



STEPS TO BUILDING A MINISTRY TEAM

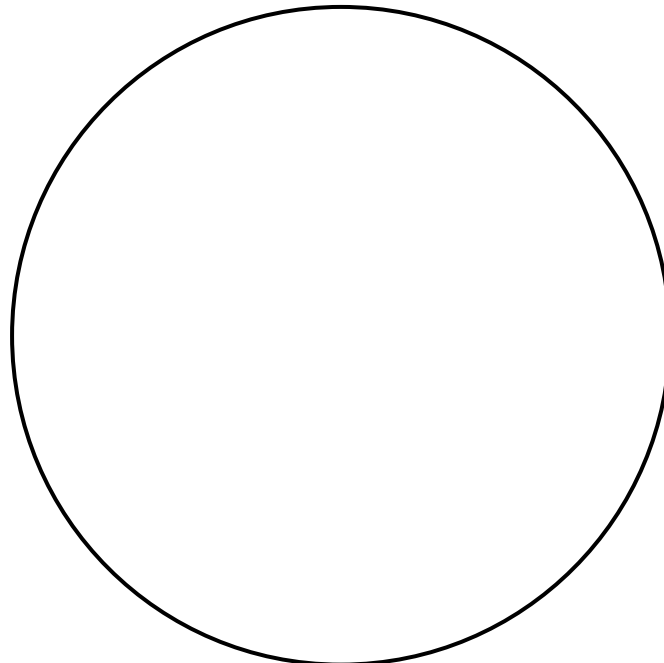
Doing ministry all by yourself can be lonely and frustrating! Just ask Moses. He was trying to personally settle every legal and personal dispute in a nation of some 2 million Israelites. People had to wait in long lines, sometimes for days, before Moses could try their case or hear their concerns. The end result was that Moses was frustrated and so were the people. It took the wisdom of a good father-in-law to highlight the absurdity of this situation and steer Moses in the direction of team ministry. (Exodus 18:13-27)

The Apostles experienced the same thing in the church at Jerusalem. They were trying to do it all—preaching, praying, counseling, administrating, and caring for the needy. As the church grew, however, they just couldn't keep up. Despite their best efforts, people were being neglected and so was their time with God in the Word and in prayer. Something had to be done, so they wisely developed a team of godly men who could share their responsibilities and the work continued to grow. (Acts 6:1-7)

The reality is, there comes a time in every church when the needs of the congregation will exceed the ability of any single person, or even a handful of people, to meet them. That's why, if we want to avoid personal burnout, if we want to develop the gifts of others, if we want to help ensure that the needs of our congregation are being met, and if we want to facilitate future growth, we must make building ministry teams a priority in our church. What follows is a helpful step by step process for both building new ministry teams as well as for rethinking existing ministry teams.¹

STEP ONE: Identify the parameters.

This circle represents the parameters of the ministry team that you are seeking to build (or rebuild). Write inside the circle all the responsibilities that you intend for this ministry to carry out. The goal here is to develop a comprehensive list of all the things that you'd like to see this ministry team accomplish.



¹ Basic steps adapted from *Doing Church as A Team* by Wayne Cordeiro, Chapter 9 "Building Teams"

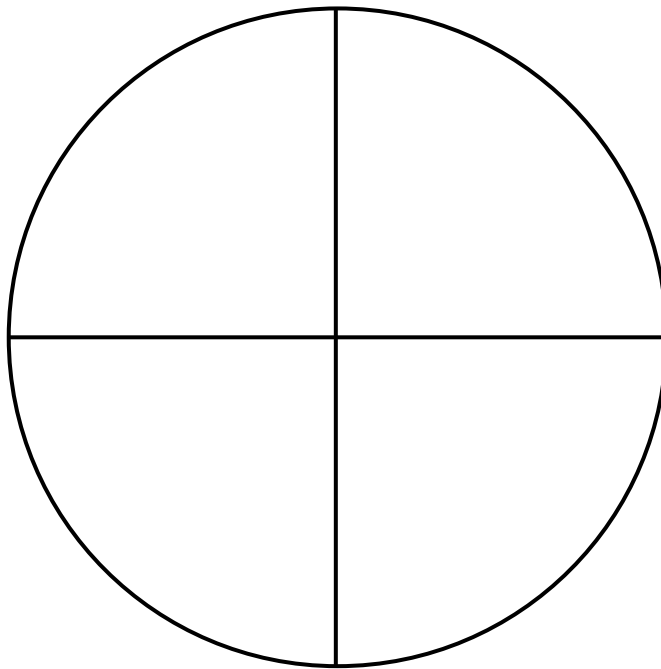


STEP TWO: Sharpen your focus.

We've added crosshairs to the circle like the ones you might see in a camera lens to represent the next step in the team-building process, which is sharpening the focus of your ministry team. What is your church's vision, and what *unique* contribution will this ministry team make to furthering that vision? Here the goal is to develop a succinct, but comprehensive purpose statement for your ministry.

Write your purpose statement here: _____

Now that you've drafted your purpose statement, go back and re-visit step one of the team-building process. Are there things you might need to add to or delete from your list of ministry team responsibilities in order to be true to your purpose statement?



STEP THREE: Divide the work.

The four quadrants of this circle will now serve to represent the basic areas of your ministry. Keeping in mind your ministry team's list of responsibilities (step one) and your ministry team's purpose statement (step two), ask yourself these questions:

- If I were to categorize this ministry team's responsibilities into four separate quadrants, what would they be? What would I call each one?
- Would the combination of these four encapsulate the total responsibilities for fulfilling this ministry?

Title each quadrant of the circle above with a brief heading that describes the purpose of each basic ministry area. These should be consistent with the purpose statement you have just written.



STEP FOUR: Determine the required gifts.

The goal now is to determine what kind of person you'll need to oversee each area. Ask yourself these questions:

- What would the responsibilities be for each person overseeing the four ministry areas that I've identified above?
- What gifts or skills would each of these people need to have to carry out their respective responsibilities?

Write your answers to these questions in the spaces provided below:

MINISTRY AREA #1:

Required Responsibilities:

Required Gifts:

MINISTRY AREA #2:

Required Responsibilities:

Required Gifts:

MINISTRY AREA #3:

Required Responsibilities:

Required Gifts:

MINISTRY AREA #4:

Required Responsibilities:

Required Gifts:



STEP FIVE: Recruit your team.

The goal here is to identify and recruit people who have the necessary gifts to accomplish the required responsibilities for your ministry team. The following acrostic may be helpful as you P.L.A.N. your team:

P - Pray.

What God orders, He always pays for. That's not just true in terms of financial resources, that's equally true of human resources as well. If God truly wants a particular ministry job to get done, then we can rest assured that He'll provide the people to do it. That means He already has someone in mind for each ministry area on your chart! So, begin by asking God for wisdom to identify the right people for each area. If there are not currently gifted people for the job in your church, pray that God would either lead those people to your ministry or that God would lead you to someone in the church whose gifts could be developed over time.

L - Look around.

Keep your eyes open on Sunday mornings and take a look through your church directory to see if anyone catches your eye for the positions you need help with. God may have already put somebody right under your nose. Based on your initial brainstorming, who might be some possible candidates to help lead your ministry?

MINISTRY AREA #1:		MINISTRY AREA #2:
_____		_____
Possible Leaders:		Possible Leaders:
_____		_____
_____		_____
MINISTRY AREA #3:		MINISTRY AREA #4:
_____		_____
Possible Leaders:		Possible Leaders:
_____		_____
_____		_____

A - Ask them.

If someone catches your eye, run their name by your elders or appropriate leadership team for their input. Barring any significant concerns, have some conversations with the individual about the ministry opportunity. If they seem like a good fit, give them a basic description of the ministry role, and ask them to pray about it. Follow up with them a few days later to see what they've decided.

N - Nurture them.

Assuming they say yes, set up a time when you can sit down with them to communicate the overall vision of your ministry team and to describe their responsibilities in greater detail. Provide some basic on-the-job training and then deploy them on the team. Continue to meet with them periodically for ongoing coaching and accountability.



STEP SIX: Finalize your plan.

MINISTRY TEAM: _____

MINISTRY TEAM LEADER: _____

MINISTRY TEAM MEMBERS

Leader:

Required Responsibilities:

Leader:

Required Responsibilities:

MINISTRY AREA #1

MINISTRY AREA #2

MINISTRY AREA #3

MINISTRY AREA #4

Leader:

Required Responsibilities:

Leader:

Required Responsibilities:

