

# New Hope Community Church

## Ministry Head, Intern & Staff Worker Policies

### Ministry Head Policy

Ministry Heads oversee the various ministries of our church.

- **QUALIFICATIONS** – Ministry Heads must be church members.
- **APPOINTMENT** – Ministry Heads are interviewed and appointed by the elders.
- **TERM OF SERVICE** – A Ministry Head shall be appointed for a term of three years and is eligible to be re-appointed, after review by the elders, after this term. After serving two consecutive terms it is recommended, though not required, that Ministry Heads take a one year sabbatical, at the end of which the elders will consider if they should be reappointed.
- **RESPONSIBILITIES** – Each Ministry Head leads one or more of the ministries within the church body.
- **OVERSIGHT** – Each Ministry Head reports directly to a deacon or elder.
- **LEAVE OF ABSENCE** – A Ministry Head may take a leave of active service when he/she feels the need. The terms of this leave shall be arranged in consultation with the elders.
- **RESIGNATION** – A Ministry Head may resign for personal reasons, though it is requested that they give at least two months' notice before resigning.
- **REMOVAL BY THE ELDERS** – Ministry Heads may be removed from their position if it is warranted. (See Art. V, Sec. 2C of NHCC's Constitution for more information about this process.)

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### Ministry Intern Policy

Ministry Interns are usually considering full-time vocational ministry. The purpose of their internship is to further prepare & equip them for ministry under the oversight of the elders.

- **QUALIFICATIONS** – Ministry Interns must be church members by time their service begins.
- **APPOINTMENT** – If those seeking a Ministry Intern position at New Hope Community Church are from outside our church body, we may request they complete an application which shall then be distributed to the Church Council. After careful review of the application (if required) by the Church Council the elders will schedule an interview with the Ministry Intern applicant. All elders and at least one member of the Church Council shall be present for this interview. Upon the unanimous support of the elders they shall present the Ministry Intern candidate to the congregation.
- **CONGREGATION VOTE** – Ministry Intern candidates must receive at least three-quarters of the yes and no votes cast.
- **TERM OF SERVICE** – Ministry Interns shall normally serve in this position for one year or less. This may be a full or part-time position. If secondary employment is necessary it would need to be compatible with the internship responsibilities and approved by the elders.
- **SALARY** – Ministry Interns may receive a modest stipend.
- **RESPONSIBILITIES** – The specific responsibilities for Ministry Interns shall be determined by the elders. Ministry Interns shall participate in all Church Council meetings as non-voting members.
- **OVERSIGHT** – Ministry Interns shall report directly to an elder.
- **RESIGNATION** – Ministry Interns may resign for personal reasons, though it is requested that they give at least one month notice before resigning.
- **REMOVAL BY THE ELDERS** – Ministry Interns may be removed from their position if it is warranted. (See Art. V, Sec. 2C of NHCC's Constitution for more information about this process.)

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### Ministry Staff Policy

Ministry Staff serve in an indefinite, salaried position entrusted with significant and specific ministry responsibilities.

- **QUALIFICATIONS** – Ministry Staff must be church members by time their service begins.
- **SEARCH PROCEDURES** – The elders may appoint a Search Committee to solicit and review applications from Scripturally qualified men and women to serve as Ministry Staff. Initially the elders and the Search Committee (if convened) shall consider whether there are any qualified candidates among current members or alumni of New Hope Community Church. They will also ask alumni to recommend possible candidates. The Search Committee may also pursue other avenues to identify qualified candidates. Upon careful review of the applications, the Search Committee shall present their findings to the elders.
- **CANDIDATE SELECTION AND INTERVIEW** – The elders shall consult the Church Council before scheduling an interview with the Ministry Staff applicant God seems to be calling. All elders and at least one member of the Church Council shall be present for this interview. Upon the unanimous support of the elders they shall present the Ministry Staff candidate to the congregation.
- **CONGREGATION VOTE** – Ministry Staff candidates must receive at least three-quarters of the yes and no votes cast.
- **SALARY** – Ministry Staff normally receive a salary for their work.
- **RESPONSIBILITIES** – The specific responsibilities for Ministry Staff shall be determined by the elders. Ministry Staff may be asked to participate in church council meetings but shall not have a vote, unless also serving as a deacon. Ministry Staff may be asked to leave the meeting when private, personal issues are discussed.
- **OVERSIGHT** – Ministry Staff shall report directly to an elder.
- **VACATION** – Ministry Staff serving full-time have the same vacation benefits granted to our full-time Presiding Elder.
- **RESIGNATION** – Ministry Staff may resign for personal reasons, though it is requested that they give at least two months' notice before resigning.
- **REMOVAL BY THE ELDERS** – Ministry Staff may be removed from their position if it is warranted. (See Art. V, Sec. 2C of NHCC's Constitution for more information about this process.)