

2.4 New or Revived Ministry

GUIDELINES FOR NEW OR REVIVED MINISTRIES

As approved by the Session 7/28/97

What is A New or Revived Ministry?

It is any new or revived ministry at Christ Covenant or its subsidiaries that will compete for existing resources. Resources include funding, facilities use, or staff resource hours. This includes the use of either existing or new resources.

The Process

Each ministry must receive approval from the Executive Leadership Team before starting or expanding the ministry. To obtain approval, the ELT will require written responses to the attached Application for New or Revived Ministries.

Upon receipt of the application, the request will be put on the agenda of a scheduled ELT meeting. At the meeting, the ELT will review the application, focusing on Section A - Foundational and overall whether the request is reasonable. If the ELT agrees that the ministry appears to fit within the overall mission of the church, the ELT will do the following:

- (1) The ELT will coordinate the appropriate approval process for the new initiative based on their review. The process could be as simple as needing only the ELT's recommended approval to the Session and Diaconate, or as complicated as working through various committees through an MMT/CMT, to the Diaconate and Session.
- (2) The ELT will set a time table for the approval process so that the requesting person(s) and those being charged with reviewing the request will know in advance the expected deadlines.
- (3) When final approval is given by the Session and Diaconate, the ministry will be assigned a regular reporting structure fitting within the existing church structure.

Why Do We Need A Process for New or Revived Ministries?

As Christ Covenant Church continues to grow, it becomes even more important that a process exists to ensure that the ministries of the church are heading in the same direction as the global vision for the church as a whole. This is essential because there are limitations to the available resources.

APPLICATION FOR NEW OR REVIVED MINISTRY

The following questions should be addressed when proposing to develop a new or revived ministry:

Proposed ministry: _____

Contact Person: _____

Date Submitted: _____

A. Foundational

1. How does the proposed program fit in with / relate to Christ Covenant Church's mission statement and long range plan?
2. How does the proposed ministry enhance Christ Covenant's overall purpose?
3. What are the long-term vision and specific goals of this ministry? (Where do you see this ministry in 3 years?)

B. Participation & Leadership

1. Is there a need for this program? Is this need already being partially addressed through other programs?
2. What people group would the program serve and are these people Christ Covenant members, people outside the church, or some combination?
3. Is it an evangelism, discipleship, worship or exhortation program?
4. Is there leadership to oversee this program? How will the leadership be developed? What kind of commitment is involved for leaders?

C. Facilities

1. When is the anticipated start-up date? Completion date? How much space will be utilized on a regular basis?
2. How many people will be involved? Are there constraints on the time or day? How often will they meet? Are there preferred locations? Why?
3. Are there special equipment needs? Will space and volunteer (or paid) support for childcare be required?
4. What will the activities include?
5. Will food be served? Will use of the kitchen be required?
6. Who will do the clean-up if meeting during non-standard times?
7. How will the ministry or program affect the scheduling of facilities to existing programs or ministries?
8. What is your 3-year projection of facilities usage?

D. Personnel

1. Who on staff will be the primary contact and why?
2. Which staff member would you anticipate would support this ministry? What are its support staff needs?
3. Who will be the primary volunteer base? How many volunteers will be needed?

E. Financial

1. If expenditures are involved to initiate a program or ministry, please submit a line-item budget.
2. Is this expected to be carried on by the General Operating Budget, fee-based ministry, or designated giving?
3. What is the need for start-up dollars for capital items and initial cash flow shortfalls? What is the source of start-up monies? Is debt proposed in initial funding? If debt is proposed, CAMP guidelines must be followed. Debt may only be used for appreciating capital items.
4. What is the 3-year financial plan for this ministry?
5. What is the exit plan for the ministry if it is not successful? What potential exposure is there for the church?
6. How will the ministry or program affect giving to existing programs or ministries?