

GOOD NEWS GATHERING

MINISTRY PLAYBOOK

DESIGN

Ministry Department: _____

Ministry Team: _____

Ministry Purpose: _____

Global Perspective: _____

Target Audience: _____

Position Summary: 1. Leader (Responsibilities/Tasks)

2. Administration (Responsibilities/Tasks)

3. Volunteers (Responsibilities/Tasks)

Resource Needs: Human - (total volunteers needed) _____

Physical - (equipment/supplies) _____

Monetary - _____

c. Time to arrive/leave: _____

d. Procedure to follow if unavailable to serve: _____

e. Who to contact for help/answers: _____

(Name/Contact Information)

3. First Serve – describe your ministry’s process for making sure a first time volunteer gets a good first experience in your ministry:

a. Orientation:

b. First Serving Experience:

c. Follow-Up/Assimilation:

IMPLEMENT

1. Communication

A. How often do I communicate with my Team?

- Weekly
- Bi-weekly
- Monthly
- Quarterly

B. How do I communicate with my Team?

- Personally
- Telephone
- E-Mail
- Letter
- Team or Department Meeting
- Other

C. What do I communicate with my Team?

- Encouragement ("Great job!")
- Vision ("This is where we're headed.")
- Support ("How can I help?")
- Correction ("This needs to change.")

2. Accountability

How do you respond to:

a. A volunteer who no shows/no calls? _____

b. A volunteer brings a bad attitude into the ministry? _____

c. A volunteer shows up unprepared? _____

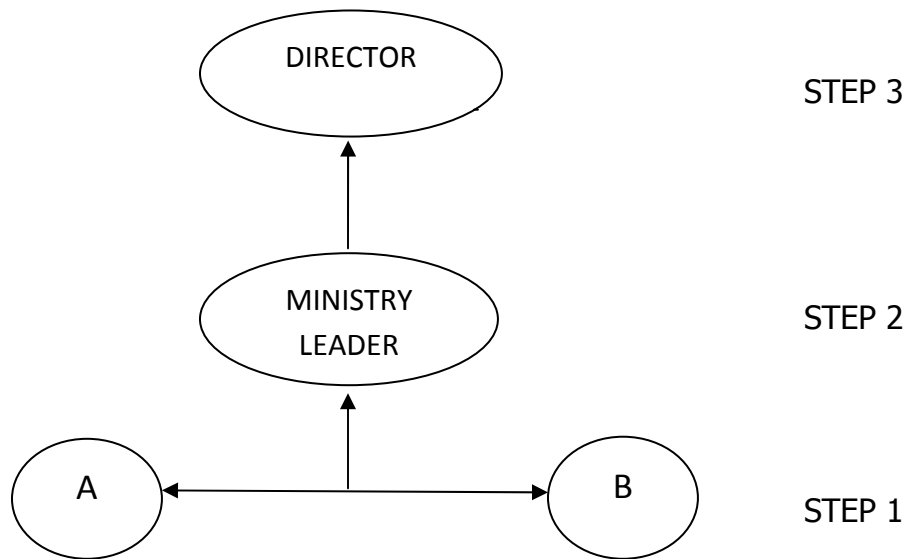
d. A volunteer's walk is inconsistent with their talk? _____

3. Conflict Resolution – Matthew 18: 15-17

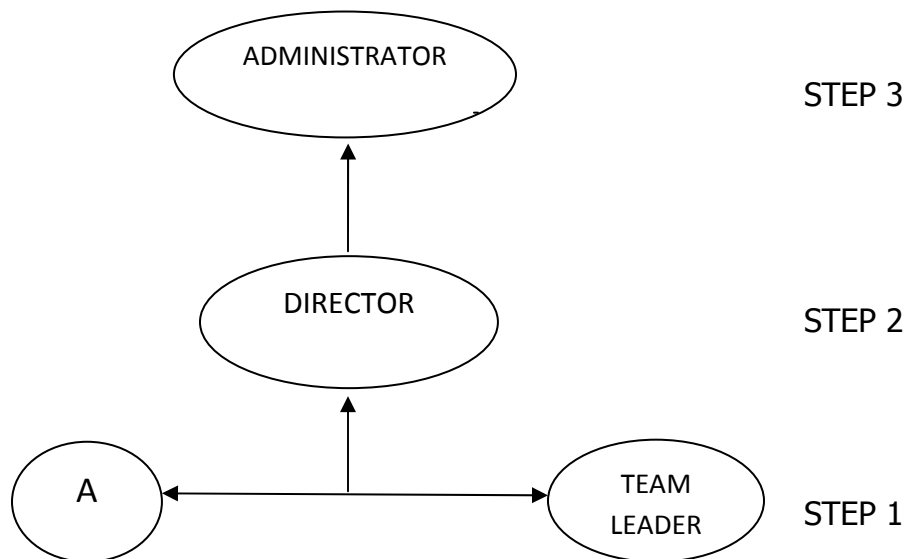
- Allegations of criminal activity, physical abuse, or sexual abuse should be immediately reported to the Administrator.

- **Ministry Teams**

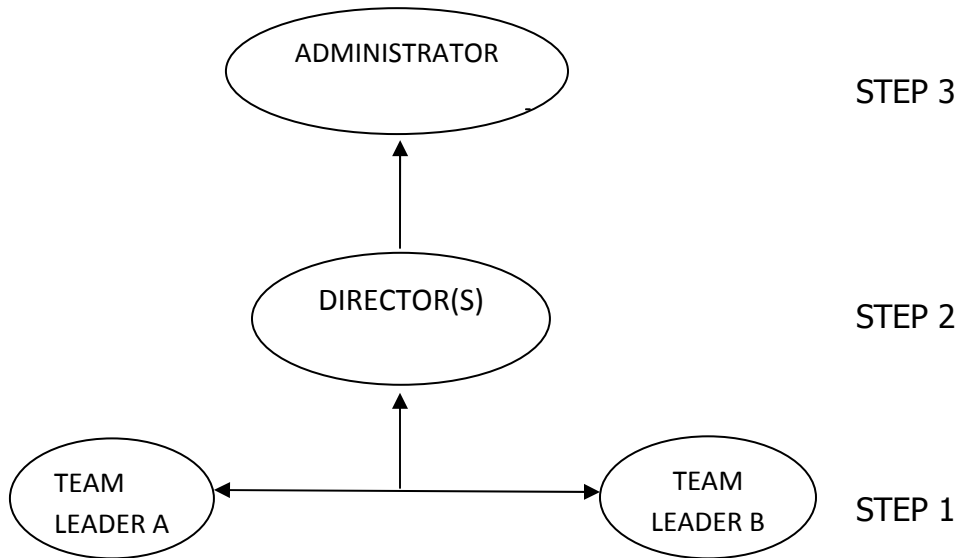
- a. Conflict Between Ministry Team Members



- b. Conflict Between Ministry Team Members and Ministry Team Leader

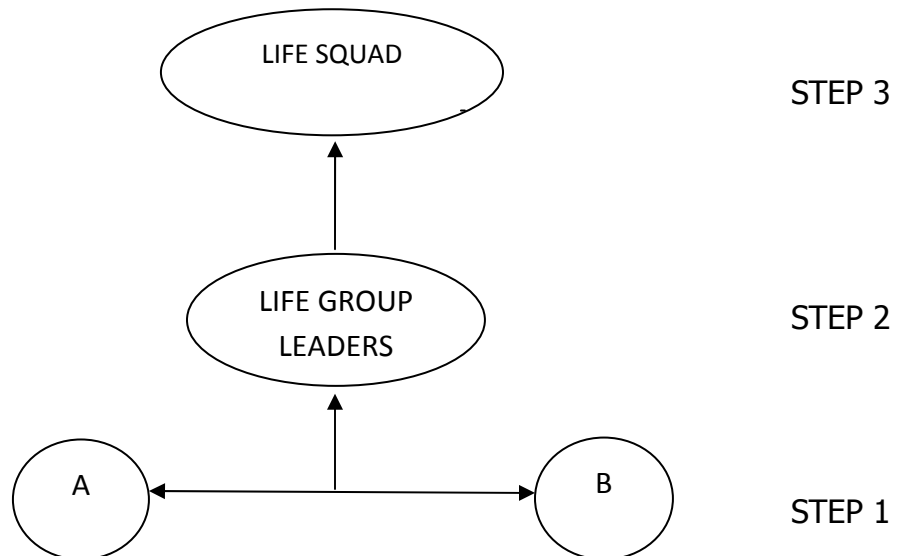


c. Conflict Between Ministry Teams

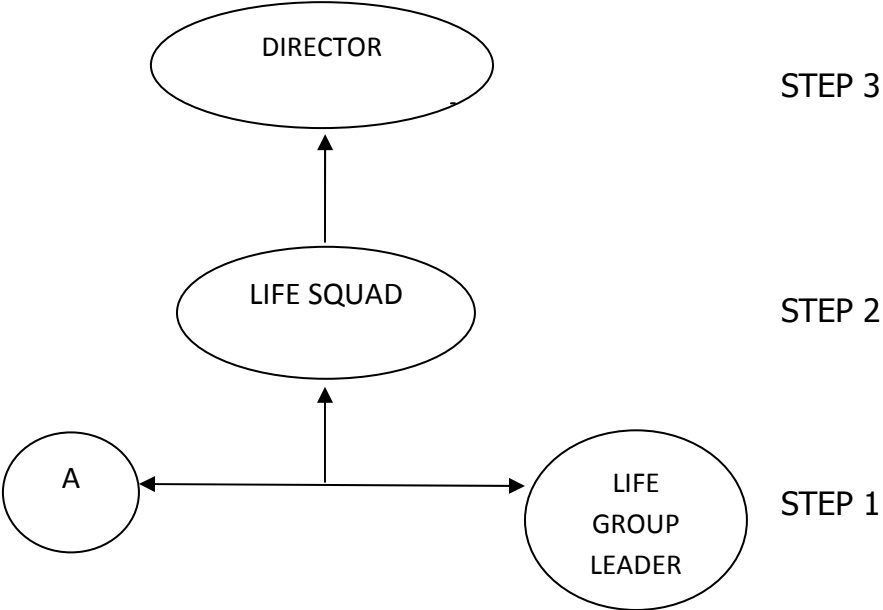


• LIFE Groups

a. Conflict Between Life Group Members



b. Conflict Between LIFE Group Members and LIFE Group Leader



REVIEW

1. HONEST EVALUATION

a. How often do I evaluate my ministry?

- Quarterly
- Tri-annually
- Semi-annually
- Annually
- Other

b. How do I evaluate my ministry? How do I define "success"?

c. What do I "measure" in order to evaluate my ministry's effectiveness?

3. HIT BY A BUS (Succession Planning)

What Would GNG Miss If This Ministry Ceased: _____

If You Were Hit By A Bus Today, List What Would Need To Be Done For Your Ministry To Operate Next Sunday:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

If You Were Hit By A Bus Today, Who Are You Training To Take On Your Role?

Name: _____

Address: _____

Phone Number: _____

Are They Ready To Take On Your Role Next Sunday? Yes No

What Will It Take To Get Them Ready? _____

Do You Have things You Need In Order To Do Your Ministry? Yes No

If Yes, What Are They? _____

If Yes, Where Are They? _____
