

[Your Church Name]

# Guidelines For Ministry Heads



## INTRODUCTION

In leading a ministry team, it's crucial to establish clear guidelines and expectations. As the leader of a ministry team, setting clear guidelines and expectations is vital. To ensure everyone is on the same page, these are the five essential areas that require your attention. You must provide both verbal instructions and a written document for each volunteer. It's important that every volunteer receives a written document, encompassing the following aspects:

### 1. DURATION COMMITMENT:

Request a time dated commitment from team members. Provide each volunteer with a clear start and end date in writing. Be sure to thank them at the end of their service. For example:

- I commit to serving this ministry for \_\_\_\_\_. (months or year)
- My service begins \_\_\_\_/\_\_\_\_/\_\_\_\_ and ends \_\_\_\_/\_\_\_\_/\_\_\_\_

### 2. PURPOSE PRESENTATION:

Explain and put in writing the impact of their contribution and how it benefits both the ministry and them personally, via written and oral presentations.

### 3. EXPECTATIONS CLARIFICATION:

Provide a detailed list of expectations, including schedules, tasks, and protocols for unexpected events. Ensure each team member understands and signs off on their duties.

### 4. TRAINING AND CORRECTION:

Train team members thoroughly, offering feedback and correction promptly and gently when needed. Ignoring issues can harm the team and hinder spiritual growth.

### 5. FINANCIAL OVERSIGHT:

Oversee ministry finances, monitoring spending, ensuring receipts for expenditures, and presenting regular financial reports to the church treasurer. Submit yearly budgets and a detailed plan outlining the ministry's goals, targets, and alignment with its vision.

By focusing on these aspects, we aim to ensure a harmonious and effective team dedicated to the ministry's success and individual growth.