



Authentic Christian Community

Ministry Packet

- If this is your first year in ministry at New Life this information will be vital to you. Please read carefully!
- If you are a seasoned ministry leader you will find several changes in procedure in this packet. Please read carefully!

What's New in Budgeting and Planning for Your Ministry

God has a plan and a purpose for New Life. We are to Exalt the Lord Jesus, Equip the Saints for ministry, Evangelize the Lost, and Embrace One Another in Love. This year we will allocate our ministry budget to support these objectives.

The total ministry budget will be divided between the four categories.

As you plan your ministry events and activities, do so with the understanding that each budget request will be drawn from the funds in one of the four categories depending on the ministry objective of your event. You may be relying on budget funds for some or all of your ministry needs, so as you plan, it will be helpful to keep this in mind to assure you have a clear purpose and focus for your event.

Once you have Spoke to your supporting Deacon, complete the worksheets, receive a budget form code from your Deacon you can fill out your budget request forms, noting the ministry objective category best suited to your event, and provide all other information with the help of drop down menus, and then submit them through e-mail button on the form. They will go first, to your ministry's deacon and once all questions are answered and cut if any are needed are made, the completed ministry budget will go to the finance team.

Should your budget request be approved for less than was requested, you may want to make changes to your plans to adjust for this, and your deacon can help you with this process.

It is our hope that through this process our church will be more unified in purpose to God's glory and that New Life ministers will have more feedback and help planning for a successful year of ministry.

Worksheet #2
Creating a Ministry Purpose Statement

Ministry Name:	
Minister's Name:	Telephone Number: ()

Using Worksheet #1, condense all that you have written into **one sentence** that describes your ministry. This sentence will need to sum up all you are going to be doing. Make it to the point and easy to share with others. (You will have an opportunity to fine-tune your statement at the Ministry meeting, but be as accurate as possible now.)

Here are some good examples of statements that have been submitted in previous years:

Example: NLBC Ministry Statement for the Church

“To exalt the Lord Jesus by equipping the saints for the work of the ministry, and evangelizing the world for Jesus Christ.”

Example: Crime Prevention Ministry

To exalt the Lord by committing time, knowledge, and effort to ensure a secure and safe building for the purpose of worshipping our Savior, Jesus Christ.

Example: Heart Like His Women's Ministry

Our purpose is to allow Jesus Christ to minister through us to all women in fellowship, friendship, prayer, and sharing His Word. Our activities include all women of the church and community, no matter what age.

Example: Medical Services Ministry

To provide medical services for all ages through health educational programs, screenings, counseling, and distribution of educational material based on the needs of the congregation.

Your Ministry Purpose Statement:

Guidelines for Working with Your Ministry Team

More than likely you have several others who have shown an interest in your ministry. This is your Ministry Team, and you should encourage them to put their gifts to use in the ministry.

Please do remember, however, that this is your ministry. It is your responsibility to Christ and to His church. You must accept the burden of leadership and understand that the ministry will rise and fall on your leadership under the guidance of the Holy Spirit.

Knowing that, meet with your Ministry Team to pray and share God's vision for the ministry. You may photocopy the enclosed Meeting Minutes form as often as you like. **Be sure each team member has paper and pen/pencil to take notes.**

Here's a sample agenda for that first meeting.

Agenda:

- Begin with a devotion based on I Corinthians 12 and/or Ephesians 4. Always begin every meeting of your ministry with a word from the Lord. Encourage each other from God's teachings and base your ministry on His authority.
- Share your Ministry Purpose Statement (Worksheet #2) and the list from Worksheet #1 of your vision for the ministry. Take your time and share in a way that everyone can understand. This is not a time for argument about what is best; rather, it is a time for sharing the direction of your ministry.
- Begin a prayer time, focusing on each aspect of the ministry. Give each person a part to pray about during the meeting. Take your time and pray with expectation.
- Have each person begin to record on paper the things they hear God speaking to them about the ministry. Discuss these and work through Worksheet #3, Creating Your Ministry Action Plan (MAP). OPTIONAL: You may also choose to have your team help you with Worksheet #4.
- Have each person share what their gifts and talents are for the ministry, as well as things they may be not be able to do. Take good notes and don't trust your memory. This will be important later on.
- Establish roles for your team members:
 - Barnabas _____
This is someone in the group to be an encourager – a person who can come alongside for help, counsel, and direction. Make sure this is someone you want to spend time with and can work well with.
 - Andrew _____
This is one who is going to tell others about the ministry. This person needs to be outgoing and will be responsible for advertising the ministry, as well as recruiting others when needed in the ministry.
 - Luke _____
This person will make an orderly account of your ministry – one who can handle finances, record decisions made, and keep a calendar of events.
- Schedule a time for your next meeting.
- Close with prayer.

Instructions for Worksheet #4 Planning Your Projects and Programs

Now you have the ideas to implement your ministry plan – but it is just a skeleton. You need to put some meat on it. You will be using the Ministry Action Sheets (Worksheet #4) enclosed in this packet. Make copies if there are not enough. Place the name of the project or program at the top of the Ministry Action Sheet. Fill in the explanation area of the form completely. To assist you in filling out these forms, we've enclosed a Sample Ministry Action Sheet in this packet. If you still have questions after that, feel free to call your Ministry Deacon or Church Office for assistance.

Now, begin to list all the items you will need to complete (or start) the project. Be sure to list everything you need, including materials, advertising, speakers, training, facilities, etc. List these in the space provided as they come to your mind. Don't worry about the order they're in – and, for now, don't worry about the date, person, or cost columns. You'll be doing some work with those later, and they will be finalized during our Ministry Planning Retreat. You will want to complete the item sequence column, however. The purpose of this column is to determine in what order all activities should be done. For example, if you are planning an activity at the church, the first couple of items to be done might include reserving the fellowship hall and confirming a speaker. Without those items in place, everything else may be worthless.

Continue to list items, no matter how small or large. Now do that for each one of your projects or programs.

Worksheet #5
Ministry Plan Summary

Ministry Name:
Minister's Name:
Ministry Team Members:

Category EX, EQ, EV, EM	Event, Resource(s), Service(s) or Training	Estimated Cost
Total Ministry Budget Requested		

Instructions for Creating Your Ministry Budget

Once you have completed Worksheet #4 for all of your projects or programs, it is time to start thinking about your budget. Remember that your ministry budget is compiled with all other ministries to determine the overall church budget for the year. It is important to realize that you may or may not get everything you ask for – and the budget you do receive must not be exceeded. You should plan now for contingencies; for example, you may be able to get items donated.

Task 1:

Take the Ministry Action Sheets (Worksheet #4) you have created. There is a column for costs of each item you have listed. Fill these in. Be as accurate as you can be; call around for estimates, where applicable; comparison shop. Make sure that costs are reasonable, necessary, and attainable. The responsibility of the deacons and the finance team will be much easier if you are accurate. Be as detailed as possible; this will help the deacons and the finance team make better decisions about available funds.

Task 2:

Complete a summary page (Worksheet #5) of all Ministry Action Sheets (Worksheet #4). To do this, list each project or program on Worksheet #5, as well as the total cost listed on the last line of each Worksheet #4. This will provide a quick look at your total ministry plan for the year.

Task 3:

- 1. Important!! First meet with your supporting Deacon to overview the budget process, share your ministry plan and receive a budget form code.**
2. Complete with Worksheet #5, determine the main focus or purpose of each of the events, activities, services, or material items you have planned according to New Life's four ministry objectives: Equipping, Exalting, Evangelizing and Embracing.
3. Select one of the four budget categories that most closely identifies the focus of each.
4. Select the Budget Planning Form (next page in this packet).
4. Complete the form electronically (on your computer) by providing the needed information using pull down menus, and manually by filling in the blanks according to the code at the head of each column. Just enter the "Quantity" and "Unit Cost" of each budget item and the form will automatically enter the totals for you.
5. E-mail the form to the Deacons by clicking on the "Submit By Email" button at the top right of the form. After review and clarification the Deacons will forward your Budget Planning Form to the Finance Team.

Instructions for

Planning Your Ministry Calendar

The next page in this packet will be a interactive Calendar Planning Form for your use in planning your ministry calendar of events. While it is important to get some general idea of when you would like to hold specific events, please keep in mind that other ministries will also be vying for calendar dates, and therefore it is helpful to have an alternate date in mind.

Each minister is asked to complete the next page and electronically file the Calendar Planning Form (or complete a hard copy available upon request from the office) and submit it through e-mail by clicking the “Submit by Email” button in the top left corner of the form (or drop off at the church office. Your events will be calendared as they arrive in the office, and the planning calendar will reflect the changes.