

Ministry Handbook

**An overview of the way ministry is structured within
Fredericksburg Presbyterian Church**

Adopted 7/8/09, Revised 8/22/13

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Addendum: Contact List

- Church & Staff
- Session
- Ministry Teams
- Deacons
- Trustees

Group, name, phone, e-mail, role title, term length, term expiration, term limit

Mission of the Universal Church:

"Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." (Matt. 28:18)

The mission of our church and all churches is permanent. It is to make disciples (followers) of Jesus. It is our purpose and never changing reason for being.

Vision of Fredericksburg Presbyterian Church:

"Fredericksburg Presbyterian Church is dedicated to prayer, reaching out and growing people in the faith through loving relationships."

Vision answers the question: "How is God calling us to make disciples using our unique strengths in our specific context?" Vision can change as strengths and cultural contexts change. Generally, a vision is 3 to 5 years in length. After that time, it needs to be reevaluated to make sure it's still relevant to the cultural context.

A Mission Statement never changes. A Vision Statement changes every 3 to 5 years.

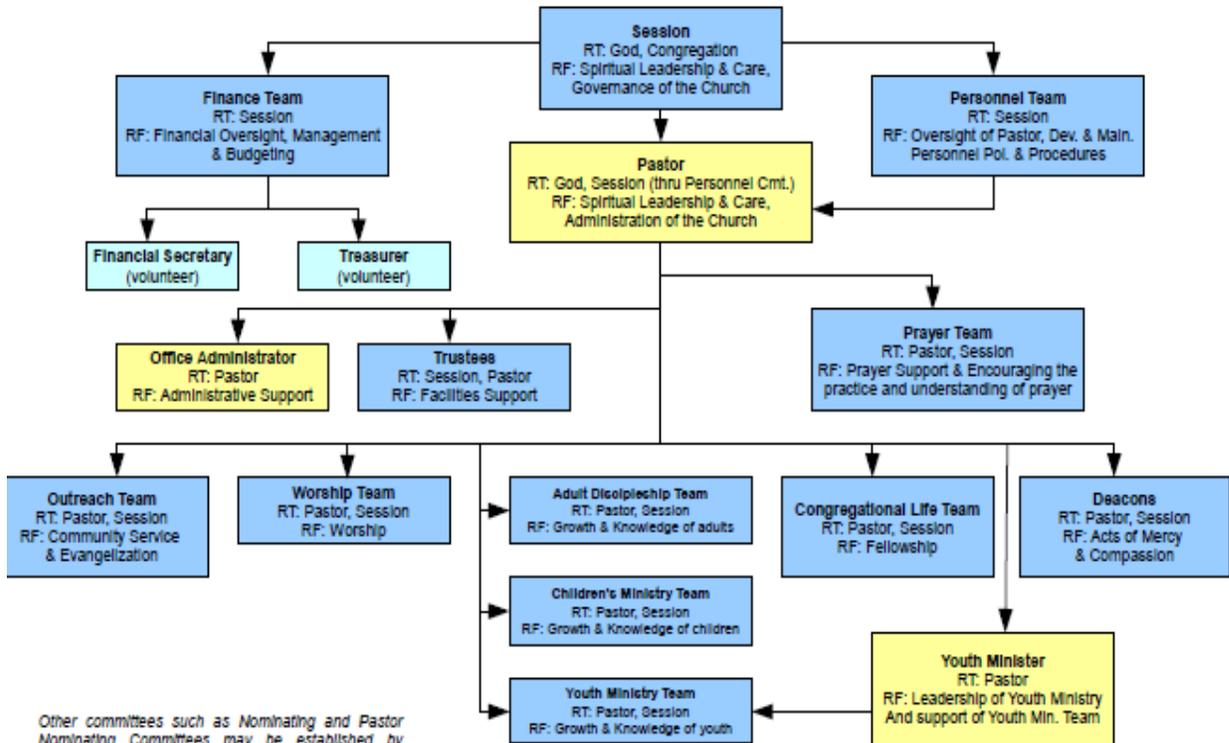
Motto of Fredericksburg Presbyterian Church:

Pray, Grow, Go

RT = Responsible to
 RF = Responsible for

Fredericksburg Presbyterian Church

Mission Driven Structure



Other committees such as Nominating and Pastor Nominating Committees may be established by congregational vote. Session may also create temporary ad hoc ministry teams to accomplish clearly defined objectives.

Role of Session:

Session is responsible for the mission, governance and leadership of the church. The session holds the pastor accountable by making sure that he is casting an accurate vision for the church and it holds ministry teams accountable by making sure they are enacting the vision of the church. The session leads by championing the vision adopted by the church.

Role of Pastor:

The role of the pastor is to be the primary leader and teacher of the church. The pastor is to encourage and equip others for ministry. The pastor serves as chief communicator and vision caster for the church.

"It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up..."

Ephesians 4:11-12

"You have often heard me teach. Now I want you to tell these same things to followers who can be trusted to tell others."

2 Timothy 2:2

Role of Staff:

The role of non-ministerial staff is management, administration and clerical functions of the church. Non-ministerial staff provides the support necessary for the session to govern, the pastor to lead and ministry team to enact the vision of the church.

Role of Ministry Teams:

The role of ministry teams is to engage the church in ministry. They plan and lead ministry in a particular area of church life, but they should strive to involve as many people from the church, as possible, in carrying out the work of ministry. Ministry teams are where the vision of the church is implemented and lived out.

"There are diversities of gifts, but the same Spirit. There are differences of ministries, but the same Lord. And there are diversities of activities, but it is the same God who works all in all. But the manifestation of the Spirit is given to each one for the profit of all"

1st Corinthians 12:4-7

"From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."

Ephesians 4:16

Staff Support of Ministry Teams:

As ministry teams engage the church in ministry, they can expect to receive support from various staff members.

The pastor is an ex-officio member of all ministry teams. When Team Leaders plan a meeting, they should always consult with the pastor to see if he feels a need to attend and find out any agenda items he may have in mind for the committee. If the pastor does not attend the meeting, the Team Leader should follow up with the pastor to share a report (verbal or written) of what happened at the meeting.

The Administrative Secretary can help ministry teams with promotional, organizational, logistical and communication needs. Examples of this type of assistance are: Crafting bulletin and newsletter announcements using information provided by the ministry team, creating flyers and distributing them in Fredericksburg, putting an announcement on the outdoor sign, making photocopies, sending *routine* reminders via e-mail (such as those to greeters, nursery workers, etc.) and making occasional call or contacts with outside parties (such as business vendors, media outlets, nursing homes, hospitals, etc.). The Administrative Secretary, however, does not have the responsibility of coordinating individual ministry teams. Ministry Team Leaders should facilitate communication among their own team members to set meeting times that are most appropriate for their team. Teams should also keep their own minutes and provide those to the Administrative Secretary after meetings but before the next scheduled Session meeting. Minutes should follow the format provided at the back of this handbook in the "Written Reports Form." The Administrative Secretary can type up handwritten minutes for ministry teams when necessary.

A primary responsibility of the staff is to facilitate clear communication within the church. To help with this process, Ministry Team Leaders should contact the Administrative Secretary prior to scheduling or announcing ANY meeting or event. Doing so will help ministry teams not unknowingly duplicate the efforts of another team who may be working on a similar project and will also help avoid scheduling conflicts on the church calendar and in its facilities. In addition, Team Leaders should keep the pastor informed about possible upcoming meeting and events. Often this is easily done by carbon-copying him on e-mails between team members.

As a staff member, the Youth Minister's role is unique in that he only works with the Youth Ministry Team. In that capacity he sometimes functions like a Ministry Team Leader, coordinating meetings and events through the Administrative Secretary. But, he also acts in a ministerial role, interacting with the Youth Ministry Team much like the pastor interacts with Session. In one sense, he is accountable to the Youth Ministry Team. Yet, in another sense he has authority when leading it. The Youth Minister, Youth Ministry Team Leader and Youth Ministry Team members should always keep this dynamic in mind and work to find balance in their relationships.

All staff work in support of the church's overall ministry. Thus, if any staff member is requested by his or her direct supervisor to help with tasks beyond the scope of these guidelines, they should graciously assist. The pastor's direct "supervisor" is Session and all other staff members are supervised by the pastor. Ministry Teams should not make requests of a staff member which extend beyond the scope of these guidelines without first checking with his or her supervisor.

Description of a Ministry Team*:

* Source: First Baptist Church, Tallassee, Alabama. www.baptiststart.com

A team is a small group of people who share the common purpose of carrying out one specific ministry. Though all are unified around that ministry, the team members have varied spiritual gifts and complementary skills. Thus, they are interdependent. At the leading of the Holy Spirit, they form the action plans for the ministry based on goals established by the team and session. They form a solid consensus around these goals — and they hold themselves mutually accountable in the process reaching them. Often, committees are groups that have meetings and make decisions that decide the actions of other people. In contrast, Ministry Teams are groups that actually perform ministry tasks and who have meetings for the purpose of planning their own work.

A Ministry Team is:

A Small Number of People

Who Have Complementary Gifts and Skills

Committed to:

- A Common Purpose and Vision
- Each Others' Growth and Success
- Shared Goals
- A Common Plan of Action
- To Which They Hold Themselves Mutually Accountable

The small number -- *keeps them flexible*

The complementary skills -- *give them ability to produce results*

The shared goal -- *sets their purpose and direction*

Trademarks of Ministry Teams are:

- ✓ The quality of their Commitment (to the ministry)
- ✓ The quality of their Cooperation (with fellow-workers)
- ✓ The quality of their Communication (in total team planning and in honest evaluation of their work)
- ✓ Results

"A Great Commitment to the Great Commandments and the Great Commission make a Great Church."

Description of How a Ministry Team Functions:

Team Responsibilities are established and approved by session.

Team Goals are established by the team, session and pastor working together and working toward the broader vision endorsed by the church.

A **Team Leader** will be responsible for every team. The Team Leader for the Personnel Team must be an active member of session. Team Leaders for other ministry teams do not have to be active elders. However, one active elder should serve on every ministry team reporting back to Session on the team's work and helping the team stay accountable to Session's guidance. Exceptions to this rule are for the Children's and Youth Ministry Teams which do not need to have active elders as members. Members of the Personnel Team must all be active elders. The Pastor will contact and enlist Team Leaders, appointing them by February 1 of each year. In the event that a new Ministry Team Leader is not appointed by February 1, the existing leader will remain in place until a new one is found.

Team Members will be recruited and selected by the Team Leader and may come from a variety of sources, including people who express an interest in volunteering. Member roles shall be built around talents and gifts of team members. The number of members and roles may be varied and adjusted from year to year to meet current needs and to fit new approaches. Each team, with guidance from the Team Leader and Pastor, will "Self-Define" the roles it needs to accomplish the Responsibilities charged to it by session. (See "Organizing Ministry Teams - Team Member Roles, Length of Service and Recruitment" on pages 8-9).

Team sizes shall be large enough to accomplish the necessary work but small enough to maximize accountability and minimize inefficiencies and excessive compromise. Teams shall strive to involve others from the church body by asking them to help with specific tasks, but not by inviting them to team meetings with the hope that they "get involved." When it comes to team size, ministry teams operate on the adage, "less is more." Team members should always be looking for "apprentices" that they can share their ministry with and help grow their gifts for ministry. However, "apprentices" do not need to attend team meetings unless they are transitioning into the role of the "mentor" team member.

Within the scope of the approved Team Responsibilities and in cooperation with the pastor, **each Team shall plan its own work as the Holy Spirit leads.**

Teams will regularly gather to evaluate the effectiveness of their work, to measure their progress and to plan for future work. The Team Leader is responsible for submitting a written report to session after each meeting and no

less frequently than every 3 months. Children's Ministry, Youth Ministry and Adult Ministry Teams should submit such reports to the Discipleship Team Leader.

Written Reports do not need to be too parliamentary. They can be in bullet point form and do not have to be written in complete sentences. Their purpose is to help the team remember, and report to session, what the team has done. Reports should be broken into two basic sections. The first section should be called "For Information" and the second section should be called "For Action." "For Information" needs to convey to session matters that the ministry team has already decided or completed. "For Action" needs to list any items that the ministry team would like the session to take action on.

Teams shall approach their work with thoughtfulness and prayer. Before each new action or project is undertaken, the team should ask, "Why are we doing this?" "How does this ministry activity help us reach the vision of our church?" "How does this ministry activity help us reach the goals our team and the session have established for us?" The team should delineate between "good" activities and "God" activities. It should operate under the premise that it is better to do a few things well than many things poorly.

Ministry teams are generally empowered to plan and schedule activities and recruit help for activities that fall under the "specific tasks" or "basic objectives" of the ministry team as described later in this manual. Care should be taken not schedule over top of other ministry team activities. Ministry teams that are planning activities to accomplish similar tasks or objectives are strongly encouraged to work together in planning a unified activity. Ministry teams should seek session approval before making significant and permanent changes to programs of ministry. Ministry teams are authorized to spend up to \$500, per expenditure, on expenses within their ministry area that fall within their approved budgeted amount. Expenses above \$500 or above the annual budget must be prior approved by session. In order for a ministry team member to receive a check or a reimbursement for an expense, he or she **MUST** complete a green financial voucher which can be picked up in the church office.

Teams are expected to continually seek training and to hone their skills. How much training and how often will vary with the nature of the ministry of the team. It is the pastor's and church staff's responsibility to make sure that ministry teams have the resources and training opportunities that they need to grow in their service and faith. It is expected that team members will have a spiritual passion for their ministries that will make them eager learners.

"Remember: The duller the ax the harder the work;

Use your head: The more brains, the less muscle." Ecc. 10:10 - The Message

Ministry Teams can be created or dissolved by a vote of Session. Ministry

Teams should not be viewed as permanent committees of the church. They are groups of people given authority and direction to accomplish the vision of the church. They should only exist as long as they are helpful in that function. The Session should create as many teams as are needed to fulfill the vision of the church, but no more than is necessary.

Description of How a Ministry Team is Organized - Team Member Roles, Length of Service and Recruitment:

ROLES:

Team Members will be selected, and should consider volunteering, with the specific natural abilities and spiritual gifts of the volunteer in mind. The collective skills of Team Members, combined together, will work toward fulfilling the team's purpose. No one should be placed on a team to make them feel included or to fill a slot. They should be selected based on their calling and gifting for the ministry task. People who feel they are gifted and called to be on a particular ministry team can volunteer to serve and should discuss the possibility with the team leader.

At the time of team member selection, possible roles and members for the team shall be discussed. Any number of people and combination of specialties may be included, according to the nature of the task and the needs of the team.

Member roles shall be built around talents and gifts of team members. The number of members and roles may be varied and adjusted from year to year to meet current needs and to fit new approaches. Each team, with guidance from the Team Leader and Pastor, will "Self-Define" the roles it needs to accomplish the Responsibilities charged to it by session.

LENGTH OF SERVICE:

The length of term for team members will vary. The following guidelines apply to all Teams, Team Leaders and Team Members except those of the Trustees. The terms of service and recruitment process for Trustees is described separately under the section titled "Ministry Team Responsibilities: Trustees."

Team Leaders from the session will serve for the length of their term on session. However, roles can be changed by the pastor, in consultation with the rest of session. Team Leaders from session will be limited in the number of terms they can serve based on their term limitation as a member of session.

Team Leaders appointed from the church body will serve a term of two years. At the end of each two year term, the pastor and Team Leader should have a discussion evaluating the gifting, calling, interest and performance of the Team Leader. The pastor will then decide whether or not to appoint that person to another two year term as Team Leader. Team Leaders appointed from the church body are not limited in the number of terms that they can serve.

Team Members will serve a term of one year. At the end of each one year term, the Team Leader and Team Member should have a discussion evaluating the gifting, calling, interest and performance of the Team Member. The Team Leader should talk about the outcome of those discussions with the pastor and they

should then pray about team composition and make a joint decision regarding who team members should be. The Team Leader is responsible for recruiting those members. Team Members are not limited in the number of terms that they can serve.

RECRUITMENT:

In consultation with the Pastor, and after a season of prayer, the Team Leaders shall build their ministry team by personally recruiting **Team members** and considering church members who have volunteered to be on their team. Team member recruitment should be completed and reported to session by March each year.

When recruiting Team Members, Team Leaders shall:

- Enter into a season of prayer regarding the work of the ministry they have been called to do and the workers who will join them in that ministry
 - Consider:
 - Forming a prayer covenant with 2 or 3 people to pray with you through this process
 - Watch for names and faces of people that God brings to mind:
Who has God put in your path?
What are the names of people that God has laid on your heart through ordinary, but unusual, circumstances such as casual conversations or unexpected encounters?
 - Ask the pastor to pray with you or for help in forming a prayer covenant group
 - Look for people with passions for ministry that match the Responsibilities of the ministry team
 - Look for people with skills and gifts that match the Basic Objectives and Specific Tasks of the ministry team
 - Look for people with a positive attitude, teachable spirit and the potential to succeed them in their ministry roles
 - Ask people to serve that they believe God is directing them to ask, even if they think that person might have good excuses or reasons for not serving
 - Provide a "Description of a Ministry Team" (p. 5), "Description of How a Ministry Team Functions" (p. 6), "Description of How a Ministry Team is Organized" (p. 8) and a list of the Responsibilities of their ministry team to potential volunteers, going over it and answering any questions
 - Provide a copy of that ministry team's "Self-Defined Roles," if applicable, going over it and answering any questions

The pastor will follow this process when enlisting Team Leaders. Every Team Member is encouraged to find an apprentice that they can share their ministry with and help grow their gifts for ministry. In general, Team Leader apprentices will be found in Team Members and the pastor's apprentices will be found in Team Leaders.

Ministry Team Responsibilities:

Outreach Team Responsibilities:

Responsible To:

Pastor & Session

Responsible For:

Community Service and Evangelization

Scope of Ministry:

Those in our community who do not have a relationship with Christ
Crossing cultural and geographic boundaries in support of and
engagement in mission projects that share the gospel through word
and/or deed

Basic Objectives:

Introduce irreligious people to Jesus Christ
Mobilize the church for community service and evangelism
Maintain a Christian *presence* in the community, to find ways to *present*
the Gospel to those who do not know Christ, and to *persuade*
people to receive Christ in personal commitment
To create entry points where, in a "safe" environment, people can
investigate the Christian faith, be in authentic relationships with
Christians, and have their questions answered
Mobilize the church in providing prayer, financial, and moral support to
missionaries and mission causes and educating the church about
such causes
To organize periodic mission trips to involve members of the church in
transcultural service
Serve as a resource to other individuals and groups within the church
seeking to do outreach. Help coordinate those efforts with the
overall outreach efforts of the church.

Specific Tasks:

Review and approve or disapprove all requests for mission funds
Administer outreach budget based on established vision goals and amounts
authorized by session

Indicators of Effective Ministry:

There is an enthusiastic spirit in the church to reach people with Christ's love
The community has a positive view of the church
New people are being drawn into a relationship with Christ and the church
through specific outreach efforts
An increasing number of church members are acquiring and growing skills to
share the gospel and consciously seeking to use those skills
A good percentage of church members participate in mission trips and return
from with a greater passion for outreach and missions
The broader church understands the value of outreach and missions and why we
support and/or are involved with specific projects
The church tithes at least 10% of its annual budget to mission support and
substantial amounts of money are received for missions offerings

Worship Team Responsibilities:

Responsible To:

Pastor & Session

Responsible For:

Worship

Scope of Ministry:

Anytime of corporate worship, including Sunday mornings, in the life of the church

Basic Objectives:

Assist the pastor in planning the worship and music of the church
Prepare the worship space to make sure it is appropriate for a given service of worship and it is inviting to guests

Specific Tasks:

Plan communion schedule to be approved by session
Take care of all arrangements for communions (elements, servers, etc.)
Provide for musician(s) and guest speaker in the absence of the pastor
Assist the pastor in coordinating and evaluating the work of regular musicians (i.e. organist and/or pianist) and the worship leader
Encourage the work of the choir
Encourage special music in worship
Encourage other creative, but appropriate, actions that enhance worship
Monitor the physical surroundings of worship arranging for special banners, or other decorations that may enhance themes or seasons in worship, including the ordering of palm fronds, lilies and poinsettias
Oversee audio/visual needs in worship
Organize and train ushers and greeters
Provide for the giving of a hospitality gift and/or informational packet to first time visitors

Indicators of Effective Ministry:

The worship environment is always appropriate for the worship service
On Communion Sundays, the pastor walks into the service and everything is ready to partake of the Lord's Supper
Worship services engage participant's hearts, minds and senses in worship
The music and other elements of worship are done well and with sensitivity to the leading of the Holy Spirit
Worship is friendly and inviting but also reverent
People are attracted to and become a part of our church because of the worship

Worship Team Self-Defined Roles and Processes:

The current Worship Team, based on the effective date of this handbook, has determined that a separate ministry team (which shall be accountable to the Worship Team) is necessary in order to help the Worship Team accomplish the Basic Objective (listed on the previous page) of "Assist the pastor in planning the worship and music of the church". This team shall be called the Music Team. Music Team member roles and processes are as follows:

Music Team Member Roles*:

Worship Coordinator - will coordinate the work of the entire team and be the primary contact for both the pastor and musicians in relation to worship music. The Worship Coordinator will select songs for worship with input from the rest of the Music Team and instruction from the pastor. S/he will be responsible for the incorporating ensembles and special music into worship as well. With assistance from the church Administrative Secretary, the Worship Coordinator will communicate with all musicians in worship regarding song selection and playing responsibilities. As much as possible, s/he is encouraged to suggest and/or organize additional creative elements for worship such as skits and dramatic readings.

Music Director – has input on song selection and guides team rehearsals. The Music Director is responsible for ensuring that all music in worship is appropriate and flows together based on the intended atmosphere in worship. S/he is also tasked with helping all musicians understand their cues and play together. The Music Director is the "coach" for team rehearsals helping different people and musical pieces come together in one offering of worship to the Lord.

Worship Leader – is the person tasked with leading music on Sunday mornings. His/her job is more than a "song leader." A song leader announces songs and keeps people on pace with the music. The Worship Leader does these tasks but is also encouraged to be sensitive to the guidance of the Holy Spirit in the way songs are introduced, repeated or continued. The Worship Leader needs to be familiar enough with the musical ability of the Regular Musicians and confident enough in his/her own leadership skills to be able to guide the music outside of prescribed and rehearsed bounds if led to by the Holy Spirit.

Regular Musicians – are people who frequently play music or vocally lead in worship (organists, pianists, guitarists, etc).

Special Musicians – are people who occasionally play special music or sing in worship

****Note: one team member may take on more than one role***

Music Team Processes:

Team Practices – weekly practices are important to helping the Music Team accomplish several of the "Indicators of Effective Ministry" listed on the previous page. The Worship Coordinator, Music Director and Worship Leader are expected to be at all practices except when reasonable scheduling conflicts arise. When scheduling conflicts arise, these volunteers are to do their best to ensure that practices are rescheduled or other volunteers are able to fulfill their responsibilities.

Regular Musicians *must* be present at any weekly practices prior to the Sunday they are scheduled to play. Special musicians must also be at the practice if their music requires

coordination with the rest of the music in worship. Exceptions would include vocal or instrumental solos. If a musician is unable to attend the weekly practice, s/he will not be invited to play on the following Sunday. This guideline is not meant as a punitive measure against people who are unable to attend practice. It is a discipline, set up as a sacrifice unto our Lord, in order to help ensure that there is clear communication regarding our worship music. Clear communication, as well as individual and group practice, help eliminate distractions in worship associated with miscues and musical mistakes. This enables worshipers and musicians alike to focus their whole hearts and minds on the worship of God. Regular and Special Musicians are not required to attend practices during a week when they are not scheduled to play.

Music Planning – the typical planning for music in worship will occur as follows:

1. WEDNESDAY/THURSDAY (10/9 days prior to worship service) – Pastor submits a draft order of worship to the Worship Coordinator and Music Director. This draft should include at least a theme or indication of the general topic of his/her sermon. This timeframe also gives the Worship Coordinator and Music Director time to review the draft and make suggestions for changes prior to the next step.
2. SUNDAY (7 days prior to worship service) – Worship Coordinator meets with Music Director and Regular Musicians to discuss the draft order of worship and receive input on song selection and playing responsibilities.
3. MONDAY/TUESDAY (6/5 days prior to worship service) – Worship Coordinator submits revised order of worship to the Pastor including all song selections and playing responsibilities.
4. TUESDAY/WEDNESDAY (5/4 days prior to worship service) – Pastor reviews order of worship, makes any last minute revisions, and give the final order of worship to the Administrative Secretary. Secretary contacts all musicians with a final confirmation of the song selections and their playing responsibilities.
5. THURSDAY/FRIDAY (3/2 days prior to worship service) – Administrative Secretary prints worship bulletins.

It is understood that if the scheduled musician, who has rehearsed on Thursday, has an emergency on Sunday and is unable to play, s/he will contact the Worship Coordinator so s/he can arrange for another accompanist. If the Worship Coordinator cannot be reached, s/he should contact the Worship Leader for that Sunday morning. If the Worship Leader cannot be reached, s/he should contact the Pastor.

(adopted by the Music Team 11/8/12)

Children's Ministry Team Responsibilities:

Responsible To:

Pastor & Session

Responsible For:

Spiritual Growth and Biblical Knowledge of children in the church body
Outreach to unchurched children in the community
Ensuring a safe environment for children while they attend church functions

Scope of Ministry:

Children, ages infant through 6th grade

Basic Objectives:

Plan and lead the teaching programs for children within the church
Regularly evaluate the teaching programs to ensure that they are the best tools available for helping children grow spiritually and in biblical knowledge
Currently, those programs are: Sunday School, Nursery, Children's Church, VBS, Children's Sermon and Special Programs
Publicize the work of the Children's Ministry to the church and community

Specific Tasks:

Recommend teaching curriculum to the Discipleship Team
Recruit, train and equip people for ministry with and to children through the approved teaching programs
Organize team member roles in such a way to ensure maximum effectiveness with an appropriate amount of effort (*see "Children's Ministry Team Self-Defined Roles" on the following page*)

Indicators of Effective Ministry:

Children are growing in their understanding of Christ and the Bible and are demonstrating a willingness to follow Christ in ways that are appropriate to their ages
The number of children participating in Children's Ministry programs is increasing
Families are attracted to and become a part of our church because of the Children's Ministry
Children are having fun
Parents trust our Children's Ministry Team volunteers and value their ministry
New volunteers are willing to help with the ministry

Children's Ministry Team Self-Defined Roles:

The current Children's Ministry Team, based on the effective date of this handbook, has defined the following roles as necessary to accomplish the Basic Objectives (listed on the previous page) of this ministry team.

Ministry Team Member Roles*:

Team Leader - will coordinate the work of the entire team and be responsible for its implementation.

Curriculum Coordinator - will research and suggest curriculum for all the teaching programs to the team. Will present agreed upon curriculum to the Discipleship Team for approval. Order, receive and distribute all approved curriculum.

Nursery Coordinator - will recruit, train, equip and schedule volunteers for the nursery.

Children's Church Coordinator - will recruit, train, equip and schedule volunteers for the Children's Church.

VBS Coordinator - will coordinate the work of VBS including recruiting, training, equipping and scheduling volunteers.

Special Programs Coordinator - will plan special educational/musical programs at intervals agreed upon by the Children's Ministry Team and pastor.

Children's Sermon Coordinator - will plan Children's Sermons for Sunday morning worship, leading sermons and recruiting others to do so, as necessary.

Sunday School Teacher Coordinator - will recruit, train and equip and schedule Sunday School Teachers, serving as their primary representative to the ministry team and facilitating communication among teachers and team members

Christian Kids for Christ (CKFC) Leader - will coordinate and lead the ministry relating to children in grades 4 thru 6

***Note: one team member may take on more than one role**

The current Children's Ministry Team recognizes that while all of the roles listed above are important to helping the team accomplish its Basic Objectives, they are not the only roles necessary to achieve the Objectives. Other volunteers will need to be recruited, trained and equipped to take on the roles listed below. These volunteers may or may not be members of the Children's Ministry Team based on their own desires and the decision of the Team Leader. The Team Leader has an important responsibility to keep the team large enough to accomplish the necessary work but small enough to maximize accountability and minimize inefficiencies and excessive compromise.

Other Children's Ministry Volunteer Roles:

Sunday School Teachers - will teach, or team teach, a weekly Sunday School class

Craft Supply and Toy Monitor - will monitor all craft supplies for the Children's Ministry keeping them stocked as necessary and regularly clean and rotate age-appropriate toys in the nursery.

Apprentices to all Team Members - all Team Members are encouraged to find an apprentice who could help them in their ministry and eventually take over their role if called upon. Those apprentices would be partners in the work of ministry but do not need to attend ministry team meetings.

Youth Ministry Team

Responsible To:

Pastor & Session

Responsible For:

Spiritual Growth and Biblical Knowledge of youth in the church body
Outreach to unchurched youth in the community
Ensuring a safe environment for youth while they attend church functions

Scope of Ministry:

Youth, grades 7-12

Basic Objectives:

Plan and lead the teaching programs for youth within the church
Regularly evaluate the teaching programs to ensure that they are the best tools available for helping youth grow spiritually and in biblical knowledge
Currently, those programs are: Sunday School, YDOC and Special Events
Publicize the work of the Youth Ministry to the church and community

Specific Tasks:

Recommend teaching curriculum to the Discipleship Team
Recruit, train and equip people for ministry with and to youth through the approved teaching programs
Organize team member roles in such a way to ensure maximum effectiveness with an appropriate amount of effort

Indicators of Effective Ministry:

Youth are growing in their understanding of Christ and the Bible and are demonstrating a willingness to follow Christ
As part of their willingness to follow Christ, youth are confirmed and/or baptized into the church
The number of youth participating in Youth Ministry programs is increasing
Families are attracted to and become a part of our church because of the Youth Ministry
Youth are having fun and indicate a sense of Christian community among their peers
Parents trust our Youth Ministry Team volunteers and value their ministry
New volunteers are willing to help with the ministry

Adult Discipleship Team

Responsible To:

Pastor & Session

Responsible For:

Spiritual growth, relationship building and biblical knowledge of adults in the church body

Scope of Ministry:

Adults, age 18 and up

Basic Objectives:

Plan and lead the discipleship programs for adults within the church

Regularly evaluate the discipleship

programs to ensure that they are the best tools available for helping adults grow spiritually, relationally and in biblical knowledge

Currently, those programs are: Small Groups and occasional Bible studies

Publicize discipleship opportunities to the church and community

Provide for follow-up of visitors

Help new members integrate into the life of the church

Specific Tasks:

Recommend teaching curriculum to the Discipleship Team

Recruit, train and equip people for ministry with and to adults through the approved discipleship programs

Organize team member roles in such a way to ensure maximum effectiveness with an appropriate amount of effort

Annually review membership rolls to see if any should be placed on the inactive roll

Indicators of Effective Ministry:

Adults are growing in their understanding of Christ and the Bible, deeper in their relationships with one another and are demonstrating a willingness to follow Christ

As part of their willingness to follow Christ, new disciples and long-time church members become more involved in Christian community as expressed through the church

An increasing number of adults in the church are actively seeking to be disciples and make disciples through mentor/apprentice relationships, connecting with a small group and committing to an area of service and/or outreach

People are attracted to and become a part of our church because of the vitality of fellowship and relationships offered within the church

Visitors report feeling welcome and note that several people from within the church (besides the pastor) followed up with them after their visit

The church retains and strengthens its core identity in being a church that values authentic relationship and seeks to build such relationships with all who are willing

More people are growing so as to be able to teach what they have learned

Congregational Life Team

Responsible To:

Pastor & Session

Responsible For:

Congregational Fellowship

Scope of Ministry:

Everyone in the church body

Basic Objectives:

Plan and carryout fellowship events in the life of the church

Fellowship events may be designed to reach the entire congregation or specific groups within the church No less than 4

congregation-wide fellowship events should be planned each year (for example, Hayride and Talent Show) with special care being taken not to overlap with other events that other Ministry Teams are planning. One of the fellowship events must be the Annual Church Picnic.

Specific Tasks:

Plan tri-annual Easter Sunrise breakfast

Organize the church softball team, as necessary

Indicators of Effective Ministry:

People indicate that our church is a warm, loving fellowship

People find it easy to build relationships within the church and are offered ample opportunities to do so

The general church body agrees that being a part of this church is enjoyable and fun!

Prayer Team

Responsible To:

Pastor & Session

Responsible For:

Prayer support of the church

Encouraging the practice and understanding of prayer in the life of the church

Scope of Ministry:

Everyone in the church body

Basic Objectives:

Help the church live into its vision of being "dedicated to prayer"

Pray regularly for the church leadership (pastor, elders, deacons, trustees, ministry team leaders, etc.)

Pray regularly for wisdom and discernment in areas where the church is making decisions

Teach others to pray...individually, corporately and in a variety of ways

Model deep Christian community for the larger church body

Specific Tasks:

Meet often enough and communicate regularly enough to ensure the Prayer Team is characterized by a spirit of authenticity, accountability, encouragement and growth

Indicators of Effective Ministry:

Prayer Team members and others pray regularly for the needs of the church and community

Increased time in prayer, shared by an increased number of people praying, leads to an excitement and awareness of the ongoing and immediate work of the Holy Spirit

People within the church express a greater understanding of prayer and an increased desire to pray

The church exhibits a culture where people feel comfortable praying with and for one another in casual settings (i.e. outside of structured classes, meetings or worship)

Significant time is spent in prayer before the church makes any major decisions

Finance Team

Responsible To:
Session

Responsible For:
Financial Oversight, Management and Budgeting

Scope of Ministry:
All Church Financial Resources

Basic Objectives:
Develop and maintain procedures for receiving, dispensing and reporting on the use of church funds
Oversee the work of the Financial Secretary and Treasurer

Specific Tasks:
Annually develop the church budget and present to Session for approval
Annually audit church financial statements

Indicators of Effective Ministry:
Church financial resources are managed in a way that reflect good stewardship
Proper accounting procedures and appropriate checks and balances are used
The larger church family understands how its tithes and offerings are being used to further the ministry of the church
The larger church family trusts the Finance Committee's judgment and management of church funds
Understanding and trust on the part of the church family leads to increased financial support

Personnel Team

Responsible To:

Session

Responsible For:

Oversight of pastor

Development & Maintenance of Personnel Policies and Procedures

Scope of Ministry:

Pastor & Staff

Basic Objectives:

Evaluate the work of the pastor ensuring that he is guiding the church toward the vision and goals established by session

Ensure a healthy and safe work environment for all staff

Ensure that appropriate personnel policies and procedures are followed by all staff

Specific Tasks:

Annually review pastor

Support the pastor in his responsibility to annually review staff

Make compensation recommendations based on annual reviews

Indicators of Effective Ministry:

The church is being led by competent pastoral leadership

There is mutual understanding, respect and affection between the pastor and church body

The staff is functioning as a vital component in helping the church achieve its vision

Staff work requirements and compensation amounts are at healthy and sustainable levels

Deacons

Responsible To:

Pastor & Session

Responsible For:

Congregational ministry of compassion and service

Scope of Ministry:

Any person in need, especially those in the church body

Basic Objectives:

Promote the systematic caring of those within our church family

Appropriately follow-up with church members in key moments of joy and concern in their lives (e.g. births, deaths, weddings, illness)

Coordinate any acts of compassion and service outside the church with the Outreach Team

Specific Tasks:

Visit the sick, hospitalized and shut-in

Prepare meals and perform other acts of mercy as needed and appropriate

Send cards, make phone calls, etc. as necessary to care for the congregation

Pray for and with people in need

Maintain the Benevolence Fund

Serve the church and its leaders through the preparation of the dinners for the Annual Leader's Meeting, Annual Congregational Meeting

Indicators of Effective Ministry:

Members of the church report being loved and cared for by the church body through sharing in joyous moments and caring in moments of need

The church's identity as a warm, loving congregation is strengthened through the ministry of the Deacons

Trustees

Responsible To:

Pastor & Session

Responsible For:

Maintenance of ministry facilities (building and grounds)

Scope of Ministry:

Physical property owned by the church

Basic Objectives:

Maintain and care for all church property

Ensure ministry space is as attractive, functional and safe as possible
given resource and condition limitations

Specific Tasks:

Building repairs and maintenance

Grounds maintenance (mowing, snow removal, etc.)

Rental property management

Indicators of Effective Ministry:

Facilities are as inviting, clean, safe and functional as possible

Special Guidelines for the recruitment and terms of service for Trustees:

In order to provide for the ongoing care and maintenance of the church's physical property, the Lead Trustee serves as a corporate officer who is selected by Session. The trustee board shall be comprised of not more than 9, and not less than 6, individuals. The terms of service for the trustees shall be three years commencing on April 1 following the Session meeting in which the Lead Trustee was elected. This will allow time for the placement of new trustees who are selected by the Lead Trustee, working in conjunction with the pastor and/or Session. The trustees shall be divided into three classes, with the term of each class expiring in a different year. Trustees are limited to a service of two consecutive terms, except that any partial term served by reason of an increase in the number of trustees or a selection to fill a vacancy for an unexpired term shall not be counted.

