



DETAILED MINISTRY DESCRIPTION

Equipping Ministry Team Member

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 Member.

Position Description

The Equipping Ministry Team member will serve on 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

Equipping Ministry Team Leader.

Description of duties

- Serve on the EMT to facilitate the systems and programs necessary to welcome, discover, connect, equip, and call people into gift-based Christian service.
- As a member of the Equipping Ministry Team, he or she is responsible for helping to build and maintain the congregation's Equipping Ministry described in the *Responsibility areas* below.
- Create, publicize, and promote opportunities in all ministry areas.
- Assist in the preparation of written ministry descriptions for all opportunities—whether written by the equipping team or by providing instruction and direction for each ministry area.
- Assist with all the programs, ministries, classes, and events that lift up the value of serving.
- Assist in the administration of a church-wide system for tracking recruitment, interviewing, placement, and follow-up of servants.
- Assist in training that helps people uncover their gifts, passions, talents, experience, and abilities for service.

- Assist in recognition and appreciation events and activities.
- If asked by the team leader, attend appropriate staff and team meetings to learn what ministries and programs need help.
- Help pastoral staff and leaders of ministry programs develop their skills as enablers of unpaid workers.
- As appropriate, attend staff meetings and retreats related to overall church operations.

Responsibility Areas

- Servant Interview Team Coordinator - Coordinates the Servant Interview Team to ensure that all servants are properly interviewed. The purpose of the interviews is to discover the spiritual gifts, personal traits, passions and skills of the person being interviewed. The interview should also help the servant to understand find ministries in the church suited to their gifts and skills.
- Servant Training Team Coordinator - Coordinates the Servant Training Team to ensure that all servants receive training needed to succeed in the ministry area in which they are serving.

Budget Responsibilities

Assist the Equipping Ministry Team Leader in preparing the annual budget.

Time requirements

Time will vary, but one to two hours each week should be expected.

Term

Minimum of two years, renewable.

Training and resources

Training in the basics of Equipping Ministry is provided by the team leader. Attend workshops on equipping people for service or other areas that promote ministry involvement; take advantage of continuing education. Pursue self-study by reading the “*Volunteer Leadership Series*” and other publications related to Equipping Ministry.

WWW.ChurchVolunteerCentral.com is a primary resource for Equipping Ministry.

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.
- Teaching and training skills.
- A personal and growing commitment to Jesus.
- One or more of the following Spiritual Gifts:
 - Administration (D)
 - Helps (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.