

WESTCITY CHURCH

Love God | Love People | Follow Jesus

FAQs for Ministry Leaders

1. *Can I organise social get togethers for my team? Can I have access to the Church?*

Yes, and yes.

- a. Discuss plan with your upline leader at regular meeting so they can let you know of any other church wide plans that may need to be considered
- b. Check with John Seah re church facility availability
- c. Book date in the Elvanto church calendar (John or Mel can assist)

2. *Do I have a budget for my Ministry Area? What happens if I need to make a large expense?*

Yes.

- a. Chat to your leader about your proposed purchase and details of your budget.
- b. Then if the concept is approved, you can make the purchase and complete the reimbursement paperwork, with your leader.
- c. For amounts over \$500 your Upline will need to get Board approval.

3. *A volunteer in my area would like to stop volunteering, what do I do?*

After the volunteer has informed you of their decision to step out of their volunteering role, inform the Volunteer Coordinator so that they can better understand the reasons, support the person into another area of ministry or refer for pastoral care.

4. *I don't have enough volunteers in my area and am looking for more, what do I do?*

Speak to Volunteer Coordinator. Pray!

5. *I would like to take some extended leave, what do I do?*

- a. Speak to your Leader to arrange logistics.
- b. You and your Upline Leader can chat about organising an interim Ministry Leader to support your team while you are away (Caretaker role).
- c. You may need to work with your Leader here, in putting these plans in place and communicating to your team. Notify all team volunteers of your absence and who will be stepping in while you are away.
- d. If possible, ensure rostering is all set for the duration of your absence.

6. *I met with someone who is interested in volunteering in my area, what do I do?*
 - a. Let the potential volunteer know that the Volunteer Coordinator will contact them to discuss this further.
 - b. Pass on potential volunteer's details to the Volunteer Coordinator.

7. *What do I do if I no longer want to Lead my team in my Ministry area?*
 - a. Speak to your Upline Leader to discuss the reasons why you would like to step out of your role. Sometimes there maybe a problem or challenge that can be solved by working differently as opposed to stepping out completely. Please ensure that you speak up with your concerns so that you can ensure your Upline Leader can offer you the support you need.
 - b. Alternatively, you can speak to the Volunteer Coordinator about your concerns.