



Mountainview Grace Church
MINISTRY INITIATIVE
DRAFT VERSION 2.1

Ministry Initiative

In Depth

Modifications made since revision 1.1

- DRAFT DRAFT DRAFT – prepared for acceptance by Mountainview Grace Church congregation by David R Jones Fall 2014. VERSION 1.1 (council revisions)
 - Changed to DRAFT– Mountainview Grace Church Fall 2014. VERSION 2.1 – congregation introduction
- **DRAFT VERSION 1.1**
 - **Change to DRAFT VERSION 2.1**

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Intro

Ministry Initiatives are to be introduced in light of the Ministry Direction as an outcome of the refocusing task for Mountainview Grace Church. An attempt has been made to incorporate the desire for relationship-based ministry, congregation-based initiative, development of leadership ability and intentional ministry focus. This document is written as an intentional guideline for accounting for all activity within the church while minimizing the resources required for administration. The guidelines are designed within the framework of the community benefits of a small church while intentionally expanding the numbers of people who will identify Mountainview Grace Church as their home church. Through the refocusing discussions we have recognized that the main advantage of Mountainview Grace Church is its small size which grants us the ability to know each other well enough to be able to care for each other's needs. If implemented with the proper intentions, Mountainview Grace Church should be able to grow numerically without losing the ability to maintain personal relationships with one another.

While developing the process for Ministry Initiatives, we were aware that we did not want a legalistic document, but rather a guideline that can grow with the Church and be able to it as it grows over time. Being in a small church, we also wanted to limit the workload for the volunteer council, and to take the discussions of the details out of the hand of the council and into the hands of the congregation. It is our hope that through this process, individuals from the congregation who identify a need will be empowered to intentionally decide and formulate a particular ministry to aid in meeting the need of our members as well as the community. The role of the council will thus change from a managerial role to one of governance. The new role of council should be as support for ministry leaders and to help them meet their ministry's goals.

INTENTIONS

The first aspect of the Ministry Initiative to ensure that the activities of the Ministry Initiative bring honor to our Lord and abide by the Canadian laws. This can be summarized in the statement ***“Love the Lord with all your heart, mind, and soul”***

The second aspect of the Ministry Initiative is to understand that a good idea is not in and of itself a good ministry. We are a small church and both financial resources and human resources are limiting factors. Sometimes we become jealous of other church’s ability to provide extravagant programs. It is often disruptive to our church to have the council or pastor make the decision to NOT run the program. The initiators of the Ministry Initiative will be able to figure out not only their intentions for the Ministry Initiative but also to assess the human resources for their Ministry Initiative. Sometimes it is easy to come up with a brilliant idea, but bringing it to life may take intentional planning. This can be summarized is the statement ***“A good idea for ministry is not a ministry”***

A significant aspect of the Ministry Initiative is to respond quickly to new needs. Centralizing the decision process for new ministries into the pastor or council, not only overburdens the council and pastor, but slows the process down. Currently it has been estimated to take two years to establish a new ministry, as the process goes from pastor to council to congregation. With our quick response being a fundamental factor in the Ministry Direction the intention should always be to give any new initiative as much leeway as legally and respectfully possible. This may mean that a new Ministry Initiative misses the mark, and has to be radically revised. This can be expressed in the sentiment ***“Any new Ministry Initiative should be given the right to fail.”***

Another issue that a small church faces is when a ministry or activity no longer serves its original purpose. It is very easy for a small church to continue to do something that it understands well. In a small church, most members have to participate in each ministry in some fashion or another. An intentional Ministry Initiative takes time to think though and requirements of human resources and the demands it makes on the church’s members. A program within the church that is well run and well understood requires less thought and can be done with a lot less effort. If such a program or activity is not serving the greater purpose of bringing people to the understanding of Christ, it is only serving the desire of the members of the church to seek a time out, or a time to relax. This temptation is very strong and easily to succumb to. As we want to take advantage of the benefits offered by the small church and do not want to have our members lose their desire for the Kingdom ,we must have a way for terminating or suspending an ineffective ministry. This can be summarized by the statement ***“An ineffective ministry takes the same or more resources as an effective ministry”***

Financial commitments for ministry are always a challenge. At first, especially in a small church, stewardship of church money is based on the concept of doing everything as inexpensively as possible. Often the concept is stated as being liberal with money on a personal level, and being conservative with money on a church level. This leads to some unwanted effects. There are real commitments the church must make, both legally and morally. Commitments to mortgage and salaries have such ramifications. This affects how we restrict spending when monetary resources are tight. Often ministry expenses are cut to bare minimum. This is contradictory to the original intention of the church, and also contradicts the intention of the government when issuing a charitable status to the organization. When the church does not spend money on ministries that are being run by the church, the expectation is that the members participating will somehow take up the slack. This hinders some people from participating in the church ministries. On the other hand reckless spending shows a lack of good stewardship and can ruin the reputation of the church and the reputation of God. One of the time

consuming issues with the council and pastor is to balance the legal responsibilities and, the ministry needs. This activity takes time, which is a resource the church has to consider. Finding the perfect balance is difficult. If a congregational church feels the balance is wrong or they feel that they do not have active participation in the process the congregation, for want of a better term, might revolt. This can be a refusal to participate in the church activities, in withholding financial support or even refusing to participate in the church. Unfortunately finances are a significant source of relationship friction. Centralized monitoring of fine details (micro managing) is needed since financial roles are fulfilled by volunteers who are not necessarily skilled in the field, by people who mistakenly feel that they may do anything because “it is for God”. To operate a limited budget with unlimited drains on resources often has the effect of spending an inordinate amount of volunteer time on control and administration. The Ministry Initiative is an attempt to balance the need for control, with the need for operating the ministry of the church.

There is the need for the Church to behave in a proper manner, as members of the church will emulate reckless behavior as well as proper behavior, or use the Church example as justification for bad behavior. In a very real sense the Church will be judged on how well it manages its finances. In the real world , the Church organization is judged to a greater extent on its financial management, than how it manages its morals or its theology.

If the Church succumbs to the world and makes money the central focus point, we have lost the ministry. If we abandon control of our finances to the “whims of God” we also fail our ministry of expressing God to the world. There is a balance, that will vary with the times we are in, that requires the wisdom of discernment.

The Ministry Initiative attempts to reach this balance by rigorously limiting the actual funding amount, but generously allowing untrained individuals to control the funding within guidelines. This will have the effect of training the next generation of leaders in the discernment required, without bringing the Church or God into disrepute, and without becoming unmerciful towards those that make mistakes. Since the mistakes and success will be recorded others have the opportunity to learn before making the same mistake. This concept becomes important when discerning whether or not to continue a Ministry Initiative. Financial responsibility should be part of the consideration, for two reasons. The first being the responsible guidance of new leaders. The second is the responsibility of protecting the reputation of God and the Church in the eyes of the public.

This idea can be summarized in the statement **“Restrict, but do not attempt to eliminate, irresponsible stewardships”**

Guidelines

Organization

All Ministry Initiatives are to be started by people from the congregation. To achieve the benefits from the Ministry Initiative there should be three people interested in the Ministry Initiative to start the initiative and to take responsibility for the Ministry Initiative. Once the Ministry Initiative is organized and prepared it should be presented to the Pastor Group for direction and approval for starting. On the first meeting the Pastor Group representative shall review the foundations of the Ministry Initiative ensuring the minimum requirements for eligibility. They shall also review the intention of the initiative and within the broadest interpretation ensure that the Ministry Initiative adheres to the purpose of relationship building and to the direction of the church. The Pastor Group representative, has the option of accepting the application for activation, or in a written letter inform the group what is required before activation can occur. The Three people can then revise the Ministry Initiative request or determine not to pursue the initiative at this time.

Upon acceptance the Pastor Group representative, should give guidance for organization, and respond to any questions on ministry.

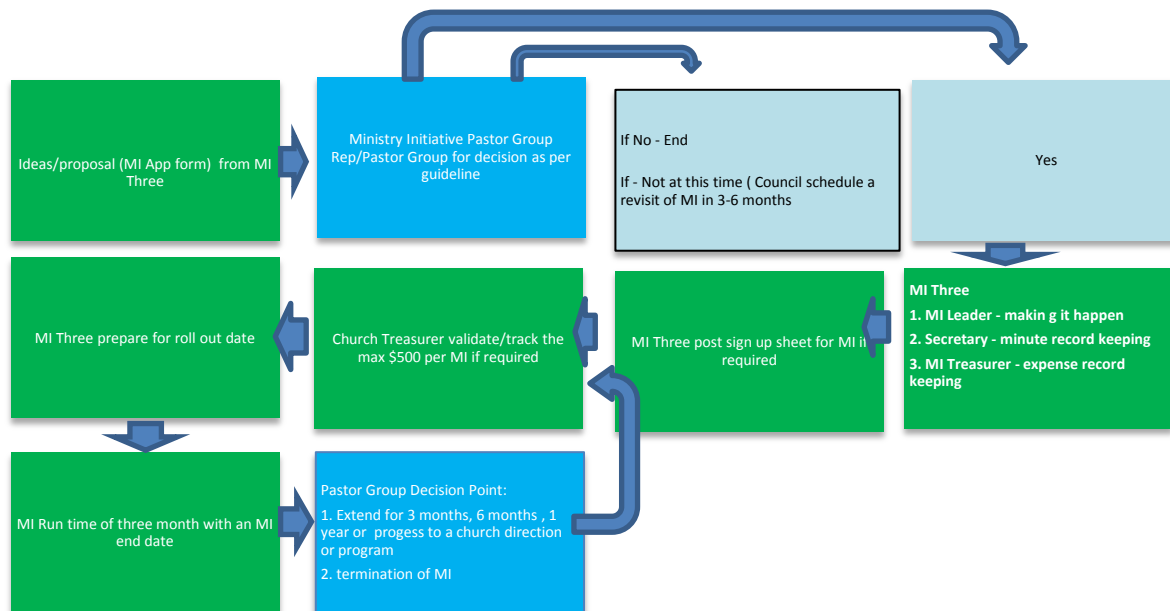
If there is a ministry that is difficult to classify as acceptable or not acceptable, or in need of delay, and the Pastoral Group Representative should discuss with the Pastoral Group before responding to the Ministry Initiative Three.

If there is a ministry that is difficult to classify as acceptable or not acceptable, or in need of delay, and the Pastoral Group cannot come to agreement on what to do, then and only then should the Ministry Initiative be directed to the Council for discussion. This should be directed to the chair to call a meeting at the earliest possible time.

If there is a ministry that is difficult to classify as acceptable or not acceptable, or in need of delay, and the Council cannot come to a conclusion, the Ministry Initiative should be documented, and the Council should have a written document outlining the issues where the decision could not be concluded and the Ministry Initiative should be classified as "NOT AT THIS TIME", and the council should schedule a revisit of the Ministry Initiative, not earlier than three months and no later than 6 months from the date of indecision.

Any group of five or more (or according to Mountainview Grace Church Bylaws) can challenge the council to hold a congregational meeting on the "NOT AT THIS TIME" Ministry Initiative at any time after the Ministry Initiative is posted to the public as "NOT AT THIS TIME".

Ministry Initiative Flow



Starting a Ministry Initiative

The start of a Ministry Initiative begins with an individual seeing a need within the church community, or in the public. This individual talks to some friends and find two more that see the same need. These three friends get together and pray for clarity on their vision. This is not to see if it should or should not be done, but it is to refine the definition of what is to be done.

For example:

I see a lot of people with yellow hats, and I am inspired to reach out to the yellow-hat people. I talk to my friends who also see the need for yellow-hat people. In the prayer time we realize that we do not know what the yellow-hat people need... after the prayer time we determine that yellow-hat people need a hat box to keep their hats in when they are not wearing them.

The ministry initiative will be focused on building hat boxes for yellow-hats.

Special Note of the Three at least <one/two> need to be <members/adherents> of Mountainview Grace Church. The leader <does/does not> have to be a <member/adherent> of Mountainview Grace Church.

The next step is to determine how this Ministry Initiative will help in transforming lives. This may be direct, like a Bible class, or indirect like a job assistance program. If the Three cannot determine a direction where transformation would be possible then the Ministry Initiative probably does not need to occur. In the previous example the hat box has limited life transforming potential, so if this is not combined with another Ministry Initiative that does have a transform potential the Ministry Initiative should be dropped. Some wisdom is needed, as the yellow-hat-box Ministry Initiative may have transforming potential for the leaders of the Ministry Initiative. If this is the case it should be explicitly stated as part of the Ministry Initiative.

Let's think of a more appropriate example. One person sees a lot of young kids coming from overseas and having significant challenges with English. The first inspiration is to have a Sunday School to teach the kids. The pray reveals the refined focus as teaching the kids through ESL program. The realization is that the children can become more confident with their peers, and the parents could come to Church and can be potentially reached for Christ.

The next step is to determine who will be the first point of contact, this person will be the leader of the Ministry Initiative. This person will be the contact for all who want to join the ESL class, and will be the point of contact for any questions from the council. The leader will also present the Ministry Initiative to the Pastoral Group for approval.

The next step is to determine who will be the historian/secretary. This person is responsible for recording decisions made by the Three, this should include dates of decisions, and reflections on the results of the actions. Record both the successes and the failures. For the purposes of the Ministry Initiative it is very important to record the results of the actions, as other members in the church will be able to review this Ministry Initiative in the future and learn what can be done well, and what to avoid. From a legal perspective, the historian/secretary needs to record all financial decisions. These will be reviewed by the accountant at the end of the year.

The next step is to determine who will be the treasurer. This job requires collecting the receipts for all expenses, and filling out the expense forms, and being aware of the appropriate person for signatures. It is also a good idea for the Treasurer to maintain a record, so the Ministry Initiative knows how much of the limited budget they have spent. The Treasurer should warn the Three when expenses are about to exceed the budget, as any expenses over and above the budget will not be reimbursed. The Treasurer should keep on top of what is expansible and what is not. The Church Treasurer will update the Ministry Initiative guidelines and restriction periodically. All Ministry Initiative treasures should keep themselves aware of these guidelines.

Next the Three need to determine what resources they will need to fulfill their vision of the Ministry Initiative. Does the Ministry Initiative need rooms in the church, white boards space, chocolate fountains, or yellow-hat-box cardboard.

Next the Three need to determine when the program will start, how often it will meet, and most important when will it end. It is very important to determine an end date for the program. Any new Ministry Initiative can have a maximum of three months run time. At the end date all records and

expenses must be closed and filed. At the end date the Ministry Initiative will determine amongst the Three if there is a desire to continue the program; if the program needs to stop; if the program needs to be modified in its goals, and objectives. Reasons for stopping or continuing should be recorded. At this time any or all of the leaders may wish to step down to be replaced by others willing to continue the task. Once the desired status of the Ministry Initiative is determined by the Three the current leader must report back to the Pastoral Group. This is the opportunity for the Pastor to review the leadership, and to review and guide the ongoing program. There should be a written report on the guidance so that other may benefit.

This report does not have to be detailed but should have sufficient information that others may gain from it reading. This is key to the Ministry Initiative being controlled in its use of resources, and its benefit to the Church and the community, without excessive control. This also is a method of curbing excessive abuse of the system, without becoming overbearing and legalistic.

The time between reassessment points will vary depending on the state of the Ministry Initiative. Every new Ministry Initiative should be set to three months as a run time. This will be based on the start date of the program, not the date the Ministry Initiative was applied for.

For a Ministry Initiative that is applying for extension for the first time, the reassessment time should be set at 3 months if the program is not being run well. This would be the case if the program is not showing immediate results, but has potential for showing results in the near future.

If the program is being run well and show no signs of challenges then a 6 month reassessment point should be set. For all subsequent applications for extension after a 6 month extension the Ministry Initiative can be extended for 3 months, 6 months, or 1 year. Do not choose 4 months or other such variation, this will lead to the appearance favoritism, and other feelings of being singled out.

Now the Three can fill out the Ministry Initiative Application form. The leader need to present the form to the Pastor Group Representative and to discuss the vision and passion for the ministry. The Pastoral Group Representative shall reply with due haste (i.e. not to unduly delay a response).

Authorizing a Ministry Initiative

The Pastoral Group will be granted the authority to allow or disallow any Ministry Initiative application. For new Ministry Initiatives, the intention is to give as much leeway as possible. During times when the Church is weak and vulnerable there will be a temptation to become more restrictive, more protective of the church. It is important to understand the Ministry Direction is to be dynamic and therefore be prepared to take the risks. There are boundaries in place to significantly reduce the possibility of a Ministry Initiative breaking the Church community through simple recklessness , or even an attempt to intentionally harm the church.

During time of church strength and vitality, the dynamic nature of the Ministry Initiative has the potential for explosive growth, the end dates of the Ministry Initiative will curb harm to the church from excessive success. Those Ministry Initiatives that succeed well will be restricted by availability of resources. A single Ministry Initiative that is experiencing explosive growth can be brought to council as a special meeting for a special need, without altering the Ministry Initiative guidelines. It is more likely that a Ministry Initiative that is experiencing explosive growth can be refocused into two or more refined groupings of new Ministry Initiatives.

Given that we are willing to take on more risk with Ministry Initiative it is important to protect the Pastors as a group and as individuals from persecution for their decisions. In and of itself, any decision to allow or deny any particular Ministry Initiative cannot be used for or against the individual Pastors, and should not be considered in the Pastoral reviews.

For example if a Ministry Initiative that is denied, and yet is taken up by another church to great success, (including drawing members from Mountainview Grace Church to the other church); it is easy to see some members blame the Pastoral Group for being short sighted and insufficient to the task. The opposite example is an allowed Ministry Initiative with higher risk that causes division within the church. It is easy to see that some members blaming the Pastor for not foreseeing the potential for conflict.

It is important to understand the element of risk that is inherent in the Ministry Initiatives. We want more direct participation from members who would normally be hesitant to participate, because they are most likely to be able to reach the people they are in contact with.

There will be some causes for excess concern, at different stages of the Ministry Initiative. See the section of guidelines for rejection. As the Ministry Initiative succeeds, more responsibility will be expected of it. This would be a reflection of the maturity of the leaders and those that are participating in the Ministry Initiative.

The Pastoral Group Representative should discern completely reckless use of the Ministry Initiative, but for new Ministry Initiatives, outside of blatant abuse of the system, all should be encouraged. The primary time to discern the true value of the Ministry Initiative is after the first reassessment point, and Guidelines can be followed and updated to aid in discerning whether the Ministry Initiative should continue, or even if the leadership team of the Ministry Initiative should continue. If there are concerns the first line of control is to renew the Ministry Initiative with a 3 month limit. The stopping of the Ministry Initiative should be first considered after the second 3 month review. If there is obvious lack of growth in the leadership, then either the leadership needs to change or the Ministry Initiative needs to be suspended or terminated.

The other time that a Ministry Initiative can be considered for termination or suspension is for a mature Ministry Initiative that is stagnant or is falling into disrepute due to leadership unresolved conflicts. Again use the 3 month extension as a first control point, or even if appropriate a 3 month suspension. This time can be used for conflict resolution, leadership guidance, or other encouragement. If a Ministry Initiative is going awry, the Pastoral Group Representative can seek confirmation and assistance from the Pastoral Group. If ongoing resolution cannot be accomplished, then the matter can be brought to the council for discussion.

Now for Ministry Initiatives that are somewhat successful, and are asking for an extension. Here is the real purpose of the Ministry Initiative. At this time the Pastoral Group Representative should personally review the historian's records, have discussion with the leader, and if absolutely necessary the Three. It is easier to disseminate wisdom to an individual than to a group. Take this time to make recommendations on the action and direction of the Ministry Initiative. It is by far easier to modify and correct an existing Ministry Initiative than it is to build a new one. This is the time of the Pastor. Any and all comments are open for the Pastor Group Representative to discuss. Conclude with a decision to continue on for a 6 month extension, or for a 3 month extension based on the Pastoral Groups Representative's own personal wisdom and inclinations. Avoid the temptation to participate actively in

any particular Ministry Initiative. If a Ministry Initiative leader or Three actively seek assistance or guidance then offer your wisdom for leadership or other issues. If you want to actively participate on a regular basis with any or all Ministry Initiatives you will end up spending too much time, and the leaders will not learn how to operate independently. Leadership training could be a Ministry Initiative in and of itself. The Ministry Initiative is designed to encourage independent operating while still identifying with Mountainview Grace Church.

What to do with an Authorized Ministry Initiative

Once a Ministry Initiative has been authorized, we need to tell the church community about it. First the Ministry Initiative needs to be given a number. Given the rate of new Ministry Initiatives a simple note book of numbers and names can be kept. To ease the confusion, especially as we do not have an office administrator, the number should be generated as Mlyymm## where MI is the letters "MI", the yy is the last two digits of the year (we have 80 years before this is a problem, any Ministry Initiative that has lasted that long will be venerated anyhow) mm is the Month of application, not the month of starting date. If we use the month of starting date we could end up in confusion as we may not remember everything that is to start at that time. ## is simply the number... So the third Ministry Initiative applied for in June 2016 is MI160603. This number will be used for any digital storage of documents; for any financial tracking; and for any reference requiring clarification.

The Short form of the Application can be posted on the Ministry Initiative advertisement board. If the Ministry Initiative requires signup, then attach a signup form with the MI-number and name and contact name and number.

The description of the Ministry Initiative should be posted on the website with the MI number and name and the contact name and number (email etc).

That should be sufficient, as the Ministry Initiative process itself will promote the Ministry Initiative board and the web site.

NOTE the signup sheet needs to have a final application date noted. After the final day for signup the signup sheet needs to be removed by the leader. < this can be altered as we figure out what is the best method of getting the signup sheet to the leader. >

Make sure any church facilities are booked for the time frame needed by the Ministry Initiative. If we get a Church admin, this function can be done by the admin, otherwise the Pastoral Group can control this function.

Consideration for Disallowing a new Ministry Initiative.

The overall purpose is to encourage participation, and to mature leaders in their desire to reach out for Christ. The following is a list of potential reasons to disallow a Ministry Initiative from starting. From time to time this list will be updated based on experience gained from the Ministry Initiatives and from wisdom of the Pastoral Group. Council may suggest changes, but the final arbitration should go to the Pastoral Group <check on the reasonableness of this last statement>

- The purpose of the Ministry Initiative is in explicit (not interpreted) conflict with biblical teachings.
- The purpose of the Ministry Initiative is not clearly focused.

- If the Ministry Initiative is dealing with vulnerable persons and where the proper clearance is not obtained (i.e background checks)

Consideration for not extending a 3 month term Ministry Initiative.

If this is the first time that a new Ministry Initiative is being considered for extensions the purpose of the Ministry Initiative is to learn from errors made during the initial start-up, and to consider and re-definition of the focus of the Ministry Initiative. A Decision to terminate should use the following guidelines

- The Ministry Initiative in actuality is explicitly promoting or encouraging an action or ideal that is in explicit (not interpreted) conflict with biblical teachings.
- Documentation of the Ministry Initiative is in disarray, or is being neglected.
- The Ministry Initiative is currently attracting vulnerable persons and one or more of the leaders does not pass the police background check < the wording of this has to be done carefully>
- With Caution. The resources used by this Ministry Initiative is impacting other Ministry Initiatives, or other church activity to a significant extent, and the Ministry Initiative does not explicitly show benefit to the church community, or the public at this immediate point in time. (This is a call for a “not at this time” decision)

Consideration for not extending a 6 month term Ministry Initiative.

The assumption is that this is a working Ministry Initiative that has been successful in the immediate past. Here the concern is for running a program past it useful life. Consider the value to the leaders, and the value to the community or the public.

- The Ministry Initiative focus is no longer required. See caveat below.
- The Ministry Initiative leaders have exhausted their passion for the Ministry Initiative and there and no new leaders to take their place.
- Unresolved conflict within the group attending the Ministry Initiative.
- Unresolved conflict within the church community (not related to the Ministry Initiative directly) and the Ministry Initiative is of sufficient controversially that the additional stress would impact the ongoing church conflict.
- Documentation of the Ministry Initiative is in disarray, or is being neglected.
- The Ministry Initiative is currently attracting vulnerable persons and one or more of the leaders does not pass the police background check < the wording of this has to be done carefully>
- With Caution. The resources used by this Ministry Initiative is impacting other Ministry Initiatives, or other church activity to a significant extent, and the Ministry Initiative does not explicitly show benefit to the church community, or the public at this immediate point in time. (This is a call for a “not at this time” decision)

Caveat: If the Ministry Initiative original focus is no longer required, but the group attending the Ministry Initiative as a whole want to continue together with a different focus and the leaders want to remain in the leadership role then all efforts should be directed to keeping the group together. This takes some wisdom and some significant consideration. To continue a 6 month term Ministry Initiative that is going to change its focus without going back to a new Ministry Initiative the following should be considered. This caveat is to protect the groups that want to start a community (fellowship concept), it is not to dramatically change ideology or focus per se. If a refocus is significantly different and is not promoting community, then it should be considered exclusively as a new Ministry Initiative. Think of where the new focus is coming from. If the attendees are deciding that they want to do something completely

different, then those that are from the attendees should start a new Ministry Initiative, and not the current leaders of the existing Ministry Initiative

- A strong majority of the existing attendees must desire to continue together with the new focus,(as an objective value at least 80%)
- All of the current leaders must actually continue in their role.

Consideration for not extending a 1 year term Ministry Initiative.

The assumption is that the Ministry Initiative has been strong and continues to serve its purpose. The considerations to terminate should be similar to the 6 month term, with the following additional consideration. It may be that this Ministry Initiative should progress to a church direction or program. It may be time to consider if this Ministry Initiative should be brought to council and the church as a focus for financial or other resource support. Consider a Ministry Initiative for making yellow hat boxes may develop to a point of being able to be considered as a separate service for people with Yellow hats within Mountainview Grace Church, or even as a para church activity separate from Mountainview Grace Church.

Specifics

Treasurer - General concepts

The Treasurer is responsible for understanding the financial state of the Ministry Initiative. This includes the amount of money being spent by the Ministry Initiative and the current state of the budget for the Ministry Initiative and the current state of the Ministry Initiative program budget. The maximum allotment value for the Ministry Initiative is the minimum of the current allotment value (as of 2014 this value is \$500 per Ministry Initiative per term) and the remainder of the overall Ministry Initiative program for the year. A year is considered to be from January to December, to be identical with the Church budget year. The Church Annual budget allot a certain amount for all Ministry Initiative's for the year, the Pastor Group is only authorized to grant any single Ministry Initiative the allotment value for a single Ministry Initiative. The total of all Ministry Initiative allotments cannot exceed the Church Annual budget amount. Neither of these two values may be exceeded.

All expenses for the Ministry Initiative will be reimbursed according to current Mountainview Grace Church treasurer polices. To be reimbursed the original receipt must be attached with the request; the request must clearly show the value of the purchase and the GST value and the total value. All reimbursement requests must be completely filled out.

The Treasurer should keep the Three informed of the Ministry Initiatives financial state. The Treasurer must keep themselves aware of restrictions to expenses.

Treasurer – Expense Restriction

As a Charitable organization in Canada there are many restrictions. The restriction listed here are for edification and are not to be considered a substitute for finding out what the restriction are. If you have a questionable expenses contact the Church treasurer for confirmation. Some common used expenses that you may not know are invalid.

If you bring in a guest speaker, be very careful with payments. Your guest speaker will be considered to have been paid by Mountainview Grace Church. If Mountainview Grace Church pays any individual more than \$500 in one year we have to issue a T4. If you pay an individual for their time in your Ministry Initiative use the following guidelines.

- If the individual is part of an organization, pay the organization through a Canada based headquarters.
- If the organization does not have a Canadian operation DO NOT PAY.
- If the individual home address is not in Canada DO NOT PAY THEM DIRECTLY.... PERIOD.
- If the individual is not part of an organization, and has a home address in Canada, collect contact information from them. Pass their address and contact information to the Church Treasurer.

Unfortunately in our current times, some folks are using charitable organization to fund terrorist activities. CRA has reacted by putting restriction of use of funds.

If your Ministry Initiative is acquiring a permanent asset of sufficient value, there are special considerations. Contact the Church Treasurer for clarification.

If your Ministry Initiative is dealing with vulnerable persons the leaders will have to pass a background check. Request the Pastoral Group representative to arrange for receiving the background check. If the leaders are going to have the background check done on their own make sure they retain the receipt for their background check, so they may be reimbursed from the Ministry Initiative funds. Note Mountainview Grace Church can get a background check done cheaper than an individual.

From time to time a Ministry Initiative may want to create funding, garage sales etc. Be aware that wherever there is exchange of money for goods or services NO TAX RECEIPT is issuable. As Treasurer of the Ministry Initiative you DO NOT have authority to issue tax receipts. As Treasurer DO NOT state or imply that a tax receipt can be issued from the church for any item that is sold or even given. Any funding that is specified to be given to any single Ministry Initiative will not be eligible for a tax receipt, make this clear to any would be donors.

All Donations to Mountainview Grace Church are to a general fund, and go to fulfill the overall Church Annual budget. See the Church Treasurer for clarification and exceptions. Since there are serious restrictions on issuing a tax receipt, and we have limited resource to investigate complicated donations. In light of being a good citizen in Canada simply don't give or sell anything in exchange for tax receipt-able donations. Think of the tax receipt as a privilege not a right and most things will go well.

If you are approached for the purpose of donations, the simplest solution would be to direct the person to the Church treasurer. Be aware that donation in kind (service or physical assets) have their own administration issues, and should be directed to the Church Treasurer.

Treasurer – record keeping.

Keep a record of all expenses. Who made the purchase, on what day the purchase was made, and when the person was reimbursed. These records must be available to the Pastoral Group Representative at the end of each Ministry Initiative Term. You can use the sample record table included in this document. To ensure things don't get lost or confused, put the MI number on the receipt and number the receipt uniquely for all receipts being submitted to the Church treasurer for expenses. When submitting the expenses, fill out the standard Mountainview Grace Church expense form with one line. Include the total for all expenses, and attach a copy of the record and all the original receipts. Use caution so that nothing gets lost. The department for expenses should indicate you Ministry Initiative number. It is annoying, but be complete, otherwise your expenses cannot be paid.

Treasurer – attendance keeping.

Use the Attendance form to track the attendance of each gathering of the Ministry Initiative. Keep track of whom of the Three were in attendance, and the names of those whom attend the Ministry Initiative gathering.

Secretary – record keeping.

Remember the importance of this function. Consider your Ministry Initiative as part of the larger Mountainview Grace Church family. We want for the rest of the community to be able to know what is going on in the church, and to inspire others to develop Ministry Initiatives of their own. Keep a record of all leader meeting (informal and formal). Keep track of the date of the meetings, and who was in attendance. Keep track of decisions made, and if you can how and why the decision was made. Periodically, make comments on the success and failures of particular programs or ideas or activities. Keep the records objective, not personal. Be careful about recording individual names; as much as possible in the recording refer to contributors as Leader, Treasurer, Secretary and Attendee. If clarity is important, use Attendee S Attendee D etc. to distinguish multiple persons. This is to protect personal privacy.

As to the amount of recording. Keep it sufficiently detailed that others may understand the ideas being considered. Not so brief that the information is lost or confusing, and not so much that we could publish a book. For the most part this information will become publically available.

These records must be completed by the end of the Term.

Leader - Making the Ministry Initiative happen.

The leader will be the representative of the Ministry Initiative. Any and all questions about the Ministry Initiative from the Pastoral Group, from the congregation, and from the attendee of the Ministry Initiative should be directed to the Leader.

The Leader needs to make sure that the resources needed are available to the Ministry Initiative at the appropriate time.

The Leader needs to make sure that communication with the Pastoral Group Representative is clear.

The Leader needs to make sure that the Attendees of the Ministry Initiative are able to clearly understand what is going on.

The Leader needs to judge the ongoing value of the Ministry Initiative. Confirming if the Ministry Initiative purpose is still on track, and do what is needed to return the Ministry Initiative to its focus.

The Leader needs to judge the time when the Ministry Initiative needs to stop, or to continue.

General - running the Ministry Initiative

At all gatherings of the Ministry Initiative it is important to have at least two of the Three in attendance. If the Treasurer is not in attendance then either the Leader or the Secretary needs to take attendance. Pray on a regular basis, specifically for your Ministry Initiative, and for the specifics of your Ministry Initiative.

Not only be joyful, but also show joyfulness while running the Ministry Initiative.

Try stuff!

How to start a Ministry Initiative What you need.

General thoughts

- Who is going to run the Ministry Initiative?
- What are their names and contact information?
- Why do you want to start the Ministry Initiative?
- What group of people do you see benefiting from this Ministry Initiative.

Clarification

- Of the group of people you see benefiting from this Ministry Initiative, can you name at least three people (not including the Three) that you think would attend this Ministry Initiative.
- Why would these particular people want to invite others to your Ministry Initiative.
- Rewrite your purpose in 20 words or less describing your Ministry Initiative’s intention.
- Consider how the three people you can name would have their lives changed by your Ministry Initiative in three months’ time. What do you need to do to achieve the purpose.
- Consider “does this fit within the Ministry Direction of Mountainview Grace Church.

Details

Consider your Ministry Initiative as a whole, and how you intend to run the Ministry Initiative. What percentage of the time and effort will be spent on each of the following categories.

Doing – This is anything that involves actions, for example making thank-you cards, or walking to people’s houses. Things that the attendees will be instructed to do.

Learning – This is anything where instruction is given to educate the attendees, for example how to hold a pair of scissors, or how to hold a conversation while walking.

Discipleship – This is anything where the faith of attendee is enhanced, for example how to pray for healing from paper cuts, or how to study the bible on your i-phone while walking.

Love – This is anything where the attendees relationship with the group or with God is enhanced.

Consider what your intentions are, and how you intend to implement you Ministry Initiative. Determine what percentage of time will be in Doing Learning Discipleship and Love. This is an approximation, not a precise number, but it will be reflected in the posting for the Ministry Initiative; the total of all percentages should be 100%.

- A- Primary with all others balanced (50% 16.33% 16.33% 16.33%)
- B- Strongly aligned to one aspect ; all others balanced (62.5% 12.5% 12.5% 12.5%)
- C- Primary and Secondary; with the other two balanced (50% 25% 12.5% 12.5%)
- D- All balanced (25% 25% 25% 25%)

A



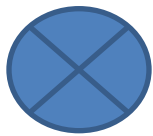
B



C



D



Now write out a short text, describing how you intend to implement each of Love Discipleship Doing Learning. That is four separate texts.

Now write out a short text, describing how you intend to conform to Mountainview Grace Church direction of Transforming Lives.

Consider what materials you need to implement your Ministry Initiative. Remember the more you spend the less other Ministry Initiatives can spend, but do not under budget. If there is some materials that are needed, or can significantly influence the outcome of the Ministry Initiative then account for the cost. Consider what you need to get up and running, don't become overly concerned with details months down the road, deal with what is needed right now.


Example : Our Ministry Initiative will need band uniforms, and a new clarinet, at a cost of \$50 per uniform 8 members is \$400, and \$300 for a clarinet is a total of \$700

Example: Our Ministry Initiative will need to rent a van to take people to Red Deer for help in establishing a new church, every second Thursday for the months of July and August. \$75 each time for 4 times is \$300.

As you can see the first Ministry Initiative will require some more thought before application is made.

Fill out the Ministry Initiative form and have the leader present the Ministry Initiative to the Pastor Group Representative .

Actual Ministry Initiative Form (next two pages)

<p>Ministry Initiative Name < Where will the Ministry Initiative Meet> <When will the Ministry Initiative Meet; how long for each meeting; weekly monthly etc></p>	
<p>Contact : <insert name of Leader> <insert email of leader> < insert leaders phone number></p>	
<p><insert description of Ministry Initiative> <Insert the primary language(s)></p>	
<p>< insert description of how this Ministry Initiative will implement the primary aspect (Love discipleship doing learning)></p>	<p><insert a phrase like LOVE will be shown through></p>
<p>< insert description of how this Ministry Initiative will implement the primary aspect (Love discipleship doing learning)></p>	<p><insert a phrase like LOVE will be shown through></p>
<p><insert how this Ministry Initiative will confirm to Transforming Lives</p>	<p>MI number To be filled in by Pastor Group Representative.</p>

What material will be needed by this ministry Initiative
Who will be the Leader : < insert name and contact> Secretary : < Insert name and contact> Treasurer : < insert name and contact>
What facilities of the Church will you need, for what time frame (how long will you meet each gathering) ; how regular will you meet (weekly monthly yearly daily hourly)
Any other information that will help in understanding the Ministry Initiative; Include the expected purpose of the Ministry Initiative
If this is a Ministry Initiative looking to continue: Are there any changes in Leadership? Are there any modifications to the purpose of the Ministry Initiative? Are all the document up to date?
Name of the Pastor Group Representative Name of translator

How the Ministry Initiative can be abused.

General comments

No matter what system is in place some will look at it solely for their own purposes. This list of possible methods of abuse of the Ministry Initiative are given as considerations when promoting the Ministry Initiative. Some of the regulations are put in place to avoid potential generic abuse of the system. We want to be able to respond quickly and responsibly to changes in our church and Calgary, we also want to develop leaders from within our Church community. This means that each member of the congregation will take on the responsibility of intentionally following Christ-like behaviour, and to be intentional when supporting any proposed Ministry Initiative.

This process also restricts the amount of money that can be used without requiring congregational approval. This will limit any damage done by an individual or a group.

This whole process is to move from legislated control to use of wisdom for making choices.

Some methods

Suppose an individual wants the church to make a particular purchase of some item, that is turned down at the AGM. They may attempt to use the Ministry Initiative to make the purchase.

Deterrent: the Descriptions of the Ministry Initiative will be public, the documents will be public, the individual will have to convince two others to collude.

An individual or group may attempt to use the Ministry Initiative for running a personal business

Deterrent: Money are not presented up front, they are refunded within the boundaries of the Church Treasurers guidelines for Charitable organizations .

Vengeance based Ministry Initiative, direct completion with an existing Ministry Initiative because the Leaders are unpopular or are in the middle of some inter church conflict.

Deterrent: "Not at this time" at approval time.

Ministry Initiative that becomes ultra popular and are used to "split" the church.

Deterrent: This Ministry Initiative will have had quite a few reviews, and leadership discipleship would have occurred. The MI would have been well documented. The MI would move from a MI to a church direction (as initiated by congregation or council). There a decision can be made for the future of the Ministry Initiative as a church plant, a new campus, or as a supported Ministry within the church.

More than one Ministry Initiative get together to defund a different Ministry Initiative by spending the complete Ministry Initiative budget first.

Deterrent: each Ministry Initiative needs to have leaders that are not attached to other Ministry Initiative, there is a limited number of Ministry Initiative that can be reasonably started in one year. All spending is publicly documented. Also, leaders will only be reimbursed their budget amount. Any spending beyond the budget amount is done without reimbursement.

One or more council member want to drive a particular agenda without having to seek council approval, or congregational approval, organize a Ministry Initiative to achieve their end.

Deterrent: Publicly Documented, folks who disagree with the agenda can sign up for the program and contribute their opinion, Council member can be held to accountability by other council members or members of the congregation.

Self centered, greed, lust, vengeance, etc based used of the Ministry Initiative.

Deterrent: Pastor Group Representative has to hear and recommend the Ministry Initiative. Also maturing leaders in the church will not support such Ministry Initiatives.

GLOSSARY

Definition of some peculiar terms

Pastoral Group : This will be the entire team of Pastors currently serving at Mountainview Grace Church. At some point in time it may also include individuals that are assigned to be a part of this group, without actually being a Pastor. By example (and not intended to be a guideline or prediction of future intention), a retired Pastor of Mountainview Grace Church, a member of the congregation that the congregation desires, or person from the congregation who's skills are needed in this role at particular time. By intention, this role should not be held by any member of the Council, great pains should be taken to restrict Council control of this function.

Pastoral Group representative: This will be a member of the Pastoral Group. The intention is that the entire Pastoral Group be aware of what Ministry Initiatives are being run in the Church, and any or all members of the Pastoral Group can be monitoring and participate in the guiding of any Ministry Initiative, but actual interaction between the Pastoral Group and any particular Ministry Initiative will be through one and only one member of the Pastoral Group. For the particular Ministry Initiative that individual will be called the Pastoral Group representative. Only under extraordinary circumstances should any other member of the Pastoral Group directly advise or guide a Ministry Initiative that they are not the Pastoral Group representative for.

Pray time: A time of seeking the will of God. The methodology is not important. What is important is that this time is taken, to emphasise to our weak human minds that this is all for God's purpose.

reassessment time: The time for review of the Ministry Initiative. On a 3 6 or 12 month boundary.

Treasurer: If unqualified within this Ministry Initiative document, this term refers to the Ministry Initiative treasurer. The Treasurer position for the church will be referred to as Church Treasurer.

Questions and Answers

Based on “ “Guidelines/Organization “Any group of five or more...NOT AT THIS TIME”

Q: Are all outcomes of Ministry Initiatives posted?

A: Yes. It is the intention to have the Ministry Initiative be as public as possible. In the case of a New Ministry Initiative that is slated as NOT AT THIS TIME. (an unusual occurrence) there should be a posting indicating that this Ministry Initiative was attempted and was marked as NOT AT THIS TIME. For an existing Ministry Initiative that is slated for NOT AT THIS TIME at review time, the existing posting the active Ministry Initiative will be exchanged for a posting indicating NOT AT THIS TIME. This will be easier in electronic form, but needs to be done in all forums where the Ministry Initiative is posted.

Followup: Are the outcomes of the Ministry Initiative posted even if the outcome is approved.

A: Yes. An initial Ministry Initiative will not be posted as active unless it is approved, and an existing Ministry Initiative will not remain posted as active, unless it is approved. Also if a Ministry Initiative wishes to withdraw, or retire a Ministry initiative this also has to be posted in such a manner that the congregation and the public are aware.

Q: Why do we need to specify and end date for a new Ministry Initiative.

A: The Ministry Initiative is designed to fulfill the Ministry Direction of being intentional in our ministries. As humans we tend to be complacent and lethargic, so setting and end date will force us to be ready to review the ongoing progress of the Ministry Initiative.

Q: what is the Ministry Initiative advertisement board

A: This may change from time to time. It is the place where Ministry Initiatives can be posted. This will include a digital form (web presence) but for the immediate future it will need to be a bulletin board of some sort. Note due to number of members of Mountainview Grace Church, the expected number of Ministry Initiatives at any given point in time should be less than seven.

Q: What will happen to existing Fellowships and other Groups?

A: Existing groups currently established will not be dismantled. New groups should start off as New Ministry Initiatives.

Q: In the statement "The maximum allotment value for the Ministry Initiative is \$500.00 per Ministry Initiative per term.....A year is considered to be from January to December".

Does this mean the term is 12 months and the value of the fund is \$500?

A: The Church annual budget will determine the absolute total budget for all Ministry Initiatives run from Jan to Dec. For each individual Ministry Initiative the budget will be the lesser of the remainder of the total budget for all Ministry Initiatives, and the set maximum for any individual Ministry Initiative which is currently \$500

Q: In the statement "all the expense for the Ministry Initiative will be reimbursed according to the current Mountainview Grace Church treasurer policies". Does this imply that the Ministry Initiative can reimburse other expenses, outside of the \$500 allotment.

A: The short answer is No. The longer answer is, all expenses for reimbursement for the Ministry Initiative must fit within the Ministry Initiative budget. An expense incurred by members of the Ministry Initiative not associated with the Ministry Initiative may be reimbursed through other budgets. Check with the Church Treasurer.

Q: The Ministry Initiative number MI20140108, does it mean Ministry Initiative started Jan 08 2014?

A: Close! MI stands for Ministry Initiative, 2014 is the year the Ministry Initiative was first applied for, 01 is the month (January) that the Ministry Initiative was first applied for, and 08 means it is the eighth Ministry Initiative applied for in the month of Jan 2014. I.E. seven other Ministry Initiatives were applied for in the same month as this Ministry Initiative.