

Ministry Team Leader and Assistants

What

The Ministry Team Leader and Assistants work with their team of volunteers to fulfill the activities of their worship service volunteers for their assigned month. Ministry Team Assistants help their Ministry Team Leader with this assignment as needed throughout the assigned month.

Number of Volunteers

A Ministry Team has one leader and one or more assistants. However, some variation is acceptable. See the Additional Notes for this section.

Additional Responsibilities

Participation in the variety of worship service volunteer activities is optional for the Ministry Team Leader and Assistants.

Before Worship Service

- Arrive at church about 15 to 30 minutes before start of worship service. The Pastor or a Property Committee member unlocks the church building.
- Make sure lights are turned on for the areas to be used.
- Check with the Pastor for last minute changes. Assist visiting Pastor(s) as needed.
- Utilize your Volunteer Schedule to track your volunteers as they arrive. Recruit and update available substitutes from your team to fill vacancies.
- Utilize the Before Worship Service Checklist and work with your volunteers as needed to complete these activities.

During Service

- Utilize the During Worship Service Checklist to ensure your volunteers complete their assigned activities.

After Service

- Utilize the After Worship Service Checklist and work with your volunteers as needed to complete these activities.
- Turn off the lights within the church building.
- If you are the last person to leave, walk through the building to ensure no one else is inside and lock all outside doors of the church building.

Additional Notes

- Each Ministry Team has at least one Leader and one Assistant. Multiple people are needed for these roles to ensure a Team Leader or Assistant is present for each worship service throughout the assigned month.
- Each Ministry Team has some flexibility with the number of Ministry Team Leaders or Assistants. For example, a team may have Co-Leaders, multiple assistants, etc. What is important is that a Ministry Team has at least one leader and one or more assistants.
- Ministry Team Leaders and Assistants are encouraged to serve in that capacity for a two or three year period. With seven teams, during a two-year period a Ministry Team has three or four assigned months.
- Leaders normally rotate back into their team. Assistants have an opportunity to become a Leader or rotate back into their team. Team members have an opportunity to become Assistants or Leaders if they are experienced. This system encourages team continuity and provides opportunities for other team members to develop leadership skills.
- The Leader and Assistants:
 - Know who are the members of their particular Ministry Team. A roster of team members for each team is provided.
 - Meet with and schedule their volunteers six to four weeks before their assigned month. This may be done in a group setting or individually.
 - Utilize the strengths and preferences of your volunteers for assignments.
 - Encourage and recognize their volunteers in a positive and uplifting manner for their efforts and willingness to try new assignments.
 - Notify the church office so Reader volunteers receive the assigned text with sufficient time to practice.
 - Have a reasonable understanding of the worship service activities.
 - Explain or demonstrate various worship service activities to their volunteers.
 - Are available to answer questions from their volunteers.
 - Are the primary team contacts for the Pastor during the assigned month.
 - Work with the Ministry Team Coordinator for information, updates, etc. as needed during their tenure as Ministry Team Leader or Assistant.