

SOP: Forming and Ending Ministry Teams
Passed December 14, 2022

Forming Ministry Team:

Any member or group of members of the congregation may form a ministry team for the purpose of carrying out a ministry of the church.

To form a team the member will complete an application form available in the church office and submitting it to the Church Council by placing the completed form in Moderator's Mailbox in the office. The form should include any budget request needed to complete the work of the team.

The Council will consider the application and if everything is in order, and the goals of the team are in line with the purposes of the congregation, the Council will approve the creation of the ministry team. If there are questions about the application, the Council, or its representative will discuss them with the applicant. When all questions have been answered, the Council will approve or disapprove the creation of the team.

If the team is approved, the Council will assign the team to a Director. The Director will maintain periodic contact with the team. A Master List of all Ministry Teams will be maintained in the office.

Annual reports should include: the name of the team lead (s), the names of the members of the team who plan activities during the year, and others volunteering with the team. It should also include a summary of the prior year's activities.

If a decision has been made to discontinue activities or add new activities, it should be included in the report.

When the Team Lead changes, the name of the new Team Lead should be reported to the office and the Council Secretary.

Ending a Ministry Team

If a Ministry Team determines that there is no longer a need or interest in their ministry, they should ask the Council to dismiss the Team from active ministry.

If a team fails to do any ministry work or submit an annual report for two consecutive years, a representative of the Council will contact the last known team lead to see if there are plans to continue the work of the ministry team.

The representative will report back information learned to the Council and the Council will decide if the team should be dismissed from active ministry.