Ministry Council Guidelines
Hoffmantown Church

1. Each Ministry Council works with their Ministry Leader and the Ministry Leader works with their Ministry Council. Councils provide an opportunity for the Body to be engaged. Councils make recommendations, provide support, and serve in their ministry area.

2. Regular meetings are to be scheduled by the Ministry Leader or Administrative Assistant for that ministry area. At no time are Ministry Council meetings to be held during regularly scheduled church-wide activities– Sunday morning, Wednesday night, etc. All appropriate forms should be turned in to the Administrative Assistant for that ministry.

3. A normal term of service for Ministry Council members is two calendar years (with the exception of the Finance and Personal Committees who are governed by the Church Bylaws). Each continuing member should be contacted yearly to re-affirm his/her commitment to serve on the given Ministry Council. A member may serve a maximum of two terms, if requested, and must then rotate off for one year prior to being considered for that council in the future. NOTE: A term year begins on January 1st, regardless of when a person joins the council. For example, if they started anytime in 2025, their first term would be 2025-12/31/2026. Their 2nd term would be 01/01/2027-12/31/2028. Member terms should be staggered to provide better continuity for the Ministry Council. Employees, Elders, or Pastors may not serve as Ministry Council members. Also, multiple family members will not serve on the same Ministry Council.

4. Ministry Council members should serve on only one Ministry Council at any given time. While rare, any exceptions must be approved by the Elders, and the Ministry Leader.

5. Prospective Ministry Council Chairpersons will generally have one year's experience on the Ministry Council prior to Chairing the Council. The Ministry Leader will ultimately make the decision as to the Chair and will then submit their recommendation to the Elders for affirmation. This recommendation to the Elders should be submitted to the Senior Executive Assistant to the Lead Pastor.

6. Each Ministry Council will review their own guidelines yearly and recommend changes to the Ministry Leader.

    a. A purpose statement defining why this council exists.

    b. Specify the number of people on the team (ideally, 5-10). Names of specific individuals will be recommended to the Ministry Leader.

    c. Council members will be members of Hoffmantown who have completed the *Servant Ministry Application*.

d. Any other guidelines that may be unique to a specific ministry area – e.g., if in Kids or Student area, one must complete a background check.

7. An Annual Orientation to Ministry Council service will normally be held in January of each year to review the guidelines for Ministry Council service. All Ministry Council members are expected to attend.

8. Expectations of Ministry Council Members:

   a. Attendance- If a member misses two or more consecutive meetings, the Ministry Council may need to have a discussion with that member about possibly identifying a replacement.

   b. Active participation- All should agree to actively participate in Ministry Council discussions and activities.

   c. Confidentiality- All should agree to keep confidential those things that need to be confidential and to share those things that need to be shared within each member's sphere of influence.

9. Minutes from Ministry Council meetings are to be in writing and kept on file. A copy of those minutes should be provided to the Ministry Leader and the Senior Executive Assistant to the Lead Pastor within two weeks after the meeting, so that the report can then be included in an upcoming Elders' Meeting.

10. Ministry Councils are encouraged to enlist other church members / individuals for consultation purposes on special projects or Ministry Council needs.

11. Any member wishing to resign from their Ministry Council should submit a letter to their Ministry Leader. Said letter will then be forwarded to the Senior Executive Assistant to the Lead Pastor.

Definition of Terms:

Ministry Council – A group made up of members from Hoffmantown Church who have a desire to serve a specific area of ministry. e.g., Men's, Kids, etc. (Not to be confused with Church Council).

Ministry Leader – The Pastor or Director called to leadership over a specific area of ministry and its Ministry Council.

Affirmed – A validation or acknowledgement from leadership.