

Allegheny East Conference Office of Education Local Church Education Secretary

General Description

Recognizing that a comprehensive understanding and clear vision of *Seventh-day Adventist* Christian education—whose ultimate aims harmonize with those of redemption—can be developed and fostered only where the church is continually reminded of the preeminent mission of such an education, each church shall elect an Education secretary to promote and generate support for *Seventh-day Adventist* Christian education. The Education secretary shall be a member of the Home and School Association executive committee, and will work in cooperation with the association.

(Seventh-day Adventist Church Manual 2005; 17th edition, p. 117)

Education Secretary's Duties *(ibid., notes #14, p. 138)*

1. Responsible for the regular promotion of *Seventh-day Adventist* Christian education and to plan, in cooperation with the pastor and Home and School Association leader, periodic programs or services that emphasize the values of *Seventh-day Adventist* Christian education.
2. Contact all Seventh-day Adventist homes where there are school-age children or young people, to encourage attendance at the local *Seventh-day Adventist* church school or at a Seventh-day Adventist secondary school, college, or university, and to suggest possible solutions to problems *that may prohibit attending a Seventh-day Adventist school*.
3. Make every reasonable effort, where *Seventh-day Adventist* church schools are not available, to encourage the church to provide Seventh-day Adventist education in the area.
4. Maintain contact with students from the church who are in attendance at Seventh-day Adventist or other schools away from the home church.
5. Contact members who have no school-age children, encouraging them to provide financial aid for needy Seventh-day Adventist students.
6. Maintain an up-to-date census of all children and youth of the church.