

# Crestview Church Ministry Team Operating Procedure and Protocol

## I. Ministry Team

Ministry Team Leadership made up of 5 members

Leadership Team will consist of Team Leader/Chair, Team Vice-Leader/Chair and 3 additional members.

## II. Ministry Team Meeting requirements

- a. Ministry Team Leadership should meet monthly and report about the meeting activities to the Board of Governance on the designated report form.
- b. Ministry Team should meet at least Quarterly with all Ministry Team members
- c. Ministry Team Leader/Chair and Team Vice-Leader/Chair will meet with the Board of Governance at least twice a year to report ministry progress, explain future plans and to work in conjunction with the Vision of Crestview Church. A schedule for each ministry team meeting will be set by the BOG at the beginning of each year. Requests for special meetings can be set in case of need for changes in direction or to inform the BOG of personnel changes, need for special budget consideration, etc.

## III. Ministry Team Decision Making process

- a. Ministry Team will make decisions based upon the ideas expressed and agreed upon by all team members. "We are smarter as a whole than we are individually."
- b. Ministry Team will work with workers and other involved volunteers and personnel to fully analyze potential changes before putting them into effect. Working with the "buy-in" of those involved to make smooth transitions and create excitement about the new things going on at Crestview.
- c. Ministry Team will periodically interview key members of those being ministered to. This will help the Ministry Team make sure that they are staying focused upon the meeting needs of the congregation.
- d. Ministry Team will report to BOG any needs that may appear to be going un/under-served to see if the "ministry resources" can be put in place to help in that area.

## IV. Budgeting

- a. Each Ministry Team will budget for essentials based upon the items and materials used in the prior year/years with an appropriate increase. The Church Treasurer will provide each Ministry Team the budget spent to date figures as of October 1. This report will provide each team a guide of 75% of year spending from which a budget for the following calendar year can be built.
- b. Ministry Teams will submit "wish-list" item budget in order of priority to the BOG.
- c. Each Ministry Team will submit their budget including essential items noting "wish-list" items in priority order to the Board of Governance by December 1<sup>st</sup>. The BOG will set the overall budget for each Ministry Team based upon analysis of projected giving versus budget requests for a given year. Cuts will be made if needed from the lowest priority items on each Ministry Team's wish-list until a balanced budget is achieved.
- d. Ministry Team will use vouchers for expenses. Before any major budgeted purchase is completed the Ministry Team Leadership will check with the Treasurer to make sure that the funds are available in the church checking account.

## V. Board Of Governance

- a. Will work with the Pastor(s) to cast and carry out the Vision for Crestview Church.
- b. Will work with each Ministry Team to help guide each Team to carry out the Vision.
- c. Will set the overall budget for Crestview Church based upon the requests of each Ministry Team.