

HANDBOOK TOPIC TEMPLATE

Purpose: To keep the ministry manual organized and on point, this template breaks down content into clear sections and subtopics, making sure all essential information is included. The executive team can easily visualize the manual's scope, allowing for efficient feedback on what needs to be added or removed. Plus, this structure simplifies the table of contents creation.

SECTION 1: WE ARE KINGDOM

- *The Mission of Our Church*
- *The Vision of Our Church*
- *The Culture of Our Church*
- *Ministry Organizational Structure*
- *Expectations of Ministry Participants*
- *Leadership Training*

SECTION 2: QUALITIES OF A LEADER

- *The Heart of a Leader*
- *Leading from the Front*
- *Leading by Example*
- *Characteristics of a Christian Leader*

SECTION 3: MINISTRY HEALTH AND ACCOUNTABILITY

- *Understanding the Purpose of Your Ministry*
- *Ministry Tenure*
- *Strategic Plan/Leadership Evaluations*
- *Attendance and Accountability*

SECTION 4: LEADING YOUR MINISTRY

- *Welcoming New Ministry Members*
- *New Ministry Member Meeting*
- *The Culture of Our Church Ministry Manuals*
- *Importance of Discipleship*
- *Ministry Member Withdrawal*
- *Handling Ministry Rosters*

SECTION 5: EVENT PLANNING

- *Requesting Meeting Space*
- *Funding Your Event*
- *Marketing Your Event*

- *After Action Reporting*

SECTION 6: MINISTRY LEADER CODE OF CONDUCT

- *Dress Code Guidelines*
- *Ministry Confidentiality*
- *Social Media*
- *Use of Church Property and Equipment*
- *Storing Ministry Items*
- *Conflict Resolution*

SECTION 7: MINISTRY MEMBER CARE

- *Ministry Care – Agape Ministry*
- *Incident/Accident Reporting*