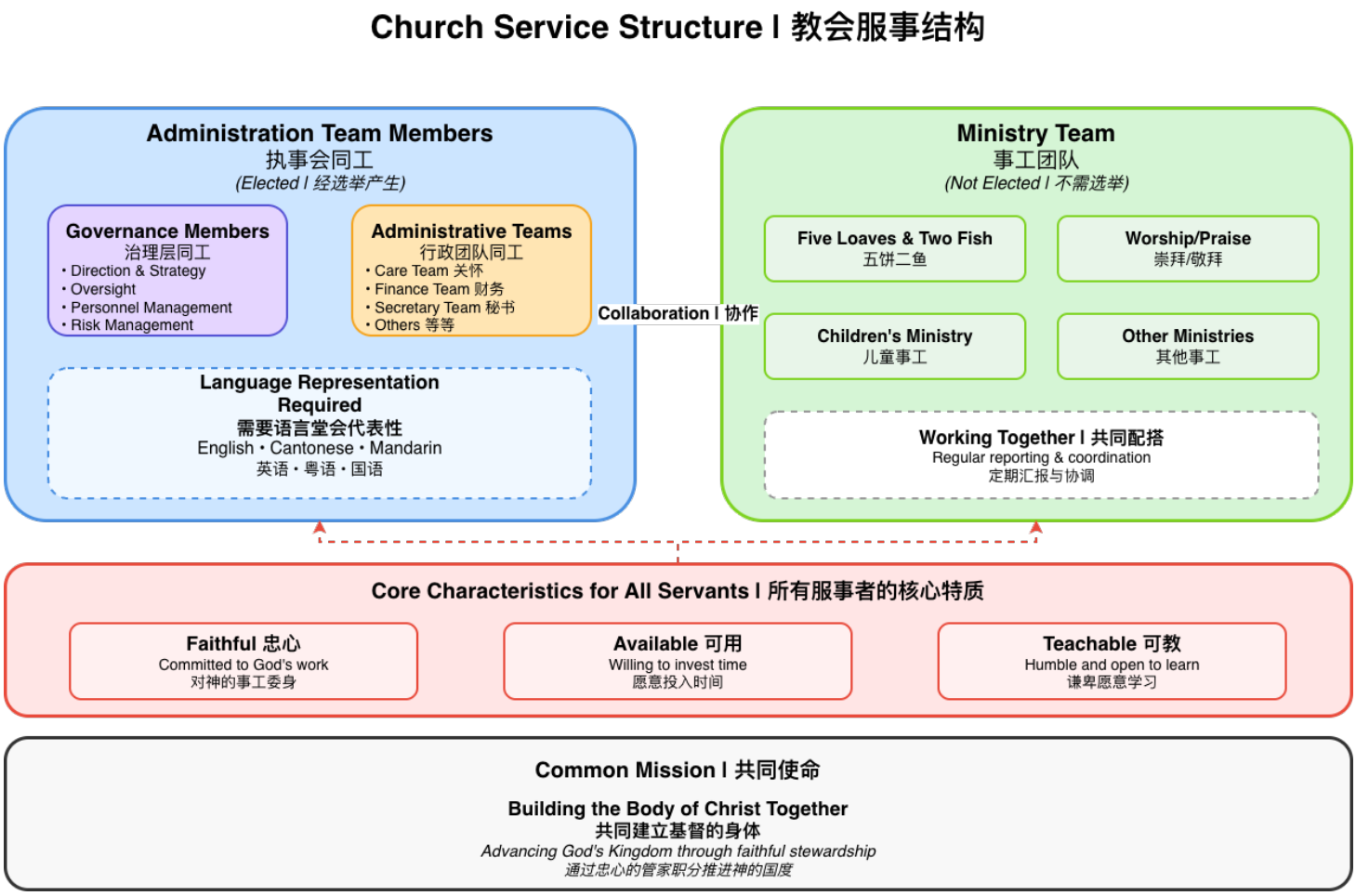
Church Team Roles

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Basic Understanding

Q1: What are the different service roles in our church?

Church service roles fall into two main categories:

1. **Administration Team Members**: Elected members who bear governance and key ministry responsibilities, focusing on administrative support for daily church operations. Administration Team Members include:
   - Governance members (responsible for overall direction, strategy, and oversight)
   - Administrative team members (care, finance, secretary, etc.)
2. **Ministry Team**: Leaders or coordinators in various ministry areas who do not require election. This includes:
   - Five Loaves and Two Fish ministry leaders
   - Worship/praise leaders
   - Children's ministry leaders

- Other ministry area leaders and workers

Q2: What's the difference between Administration Team Members and Ministry Team?

The key differences are:

- **Administration Team Members**: Elected to serve, bearing governance or key administrative responsibilities. They must meet the specific requirements outlined in 1 Timothy 3:1-13 and Titus 1:5-9, handle sensitive information, and make significant decisions
- **Ministry Team**: Participate in leading and coordinating specific ministries based on their gifts and calling. No election process required, but equally essential to the church body

Both are vital members of the body of Christ, just with different responsibilities, selection processes, and accountability structures.

Q3: What basic qualities should all servants possess?

Regardless of service role, everyone needs **FAT** characteristics:

- **Faithful**: Faithful to God, faithful to what's entrusted, putting God's work above personal interests
- **Available**: Willing to invest time and energy, able to respond when needed
- **Teachable**: Maintaining a humble learning heart, willing to receive guidance and grow

Additionally:

- **Spiritual character**: Pursuing holiness, living out the image of Christ
- **Team spirit**: Able to work well with other members
- **Confidentiality**: Especially when handling sensitive information (particularly important for Administration Team Members)

Administration Team Members

Q4: What roles are included in Administration Team Members?

Administration Team Members include two categories:

1. **Governance members**: Board members responsible for overall church direction, strategy, and oversight
2. **Administrative team members**: Including care, finance, secretary teams and others, responsible for administrative support of daily church operations

All Administration Team Members require election.

Q5: Why do Administration Team Members need to be elected?

The responsibilities borne by Administration Team Members are critical to church operations. They need to:

- Handle sensitive information (such as finances, member data)
- Make decisions affecting church operations
- Represent the church in executing important functions

- Meet the specific requirements for church leaders outlined in Scripture

Therefore, they need to be elected to ensure the congregation has confidence in their character and capabilities.

Q6: What special considerations are there when electing Administration Team Members?

When electing Administration Team Members, we need to pay special attention to:

- **Language congregation representation**: Ensuring all three language congregations (English, Cantonese, Mandarin) have appropriate representation, so the board can understand and serve the needs of all members
- **FAT characteristics**: Candidates need to demonstrate being Faithful, Available, and Teachable
- **Spiritual qualifications**: Meeting biblical requirements for church leaders
- **Professional capabilities**: Possessing the skills and experience needed for the respective positions

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Administrative Team Members (Care, Finance, Secretary, etc.)

Q7: What are the main goals of the administrative teams?

Administrative teams ensure smooth church operations through providing administrative and organizational support. Each team has a specific mission:

- **Care Team**: Building a caring community where the weary and burdened can find rest
- **Secretary Team**: Ensuring smooth church operations and maintaining accurate records
- **Finance Team**: Acting as stewards of financial resources, maintaining thorough financial records

Q8: What specifically does the Care Team do?

Care Team work includes:

- Regularly reviewing congregation wellbeing and caring for pastoral families' needs
- Arranging visits monthly or as needed
- Coordinating prayer chains to facilitate intercession
- Preparing gifts for special occasions (baptism, Christmas, Mother's Day, etc.)
- Coordinating transportation for those seeking to attend worship
- Coordinating orientation activities for new members and visitors
- Recommending benevolence fund candidates to those in financial need

Q9: What specifically does the Finance Team do?

Finance Team work includes:

- Bookkeeping and maintaining financial records (payroll, income and expenses, bills, receipts, insurance, etc.)
- Counting Sunday offerings weekly and entering them into the computer system
- Producing financial reports (weekly offering statistics, quarterly and annual reports)
- Ensuring financial transparency and accountability

Q10: What specifically does the Secretary Team do?

Secretary Team work includes:

- Maintaining and updating various lists (membership, participants, visitors, baptisms, memorial services, baby dedications, etc.)
- Producing church publications (meeting minutes, bulletins, announcements and program notices, policies and guidelines, congregational newsletters, annual reports, etc.)
- Ensuring information is communicated accurately and timely
- Assisting in compiling and implementing operational policies, documents, and guidelines

Q11: What professional skills do administrative team members need?

Different teams have different requirements:

All administrative members need:

- Good organizational skills with attention to detail
- Effective verbal and written communication abilities
- Ability to work independently and collaborate with team members
- Basic technical skills (word processing, spreadsheets, internet use)
- Commitment to confidentiality

Finance Team additionally needs:

- Accounting and bookkeeping knowledge
- Good analytical abilities
- Understanding of the spiritual aspects of stewardship

Governance Members (Board Members)

Q12: What are the core responsibilities of governance members?

Governance members are responsible for guiding and protecting the ministry, ensuring the church remains faithful to its mission. Their responsibilities are called "fiduciary duties" and include:

1. **Honesty**: Acting in good faith and sharing important information
2. **Loyalty**: Putting ministry interests above personal interests, avoiding conflicts of interest
3. **Care**: Understanding church operations and being prepared for meetings
4. **Diligence**: Actively asking questions and contributing professional knowledge

Q13: What work should governance members focus on?

They should focus on governance, not daily management:

- **Setting direction**: Discussing vision, mission, and strategy
- **Accountability and oversight**: Monitoring work and verifying policy implementation
- **Personnel management**: Participating in the selection, development, and evaluation of church leaders
- **Risk management**: Ensuring finances and assets are properly managed

- **Language congregation balance**: Ensuring the needs of all three congregations (English, Cantonese, Mandarin) are attended to and addressed

Q14: What's special about Christian ministry governance?

Christian ministry governance has unique spiritual dimensions:

- **Steward identity**: Members are stewards of Christ's ministry, not owners or bosses
- **Love and unity**: Members are brothers and sisters in Christ, treating each other with love and respect
- **Common purpose**: Working together to accomplish Christ's mission
- **Healthy debate**: Encouraging honest dialogue, but supporting decisions once made
- **Listening to God**: Determining God's direction through collective discernment

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Ministry Team

Q15: What do Ministry Team leaders do?

Ministry Team leaders bear leadership and coordination responsibilities in their respective ministry areas, including:

- **Five Loaves and Two Fish ministry**: Coordinating food care and practical needs support
- **Worship/praise ministry**: Planning and leading worship, coordinating worship teams
- **Children's ministry**: Planning and executing children's Sunday school and activities

Their work focuses on:

- Planning and executing specific ministry activities
- Recruiting and training ministry volunteers
- Collaborating with Administration Team Members to advance the church's overall mission
- Caring for the spiritual needs of ministry participants

Q16: What qualifications do Ministry Team leaders need?

While not requiring election, Ministry Team leaders should possess **FAT** characteristics:

- **Faithful**: Having a burden for and commitment to the ministry
- **Available**: Willing to invest time and energy
- **Teachable**: Willing to learn and grow

Additionally:

- Possessing relevant gifts and experience
- Able to lead and coordinate teams
- Aligned with the church's overall vision

Q17: How does the Ministry Team collaborate with Administration Team Members?

The relationship works like this:

- **Ministry Team** focuses on planning and executing specific ministries

- **Administration Team Members** provide administrative support, resource allocation, and overall direction
- Ministry Team leaders should report regularly to the board
- Major decisions (such as budgets, policies) require board approval

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Practical Guidance

Q18: How do I simply explain our church's service structure to others?

You can say:

"Our church has two main types of service roles:

Administration Team Members are elected and responsible for church governance and administrative work, including board members and administrative teams (care, finance, secretary, etc.). They ensure smooth church operations and make important decisions. When electing, we pay special attention to representation from all three language congregations (English, Cantonese, Mandarin).

Ministry Team is responsible for planning and executing various ministry areas, such as Five Loaves and Two Fish, worship/praise, children's ministry, etc. They lead specific ministries according to their gifts.

Both work together to advance the church's mission."

Q19: How do I decide which type of service suits me?

Consider these questions:

1. **Do you possess FAT characteristics?** Are you Faithful, Available, and Teachable?
2. **What are your gifts?** Are you skilled in administration, organization, planning, or direct people ministry?
3. **Where is your burden?** Are you interested in governance and administrative management, or do you have a burden for specific ministries (like children, worship)?
4. **What's your time commitment?** Administration Team Members need to attend regular meetings and bear ongoing responsibilities; Ministry Team time may be more flexible
5. **What's your life stage?** Administration Team Members need to meet specific biblical requirements for leaders

If unsure, you can start serving in the Ministry Team and gradually discover your gifts and calling.

Q20: How do I know if I possess FAT characteristics?

You can ask yourself these questions:

Faithful:

- Am I willing to commit long-term to this service?
- Can I put the church's interests above personal convenience?
- Am I reliable and able to complete entrusted tasks?

Available:

- Do I have time to attend meetings and complete work?
- When the church has needs, can I respond?
- Am I willing to adjust personal arrangements to accommodate service?

Teachable:

- Am I willing to receive advice and guidance?
- Can I admit mistakes and learn to improve?
- Do I remain open to new methods and ideas?

If your answers to most of these questions are positive, you have a good foundation for service.

Q21: What if I feel I'm not serving well enough?

Here are some practical steps:

1. **Clarify your specific responsibilities**: Confirm role expectations with team leaders or the board
2. **List priorities**: Don't try to do everything; focus on the most important responsibilities
3. **Seek support**: Learn from experienced workers and request training when necessary
4. **Regular review**: Review quarterly to see what's going well and what needs improvement
5. **Pray and depend on God**: Remember, this is God's work; we're just vessels
6. **Maintain a FAT mindset**: Focus on being Faithful, Available, and Teachable rather than perfect

Most importantly, God doesn't use perfect people but willing hearts.

Q22: How do I encourage brothers and sisters to participate in service?

You can emphasize these points:

1. **FAT is more important than ability**: God values being Faithful, Available, and Teachable more than perfect ability
2. **Everyone has gifts**: God gives each believer different gifts that can be used in service
3. **Start small**: You can help in the Ministry Team first without taking on major responsibilities initially
4. **Team collaboration**: The church is Christ's body, needing each member to function
5. **Growth opportunity**: Through service, you'll experience God's grace and grow spiritually

Q23: Why is language congregation representation important?

Our church has three language congregations (English, Cantonese, Mandarin), each with unique cultural backgrounds and needs. Having representatives from each language congregation on the board:

- Ensures all members' voices are heard
- Helps the board understand the needs of different cultural backgrounds
- Promotes communication and unity among the three congregations
- Makes decisions more comprehensive and better able to serve the entire church community

This isn't division but pursuing unity in diversity, making everyone feel cared for and represented.

Summary

The church's service structure includes:

- **Administration Team Members**: Elected to serve, responsible for church governance and administrative support (board members + administrative teams). Elections consider representation from all three language congregations (English, Cantonese, Mandarin)
- **Ministry Team**: Responsible for planning and executing various ministry areas (Five Loaves and Two Fish, worship/praise, children's ministry, etc.)

Regardless of which type of service, the most important thing is possessing **FAT** characteristics: **Faithful, Available, Teachable**.

Every role is important, and everyone can find a suitable service position. The key isn't position level or ability size, but whether you faithfully use the gifts God has given us to build up the body of Christ together.

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