

BCCUCC Ministry Policy

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Director of Ministries

Responsibilities

The Director of Ministries ensures that the ministry of the congregation is carried out in accordance with the mission of the church as established by the congregation and articulated by the Governing Board. To accomplish this, they shall:

- work with the Governing Board to recommend church-wide goals.
- define and establish in consultation with the Governing Board, the ministry areas necessary for the church to be able to carry out its mission.
- work closely with the Ministry Coordinators to support all ministries under their purview and develop new teams for ministries that are defined as core ministries by the Governing Board.
- assist the Finance Coordinator in preparing the annual budget for review by the Governing Board and approval by the congregation.
- meet regularly with the Governing Board, ensuring that they have a clear understanding of how the church's ministries are progressing.

Authority

The Director of Ministries has authority over the ministry of the church as delegated by the Governing Board. In this manner, they have authority to:

- propose the establishment of reconfiguration of ministry areas to best carry out the mission of the church.
- work with Ministry Coordinators and Ministry Team Leaders if there are concerns that a ministry does not fit within the mission, vision, or values of the congregation.
- work with a Nominating Team to propose the slate of Ministry Coordinators to be elected by the congregation.

Accountability

The Director of Ministries is accountable to the Governing Board and will meet with the Governing Board on an ongoing basis. In addition, the Director of Ministries shall

- participate in an annual review as set forth by the Governing Board that is intended to explore areas of successes and challenges faced during the prior year and outline potential avenues of improvement to be addressed in the coming year.
- submit a written report at the end of the program year to be shared with the GB and published in the church's Annual Report highlighting the successes and challenges of the church's ministry over the prior year and suggesting possible goals for the year ahead.

Ministry Coordinators

Responsibilities

Ministry Coordinators are responsible for the oversight and development of the ministry area to which they have been elected/appointed. This shall include but is not limited to:

- supporting and encouraging the Ministry Teams entrusted to their ministry area.
- working with each team within their ministry area to develop and evaluate annual ministry goals as needed.
- submitting an annual budget request to the Finance Coordinator for their ministry area that includes a line-item breakdown of requested funds for each team or ministry under their purview.
- overseeing the ministry area's budget by working with each Ministry Team to convey an understanding of their team budget and ensure adherence to that budget.
- in the case of core ministries, working with Director of Ministries to establish new teams to carry out such ministries.

Authority

Ministry Coordinators are authorized to:

- create new Ministry Teams within their ministry area.
- redistribute budgeted funds within their ministry area budget under the following circumstances:
 - there is a line-item in the ministry area budget designated for such a purpose,
 - all Ministry Teams impacted by the decision agree with the change,
 - or both the Ministry Coordinator and the Director of Ministries agree with the change. In this case, appropriate rationale should be provided to all effected teams.
- work with the Director of Ministries to address any concerns or conflicts that arise within or between teams. This includes teams with overlapping ministries, interpersonal conflicts, teams ceasing to function effectively, and other issues that may arise.

Accountability

Ministry Coordinators are accountable to the Director of Ministries, the Ministry Teams they serve, and the congregation. To accomplish this, they shall:

- be available to meet with the Dir. of Ministries and/or other Ministry Coordinators as needed.
- be available to communicate with the Ministry Teams that are under their purview as time permits.
- submit an annual report at the end of the program year to be published in the church's Annual Report highlighting the prior year's work of the ministries under their purview.

Ministry Teams

Responsibilities

Ministry Teams are largely autonomous groups or individuals engaged in a particular ministry that is defined in their Ministry Plan. They are responsible for

- carrying out said ministry as they see fit.
- submitting an annual budget request to their Ministry Area Coordinator that clearly outlines how they anticipate spending such funds.
- working collaboratively with other teams recognizing that ministries will often overlap and may even share responsibilities.

Authority

Ministry Teams are authorized to carry out the ministry to which they have been tasked as defined by the ministry team Ministry Plan in any way that is consistent with the church's mission, vision, and values. They are further authorized to

- choose their own team leader of which there should be one.
- allocate their spending as necessary within the limits of their assigned budget.
- set their own schedule for meetings and events, while taking into consideration other meetings and events happening in the life of the church.
- add and remove members based upon the interest and willingness of such people to participate.

Accountability

Ministry Teams are accountable to their designated Ministry Coordinator, the Director of Ministries, and the mission, vision, and values of congregation. To facilitate this, it is recommended that Ministry Teams

- complete an annual review of their ministry. This review could include an exploration of what worked well throughout the program year as well as any challenges the team faced. This review should be shared with the Ministry Area Coordinator prior to the Coordinator's writing of their annual report.
- set goals each year that are consistent with the team's Ministry Plan, considering the evaluation of the prior year's ministry.

Appendix A: Ministry Areas

The Barrington Congregational Church, United Church of Christ, is a Christian community that worships God, embraces all people, ministers to one another, works for justice and peace, and renders loving service to God's world.

All Ministry Areas will be led by a Ministry Coordinator who may be an elected layperson or an appointed staff member.

Primary Ministries

Worship Ministry

This ministry area enables the church to live out its mission to be a community that “worships God” through worship services on Sundays and other times. It includes all ministry teams that might produce music, recruit readers and other worship leaders, oversee chancel decorations or flowers, lead prayer services, and other activities directly related to worship.

Welcome Ministry

This ministry area helps the church live out its mission to be a community that “embraces all people”. It includes all teams that might help the church focus on our Open and Affirming ministry, work toward accessibility in our buildings, enhance the comfort and experience of our visitors, and even engage in marketing, social media, and evangelism.

Congregational Care Ministry

This ministry area helps the church live out its mission to be a community that “ministers to one another”. It includes all ministry teams that are focused on areas traditionally referred to as fellowship as well as those engaged in caring for members and friends who are going through difficult times including circumstances such as bereavement, health issues, and loneliness or isolation.

Justice and Peace Ministry

This ministry area helps the church live out its mission to be a community that “works for justice and peace”. It includes all teams that raise awareness of, and bring about changes in, societal or cultural systems that uphold racial, cultural, social economic, and environmental inequality.

Service and Outreach Ministry

This ministry area helps the church live out its mission to be a community that “renders loving service to God's world”. It includes all teams that organize, participate in, or support ministries that have direct impact on those who are struggling to meet the basic necessities of life: food, clothing, health, and shelter.

Faith Formation Ministry

This ministry area is responsible for developing, organizing, or carrying out programs that are focused on education, personal growth, and individual faith development. This ministry spans all age groups and includes ministry teams that might run church school, the nursery, adult education classes, Bible studies, meditation groups, and other similar ministries.

Support Ministries

Finance Ministry

This ministry area is responsible for overseeing accounting, budgeting, cashflow, risk management, endowment, stewardship. The Finance Coordinator will work with the Head of Ministries to recruit individuals or teams to carry out these various tasks and will also oversee the Treasurer(s) and Financial Secretary.

Property Ministry

This ministry area is responsible for managing and maintaining the buildings and grounds of the church. The Property Coordinator will work with the Head of Ministries to recruit individuals or teams to carry out these responsibilities. They will also supervise, along with the Head of Ministries, any paid personnel who carry out these tasks.

Administrative Ministry

This ministry area is responsible for human resources and nominating and is led by the Director of Ministries or an elected lay person.

Appendix B: How do I Create a Ministry Team?

Are you inspired to start a new ministry at BCCUCC? Is there something you feel in your heart we ought to be doing and you are ready to help make that happen? This is the way you can make that happen!

1. Define your ministry.

You don't need to have all the answers before you begin exploring the idea of starting a new ministry team, but it certainly helps to have thought about it some. What do you want to accomplish? Who are you hoping to help? What support will you need?

2. Look at the church's mission.

An important early question to ask is, "Is this ministry consistent with the church's sense of mission?" If it isn't, the church may not be the right place to begin your work. If you think it is, great, then move on to step 3!

3. Look at our current ministry teams.

Is there a team already doing what you want to do? Is there a team doing something very similar? Perhaps it is easiest to join a group that is already successful than start your own. However, if you want to start your own team, that is just fine, too!

4. Talk to some church folks.

You may want to talk among your friends or acquaintances at church. Do any of them want to join you? Are they also interested in your ministry idea?

5. Talk to a ministry coordinator or minister.

You can't skip this step. It's important that you coordinate with other teams and leaders working in church. They will be able to support your efforts and help guide you through the process of starting up a team from scratch. They are also essential for the next step!

6. Write a Ministry Plan

This doesn't need to be overwhelming. Many ministry teams will have a very simple plan. We have a template available, and your ministry coordinator can help you write it!

7. Do you need money?

Many ministries don't require any money to be successful. Others do. If your ministry requires money either to get started or on an ongoing basis, you will need to work with a ministry coordinator. They help teams with their annual budget requests and have access to money set aside to help new ministries get started. Also, if you hope to ask for donations from the congregation, it is important that these "asks" are coordinated.

8. Get started!

At this point you should be all set and ready to go. Get started with that ministry plan!

Appendix C: Ministry Team Ministry Plan

For the program year: _____

Team Name: _____

Team Leader: _____

Who is the target audience of this ministry?

What is the purpose/mission of this ministry team?

How to Write a Ministry Plan

To be successful, each ministry must have a plan. Saying that, *ministry plans* can come in various shapes and sizes. **Some will need to be more in-depth while others can get by with a few sentences.** The point is to make the purpose of the ministry as clear as possible for those who lead and participate in the ministry, making it easier to join, carry out, and evaluate.

Questions to Consider

Responsibility

- Who is the mission field being addressed? Who do we want to reach?
- What is the impact we seek to have in the life of those we are seeking to reach?
- How will we know if we are succeeding in reaching that mission field with that outcome? What are the measures of effectiveness for this ministry?
- What is the method we intend to use to accomplish this ministry?

Authority

- What funds, facilities, and human resources are delegated or provided to the ministry team to work with?
- What boundaries (if any) limit the authority of the ministry team to raise funds on their own, use facilities, and call people to the ministry team?
- What other boundaries or expectations are in effect for this ministry team (safe sanctuary policy, date or time expectations, behavioral, etc.)?

Accountability

- How does this ministry contribute and connect to the overall mission, vision, values, and goals of the congregation?
- Who is the person to whom this team is accountable?
- What are the parameters for evaluation? (These come from the “How will we know we are successful?” answer in the responsibility description.)