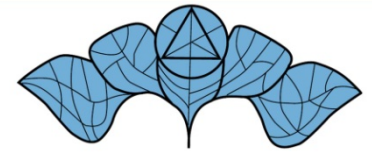


## St. Timothy's – 3 Steps to Establishing a New Ministry

St. Timothy's is a vibrant church with many active ministries. From time to time, we find that new needs arise and ministries are formed to meet those needs. The following guidelines were established to ensure that each New Ministry is carefully planned, approved and communicated within St. Timothy's and, externally, if needed.

For additional assistance, please contact the Volunteer Coordination and Support Ministry (VoCoSuM): Jane Perry, eperry2ster@gmail.com, 703-478-0032



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### Process

Follow these 3 steps to establish a New Ministry at St. Tim's.

### Guidelines

These tips can facilitate establishing a New Ministry at St. Timothy's, by ensuring that the approval and coordination process is followed properly, volunteers and other resources are identified, and the New Ministry is effectively communicated to St. Timothy's community.

#### 1. Establish a Ministry Plan.

A mission statement, identification of resources needed, and coordination with other ministries is a key to successful planning.

- **Using the attached template develop your Ministry Plan.**
- Develop Vision and Mission Statements that describe the purpose and goals of the New Ministry and what need this ministry will fulfill.
- Identify other volunteers that are willing to participate in the planning and/or implementation of the New Ministry.
- The **Ministry Leader Handbook** is a good resource. Copies are available from **VoCoSuM**.
- Talk to the **chairs of existing ministries** that may overlap or closely align with the goals of the New Ministry. Are there potential areas of conflict? Overlapping resources? Possibilities of coordinated efforts?
- Determine how the New Ministry will operate. What will the leadership structure look like? The volunteer structure?
- Determine how much funding will be needed for the New Ministry. This should include the dollars that will be requested as part of the **Annual Budget Process** as well as any fundraising or donations that will be solicited for the Ministry to run effectively.
- Identify the minimum and optimal number of volunteers and other resources needed for the Ministry to run effectively. This should include the number and approximate hours/month of each volunteer.
- **VoCoSuM** can assist you with identifying volunteer resources for your New Ministry and identifying **STAR** (Small Tasks Are Rewarding) tasks that may encourage additional volunteers to participate.

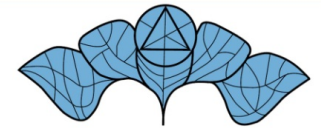
**Process,  
continued**

**Guidelines,  
continued**

<p>2. <b>Coordinate the New Ministry at St. Tim's.</b> Each New Ministry must seek Vestry Approval. Coordination with the Finance Committee is important if there are budgetary considerations.</p>	<ul style="list-style-type: none"><li>• Prepare the New Ministry Plan for presentation. <b>VoCoSuM</b> can assist in the development of the plan and in providing recommendations and suggestions for improvements to the plan before proceeding.</li><li>• If the New Ministry will require a line item in the Annual Budget, brief the <b>Finance Ministry</b> on the New Ministry Plan. Ensure that you are familiar with <b>St. Timothy's Fundraising Policy</b>.</li><li>• Contact the <b>Vestry liaison to ad hoc Ministries</b> and ask to be scheduled for the next Vestry meeting.</li><li>• Provide <b>Vestry</b> Members with a copy of the plan prior to the meeting.</li><li>• Present the Ministry Plan to the Vestry. <b>You will need the Vestry approval prior to proceeding with implementation of the New Ministry Plan.</b> The Vestry may have questions, concerns, or recommendations that need to be addressed and re-visited with the Vestry prior to implementing the New Ministry Plan and a subsequent briefing to the Vestry may be needed.</li><li>• Brief the other Ministry Leaders at the next <b>Vestry/Ministry Leader (VML) Meeting</b>. Contact VoCoSuM to be placed on the agenda for the next VML meeting.</li></ul>
<p>3. <b>Communicate and Educate St. Tim's about the New Ministry.</b></p>	<ul style="list-style-type: none"><li>• Provide the <b>Communications Ministry</b> with a copy of the New Ministry Plan after Vestry approval has been obtained.</li><li>• Working with the Communications Ministry, develop a local (internal) and an external (if needed) <b>Communications Plan</b> for the New Ministry. Think carefully about who needs to be informed about the Ministry and what they need to know for the Ministry to run effectively.</li><li>• Schedule meetings and events (including fundraisers) with the <b>Parish Administrator</b>, ensuring that they are recorded properly on St. Timothy's online Calendar. Event Scheduling Guidelines and forms are available under "<b>Ministry Resources</b>" on <b>St. Timothy's website</b>.</li><li>• <b>Execute your plan!</b></li></ul>

***Go in Peace to love and serve the Lord!***

## St. Timothy's New Ministry Plan Template



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*Ministry Name:*

*Point of Contact:*

<b>1. MINISTRY DESCRIPTION</b>	<p><b>1.1. Vision Statement</b> <i>What is your goal in establishing this ministry? What do you plan to accomplish through this ministry that is not currently being accomplished by another ministry within St. Timothy's?</i></p> <p><b>1.2 Mission Statement</b> <i>What need will this ministry fulfill? How will the new ministry carry out its goal(s)?</i></p>
<b>2. VOLUNTEERS</b>	<p><b>2.1 Structure and Roles</b> <i>How will the ministry be structured? What kind of leadership role(s) is (are) planned? What roles will volunteers play? Are there small tasks, e.g. utilizing Small Tasks Are Rewarding (STAR) Volunteers?</i></p> <p><b>2.2. Identification of Volunteers</b> <i>Who are the core volunteers that helped in developing the plan? Who has agreed to participate in the new ministry? In leadership roles? How will you recruit new volunteers? What are the minimum and the optimal numbers of volunteers needed for the ministry to run effectively?</i></p>
<b>3. COORDINATION</b>	<p><b>3.1 Ministry Coordination</b> <i>Identify ministries that may have overlapping functions with the new ministry or with whom the new ministry may need to coordinate. Are there potential conflict areas? How are these being addressed? Are there opportunities for coordination?</i></p> <p><b>3.2 Other Considerations</b> <i>Identify other issues that the church leadership should be aware of with regard to the new ministry. Are there legal considerations? Property or facility usage considerations?</i></p>
<b>4. FINANCIAL RESOURCES</b>	<p><b>4.1 Budget Funding</b> <i>Will the new ministry require an annual line item in St. Timothy's Annual Budget? If so, what is the estimated budget? Have you briefed the Finance Ministry?</i></p> <p><b>4.2 Other Resources</b> <i>What other resources will be needed for the ministry to function? Food donations? Other donations? Will there be fundraising on behalf of the ministry? How often? If fundraising and/or solicitations for donations will be utilized, show your plan for fundraising/solicitations, including ideas and time frames over the following 12-month period.</i></p>