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Ministry Leadership Structure Policy

Introduction

In order to enable Accountability & Responsibility, Training, Pastoral Care and Safeguarding within Ministry Teams serving within Cambray Baptist Church it is important to provide an appropriate and understood structure which can be applied to each Ministry Team.

The following Ministry Structure is to be used throughout CBC. In this document the structure is introduced, the roles explained, and the rationale for the structure given.

Ministry Structure

Each Ministry within CBC will be run by a team of those who have been called by God into that ministry and who have demonstrated their God-given gifts and Godly character within the ministry. We encourage every ministry to run a 'Team Ministry' – that is, we share the load of running the ministry between the ministry leaders, including the prayer burden, planning and running of activities, care for one another as leaders, health and safety and safeguarding obligations.

It is vital that there are clear lines of responsibility to the Leadership of the church and for oversight of the Ministry Team and other casual volunteers. We therefore expect the following structure to be seen within each Ministry.

Leaders – [ideally] two individuals who are recognised as the primary leaders of the Ministry at this time.

Workers – other permanent Team Members who are regularly involved in the running of the Ministry and see it as a permanent commitment for this time.

Helpers – those who may be invited in to help with the running of an activity from time to time but have no permanent commitment to the ministry. This may also include those who may come along for a time to see if God is calling them into the Ministry Team.

The Roles Explained

Leaders

We strongly encourage there to be more than one recognised Leader. Jesus sent his Disciples and the 72 out in twos, and so this is a wise Biblical pattern. The reasons are easy to see: Leaders can feel isolated, leaders need other leaders to consider matters with and think strategically with, and Leaders need to train up others either to take over their leadership in time or to be effective leaders in other ministries.

The Leaders are those with overall responsibility for the running of the Ministry and the leadership of the Ministry Team. Their responsibilities include:

- **Vision, Direction and Strategy** – this should be conceived by the whole Ministry Team but the Leaders will ‘sow the Vision’, enthusiastically lead towards that Vision, and lead in regular review of the vision.
- **Responsibility and Accountability** – the Leaders take on the ultimate responsibility for the operation and running of the Ministry, albeit conducted as a Team. They are the ultimate contact point for those who come along to the Ministry, and who have responsibility for the staffing, programme, publicity, safety, conduct and spiritual wellbeing of the Workers and Helpers and those who attend the Ministry.
- **Staffing** – The leaders are responsible for identifying upcoming staffing needs and being proactive in advertising these needs to the church and encouraging those with suitable gifts to consider the ministry.
- **Training** – Ministries are more than serving the work of the ministry; they are a training ground for the Ministry Team. Most training in ministry might be described as ‘on the job’, and can be effectively done via Mentoring of Workers by one another. But, ultimately the Leaders bear the responsibility to lead the Workers in growth in effectiveness in their ministry work.
- **Pastoral Care** – Every member of a Ministry Team has a world which they step into Ministry from which has impacted them in many ways. Every member will have a walk with the Lord which may vary as their Spiritual zeal grows or wanes. Effective ministry work is only possible as God’s people walk closely with Him. Equally, the reputation of the church and the ministry is heavily dependent upon the walk of the Team members in their life outside of the Ministry just as much as inside of it. Within the Ministry may be the first time a particular problem or concern becomes apparent. Whilst the whole team should have a love and care for one another, the responsibility and oversight of this care lies with the Leaders.
- **Safety and Safeguarding** – The leaders have ultimate responsibility for the safe running of the ministry, its programmes, and its people (ministry team and attendees). The Leaders also have ultimate responsibility for the Safeguarding work in the Ministry – ensuring Workers in the Team are recruited using our ‘Safer Recruiting’ methods, are trained and proficient in Safeguarding, and that every Worker working with children or vulnerable adults has had a DBS check and every Helper is either DBS checked or is accompanied at all times. Aspects of these may be devolved to members of the Team, but it is the Leaders who are responsible to the Church Leaders for oversight and good practice in these areas.

Workers

Workers are those who have been called by God into the ministry work of that particular Ministry and who are committed to regular work within it, to prayer and support of it, and to the members of the Team as a whole. Their responsibilities will vary dependent on the ministry and particular gifting but will always include:

- **Commitment** – to a spiritual walk consistent with their confession of love for the Lord, to personal growth in the Lord, to the work of the ministry God has called them to for this time, and therefore to regular service in the ministry which makes service within the ministry work a priority.
- **Love** – for those who the ministry serves, a desire to see them come to the Lord and grow in Him, and a desire to see God’s Kingdom grow through this ministry.
- **Submission** – to the Leaders God has put in place within the ministry, respecting them and proactively seeking to take on responsibilities so that the burden of running the ministry is shared out equally among the members of the team.
- **Vision** – seeking the Lord for a passion for the expressed Vision and direction of the ministry, so that the whole team is working towards the same goals in unity of purpose.

- **Training** –looking out for those in the Ministry Team who might be weaker in their ability within the ministry and seeking opportunities to train them up, draw alongside and help them, and encourage them in their ministry work. Also, looking for those who may be able to join the ministry team and working with the Leaders in encouraging others to serve alongside.
- **Care** – for one another as Team Members which looks out for those who are struggling spiritually so that you can draw alongside them and help them grow in strength in the Lord and responds to those with difficult life circumstances by taking on more of their workload over the time of their difficulties and praying for and supporting them in these circumstances.
- **Safety and Safeguarding** – understanding your responsibilities to those whom the ministry serves and to other Team Members to ensure safety in the running of the programme, to look out for the welfare of those attending the ministry, and to know how to respond to safeguarding concerns in line with the Safeguarding training you have received.

Helpers

Helpers are those who may be invited in to use their gifts or skills to take a part of a session, or who may have to be called in to help meet required staffing numbers because of temporary low team numbers due to illness or short term personal circumstance. Helpers may also be those who are attending on a short term basis (up to 3 months) who are looking at the ministry to consider serving in the ministry. In all but the first of the above, a Helper may be treated like another Team Member. However, it is important that they are not considered to be a full Team Member because their short-term commitment means that they are unlikely to have a prayerful commitment to the ministry, its leaders or the work. Furthermore, short-term Helpers may not have the DBS checks or Safeguarding training that a Team Member would be expected to have.

Helpers have the following responsibilities:

- **Safety and Safeguarding** – to follow all instructions regarding Safeguarding and Safety as might be given and to be aware that the safety and safeguarding of those the ministry serves is paramount.
- **Love** – for those the ministry serves, which will lead to a prayerful commitment to the work of the ministry as a whole, even if you are only serving in it for a short time.
- **Submission** – to the Leaders as they help you to work within the ministry, and to the Workers as they draw alongside you in the work of the ministry, realising that they may have more insight into the way the ministry operates and the needs of those it serves.
- **Example** – that you are an example to those the ministry serves in all you do, both inside and outside the ministry, and that therefore your ongoing walk with the Lord, your conduct and your Christ-likeness is vital even though you may only serve for a short time.

Leaders and Team Members have the following responsibilities towards Helpers:

- **Safeguarding** – to check with the Safeguarding Team *before* the potential Helper is used to ensure that there are no known reasons why the individual should not work with the ministry. This is for the benefit of both the Helper and those involved in the ministry. While serving in a ministry with children or vulnerable adults, to agree and implement protocols to ensure the Helper is always accompanied by another leader if there is no existing DBS in place for the Helper.
- **Care** – To be aware of the spiritual walk of those coming in to help, and to use the opportunity of serving with them to encourage them in their walk in the Lord as opportunity arises, and in the identification and use of their gifts as they serve within the ministry.

- **Training** – To provide any training necessary to enable the Helper to feel welcomed into the role and be effective in their role and play their part as part of the team. For those evaluating whether this is where God is calling them, a Mentor from the team to walk alongside them as they learn is helpful.

Rationale

A clearly defined Leader role is important because each Ministry of a church ought to be under the oversight of the Church Leadership, and the Church Leadership need to know that there is someone taking on the ultimate responsibility for the proper running and spiritual direction of a ministry. If the Leadership is the whole Team there is no simple single point of contact, and it may need many conversations to adequately identify whether the many obligations of the ministry team are being handled effectively.

For parents or adult attendees, having individuals who they can see have taken on the responsibility for the ministry and who are leading the team well is vital in communicating confidence in the ministry, as well as knowing that there is a clear point of contact if there are concerns to raise or questions to ask. Similarly, if there are problems or concerns that arise with a person in the Ministry Team, knowing that there is a Leader who can be approached about it and who has the authority to act is vital to dealing with problems quickly and sensitively.

For each ministry, the task of running a ministry is onerous. Without clear leadership it is easy for the division of responsibility to be poorly allocated and individuals to become overburdened. Without clear responsibilities for the Workers their own responsibility towards the work of the ministry can remain unstated and a lack of commitment cannot be easily challenged. Defining these roles leads to a better understanding of all involved as to their commitment and responsibilities.

Making the responsibility for training, care, love and personal walk with the Lord clear to all is vital. It is often assumed, but for many there has been no clear training and therefore no clear statement of these essentials. Stating these clearly at the start ensures that there is a 'baseline' understanding among the team as a whole.

Finally, if Helpers are not clearly identified separate from the Workers there is potential for a lack of care over the use of willing and keen volunteers who, nonetheless, must work within the Safeguarding and Safety requirements of the ministry and also show that loving walk with the Lord, love for those being served, and submission to the leaders in their service. Helpers cannot be expected to have the same commitment or engagement with the team as those who are Workers or Leaders, but without identifying them separately it is possible for these different attitudes to negatively impact the commitment, engagement and love among the Workers. Identifying them differently helps to underline the responsibilities and needs of each kind of ministry volunteer. It permits healthy and encouraging use of Helpers while strengthening the use Team bonds of those regularly involved in the ministry.

Summary

We trust that this document provides a helpful guide to the basic structure and responsibilities of the roles within ministries. This is a framework which we expect will aid the work of each ministry within CBC.