan Holiness Digital Library](#)