

Ministry Team Duties and Activities Guide

I. Purpose of this Document

The purpose of this document is to outline the duties pertaining to ministry teams. This includes benefits of the ministry teams, guidelines for the Ministry Team Points of Contact, roles of the ministry team and its members, duties of the point of contact and terms of the team members.

II. Benefits of a Ministry Team

- A. Manage the ministry dealings of the church.
- B. The use of ministry teams spreads the ministry load among members and non-members of the congregation and broadens participation.
- C. Ministry teams assist in helping the church perform tasks.
- D. The use of ministry teams makes the church more efficient and effective at ministering to attendees and the community.
- E. The use of ministry teams gives the opportunity for anyone in the congregation to get involved in the church and utilize their skills, talents, and gifts in the ministries of the church.

III. Guidelines for Ministry Teams

- A. Ministry Team members may be members or non members who attend Cinco Baptist Church regularly.
- B. Ministry Team members will serve three (3) years on a rotating basis
Some team members will have the option to rotate off at (2) years in an effort to avoid 100% turnover of a team at one time.
- C. Ministry Team members can request to remain on the team at the conclusion of their term.
- D. Ministry Team members may serve on a maximum of 2 Ministries simultaneously with the ability to volunteer to aid other ministries projects/events/activities.
- E. Strongly urge a deacon to serve on each ministry team.
- F. The Point of Contact and Backup must be a church member and designated by the Nominating Committee.
- G. Ministry team members will be screened by the Nominating Committee.

IV. Duties of the Ministry Team Members

- A. Know the purpose and duties of the ministry.
- B. Be present and on time for meetings.
- C. Participate in discussions.
- D. Participate in planning events/activities/projects.
- E. Encourage and enlist other church goers to volunteer for events/activities/projects.
- F. Contribute to the success of events/activities/projects.

V. Duties of the Point of Contact

- A. Know the purpose, duties, and members of the ministry teams.
- B. Work with church leadership to determine activities and events that require the team's participation and determine resources needed.
- C. Plan the agenda for each meeting.
- D. Report ministry team action(s), as appropriate, to the Church Leadership team.
- E. Collaborate as necessary with church staff members, church officers, church leadership team, program directors, and other committees.

VI. Standing Church Ministry Teams

A. Audio-Visual Ministry Team

The Audio-Visual Ministry Team will meet at least once a quarter, with the time being set by the ministry team. The team will:

- 1. Operate and ensure proper maintenance of the church's audio-visual equipment
- 2. Maintain an inventory of all audio-visual equipment.
- 3. Review systems and make recommendations of equipment needed to enhance the program.
- 4. Present annual budget requests to the pastor and church staff.
- 5. Prepare and update system operation manuals.
- 6. Enlist and train operators for the equipment.

B. Baptismal Ministry Team

The Baptismal Ministry Team will consist of men and women. The team shall meet once a quarter as needed, at a time agreed upon by the team. It will be the duty of the team to assist the candidates in preparing for their baptism and assist the pastor in administering the ordinance.

- 1. See that all necessary baptismal equipment and facilities are available and working correctly prior to each baptismal service. Including ensuring baptistry is filled with water at the proper temperature.
- 2. Meet candidate(s) at the appointed time and show them their dressing rooms. Answer questions and see that each has a towel.
- 3. Assist the pastor in designation of the proper order when several people are being baptized.
- 4. Assist the candidate(s) in and out of the baptistry and in his/her dressing room. Allow for as much privacy as possible. Predetermined members of the committee should remain in the area until all baptized are dressed and ready.
- 5. One appointed member should assist the pastor before and after the baptismal service to assure minimum of time needed for dressing.
- 6. Inspect the area and leave in an orderly safe condition.

7. Follow up with the church office to ensure there is a record of the baptism.

C. Bereavement Ministry Team

The Bereavement Ministry Team will meet at least once a quarter with the time being set by the team. It is the duty of the team to:

1. Respond to people in need of help once the church office has contacted the Point Of Contact of this team
2. Coordinate with the Church Financial Assistant for approval of purchases
3. Contact bereaved family members and coordinate assistance for them
4. Serve, set up, provide, or deliver a meal to their desired location (Kidd Street Center, funeral home, or family residence).

D. Children's Ministry Team

The Children's Ministry Team will meet quarterly or as needed at a time agreed upon by the members of the team. The team will work with the Children's Director to create a safe and nurturing environment for children to learn about the Christian faith, values, and teachings through age-appropriate activities. The team will support the Children's Director as needed during regular worship times (Sunday mornings/evenings, and Wednesday (W.A.K.) evenings) and special activities. The special activities include parades, kid's day/night out, and seasonal performances. **Must pass a background check to be on this team.**

E. Greeter's Ministry Team

The Greeters Ministry Team will meet at least once a quarter, with the times being set by the ministry team. This is one of the most influential teams of Cinco Baptist Church. They will be the first people that our guests will get to interact with. Some guests will even base their overall experience on this first impression of our church. The goal of the greeting team is to:

1. Create a comfortable, welcoming environment for guests by offering a sincere greeting and acknowledging each guest as they enter the building.
2. Build a team of people needed to serve in this ministry, set up expectations, recruit and train volunteers.

F. Men's Ministry Team

The Men's Ministry Team will meet quarterly or as needed at times agreed upon by the team members. The team will assist in connecting men at various life stages, and assist in meeting men's unique spiritual, social and personal needs. These areas include spiritual growth, discipleship, leadership, and community building.

1. Foster a deeper understanding and relationship with God through Bible study relevant to men's lives, prayer, and worship.

2. Equip and encourage men to live out their faith in their homes, workplaces, and communities.
3. Plan and execute fellowship events that build a strong network and camaraderie among men.
4. Inspire men to take on leadership roles within the church as well as reach out to other men in the community to share the message of God.

G. Military Families Ministry Team

The Military Families Ministry Team will meet quarterly or as needed at times agreed upon by the team members. This team will engage military families in the area to provide spiritual support, care, and a sense of belonging and connection.

1. Work with local military Chaplain to connect with military members and their families to include prayer support, tailored Bible studies, visitation with military members and family, care packages for deployed members as well as local family.
2. The Point of Contact will be responsible for communicating with the Church Financial Assistant before any purchases that may be needed for this ministry.

H. Missions Ministry Team

The Missions Ministry Team will meet at least quarterly or as needed, with the times being set by the ministry team. They shall be responsible for:

1. Finding mission needs and opportunities to connect with and help serve lost people locally, in North America, and abroad.
2. Recommend and emphasize special opportunities and contributions be made to certain missions' endeavors.
3. Working with the church staff to ensure church members are informed and included in opportunities to serve.
4. Encourage and support the ongoing work of the church and denomination.

I. New Members Ministry Team

The New Members Ministry Team will meet at least once a quarter, with the time being set by the ministry team. The New Members Ministry Team fosters the mission of Cinco Baptist Church by:

1. Helping new members feel welcome in their new church family.
2. Becoming actively involved in the life of the church.
3. Assisting new members in their spiritual growth and development, as they assume the responsibilities of actively serving the Lord.
4. Collaborating with the pastor and church staff to prepare new members through an orientation program that presents the history, mission, vision, organizational structure, ministries, programs, and activities of Cinco Baptist Church.

J. Outreach/Special Events Ministry Team

The Outreach Ministry Team will meet at least once a quarter, with the time being set by the ministry team. This team will potentially work closely with several other ministry teams to accomplish the mission of Cinco Baptist church. The team is responsible for:

1. Helping the pastor and church staff in leading the church to develop and implement an ongoing program of New Testament evangelism.
2. Working in close coordination with the Pastor and church staff, or event sponsor to ensure the services are provided appropriately and timely.
3. Promoting visitation by church members.
4. Developing and engaging the church in comprehensive plans and strategies to reach the community.
5. Planning and conducting special events.
6. Coordinating with other ministries to incorporate evangelism into their ministries.
7. Planning and preparation of the food and beverage aspects of social events presented for the church.
8. Set up and clean-up of each event.
9. Working with the Social Media Relations Team to advertise evangelism opportunities.

K. Sanctuary Swag Ministry Team

The Sanctuary Swag team will meet quarterly or as needed at times agreed upon by the team members.

1. Team members should have a creative eye and ability to execute detailed arrangements.
2. The team will be dedicated to maintaining the aesthetic appearance of the Sanctuary.
3. Team members will be responsible for creating a welcoming and spiritually conducive environment for worship.
4. Changing decorations in the Sanctuary in accordance with the current season and/or event, returning the decorations to storage and maintaining the storage area and supplies.
5. The Point of Contact will be responsible for communicating with the Church Financial Assistant before any purchases that may be needed for this ministry.

L. Social Media Ministry Team

The Social Media Ministry Team should meet at least once a quarter, or as needed with times being set by the team. This team will be responsible for the advertising and promotion of church sponsored special events presented in outreach to the community.

1. The Social Media Ministry Team will work with church leaders to develop and implement strategies and plans to improve communication both within the church membership, and between the church and community.
2. Team will work with church leaders and other teams to promote special events and activities to members, nonmembers, and the community.
3. Team will develop, recommend, and implement policies and procedures to improve the church's public image.
4. Responsible for updating and maintaining the church's social media pages and website by capturing images and videos for promoting

M. Student Ministry Team

The Student Ministry Team will meet quarterly or as needed at a time agreed upon by the members of the team. The team will work with the Student Pastor/Director to create a safe and nurturing environment for middle school to high school youth to learn about the Christian faith, values, and teachings through age-appropriate activities. The team will support the Student Director as needed during regular worship times (Sunday mornings/evenings, and Wednesday evenings) and special activities. The special activities include service projects, mission trips, and summer camps.**Must pass a background check to be on this team.**

N. Usher Ministry Team

The Usher Ministry Team should meet at least once a quarter, or as needed with times being set by the team. The Usher Team will be responsible for care and comfort of the congregation as well as aiding the Greeter Ministry Team in welcoming visitors. Members of the Usher Team will prevent interruptions and distractions, and similar needed services. The Usher team will receive offerings at regular worship service and other meetings (revivals, etc.) The team will be responsible for checking the Sanctuary for cleanliness before and after services. On occasion the Usher Ministry Team will be responsible for assisting with special events such as weddings, funerals, and concerts as needed.

O. Women's Ministry Team

The Women's Ministry Team should meet once a quarter, or as needed with the time being set by the team. The team will aim to foster spiritual growth, community, and support for women. The ministry team will ultimately help equip women to live out their faith and serve others.

1. The team will facilitate Bible studies to help women gain a deeper understanding of scripture.
2. Encourage individual and group prayer for personal needs as well as needs of the church and world.
3. Help women grow in faith and develop a deeper relationship with God
4. Coordinate and execute events that provide fellowship, mentorship, and the opportunity to serve others with their gifts and talents.

P. Young Adult Ministry

The Young Adult Ministry should meet once a quarter, or as needed with times being set by the team. This team is specifically designed to cater to young adults that are high school graduates between the ages of 17 and 25. The ministry will be focused on helping young adults with their spiritual growth, community building, as well as providing a space to explore their faith in a relevant way. These activities may include Bible studies, service projects, social events, and leadership development opportunities, all while connecting them to the wider church community. Ministry goals are:

1. Spiritual Formation - Deepening understanding of Christian teachings through Bible studies, retreats, and discussions about applying faith to everyday life.
2. Community Building - Creating a supportive network for young adults to connect with peers, build relationships, and share experiences.
3. Leadership Development - Empowering young adults to take on leadership roles within the ministry, fostering personal growth and responsibility.
4. Social Outreach - Engaging in service projects and initiatives that address social issues relevant to young adults.
5. Vocational Discernment - Providing guidance and support for young adults navigating career choices and life direction.
6. Evangelism - Opportunities to share their faith with others through outreach events and personal witness.