

MINISTRY EVENT RESPONSIBILITIES & GUIDELINES

1. Understand the Values, Purpose, & Mission of Lakeside Fellowship UMC.
2. Prepare a general ministry plan for the current year.
3. Prepare a budget for the current year.
4. Establish and maintain a team appropriate to the activity at hand.
5. Hold periodic team meetings as needed.
6. Be knowledgeable about current trends and successful approaches and activities of your ministry area.
7. Be knowledgeable about ministry-related activities at the United Methodist district, conference, and national levels (e.g., websites, distribution lists, mailings).
8. Be knowledgeable about ministry-related opportunities at LakeSide Fellowship.
9. Be knowledgeable about ministry-related opportunities in our surrounding community.
10. Coordinate with others on the Leadership Team, and the Staff to gain approval of and carry out programs and activities.

GUIDELINES

1. Pray for guidance, wisdom, and energy throughout all of your ministry endeavors.
2. Be clear about the target group you are trying to reach and your strategy to reach them.
3. Develop ideas into SMART goals. Are they Specific, Measurable, Attainable, Related to the vision/mission, and Time oriented? Define what a success would look like.
4. Present the proposal to the Leadership Team for discussion and approval (Page 2).
5. Get approval, with consideration for:
 - a. Appropriateness with respect to our Values, Purpose, & Mission.
 - b. Budget (requires approval of Leadership Team).
 - c. Schedule (facilities, other events, resource availability).
6. Prepare detailed schedule that includes tasks and resources; coordinate changes with the Leadership Team to avoid schedule and resource conflicts.
7. Recruit necessary resources to participate on the team.
8. Prepare communications, including:
 - a. Sermon Notes (final language for Staff Administrator).
 - b. PowerPoint slides (final language for Worship Leader; he will create the slide).
 - c. "Church Chat" Weekly Congregation Email
 - d. Web Site Page and Calendar

Email final text of project and what venues of communication you would like to use to the Staff Administrator at admin@lakesidefellowship.org

9. Obtain resources and materials.
10. Submit check requests to Staff Administrator using the LakeSide Check Request Policy procedure.
11. Execute the activity.
12. Decompress with your team. What went well? What could be improved? Was it a success as you defined it? What lessons were learned for next time?
13. Communicate results to the congregation and the Leadership Team

14. The purpose of this worksheet is to prepare for Leadership Team review a general description of a proposed ministry activity with enough GENERAL information to communicate to an uninvolved layman such issues as resource requirements (e.g., people, facilities, and expenses), tasks/components, and schedule.

Ministry	
<p>Proposal Summary</p> <p>(include activity, beneficiary,</p>	
Activity Leader	
<p>Resources Required</p> <p>(include estimate of people, facilities, budgeted expenses, and non-budgeted expenses)</p>	
<p>Overview of tasks to be done and who has been assigned these tasks</p> <p>(to provide a perspective of the amount of work involved & the people needed from setup to cleanup; include estimate of elapsed time where appropriate)</p>	
Schedule date(s)	