



# MSBC LEADERSHIP MINISTRY STANDARDS

October 2018

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## Purpose

The purpose of this document is to define the Leadership Standards for Morning Star Baptist Church. In support of the church’s mission, we should be building and rebuilding lives within the leadership of Morning Star as well.

*“Hanging on too long makes you irrelevant. Organizations change. Leaders should change too. The skills that worked yesterday may not work today or tomorrow. Successful leaders know when to move on. Are your strengths, the right strengths to lead the ministry tomorrow? Servant leaders look at what’s right for the ministry” ~Bill Brandt*

## Roles and Responsibilities

These are the recommended roles for each ministry. It is understandable that every ministry may not have a need to fill every role, however these are the roles that help make effective ministry. The descriptions below are not intended to be a complete list and may have additional responsibilities depending on the ministry.

Role	Who	Description
Leader		<ul style="list-style-type: none"> <li>❖ Prepare agendas and call meetings.</li> <li>❖ Keep all records of the Ministry (agenda, minutes, documentation, financial reports, etc.).</li> <li>❖ Keep the team engaged and excited about ministry.</li> <li>❖ Provide oversight to the Ministry’s events, activities, and overall planning to ensure there are little to no gaps.</li> <li>❖ Communicate with the Staff Representative on a regular basis.</li> <li>❖ Complete the Room Requests for the meetings.</li> </ul>
Administrative Assistant		<ul style="list-style-type: none"> <li>❖ Capture all minutes from meetings and send to the Leader/team within 48 hours after the meeting.</li> <li>❖ Create or assist with documenting the Flow for Activities and Events.</li> </ul>
Chaplain		<ul style="list-style-type: none"> <li>❖ Pray for individuals and the Ministry daily.</li> <li>❖ Be the point of contact for any members who may fall ill or require special prayer, visitation, or assistance and relay the information appropriately.</li> <li>❖ Keep records and stay on track with members of the ministry</li> <li>❖ Facilitate sessions for prayer, reflections, or meditation with individuals/groups.</li> <li>❖ Encourage participation with cards, flowers, or gifts of comfort during difficult times for ministry members.</li> <li>❖ Encourage Ministry Outreach.</li> </ul>

Role	Who	Description
Treasurer		<ul style="list-style-type: none"> <li>❖ Manage all incoming funds for the Ministry.</li> <li>❖ Complete required documentation to be turned in to the church.</li> <li>❖ Request funds from the church via the Staff Representative in a timely manner.</li> <li>❖ Keep a Ministry log of all dues/funds incoming and outgoing.</li> </ul>
Fundraising Coordinator		<ul style="list-style-type: none"> <li>❖ Responsible for coordinating Fund Raising activities and coming up with a schedule of activities.</li> <li>❖ Responsible for providing the financial outcomes of each activity (ex. Startup money, cost, projected revenue, profit, etc.).</li> </ul>
Event Coordinator		<ul style="list-style-type: none"> <li>❖ Manage flow and setup of sessions and events.</li> <li>❖ Collaborate with Decorations Committee, Staff Representative, Marketing, Facilities, etc. to ensure all sessions/events meet 5-Star Quality Expectations.</li> <li>❖ Complete the Room Requests/Event Requests.</li> </ul>
Social Media		<ul style="list-style-type: none"> <li>❖ Responsible for posting updates to Social Media.</li> <li>❖ Responsible for submitting all requests to the Staff Representative for approval from the Directory of Marketing before posting on the church's Social Media pages.</li> </ul>
Graphics Designer		<ul style="list-style-type: none"> <li>❖ Responsible for creating graphics to be used on flyers, tickets, signs, etc.</li> <li>❖ All graphics must be submitted to the Staff Representative to obtain approval from the Director of Marketing.</li> </ul>
Marketing		<ul style="list-style-type: none"> <li>❖ Responsible for supplying the content to go on the flyers, Social Media, website, email, etc.</li> <li>❖ All documents must be submitted to the Staff Representative to obtain approval from the Director of Marketing.</li> </ul>

## Overview

The Leadership term in ministry will be a total of three years, with the third year being a training transition year for the subsequent leader. For the purposes of this document, the term 'leader' will be used for any of the leadership positions identified in the Roles and Responsibilities section. Leaders can serve a maximum of two terms.

Year 1 – Leader in place

Year 2 – Election year – the ministry elects a subsequent leader

Year 3 – The current leader provides hands on training to the subsequent leader. The current leader is still ultimately responsible and oversees the position as the subsequent leader transitions into the leadership position.

## Year 1 - Lead

The first year of leadership, the leader operates in their respective position, effectively managing their responsibilities for their role.

## Year 2 - Election

The ministry team has an election for each position where the current leader's term is their second term. The ministry submits anonymous ballots on the designated 'Election Day' to identify the subsequent leader. The term starts on January 1<sup>st</sup> for all ministries. Leaders can serve a maximum of two terms. The ballot for elections is below and provides ample spaces for nominees:



**Voting Ballot**

Leader
Nominees
1.
2.
3.
4.
5.
Your Choice:



Administrative Assistant	Chaplain	Treasurer	Fundraising Coordinator
Nominees	Nominees	Nominees	Nominees
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
Your Choice:	Your Choice:	Your Choice:	Your Choice:

Event Coordinator	Social Media	Graphics Designer	Marketing
Nominees	Nominees	Nominees	Nominees
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
Your Choice:	Your Choice:	Your Choice:	Your Choice:

## Year 3 - Train

The current leader is responsible for training the subsequent leader who was elected by ballot in Year 2. The current leader still holds ultimate responsibility, while the subsequent leader is being trained on the responsibilities within the role. At least 6 months in to the third year, the subsequent leader should be taking more ownership of the position with less assistance from the current leader. Eight months into Year 3, the subsequent leader should be able to function completely in the role with the current leader only providing oversight from an observatory perspective.

## Call to Action

1. Elections are to be held for all leaders who have been in their role 2 or more years. This should happen within 30 days, so training for the subsequent leader can begin immediately.
2. For leaders who have been in their role for 1 year, they keep leading with the election taking place in year 2.
3. Solidify all documentation for the Ministry. (Handbook which includes Vision/Mission, Standards, Processes, Evangelism Plans, etc.)

## Exceptions

1. This process does not apply to paid staff.
2. This process does not apply to Ministers, Officers, Trustees, Pastoral Care, Adjutants, or other Ministries where the Leader(s) were appointed by Bishop (Ex. Ushers, New Members, Christian Ed, Youth Ministry, etc.)
3. Morning Star reserves the right to change Leadership at any time.

Voting Ballot



# Voting Ballot

Leader
Nominees
1.
2.
3.
4.
5.
Your Choice:



Administrative Assistant	Chaplain	Treasurer	Fundraising Coordinator
Nominees	Nominees	Nominees	Nominees
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
Your Choice:	Your Choice:	Your Choice:	Your Choice:

Event Coordinator	Social Media	Graphics Designer	Marketing
Nominees	Nominees	Nominees	Nominees
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
Your Choice:	Your Choice:	Your Choice:	Your Choice: