

Ministry Teams

United Church of Christ, Congregational, of Boxborough

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Supercedes Date: 15 May 2014

1. Purpose

This document defines ministry teams, describes the ministry teams now in operation and how to join them, and gives the steps involved and requirements for starting a new ministry team.

2. Definitions

A *ministry team* is a group of people committed to fulfilling the Church's mission by performing tasks within a specific area of common interest. Ministry team members are hands-on, active participants in getting the Church's work done.

3. Policy

Ministry requires committed people who are willing to utilize their gifts to further the Church's mission.

4. Procedures

4.1 Joining an Existing Ministry Team

4.1.1 What Ministry Teams Are There

Ministry teams are many and varied, reflecting the different interests of the Congregation. Some teams are the typical ones found in most churches, while others spring from the unique talents of our members. Currently active ministry teams include:

Buildings and Grounds
Called to Care
Communications
Deacons
Fellowship
Generosity
Green
Junior Choir

Missions
Music
Open and Affirming
Prayerful Handworks
Senior Choir
Sounds of Peace
Spiritual Nurture

The list of ministry teams is posted on the Church website, www.BoxboroughUCC.org, along with the contact person's name and the purpose for each team.

4.1.2 Who Can Join a Ministry Team

Anyone who wants to participate in any of the Congregation's ministries can join a ministry team. Except for the Deacons Ministry Team, membership in the Church is not required. Ministry team membership is based on people's passion for the goals of that ministry, and their willingness to commit the time the ministry will need.

4.1.3 How Long Does a Ministry Team Member Serve on a Team

Team members can serve as long as their interest and availability last. There are no term limits.

4.1.4 Which Ministry Team is Right for You

You can choose a ministry team whose purpose and activities match your interests. You can choose a ministry team that your friends are on to experience the joy of working together for a worthy cause. You can choose a ministry team whose purpose excites you, even if you have no previous experience in its work, but are eager to learn.

4.1.5 How to Join an Existing Ministry Team

If you are interested in joining an existing ministry team, just contact the team leader or the Pastor to let him/her know. The list of ministry teams is posted on the Church website, www.BoxboroughUCC.org, along with the contact person's name and the purpose for each team. The team leader will contact you to provide specific information regarding the current work of the team, and you can decide whether to join that team or seek another ministry opportunity.

4.2 Starting a New Ministry Team

There is no limit to the number of ministry teams. People are welcome to start new ministry teams after verifying that a similar team does not already exist. Each new ministry team must consist of at least two people. In addition to the people, here's what each ministry team needs.

4.2.1 Purpose

Each ministry team needs to have a reason for its existence that can be clearly articulated. The purpose of the ministry team is to provide a service or perform some action on a target audience or group. The Pastor must approve the purpose of each ministry team.

4.2.2 Leadership

Each ministry team needs leadership. Leadership responsibilities, which can be shared among members of the team, include the following:

- Arranging the time and place for meetings of the team
- Conducting team meetings
- Working with the team to set and work toward annual goals consistent with the purpose of the team
- Coordinating with the Pastor and Finance Committee to request the funding needed to achieve the goals
- Recruiting new members of the team and being the point-of-contact for persons interested in joining the team
- Serving as the point-of-contact for the Pastor, Council, and leaders of other ministry teams
- Communicating regularly with the Pastor about ministry team activities, needs, and accomplishments
- Reporting progress toward the annual goals to the Congregation

4.2.3 Meeting Time and Place

Each ministry team can determine the frequency of its meetings. Typically teams meet monthly, usually on a specific day of the month, e.g., the third Thursday. It is a good idea to establish regular meeting dates for the entire year at the beginning of each year so that members can plan ahead. Exceptions can be handled as they arise.

Each ministry team can arrange for meeting space within the Church facilities through the Church Administrative Assistant, who maintains a calendar of building use and can advise the team about which spaces are available. There is no charge for building use by any ministry team.

4.2.4 Annual Goals

Ministry teams focus on their mission by making a list of specific goals at the beginning of each Church program year (usually September) or at the beginning of each budget year (usually February). The goals are shared with the Pastor and identify what the team hopes to accomplish during the coming time period. The team should be flexible in its approach to meeting the goals. Unexpected new resources, unanticipated needs, or unforeseen creativity may change the list of goals in unplanned ways. Not all goals need to be met in order for the ministry team to have a successful and productive year.

4.2.5 Funding

Funding for ministry teams comes primarily from two sources: the Church operating budget and special accounts or offerings. For a ministry team funded through the Church's operating budget, the Finance Committee provides a statement of the previous year's funding and expenses prior to the budget cycle, and asks that the team provide for consideration an itemized estimate of the funding needed for the next budget year. Some ministry teams can also draw funding from special accounts set up for specific purposes, usually through bequests or targeted offerings. Ministry teams with questions about funding should contact the Treasurer. If a ministry team is created too late to submit a funding request for the budget year, or unexpected expenses arise, the team may request funding from the Council.

4.2.6 Communication

Good communication is important for all ministry teams. Among members of a team, communication can be accomplished in person, by telephone, or via electronic means. The Church Directory lists the contact information for Church members and friends. The Church Administrative Assistant can provide a copy of the Directory to anyone who needs one.

The Vestry News Flash (weekly email to the Congregation) and the Church Bulletin (weekly program handed out in worship) provide excellent opportunities for communication between a ministry team and members of the Congregation. Messages should be relatively brief, in writing, and sent to the Church Administrative Assistant no later than 9 AM Thursday morning for publication the following Friday (Flash) or Sunday (Bulletin). Please be specific about which publication should include the announcement, and for what dates. The email address for these announcements is BoxboroChurch@Verizon.net. Publicity for upcoming events, requests for donations, or invitations for new members to join ministry teams are all welcome additions to the Flash and Bulletin.

The monthly Vestry News welcomes the same types of information as the Flash and Bulletin, and in addition, can accommodate longer articles when needed. The deadline for the Vestry News is the third Sunday of each month for publication at the beginning of the next month. The email address for Vestry News articles is VestryNews@BoxboroughUCC.org.

Ministry teams also contribute to the preparation of the Annual Report, which summarizes the church's ministries for the year. The Annual Report is prepared by the Council and presented to the Congregation at the Annual Meeting in January.

4.2.7 Accountability

All ministry teams are accountable to the Pastor. The Pastor provides regular oversight, guiding them, providing encouragement and new ideas, resolving any conflicts between team members and among teams, and ensuring that team activities are consistent with the Church's

mission. The Pastor usually interacts with the ministry team leader, and may attend team meetings as well.

In addition to the Pastor's role in day-to-day support of ministry teams, the Council monitors and evaluates proposals from ministry teams for significant one-time changes affecting multiple ministry teams. The Council ensures that there is broad support for the initiative within the Council and across ministry teams, that adequate Church resources are available and can be applied, and that the changes support the Church's mission. Examples of such broad changes include undertaking a capital campaign, changing the number of Sunday services, and adding staff members.

4.2.8 Opportunities to Celebrate Accomplishments

The accomplishments of ministry teams result from the inspiration, hard work, and dedication of many people. These accomplishments are worth celebrating! When goals are met or progress is achieved, ministry teams are encouraged to send a brief sentence or two summarizing the good news to the Generosity team for inclusion with the quarterly pledge statements. Articles or photos in the Vestry News Flash or Vestry News can generate excitement about upcoming events or highlight successful initiatives. Recognition or a special liturgy during the church service can also be arranged through the Pastor to recognize special efforts (e.g., Called to Care and Prayerful Handworks ministries).

4.3 Ending a Ministry

Ministry teams have to have vitality and a compelling mission to continue. In the event a team's membership wanes or the mission has been completed, it is time to let it go so new ministry can emerge. If the mission is simply changing, then the team leader can communicate this to the Pastor and Council by supplying an updated purpose and goals.

To end a ministry team, the team leader should notify the Pastor and Council in writing (email is acceptable). Ending the ministry should be a team decision, and all members of the team should be copied on the written notice.

The Pastor and Council can also end a ministry team if they discover the purpose of the team has been accomplished or is no longer compelling.

5. Amendments to this Document

Amendments to this document can be proposed at any regularly scheduled Council meeting and approved by a simple majority at the next Council meeting.

6. Forms

None.