

## Starting a Ministry at North Creek Presbyterian Church

**Purpose:** This package contains material intended to facilitate the determination of objectives for Ministry Teams, Action Teams and Task Forces at North Creek Presbyterian Church. Action Teams are groups of people focused on one objective or mission and tend to be long term, such as the Merida Mission Team. Task Forces are groups set up for a specific short term goal such as a church fellowship function. A Ministry Team is as described in the following pages.

**Directions for Use:** Review the entire contents of this package and then complete the 2 page form "Objectives for Ministry at NCPC."

**Distribution:** Available upon request from a Session member, and the NCPC office.

**Process Limitation:** No new ministries will be conducted prior to approval from the Session.

Contents of this package:

- God's calling to North Creek Presbyterian Church
- Ministry Teams at North Creek Presbyterian Church
- New Ministry Process
- Guiding a Developing Ministry
- Objectives for Ministry
- Equipping Meetings
- Ministry Team Report
- NCPC Long Range Plan (summary)

# God's Calling to North Creek Presbyterian Church

## Statement of Purpose

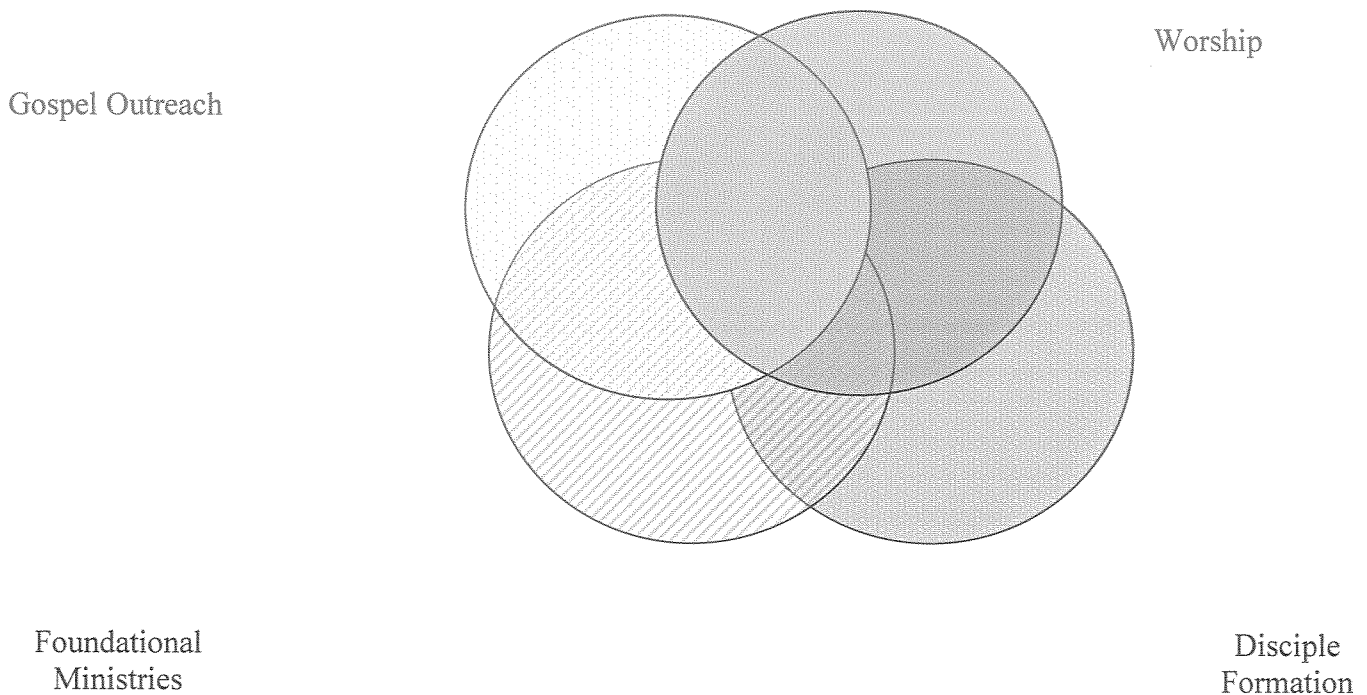
*We are called as God's people to know the loving, risen Christ and, through the power of the Holy Spirit, make Him known to a lost and hurting world.*

*NCPC Statement of Purpose*

## Working Purpose

North Creek Presbyterian Church is a disciple-making community where people begin and continue the ongoing process of trusting in, learning from and loving like Jesus.

## Inwardly Strong Outwardly Focused



The church of Jesus Christ is a unique organization. Unlike others its primary purpose is NOT to serve its members. Its purpose is to grow and equip its members to serve others. Ministry Teams make that happen.

## Ministry Teams at North Creek Presbyterian Church

The ministry team is one of the most important, productive elements in a church. Whether you are serving as a chair or as a member of a ministry team, you face the challenge of getting involved in doing God's work at North Creek, in our community, or around the world.

While God will ultimately determine a ministry's value, your contribution and participation on the team will certainly contribute to the quality of the fruit it bears. If you participate, get involved and encourage others on the team to do likewise, the team will be successful. Energy and enthusiasm are contagious.

Ministry teams are the method through which the work of the church is accomplished. They focus the talents and energy of our members and friends and allow them to do God's work in the church, the community and the world. Ministry team work allows each individual the opportunity to participate actively and effectively in the life of the church. Only through such participation can we "make Christ known to a lost and hurting world."

The work and the decisions made by the ministry team have a direct impact on the decisions made by the Session. The time and energy you put into your work on the ministry team will have a great influence on the direction North Creek takes. Thank you for your commitment to God's work through North Creek Presbyterian Church.

### ***A functional ministry team:***

- Has a purpose statement
- Has a Ministry Team Operational Plan for the ministry that reflects the North Creek Long Range Plan
- Reports its progress on a monthly basis with a succinct (page or less) statement of Accomplishments, Upcoming plans and Concerns/Issues
- Meets on a regular basis
- Upholds each member of the Ministry Team in prayer
- Has a chairperson
- Identifies its budget to Session and operates within that budget
- Seeks, welcomes and encourages new members
- Experiences moderate turn-over
- Recognizes and utilizes each person's spiritual gifts, passions and styles
- Calls, Assimilates, Retains and Exits members as indicated in CARE Leadership

## New Ministry Process

### A 3-stage Process

- Proposal (“proposed new ministries”)
- Development (“developing new ministries”)
- Active (“approved, active ministries”)

#### 1. The Proposal Stage

- a. Submit NEW MINISTRY PROPOSAL form.
- b. Session will consider at their monthly meeting proposals received in the church office by the 10<sup>th</sup> of the month. Proposals received after this date will be considered at the following month’s Session meeting.
- c. Advance copies of proposal will be forwarded for recommendations to the following leaders in the area of closest affinity:
  - i. Pastor
  - ii. Elder
  - iii. Current ministry team leaders
- d. Guided by recommendations, Session will take one of three actions:
  - i. Approve to enter Development Stage (indicating name and contact number of equipper).
  - ii. Refer to \_\_\_\_\_ Ministry Team (indicating the name & contact number of the team leader).
  - iii. Respectfully decline (“not in the field of vision for NCPC at this time”).
- e. If approved in principle and not directed to an existing ministry team, the new ministry will proceed to the Development Stage.

#### 2. The Development Stage

- a. New ministries remain in this stage until the following **requirements** are met:
  - i. A leader is identified and begins Leadership CARE training.
  - ii. The equipper guides this leader in two areas:
    1. Completing the NCPC OBJECTIVES PACKAGE
    2. Team building (minimum 2 team members with MPDs)
- b. Leadership CARE instructor and Equipper must recommend to Session that the ministry be approved to enter the Active Stage.
- c. Session takes action recorded in minutes. Ministry moves to Active Stage.

#### 3. The Active Stage

- a. Ministry is now a full-fledged ministry of NCPC.
- b. NCPC ministry lists & communication tools (website, etc.) are updated accordingly.

# Guiding a Developing Ministry

A strategy for elders who are assisting ministries in the development stage of the new ministry process. . (No new ministry should be promoted to active ministry without a two-year commitment on the part of the ministry team leader and a majority of its team members.)

## The Development Stage

- c. New ministries remain in this stage until the following **requirements** are met:
  - i. A leader is identified and begins Leadership CARE training.
  - ii. The equipper guides this leader in two areas:
    1. Completing the NCPC OBJECTIVES PACKAGE
    2. Team building (minimum 2 team members with MPDs)
- d. Leadership CARE instructor and Equipper must recommend to Session that the ministry be approved to enter the Active Stage.
- e. Session takes action recorded in minutes. Ministry moves to Active Stage.

In the course of helping a developing ministry fulfill the requirements listed above in 2.a.i – ii, two primary issues must be worked out to your satisfaction before recommending it to the Active Stage. Working out these issues may require meetings set aside for this task of discernment.

### 1. The Issue of **Purpose**

- Key questions: “Why?” & “What?”
  - **Why** do we need this ministry?
    - *Is this ministry necessary?*
    - *Is this ministry team necessary?*
      - *Could this ministry be done by an existing ministry team?*
  - **What** needs will this ministry meet?
    - *Are there other ways for this need to be met?*
    - *What is NCPC currently doing to meet this need?*

### 2. The Issue of **Function**

- Key questions: “How?” & “When?”
  - **How** does this ministry fit into the Body of Christ at NCPC?  
Defining...
    - *Relationships with other ministry teams*
    - *Place within the overall structure of ministry*
    - *Process of ministry operations*
  - **When** will the following happen?  
(notice that scheduling “when” it happens is the final issue)
    - *Leadership training*
    - *Ministry team meetings*
    - *Budget requests*
    - *Ministry planning, publicity, production, evaluation*

# Objectives for Ministry

*This form is intended to capture the specific objectives of Ministry Teams, Action Teams and Task Forces in service at NCPC – submit to [brenda@northcreekpres.org](mailto:brenda@northcreekpres.org), when possible please send an electronic copy.*

**1. Name of the Ministry Team, Action Team or Task Force**

**2. Purpose statement of the Ministry**

**3. Identify the principle contacts for this ministry.**

- a. Chair person – *a member of NCPC accountable to Session for the ongoing successful operation of the ministry*

Name \_\_\_\_\_ e-mail \_\_\_\_\_

- b. Other members of the team (there must be at least 2 members of any team - attach extra page if necessary)

Name

e-mail

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| <b>Objectives for 200__</b>  |   |  |
|--|---|--|
| <b>Ministry Team:</b>  |   |  |
| Objectives<br>(identify all areas ministry intends to address this year) | Measure of success (e.g. completion date) | Impact Area and Strategic Initiative addressed |
|  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |

Note that these objectives may be revised at any time by request of the ministry team

(attach additional page(s) as necessary)

| <b>Support Required</b> |               |  |
|-------------------------|---------------|--|
| <b>Ministry Team:</b>   |               |  |
| Support required        | Date Required | Foundational Ministry (see list below) |
|                         |               |  |
|                         |               |  |
|                         |               |  |

**Foundational Ministries:** 1) Finance 2) Personnel 3) Building & Grounds 4) IT 5) Communications 6) Deacons 7) Nursery 8) Fellowship

## Equipping Meetings

*The heart of ministry support at NCPC*

*pastors equip elders;  
elders equip ministry team leaders;  
ministry team leaders equip team members*

### 1. Mutual Responsibility

- The Equippee (the one being equipped)...
  - Takes initiative to set up regular meeting
  - Brings agenda (better if emailed in advance)
  - Prepares to discuss equipping relationships & plan
  - Takes notes
- The Equipper (the one doing the equipping)...
  - Communicates availability for regular meeting
  - Brings scripture focus
  - Adds items to discussion after equippee agenda has been discussed
  - Takes notes
  - Initiates discussion of joys/concerns and closing prayer

### 2. Equipping Meeting Outline

- Start with Scripture
  - Spiritually-discerned by equipper or use monthly suggestion
- Focus on Relationships
  - Check-in on equipping relationships (if equipping an equipper)
  - Evaluate this equipping relationship
- Discuss Ministry Tasks & Issues
  - Start with equippee agenda, move to equipper agenda
  - Summarize adjustments to equipping plan
- Spend Time in Prayer
  - Discuss personal & ministry joys & concerns

### 3. Accountability for Equipping Leaders

- Achieved through regular assessment of...
  - Competence: How are they doing in their ministry?
  - Commitment: How are they feeling about their ministry?
  
- Utilize observation & strategic questions
  - Prepare questions beforehand
  - Summarize answers, responses, observations following meeting
  - Look for CARE principles + Communication
    - **CALLING** – *Are they using MPDs and actively following a strategy to invite people to their ministry?*
      - Look for: completed MPDs for open or new positions; a ministry invitation strategy
  
    - **ASSIMILATING** – *Are they team-building and training their people?*
      - Look for: team member role clarity; orientation & training strategy; group-building aspect of meetings.
  
    - **RETAINING** – *Are they actively appreciating and providing meaningful feedback to their people?*
      - Look for: good communication patterns; regular & well-rounded meetings; feedback/evaluation strategy.
  
    - **EXITING** – *Are they helping their people to know how to leave the ministry on good terms?*
      - Look for: term of service awareness; regular assessment strategy; carefrontation & transition skills.
  
    - **COMMUNICATION** – *Are they sharing strategic & timely information with their people and others in ministry at NCPC?*
      - Look for: regular, timely ministry team agendas & reports; regular communication with equipper; effective plan for communicating ministry goals & programs to congregation.
  
- Utilize Assessment Tools
  - Ministry Assessment Form (p. 69-70, CARE Workbook)
  
- Apply Situational Leadership (p. 63-64, CARE Workbook)

Once a ministry has been approved a monthly report is required.

## Ministry Team Report

*In order to foster communication between the Session and the Ministry and mission teams, the Session requests that the following information be reported after every meeting or once a month. It is not necessary to use this form as long as we receive the information. It may be submitted by e-mail to church@northcreekpres.org*

DATE:

TEAM NAME:

1. What is the status of ongoing activities? Are you accomplishing your objectives?
2. What resources or help do you need from other Ministry Teams or Session?
3. Are there any new objectives or activities we need to know about?

4. Contact person \_\_\_\_\_ E-mail \_\_\_\_\_  
phone # \_\_\_\_\_

If there are any issues that require our attention or if you would like to have an elder attend a meeting please contact any elder in your Impact Area (see list below)

| Impact Area             | Elders  |
|-------------------------|---|
| Worship                 | Trever Esko ('08)<br>Jana Larson ('09)<br>Linda Roundhill ('10) |
| Disciple Formation      | Peggy Upton ('08)<br>Pam Bruning ('09)<br>Trever Olson ('10)    |
| Gospel Outreach         | Gary Wilke ('08)<br>Sylvia Kertesz ('09)<br>Gary Turner ('10)   |
| Foundational Ministries | Mike Roy ('08)<br>Chuck Popik ('09)<br>Mike Mitrovich ('10)     |

# **North Creek Presbyterian Church Strategic Plan Summary**

## **Impact Area: Gospel Outreach**

*Biblically engage and serve our community and the world so  
Jesus is known to all people*

### **Strategic Initiatives:**

1. Reach people in our community who do not know Jesus, share the Good News with them, bring Christ's love into the "dark" places of our community, and build relationships to incorporate and connect those seeking Jesus Christ.
2. Spread the gospel to all nations of the world by increasing education and vision for mission, growing relationships with current partners, and forming new relationships with those God brings to our hearts.

### **Primary Goals for 2007 & 2008**

1. Design outreach ministry team to reach the local and the global community; define and implement marketing strategy; begin formulating possible future events
2. Assess all existing service-based ministries to determine future direction of each; align to GO initiatives
3. Assess existing missions to determine future direction of each and alignment to GO initiatives; continue support and sending of mission teams; refine "mission" strategy to focus on "cross-cultural" efforts.

### **Primary Goals for 2008 & 2009**

1. Create and implement bold evangelism opportunities using creative outreach ideas.
2. Continue refining existing service based ministries; assess emerging local service opportunities.
3. Continue refining and supporting existing missions; continue the support and sending of mission teams; assess emerging mission ideas.

### **Primary Goals for 2009 & 2010**

1. Enlist mission network resources beyond the congregation and send committed and educated members and friends for short and long-term missions.
2. Formalize at least two annual community events, run and hosted by NCPC that become recognized publicly as "Mill Creek community traditions" and fulfill the mission of the church.
3. Implement new service based ministries; examine options to procure facilities for community service activities (examples: coffee house, off-campus counseling, etc.)

*Secondary Goals available upon request*

## Impact Area: Disciple Formation

*Nurture people on a journey to mature discipleship as marked by participation in Christian community, gift-based service, and demonstration of kingdom values in the world.*

### **Strategic Initiatives:**

1. Promote Christian education opportunities for members, friends, youth, children and the community, recognizing different levels of Christian maturity.
2. Encourage participation in Small Groups
3. Provide opportunities for individuals to discover their Spiritual Gifts and respond to God's call by applying these gifts in mission and ministry.

### **Primary Goals for 2007 & 2008**

1. Develop a comprehensive, rolling 3-year plan for disciple formation.
2. Identify and utilize biblical discipleship standards to design courses to bring new disciples to mature discipleship.
3. Offer quarterly curriculum to include "milk" for beginners and "meat" for advanced.

### **Primary Goals for 2008 & 2009**

1. Under the direction of Adult Ed., bring together Men's and Women's Ministries to collaborate in the design of programs that offer courses on specific issues that women and men face in their daily lives.
2. Implement a comprehensive disciple formation plan including the assimilation of newcomers.

### **Primary Goals for 2009 & 2010**

1. Transition disciples into outreach and service opportunities.
2. Review all course offerings and continue to align with strategic initiatives
3. Link at least one education class annually to a specific mission opportunity.

*Secondary Goals available upon request*

## Impact Area: Worship

*Host biblically based, vibrant, and culturally relevant worship where God encounters us and we respond.*

### **Strategic Initiative:**

1. Provide alternative worship services for the diverse segments of our community to become a spiritual beacon to greater Mill Creek.

### **Primary Goals for 2007 & 2008**

1. Design and implement one new worship service that addresses targeted demographics and provides alternate day, time, place and appropriate worship style.
2. Increase participation and energy of the congregation in the worship experience.

**Primary Goal for 2008 & 2009**

1. Evaluate and improve the additional worship service based on worship participation and feedback.

**Primary Goal for 2009 & 2010**

2. Assess the need to implement additional worship services that address targeted demographics and provides alternate day, time, place and appropriate worship style. Implement if appropriate.

*Secondary Goals available upon request*

**Impact Area: Foundational Ministries**

1. Finance
2. Personnel
3. Communications
4. Information Technology
5. Building & Grounds
6. Media Ministry
7. Nursery
8. Deacons