Ministry Operations Manual

Church Officers (Biblical)

Pastor: The pastor is responsible to the church to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in care and evangelism ministries, to provide spiritual and administrative servant-leadership in all areas of church life including the supervision of ministerial and/or paid staff. (This serves as a general guideline for the work of the pastor. To see the specific emphases, see the pastor’s official contract.)

- Provide spiritual leadership and oversight for the total program of the church with an emphasis on equipping, training, and supporting ministerial staff members, elders, deacons, committees, and teams in training, planning, organizing, directing, coordinating, and evaluating the ministry program of the church
- Plan and conduct worship services; prepare and deliver sermons; lead in the observance of the ordinances
- Supervise the work of all church staff
- Serve as the leader of the Leadership Council and facilitate the ministry of the elders
- Lead the church by example in an effective program of caring for persons in the church and in the community and by working with the Deacon Council
- Act as moderator of church business meetings
- Cooperate with our affiliates and partners in matters of mutual interest and concern
- Represent the church in civic matters

Ministerial Staff: Any additional ministerial staff members are responsible to the church in the accomplishment of its overall purpose by focusing on a specific program area and will work under the supervision of the pastor as a member of the pastoral staff and Leadership Council. The duties assigned will be determined by the Staff Relations Committee and written in a job description to be included in the employee’s contract and as an appendix in this Ministry Operations Manual.

Leadership: The leaders are responsible to work under the supervision of the pastor to provide pastoral leadership and spiritual oversight in all areas of church life

- Provide pastoral leadership and spiritual oversight
- Participate in pastoral and practical care of church’s members and other persons in the community through CARE Ministry
- Assist in specifically assigned committee or team with an emphasis on supporting the members in their committee and/or team responsibilities
- Serve in worship through leadership, prayer, observance of ordinances (baptism and the Lord’s Supper), and assist the pastor in the preaching and teaching ministry of the church
- Model exemplary church membership to the congregation—character, life-style, participation, support, ministry, witness

Deacons: The deacons are responsible to work under the supervision of the pastor along with the Leadership Council to provide pastoral care and ministry in all areas of church life.

- Provide spiritual and practical care for church’s members and other persons in the community through Deacon CARE Ministry
- Assist in specifically assigned committee or team with an emphasis on supporting the members in their committee and/or team responsibilities
- Serve in worship, observance of ordinances (baptism and the Lord’s Supper), and assist the pastors and leaders in the practical ministries associated with worship (i.e. ushers, greeters, guest follow up, offering, etc.)
- Model exemplary church membership to the congregation—character, life-style, participation, support, ministry, witness
Church Officers (Administrative)

Moderator: The chief responsibility of the moderator is to make preparation and to preside at church business meetings, that is, to coordinate and facilitate productive meetings in an orderly, efficient manner. Additionally, the moderator is to coordinate the work of and preside at the meetings of the Ministry Council.

- Develop agenda in cooperation with appropriate persons—pastors, deacons, and ministry teams
- Help church stay informed and involved in church business and Ministry Council meetings
- Preside over all church business and Ministry Council meetings
- Clarify matters for action and follow up on these with appropriate persons
- Evaluate each meeting and its activities

Clerk: The clerk is responsible for recording, processing, and maintaining accurate records of all church business meetings. The clerk also is responsible for all official church membership records and communications.

- Assist moderator in preparation of the agenda for church business meetings
- Keep an accurate record in the form of minutes of all church business meetings
- Present the minutes of the prior meeting at each meeting for approval
- Maintain accurate membership records and all related correspondence
- Preserve records for present and future use
- Prepare annual report to the convention

Treasurer: The treasurer is responsible for the proper receipt, accounting, disbursement, and reporting of all church funds according to the policies established by the church. The treasurer’s work focuses on financial records and payment procedures rather than the handling of cash.

- Authorize payments in accordance with church policies and procedures and verify the supporting data for each request
- Monitor church expenditures according to approved budget, policies, and procedures
- Oversee the work of the financial secretary
- Make reports to the Finance Committee and the church at church business meetings
- Serve as an ex officio member of the Finance Committee to advise on financial and budget matters

Financial Secretary: The financial secretary is responsible for maintaining accurate financial records of all deposits and payments, making authorized payments, and keeping records of individual member contributions.

- Responsible to and work closely with treasurer in all matters related to book keeping and payments
- Post receipts and disbursements of all accounts according to financial system established by the treasurer and approved by Finance Committee
- Make all authorized church payments according to guidelines established by the Finance Committee.
- Work closely with the treasurer to provide statistical financial data and reports as requested by Finance Committee

Trustees: The trustees serve as legal representatives of the church in all civil transactions related to the official church as approved by the church. The trustees sign all documents related to church personnel and property after approval by the church.

- Hold in trust legal title to all church property
- Sign all legal documents involving church personnel and property
- Relate to appropriate civil officials in all legal matters involving the church
- Maintain an up-to-date inventory of and insurance on church property
Councils

Leadership Council: Provide spiritual oversight and guidance to the church

☐ Plan, coordinate, and facilitate the pastoral leadership and ministry of the church
☐ Formulate and recommend to the church objectives/goals and the action plans for reaching those goals in order to accomplish the church’s purpose
☐ Serve as general pulpit supply in case of the absence or inability of the Pastor or during periods when the church may be without a Pastor
☐ Guard the unity of the Spirit within the church through teaching, intervening, and disciplining as directed in the Scripture
☐ Study matters of spiritual leadership referred to the Leadership Council and make recommendations as appropriate

Deacon Council: Provide pastoral care and practical ministry to the church in cooperation with the Pastor, and Ministerial Staff

☐ Plan, coordinate, and facilitate the pastoral care and practical ministry to the church
☐ Lead by example in a comprehensive ministry of care for the spiritual and practical needs of the church
☐ Support the Deacon CARE ministry plan and encourage the care ministry of committees, teams, small groups, and individuals within the church
☐ Manage the benevolence ministry of the church
☐ Support the pastoral ministry of the church: baptism, Lord’s Supper, etc.
☐ Study matters of leadership referred to the deacons by the Leadership Council and make recommendations as appropriate
☐ Study matters of care referred to the deacons by the church and make recommendations as appropriate

Ministry Council: Plan and coordinate the administrative and team ministry of the church

☐ Plan, coordinate, and implement program plans and actions by ministry teams, administrative committees, and councils in order to accomplish the church’s purpose
☐ Provide for adequate communication among teams, committees, officers, and councils
☐ Review and report to the church the needs of the church and the use of resources as the church works toward the achievement of church objectives and goals
☐ Prepare the annual church calendar of activities
☐ Study matters of ministry referred to committees and/or teams and make recommendations as appropriate

Administrative Committees

Ministry Placement Committee: Assist the church in staffing of church leadership, administrative, and ministry positions filled by volunteers through helping people discover, develop, and deploy their SHAPE (standing committee)

☐ Study responsibilities of officers, committees, and ministry teams
☐ Counsel with Leadership, Deacon, and Ministry Councils to determine needs for present and future ministries
☐ Lead the church in helping people discover, develop, and deploy their SHAPE
☐ Enlist and recruit people to serve in ministry

Staff Relations Committee: Assist the church in administrative matters related to all employed personnel (standing committee)

☐ Work with church and pastor to prepare and update job descriptions and to negotiate salaries and benefits for all church staff members annually
- Assist and support pastor and staff upon arrival to and departure from church employment through registering, securing work permit, etc.
- Relate to appropriate Bund and civil authorities in all matters related to personnel
- Consult with Finance Committee in developing and budgeting salaries and benefit provisions for all church staff members annually
- Assess job performance of the pastor annually and assist the pastor in the job performance assessment of all staff
- Serve the pastor and staff through encouragement, protection from complaints, providing advice for ministry, and reconciling conflict between church and staff

**Finance Committee:** Plan and promote stewardship education in all areas of church life and to lead the church in budget planning, promotion, subscription, and administration; oversee the collecting, counting, and depositing of all cash tithes and offerings (standing committee)

- Work with pastor, leaders, deacons, and Ministry Council to develop an overall stewardship education plan for the church including: sermons, seminars, Bible studies, small groups, etc.
- Consult with the pastor, leaders, deacons, and Ministry Council in the planning, promotion, subscription, and administration of the church budget
- Recommend financial principles, policies and procedures to be practiced by the church
- Review expenditures with pastors, deacons, and ministry leaders to ensure correspondence with budget allocations and budget adjustments
- Make recommendations to the church concerning proposed expenditures not included in the budget
- Consult with pastors, deacons, and Ministry Council annually to determine the financial resources needed by each team for its ministry during the following year
- Organize a yearly audit of the church books
- Oversee counting and depositing of cash collected

**Constitution Committee:** Prepare and recommend to the church a constitution and bylaws (special committee)

- Conduct a review of the existing Constitution and Bylaws every five years or as assigned by the church in business meeting
- Initiate recommendations or receive and evaluate proposals for constitutional amendments and bylaws
- Present recommendations to the church for review and adoption by vote according to the guidelines presented by the existing Constitution and Bylaws

**Ministry Teams**

**Worship Team:** Lead the ministry of music of the church and assist the pastor, leaders, and deacons in the ministry of worship

- Plan and implement the music ministry of the church—e.g. worship, choirs, and special events—in cooperation with the pastor, leaders, deacon, and the council to support the vision of inspiring worship and to give expression to our core values
- Supervise the ministry of worship leaders and the Praise Team including:
  - Recruiting and recommending to the Leadership Council potential worship leaders
  - Recruiting and coordinating the ministry of the Praise Team
  - Providing instruction and training for those interested in serving the music ministry
- Supervise the ministry of the technical teams (audio and beamer)
- Recommend annually to the church a budget to carry out the objectives of the team
- The Worship Team leader is an ex officio member of the Ministry Council
Ushers Team: Support the ministry of worship by providing a warm welcome and assisting with practical needs

☐ Greet people before and after worship; seat people during the service
☐ Provide information to persons concerning church service, programs, and facilities
☐ Distribute bulletins, record attendance count, receive offerings, and lock doors
☐ Be alert to needs of persons during the service
☐ Be available to assist the pastor as needed
☐ Recommend annually to the church a budget to carry out the objectives of the team
☐ The Ushers Team leader is an ex officio member of the Ministry Council
Ministry Teams

Worship Ministry Team:

Fellowship Ministry Team:

Preschool Ministry Team: Provide a safe, happy Christian environment for children birth-four when they are at the church and encourage the growth of each child spiritually, emotionally, mentally, physically, and socially through meaningful ministry.

☐ Plan, coordinate, and implement the preschool ministry of the church with a focus on Sunday teaching ministry during worship
☐ Recruit parents and others to support the preschool ministry
☐ Formulate and recommend preschool policies and procedures
☐ Encourage fellowship among the parents of preschoolers
☐ Recommend purchase of furnishings and supplies

Children’s Ministry Team: Provide age-appropriate Bible teaching for children 5-12

Support Ministries

Publicity
Photography
Audio/Visual
Translation
Greeters/Ushers