

MINISTRY GUIDELINES AND POLICIES

God has called and empowered His followers to make a difference! (see Matt 4:18-20; 28:18-20; Acts 1:8). Serving in ministry is one of the most rewarding things we can do – it strengthens and unites the church, grows us closer to God and matures us in faith, and helps others grow as well (see Acts 2:42-47; Romans 12:5-8; 1 Peter 4:11-13; Exodus 31:3). The Holy Spirit has gifted each person to serve in the church in a special way (see Ephesians 4:11-16; 1 Corinthians 12, 14), and full of love (1 Corinthians 13). He has also equipped some to serve as leaders (see Eph 4:11; 1 Timothy 3:8-13).

At Covenant Grove Church, ministry is incredible! For many people, ministry will be the first “next step” they take at church – and so for us it is a place not only to serve, but to grow more mature in your walk with God and connect with others on your team. It is a place to make a difference and impact lives. It is a place where God grows us and makes us stronger. And it is a chance to be a part of an incredible team, too!

The Ministry Year

- Our ministry year runs from June 1 to May 31. Most teams will have 1 year ministry commitments. At the end of that year a person is free to choose another ministry to be a part of.
- Someone can join a ministry team at any time, but we will have 3 seasons where we will promote ministry in the church as a whole: October, February, and May. Ministry will also be promoted at our Welcome gatherings and on our website, through a ministry brochure, and through a letter mailed to all who have attended for more than four weeks.
- At the end of May or first week of June, we will celebrate the ministry year with a ministry banquet/potluck.
- There are ministry meetings every month – a leadership training time in even months (for Team Leaders), and team meetings in odd months.

Joining a Ministry Team

- Most of the ministry done at Covenant Grove is on teams, with Team Leaders.
- To join a team, a person simply expresses desire to join – to staff, a Team Leader, the Leadership Council, or their Welcome Card. Once notified, the Team Leader should follow up within one week with a phone call.
- Every person will fill out an Application for ministry (online). There will also be a sheet for each ministry that explains the expectations and commitments for the ministry team.
 - o Those serving in Kids and Youth ministry must also fill out a background check, to be turned into the office. No ministry will be done with minors at Covenant Grove without a background check completed.
- Once a person has completed their paperwork, they will serve in supervised ministry with the Team Leader to ensure a good fit, experience, and benefit for the ministry. This usually lasts about a month.
- 3 Step Summary: application – briefing – commitment.

Team Leaders

- Team leaders are critical for a team to run well! We seek to raise up leaders who are authentically devoted to Christ (Matt 7:13-29), see the vision of the church and are loyal (Acts 1:8), and who will commit to leading a team to ministry excellence (Phil 2:19-30).
- Team Leaders must share Vision and purpose with their team. They need to attend Leadership Training in even months. Team Leaders also need to communicate well with staff about what is going on in their ministry areas (highs and lows) and what needs they have for ministry.
- Team Leaders will present a report to the Leadership Council twice a year giving an update on ministry. Team Leaders will have most direct contact with a staff member, and the Leadership Council is also available for support, supervision, and conflict resolution. Team Leaders will also be responsible for managing the finances and budget of their ministry area.
- Team Leaders are responsible for recruiting, training, and developing leaders in their ministry areas. The goal will be to recruit people who have no ministry. The office will send out a Ministry List three times per year to help.
 - o Team Leaders will follow up by phone or face to face within one week of being notified that a person is interested in serving in ministry.
 - o They will lead a team meeting in odd months for vision, development, encouragement, and connection. They will have a system to regularly communicate with their team. In all communication with their team they will seek to share Vision, Encouragement, Relationship, and Task (VERT).
 - o Team Leaders will be responsible for the paperwork and database in their ministry area. This information will be communicated with the church office as needed. Kids and Youth Ministries will have their applications and background checks verified by the church office.
 - o Team Leaders will make a commitment page to go with their ministry team application that details the expectations and commitment that people on their team are making for the year. More of the process of bringing a person into ministry is detailed above.

Conflict and Burnout

- Conflict is normal when we serve together; it is part of doing good ministry and making a difference (and a part of life together with others).
- If there is conflict in a ministry area, we will seek to resolve it following Jesus' instructions in Matthew 18:15-20 – directly with the person. If that does not work, the Team Leader will be brought in, and then a staff or Leadership Council member if necessary. In all things we are seeking to work for unity and growth for all involved.
- To avoid burnout, we have a ministry year that runs from June 1 to May 31. This allows people to serve for a year and change ministries without burden or guilt. Our goal at Covenant Grove is for each person to be serving in one main area of ministry (3-5 hours per week), and one minor area of ministry (1-2 hours per week). This will also leave time to connect with people outside the church for evangelism.
- If a person has grown tired or burned out from serving in ministry, they are encouraged to talk to their Team Leader. Because ministry is biblical and crucial to our growth, we will encourage a person first to examine other areas of their lives that may be able to cut back, and to be able to finish the ministry year. If a person needs to take time off or talk to a pastor, they will communicate with their Team Leader, and the church will seek to meet their need for rest and rhythm.