



Membership Teams Handbook

STPETERSTAMWORTH

CONTENTS

What is Membership?	page 3
3 areas or membership	Page 4
Membership Worker	Page 5
Connect teams	Page 7
Aims of Connect Team	Page 9
Connect Team Member	Page 10
Connect Team Leader	Page 11
Care Teams	Page 14
St Peter's Pastoral Care Strategy	Page 13
How pastoral care works at St Peter's	Page 15
Aims of Care Team	Page 16
Care Team member	Page 17
Pastoral Care Worker	Page 18
Community Teams	Page 19
Building community	Page 20
Community Team	Page 21
Community Team Leader	Page 22

What is membership?

God's people are called to be active members of Christ's church

For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others. (Romans 12:4-5 NIV)

We are brought together through faith in Christ, as members of his body – the church. We belong together, and indeed we belong to one another. As we think about what it might mean to be a church family, we can look to the example of the early church in Jerusalem:

*They devoted themselves to the apostles' teaching and to **fellowship**, to the breaking of bread and to prayer. Everyone was filled with awe at the many wonders and signs performed by the apostles. All the **believers were together and had everything in common**. They sold property and possessions to **give to anyone who had need**. Every day they continued to **meet together** in the temple courts. They **broke bread in their homes and ate together** with glad and sincere hearts, praising God and enjoying the favour of all the people. And the Lord **added to their number** daily those who were being saved. (Acts 2:42-47)*

Here we see a group of believers who shared a genuine fellowship together. They cared for one another, they met together, their homes were open to one another, and they were a community that was open and inviting to new people.

At St Peter's we are a church family that wants to welcome others into the body of Christ by helping them to know Jesus as their Lord and Saviour. We seek to love and care for each other, meeting together regularly to encourage one another to be loving, prayerful, disciple making people who have Jesus' heart for all who are lost.

Our Membership teams seek to see people become regular members of both a congregation and a Growth Group, which will lead them to serving their brothers and sisters in Christ.

We can think about these ideas within Membership under three headings:

Connect, Caring and Community

1. Connect - Connecting newcomers into the life of church

Part of building Membership at our church involves welcoming in new people to our church. Just as God added to those being saved in the early church, he continues to add more people today. 'Being on about Membership' means having a heart to welcome people in to our church, welcoming them and connecting them so they can know they belong and are wanted here as part of our family. We do this in light of the vision of the Holy City that God has prepared for his people, gathered together in unity under Christ (Revelation 21).

2. Caring

Membership also means caring for each other. We are a community of believers who share our lives together, which includes both the joys and the challenges. Practical and relational caring is part of who we are, and our *Caring* arm of Membership seeks to make sure we do this well.

3. Community

The importance of Membership does not end once people move past being 'new'. We want our church to be made up of people who are passionate about meeting together, both on Sundays and across the week, to encourage each other to live for Jesus as we await his return (Hebrews 10:24-25).

The *Community* arm of Membership seeks to create a warm and engaging environment around the formal Sunday services. We also want to foster and promote a culture of fellowship that continues beyond the formal meetings into the rest of the week, helping everyone who comes to church to know they are wanted and valued members.

Membership Worker

Role description

The primary role of the membership worker is to recruit, train, empower and support the 4 Connect Team Leaders, one from each congregation, ensuring that each of the 4 Connect Teams functions well.

The aim of our connect strategy is to see people become regular members of both a congregation and a Growth Group which will lead them to be serving their brothers and sisters in Christ. The focus of this ministry is on newcomers to all congregations.

Role requirements

The Membership Worker will be a mature Christian who is of proven Christian character and conviction and who is gifted in the area of welcoming and connecting.

They will need to have had experience in welcoming and do our Team Building Training. They don't necessarily have to have formal theological training.

They will attend 3 of the St Peter's congregations.

They will need to wisely recruit, train, equip and empower others to be Connect Team Leaders.

Key responsibilities

- To pray for this ministry
- To have a transfer/transform mentality (Evangelism and Christian growth)
- To recruit, train, equip and empower 4 Connect Team Leaders for each congregation
- To provide ongoing training to the Connect Teams
- To run and/or have oversight over our 'Belong' course
- Establish good use of St Peter's connect and establish people flows from newcomer to being in a Growth Group
- To meet regularly with the 4 Connect Team Leaders in a mentoring role
- To help the Connect Team Leaders to lead their teams and establish structures so that people are effectively taken from being a newcomer to being part of a Growth Group
- To meet regularly with the senior Pastor to report on the work and be supported in the role
- To step in and lead a Connect Team in the absence of a Connect Team Leader

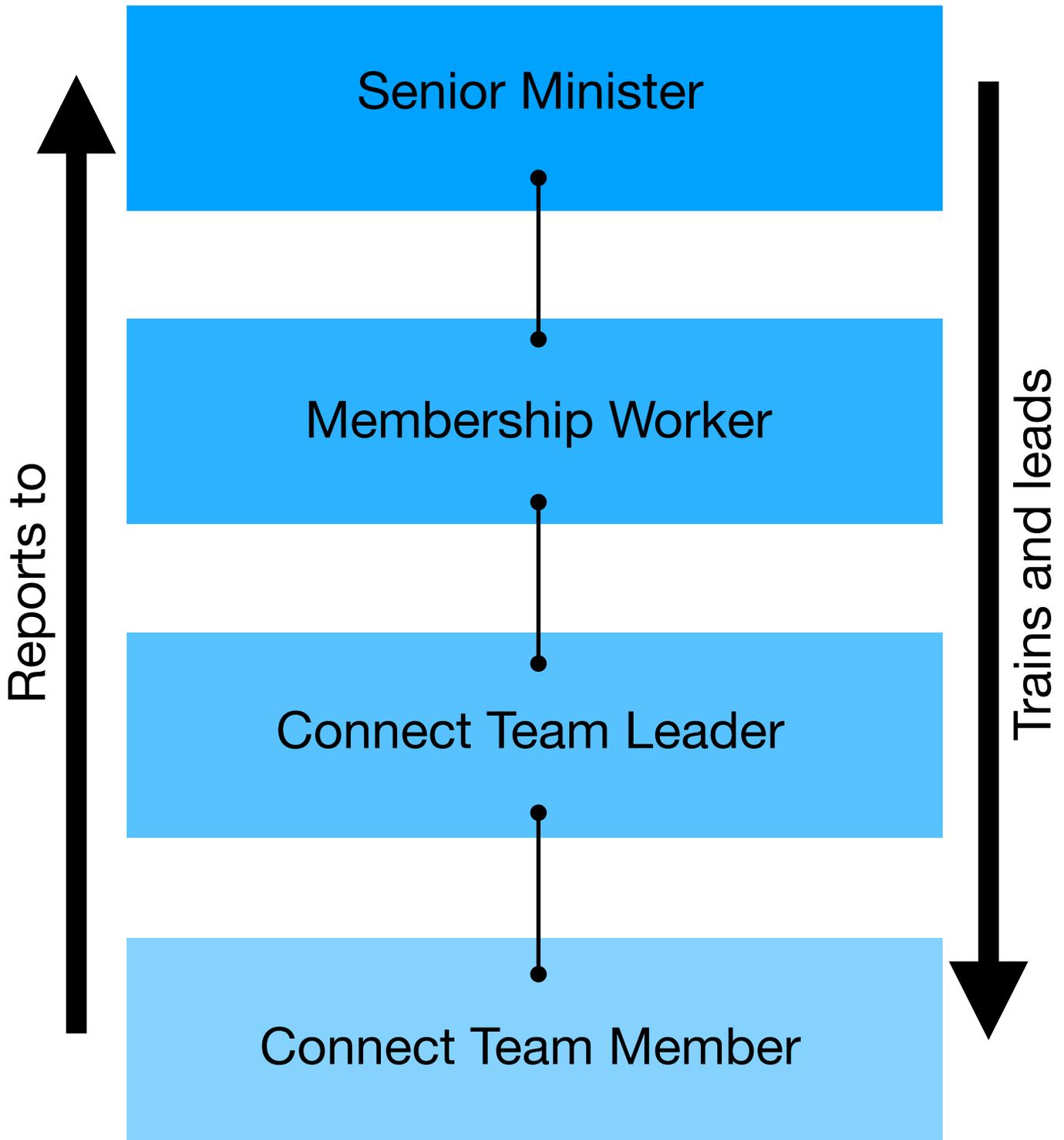
Commitment required

- 15-20 hours per week, paid role.
- Meet with Connect Team Leaders every 4 weeks
- Provide one training day per year, run 'Belong course'
- Be part of staff meeting.

CONNECT TEAMS



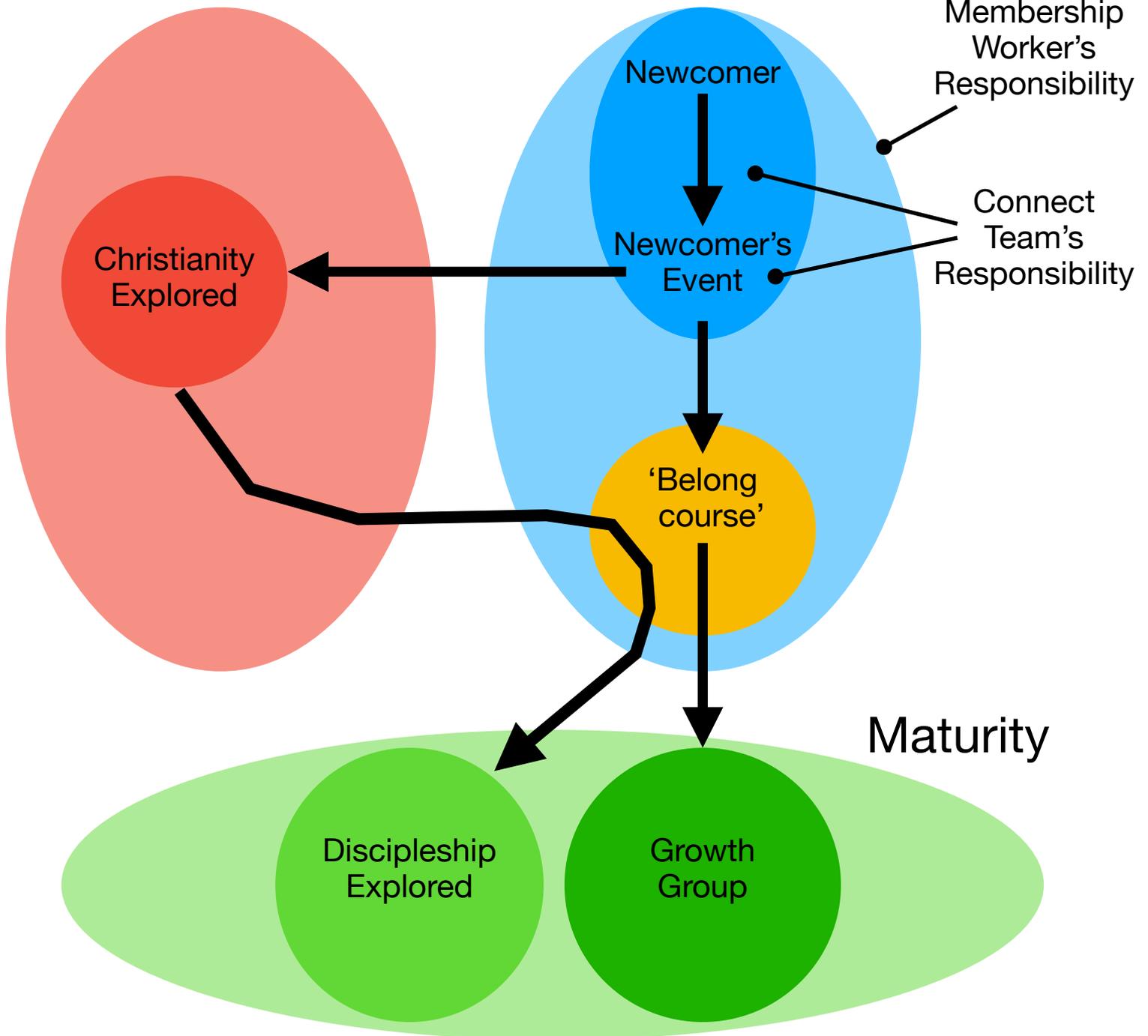
Connect Team Structure



How Connecting Works at St Peter's

Mission

Membership



The Membership Worker has oversight over for **all** congregations



The Connect Teams have oversight over for **their** congregation



The aims of the Connect Team

We want everyone who comes along to have a positive, warm and welcoming experience. We want people to be:

- Welcomed when they arrive
- Introduced to someone at church
- Given a welcome pack (physical or electronic)
- Receive a follow up call in the week after they come along
- Be given a name tag
- Be shown personal hospitality
- Be invited to a Newcomers Coffee and Dessert event (could we rename this 'Connect: a Coffee and Dessert evening for anyone new (or newish) to St Peter's'?)

As members of the Connect team at our congregation it is our responsibility to make sure everyone who comes along is welcomed in each of these ways. To help us do this, everyone on the team is part of a 'WhatsApp' group, where we share information about people we have met with the Team Leader. This app is also a way for the Team Leader to delegate responsibility for follow up and check that each of the things listed above occur.

Tips for Connect Team

Do not underestimate the value of smiling, having positive body language, the use of kind and affirming words, the power of listening, and even just remembering a person's name.

Practice asking open-ended, conversational questions, for example:

- What do you get up to throughout the week? (Rather than 'What do you do for work?')
- What's brought you along to St Peter's today? (Rather than 'Why did you come today?')
- Is church a regular thing for you? (Rather than 'Are you a Christian/New here/ Visiting?')

Our *Connect* part of Membership seeks to help newcomers along one of two pathways to becoming members of St Peter's:

1. Mission pathway – Christianity Explored and Discipleship Explored courses
2. Membership pathway – Belong course

Connect Team Member

Role Description

This volunteer role is part of a team from each congregation who assist newcomers in their congregation to feel welcome and become connected with the body of Christ at St Peter's.

Role requirements

The Connect Team Member will be a Christian who regularly attends their congregation and is prepared to be trained in the area of welcoming and connecting.

Key responsibilities



Each week, arrive 20 min prior to the service



Pray with the Connect team when you arrive



Look for and greet newcomers, working with the Usher/ Welcomers to do this



Help newcomers to get a Welcome Pack and find a seat if needed



Maybe sit with them if they end up sitting on their own



After the service, ensure newcomers are talked to in the first few minutes of the service ending



Help newcomers to meet some people



Help newcomers get to morning/afternoon tea/dinner



Offer to take newcomer's details. Put names and details of newcomers on the Team WhatsApp



Seek to show hospitality outside of Church times



Contribute to follow up calls/ contact during the week as directed by the Team Leader



Attend Connect Team Meeting once per term

Connect Team Leader

Role description

The aim of this role is to form, encourage and coordinate a small team of volunteers from their congregation who are gifted in the area of welcoming and already doing it. The aim of the team is to assist newcomers at their congregation to feel welcome, find their feet and get into a pathway so that they may be connected and become members at St Peter's.

Role requirements

The Connecting Team Leader will be a mature Christian who is of proven Christian character and conviction and who is gifted in the area of welcoming and connecting.

They will need to have had experience in welcoming and do our Team Building Training. They will attend regularly their congregation.

They will need to wisely recruit, organise and empower others on their Connecting Team.

Key responsibilities:

- Recruit, with the help of the Membership Worker, a small team of people gifted for this role and already showing aptitude for this ministry.
- Encourage, mobilise and coordinate this team for this welcoming and connecting ministry in their congregation.
- Setup a 'WhatsApp' group for regular communication between team members. (The Membership Worker is to be in the 'WhatsApp' communication stream.)
- Seek to get contact details from newcomers and communicate this on St Peter's Connect.
- Organise the team to meet to pray and discuss this ministry as needed. (Aim for once a term)
- Be on the look out for newcomers before and after every service.
- Liaise with Membership Worker to invite newcomer to attend the Newcomers Coffee and Dessert event.
- Give out a welcome pack.
- Introduce newcomers to others.
- Offer to get them a drink over supper.
- Seek to show hospitality outside of Church times, when needed etc.
- Communicate the names of newcomers on WhatsApp as soon as possible after service
- Follow-up or designate a person to follow-up during the week (SMS, phone call)

Commitment required *(Indicative only, to be hammered out with the candidate etc.)*

- Unpaid, high level volunteer
- Meet with Membership Worker very 4 weeks
- Meet with team at least once a term and 20 mins before service

CARE TEAMS



What is Pastoral Care?

At St Peter's we want to be a *'loving, prayerful, disciple making community that has Jesus' heart for all who are lost.'* As a result we want to care for people in Christian love.

We define Pastoral Care as:

"The intentional care that Christians offer in love to one another in times of suffering and need."

To understand the place of 'Pastoral Care' it is helpful to differentiate it from 'Pastoral Ministry' and 'Pastoral Counselling'.

'Pastoral Ministry' has to do with the preaching and teaching of God's word in prayer as we seek to see people transferred into Christ's kingdom and grow in Christ's likeness. As a result 'Pastoral Care' flows out of being like Christ. It springs from the love that Christians should have for one another as Christ has loved us.

'Pastoral Care' is also distinguishable from 'Pastoral Counselling.' 'Pastoral Counselling' in a Christian sense seeks to apply knowledge from the behavioural sciences and theology to people's lives as they seek counselling in certain areas of their lives.

St Peter's Pastoral Care Strategy

At St Peter's we believe that the primary 'pastoral care' environment is our Growth Groups. The members of each Growth Group ought to support each other intentionally in love in times of suffering and need.

In this the leader of a Growth Group has the special responsibility to lead their group members to care for each other. The leader will also seek to identify and support individual members of their Growth Group who show a particular gifting in the area of 'Pastoral Care'.

However not all people at St Peter's or connected to St Peter's are in a Growth Group or can be in a Growth Group. Furthermore there may be times when Growth Group members are not able to adequately care for members of their group who find themselves suffering or in need. This is where the 'Pastoral Care Worker' comes in and where 'Care Teams' have their place.

We want to establish a 'Care Team' in each congregation who is led by a trained 'Care Team Leader' who is under the oversight of the 'Pastoral Care Worker.'

How Pastoral Care Works at St Peter's

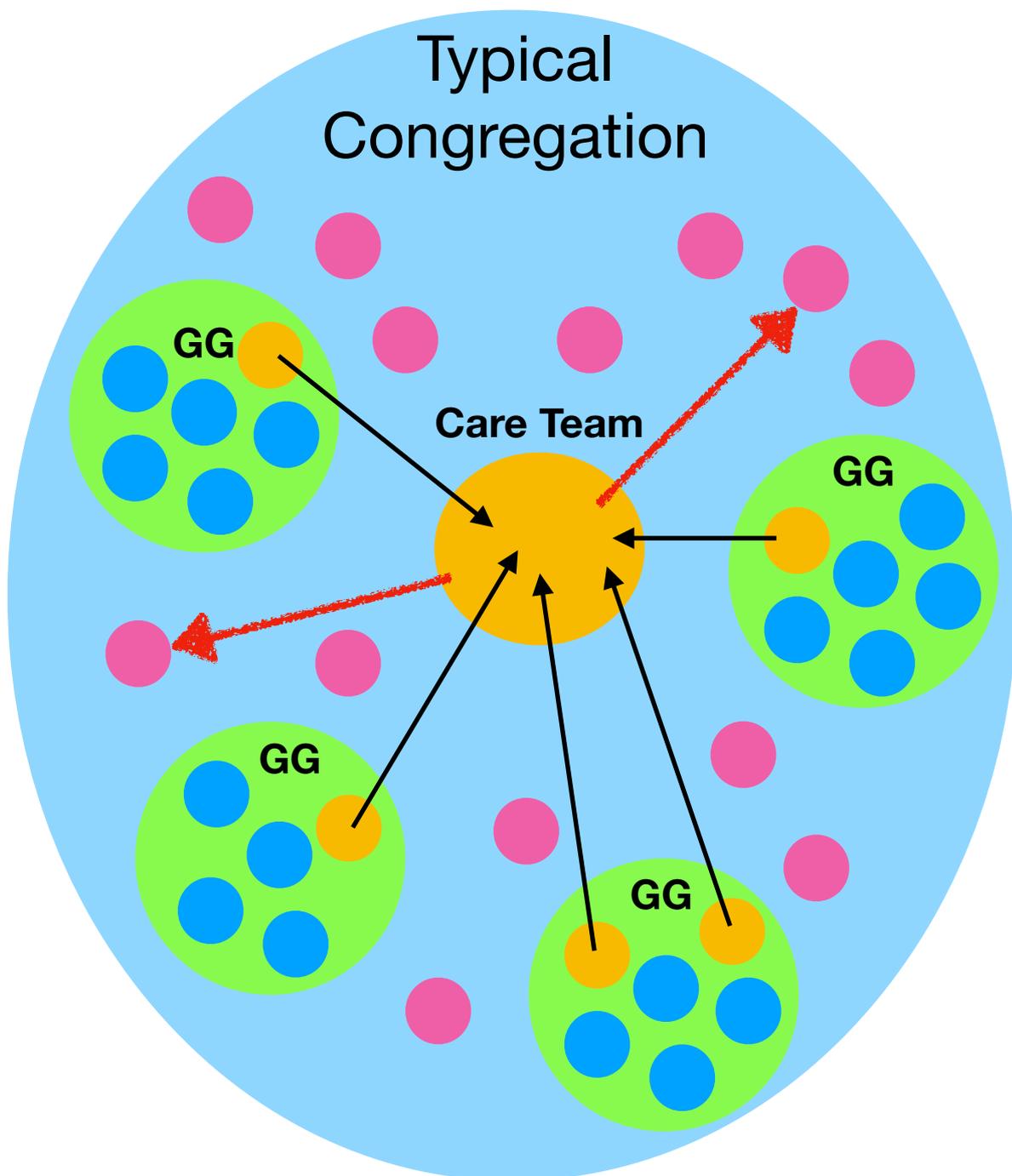
GG = Growth Group

 = Person part of Growth Group gifted and trained for Pastoral Care

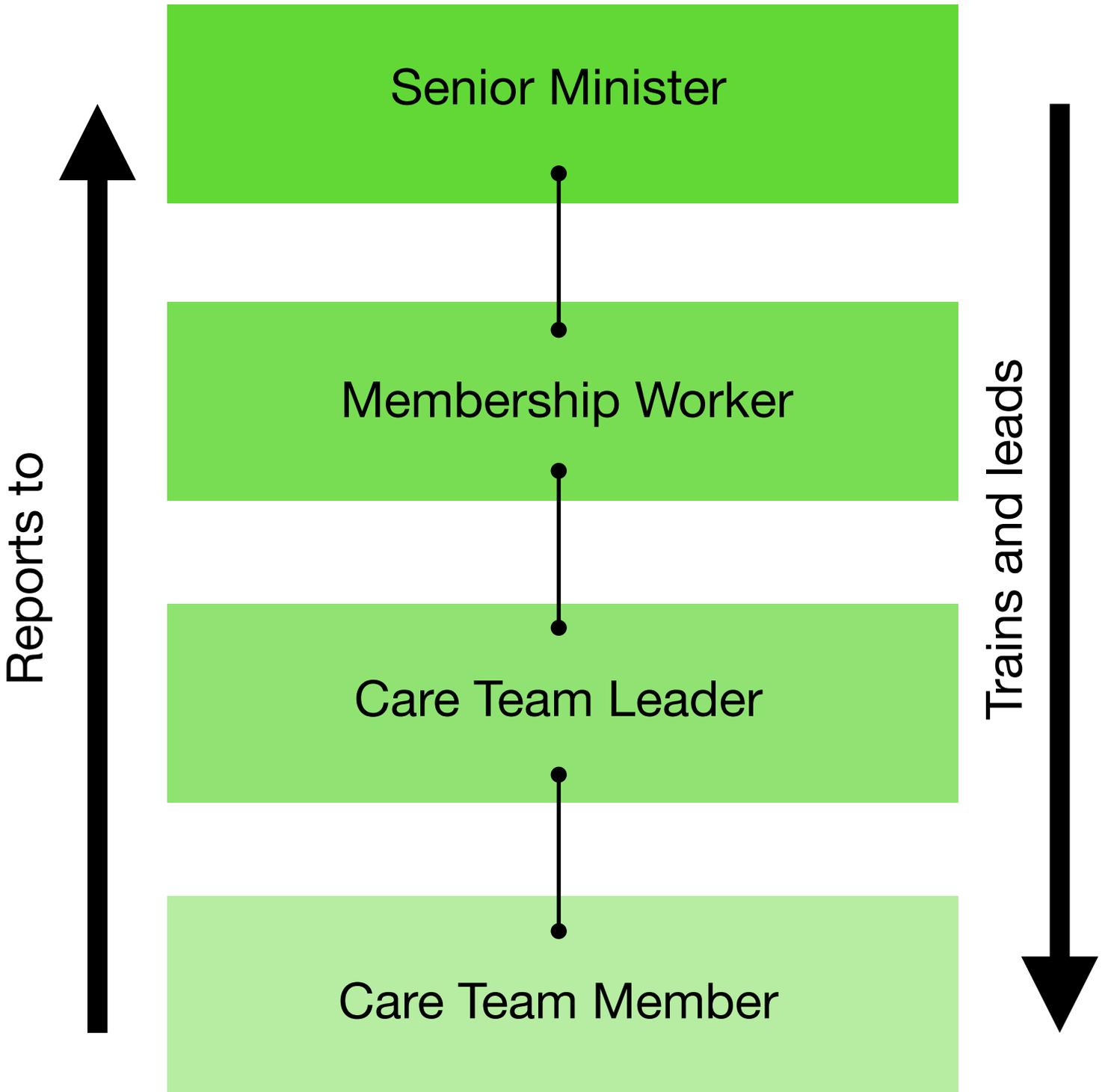
 = Person not part of a Growth Group

 = Care given to person(s) not part of Growth Group

 = Person part of a Growth Group



Care Team Structure



The aims of the Care Team

We want everyone who belongs to St Peter's and the Coledale front yard fellowship who is not part of a Growth Group already to be cared for in times of need or suffering. We want people to be:

- Visited
- Prayed for
- Given comfort from God's word
- Given practical assistance in their time of need or suffering
- Encouraged to be part of a Growth Group

As members of the Care team in our congregation it is our responsibility to make sure everyone who is not part of a Growth Group is cared for in each of these ways. To help us do this, everyone on the team is part of a 'WhatsApp' group to communicate, when appropriate, needs for prayer. This app is also a way for the Team Leader to delegate responsibility for follow up and check that each of the things listed above occur.

Tips for Care Team

- *(Yet to be done...)*

Care Team Member

Role Description

This volunteer role is part of a team from each congregation who care for members in their congregation who may be in need or in a time of suffering. It is for those members who are not yet part of a Growth Group.

Role requirements

The Care Team Member will be a Christian who regularly attends their congregation and is prepared to be trained in the area of Pastoral Care.

Key responsibilities



Meet once a month to pray and plan this ministry



Visit those in need when appropriate



Listen carefully when visiting or calling.



Offer appropriate practical assistance
Transport, home help, shopping assistance, etc.



Contribute to follow up calls/contact during the week as directed by the Team Leader



Communicate with the team needs for prayer while respecting the confidentiality of those being cared for.



Encourage the person, when appropriate, to join a Growth Group



Provide a meal/or meals when needed



Provide appropriate reading material/podcasts/audio books

Pastoral Care Worker

Role description

The primary role of the Pastoral Care Worker is to recruit, train, empower and support the 3 or 4 Care Team Leaders, one from each congregation, ensuring that each of the 4 Care Teams functions well.

The aim of this is to show Christian love to the members of the congregations who are suffering or in particular need. The focus of this ministry is on those who are not yet part of a Growth Group or who may need more support than a Growth Group can provide.

Role requirements

The Pastoral Care Worker will be a mature Christian who is of proven Christian character and conviction and who is gifted in the area of showing compassion and kindness.

They will need to have had experience in the area of Pastoral Care and been trained in the basics of Pastoral care. (Do our Team Building Training Course and Pastoral Care Course)

They will attend at least one of the St Peter's congregations. (They may lead or co-lead a Care Team at 8am)

They will need to wisely recruit, train, equip and empower others to be Care Team Leaders.

Key responsibilities

- To pray for this ministry
- To have a transfer/transform mentality (Evangelism and Christian growth)
- To recruit, train, equip and empower 3 or 4 Care Team Leaders for each congregation
- To provide ongoing training to the Care Teams
- Establish a confidentiality protocol for Care Leaders
- To meet regularly with the 3 or 4 Care Team Leaders in a mentoring role
- To seek to help the Care Team Leaders to lead their teams and establish structures so that people are effectively cared for
- To meet regularly with the senior Pastor to report on the work and be supported in the role
- To step in and lead a Care Team in the absence of a Care Team Leader
- Establish a list of Bible passages and Christian books appropriate to read in different circumstances
- Be informed about referral to Christian counsellors or if need be medical care
- Visit those in need when required

Commitment required *(Indicative only, to be hammered out with the candidate etc.)*

- 15-20 hours per week, paid role.
- Meet with Care Team Leaders every 3 weeks
- Provide one training day per year
- Be part of staff meeting.

Senior's Pastoral Care Team Leader

Role description

The primary role of the Senior's Pastoral Care Team Leader is to recruit, train, empower and support the Pastoral Care Team members in the 8am Pastoral Care Team.

The aim of this ministry is to show Christian love to those who are suffering or in particular need who are part of the 8am congregation or connected to members of this congregation. The focus of this ministry is on those who are not yet part of a Growth Group or who may need more support than a Growth Group can provide.

Role requirements

The Senior's Pastoral Care Team Leader will be a mature Christian who is of proven Christian character and conviction and who is gifted in the area of showing compassion and kindness.

They will need to have had experience in the area of Pastoral Care and been trained in the basics of Pastoral care. (Do our Team Building Training Course and Pastoral Care Course)

They will attend at least one of the St Peter's congregations.

They will need to wisely recruit, train, equip and empower others to be Care Team Leaders.

Key responsibilities

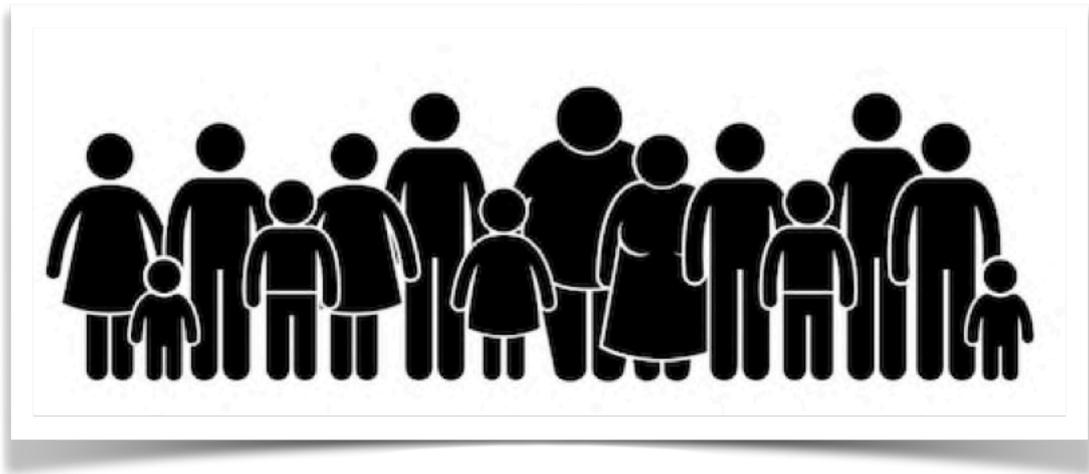
The Senior's Pastoral Care Team Leader will lead the St Peter's Pastoral Care Team at 8am by:

- praying for this ministry
- having a transfer/transform mentality (Evangelism and Christian growth)
- caring for the team members
- training the team members
- encouraging the team members
- Organising the team meetings
- Recruiting new members
- Identifying needs and finding ways to meet those needs
- Informing the St Peter's Staff team members of particular concerns when appropriate
- Ensuring that Safe Ministry Practice is followed
- Assisting the St Peter's Staff team to develop helpful structures to provide good pastoral care
- Submitting to the leadership of St Peter's
- Meeting with the Senior Minister once a month
- Having 6 monthly staff reviews with the Senior Minister

Commitment required

- 6 hours per week, paid role.
- **PAY? Check with Amanda**

COMMUNITY TEAMS



Building Community

The importance of Membership does not end once people move past being 'new'. We want our church to be made up of people who are passionate about meeting together, both on Sundays and across the week, to encourage each other to live for Jesus as we await his return (Hebrews 10:24-25).

The *Community* arm of Membership seeks to create a warm and engaging environment around the formal Sunday services. We also want to foster and promote a culture of fellowship that continues beyond the formal meetings into the rest of the week, helping everyone who comes to church to know they are wanted and valued members.

(To be completed...)