

BASIC PRESCRIPTION FOR A STAFF-LED CHURCH

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The Pastor Chooses and Leads the Staff:

- *Everyone on staff will be responsible for developing a budget for their area, which will be sent to the board or whomever, for approval. Once that budget is accepted the staff member can spend it without question, assuming they go through the proper channels to get the money. They cannot overspend their budgets and there will be an accounting at the end of the year in relation to their goals.*
- *Secondly, staff members must set goals for their areas. For many this will include growth goals, both in the number of people involved in their areas and the number of people they get to help them. I will only mention goals that are in some way unique to the position.*
- *Everyone on staff will need to meet weekly with the pastor in a staff meeting. The purposes are to integrate dates to avoid conflicts, evaluate where they are in relation to goals, and to communicate where they are headed next. It is clear they all work for the pastor.*

The Staff Manages the Ministries and Operations:

The following are the job descriptions assuming that the above are included in each one:

Nursery:

1. Be responsible to maintain, staff, and oversee the entire nursery operation.
2. This person is responsible to see that the nursery is always staffed appropriately for all church activities, is clean and well stocked, and that all workers are trained to deal with infants.
3. This person must also be strategizing to see that the nursery grows beyond just the babies that are brought to it by people involved in church activities.
4. The person needs to be able to recruit and train workers.
5. This individual is also responsible for the church care of new mothers and their families.

K-6:

1. Be responsible for the entire K-6 ministry of the church during Sunday School, Sunday Worship, and any other time during the week that children are involved.
2. This person is responsible for recruiting, training, deciding upon and purchasing curricula, and the oversight of the facilities for this ministry.
3. This individual must also strategize for growth in numbers, which includes getting new parents involved through their children.

Assimilation/Visitation:

1. Be responsible for establishing systems for greeting, meeting, networking, and assimilating new people into the life of the church.

2. This individual is responsible for recruiting the appropriate people to work these systems and to constantly monitor the systems and the activities of the people involved to ascertain that new people are being contacted and assimilated.
3. Goals in this position obviously relate to the number of new people that come into the church.
4. Other goals relate to recruiting people and improving the systems.

Worship Coordinator:

1. Be responsible for the planning and implementation of the Sunday Morning Worship Service.
2. This includes recruiting musicians and all others who will participate.
3. It means providing a rehearsal time every week for all those involved, not just the musicians, to walk through the entire service.
4. It means that the service reflects quality, drama, movement, creativity, and a contemporary feel, regardless of the music used.
5. Each week the entire staff will review the service in staff meeting and provide input for the coming week.
6. The goals for this person involve recruiting quality people, developing a quality worship experience, and becoming more and more creative.
7. Goals also include planning ahead and anticipating what will need to be done months in advance.

Youth:

1. Be responsible for the entire program for young people in Junior and Senior High School.
2. This means attracting young people to the program and attracting people to help work the program.
3. This program is expected to grow numerically and in quality(making disciples).
4. It is assumed that the program will lead to young people being involved in church and in a variety of ministries.
5. In a church where the youth program is very weak it is understood that the priority is to build the junior high program first, since if this is done well, it will feed the senior high program.
6. This individual is expected to attract youth to the program who are now not part of the church and have them become part of the church.

Senior Adult:

1. This person is responsible to assist the pastor in the visitation and church care of senior adults.
2. This individual is to create systems that aid in the communication of needs and then the meeting of those needs.

3. This person is also expected to train individuals to assist in this ministry in order to create a mentality of having gifted people do the ministry not pastors(ones who equip).

Younger Adults:

1. This person needs to be responsible for creating a younger adult ministry.
2. This may begin by strategizing some events that will get younger adults related in some way to the church.
3. It means starting a younger adult Sunday School class that focuses primarily on fellowship and then on teaching.
4. It will mean that as this group develops that small groups will then be started.
5. These small groups will initially start in the areas of felt needs.
6. This position requires someone with a pioneering spirit who truly understands the needs of younger married people.
7. This person needs to work in close relation to the nursery, K-6, and visitation/assimilation people.

Congregational Care:

1. This person is responsible to organize members to care for one another with regard to physical, emotional, and spiritual needs.
2. This individual is to create systems that replace the expectation of pastoral visitation with an expectation of congregational care. These systems should take place through small groups and/or teams, each of which take care of a segment of the congregation.
3. Similar to the senior adults staff person, this person is also expected to train individuals to assist in this ministry in order to create a mentality of having gifted people do the ministry not pastors (ones who equip).

Missions:

1. Missions, like all other ministries of the church, is coordinated by a staff position.
2. This staff person can get anyone they want to help them as individuals or a team.
3. This staff person is expected to organize and oversee the church's relationships with other mission organizations as directed by the senior pastor.

Finances and Facilities:

1. The finances and facilities are managed by staff accountable to the senior pastor just like any other of ministry in the church.
2. Finances and facilities may be coordinated as a combined responsibility or may be managed separately by two staff members at the discretion of the pastor.
3. The staff in this area carry out their responsibilities in service to the mission of the church as directed by the senior pastor within the policies agreed upon with the board.

No Ongoing Committees Are Used:

- There are no ongoing committees of any kind. All of these functions are handled either by the board, the pastor, or the staff as outlined on this guide.
- Someone needs to be responsible for member care. This is a staff position. The task is to organize members to care for one another.
- The board will set policy for finances. The pastor will see that the staff manages the finances in line with the board's policies.
- Missions are also handled as a staff position, in order for the pastor to have leadership over it. This person can get anyone they want to, to help them.
- There is no need for an education committee since those areas are all covered by staff positions, including youth, which includes youth Sunday School.

The Board Governs, But Does not Lead or Manage:

- The board holds the pastor accountable for implementation of the vision. This means that its accomplishment is discussed at every board meeting. As the pastor keeps them informed about his goals and those of his staff, the report should demonstrate how the vision is being carried out.
- The finances are managed by a staff person who reports to the pastor. This is also true for the management of the building and grounds. However, the board sets some basic policy standards for these areas. The pastor directs the finance and facilities staff person/s to work within the board's policies. The pastor keeps the board informed so that compliance is evident.
- The board spends time under the senior pastors leadership learning about the nature and mission of the church. They submit to leadership development (reading and discussing ideas related to church growth and effectiveness). This also means that they set up criteria and orientation procedures for new board members in order to have new ones come on that are committed to the vision and mission of the church.
- Personnel issues concerning the senior pastor are dealt with by the board. All other staff issues are dealt with by the senior pastor within any policy guidelines set by the board. The goal is to assure that people are put in place by the pastor that will promote the vision.
- The board actively supports and defends the freedom and authority of the pastor and the pastor's staff to lead and manage all the ministries and operations of the church. The board holds the pastor accountable by gathering evidence on two questions:
 1. Is the mission and vision of the church being accomplished?
 2. Are the policy boundaries of the church being respected in the process?As long as the board is satisfied by measurable evidence that the answer to both questions is yes, the board defends the pastor against any criticism as to the means used by the staff to accomplish the mission. If not, the board gives the pastor ample support to make corrections within a reasonable amount of time. If the pastor proves that he cannot lead the church to healthy growth, the board assists the pastor with a graceful transition to another position. This is based on a commitment by the pastor to step aside if he cannot lead the church to grow.
- The board spends time in prayer for the staff and the accomplishment of the vision. The goal is for the board to set the policies that will be carried out by the staff since the board members are providing governance, while the pastor provides leadership, and the staff provides management.