



## Handbook 2023

### *Health Ministry Team*

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## Health Fair -(Once a year)

- 1) **Date:** Propose a date and get the approval of the church board at least 6 months in advance
- 2) **Location:** Church parking lot or Street Fair
- 3) **How to obtain a street permit:**
  - a) For NYC Churches: Go to the “**Street Activity Permit Office**” (SAPO) website, [www.nyc.gov/site/cecm/about/sapo.page](http://www.nyc.gov/site/cecm/about/sapo.page). You will need a **liability insurance** (ask your pastor), **church tax-exempt form and EIN verification letter**, among other things.
  - b) For LI Churches: Go to your respective county or town’s website, i.e. [www.huntingtonny.gov](http://www.huntingtonny.gov)
  - c) For Upstate NY Churches: Same as for Long Island
- 4) Contact your local precinct for **Sound Permit** and “**NO PARKING**” Signs.
- 5) **Additional Permits Needed For:** Food Giveaways, Generators over 40Kw, Canopies over 10 feet, Raffles or Donations etc.
- 6) **Vendors:** Start booking your vendors as soon as possible.
  - a) Examples of regional vendors: Hospitals such as Kings County, Methodist etc.; Health Insurance Organizations, FDNY, American Diabetes Association and many more.
  - b) Local vendors (Health Professionals from your local church) should be utilized to fill in as needed.
  - c) Please go to [wellnessonthego.nyc](http://wellnessonthego.nyc) to book GNYC health screening van at least 3 months in advance.
- 7) **Resources:** Contact 311, NYC Health Department or the GNYC health ministries for health flyers and brochures, especially for your local vendors.



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- 8) **Budget:** Get your Budget from your local church. Funds will go towards buying tables and canopies as needed, refreshments, decorations, advertisement, giveaways, etc.  
**N.B.** Feel free to seek outside Sponsorship.
- 9) **Entertainment:** DJ vs Live Concert. You should work closely with your local music department. Be prepared to give love offerings to ministries for a live concert.
- 10) **Host:** Select a great host for your health fair as well as live concert, if you plan to have one.
- 11) **Electric Power:** Make sure to have a plan to provide power for sound (DJ, live concert, host) as well as certain vendors.
- 12) **Advertisement:** Flyers, Posters, Banner, Social Media, Newspaper etc.
- 13) **For street fairs:** Distribute letters to local businesses and residents who will be affected by street closure and/or noise.
- 14) **Miscellaneous Additions:** Sign-in sheet, surveys for vendors, surveys for participants, giveaways, medical inflatables, afternoon refreshments for church members as well as the vendors.
- 15) Make sure to **print out all of your permits** for the day of the health fair.
- 16) Pray for a sunny day, but have a **back-up plan in case of rain.**

## Special Days & Seminars: - (2 or 3 per year)

- 1) **Date:** The date should be voted on at least 3-4 months in advance
- 2) **Topics:** Pick an interesting health topic, preferably one that is taboo in the church.
  - Please, go to GNYC health ministries website or call to book us for your special day and to select a topic. You may also propose a topic.
  - Services provided: Preacher and/or afternoon seminar/screening
  - Please, make your reservation at least 3 months in advance.
- 3) **Guest preacher:** Seek an appropriate preacher for the chosen topic
  - You can also reach out to GNYC health ministries for assistance (see step 2).
  - The church pastor will often screen the preacher before giving you an approval.
- 4) **Afternoon Seminar/Workshop/Screening:** Feel free to be creative. This is often a chance to educate the audience, start breaking down the walls of stigma around many health conditions in our SDA community. **Panelist and/or presenters** should be booked as soon as possible.
  - See “Step 2” for assistance from GNYC health ministries.
- 5) **Advertisement:** Flyers with the logistics of the morning & afternoon activities.
- 6) **Embellish your program with** – special musical selections, healthy lunch, pins based on topic, visitor’s gift etc.
- 7) Give your preacher’s bio and the completed worship service program to your attached elder.

\*\*\*\* Feel free to collaborate with other departments for a joint special day. i.e. Women’s Department for a special day on Breast/Cervical Cancer awareness, or Children’s Department for special day on Autism etc.

## Monthly Health Corner:

Your church might schedule monthly health corners to be presented after Sabbath school. Here is a suggested program template to follow:

- 1) **Welcome:** .....
  - i. Review of last month's topic
  - ii. Introduction of the topic of the day
- 2) **Opening Song:** Pick an appropriate theme song, 1 stanza only
- 3) **Presentation:** 10-15 minute presentation by a local church health professional or a guest speaker.
- 4) **Closing Remarks:**.....
  - i. Quick summary of the presentation (1 or 2 phrases)
  - ii. Small Quiz (optional):
    - a) Two questions from the presentation
    - b) Prizes can be awarded for correct responses.
- 5) **Closing Song:** Last stanza of your department theme song
- 6) **Closing Prayer:**.....

\* A minimum of three people is needed – one for “welcome” & “closing remarks”, one for the presentation and one for “closing prayer”.

## Health Professionals In Service:

Health professionals in the church are scheduled to be in service for any medical emergencies. These individuals do not have to be staff members of the health department.

- 1) Make a list of all the active church members who are health professionals.
- 2) Assign 2 to 3 people per Sabbath to be in service, similar to the deacon's department.
- 3) Submit that schedule to the church clerk to be included in the weekly church program.
- 4) Obtain a budget from the church board to keep your **First Aid Bag** updated.
- 5) Inventory should be done at least once every trimester.

## Wednesday Night Prayer Meeting Program :

Every once in a while, your church might put the health department in charge of the Wednesday night prayer meeting. Here is a suggested program template to follow:

- 1) Prelude: Sing a few songs to begin
- 2) **Welcome:**.....
- 3) Opening Song:.....
- 4) **Scripture Reading:**.....
- 5) Prayer with Partners:.....
- 6) Testimonies:.....
- 7) Silent Prayer:.....
- 8) Opening Song:.....
- 9) **Meditation:** ~15 minute sermonette
- 10) Closing Song: .....
- 11) **Closing Prayer:**.....

\* Every step in bold should be assigned to an individual.

\*\* It's best to have a moderator to help the service flow smoothly.



## Miscellaneous Activities

- 1) **Health Specials** – The Health Department might be asked to present various health topics during week of prayer and/or crusades.
- 2) **Missionary Visits** – Make plans to visit the church members who are ill at home or in the hospital.
- 3) **Monthly Newsletter** – Distribute interesting articles to promote healthy lifestyles among church members
- 4) Take a personal “**Mental Health Day**” at the GNYC Wellness Center in Queens.
- 5) **Others** –



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## **Booking GNYC Health Ministries for a Special Day:**

## Booking the “Wellness on the go” Van :