

The Lay Pastors Ministry LEADERSHIP GROUP

THE MINISTRY LEADERSHIP GROUP IS INDISPENSABLE TO A SUCCESSFUL LAY PASTORAL CARE MINISTRY IF YOU PLAN TO PROVIDE GRASS-ROOTS, ONE-ON-ONE, CONTINUING CARE OF GOD'S PEOPLE THIS GROUP WILL CONSIST OF 4 TO 12 PEOPLE WHO SHARE THE VISION FOR THE LAY PASTORS MINISTRY AND ARE COMMITTED TO CREATING, IMPLEMENTING AND MANAGING THE MINISTRY THEY HAVE 'OWNERSHIP' OF THE LAY PASTORS MINISTRY. IF IS CALLED "GROUP" BECAUSE IT IS TO OPERATE AS A "SMALL GROUP" ORGANIZED AROUND A MINISTRY; BONDING WITH ONE ANOTHER, CARING FOR EACH OTHER, GROWING TOGETHER IN THE LORD, SHARING LIFE AND PRAYING FOR EACH OTHER, AS LEADERS OF THE LAY PASTORAL CARE MINISTRY OF THEIR CHURCH, THEY PASTOR ONE ANOTHER.

AS A MINISTERING GROUP WITHIN THE CHURCH, IT IS ACCOUNTABLE TO THE APPROPRIATE PERSON(S) AND IS RESPONSIBLE FOR THE ORGANIZATIONAL STRUCTURE, SPIRIT, QUALITY, EFFECTIVENESS AND ONGOING SUCCESS OF THE LAY PASTORS MINISTRY. ITS OVERALL CHARGE IS-TO GREATE, IMPLEMENT, OVERSEE, AND MANAGE THE MINISTRY. IT DOES THIS BY;

1. DESIGNING THE ORGANIZATION STRUCTURE;
2. SETTING POLICY AND PROCEDURES,
3. PLANNING AND IMPLEMENTING THE START-UP,
4. MONITORING AND GUIDING THE MINISTRY; AND
5. MANAGING ALL PHASES OF THE MINISTRY THROUGH THE YEARS.

FORMATION; (See pages 56–59 of *Can The Pastor Do It Alone?*)

1. Draft Qualifications. (Note that Moses, the apostles, and Paul had qualifications for people they chose—Ex. 18:14–27, Acts 6: 1–6, I Tim 3: 1–13).

- a. Committed.....to Christ and the church, also their readiness to commit themselves to the group.
- b. Mature.....having proved themselves in faith, relationships and ministry
- c. Available..... not overly committed to other ministries or activities. Their life situation must permit time, energy and sustained attention to this ministry.

- d. Creative... able to combine traditional methods and forms with emerging principles to create a new ministry. Able to release their hold on how things have been done before and how others are doing it. It helps to be imaginative.
- e. Communicative....ready and willing to talk, can express themselves bravely and clearly. Neither aggressive nor passive, but assertive in handling competing ideas and proposal. Can comprehend and verbalize abstractions and concepts.

2. Select the people.

- a. Pray, expecting God to guide you to people who are to participate, remembering that Jesus prayed all night over his list (Luke 6:12–16).
- b. As you share your vision with individuals, log the names of those who are likely possibilities for the group. Consult other staff members, church leaders or others who are in sync with your vision about whom they might suggest
- c. As far as possible select people with differing gifts, personalities, and experiences.

3. Contact the people

- a. Communicate by letter or other means to tell them they have been selected to be a member of the Lay Pastors Ministry Leadership Group. Share the vision. Ask them to pray about it. Tell them you will phone to arrange a time when you can meet to talk about their acceptance.
- b. As you meet;
 - 1) Share your vision. Tell what you believe the ministry will mean to the members of your church.
 - 2) Explain the purpose of the Ministry Leadership Group.
 - 3) Clarify goals, expectations and commitments.
 - 4) Pray together about their response.

MINISTRY LEADERSHIP GROUP TASKS (Position accountability write-ups)

1. Group Leader

- a. Leads and guides the Ministry Leadership Group in its life together, the "small group" feature of the MLG. The chief concerns are encouragement, support, relationships, attendance, participation, focus, and nurture of the group.
- b. Plans for the time and location of the meetings, and in consultation with the Ministry Leader, establishes the agenda for the meetings.
- c. Leads the worship, nurture, personal sharing, and fellowship portion of the meeting, (The Ministry Leader leads the ministry business portion.)

2. Ministry Leader

- a. Leads and coordinates the Lay Pastors Ministry in all phases. Phases include:
 - 1) Developing and implementing the ministry.
 - 2) Calling forth, equipping, commissioning lay pastors.
 - 3) Communications to Lay Pastors and congregation.
 - 4) Ongoing equipping of Lay Pastors.
 - 5) Periodic evaluation of the Lay Pastors Ministry.
- b. Works with the Group Leader to establish the agendas for the meetings
- c. Provides ongoing liaison with the pastor and/or official board, church staff, church, and the Regional and National Lay Pastors Ministry network.
- d. Leads and guides in the administrative and organizational functions of the ministry such as manuals, minutes, records, lists, correspondence, budgets, etc.

3. Secretary

- a. Records the actions of each meeting and promptly provides copies to all members and others who should be kept abreast of actions.
- b. Prepares and distributes meeting notices and other information.

- c. Processes incoming and outgoing correspondence.
- d. Establishes, maintains, and retrieves records, lists and other materials essential to the ministry.

4. Communications Coordinator

- a. Edits and publishes a newsletter for the lay pastors and others who are to be informed of the activities.
- b. Writes or arranges for articles, notices and other items for the Sunday bulletin and church newsletter which will inform the congregation, create a favorable image of the ministry and promote its interests.
- c. Coordinates the communications interface and exchange of ideas with lay pastoral care ministries in other churches, the Regional organization, and the National Network(LPM).

5. Calling Forth Coordinator (Recruiter)

- a. Provides information to the congregation regarding the need for lay pastors and the way people can enter the ministry.
- b. Organizes special meetings, or portions of existing meetings, for the purpose of identifying, informing and recruiting lay pastors.
- c. Coordinate the plans to preregister people for the equipping seminars.
- d. In general, be responsible for a regular flow of people into the Lay Pastors Ministry.

6. Equipping Coordinator

- a. In consultation with the pastor, ministry leader and others, determine the content, agenda, and time span of the seminars and secure the teachers.
- b. Arrange for facilities, location, equipments, materials, meals, schedules, etc. for the equipping seminars.

- c. Work with the Calling Forth Coordinator to preregister people. Arrange for greeting registration, name tags, and distribution of materials at the seminar.
- d. Develop plans for ongoing equipping.

7. Koinonia Coordinator

- a. Recognizes the need for affirmation, celebration, motivation, and the bonding of people doing ministry.
- b. Provides for interacting fellowship and social experiences for the Ministry Leadership Group and the Lay Pastors at the regular meeting and other times.

8. Evaluation Coordinator

- a. Design or discover evaluation instruments and use them to periodically evaluate the Lay Pastors Ministry in terms of goals, objectives, purpose and expected results.
- b. Leads in interpreting the evaluation and making decisions for ministry enrichment or corrections indicated by the evaluations.

NOTE: Two or three of these roles can be combined when there is not a sufficient member of group members to each take one.