

# Ministry Lead Planning Meeting

5/22/21

## I. Devotion

*"Then sang Deborah and Barak..., 'That the leaders took the lead in Israel, and the people offered themselves willingly, bless the Lord.'" – Judges 5:1-2*

*How Do We Stir Up Volunteerism In Our Church?*

## II. Current Ministry Health

*Review of Current Ministry List*

## III. Vision and Planning

This summer, each ministry will create a Ministry Mission Statement document that will clearly explain your mission, core values, and operating principles. (See examples.)

Each ministry has a specialized church email. We ask that each team begins to use it.

Regular Ministry Moments will be offered during our Sunday worship services beginning this summer. Work with the office to schedule these presentations.

Each Ministry will begin to communicate and coordinate with the BridgeWay office following our new submission guidelines.

This fall the Elder Team will draft a formal *Philosophy of Ministry* document to guide the formation and strengthening of BridgeWay's ministries. See the attached sample.

We want to begin to move in the direction of *team-based* ministry, meaning if you are the leader or point-person, we have you to have one or two others alongside of you who are able to lead and plan with you. We encourage the development of apprentices, as part of a growing "leadership pipeline".

In September we will host a Ministry Fair as a way of celebrating, educating and recruiting.

We will have a "Ministry" or "Commitment" emphasis leading up to the fall, where we will teach and model the FULL Member concept, and the SHAPE model.

*Finally, remember you are in our bylaws!*

## **Article 6, Section 5: Ministry Team Leaders**

A **Ministry Team Leader** is any person given the authority and responsibility for any ministry in the church.

### **Service Terms:**

- A. Ministry Team Leaders are the primary catalyst for delivering ministry to the church and to the community God has called us to serve.
- B. All Ministry Team Leaders of BridgeWay shall acknowledge in writing their acceptance of, and agreement with BridgeWay's Statement of Faith and Religious Liberty Protections, as set forth in BridgeWay's bylaws.
- C. Ministry Team Leaders have the authority to exercise and develop their ministry within clear boundaries and accept accountability for their ministry. The effectiveness of a ministry will be evaluated against clearly defined goals achieved in collaboration and agreeance with the Lead Pastor.

## **Final Notes / My Action Items:**

# *Bridgeway Ministries*

## *Sunday Ministries*

Bridgekids Team

2's-K Teachers-Helpers

1<sup>st</sup>-3<sup>rd</sup> Grade Teachers-Helpers

Check-In / Floater

Nursery

Sunday Strong Coordinator

Greeter – Connect Center

Coffee Connection

Prayer Team

Worship Team

Sound / AV Team

Event Set-Up / Tear Down (Occasional)

Each Sunday we need \_\_\_\_\_ volunteers

# *Church Ministries*

Elder Team

Missions Team

Bridgehelps Team (Diaconate)

Youth Group Leader

Finance Team

Life Group Facilitator/ Host / Coach

Men's Ministry

Women's Ministry

Sports Ministry

Building Care Team (Maintenance / Cleaning)

FAST / SLOW Team

Digital / Media Team

Drama Team

## **BridgeWay Music Ministry Manual**

### **A. Our Mission**

*The Music Ministry invites people each week to encounter Jesus through passionate worship by singing songs to Him. Jesus deserves all the glory and praise.*

### **B. Our Core Values**

1. *We value worship as the highest calling that God has given to humanity. (Ps 73:25-26; Mark 12:30; Rev.4:11)*
2. *We value compelling and culturally relevant worship that draws the believer into thirsting after the beauty and truth of God. (Psalms 27:4; 1 Cor.9:20-23)*
3. *We value musical excellence, and so we commit to preparation and practice. (Psalms 33:3)*
4. *We value a personal relationship with Christ among band leaders and musicians (Revelation 3:20). Spiritual “seekers” are welcome to serve in support roles, such as the sound and video team.*
5. *We value the uniqueness that God has given to every worshipper and the variety of ways God is pleased to have worship offered to Him through different styles, instruments, and cultural expressions. (Psalms 149:1, 3-5; Psalms 150:1-6, Ephesians 5:19)*
6. *We value kindness, compassion, forgiveness, patience, and cooperation in our interactions with one another. (Ephesians 4:32)*
7. *We value commitment to integrity in personal lifestyle. We are all sinful and broken, but unrepentant sinful lifestyles will disqualify a person from participating in the band on Sundays.*

### **C. Our Principles**

1. *To participate in the band on Sunday, attendance at the preceding practice is mandatory unless arrangements are made otherwise.*
2. *Practices should include a 5-minute devotional, with sharing and prayer.*
3. *Team members should let the Band Leader know as soon as possible if they cannot make a practice or service.*
4. *Team members are asked to be mindful of their audience, both Divine and human, in what they wear. Don't let your appearance be a cause for distraction or undue attention.*
5. *The band embraces technology and how it can be used to the glory of God.*
6. *Songs for an upcoming service will be selected as least one week in advance with chord and lyric charts published on Planning Center. Obviously, exceptions can be made. The Spirit is more than welcome to interrupt us at any time! But the Lord is honored by planning and by excellence in our presentation, which requires suitable preparation.*
7. *Prerequisites to team membership are that the candidate:*
  - i. *be a member of BCC or a committed attender*

- ii. *be musically gifted*
  - iii. *be in substantial agreement with the Music Ministry Philosophy.*
8. *In participating in the Music Ministry, team members should share in periodic training meetings. Teammates are also entitled to contribute to the planning for future events and services. Your input is always valued!*

### **E. Our Music Ministry Philosophy**

The following practices can always be changed as God leads. But for now, the music culture of our church is reflected by these ideas:

1. **A Blended Style of Musical Worship** – Rather than set up a service that specifically caters to the needs a certain group, we see in Scripture that God desires a rich variety of musical styles to be used in worship. However, special services reflecting one particular musical culture can be wonderful on occasion.

2. **Length of Musical Worship** – We honor ‘time covenants’ in our services, not because we make an idol out of time, but because we want to do things in ‘a fitting and orderly way’ because ‘God is not a God of disorder but of peace’ (1 Cor. 14:33,40). Therefore, we aim for a ~25 minute segment of music and liturgy (usually at the beginning of the service).

### **3. Musical Presentation**

- a. We enjoy a variety of musical instruments that can honor the Lord and minister to the church.
- b. We choose to play a mixture of songs that range from brand new to hundreds of years old.
- c. We include songs with a rich volume of biblical truths as well as songs that can be repetitive with a simple focus or theme.
- d. Every service should include a flow of songs that could independently present the gospel. Song themes should include:
  - i. Celebration – God’s goodness, greatness, creation
  - ii. Confession/Absolution – our need for forgiveness and a Savior
  - iii. Restoration – the Lord has given us new life!
  - iv. Communion – we are in His presence
  - v. Mission – we respond to the good news
- e. Although we are doing much more than just playing songs on Sunday morning, we still give God our utmost. Some ways we seek in bringing quality to worship services include:
  - keep an eye on the right balance of song repetition and length
  - be Spirit-led, yet prepared and concise with “blurbs” (speaking between songs)
  - encourage the use of the body in worship (hand-clapping, lifting of hands, giving God an ‘encore’)
  - be mindful of how long people have to stand
  - eye contact with the congregation

- smile and have fun!
- f. It's also important that we work in tandem with our A/V team. This means making sure:
  - the words we sing match the words on the screen
  - the sound team is aware of any "curve balls" we might throw them
  - we watch technical matters such as:
    - Blend of voices, harmonies*
    - Loudness*
    - Singing consistently (right distance from microphone; not quietly singing parts we don't know then blasting away with parts we know)*

**4. New Songs** – "*Sing to the Lord a new song*" Scripture declares, but there are better ways to do this than others. Without getting legalistic, the approach we generally attempt is to:

- a. Potential new songs should include these considerations:
  - Is the song doctrinally sound?
  - Is it appropriate for corporate worship?
  - Is it singable, or just powerful to listen to?
  - Should we change the key to make it more singable?
  - Is it playable by the band?
  - Have we been introducing too many new songs lately?
- b. Play the song for several weeks prior to the beginning of the service over the speakers.
- c. Initially perform the song during transitions, Communion, or other times when the congregation is not expected to sing.
- d. Once we sing the song as a church, then do it several weeks running so the congregation can start to *feel* it and *own* it.
- e. Be consistent with how we present it.
- f. Make sure all team members know that they have a voice in song suggestions.

## **5. Adding People to the Team.**

- a. A person who expresses an interest in the team should be given the Music Ministry Manual to review.
- b. The candidate will have an initial audition and interview with the music ministry leader and participate in a band rehearsal.
- c. The candidate is invited to share in two or more rehearsals before performing on Sunday.
- d. Following the second rehearsal, the candidate will have a follow-up interview with the music ministry leader or pastor, then discuss options for joining the band or another ministry in the church.
- e. Candidates should approach the audition and interview process with an open heart and willingness to serve in another church ministry if the candidate's musical gifts are not developed enough yet to perform on Sundays.



# *The Missions Team of Grace Baptist Church*

## **Our Fundamental Beliefs**

1. We believe that God is a missionary God. (Matthew 28:19-20, 1 Timothy 2:4)
2. We believe that Jesus is a missionary Son. (John 3:16)
3. We believe that the Bible is a missionary book. (Habakkuk 2:14; Revelation 5:9)
4. We believe that the Church has a God-given mandate for missions. (Acts 1:8, 13:1-3; Matthew 9:37-38)

Our mission...

...is to join God in His loving work in the world to bring the lost to a saving knowledge of His beloved Son, Jesus Christ. (John 3:16; Romans 10:14-15)

## **Our Core Values**

1. We value our role as an integral part of the missionary/missions agency/local church **partnership** in world evangelization; we each play an essential part in fulfilling the Great Commission.
2. We value first and foremost **prayer support** (individually as children of God and corporately as the Body of Christ) for our missionaries and for the lost souls they are trying to reach. (Colossians 4:3-4)
3. We value **relationship support** of our missionaries: encouraging them regularly, knowing them, their work, the challenges they face and their needs personally.
4. We value our responsibility for providing **financial support** to our missionaries and chosen missions groups. (2 Corinthians 9:12)
5. We value **mutual accountability** with our supported missions as stewards of the resources that God has entrusted to us for completing His work.
6. We value our responsibility for **communicating, instructing** and **inspiring** a vision for missions among our church family, both adult and children.
7. We value **short term missions** as an effective approach to spreading the Gospel and deepening one's mission's commitment.
8. We value a close relationship with the **Baptist General Conference** and other professional mission's agencies for education and guidance in meeting our missions challenge effectively, with excellence.
9. As members of the GBC Missions Team we value our **personal growth** in learning and understanding how to be more effective mission's leaders.

## Our Principles

1. We are a praying team. Each of us commits to pray for our missionaries daily.
2. Each team member is the key contact with at least one of our missionaries, establishing a personal relationship with them, corresponding with them and keeping the team up-to-date on their needs.
3. We urge everyone in the congregation to send encouragement to our missionaries and their families, particularly during Easter and Christmas holidays, and at birthday and anniversaries.
4. We identify those in the congregation who exhibit a heart for missions, and encourage their participation in our work.
5. We encourage members of our church family to serve in short term missions and assist them in their efforts.
6. We, in cooperation with those involved in our Christian Education programs, teach our children 1) giving them an understanding of missions, 2) developing in them an appreciation for their mission's responsibility as Christians, and 3) encouraging them to consider work as missionaries as they grow older.
7. Each month, we feature one of our missionaries / mission's groups as "Missionary of the Month".
8. We present a brief "Missions Moment" on the second Sunday of each month.
9. We maintain a "Missions Bulletin Board" in the Fellowship Hall.
10. We maintain a "Missions Redbook", containing up-to-date information on all our supported missionaries / mission's groups.
11. We utilize our website and email technologies to provide mission's updates to our church community.
12. Team members arrive at meetings prepared to give a brief update to the team on their missionary(s) / mission's groups.
13. Team meetings begin with a brief devotional and time of prayer for each of our missionaries / mission's groups.
14. Copies of all missionary correspondence are made available to and read by each member of the GBC Missions Team.
15. We post appropriate missionary correspondence to inform our congregation.
16. We coordinate missionary visits to our church.
17. We designate to whom the monthly and periodic special missions offerings are disbursed.
18. We work with the pastor in creating a "Concert of Prayer For the Persecuted Church" in November.
19. We develop, coordinate and promote missions special emphasis times and events.
20. Team members read an education missions book and a "Missionary Memoir" book during the year. Team members should be familiar with the current "Operation World" reference manual.
21. We promote, maintain and expand the missions shelf of our church library.
22. We attend missions conferences in our immediate area.

# ***Christian Education Team***

2 Timothy 3:14-17

“But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, and how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”

## **Our Mission**

Our goal is to teach all our members and friends at Grace Baptist to develop a relationship with Jesus Christ. We will disciple our students on how to pray, how to study God’s Word and how to share their faith with others. Our desire is to develop godly men and women equipped to do the will of God.

## **Our Core Values**

1. We value biblical teaching.
2. We value instruction, from infancy to adulthood, for the purpose of teaching, rebuking, correcting and training our students for Christian living.
3. We value godly teachers who provide a safe, loving and caring environment.
4. We value equipping our students to do God’s work.

## **Our Principles**

1. Attend monthly meetings, usually the third Monday of the month from 7 to 9 PM.
2. Represent the program that you coordinate at monthly meetings.
3. Be prepared to share attendance, curriculum, events/activities and prayer concerns at meetings.
4. Pray for the members of the committee as well as the teachers and students of your program.
5. Complete a form to assess the success of your program.
6. Meet, at least quarterly, with the teachers of your program to do planning.
7. Attend professional development seminars/workshops to keep abreast of changes in Christian Education.
8. Read journals and/or books about Christian Education.
9. Submit a budget for your program. Work with the CE chair to address additional line items.
10. Assist in recruiting new workers for each of the programs to be approved by the church board first.

## ***The Diaconate Mission Statement***

The diaconate provides for the spiritual watchcare of the church alongside the pastoral staff and elders. Based on Ezekiel 34:4, spiritual watchcare includes providing care for the weak, the sick, the injured, the strays and the lost.

*“You have...strengthened the weak, healed the sick & bound up the injured. You have...brought back the strays & searched for the lost.” (The duties of shepherds as adapted from Ezekiel 34:2-4)*

*“Deacons serve as persons who care. The world is filled with the muted cries of persons who hurt. People are lonely, lost, confused. Having no foundation on which to stand and no North Star by which to set their life’s compass, many persons are like derelict ships floating aimlessly at sea. Deacons have a place of service today that is unparalleled in Christian history.” ~ Howard B. Foshee, ‘Now That You’re A Deacon’*

### ***Core Values:***

#### ***Qualifications For Serving As A Deacon or Deaconess***

1. Spiritual Maturity.

*Acts 6:3 – “Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom.’...This proposal pleased the whole group. They chose Stephen, a man full of faith and of the Holy Spirit, also Philip, Procurus, Nicanor, Timon, Parmenas and Nicolas from Antioch.”*

2. Character and Integrity.

*1 Timothy 3:8 – “Deacons...are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain.”*

3. Spiritual Knowledge.

*1 Timothy 3:9-10 – “They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons.”*

4. A Stable Marriage and Family

*1 Timothy 3:11-12 – “In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and his household well.”*

5. A Good Track Record and a Public Reputation

*1 Timothy 3:13 – “Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.”*

#### 6. A Love For People and the Family of God

*Romans 16:1-2 – “I commend to you our sister Phoebe, a servant (i.e. deacon) of the church in Cenchrea. I ask you to receive her in the Lord in a way worthy of the saints and to give her any help she may need from you, for she has been a great help to many people, including me.”*

#### 7. A willingness to enable the pastoral staff to lead and feed the flock by helping minister to the physical and spiritual needs of the congregation.

*“So the Twelve gathered all the disciples together and said, “It would not be right for us to neglect the ministry of the word of God in order to wait on tables. Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give them our attention to prayer and the ministry of the word.” (Acts 6:2-4)*

### **The Diaconate Duties**

1. The Diaconate usually meets on the 4<sup>th</sup> Thursday of each month.
2. Each month the Diaconate will prayerfully review the condition of the church membership in consideration of Ezekiel 34:4 and mobilize the church for giving care.

This includes the following:

#### **Strengthening The Weak**

- Mentoring and Counseling – the Diaconate helps identify the needs for mentoring and counseling in the congregation; e.g. *Marriage, Parenting, Financial, etc.*
- Discipleship of New Believers – each new Christian will be given a personal contact from the Diaconate for monthly encouragement.

#### **Healing The Sick**

- Elderly Visitation – the Diaconate will provide supervision and encouragement to this ministry.
- Hospital Visitation – when a church member is hospitalized, the Diaconate will ensure that they receive visits.
- Meals Ministry – the Diaconate will oversee the church’ meal ministry.
- Card Ministry – the Diaconate will oversee regular contacts through cards.

***Binding Up The Injured***

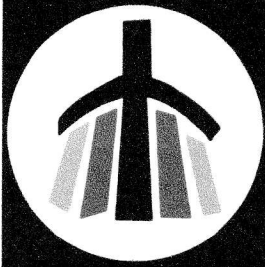
- Benevolent Fund – the Diaconate will assist the elders in identifying persons and families in need of financial assistance
- Flower Ministry – the Diaconate will provide for the sending of flowers to members of the church who have lost loved ones.

***Bringing Back The Strays***

- Inactive Membership Rolls – the Diaconate will assist the elders in making appropriate contact to the church’s inactive members.
- MIAs – the Diaconate will assist the Elders in determining who is missing from fellowship and attempt to make contact with them.

***Searching For The Lost***

- Baptisms – the Diaconate will provide for the celebration of baptisms in our church



# BridgeWay Ministry Outline

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**Ministry Name**

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**Who does this Ministry serve?**

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**How many team members are needed for this Ministry?**

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**Who is currently serving on this Ministry Team?**

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## **Ministry Vision and Mission Statement**

Tell us more about your vision for this Ministry. What needs will it meet? How does it support our mission statement?

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**What support will your Ministry need from the church?**

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**Does this Ministry work in tandem with other Ministries? If so, which ones?**

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**What type of activities does your Ministry provide or what schedule do you follow?**

Do you offer seasonal activities? Does your Ministry serve weekly? What does a typical season look like for this work?

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**Does your Ministry currently have a budget? If so, what is it. If not, what is your estimation of costs for your Ministry (events, supplies etc.)**

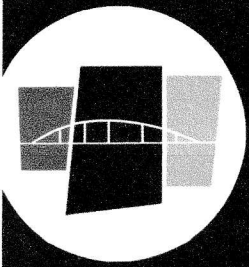
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# BridgeWay Ministry Lead Fact Sheet

## Submission Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Staff Day Off		10 am -Media -Incomplete Slides	10 am -Newsletter Deadline Purchase Day	10 am -Complete Slides noon -Service Changes	

### Monday

- Staff Day Off
  - Please don't discuss business with staff when they are not on duty. (We need a break too!)

### Wednesday

- 10 am
  - Media for Sunday Presentations is due. (videos, pictures, audio clips, etc.)
  - Incomplete Slides-If you want help formatting your PowerPoint slides or don't feel comfortable making them yourself, please submit them to Media by this time.

### Thursday

- Purchase Day-If you need admin to buy something for Sunday, submit your request before Thursday.
- 10 am
  - Newsletter-Announcements submitted after 10am will not make it into Thursday's newsletter.

### Friday

- 10 am
  - Correctly formatted and complete PowerPoint slides are due.
- Noon
  - Service Changes are set by noon.

### Sunday

- Please arrive early if you are presenting.

### **We are a Family, but also a Business.**

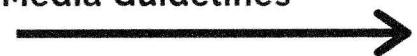
Please use Teams or your BridgeWay email to coordinate with church staff and other ministries. This makes important information easier to find and provides a record for accountability.

If you prefer to call, the church phone number is **(301) 970-9959**.

How does your ministry support BridgeWay's mission statement?

**Making Disciples.  
Connecting Communities.  
Growing the Body of Christ.**

AV & Media Guidelines



## **AV & Media Guidelines**

### **PowerPoint Slides**

Please make sure your slides have:

**High-Contrast Text** (Generally Black and White or Navy and White)

**Large Text** (at least 24pt. font)

**Simple Fonts**

**Wide Margins**

**Clear, High Quality Pictures**

**Note:** If you don't have access to PowerPoint, submit slides to Media by the Wednesday deadline to have them converted.

### **Video**

Please **provide a hyperlink** to the video or submit your video as an **MP4 file**.

# A Philosophy of Ministry

**WE BELIEVE...**

## ABOUT MINISTRY

- \* Salvation in Jesus Christ automatically includes a call to ministry. Every believer is created, saved, called, gifted, authorized, and commanded to minister.
- \* Function follows form in ministry. How God made me determines what He intends for me to do. God has uniquely shaped each individual for ministry.
- \* God has given all His children gifts that can be developed and used in ministry. Everyone is a "10" in some area. Everyone has something to offer.

## ABOUT THE BODY OF CHRIST

- \* God intends for ministry to be performed through the context of the local church. Membership includes a commitment to ministry. Ministry includes a commitment to membership.
- \* The church is to operate on the basis of spiritual gifts, rather than elected offices. We elect people only to offices, not ministries. *"A man's gift makes room for him."* Prov. 18:16 (NAS)
- \* We streamline the structure in order to maximize ministry and minimize maintenance. Meetings support ministry. Policies support people. We are organized to mobilize.
- \* The mobilization of every member as a FULL Member is the key to balanced growth of our church.

## ABOUT THE ROLE OF PASTORS

- \* The equipping of the members for ministry is the number one priority of the pastoral staff. The people are the ministers and the pastors are the administrators. (Ephesians 4:11-12)
- \* Every member deserves personal assistance in discovering a meaningful place of service. We value the individual more than the ministry. As pastors, we endeavor to provide training, encouragement, guidance, feedback and resources to the ministers under our care.

## ABOUT ACCOUNTABILITY & TRAINING

- \* Everything rises or falls on leadership. No ministry can exceed the commitment of those leading it.
- \* There must be periodic reviews of all ministries. We do what is inspected, not just what is expected. Best intentions are not enough.
- \* It is a privilege to serve in ministry – not a right.
- \* Every leader is a learner . The moment you stop learning, you stop leading.

## FORMING NEW MINISTRIES

- \* We have unity without uniformity. We believe diversity in ministries simply illustrates the unique giftedness of individuals.
- \* Any member who has completed Class 301 may start a new ministry with the assistance of the pastoral staff and elders.
- \* To begin a ministry, we ask for the leader to draft a mission statement outlining the purpose, values and principles of the proposed ministry, which will be presented to the elders.
- \* Every ministry must fulfill one or more of the basic purposes of the church or we don't do it.
- \* Ministries have life cycles. If a ministry isn't meeting a need anymore, we will give it a decent burial. There are no sacred cows!
- \* Most ministries require one year commitment but we allow people to change ministries gracefully, without guilt. We don't lock people in permanently.
- \* Only official ministries of Grace, under staff supervision are given publicity space in the bulletin.
- \* Your *primary* ministry commitment should be in the area where you're gifted Your *secondary* ministry includes serving in any other area of the body where you are needed. You are not ready for ministry until you are willing to serve *anywhere*.