

the **Ministry**  
seminar  
by Nelson Searcy



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## THE EIGHT SYSTEMS OF A CHURCH

### THE EVANGELISM SYSTEM\*

*“How we attract people to our church”*

### THE WORSHIP PLANNING SYSTEM\*

*“How we plan, implement and evaluate the worship service(s) at our church”*

### THE ASSIMILATION SYSTEM\*

*“How we move people from first time guests to members at our church”*

### THE SMALL GROUPS SYSTEM\*

*“How we fill and reproduce small groups at our church.”*

### THE \_\_\_\_\_ SYSTEM\*

*“How we mobilize people for significant ministry at our church.”*

### THE STEWARDSHIP SYSTEM\*

*“How we develop extravagant givers at our church.”*

### THE LEADERSHIP SYSTEM

*“How we develop leaders at all levels at our church.”*

### THE STRATEGY SYSTEM\*

*“How we constantly evaluate and improve our church”*

**The question:** Are the systems of my church maximized?

*“The systems of your church are giving you the result they have been designed to give you. If you want to change the results, change the system; in cooperation with the Holy Spirit”*

\*Denotes systems currently available on CD from Nelson Searcy. The Ministry Seminar is available for pre-purchase today or by calling 1-800-264-5129

# Ministry System: Mobilizing People for Significant Ministry at our Church



*(Jesus) “The greatest among you must be a servant.”  
– Matthew 23:11*

**MY GOALS FOR THIS SEMIAR:**

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**This seminar focuses on:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**The Ministry System is an on-going system that motivates people to serve for the first time and mobilizes them for a lifetime of serving. It impacts EVERY OTHER SYSTEM in your church.**

#### **FOUR STEPS TO AN EFFECTIVE MINISTRY SYSTEM**

1. \_\_\_\_\_

A clear theology of ministry is the more important factor in an effective ministry system.

2. \_\_\_\_\_

Getting people into the ministry lake is the key to expanding your ministry system.

3. \_\_\_\_\_

Moving people up the ministry ladder is the key to growing servants.

4. \_\_\_\_\_

That which gets rewarded gets repeated.

## I. Clarify My Theology of Ministry

"Every member is a minister!"

A proper theology of ministry will rapidly expand your ministry system. A 'small' theology of ministry will dramatically constrain your ministry system. Theology determines convictions, calls to action and confidence.

### Eight Theological Foundations for an Effective Ministry System

1. Ministry means “\_\_\_\_\_”.

2. Serving is the act of putting the needs of others before my needs

*(Jesus) “For even I, the Son of Man, came here not to be served but to serve others, and to give my life as a ransom for many.” – Matthew 28:20*

3. The goal of the ministry system is to help people \_\_\_\_\_.

*“For God knew his people in advance, and he chose them to become like his Son, so that his Son would be the firstborn, with many brothers and sisters. And having chosen them, he called them to come to him. And he gave them right standing with himself, and he promised them his glory.”  
– Romans 8:28 - 29*

4. You cannot become like Jesus Christ unless you \_\_\_\_\_.

5. Serving opens people’s hearts to God and therefore is part of \_\_\_\_\_.

6. If a person isn't serving, then they aren't truly \_\_\_\_\_  
in their faith.

**The 30-50-20 Measurement:**

30% doing nothing

50% serving \_\_\_\_\_ or more

20% involved in evangelism/outreach

7. Mobilizing people for ministry is part of \_\_\_\_\_.

8. The role of the pastor is to \_\_\_\_\_ for ministry.

*He is the one who gave these gifts to the church: the apostles, the prophets, the evangelists, and the pastors and teachers. Their responsibility is to equip God's people to do his work and build up the church, the body of Christ, until we come to such unity in our faith and knowledge of God's Son that we will be mature and full grown in the Lord, measuring up to the full stature of Christ. – Ephesians 4:11 - 13*

**Homework: Clarify my Theology of Ministry**

- Am I becoming more like Jesus Christ?
- Are the leaders in my church modeling Christ-like servanthood?
- How is serving others part of following Jesus Christ?
- What are the key scriptures that will define the theology of ministry in our church?
- Are there positions in my church where non-Christians can serve?
- When was the last time I did a theological study of Ministry?

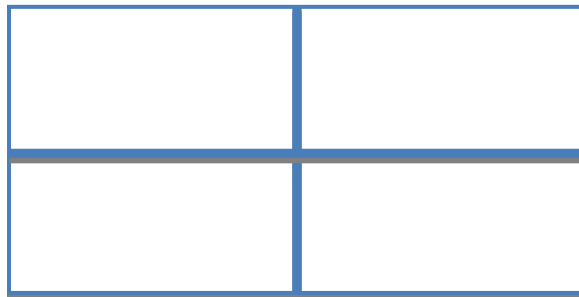
## II. *Create First Serve Opportunities*

### Two Ways to Mobilize New People

- I. Increase the number of new people in current ministry positions
- II. Recruit new people to new ministry positions.

#### A. How to Create First Serve Opportunities in Current Ministry Positions

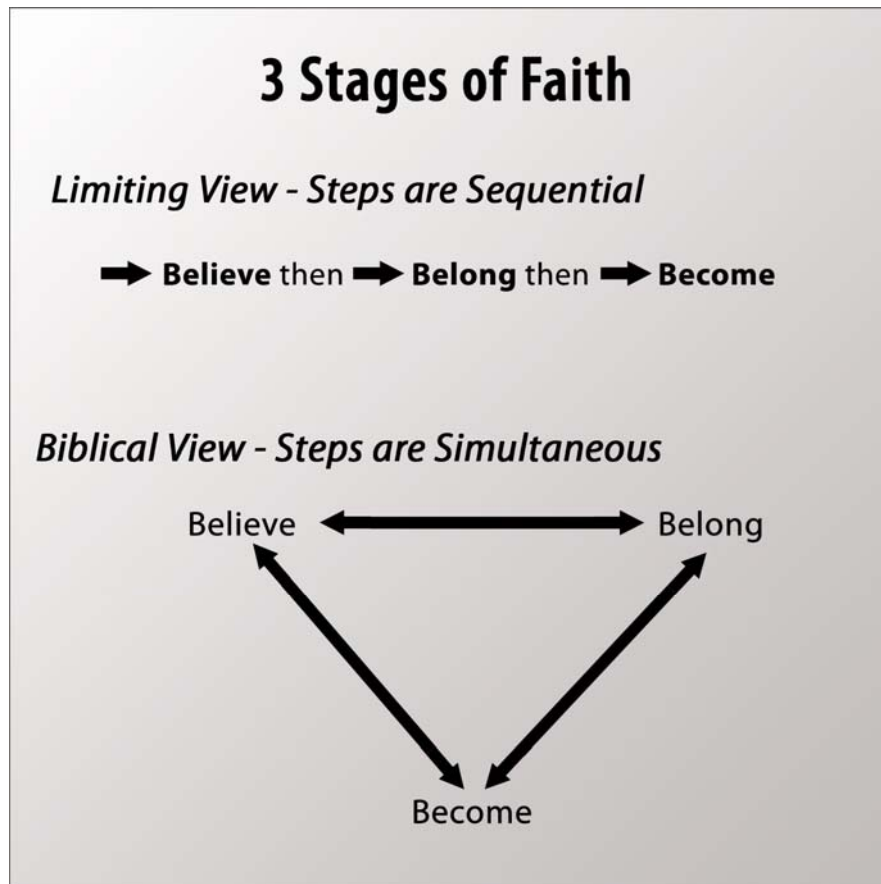
- Set a \_\_\_\_\_ on serving to force the involvement of new people.
- Divide all existing ministry areas into \_\_\_\_\_ .



- Create A-B-C teams for each ministry area.
- Plan a shadow/friend-serving day.

- Hold a ministry/volunteer fair.
- Use \_\_\_\_\_ and Special Events to challenge people to serve.
- Use people from last membership/baptism to serve at next membership/baptism

### Should I allow Non-Christians to Serve at My Church?



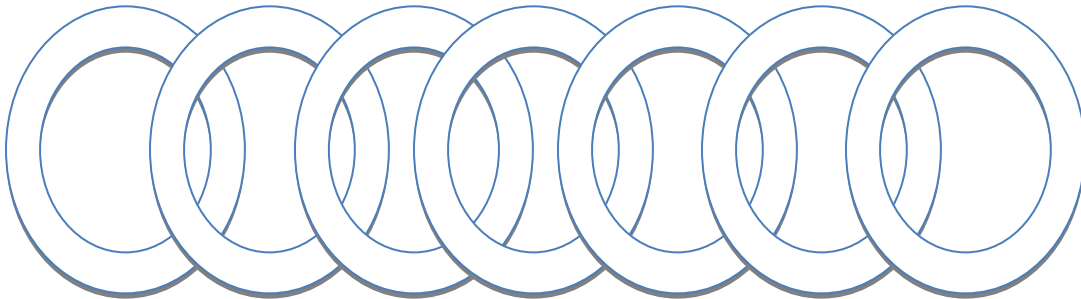
➤ See also The Ministry Ladder in Section II



## **B. How to Create First Serve Opportunities for New Ministry Positions**

- Identify \_\_\_\_\_ under-served needs in your church.
- Create a \_\_\_\_\_ to meet this need.
- \_\_\_\_\_ recruit people to serve in this new ministry position.
- Cast the vision for continuing the new ministry.

### **Vision Casting and Ministry: The Principle of the Chain**



**The Chain of Salvation – Every Ministry is a Link Toward Christ**

- Create a specific serving \_\_\_\_\_ for the new position.

**Why you never “Need” A Volunteer**

**C. Ideas that Serve both A and B:**

- \_\_\_\_\_ on ministry, serving and volunteering.  
    When:           January, Pre-summer, Pre-Fall  
                          with a Ministry Series every 3 years.
  
- Tie serving to Membership and Groups and hold people accountable.
  
- Make It \_\_\_\_\_ for people to sign up to serve.
  
- Ask not “How few do we need” but “How many can we \_\_\_\_\_.”
  
- \_\_\_\_\_ Turn Away a Volunteer.

My Next Steps:

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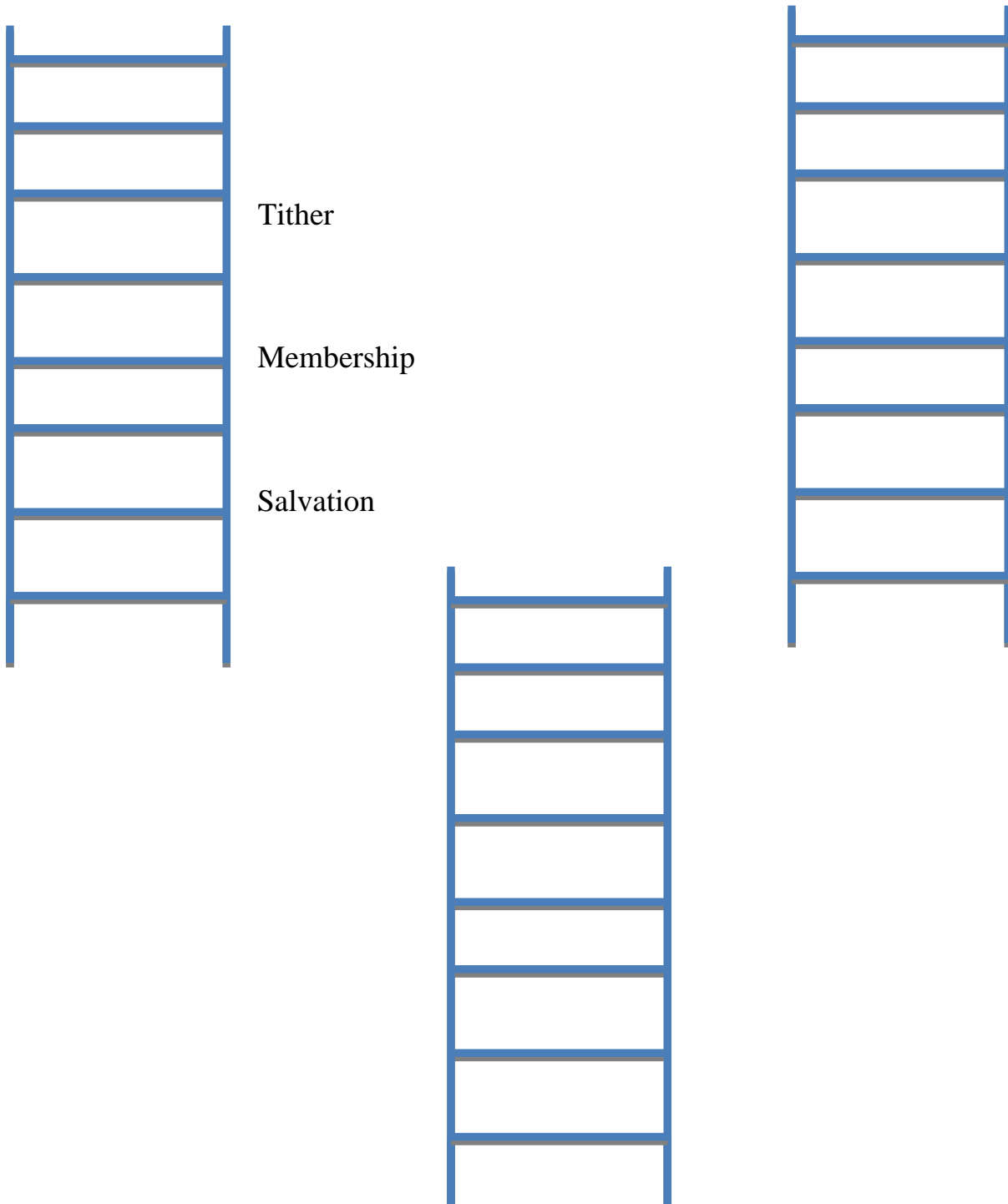
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### III. *Cultivate a Ministry Ladder*

Once someone begins to volunteer, help them climb the ministry ladder and become a regular, growing, Christ-like volunteer.



**Action:** Take every ministry position in your church and define the ladder. Have far up the ladder can a volunteer climb without being a:

- a. Follower of Jesus
- b. A Member
- c. A Tither
- d. A \_\_\_\_\_

### **Ministry Ladder Lessons Learned the Hard Way**

- Have some positions that \_\_\_\_\_ can fill.
- Have a clearly defined ladder for each position \_\_\_\_\_.
- Create a position description that defines the ladder and \_\_\_\_\_.
- Hold people \_\_\_\_\_ for their level.

“You don’t get what you expect, you get what you inspect!”

- \_\_\_\_\_ the person who wants to rise but won’t fulfill the requirements.

- Allow people to \_\_\_\_\_ ladders.
- Allow people to \_\_\_\_\_ from serving.

How Do I Fire a Volunteer?

- Always \_\_\_\_\_ people to go the next level.
- At a certain point you may need to \_\_\_\_\_ High Capacity Volunteers.
- Celebrate and reward each step taken.

My Next Steps:

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## ***IV. Celebrate and Reproduce Servants***

“That which gets rewarded gets repeated”

How can I create a culture of celebration at my church?

How can I create a system for on-going recruitment and reproduction of volunteers at my church?

### **A Simple formula for Reproducing Volunteers:**

**G.E. + T.L. + C.T.R. + A.M. + G.N. = Constant Flow of New Volunteers!**

G.E. = Good \_\_\_\_\_

T.L. = Time Line

C.T.R. = \_\_\_\_\_ to Reproduce

A.M. = Accountability and Motivation

G.N. = Good \_\_\_\_\_

**Note:** It's also important to understand “The 4 C's of Empowerment”:

Clarity      Consideration      Caring      Courtesy

(4 C's courtesy of [www.BrianTracy.com](http://www.BrianTracy.com))

## Key Times of Celebration

- After they complete their first serve
- At completion of a term of service
- When moving up a step on the ministry ladder
- During a service

Pray for volunteers  
Praise volunteers  
Testimonies from Volunteers

- When they are NOT expecting it.
- Anytime!

### How to Thank Volunteers

- Money
- \_\_\_\_\_ Praise
- \_\_\_\_\_ Praise
- Access
- Input
- \_\_\_\_\_
- Significance
- Excellence

(Courtesy of Steve Stroope, Senior Pastor, Lakepointe Church, Rockwall, TX)

The Principle of CANEI: \_\_\_\_\_.

**Ministry System Goal:** A church with an abundance of volunteers!

## **Conclusion**

*“Don't be selfish; don't live to make a good impression on others. Be humble, thinking of others as better than yourself. Don't think only about your own affairs, but be interested in others, too, and what they are doing. Your attitude should be the same that Christ Jesus had. Though he was God, he did not demand and cling to his rights as God. He made himself nothing; he took the humble position of a slave and appeared in human form. And in human form he obediently humbled himself even further by dying a criminal's death on a cross. Because of this, God raised him up to the heights of heaven and gave him a name that is above every other name, so that at the name of Jesus every knee will bow, in heaven and on earth and under the earth, and every tongue will confess that Jesus Christ is Lord, to the glory of God the Father.” – Philippians 2:3 - 11*

**THANK YOU FOR ATTENDING TODAY!**





## **Appendix A: Bibliography**

*Simply Strategy Volunteers* by Tim Stevens, Tony Morgan

*The Volunteer Revolution* by Bill Hybels

*The Purpose Driven Church* by Rick Warren

*The Performance Factor* by Pat MacMillan

*Doing Church As a Team* by Wayne Cordeiro

*Launch: Starting A New Church From Scratch*

by Nelson Searcy and Kerrick Thomas

*Ignite: Sparking Immediate Growth In Your Church*

by Nelson Searcy and Jennifer Dykes Henson

*Fusion: From First Time Guest to Fully Engaged Member of Your Church*

by Nelson Searcy and Jennifer Dykes Henson

*The Disciple Making Church* by Bill Hull

*Unfinished Business: Returning the Ministry to the People of God* by Greg Ogden

*The Masters Plan of Discipleship* by Robert Coleman

*Leading At A Higher Level* by Ken Blanchard

*Church that Works* by Gary McIntosh

*Growing An Engaged Church* by Donald Winseman

*Creating Minds* by Howard Gardner

*Time Power* by Brian Tracy

Websites:

[www.willowcreek.com](http://www.willowcreek.com)

[www.OutreachMagazine.com](http://www.OutreachMagazine.com)

[www.churchvolunteercentral.com](http://www.churchvolunteercentral.com)

[http://elmertowns.com/spiritual\\_gifts\\_test/](http://elmertowns.com/spiritual_gifts_test/)

## **Appendix B: Where There's Slack There's Lack - Part 5 of 8**

### SYSTEM #5: THE MINISTRY SYSTEM

Welcome to Part 5 of the weekly, Wednesday series, “Where There’s Slack There’s Lack!” If you’ve been tracking with me each week, I hope the effort you’ve been putting in is creating a new level of excellence in your church.

If you have you ever had a hard time mobilizing volunteers, then you are going to like today’s system – The Ministry System. We’ve also been known to call this system The Volunteer System. However you want to label it, it’s the system that asks, “How do you mobilize people for significant ministry?”

God created people to serve. It’s part of how they grow as disciples. You have to have a system in place that will help them get plugged in, or you will be hurting both yourself and your potential leaders.

At The Journey, our goal is to get 50% of our people involved in serving at least one hour each week. What’s your goal? Do you have one?

If you have multiple services on a Sunday, try asking volunteers to serve at one service and attend another. You can never have too many volunteers.

To take the pulse of your Ministry System, ask yourself these questions:

- \* How many passionate volunteers do we have?
- \* How many passionate volunteers would we like to have?
- \* What are we doing to make people want to serve?
- \* When was the last time I personally invested in our volunteers?

Encouraging people to serve will strengthen your church on every level. Ultimately, all of the eight systems will be run by volunteers, so you need as many dedicated servers as possible.

This week, spend some time thinking about what steps you need to take to create a volunteer system that makes people want to get involved... One that makes them want to do the things that you can’t hire people to do.

If you will give this system some true attention, I can guarantee you will begin to attract more volunteers.

Make this your mantra for the week: In my Ministry System, attention = attraction!

Nelson

P.S. – Don’t forget to download the free Church Systems Report to learn more about the eight church systems and how they work together for the health of your church.

From [www.ChurchLeaderInsights.com/Blog](http://www.ChurchLeaderInsights.com/Blog)

## **Appendix C:**

### **Super Service Monday**

Monday, May 11 at 5:00 pm - 7:00 pm

The Journey Office  
321 W. 44th Street, Suite 201 (btwn 8th & 9th avenues)  
NY, NY 10036

Contact Information:

Staff Contact:

E:

P: 212-730-8300

Super Service Monday is from 5:00 - 7:00 PM in the Journey Office each week! Stop by and serve with us as we follow-up with 1st and 2nd time guests and new believers. It's a tangible way to see the growth of our church and to make a difference as we take time to pray for and write cards to those who are new to our church.

It's a great opportunity to meet new people who go to the Journey. We'll also have some snacks and watch a movie while we serve!

To sign-up register at the link above or contact Christel at [Christel@journeymetro.com](mailto:Christel@journeymetro.com).

### **Super Service Thursday**

Thursday, May 14 at 5:00 pm - 8:00 pm

The Journey  
321 W. 44th Street, Suite 203A (between 8th & 9th avenues)  
New York, NY 10036

Contact Information:

Staff Contact

E:

P:

Are you looking for opportunities to get plugged in serving during the week? Do you want to give one hour of your week to serve? Then, why not join the Super Service Thursday Night? Every Thursday night will be a night of service at The Journey office. Not only is this a great opportunity to make a difference by helping prepare for the Sunday service, but also an opportunity to build relationships with others at The Journey. Stop by for an hour, make a new friend, and make a difference!

Every Thursday we'll have music, snacks and loads of friends to catch up with. Come and join the party!

## **Appendix D:**

### **Job or Ministry?**

(Courtesy of Church Volunteer Central)

Some people have a job in the church.  
Others involve themselves in ministry.

What's the difference?

If you do it just because no one else will...it's a job!  
If you do it to serve God...it's a ministry!

If you quit because someone criticized you...it's a job!  
If you kept on serving in spite of criticism...it's a ministry!

If you'll do it only so long as it doesn't interfere with other things...it's a job!  
If you're committed to staying with it, even when it means letting other things go...it's a ministry!

If you quit because no one ever praised or thanked you...it's a job!  
If you stay even though no one notices your efforts...it's a ministry!

If you do it because someone else said it needs to be done...it's a job!  
If you do it because you sensed God saying it needs to be done...it's a ministry!

It's hard to get excited about a job.  
It's almost impossible not to get excited about a ministry!

An average church is filled with people doing jobs!  
A great and growing church is filled with people involved in ministry!

At Church Volunteer Central, we don't have job descriptions—we have ministry descriptions. This simple reminder is one of dozens of forms available free to our members at [www.churchvolunteercentral.com](http://www.churchvolunteercentral.com). September 4, 2007

## Appendix E:

### MY LIFE TO THE POWER OF SERVICE EXPONENTIAL

January 11 - Nelson Searcy

- **Serving: The act of putting the needs of others before my needs**

#### **Acts 9: The Compounding Life of Tabitha**

*36 There was a believer in Joppa named Tabitha (which in Greek is Dorcas). She was always doing kind things for others and helping the poor. 37 About this time she became ill and died. Her friends prepared her for burial and laid her in an upstairs room. 38 But they had heard that Peter was nearby at Lydda, so they sent two men to beg him, "Please come as soon as possible!" 39 So Peter returned with them; and as soon as he arrived, they took him to the upstairs room. The room was filled with widows who were weeping and showing him the coats and other garments Dorcas had made for them. 40 But Peter asked them all to leave the room; then he knelt and prayed. Turning to the body he said, "Get up, Tabitha." And she opened her eyes! When she saw Peter, she sat up! 41 He gave her his hand and helped her up. Then he called in the widows and all the believers, and he showed them that she was alive. 42 The news raced through the whole town, and many believed in the Lord. 43 And Peter stayed a long time in Joppa, living with Simon, a leatherworker.*

#### **HOW TO LIVE A COMPOUNDING LIFE OF SERVICE (From Tabitha in Acts 9:36 - 43)**

- **ACKNOWLEDGE THAT GOD HAS GIVEN ME SERVING GIFTS**

*"There was a believer in Joppa named Tabitha  
(which in Greek is Dorcas)." – Acts 9:36a*

*"A spiritual gift is given to each of us as a means of helping the entire church." --  
1 Corinthians 12:7*

- <list in the message notes – with a check box for people to mark>
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|--|--|
| <input type="checkbox"/> Administration (organizing) | <input type="checkbox"/> Pioneering (new works)    |
| <input type="checkbox"/> Discernment                 | <input type="checkbox"/> Evangelism                |
| <input type="checkbox"/> Encouraging                 | <input type="checkbox"/> Faith (high trust in God) |
| <input type="checkbox"/> Giving (financial)          | <input type="checkbox"/> Hospitality               |
| <input type="checkbox"/> Leadership                  | <input type="checkbox"/> Mercy                     |
| <input type="checkbox"/> Shepherding (care)          | <input type="checkbox"/> Serving / Helping         |
| <input type="checkbox"/> Teaching                    | <input type="checkbox"/> Wisdom / Counseling       |

[www.elmertowns.com/spiritual\\_gifts\\_test](http://www.elmertowns.com/spiritual_gifts_test)

• **BE PROACTIVE IN USING MY SERVING GIFTS**

*“She was always doing kind things for others and helping the poor.” – Acts 9:36b*

**OPPORTUNITIES FOR SERVING**

- Serving on Sunday
- Missions Groups
- Super Service Thursday
- Super Service Monday
- Worship Arts Team
- Baptism Services
- Office Volunteer
- Other: \_\_\_\_\_

*“Do not neglect the spiritual gift you received.” -- 1 Timothy 4:14*

• **CONSIDER THE BENEFITS OF SERVING OTHERS**

*“About this time she became ill and died. Her friends prepared her for burial and laid her in an upstairs room. . . But Peter asked them all to leave the room; then he knelt and prayed. Turning to the body he said, ‘Get up, Tabitha.’ And she opened her eyes! When she saw Peter, she sat up! He gave her his hand and helped her up. Then he called in the widows and all the believers, and he showed them that she was alive.” – Acts 9:37, 40 - 41*

*“Give to others, and God will give to you...  
The measure you use for others is the one that God will use for you.”  
-- Luke 6:38*

*“Each time [God] said, ‘My gracious favor is all you need. My power works best in your weakness.’ So now I am glad to boast about my weaknesses, so that the power of Christ may work through me.” – 2 Corinthians 12:9*

**MEMORY VERSE**

*(Jesus) “The greatest among you must be a servant.”  
– Matthew 23:11*

**NEXT STEPS TODAY IS TO:**

- Memorize Matthew 23:11
- Look for practical ways to serve those around me this week.
- Learn more about this opportunity for serving: \_\_\_\_\_

Serve those in my church by serving on:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> Jan 18 | <input type="checkbox"/> Feb 8  |
| <input type="checkbox"/> Jan 25 | <input type="checkbox"/> Feb 15 |
| <input type="checkbox"/> Feb 1  | <input type="checkbox"/> Feb 22 |

<Outside the box>

- Sign up for Growth Group #: \_\_\_\_\_



## **Appendix F: Journey Serving Position Descriptions**

### **Serving Today**

#### **I Am Vitaly Important to Impacting Lives Today!**

1. Each person I encounter today is loved by God and needs to feel special.
2. I need to make a personal impact through a smile, a word of kindness or an act of love.
3. I will remember what it feels like to be new.
4. My responsibility is not simply to carry out a task, but to engage each person individually.

\*These are the different cards:

#### **Offering Ushers**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will stand by the offering buckets and be ready at mention of “Case for Faith” book.
3. I will distribute buckets only when speaker mentions this is being done.
4. I will take the offering buckets to the appropriate location.
5. I will tape off the back 7 rows following the service and redistribute the offering buckets.
6. I will pray for each person I encounter.

#### **Ballroom Door Greeters (Upstairs)**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will be in place 30 minutes before the service starts and remain there throughout the worship segment.
3. I will greet people warmly as they walk into and exit the ballroom door.
4. I will pray for each person I encounter.

### **Case For Faith Table Attendants**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will be in place prior to the time the service is dismissed.
3. I will provide a warm smile to those interested in taking the free book.
4. I will keep a tally of books given out during your service on the inventory sheet.
5. Typically, I will also greet before the service.
6. I will pray for each person I encounter.

### **Downstairs Lobby Greeters**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will be in place 30 minutes before the service starts and remain there throughout the worship segment.
3. I will warmly greet attenders once they enter the building.
4. Up to five people are needed for each service. One by the outside of each elevator, one inside each set of the “front doors” and one in the middle of the lobby (this person will serve as an “ask me person”).
5. I will pray for each person I encounter.

### **Outside Greeters**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will be in place 30 minutes before the service starts and remain there throughout the worship segment.
3. I will warmly greet attenders on the side walk and open the doors in the “cold months” as people arrive.
4. I will remember that I’m the first face people will see! **SMILE!**
5. I will pray for each person I encounter.

### **Tear Down Team**

1. I will meet 15 minutes following the service in the designated area to begin the tear down process.
2. I will tear down resources, signs and place tubs, crates, etc... from the front of house and place them into the storage closet.
3. This team serves for approximately 30 minutes following the last service of the day.
4. I will pray for each person I encounter.

### **Set Up Team**

1. I will meet 3 hours prior to the 1<sup>st</sup> service to help set up “front of house”.
2. This takes about 1 hour to 1 and ½ hours to complete...this allows me to go to breakfast after helping and then stay for the first service.
3. I will pray for each person who will be touched by what I am doing.

### **Elevator Greeter (Upstairs)**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will be in place 30 minutes before the service starts and remain there throughout the worship segment.
3. I will greet people warmly as they step off the elevator.
4. I will look especially for parents with kids and encourage them to go to the nursery or Journey Kidz.
5. I will open Nursery Door for them/escort them to Journey Kidz, if they are new.

### **Resource Table Attendants**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will serve after the service for 30 minutes except for the 6:30pm Manhattan service in which I will serve both before and after the service.
3. I will be in place prior to the time the service is dismissed.
4. I will provide a smiling, friendly face while interacting with attenders who are interested in our free resources and also items which are available for a donation.

5. I will keep a tally of items purchased on the inventory sheet.
6. I will pray for each person I encounter.

### **Refreshment Smiling Face Team**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will be in place 30 minutes before the service starts and remain there throughout the worship segment.
3. I will serve in front of the refreshment table to keep it tidy and to be a kind face while welcoming people who come by.
4. I will pray for each person I encounter.

### **Elevator Smiling Face Person**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will be in place 30 minutes before the service starts and I will remain there throughout the worship segment.
3. I will serve by operating the elevator, smiling, and interacting with each person I meet, and offer candy to those arriving and departing.
4. I will pray for each person I encounter.

### **Seating Ushers**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will be in place 30 minutes before the service starts and remain there throughout the worship segment.
3. As I stand in the aisle, I will greet attendees warmly.
4. I will help people find appropriate seats (I will begin by seating people toward the front and ask them to move to the center of the row).
5. I might serve as an offering usher.
6. I will pray for each person I encounter.

## **Program Distributors**

1. I will meet one hour prior to the service for a time of reflection, prayer, fellowship and final instructions.
2. I will be in place 30 minutes before the service starts and remain there throughout the worship segment.
3. I will distribute programs at the entrance to the teaching area.
4. I will greet people with a warm smile.
5. I will pray for each person I encounter.