

Ministry Team Roles

1. Ministry Team Leadership Roles Defined

a. Staff

i. Staff Directed

1. A Ministry Team is Staff Directed when the staff member takes the primary role in setting the agenda, calling meetings, takes a major leadership role in conducting the meeting and planning the work of the team.
2. Use of Staff Directed Ministry Team is recommended for new ministry teams, existing ministry teams in leadership transition, ministry teams working on ministries that require a high degree of coordination with staff or other teams and large multi sub group ministry teams with high coordination needs.
3. The decision of staff directed or staff guided is at the discretion of the staff members assigned to the Ministry by the CLC.

ii. Staff Guided

1. A Ministry Team is Staff Guided when the staff member works more in a supporting role of an established, mature lay leadership team that understands its role in reaching the church mission, strategic plan and annual ministry plan. In doing so is able to set agenda, call meetings, conduct meeting and plan the work of the team while keeping the assigned staff member informed with plans and actions.
2. Use of a Staff Guided Ministry Team is recommended for established ministry teams with long tenured leadership who have established a solid working relationship with the assigned staff members.

b. Ministry Team Lay Leader

- i. Required position by Bylaws
- ii. Church membership required by Bylaws
- iii. Lead the ministry team, while working closely with the assigned ministry staff, to complete its work within the mission of First Baptist Church, while Responsibilities
- iv. Regular meetings with the assigned ministry staff member for team prayer, vision casting, meeting planning, core tasks and Strategic Plan/Annual Ministry Plan coordination.
- v. Production and collection of meeting minutes and reports (Does the CLC want a central repository of ministry teams minutes, notes and reports?)
- vi. Speak on behalf of the ministry team at the Church Leadership Council and family business meeting as needed.

c. Ministry Team Co-Lay Leaders

- i. Required position by Bylaws

- ii. Church membership required by Bylaws
- iii. To assist the ministry team lay leader in leading the ministry team as outlined above.
- iv. To serve as the leaders of any needed sub teams of the ministry team as needed.
 - 1. Lead the ministry sub team, while working closely with the ministry team leader, to complete its work within scope of the ministry team.
 - 2. Regular meetings with the team leader for prayer, vision casting, meeting planning, core tasks and Strategic Plan/Annual Ministry Plan coordination.
 - 3. Production and collection of sub team meeting minutes and reports for inclusion in the ministry team minutes and reports.
 - 4. Speak on behalf of the ministry sub team at ministry team leadership meetings.
- d. Ministry Team Member
 - i. Regular participant in accomplishing the work of ministry team
 - ii. Recommended ratio of Team Members to Sub Team assignment
 - 1. No sub team needed for teams of less than 20 members
 - 2. For ministry teams with more than 20 members divide the ministry team work load into sub teams of no fewer than 10 members and no more than 20 members.
- e. Ministry Team Volunteer
 - i. Church membership is not required by Bylaws
 - ii. A Ministry Team Participant is anyone who joins the ministry team to accomplish a task, event or project.