



## Session 6

# Lesson 11: Building a Ministry Team (Have Job Descriptions) (Part 2)



### Scripture Text

- I Timothy 4: 15-16 – “Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress. Watch your life and doctrine closely. Persevere in them, because if you do, you will save both yourself and your hearers.”



### Key Terms

- Team
- Training
- Professional
- Evaluation
- Encouragement
- Accountability
- Regular Meetings



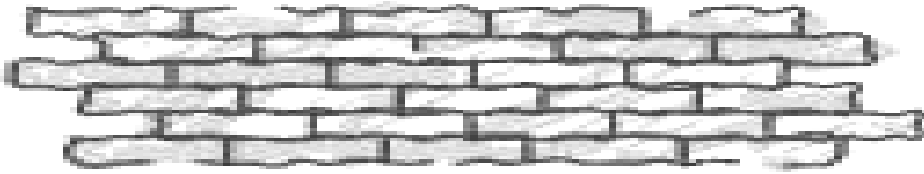
### Lecture Objectives

- Describe the importance, place, and function of job descriptions for recruiting and keeping volunteers
- Describe the relationship among job descriptions, accountability, evaluations, and encouragement



### To Think About Before You Go On

- In your past work and ministry experiences, how has accountability and evaluation (or lack of these things) helped or hindered your ability to work well? How has it helped or hindered your walk with Christ and service to Him?



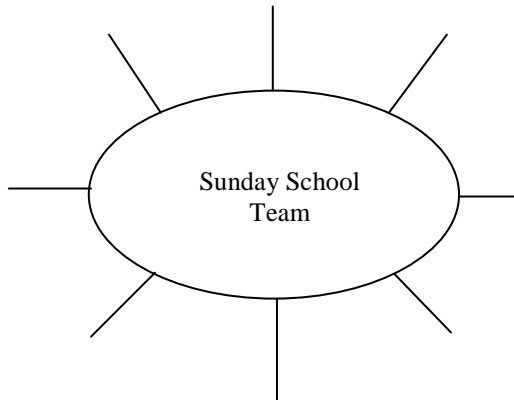
*Refer to job descriptions at the end of lesson 11*

### **Sunday School Teacher (Middle School and Senior High)**

*To plan and teach a section of one of our Sunday morning classes. You will work with a Sunday School **team**, which is present each week, to bring God's Word before the students. Your involvement will be focused on the 20-30 minute teaching time during each Sunday morning class. **Training** is required for each first-time teacher.*

Meeting Time: Sunday 9:15-10:45 am  
Time Per Week: 5 hours  
Length of Commitment: 6-12 weeks

*Team --*



*Job description copied from list at end of lesson 11*

### **Sunday School Substitute Teacher (Middle School and Senior High)**

*To provide temporary assistance when a regularly scheduled teacher is unable to teach on a Sunday morning. Advance notice will be given whenever possible, but may not come until the morning of. Resources will always be provided. Our goal will be for you to have “emergency” lessons already prepared. You will be working with a Sunday School Team. Training will be provided.*

Meeting Time: Sunday 9:15-10:45 am  
Time Per Week: 0-2 hours  
Length of Commitment: Indefinite

*Job description copied from list at end of lesson 11*

### **Sunday School Team Member (Middle School and Senior High)**

*To be a regular participant in our Sunday morning ministry. Your responsibilities will include some of the following: meeting and greeting new students as well as regulars, participating in small-group discussions, helping to provide a positive atmosphere, engaging students in conversation, participating in and/or leading mixers, games, and skits. Training will be provided.*

Meeting Time: Sunday 9:15-10:45 am  
Time Per Week: 3-5 hours  
Length of Commitment 1 year

*Continue review of job descriptions at end of lesson 11*

### **Spend Time Training Them**

- Develop training materials for each job description
- Set up periodic training periods for new leaders
- Have new leaders start together
- Don't rush the training period
- Have them read good books on youth ministry
- Provide resources continually



## How To Keep Volunteers Volunteering

### Be Professional in Everything You Do

- Demonstrate integrity
- Don't wait until the last minute to ask leaders to do something
- Explain your plans in detail

### Evaluate Them

- Make the evaluation process known and make it fun
- Develop an evaluation form
- Show tremendous grace
- Evaluate according to job description
- Give gentle but precise criticism
- Offer suggestions for improvement
- Allow them to share how they are feeling
- Pray with them

### Encourage Them Frequently

- Write them notes
- Buy them gifts that have special meaning
- Take them to lunch or dinner
- Publicly recognize them
- Have students share their appreciation
- Have a surprise leadership night
- Encourage parents to express their gratitude

