



ARTICLE I ESTABLISHMENT AND RESPONSIBILITIES OF MINISTRY TEAMS

- I. Organization

A Ministry Team shall be established when a ministry mandate has been recommended by the Board and endorsed by the Membership for the purpose of effecting the Mission of the church. They are given responsibilities under the direction of the Lead Pastor.

 - A) Members
 1. For Ministry Teams in which a Pastoral Staff member has been appointed to provide leadership responsibility, that Pastoral Staff member may serve as the chair. In the absence of Pastoral Staff leadership having been appointed to provide this role, the Ministry Team shall elect a chair at their first meeting.
 2. A minimum of four members shall be approved by the congregation to assist in the oversight of the Ministry Team function and activities.
 3. Terms of service shall be for three years. Ministry team members may be re-elected once. After serving two terms, at least two years must elapse before they are eligible for election to any office. The Board shall have the right to waive this limitation upon request of the Nominating Committee, with the approval of the membership.
- II. Duties
 - A) Duties, organization, and strategy for fulfilling the mandate shall be established by the Ministry Team, approved by the board, and reported to the Membership.
 - B) The duties, organization, strategy, and mandate shall be reviewed by the board at a minimum of every two years.

- C) Present ministry needs and opportunities to the board for consideration as part of the annual strategic planning process.
- D) Develop an annual budget for fulfilling the ministry mandate.
- A) Develop, coordinate, guide, supervise, and annually evaluate all the volunteers and activities under the responsibilities and mandate of the Ministry Team.
- B) Submit written reports to Church Board as requested.
- C) Assist in the recruitment and training of volunteers, and approve for service all volunteers involved in ministry under their mandate.

III. Ministry Mandates

A) Spiritual Care

- 1) This ministry team is responsible for the holistic care of the members of Cornerstone Church including spiritual, emotional and physical care. This ministry team shall:
 - A) To be sensitive and alert to the needs of persons within the congregation and arrange for or provide assistance to persons in need.
 - B) To visit and comfort the sick and bereaved, and make provision for the spiritual care of the widowed, elderly, and shut-ins.

B) Christian Education

- 1) This ministry team is responsible for coordinating, promoting, supervising, and evaluating all areas of Christian Education in the life and ministry of the congregation. This ministry team shall:
 - a. Coordinate and oversee all activities, staff, curricula, physical facilities, and budgets for all the various programs of Christian Education in the church.
 - b. Be responsible for any mid-week, special, and summer Christian Education activities for children.
 - c. Appoint, for a term of two years (or as otherwise agreed upon), the church librarians. They shall report to and be directly responsible to the Christian Education Team. Library resources shall be made available on a regular basis to all who worship at Cornerstone.
 - d. Promote Bible colleges and summer Bible camps, encouraging students to consider the possibility of attending the same.
 - e. Develop and/or encourage participation in seminars, workshops, or classes pertaining to spiritual growth, personal development, or family relationships.
 - f. Appoint other individuals or committees, as needed, to carry out an effective Christian Education program.
 - g. Study and attempt to stay abreast of current styles and methods of Christian Education.

C) Facility & Finance

- 1) This ministry team is responsible for conducting the church's administration and caring for its properties, funds, and investments. This committee shall:
 - a. Represent the church in all business and legal matters unless otherwise delegated by the church congregation or the board.
 - b. Supervise and be responsible for all the church's monetary receipts, bank accounts, and expenditures.
 - c. Support and assist the treasurer(s) in their duties, and direct the treasurer(s) in the disbursement of funds.

- e. Prepare a list of agencies, organizations, groups, etc. that the committee authorizes as being acceptable to receive direct disbursement funds through the church's accounting system. This list should be updated and revised on a periodic basis and be made available to any church member at his/her request.
- f. Receive all the direct disbursement funds not part of the authorized list of this committee, and make a decision regarding each gift's acceptability for disbursement.
- g. Obtain consent of the board for any unforeseen expenditure (of a non-emergency nature) over \$1000 of a non-budgeted item.
- h. Seek the direction of board, at its first meeting of the new year, regarding the disbursement of any church funds being carried over from the previous fiscal year.
- i. Be responsible for all church property, buildings, grounds, and equipment, and ensure that all are kept in a proper state of repair and maintenance.
- j. Be responsible for all building and equipment use, and the development of procedures for the loaning and rental of buildings and equipment.
- k. Present a written report to the annual meeting of the church of all receipts and expenditures, and plan and prepare the annual church budget for presentation to the board and the congregation.
- l. Keep the congregation informed of the state of the church's financial affairs and progress in meeting the budget.
- m. Promote Christian stewardship of monetary resources and encourage members to participate in systematic giving and tithing.
- n. In consultation with the pastoral staff, hire office personnel as required.
- o. Hire a church custodian, and delegate and monitor the custodian's work.
- p. Keep all records open for inspection by the board, ministry teams, or responsible church members who have a valid and sincere concern or question.
- q. Make all relevant records available to the auditing committee.

D) Missions

1) This ministry team is responsible to promote and encourage missions and service locally and abroad.

This committee shall:

- a. Be aware of our church missions workers in service at home and abroad, and maintain contact with them where possible.
- b. Keep the congregation informed of mission work and assist with the arrangement of missionary speakers as opportunity affords.
- c. Promote, encourage, and assist in the work of Christian organizations.
- d. Plan and participate with others in service projects, assist refugee families if needed, provide transportation to church services, and provide taped or other copies of Sunday morning worship services to shut-ins.
- e. Appoint a head usher for a term of two years (or as otherwise agreed upon).
- f. Act as a liaison to the head usher with respect to establishing procedures and practices of ushering.

E) Music & Arts

1) This ministry team is responsible for the music and creative arts ministry and program of the congregation. It shall seek to develop the musical talents in people of all ages and foster the appreciation of a broad spectrum of musical styles and expressions. This committee shall:

- a. Be responsible for the appointment of leaders as needed for music ministry groups.

- b. Be responsible for arranging musicians and music schedules for the church.
- c. Be responsible for the acquisition of resources needed for the church music program.
- d. Be responsible for the purchase, maintenance, and upkeep of musical equipment.
- e. Be responsible for the appointment and scheduling of sound system operators.

F) Youth

- 1) This ministry team is responsible for coordinating, promoting, supervising, and evaluating all areas of youth and young adult ministries in the congregation. This committee shall:
 - a. Meet on a regular basis to keep in touch with the youth and young adult ministries, to help set direction for these ministries, and to deal with any conflicts that may arise.
 - b. Be responsible to appoint sponsors.
 - c. Pursue the following objectives with the youth and young adults:
 - i) to stimulate them to make a personal commitment to Jesus Christ and to grow in this commitment
 - ii) to provide opportunities for them to have fellowship with Christian peers
 - iii) to guide them to become disciples of Jesus Christ in the world and participating members of the church body.