



AGAPE CENTRE

Changing Communities, Changing Lives

EXCEL/AGAPE CENTRE SECRETARY (INC - ADMIN & FOLLOW UP)

In order to become a member of the Secretary/Administration Team within EXCEL/AGAPE CENTRE the following criteria applies:

Secretary/Admin Team members must:

- Fill out EXCEL/AGAPE CENTRE Form
- Be aged sixteen and upwards
- Be at church one hour early for prayer
- Be a person who regularly studies the Word/Bible
- Check rota and be committed
- Attend relevant department/team meetings or special service meetings
- Attend weekly prayer meeting
- Attend weekly Lighthouse discipleship classes
- Wear follow-up team badge when required
- Have been a Christian for a minimum of three months
- Have a genuine heart for people
- Have excellent communication skills
- Have been or intend to be baptised
- Have completed or intend to begin membership and foundation class
- Have a basic understanding of what it means to be Christian/Saved

All members of the Secretary/Administration team will be required to attend follow-up training or briefing (when required):

(Galatians 6:2, Ephesians 5:19-21, Hebrews 10:24-25)

As EXCEL/AGAPE CENTRE Secretary you will work closely with Pastors and Ministers at EXCEL/AGAPE CENTRE to keep the Pastor's diary and remind Pastors and Ministers of any meetings or important dates, urgent letters or information regarding the church or members such as home visits or prayer requests and meetings. To call and confirm invitations or send letters and emails to required person(s) carrying out administration work.

All members of the Secretary/Admin team will be required to contact the new believers at least **ONCE** every week by telephone (Mobile, SIM card and top-up credit can be provided) or email. If a new believer is under the age of sixteen the follow-up team members must get consent from the underage person's or child's parents before following them up. When contacting a new believer follow-up team members must ask them if they have any specific prayer requests and therefore pray with them before ending the call. Secretary/Admin members will also be expected to keep a record of every person called and any progress they have made on the EXCEL/AGAPE CENTRE Follow up Log sheet.

(Male must follow-up male and female must follow-up female church members or new believers unless where this is unavoidable to do so)

If anyone has any queries about joining any team please **CONTACT:** Our Secretary on phone or email **Phone:** 08432 894 017 | 07939 996 111

Email: secretary@agapecentre.org.uk | **Web:** www.agapecentre.org.uk

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