

MINISTRY/PROGRAM POLICY

MINISTRY/PROGRAM POLICY STATEMENT

Ministry/program areas (“ministries”) and their respective teams are established by and are the responsibility of the Senior Pastor. Oversight of the church’s ministries will be supported by the **Ministry/Program Leads Policy** and the appointed Ministry Facilitators described therein.

Policy and Purpose:

Ministry, meaning “to serve or give aid,” is the tangible way that we live out our faith. Our church believes in the “ministry of all believers” and therefore works to establish an infrastructure to make that possible.

The Pastor, with input from the Leadership Team (which consists of the Board of Directors and existing Ministry Facilitators), shall have the responsibility to create new ministries as needed and as such relate to the Mission and Vision (or Strategic Plan) of the church. Each new ministry will have a written purpose statement inclusive of tangible, written goals. Likewise, the Pastor, with input from the Leadership Team, may dismantle or end a ministry when its goals and objectives are accomplished, when it has ceased to be effective, or when it no longer coincides with the Mission and Vision (and/or Strategic Plan) of the church.

We believe that the success of our Mission and Vision, and any Strategic Plan developed, will be tied to the quality and effectiveness of our ministries. Therefore, we seek to provide quality leadership and hold ourselves accountable for offering ministry that glorifies God and meets human need.

For further clarification of the qualifications, roles, responsibilities, and limitations of the Pastor and Board of Directors (Pastors, Ministry Staff, Deacons and Trustees) refer to the Faith Mission Christian Church Bylaws. As it relates to division of responsibility:

The Pastor has direct oversight of and is accountable for the following:

- Spiritual Leadership
- Visionary Leadership
- Oversight of Ministries
- Personnel Management
- Setting the Order of Worship

The Board of Directors is responsible and accountable for:

- Strategic Planning
- Finances
- Facilities
- Pastoral Search
- Risk Management
- Church Policy

Signatures

Senior Pastor

Date

Church Clerk

Date

MINISTRY/PROGRAM LEADS POLICY

MINISTRY/PROGRAM FACILITATION

For the Pastor to provide effective leadership of the ministry/program areas (“ministries”) it is critical that there be an established method or practice for facilitating ministry teams. The following outlines the approach to that coordination.

A Ministry/Program Leads Meeting, made up a few primary ministry facilitators (laypersons or officers), will meet with the Pastor regularly to coordinate and support the ministry/program efforts of the church. The select facilitators, each appointed by the Pastor from the group, help in the actual coordination (or facilitation) of overall ministry both inside and outside the church. Ministries may include worship, hospitality, and auxiliaries for men, women, youth, prayer, etc., and others as agreed from time to time.

The regular meeting is for the purpose of visioning, coordination, training, and support (conflicts, roadblocks, etc.). This meeting and its agenda may remain combined with the standing church Leadership Team meeting (including the Board of Directors) for as long as the total membership of the church remains less than 50 people and the church operates fewer than 5 active ministries or programs.

If or when a ministry area becomes primarily led by a single individual, that individual would assume regular attendance as the ministry Facilitator on the Ministry/Programs Team.

- Ministry volunteers and Facilitators will be asked to sign the Ministry Leadership Covenant.
- Ministry Facilitators are expected to develop a fully functioning team or teams in their area from members within the church.
- Ministry Facilitators are expected to uphold the Grace Guidelines within their respective team meetings
- Ministry Facilitators who do not fulfill the Ministry Leadership Covenant may be asked to step down and a new Facilitator may be appointed. All Facilitators graciously consent to comply.

Signatures

Senior Pastor

Date

Church Clerk

Date

MINISTRY TEAM VOLUNTEER APPLICATION

APPLICANT INFORMATION

Name (Last)	(First)	(Middle)	Date
Address	City	State	ZIP Code
Telephone	Alternate Telephone	Best Contact Time	E-Mail Address
Volunteer Position Considering	Availability	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
What Hours Are You Available to Work?			
In Case of Emergency Notify	Telephone	Name of Nearest Relative	Telephone

VOLUNTEER EXPERIENCE

Have you ever volunteered in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Position	Supervisor	Start Date End Date
Job Position	Supervisor	Start Date End Date
Special Interests and Hobbies		
Do you have your own transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No DL #: _____	Liability Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many hours per week are you available to volunteer? Days _____ Evenings _____ Weekends _____		
Can you make a one-year commitment to this volunteer role?		

VOLUNTEER EXPERIENCE (Continued)

Have you ever been charged, convicted of or pled guilty to a crime, either a misdemeanor or a felony (including, but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? ☐ Yes ☐ No

If yes, please explain fully:

Would you be available for periodic volunteer training sessions? ☐ Yes ☐ No

CRIMINAL HISTORY

Have you ever been *convicted* of a criminal offense?

Check One: ☐ Yes ☐ No

Do you currently have any criminal actions pending in which you are the Defendant? (Not Applicable to California Applicants)

Check One: ☐ Yes ☐ No

Are you currently on probation or parole?

Check One: ☐ Yes ☐ No

If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred?

List any education, experience, certifications, or other training relevant to this volunteer position:

PERSONAL REFERENCES:

Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship

MINISTRY LEADERSHP COVENANT

All ministry volunteers and Facilitators will agree to the following covenant:

As a servant of Jesus Christ and a leader at Christ Journey Church, I have studied the Scriptures within and will endeavor:

1. To love the Lord with **wholehearted devotion**. (Mark 12:28-30)
2. To grow as an **authentic and Spirit empowered** leader, making **consistent choices** in my life that will keep me connected to God, His Word, and His people. (John 15:4; 1 Timothy 4:7-8)
3. To live a life before God and others that is **above reproach**. (Romans 13:8-10 & 13-14; 1 Corinthians 6:9-18)
4. To work towards the fulfillment of the **purpose and vision of the church**, and no other purpose or vision while serving in this capacity. (Matthew 28:18-20; Ephesians 4:11-16)
5. To guard the **peace and unity** of the church. (Titus 2:1; Matthew 18:15-17)
6. To honor the leadership of the church through **Christlike submission**. (1 Thessalonians 5:12-13; Hebrews 13:7, 17)
7. To serve with my ministry volunteers **faithfully**, fulfilling my ministry tasks **willingly**, and offering God my very best effort and time. (Colossians 3:17; 1 Peter 5: 2-4)
8. If at any time, my life and service history does not reflect these commitments, I will initiate a conversation with my Ministry Facilitator or the Pastor to discuss my situation and seek an immediate resolution.
9. If I am the Ministry Facilitator and my life and service history, at any time, do not reflect these commitments, I graciously consent to step down if asked such that a new Facilitator may be appointed.

APPLICANT STATEMENTS

(Read and Sign Below)

- I certify that this volunteer application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration as a volunteer. I understand that this volunteer application is not valid without my signature. I also agree to the following Statements:
- I consent to the Ministry Leadership Covenant.
- I will not act in a manner which conflicts with the Statement of Faith of Faith Mission Christian Church.
- I will not act independently of my church officers regarding any church business, including making public statements, purchases, requests, or agreements on behalf of the church.
- I will not utilize the Ministry Team Volunteer or Ministry Facilitator opportunity for my own personal or professional/vocational advancement outside of Faith Mission Christian Church, monetarily or otherwise.
- I understand these Statements and acknowledge that any real or perceived violation of these statements may result in my removal from the Ministry and subjection to the Progressive Discipline Policy, as applicable.

Print Name	
Signature	Date

GRACE GUIDELINES (2023)

“For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you.” Romans 12:3

Practice Grace (to be read at the start of each discussion):

- Recognize that we all come from different backgrounds and have diverse perspectives. As a result, we all have good intentions, but we also have blind spots.
- We all are doing the best we can, given our current state of awareness.
- Ask the Holy Spirit to help you speak with love and grace.
- Speak only for yourself (“I feel/think...”), not on behalf of a group (“we feel/think” or “they feel/think”).
- Please don’t dominate the conversation or interrupt others. Remember that everyone deserves a chance to speak and be heard.
- Listen to hear and understand and not so that you can respond or give advice. Take time to digest and process without rushing to judgement.
- Be open to feeling uncomfortable - all growth comes with some discomfort.
- Stay engaged. When we feel frustrated or misunderstood, we often want to withdraw and drop out of the conversation but resist this urge. It will be worth it.