

ECBC Ministry Policy

Developed 2021

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The purpose of this policy is to outline the Eastwood Community Baptist Church plan for implementing the church's vision and goals through individual ministries, including resourcing/support, programs and special events. We are a community that seeks to empower and support one another to fulfill the calling God has given his church. We operate within the aims of this policy because we aspire to being all that God has created and saved us to be in Christ through the power of the Holy Spirit.

This policy outlines:

1. **Ministry purpose**
2. **Ministry culture**
3. **Ministry structure**
4. **Ministry teams and leadership**

This policy needs to be read in conjunction with other church policies, including the safe church policy, governance policy and property use policy.

1. Ministry Purpose

All ministries in the life of ECBC have as their common purpose the fulfillment of our church vision and goals. Our church vision is summed up in this statement:

A vibrant, multi-cultural, cross-generational community that loves one another in Christ and is committed to reaching people with the good news of Jesus.

Please read the complete vision document at <https://ecbc.elvanto.com.au/file/40bd399c-351b-45f3-b015-bae8aa808591/> .

Church goals are set on a year-by-year basis.

Church vision and goals have been adopted by the whole church; all church ministries have the church vision and goals as their underlying purpose, and are accountable to the church through the oversight of the Management Committee.

2. Ministry Culture

Ministry culture refers to the way we go about ministry. Implementation of culture is as important as implementation of ministry plans and programs.

As an expression of our Christ-like culture, five areas are expanded below:

1. Teamwork
2. Shared sense of ownership
3. Multi-cultural flexibility
4. Love and grace
5. Generations: 'Handing over the keys' culture

2.1 Teamwork

At ECBC we work in teams. Even when an individual is entrusted with a coordinating role, they are encouraged to build a team around them to share the load. Teamwork is good for raising up the next generation, succession planning, keeping a focus on vision, sharing knowledge and workload. Teamwork can occur within an individual ministry team, or when a ministry coordinator works with other ministry coordinators.

No person or team serves alone:

As a church, we do not want individuals or ministry teams to be serving alone. People on different teams collaborate to achieve a common vision. For example, a welcomer who is rostered on every few weeks rightly sees youth ministry as an extension of their ministry, even though they are not directly involved. As they welcome, they seek to build bridges between visiting youth/parents and youth leaders.

More than being on a roster:

Serving in a team is more than being on a roster. Working together gives expression to the unity between members of our church family and can be an important point of connection and encouragement. If someone is a musician, only rostered on a couple of times each month, they rightly see the other music teams as an extension of their own ministry. Their encouragement of other musicians and prayer for whoever is playing that week is profoundly meaningful.

All ministries are important:

All our ministries are part of our church's vision. In that sense we are one big team. No single ministry is more important than the rest. They all involved people who are growing in their relationship with God. It is more important for the church to be moving towards a fuller expression of our vision than for any one ministry to be successful.

2.2 Shared sense of ownership

All ministries are owned by the whole church community, and every member shares an interest in the faithful work we each contribute to. Certain people and teams are entrusted with leadership of the church and of individual ministries or programs.

Shared ownership ensures we avoid any ministry becoming a silo, where a ministry, team or leader operates outside the vision, support and care of the church. The whole church also takes on the responsibility for resourcing ministry, as well as the process of reviewing or ending a ministry, which when appropriate, can be a positive time of adjustment as those involved seek new ways to implement the church's vision and goals.

2.3 Multi-cultural flexibility

In line with our vision and demographic, we are a multi-cultural church. As such, we need to retain a measure of flexibility. We are always learning about what carries value, offense and meaning in the cultures that make

up our church and surrounding community. We acknowledge that our ministries are both biblically and culturally informed. We face the challenge of being flexible with our cultural expressions, while sticking to our biblical foundations. All ministries, teams and leaders should be ready to work through these issues and possibly change the way we do things as we learn about one another's cultures.

2.4 Love and grace

The Holy Spirit's gifts which enable our ministry are literally acts of grace and therefore grace and excellence should not be in conflict. But if forced to choose, we value love and grace over excellence. Although we want to do our best with the gifts and abilities God has given us, including seeking to develop our skills, this does not come at the expense of grace.

The most important ministry anyone has is to express God's grace through our love for one another. It is more important to love than to be great at what we do. Our love will bear fruit that will last. A successful leader is one whose leadership is a demonstration of their love for God and for others.

Paul reminds us:

If I speak in the tongues of men or of angels, but do not have love, I am only a resounding gong or a clanging cymbal. If I have the gift of prophecy and can fathom all mysteries and all knowledge, and if I have a faith that can move mountains, but do not have love, I am nothing. If I give all I possess to the poor and give over my body to hardship that I may boast, but do not have love, I gain nothing.

1 Corinthians 13:1-3

2.5 Generations: 'Handing over the keys' culture

We want to empower and resource the younger generations in the life of our church to serve, lead, and join in decision making. They are the ones who will take the church into the future, and with support, may be the best equipped to serve in an ever-changing world. We want to become the older parents/grandparents who use their experience and wisdom to support and mentor younger leaders.

With good mentoring and support, young people should be raised to share the decision making and be developed to become key co-leaders in our church life. See how Timothy is supported by Paul after the commissioning of the church elders.

Do not let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity. Until I come, devote yourself to the public reading of Scripture, to preaching and to teaching. Do not neglect your gift, which was given you through prophecy when the body of elders laid their hands on you.

1 Tim 4:12-14

We call this a 'handing-over-the-keys' culture. When we hand over the house keys, car keys or church building keys to the next generations, we do so to people we trust. In ministry we hand over leadership in a similar way.

The 'handing-over-the-keys' culture involves:

- Making it normal to raise up and support the next generations into key ministry roles as early as possible.

- Training older generations to train, handover, champion, and mentor the next generations.
- Continuing to use strong safe church systems that ensure safety as younger generations work alongside and are mentored by older generations.
- Creating a safe space to make mistakes, reflect, be disciplined, and develop in ministry.

3. Ministry Structure

ECBC ministries are structured to serve the implementation of our church vision and goals.

The Church – Vision setting including final endorsement. Calling key leaders.

The Elders – Led by the Lead Pastor to oversee the setting of vision.

The Management Committee – Led by the Executive Pastor to oversee implementation of vision. All ministries of the church are linked to the Management Committee so that they are linked to the church's vision and goals.

Ministry Teams – Either led by or reporting to a member of the Management Committee (Ministry Coordinator). No ministry is isolated from the support and direction of the Management Committee.

The Management Committee is made up of the following roles:

Category	Committee Member
Chair	Executive Pastor
Resourcing for Ministry	Treasurer
Resourcing for Ministry	Safety Coordinator
Resourcing for Ministry	Property Coordinator
Resourcing for Ministry	Training Coordinator
Resourcing for Ministry	Communications Coordinator
Resourcing for Ministry	Technology Coordinator
Ministry Coordinator	Sunday Services Vision Coordinator
Ministry Coordinator	Care Coordinator
Ministry Coordinator	Missions Coordinator
Ministry Coordinator	Children's Ministry Coordinator
Visiting Member (as required)	(e.g. Special Event Coordinator)

Roll of the church office.

The church office is a central point for ministry coordination. While it may suit volunteers to do much of their ministry planning at home, they should be aware of the resources available through the church office.

- All ministry documents need to be kept securely in the church office.
- Property use is booked through the church office. Please see ECBC Guidelines for Property Use.
- The church office can help coordinate purchases and deliveries.
- A photocopier, Wi-Fi connection and common room are available for use.

4. Ministry Teams and Leadership

Who can be on a ministry team?

There are some roles that require the leader or coordinator be a church member. Membership is a formal expression of commitment to the people and ministry of God's church in a specific location. Every Christian who is regularly part of the life of the church should consider church membership as a formal way of expressing the growing reality of being part of the church community and ministry.

Church membership is a requirement for:

Pastors, elders, management committee roles, small group leaders, service leaders and team leaders.

A Christian faith is a requirement for:

All teaching roles and roles involved in leading children requires a Christian faith.

We acknowledge that there are those who are part of our church community who may not be ready to profess a Christian faith. The priority is for them to investigate Jesus and questions of faith. There are times when being involved in a ministry team can be a part of someone's spiritual journey. People who do not profess our Christian faith, but are supportive and involved in our church community, can be involved in:

- Helping at church-wide and community events (such as working bees).
- Roles that involve care of the church property, catering, general help and technological support.

Those who do not profess a Christian faith should be given every opportunity to consider their faith, meet up with a mentor and/or join a small group.

Ministry experience and skill

As a church we need to carefully balance experience and potential. Although we could always defer to experience, the risk is that the next generations do not gain ministry experience. A good approach is for the experienced to raise up those with potential.

Time to Settle-in

People who are new to the church community should initially spend time getting to know people in the community and possibly join a small group. As a guide, two months is a fair amount of time for someone to be part of the community before they join a ministry. As well as building relationships, these months are also good for absorbing vision, investigating ministries, and considering church membership.

Recruiting and Induction

Recruiting volunteers should follow the stages in the attached page titled ***Volunteer Recruitment***.

Training and Development

Everyone is encouraged to develop their ministry skills and seek training opportunities so that they are better equipped for ministry. Such is the importance of developing in ministry that it is better to take time off from ministry to train, than to just keep going.

Team leaders are encouraged to talk with their team and with the Training Coordinator to look for suitable internal and external training opportunities. Some training is compulsory in certain areas of ministry, especially for those working with children or vulnerable people. Regular reviews across our teams help to assess how each volunteer or staff member is going in the roles they fill.

Volunteer Recruitment



The following people are involved in the recruitment process:

- **Applicant/Volunteer:** The person interested in being a volunteer in an ECBC ministry.
- **Team Leader:** Leader of the team that the Applicant would potentially join.
- **Ministry Coordinator:** Management Committee member to whom the Team Leader reports.
- **Safety Coordinator:** Management Committee member who resources safe ministry processes and practices.
- **Lead Pastor:** Pastor who leads the church, elders and pastoral team.

Stages of Volunteer Recruitment

Application Stage	Description	Documentation
Interest	An Applicant should be directed to the Team Leader for an informal chat about the ministry and role. The Team Leader should notify their Ministry Coordinator if the Applicant wants to join the team.	Provide: <ul style="list-style-type: none"> - Position Description - Safe Ministry Screening Questionnaire - "A Brighter Future" vision document
Interview	The Team Leader should lead the interview. Discuss the Position Description and suitability and expectations of the role. Discuss this process. Discuss Safe Church expectations. Include the need for WWCC, Police Check and/or Creating Safe Spaces Training, as required. Ask the compulsory Safe Church Check Interview Questions. Discuss Church Code of Conduct.	Return: <ul style="list-style-type: none"> - Safe Ministry Screening Questionnaire Provide: <ul style="list-style-type: none"> - Code of Conduct - ECBC Ministry Policy
Safety Induction	The Team Leader conducts the safety induction. The safety induction can be conducted at the same time as the interview if the interview is conducted on-site. Show the Applicant where to find church policies and safety forms on <i>Elvanto</i> .	Provide: <ul style="list-style-type: none"> - Workplace Induction Sheet - Site Safety Rules Return these signed forms to the Safety Coordinator
Verification	The Team Leader arranges for verification of: <ul style="list-style-type: none"> - WWCC verification – arrange with church office. - Referee Check – arrange with Ministry Coordinator. 	Using Safe Ministry Screening Questionnaire
Pastoral Endorsement	Following the above steps, the Team Leader arranges an endorsement from the Lead Pastor .	
At this stage the Volunteer may begin serving in their new ministry team.		
Training	The Volunteer should organise their Creating Safe Spaces course and make a commitment to complete the course within six months. Role-specific training opportunities can be discussed with the Team Leader .	Copy of Creating Safe Spaces certification to be given to Safety Coordinator
Support	The Team Leader regularly checks in with the Volunteer to ensure their well-being and allow the Volunteer to share needs and feedback. This can be done as a team.	
Review	The Team Leader conducts an annual review in the form of a short interview to discuss the Volunteer's ministry experience, personal ministry goals, well-being and needs.	Use the Annual Review form and return it to the Ministry Coordinator

This page is an attachment in the ECBC Ministry Policy which should also be read.