



*Living God's
Word, Sharing
God's Love*

DETAILED MINISTRY DESCRIPTION

Membership Care Team Leader

Membership Care Work Area Vision

Through the activities, ministries, and other programs undertaken by the Membership Care Work Area...to be a beacon of God's amazing grace that empowers people's lives to celebrate, demonstrate, and acclaim the awesome power of the risen Lord, Christ Jesus.

Title

Membership Care Team Leader

Purpose

The Membership Care Team Leader is responsible for providing leadership and support for activities associated with membership care.

Responsible to

Witness Team Leader and Church Council

Description of duties

- To work with the Witness Team Leader and ministerial staff members to make membership care ministries and activities a vital part of the congregation's total ministry.
- Coordinate and/or support on-going programs, such as the Prayer Chain Committee, Care Team Ministry, Friendship/Sponsor Ministry, Senior Ministry, and Bereavement and Comfort Food Committees.
- The Prayer Chain committee keeps in contact with the church staff regarding prayer requests. Prayer concern emails are sent as deemed necessary.
- The Care Teams currently active are Care Carriers, Caring Connections, Cheer-Up, and Birthday.
- The Birthday Team conducts birthday visits to our home bound and shut-ins.
- The Senior Ministry conducts a 50th Anniversary Celebration each year and plans a meal for seniors every other month.
- The Friendship/Sponsor Ministry keeps track of visitors and works with the pastoral staff to match visitors with members to better inform visitors about what our church has to offer.
- The Bereavement and Comfort Food Ministry coordinates meals for families of deceased members, members with extended illness or recovering from surgery, etc.

- Evaluates the need for updating our church Service Directory.
- Provide input to the Witness Team Leader for reports to the Church Council, the Charge Conference, and budget requests from the Finance Committee. Current line items in the Membership Care budget are Anniversary Celebrations, Stephen Ministry, Bereavement Ministry, Care Team Ministry, and Senior Care Ministry.
- Prepare a budget request for the Membership Care Team for the coming year.

Budget Responsibilities

Prepare an annual budget as needed for the team's mission activities.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

Time Requirements

Attend approximately 4-6 membership care work area meetings a year.

Attend quarterly meetings of other Witness Team work areas (Evangelism, Hospitality, and Spiritual Growth) as your schedule allows.

Total monthly time commitment should average 5-10 hours.

Term

Commit to serve for one year and may be asked to serve for additional one-year terms thereafter.

Training and Resources

- Bible verses outlining the scope of evangelistic activity; Matthew 28:19-20, Mark 16:15, Acts 5:42, 1 Peter 3:15, 2 Corinthians 5:18-20).
- Bible verses concerning why we must share our faith; John 14:15, Acts 1:8, Acts 4:12, Acts 8:3, Romans 3: 10 & 23, Romans 10: 14-17, 1 Timothy 2:4, 2 Peter 3:9, and Revelation 22:17.
- Read and study other Bible verses and appropriate literature that instruct us how to prepare to share our faith, when to share our faith, and how to share our faith.

Background Check

Required for this position.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

Qualifications, Skills, and Gifts

- A stable and growing relationship with Christ.
- Possess one more of the following spiritual gifts:

- Encouragement (D)
- Leadership (D)
- Shepherding (R)

* R - Required; D - Desirable

Benefits to the Servant

Demonstrating Jesus' love by obedience to His Word.