

Mississauga Chinese Baptist Church

CARING MINISTRY

Operation Handbook

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“And he has given us this command: Whoever loves God must also love his brother.”
1John4:21 (NIV)

CARING MINISTRY

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I. STRUCTURE

Caring Ministry is to incorporate Caring in Fellowship and Visitation Departments, and there will be three levels of caregivers.

LEVEL 3 Caring Ministry will consist of:

1. Supporting Pastors
2. Supporting Deacons for Fellowship and Visitation Departments
3. Caring Coordinators:
 - a. Elected Heads of Chinese and English Fellowship Departments
 - b. Elected Heads of Chinese and English Visitation Departments
 - c. One or two representatives from each department

In Caring Ministry, Caring Facilitator, who is to be appointed by Caring Coordinators and he/she must be an elected head of Fellowship or Visitation departments.

LEVEL 2 Caring Ministry will consist of:

1. Caring Champions – Caring representatives from Fellowship Departments
2. Visitation Committee – Members of Visitation Departments

LEVEL 1 Caring Ministry will consist of:

1. Small Group Base Leaders
2. Visitation members

II. PURPOSE

1. As the church grows, it becomes more difficult to effectively care for the whole congregation by a few leaders. Senior Pastor and supporting Pastors are unable to personally care for everyone. Effective caring at different levels must be developed where needs of the church be identified and more serious concerns be communicated to pastors.
2. Caring Champions of Fellowships and the Visitation Committee will work together by using Jethro's strategy to provide care for the whole church.
3. Unite caring in different congregations; caregivers care for the whole church, mobilizing the brothers and sisters to work together

III. OPERATION

1. Caring Ministry is to address caring needs of the whole church
2. The Caring facilitator is responsible to arrange meetings
3. Supporting Deacons and supporting Pastors are to oversee Caring Ministry and attend "Caring meetings".
4. Caring coordinators are to communicate regularly with Senior Pastor, supporting Pastors and supporting Deacons, informing them immediately of any serious crisis that may arise.

IV. MINISTRY POSITIONS; REQUIREMENTS AND RESPONSIBILITIES

A. Ministry Positions

1. Supporting Pastors
2. Supporting Deacons
3. Caring Coordinators
4. Caring Facilitator
5. Caring Champion/s and Visitation Committee
6. Small Group Base Leaders

B. Requirements and Responsibilities

1. Supporting Pastors

Requirements and Responsibilities

- provide pastoral care for his/her congregation
- visit sick and needy
- report urgent needs to Senior Pastor
- attend coordinators' meetings

2. Supporting Deacons

Requirements and Responsibilities

- support coordinators involved in visitation
- attend coordinator' meetings
- urgent needs to update Senior Pastor/supporting Pastors
- support Coordinators and pray for Caring Ministry

3. Caring Coordinators

- a. Elected heads of Chinese and English Fellowships, Chinese and English Visitation
- b. One or two representatives appointed by their department head

Requirements and Responsibilities

- some experience and training in counselling or church caring leadership
- passion for caring
- member of MCBC
- minimum of two (2) years commitment
- work closely with Senior pastor, supporting Pastors, supporting Deacons, and other team members, on vision of church relating to Caring
- work with Visitation Committee, to facilitate needs, encouragement and support to Visitation team
- coordinators are to have two meetings a year to facilitate 2-way communication between the Caring ministry and the church leadership
- Chinese and English Department heads/delegates are to meet with their respective Caring Champions and Visitation Committee to share progress and provide care and support
- communicate relevant crisis concerns to supporting Pastors and supporting Deacons and seek advice

- delegate a coordinator to attend quarterly Ministry meetings representing Caring Ministry
- work with other ministry departments on relevant church activities
- work with church leaders to develop church policy on Caring
- prepare annual budget for Caring Ministry; report to Ministry Committee Chairs and Deacon Board for approval
- pray for and encourage prayer for Caregivers
- support and care for Caring Champions
- support and care for Visitation committee
- involved in visitation and provide simple counselling

4. Caring Facilitator

This position is chosen from elected Fellowship and Visitation heads by the Caring Coordinators.

Requirements and Responsibilities

- responsible for setting agenda, arranging and chairing meetings
- contact person for coordinators in liaising between Senior Pastor; supporting Pastors; Deacons and Coordinators
- contact person with other ministry departments and coordinators on relevant church activities
- other responsibilities listed under Caring Coordinators

5. Caring Champion/s and Visitation Committee

- a. A Caring Champion representative chosen from each fellowship.
- b. Visitation Committee from the Visitation department

Requirements and Responsibilities

- passion for caring
- possess basic counselling skills
- committee member
- minimum of two (2) years commitment

a. Caring Champions

- each Caring Champion is responsible to oversee caring in his/her respective Fellowship and Small Group Base Leaders
- support, care for and identify needs of Fellowship and Small Group Base Leaders
- meet twice a year with Caring Coordinators and Visitation Committee to facilitate communication with the respective fellowships, visitation and the church leaders
- liaise with Visitation Committee to visit new comers, non fellowship and inactive members, to place them into small groups and fellow-ships
- meet Small Group Base Leaders and Counsellors four times/year
- communicate all Crisis Concerns to upper levels immediately
- pray for and encourage prayer for caregivers throughout the fellowship

b. Visitation Committee Member

- Visitation Committee member is responsible to visit newcomers, non-fellowship brothers and sisters and inactive members
- Carry out duties delegated by Visitation head

- Liaise with Caring Champions to involve fellowships in visitations
- Meet twice a year with Caring Coordinators and Caring Champion(s) to facilitate communication with the respective fellowships visitation and the church leaders
- Communicate all Crisis Concerns to upper levels immediately
- Report their visitations to Visitation Department head once a month
- Pray for and encourage prayer for caregivers in Visitation Departments.

6. Small Group Base Leaders

Small Group Leaders or Small Group Caring Base Leader

Ideally each Small Group should have a base leader for each function (Caring, etc.)

Requirements and Responsibilities

- born again Christian
- passion for caring
- a team person
- active in MCBC
- a minimum two (2) years commitment
- providing care for the small group members
- observe any absentees or distressed members in group
- call absentees to find out reasons for absence and refer Crisis Concerns immediately to upper levels
- practise simple care-giving over the group visiting sick and distressed
- meet with Caring Champion, other Small Group Base Leaders, Counsellors (where applicable) every three months to communicate with respective fellowship and church leaders
- liaise with Visitation Committee to visit New Comers, non Fellowship and Inactive Members, and assist in placing these brothers and sisters into small groups
- pray for, and encourage prayer for caregivers in the small group

V. PASTORAL ROLE

a. Supporting Pastors

- already defined see IV(B)1

b. Senior Pastor

- will involve any difficult and serious situation
- provide training and counselling regularly
- support and pray for caring coordinators and caring ministry of the whole church
- would determine when and where to refer serious and time consuming cases for external professional help
- pay visit and care-giving to the serious and crisis families
- give advice and provide guidance to the supporting pastors and caring coordinators

VI. INTERPRETATION OF THIS OPERATION HANDBOOK

The interpretation of this Caring Operational Handbook is at the discretion of the Caring Operational Task Force Team, comprising of the Senior Pastor, supporting Deacons, Chinese and English Ministry Chairs of Fellowship and Visitation Departments.

Any changes or updates will be made by the Caring Operational Task Force Team.

Any questions regarding this Operations Handbook should be directed to the Caring Operational Task Force Team.

1. STRUCTURE (flowchart).

