

# Ministry Team Chairs

## Roles and Responsibilities

Mission of BPC: Connecting all to God's love and grace.

Each ministry chairperson's overall role is to keep the "big picture" – the mission and vision of the church- in the forefront of each ministry team as they program for their area of ministry as well as maintaining a healthy and positive group atmosphere and gifts based ministry, utilizing any means of identification of gifts (personal invitation, talking with others...) to carry out the programmatic and missional ministry of the church. Ministry Teams and the events/projects that come forth from these teams are means of engaging people in using their gifts for ministry and will be open and invitational.

To this end, each session chairperson will be responsible for...

- Reading the assigned Sessional books on leadership and church growth. Also, please try and pick a book related to your ministry team area that your team can read together for current ministry area information and idea generation.
- Helping the Team to develop or maintain core values for your Ministry Team. These core values help to focus on what is important as you program for events and church activities.
- Creating and maintaining a working team. Please meet on a monthly basis for now so we can create some energy around particular projects or events. Please focus on "outreach" and "Growing in Faith" and "Mission/Service" for the events you are planning. For events and projects that your team has planned and needs to execute, please get out of your comfort zone with people you know and invite some people you see in church that haven't participated very much to join you in the leadership of that event! Personal invitation is best!
- Ministry Team Meetings are open meetings (except for Personnel meetings for yearly evaluations.) Meeting times and dates shall be published in the bulletin and newsletter, will open and close with prayer, and minutes will be taken and reported to Session at their monthly meetings. Ministry Team meetings are open meetings and the chair and others on the team should be invitational to all who express an interest in being a part of the Team meetings. This encourages people to use their gifts for ministry and these meetings act as an opportunity to take part in the life of the church.
- Encouraging and supporting your team members:
  - Pray for him or her on a regular basis
  - Develop a relational style of communication that enhances the connections with each other.
- Taking or delegating minutes of the meetings and to share those ministry reports with session a week before session meets. (Minutes can be delegated out to those who have that gift!)
- Communicating any motions or recommendations stemming from the Ministry Team meetings to session for discussion and vote. Also communicate to the church office any dates of events to cross check the church wide calendar.
- Supporting and encouraging lay ministry in all ways possible, having a permission giving attitude.
- Developing an atmosphere of creativity and innovation, making sure we keep healthy and spiritually enriching traditions of the church as well as creating new traditions.
- Writing a newsletter article (or delegating it out) every month that captures both the activities planned and the team's vision. Also include photos and any human interest story about how this event changed you or a person involved in the event. Please also communicate any information of events your ministry team creates so we can post them on BPC's Facebook page.