

16. Organizing for Ministry

Julia Kuhn Wallace

Welcome to the sixteenth article in a series designed to enhance the use of the Small Membership Church Guideline. Ideally, this Guideline will be shared among your church leaders, read, discussed together, and utilized to strengthen ministry.

Remember that in the small membership church, relationships and not rigorous tasks or complex structures drive ministry. This does not mean, however that a small church should be disorganized. It does mean that size appropriate methods must be used.

Here are some added suggestions for organizing ministry to get the most out of this resource in your small membership church.

1. Select a Planning Style Appropriate To Your Size* (*Avg. in Worship)

Size Church*	Core Planning Group	Church Organization	Possible Focus
Under 25	Small group – family style	NOW(rm) Council	Seasonal events and activities
26-65	Changing seasonal planning teams integrating NOW(rm)	NOW(rm) Council	Seasonal quarters: Advent/Christmas/Epiphany Sunday; Ordinary Time after Epiphany; Lent/Easter/Pentecost Sunday; Ordinary Time. (All ministry happening within season planned by a different team.)
66-100	Basic Ministry Teams: Nurture, Outreach, Witness, and Resource (Finance, Trustees, Pastor-Parish and Lay Leadership)	Church council with NOW(rm) (With special task forces as needed)	The council meets at least bi-monthly to plan the regular activities of the church.
Over 100	Distinct committees, ministry groups and work areas: Sunday School, Education, Worship, Youth, Mission, Service Projects, Worship, Stewardship, Communications Trustees, Pastor Parish, Lay Leadership, and Finance...	Church council with NOW(rm) Committees, teams and sub-groups as needed (meet separately)	Each NOW (rm) area plans ministry activities according to goals and calendar.

2. Use a Basic Planning Worksheet

Event Planning Worksheet

Name of Event/Activity: _____

Leader: _____ Phone Contact: _____

Date: _____ Time: _____

Place/Space Scheduled: _____

Intended Group Served: _____

Purpose/Description of Event: _____

Estimated Expense: _____ Anticipated Income: _____

How do you plan to promote activity? _____

Notes:

3. Evaluate Ministries

These are different ideas to evaluate ministry activities, or events.

Roundtable. Simply go around the table and give each individual an opportunity to share one thing memorable about the event. Next go around again and invite people to share one thing to be improved.

Sides of a Coin. Pass a coin around the group. The person holding the coin states, What went well? and What could be improved? then passes the coin to the next person.

Select Different Points of View. Invite people to imagine they were a specific group participating in the activity and comment on their experience from that point of view, such as a visitor, member, child, or the pastor.

Accomplishment Awards. On newsprint, list what people thought was accomplished by the event. Invite people to remark on how we know we did and how we know we didn't meet the list.

Editorial Note: Congratulations! You have now worked through the Small Membership Church Guideline booklet and web articles. It is our hope that you join with others in your congregation and community to offer an effective ministry. Build on your strengths and develop ministries that nurture, reach out to those in need, and witness to the grace and love of Jesus Christ. Be about the vital task of making disciples. Make a difference!

Thank you for visiting our website and for giving us the opportunity to serve you. Comments and questions can be directed to Julia Wallace, jwallace@gbod.org.

Julia K. Wallace is Director of Small Membership Church and Shared Ministries at the General Board of Discipleship.

Diana L. Hynson, editor of this series of articles, is Director of Learning and Teaching Ministries at the General Board of Discipleship.

Copyright © 2004 The General Board of Discipleship. Permission is granted for use in local church training or study groups. No portion of this article may be reprinted or republished in any form for any other reason without written consent. Send requests to Julia Wallace at P.O. Box 340003, Nashville, TN 37203-0003.