

Dear potential ministry leader,

Thank you so much for your desire and willingness to serve the body of Christ to further his kingdom and to spread the love of God. It is our desire to embrace the various gifts and passions that his people have to reach these ends. In order to best do that, we ask every person who has a desire to lead a ministry to submit a written proposal for their intended ministry so that the leadership can prayerfully discern all aspects of the proposal and consider God's direction for all potential ministries for the year.

A written proposal helps the church when considering all the purposes and scheduling factors for the year, but in addition it also ensures that there is a clarity within each ministry regarding the leadership roles and expectations upon everyone involved. Therefore, we ask you to carefully write out every aspect of your proposed ministry with as much detail as possible. Feel free to add extra comments on extra sheets of paper or on the back of the paper as needed.

It is also crucial that every ministry leader, whether paid or volunteer, is walking in agreement with the beliefs and expectations of the church. Therefore, we ask every ministry leader to thoroughly read over the Mission Statement, Vision Statement, Core Values, and Room Usage Expectations, and agree to abide by them.

If your proposed ministry is accepted, we understand that expectations go 2 ways, and the following agreements are made to and from every head ministry leader....

Our promise to you is the following:

-Every head ministry leader will be assigned an elder with whom this **leader can communicate** with regularly and openly regarding aspects of the ministry and/or life in general. You are important to us and we want to make sure that your personal relationship with God and family takes priority over ministry involvement, and therefore we want to make sure that you are personally doing well. We also understand that sometimes frustrations can build up in ministry and we want to make sure that you are heard and represented in elder/leadership meetings to best accommodate you and the ministry you may lead.

-In order to ensure this, all ministry leaders will have a **quarterly assessment** with their assigned elder for the purpose of making sure that each ministry leader receives the attention/help that they need which will be followed up at elder meetings so that the elders are always aware of the health of the ministries and ministry leaders. Communication can take place outside of this (and is encouraged), but our scheduled assessments make sure that this communication takes place regularly.

-The church leadership will make every **accommodation** possible to help and support the needs of the ministries which includes promotion, room usage, and resources available, as long as it does not conflict with other ministries.

Your promise to us:

-In order to make sure that we are working in unity, every ministry leader is expected to **promote and maintain the beliefs and culture established by the church** which consists of the Constitution along with the Mission Statement, Vision Statement, and Core Values as stated in the membership packet, and the Core Values for Ministry Leaders. A signature on file via the approved membership packet is required as proof of this agreement.

-In order to reduce burdens on other people and ministries, each ministry leader is expected to operate in accordance with all the **established agreements regarding room usage** as expressed in that document.

-For best **continuity in all ministries**, we ask that an ongoing binder be kept which contains all information regarding the ministry, including lessons, handouts, notes, etc... When transitioning out, this binder is to be passed on to the church so that the next leader can pick up where you left off.

- a **commitment of at least 1 full year** is expected from anyone leading a ministry (unless the ministry is predetermined to only run for a short time, or circumstances outside the leader's control occur).

-When **transitioning out**, leaders are expected to help with the transition process. 3 months of advance notice are expected wherever possible, and with a written notice of intent for clarity. Though leaders are not expected to pick another person to be the next ministry leader, the elders would appreciate any suggestions offered and will prayerfully consider the future of the ministry.

-any needs for **promoting a special event** will be given to the administrator **at least 4-6 weeks** before the event to ensure proper promotion of flyers, media usage, public announcements, proper scheduling, etc... (make sure to text the **admin** a request for any **public announcements at least 1 month out** if possible so that we can determine which week is best to make this announcement and avoid having too many announcements in 1 week).

Our 2 way promise:

-**Flexibility:** We understand that there needs to be flexibility in the planning and details, and we commit to be as flexible as possible. It is for this very reason that we seek to get as thorough details for the year schedule in advance. This helps us to make plans with every ministry in mind. If last minute, or other changes are proposed, we will do our very best to permit these changes as long as it does not interfere with other ministry commitments. If we are unable to permit a change, we ask for your understanding, as we seek to make decisions for the good of the whole body.

As you propose a ministry for the year, please understand that permission may or may not be granted. If permission is not granted we will do our best to communicate the reasons for that, and ask you to not take it personally. In many cases it may come down to what the

ministry priorities need to be for the church in whole, and an inability to support numerous ministries at the same time, which may change in time as the church grows.

In other cases, permission may be granted with the leadership proposing some adjustments. For example, if a ministry seeks to meet weekly, they may be asked to meet every other week, or to take a 2 month break while the church promotes a season of discipleship, etc... In such cases we will seek to clearly communicate this and we ask for your understanding and full support regardless of whether you are in 100% agreement or not.

Our hope in all this is that every ministry and leader established at this church would be fully supported with excellent communication and moving in the unity of the God-given direction and purposes of the church to most effectively reach out to the community that he has called us to be a light to. So, we thank you for your heart and desire to be a part of this vision in accordance with the unique gifts and abilities that God has given to you.

Please fill out all the attached documents as thoroughly as possible by: Date: _____ and we will get back to you within the next few weeks with any questions or updates. If accepted, we will ask for you to send us a digital file of a photo of yourself that we can use for identifying you as the leader on bulletin boards, flyers, the website, etc....

God Bless,

Jason Mayo-Church admin