



LIFE • CHURCH

Ministry Leader Handbook

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Thank you for choosing to serve as a Ministry leader. This booklet is meant to be a resource for you and the ministry to outline guidelines, requirements and procedures. We want to partner with you to help you grow your ministry and the volunteers who serve with you.

We will line out the following:

- Start of a new Ministry Leader
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RESOURCES AND LINKS

- LCI PAGE - Scroll to the footer (bottom of webpage) and click on the “LCI Page” button
 - Application
 - Training
 - Handbook
 - Ministry Event Form
 - Ministry Update/Highlight Form
 - Other resources
- Ministry Coordinator’s email: ministries@lifechurchsalem.com
 - Email the Ministry Coordinator for any requests, office/printing needs, and any/all questions.
- Bookkeeper email for questions about finances: finances@lifechurchsalem.com

Life Church’s Vision and Cornerstones

Partnering with God to see His Kingdom released.

We do this through our cornerstones: Know your God, Yourself, Your People, Your Culture.

START OF A NEW MINISTRY LEADER

COMMUNICATE to the Ministry Coordinator (ministries@lifechurchsalem.com) of the ministry you desire to lead, have a meeting and discuss the following items.

- Ministry Leader Application that states why you are interested in this position, including your current contact information and your qualifications for the position.
- Complete interview process
- Background check will need to be completed upon acceptance (if needed)
- The Ministry Leader Agreement (see attached form)

RECEIVE approval from the Ministry Coordinator before pursuing further ministry planning

- Ministry Leadership begins with a 90-DAY TRIAL PERIOD to ensure that it is what is best for you and for Life Church. A review will be scheduled at the conclusion of the 90 days.

MINISTRIES BY DEPARTMENT

- Pastoral/Leadership
 - Leadership
 - Stewardship
 - Staff
 - Nursery
 - Children
 - Youth
 - Men's/Women's
 - Hosts
 - Life Group

- Heaven to Earth
 - Prophetic
 - Worship
 - Dance
 - Art
 - Prayer
 - Prayer team (Sunday AM)
 - Global
 - Email (chain)
 - Salt & Light (Influencing government, education, and media)

- Outreach
 - Life Essentials
 - Missions
 - Missions Support Team
 - Local Outreach: MacLarens, Teen Challenge

- Sunday Ministries
 - Fellowship Team
 - Greeters
 - Usher
 - Cafe
 - Pre-Service Prayer

- Facilities / Tech

- Wholeness
 - SOZO
 - Healing Prayer
 - Life Change
 - Spirit Connection
 - Freedom Sessions

- Life School

LEVELS OF MINISTRY INVOLVEMENT

This information is helpful to know for you as ministry leaders so you know the requirements for someone who is interested in serving in your ministry.

ENTRY LEVEL

ENTRY LEVEL MINISTRIES – No requirements/training other than hands on is needed to participate
Life Essentials (Food & Clothing Bank) - Global Prayer - Salt & Light - Email Prayer Chain

LEVEL 1

Ministries needing some training

Fellowship Team - Cafe – Greeters – Life Group - Prayer Team (Sunday AM) – Local Outreach

Requirements for Level 1 Ministry:

1. Communicate with the leader that you would like to be involved
2. Follow any requirements they have for applying or training etc.
3. Consistent church attendance
4. Attend all required trainings/meetings

LEVEL 2

Ministries needing some training & pass a background check (if applicable)

Children's team - Nursery - Youth Group - Men & Women - Ushers - Prophetic - Missions Support Team - Dance - Prophetic Art - Life Groups Leaders

Requirements for Level 2 Ministry:

1. All requirements of a Level 1 Ministry
2. Life Church member at least 6 months
3. Pass a background check (if applicable)

LEVEL 3

Ministries needing additional training & pass a background check

All Ministry leaders - Worship - Media & Sound - Life Change - SOZO - Spirit Connection - Freedom Sessions - Hosts - Leadership Team - Staff - Stewardship Team

Requirements for Level 3 Ministry (includes all Leaders within ministries):

1. All requirements of a Level 2 Ministry
2. Pursue personal growth – Wholeness Ministries, Life School, etc.
3. Agree to follow all ministry specific policies & procedures

REQUIREMENTS

RESPONSIBILITIES FOR ALL MINISTRY LEADER (UPON OFFICIAL APPROVAL)

Follow the terms outlined in the Ministry Leader Agreement (attached)

- Attend scheduled meetings and complete video training
 - Online Course Video Training located:
<https://lifechurchsalem.thinkific.com/courses/ministry-leader-training>
Link can also be found on our Resource page under “Training + Events”
- Be a consistent Life Church giver financially
- Attend church consistently; a minimum of twice a month
- Stay accountable to the person who is in authority over you and operate within the authority you are given
- Continue to pursue personal development via Wholeness Ministries as well as growth through continued training such as Life School.
- Ability to communicate via email, phone, and or text.

Mission & Goals

Write a mission and goal list for the year that aligns with Life Church’s vision statement and core values (reviewed by Ministry Coordinator on a 2-year cycle).

Financial

Understand and manage the budget and balance for your ministry (email Bookkeeper at finances@lifechurchsalem.com with fund questions). All funded ministries are allowed to spend up to their monthly funded amount. If you would like to spend more than 50% of your fund balance, approval is needed from Executive Staff. If additional funds are needed beyond your balance, approval from Stewardship is required, please allow additional time for this type of request. If planning a specific event, complete an Event Proposal Form (attached) for review. No approval is needed if money being spent is directly connected to an event or fundraiser.

Facility Use and Access

Depending on your ministry you may need to be issued a key. You are responsible for managing that key. **KEYS CANNOT BE LOANED TO ANYONE AND THEY CANNOT BE DUPLICATED FOR ANY REASON.**

No permanent or semi-permanent changes should be made to the facilities without prior approval by the Facility Manager.

MANAGING VOLUNTEERS

Training

It is your responsibility to train team members for your ministry. We ask that you aim to schedule at least 1 training a year to make sure your team is up to date and equipped with how your ministry is currently functioning. If you need help with conducting a training, please reach out to the Ministry Coordinator.

Team Rotation

If your ministry has a core team or council/board helping guide the ministry, team rotation becomes crucial for gaining fresh perspectives. The ministry leader is responsible for establishing a rotation schedule tailored to the ministry's needs, with a recommended term of service spanning 2-3 years. This deliberate approach aims to diversify viewpoints and foster innovation within the team, ensuring a dynamic leadership that effectively addresses the ministry's objectives. Please make sure to communicate your policy when onboarding new core team members.

Pastoral care

Take care of your team members (i.e. checking on physical, emotional, and their spiritual health). Prayer is powerful and key in any ministry, pray with and for your team members.

Background checks

If your ministry requires background checks for team members, please send a request with the team member's name and their email address to the Ministry Coordinator. The Ministry Coordinator will reach out regarding their results.

If your ministry deals with **minors** a new background check is required to be run every three (3) years after the initial background check. Additional background checks can be run at the discretion of Executive Staff.

Recruitment / Featured Area

Each ministry can benefit from more volunteers! To facilitate this, we offer dedicated time for your ministry at the featured area in the auditorium's back. This space allows you and your team to connect with interested volunteers and provide information.

We'll promote in advance that your ministry will be available at the featured area after church. Additionally, if someone has a testimony of how they've been impacted by your ministry, there may be an opportunity for them to share from the pulpit on a Sunday.

You can request to be highlighted or to have someone share a testimony on Sunday by completing the "Ministry Update/Highlight" form on the LCI website.

Schedule

Create and communicate the schedule for your ministry's volunteers.

WHOLENESS

We greatly value wholeness. The abundant life Jesus promised involves pursuing the healing and wholeness for ourselves. This also falls under the cornerstone of Know Yourself. Part of being a leader at Life Church is that you have the opportunity to take advantage of the wholeness options we offer.

As a ministry leader you receive both:

- One free Wholeness session per year
- Discount to Life Change Workshops

Apply online on our website on the resource page. Please make sure to specify that you are a ministry leader on your application.

We understand that there are times in life that people need to take a break or may need to be asked to step down for a season, this is never for the sake of punishment but to provide space for the pursuit of healing and wholeness. If you feel like you need to take a break from leading your ministry, please reach out to the Ministry Coordinator.

EVENTS

Submitting Ministry Event form:

The form is due **6-8 weeks** BEFORE the event or meeting. (*Note: not all facility use requests will be approved, due to space availability.*)

The event form is called "Ministry Event Form" and is located on our website lifechurchsalem.com

For all Forms and Resources

Scroll to the footer (bottom of webpage) and click on the "LCI Page" button

Designated Responsibilities

Office Responsibilities:

- **DESIGN:** The Life Church Marketing Coordinator oversees all church-wide marketing, promotion, and design for ministries and events. Event-specific design input is welcomed. Ministries are able to design their own day-of paperwork, cover sheets, etc. The Marketing Coordinator is available for assistance and can provide copies of logos or marketing images upon request. Ministries do not handle logo design.
- **PRINTING:** Event materials are printed by a staff member, typically the Ministry leader if they are also a staff member. If the Ministry leader is not a staff member, printing requests should be sent to ministries@lifechurchsalem.com. All printing requests must be submitted no later than 3 days before the event.

- **PARTICIPANT COMMUNICATION:** The office ensures Ministry Leaders have access to participant sign-ups via email, Trello, or an updated spreadsheet.

Ministry Leader Responsibilities:

- **PARTICIPANT COMMUNICATION:** The office will facilitate sign-ups. However, it is the Ministry's duty to relay information and instructions to participants and to request payment details from the office/bookkeeper when necessary. Additionally, all post-event communication such as surveys and follow-ups are the responsibility of the Ministry.
- **DAY OF:** The Ministry is responsible for all day off operations. Help from office staff can be requested but is dependent on staff availability and hours.
- **ASSEMBLY OF MATERIAL:** It is the Ministry's responsibility to compile folders, binders, and packets for the event.
- **MEDIA:** It is the ministry leader's responsibility to find someone who can help run their media needs such as songs, PowerPoint, videos, etc. Any honorarium would go directly to the media person. If volunteer has not been previously trained on use of equipment, training must be completed prior to event.
- **PURCHASING:**
 - **Church does the shopping (preferred)-** The Ministry is responsible for identifying the required food items, quantities and supplies. Planning assistance is available. Please submit a detailed shopping list at least one week in advance. Exceptions may be considered for unforeseen needs communicated promptly.
 - **Ministry does the shopping-** If the Ministry prefers to handle the purchases, ministry leader should consult with the bookkeeper in advance to check on fund availability and adhere to the event budget. Ministry Leaders are able to use an office debit card for the purchases. If needed, submit a reimbursement form, along with the receipts.
- **CASH & CHECK IN:** Preferably, a staff member oversees money handling and check-in. If unavailable, the ministry leader manages check-in and cash handling, informing the Ministry Coordinator of needs at least three days before the event. (i.e iPad or cash box).

Marketing & Promoting

After your Event form and all information has been submitted, you will be contacted within 1 work week with an APPROVAL or DENIAL for your event date and time.

We have a schedule for how we promote events. It will be published in all the appropriate areas, such as weekly email, flyers, handouts, social media and the video announcements. Any videos filmed for the video announcements will be filmed by a staff member and in line with the 'video criteria list'.

This schedule is our job, yours is to make sure all the information is accurate and give us the best contact person to clarify any details.

Events must be checked in conjunction with the main church calendar to ensure there are no major conflicts.

Promotion on Sunday

If you are wanting to be available to answer questions, or to help promote the event or ministry, we can schedule time for you to be at the featured area for a specific week. These also need to be requested ahead of time so we can make sure the date works.

Financial Responsibility

We are requesting you to complete an “Event proposal form” (see attached), if your event anticipates generating or spending over \$200. Events that are off site will need to also be coordinated with the Ministry Coordinator for any and all contracts or financial commitments. A ministry leader does not have the authority to sign on behalf of Life Church.

For example, Life Change Retreat: The office would have an executive staff member review and sign the rental contract and know what deposit the location needs, when it is needed, dates of when all registrations must be in, etc.

We know most of you are not staff here, so managing the money and deadlines is not something we want to burden you with. Getting all information turned in a timely manner will help us serve you in having a successful event.

Set Up

The Ministry Coordinator will make sure necessary items are available in the space being used. It is the Ministry’s job to coordinate with their volunteers to set up in their preferred arrangement and decorate the area. Access to buildings/area will need to be coordinated.

Decor

If you desire to use Life Church’s décor items for an event, please send your list of requested items to the Ministry Coordinator. The items will be checked out for the event and a timeline for the return of the items will be set.

Clean Up

Upon completion of an event, all areas used need to be restored to their original setting. We realize sometimes more elaborate events may require more time to clean up and put away, but all that cleanup is still the responsibility of that ministry.

The rooms need to be completely cleaned (including vacuumed and garbage taken out) and items stored in appropriate areas as soon as possible.

Here is a consolidated checklist for cleaning up after an event/meeting:

- **TRASH:** Consolidate all trash- If trash is food items, take trash to kitchen trash can. If trash is overflowing – Dumpster is located on the west side of the LTC building.
- **ROOM:** Return room to original condition ie: chairs and/or tables in correct place. Vacuum if needed.
- **TABLES & DÉCOR:** If additional tables and/or décor were brought into the room, please have tables broken down and stacked to one side and décor organized off to one side.
- **ELECTRONICS:** Turn off all electronics (turn worship music back on if applicable)
- **LIGHTS:** Turn off all lights
- **SECURITY:** Lock up building & set alarm (If other ministries are also in the building, please make sure to confirm who is the last one out/ alarming. As a Ministry leader if you are not alarming after use, please know who is

Kitchen use and Food prep

It is the Ministry's job to handle all of the food prep and clean-up of the kitchen for the event. All dishes must be done and kitchen items put back in the properly labeled drawers and shelves. Life Church has a few contacts of event coordinators that might be available to be hired for the event.

Management of Event Funds

- **In-House Conferences**

This policy is to help line out the structure of Life Church's in-house conferences and multi day types of events.

When a ministry organizes and charges for a conference or event, the ministry leader should work with the bookkeeper with the structure below to manage funds collected for the event. This will help make sure all expenses are covered and to bless the speaker & staff who work the event.

- **20%** of gross sales will go to Church to help cover facility expenses (minimum of \$300)
- **30%** of sales goes back into the ministry hosting the event
- **50%** or remaining goes to event expenses such as speaker and travel fee.
 - This would also include helping cover additional hours needed for certain employees (i.e. Sound person) that are needed to work these events.

- **Ministry Workshop** (i.e Life Change or Prophetic Class)

When a Ministry is hosting a workshop or class that is an integral part of Church like Life Change then the following breakdown should be used as a guideline. Usually, Ministry Workshops are at a much smaller price to the public as it is seen as a part of our ministry.

- **20%** of gross sales will go to Life Church to cover facility expenses
- **30%** of collected gross sales should go back into the ministry. Ministry should set some funds aside for future scholarships
- **50%** or remaining goes to all related event expenses such as food, supplies, etc.

- This would also include helping cover additional hours needed for certain employees (i.e. Sound person) that are needed to work these events.

(Employees of Life Church, that have it as part of their job description to organize and run the workshop/event, are able to claim the event hours as work hours if their weekly hour allotment allows for it, or get prior approval from executive staff.)

If after all expenses are paid for out of the raised funds for the event and money are still left over, executive staff will determine what fund the excess will be placed in.

Pricing for Events

For certain in-house conferences and events, we offer certain discounts:

- Leadership, Stewardship teams and office staff members a discount of 50%.
- Volunteers who work the entire event (Kitchen Lead, Event manager & assistants, Worship team): Can attend for FREE
- Volunteers who help with a portion of the event: 15-25% off. Actual discount is based on event.

Only one discount can be applied.

Inhouse Church Sponsored Events (i.e. Supernatural Services)

Events like our Supernatural Services require help from different ministry teams. We will ask you to communicate with your teams regarding the event, and report back on the volunteer coverage leading up to the event.

These emails will be sent from EVENTS@LIFECHURCHSALEM.COM so you know the request is regarding a church sponsored event, and isn't just related to a particular ministry.

EXIT OF A MINISTRY LEADER

Communicate first to Ministry Coordinator before speaking with your team or anyone else. We request a *30-DAY NOTICE* of desired resignation date. *If at all possible, please do this in person.*

- DURING THE 30-DAY PERIOD:
 - Discuss with Ministry Coordinator **suggestions for replacement**
 - **Meet with team** to proceed with announcement of leave.
 - Conduct some **succession training**.
 - Once the 30 days has ended, **return keys to executive staff**, not the potential successor.

MINISTRY LEADER AGREEMENT

NAME(S): _____ MINISTRY: _____

This agreement is between the above-named Ministry Leader(s) and the leadership of Life Church. The following statements have been read and are agreed upon by the above-named leaders, who will adhere to them during the duration of their position as a Ministry Leader.

This commitment is for two years from the date this agreement is signed by the Ministry Leader. At the conclusion of every two years, there will be the opportunity for review.

GUIDELINES FOR BEING A MINISTRY LEADER INCLUDE THE FOLLOWING:

I AGREE TO:

1. Attend all scheduled Ministry Leader meetings. I understand that these are important times to stay in touch with the vision and direction of Life Church and the upcoming events.
2. Be a consistent Life Church giver financially.
3. Attend church consistently; a minimum of 50% each month (which is part of what constitutes membership).
4. Stay accountable to the person who is in authority over me and operate within the authority I am given.
5. Continue to pursue personal development, such as sessions provided by Wholeness Ministry and/or other types of growth through continued training. I recognize that the ability to bless, heal and grow others is linked to my personal level of freedom and identity.
6. Follow the policies and procedures set forth in the Ministry Handbook.

NOTICE: Ministry Leadership begins with a 90-day trial period to ensure that it is what is best for you and for Life Church. A review will be scheduled with the Ministry Coordinator person at the conclusion of 90 days. By signing below, you are stating:

I understand and agree with all above listed items and to comply to the 90-day trial period.

LEADER(S) SIGNATURE(S): _____ DATE: _____

_____ DATE: _____

LIFE CHURCH SIGNATURE: _____ DATE: _____

CONDUCT/LIFESTYLE AGREEMENT

Life Church, has foundational scriptures and standards that we adhere to. These same scriptures and standards apply to all who choose to become a Ministry Leader of the church.

As the bible states in John 10:10

¹⁰The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full.

I agree to pursue the abundant life Jesus promises.

We feel strongly about the character of our ministry leaders, and believe it is imperative that we all choose to live by these standards and principles. The lifestyle we live should be a reflection of Him, to the best of our ability. The Holy Spirit is our best friend!

As the Bible states in Galatians 5:16-23

¹⁶ So I say, walk by the Spirit, and you will not gratify the desires of the flesh. ¹⁷ For the flesh desires what is contrary to the Spirit, and the Spirit what is contrary to the flesh. They are in conflict with each other, so that you are not to do whatever^[c] you want. ¹⁸ But if you are led by the Spirit, you are not under the law.

¹⁹ The acts of the flesh are obvious: sexual immorality, impurity and debauchery; ²⁰ idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions ²¹ and envy; drunkenness, orgies, and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God.

²² But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, ²³ gentleness and self-control. Against such things there is no law.

I choose to live free of the above-named lifestyle choices listed in Galatians 5:19-21.

By signing below, I agree to uphold a lifestyle that includes the Fruit of the Spirit.

Leader Signature

Date