



DETAILED MINISTRY DESCRIPTION

Equipping Ministry Team Leader

Equipping Ministry Team Vision

Servant Ministry for God's purposes.

Mission

The mission of the Equipping Ministry Team is to establish the procedures and provide the system needed to identify, recruit, train, and celebrate our servant ministers.

Title

Equipping Ministry Team Leader.

Position Description

The Equipping Ministry Team Member will develop and lead a team of individuals who are passionate about people (whether paid or unpaid) serving in their God-given gifts and talents. They will train and guide ministry leaders to equip servants by creating and managing systems that support and engage people in spiritual growth through service. They desire to live out the vision of the church that every member is a minister with the goal of broadening the ministries within the church to reach others for Christ.

Responsible to

Senior Pastor and/or Church Board.

Description of duties

- Develop and lead a core team of individuals to facilitate the systems and programs necessary to welcome, discover, connect, equip, and call people into gift-based Christian service.
- Create, publicize, and promote opportunities in all ministry areas.
- Ensure that written ministry descriptions are developed for all opportunities—whether written by the equipping team or by providing instruction and direction for each ministry area.
- Provide leadership and motivation to all the programs, ministries, classes, and events that lift up the value of serving.
- Develop and administer a church-wide system for tracking recruitment, interviewing, placement, and follow-up of servants.
- Direct and coordinate a class that helps people uncover their gifts, passions, talents, experience, and abilities for service.
- Facilitate recognition and appreciation events and activities.
- Website - This position is responsible for all or part of the information on the following website pages.

- Equipping Ministry page - All
 - Equipping Ministry Biblical Foundation - All
 - Ministry Descriptions page - All
 - Spiritual Gifts page - All
- Attend appropriate staff and team meetings to learn what ministries and programs need help.
 - Periodically assess the worker needs of various ministries and programs within the church.
 - Help pastoral staff and leaders of ministry programs develop their skills as enablers of unpaid workers.
 - Attend regularly scheduled staff meetings and retreats related to overall church operations.
 - Prepare a budget request for the Equipping Ministry Team for the coming year.

Budget Responsibilities

Prepare the annual budget for Equipping Ministry.

Time requirements

The time required to fulfill these duties depends on the size of the church and the number of people serving or willing to serve as volunteers, as well as the leadership's understanding of the value of using unpaid servants within their ministries and programs. This position may be paid or unpaid, part-time, or full-time. If part-time, duties may be divided among two or more individuals with strengths in different areas. For example, one might focus on recruiting and placement of volunteers; another working with staff and lay leaders of various ministries to help determine their volunteer needs. The time required could range from several hours per week to full-time status.

Training and resources

Attend workshops on equipping people for service or other areas that promote ministry involvement; take advantage of continuing education; work as apprentice with preceding leader, if applicable. WWW.ChurchVolunteerCentral.com is a primary resource.

Background Check

Required for this position.

Qualifications, skills, and gifts

- Organizational and communication skills.
- Experience as a volunteer.
- Diplomatic and people skills.
- Commitment to volunteer ministry.
- Ability to motivate people.
- Outgoing and creative.
- Teaching and training skills.
- A personal and growing commitment to Jesus.

- Two or more of the following Spiritual Gifts:
 - Administration (R)
 - Helps (D)
 - Knowledge (D)
 - Leadership (R)

* R required; D - Desirable

Benefits to the Servant

You will increase your knowledge of the gifts and skills of individuals in the church and experience the joy of helping them find contentment and fulfillment in using their God-given gifts and talents as they serve others in appropriate places of ministry.