

**Trinity Evangelical
Congregational Church**

Ministry Team Handbook



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Children's Ministry Team

The Children's Ministry Team plays an essential role in Trinity Church by engaging and teaching children in an effort to ultimately lead them into a personal relationship with Jesus, help them grow closer to Him, and encourage them to share Him with their friends and family.

Membership: The membership of the Children's Ministry Team shall consist of the Director(s) appointed by the Leadership Team, staff members, and lay persons who volunteer on their own accord. However, to be considered for the team, a team member must:

- Have current Pennsylvania child abuse history clearances on file.
- Have current Pennsylvania criminal record clearances on file.
- Have current FBI fingerprint clearances on file, if the volunteer has been living in Pennsylvania for fewer than 10 years.
- There are no volunteer fees for Trinity to obtain any of these clearances.

The Director(s) will be assigned as the Team Leader(s) and will discern the ability/aptitude of the volunteer. They alone will be responsible for approving the person as a team member.

Duties: The Children's Ministry Team is responsible for

- Ministering to and caring for children, age birth to 5th grade, who attend and visit Kids Connection during the 9:00 am and 10:30 am church services.
- Caring for infants and toddlers in the Nursery.
- Engaging children and their families in friendly conversation, helping them to feel welcome and know that they belong.
- Leading children in song and praise, and teaching them how to live a life of worship.
- Teaching children about God, the Bible, and Christian living through the use of curriculum in age-appropriate classes.
- Planning and hosting the weekly Wednesday night program, GAK (God's Amazing Kids).
- Planning and hosting Christ-centered annual events and outreach activities for children (and their families) to be involved in and attend such as VBS, holiday plays, etc.
- Helping children to realize and utilize their God-given talents and spiritual gifts.
- Partnering with children to support missions and outreach programs and showing the importance of such programs.
- Reflecting the love of Jesus through our own personal lives and interactions.
- Praying with and for the children, and teaching them how to pray.
- Creating a safe environment with the use of qualified volunteers and Watchmen with current PA clearances, security cameras, door-locking procedures, and practicing periodic fire drills.
- Having fun with planned games, activities, and crafts!

Community Outreach Ministry Team

The Community Outreach Ministry Team plays an essential role in Trinity Church's desire to share the Gospel with our neighbors and to serve our local community in creative and compassionate ways. God's people are here to serve others, not be served, and we exist to point others to Jesus as we live in the world.

Membership: The membership of the Community Outreach Ministry Team shall consist of staff members and lay persons who volunteer on their own accord. The Team Leader will discern the ability/aptitude of the volunteer and will be responsible, with input from other team members, for approving them as a team member. The current pastor overseeing this area of ministry, or a qualified layperson (as determined by the Leadership Team), will be assigned as the Team Leader.

Duties: The Community Outreach Ministry Team is responsible for

- Meeting to pray and brainstorm about the needs of the Boyertown community.
- Joining with community events that are yearly traditions in Boyertown.
- Coming up with creative ways to serve people and organizations in our community.
- Discerning appropriate ways to share the Gospel of Jesus Christ as we provide hands-on service to others.

Congregational Care Ministry Team

The Congregational Care Ministry Team plays an essential role in Trinity Church by meeting the needs of our congregants who are facing difficult times or simply need extra help dealing with their daily needs.

Membership: The membership of the Congregational Care Ministry Team shall consist of staff members and lay persons who volunteer on their own accord. The Team Leader will discern the ability/aptitude of the volunteer and will be responsible, with input from other team members, for approving them as a team member. The current pastor overseeing this area of ministry, or a qualified layperson (as determined by the Leadership Team), will be assigned as the Team Leader.

Duties: The Congregational Care Ministry Team is responsible for

- Overseeing hospital visitation.
- Overseeing visitation of home bound individuals.
- Overseeing visitation of those who are in nursing homes, assisted living, etc.
- Serving those who have recently lost a loved one, which includes helping with funerals and follow up.
- Serving those who face an extended rehabilitation of some type.

- Caring for families who have a new baby.
- Conferring with the pastoral staff about counseling referral for depressed or grieving individuals.
- Being sensitive to any individuals who may be in a vulnerable situation and need some kind of special care and kindness.

Discipleship Ministry Team:

The Discipleship Ministry Team plays an essential role in Trinity Church by having a world vision at the center of its mission. Jesus gave us the Great Commission in Matthew 28:19-20, which encouraged us to reproduce disciples in a way that would reach the entire world. This was a vision to see people become “multiplying disciples” who would follow the example left by Jesus and Paul’s admonishment in 2 Timothy 2:2: “And these things that you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others.” Therefore, our team will exemplify as its key components: imitating Christ, personal relationships, committed people, faithfulness, and a vision to teach others. Our goal will be a commitment to Kingdom building, achieved by fostering a love for the Word of God, having a servant heart, loving people, and depending on the work of the Holy Spirit.

Membership: The membership of the Discipleship Ministry Team shall consist of staff members and lay persons who volunteer on their own accord. However, to be considered for the team, a team member must:

- Have a personal relationship with Jesus and an understanding of the Spirit filled life.
- Must know or seek their spiritual gifts and how to identify them in others.
- Have an understanding and be willing to learn about group dynamics.
- Pursue solid Biblical Doctrine and have a teachable attitude.

The Team Leader will discern the ability/aptitude of the volunteer and will be responsible, with input from other team members, for approving them as a team member. A qualified layperson (as determined by the Leadership Team) will be assigned as the Team Leader.

Duties: The Discipleship Ministry Team is responsible for

- Teaching and/or attending a Life-to-Life group or a larger study group that has the goal to continuously create smaller groups of believers.
- Helping to create a viable Adult Sunday School curriculum, reflecting the growth journey of a disciple of Christ.
- Placing interested individuals into Life-to-Life groups or larger study groups based on their spiritual needs.

Finance Ministry Team

The Finance Ministry Team plays an essential role in Trinity Church by enabling the church to operate according to principles of biblical stewardship and practices of responsible accounting in its handling of funds. Since the "bottom line" is not finances but faithfulness, it is essential that the resource of money be utilized so as to glorify God.

Membership: The membership of the Finance Ministry Team shall consist of the Church Financial Officer, Human Resources Ministry Team Leader, Leadership Team President, and a Pastoral Representative. Other members may be invited to participate, as the committee deems necessary.

Duties: The Finance Ministry Team is responsible for

- Developing and presenting the Annual Budget to the Leadership Team and Congregational Meeting.
- Evaluating the level of congregational giving and suggesting ways to increase the commitment to biblical stewardship.
- Conducting special fundraising appeals, or informing the congregation of specific major financial needs, as authorized by the Leadership Team.
- Recommending policies to insure the safe and accurate handling of funds and financial records, as well as overseeing the annual audit.
- Making recommendations to the Leadership Team regarding the employment or termination of the Church Financial Officer.
- Providing the Leadership Team, through the Church Financial Officer, accurate bi-monthly data on the spending for each ministry team and quarterly updates on budget performance.
- Maintaining accurate and confidential records of personal giving through the church envelope and online giving systems, and providing year-end tax statements.
- Investing in special gifts or bequests, with the approval of the Leadership Team and/or Congregation, to be given to the congregation in accordance with the terms of the gifts or bequests.
- Educating our congregants on the need for stewardship of life by all believers, which includes their time, talent, and treasure.
- Reviewing all contracts greater than one year and making recommendations to the Leadership Team.
- Employing subcommittees as necessary to complete various financial tasks, such as auditing, ministry team budgeting, etc.

First Impressions Ministry Team

The First Impressions Ministry Team plays an essential role in Trinity Church fulfilling its vision, “A Place to Belong,” and mission, “Helping People Love and Follow Jesus.” Two other statements also guide this ministry:

Good first impressions create impactful, long-lasting impressions.

&

Good experiences create God experiences.

Long-lasting impressions and God experiences lead to lives being changed, but we can’t provide either of these without good first impressions and experiences. In addition, we know that these two results do not begin with the sermon or worship. They begin when a person or family enters the parking lot of our church. We want their hearts and minds to be open and receptive to a message from God by the time they sit in their seat in the sanctuary. We do this by treating every single individual with respect, kindness, and love. They need to know how excited we are to have them as our guests because we are **HONESTLY EXCITED** to have them as our guests. We provide our first impressions through the positions of front door greeters, sanctuary door greeters, coffee preparers, and welcome desk teammates.

Membership: The membership of the First Impressions Ministry Team shall consist of staff members and lay persons who volunteer on their own accord. The Team Leader will discern the ability/aptitude of the volunteer and will be responsible, with input from other team members, for approving them as a team member. The current pastor overseeing this area of ministry, or a qualified layperson (as determined by the Leadership Team), will be assigned as the Team Leader.

Duties: The First Impressions Ministry Team is responsible for

- Personally greeting all persons who attend or visit Trinity Church for worship services and special events.
- Doing their best to identify first-time guests and connect them with the appropriate team members who can have further conversations with them, give them a tour, and show them important locations within the church building.
- Preparing coffee and hot water for worship services and special events (Coffee Preparers only).
- Providing pertinent information to all people who approach the Welcome Center desk in the church lobby (Welcome Center desk teammates only).
- Interacting with first-time guests and providing them with gift bags (Welcome Center desk teammates only).
- For the Team Leader, utilizing Planning Center software, or other forms of communication, to schedule volunteers and fill necessary positions.

Human Resources Ministry Team

The Human Resources Ministry Team plays an essential role in Trinity Church by caring for the needs of all its employees. In order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to our congregants and our community, it is imperative that all persons employed by Trinity Church, in any capacity, profess our statement of faith and demonstrate their profession in words and lifestyle choices. The Human Resources Ministry Team will perform various duties in order to ensure that all employees are held to this standard.

Membership: The membership of the Human Resources Ministry Team shall consist of a minimum of five people and will include laypersons as well as the Lead Pastor, who will serve as an at-large member.

Duties: The Human Resources Ministry Team is responsible for

- Writing and updating a Trinity Employee Handbook.
- Maintaining complete and accurate employee files.
- Evaluating employee compensation packages so that they are in keeping with other churches in our region, and recommending salaries to the Leadership Team for each employee.
- Overseeing the evaluation of all employees.
- Making sure all employees have the space, supplies, and equipment to do their job with excellence.
- Providing employees an opportunity to speak with a neutral party about employment matters.
- Making recommendations on job descriptions and staffing needs to the Leadership Team.
- Holding meetings and forming search committees for the purpose of hiring new employees.

Media Ministry Team

The Media Ministry Team plays an essential role in Trinity Church by adapting to the ever-present arena of media. The utilization of media is becoming imperative for churches if they want to grow, reach others, and maintain significance in the local community and the rest of the world. We are living in an age where information is increasingly being gathered through video and graphic design-based resources. At the same time, written communication, though still being used, is becoming less and less influential. In addition, social media has become a primary source of communication, connection, and promotion. The Media Ministry Team employs all forms of media necessary to assist our church in achieving its vision, mission, and goals, and to preserve our relevance as we move into the future.

Membership: The membership of the Media Ministry Team shall consist of staff members and volunteers whose have the necessary talents and abilities to maintain a quality media presence for Trinity Church. The current pastor, or qualified layperson (as determined by the Leadership Team), overseeing this area of ministry will be assigned as the Team Leader.

Duties: The Media Ministry Team is responsible for

- Producing promotional materials for onsite and offsite church events, activities, worship services, small groups, and various ministry teams, such as the Community Outreach and Children's Ministry teams.
- Keeping church attendees up-to-date on current events through announcement slides, bulletin inserts, and other forms of publication as deemed necessary.
- Maintaining an updated social media profile and Internet presence, including Facebook, Twitter, YouTube, and the church website, along with any other applications deemed necessary.
- Supplying appropriate supplemental sermon materials for worship services such as music, videos, and graphics.

Prayer Ministry Team

The Prayer Ministry Team plays an essential role in Trinity Church by undergirding the work of all other ministries through the offering and providing of prayer support, education, recruiting, and training wherever and whenever there is a request and/or need. The team's vision is to develop a prayer community resulting in transformed lives for God's glory and its mission, through regularly scheduled prayer sessions, special events, and regular communications, is to offer teaching, encouragement and structured times of prayer toward the goal of becoming a true "house of prayer".

Membership: The membership of the Prayer Ministry Team shall consist of a minimum of three individuals. It should be noted that the general prayer ministry of Trinity (i.e., those who participate in the email prayer list or attend weekly corporate prayer) is much larger, but these people are not automatically a part of the Prayer Ministry Team. A qualified staff member or layperson (as determined by the Leadership Team), will be assigned as the Prayer Ministry Team Leader.

Duties: The Prayer Ministry Team is responsible for

- Praying regularly for needs inside and outside of our fellowship and community.
- Teaching and encouraging a growing understanding and practice of prayer.
- Recruiting others to pray privately and corporately.
- Organizing and staffing special prayer initiatives and programs.
- Communicating to the congregation praises and answers to prayer.

Property Ministry Team

The Property Ministry Team plays an essential role in Trinity Church by overseeing activities associated with the operation, maintenance, and security of church buildings, equipment, and land owned by the church.

Membership: The membership of the Property Ministry Team shall consist of staff members and lay persons who volunteer on their own accord. The Team Leader will discern the ability/aptitude of the volunteer and will be responsible, with input from other team members, for approving them as a team member. The current Property Director, as employed by Trinity Church, will be assigned as the Team Leader.

Duties: The Property Ministry Team is responsible for

- Evaluating the insurance needs of the church and making any necessary changes in order to maintain sufficient coverage.
- Assisting the church staff in developing policies for the use of church property and establishing rental fees.
- Performing scheduled and unscheduled maintenance tasks to insure reliable functioning of the church facility.
- Keeping on file and updating the complete records of building prints, information on property and utility lines, etc.
- Maintaining legal and code compliance for our facility and vehicles.
- Making recommendations regarding church maintenance and property needs to the Leadership Team.

Student Ministry Team

The Student Ministry Team plays an essential role in Trinity Church by engaging and teaching teens in an effort to ultimately lead them into a personal relationship with Jesus, help them grow closer to Him, and encourage them to share Him with their friends and family. We believe that God calls teens to a higher purpose so we also continuously seek to provide service opportunities to our students throughout the year.

Membership: The membership of the Student Ministry Team shall first consist of the Youth Pastor appointed by the Leadership Team. Second, it shall consist of adult leaders who volunteer on their own accord. However, to be considered for the team, a team member must:

- Have current Pennsylvania child abuse history clearances on file.
- Have current Pennsylvania criminal record clearances on file.
- Have current FBI fingerprint clearances on file, if the volunteer has been living in Pennsylvania for fewer than 10 years.
- There are no volunteer fees for Trinity to obtain any of these clearances.

- Have a heart for reaching teens for Jesus.

The Youth Pastor will discern the ability/aptitude of the volunteer and will be responsible for approving them as a team member.

Duties: The Student Ministry Team is responsible for the following areas (*team members can choose the areas where they would like to volunteer*):

- **Sunday Sessions (9am-10am)**
 - Preparing with appropriate lesson materials, as provided.
 - Listening to the morning lesson.
 - Leading a small group discussion about the lesson.
- **Youth Group (Sundays, 6pm-8pm)**
 - Interacting with students in a positive and safe manner.
 - Helping the Youth Pastor with various activities, as instructed.
 - If applicable, taking pictures and/or leading small group discussions.
 - Helping with clean up after the students leave.
- **Life Groups**
 - Determining a topic of discussion or Bible book to study.
 - Creating a safe and welcoming environment for the students.
 - Communicating regularly with the Youth Pastor and parents of the students.
- **Events**
 - Helping to facilitate an engaging, fun, welcoming, and safe environment.
 - If applicable, taking pictures for the event and sending them to the Youth Pastor.
 - Being sensitive to opportunities to lead a discussion into spiritual matters.
 - Volunteering your vehicle to transport teens or for other needs, as requested.
- **Mission Trips, Retreats, & Beach Camp**
 - Participating in all pre-trip and post-trip requirements, as instructed.
 - Leading students by example with Christian principles, attitudes, and behaviors.
 - Maintaining a balance between being relational and displaying authority.
 - Respecting all the rules of the sponsored organization.

Tech Ministry Team

The Tech Ministry Team plays an essential role in Trinity Church by adapting to the ever-changing arena of technology. The utilization of technology, and the equipment that drives it, is becoming imperative for churches if they want to grow, reach others, and maintain significance in the local community and the rest of the world. We are living in an age where information is increasingly being gathered through audio, video, and computer-based resources. Our church

utilizes various types of technological equipment in its day-to-day operations, which provides worship and discipleship opportunities for congregants and community members.

Membership: The membership of the Tech Ministry Team shall consist of staff members and lay persons whose have the necessary talents and abilities to operate tech equipment at Trinity Church. A qualified staff member or layperson will be assigned as the Tech Team Leader.

Duties: The Tech Ministry Team is responsible for

- Purchasing and maintaining all church computers.
- Overseeing all the information technology needs of the church.
- Proper handling of all audio/video equipment.
- Recruiting and scheduling audio and video technicians for all worship services and special events.

World Missions Ministry Team

The World Missions Ministry Team plays an essential role in Trinity Church by helping the congregation to see opportunities to fulfill the great commission and take the Gospel of Jesus Christ to the ends of the earth.

Membership: The membership of the World Missions Ministry Team shall consist of staff members and lay persons who volunteer on their own accord. The Team Leader will discern the ability/aptitude of the volunteer and will be responsible, with input from other team members, for approving them as a team member. The current pastor overseeing this area of ministry, or a qualified layperson (as determined by the Leadership Team), will be assigned as the Team Leader.

Duties: The World Missions Ministry Team is responsible for

- Helping to encourage participation in world missions through education, correspondence with missionaries, and helping congregants of all ages to gain firsthand experience by going on short-term missions trips.
- Partnering with the Global Missions Commission of the Evangelical Congregational Church to determine which of its missionaries need support and prayerfully choosing those whose service aligns with the vision of the team.
- Being sensitive to the needs of any missionaries outside of the umbrella of E.C. Missions and supporting them as the team senses the Lord leading in this way.
- Setting a yearly missions budget and providing regular communication through updates during worship services.
- Educating, training, and equipping disciples toward local, regional, national, and international evangelism, ministry, and caring as well as biblically sound responses to contemporary, relevant issues.

- Promoting intercessory prayer and sacrificial giving to support missions.
- Encouraging congregational support for career missionaries.
- Supporting and assisting congregants who have answered the call to enter the mission field.

Worship Ministry Team

The Worship Ministry Team plays an essential role in Trinity Church by planning Christ-exalting, inspiring, and creative worship experiences.

Membership: The membership of the Worship Ministry Team shall consist of staff members and lay persons who volunteer on their own accord. The Team Leader will discern the ability/aptitude of the volunteer and will be responsible, with input from other team members, for approving them as a team member. The current pastor overseeing this area of ministry, or a qualified layperson (as determined by the Leadership Team), will be assigned as the Team Leader.

Duties: The Worship Ministry Team is responsible for

- Planning Christ-exalting, meaningful and creative worship services
- Recruiting individuals with special talents that can serve the purpose stated above.
- Scheduling special music or other important participants in worship.
- Along with the Lead Pastor, planning the calendar year's preaching and worship themes, musical selections and special moments during holiday seasons.