

Mississauga Chinese Baptist Church

The Caring Ministry's Operation Handbook

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“And he has given us this command: Whoever loves God must also love his brother.”

1 John 4:21 (NIV)

Table of Contents

Purpose.....3

Operation3

Structure3

Level Three Positions4

Level Two Positions.....5

Level One Positions6

Pastoral Roles6

Interpretation of this Operation Handbook6

***Appendix 1*.....7**

Purpose

As the Church grows, it becomes difficult for just a few leaders to care for the whole congregation effectively. The Senior Pastor and Supporting Pastors are unable to care for everyone personally. The Church must develop effective caring at different levels to identify the needs of the Church and to communicate the more serious concerns to the pastors. The Caring Champions of the Fellowship and Visitation Committee work together by using Jethro's Strategy (Unite caring in different congregations; caregivers care for the whole church, mobilizing the brothers and sisters to work together) to provide care for the whole Church through the Caring Ministry.

Operation

The Caring Ministry is to address the caring needs of the whole Church. The Caring facilitator is responsible for arranging the meetings. Supporting Deacons and supporting Pastors are to oversee Caring Ministry and attend the Caring meetings. Caring Coordinators are to communicate regularly with the Senior Pastor, Supporting Pastors and Supporting Deacons, informing them immediately of any crisis that may arise.

Structure

The purpose of the Caring Ministry is to incorporate Caring in the Fellowship and Visitation Departments. There are three levels of caregivers:

Level	Position
Three	<ul style="list-style-type: none">• Supporting Pastors• Supporting Deacons for Fellowship and Visitation Departments• Caring Coordinators:<ul style="list-style-type: none">• Elected Heads of Chinese and English Fellowship Departments• Elected Heads of Chinese and English Visitation Departments• One or two representatives from each department <p><i>Note:</i> In the Caring Ministry, the Caring Coordinators appoint the Caring Facilitator, who must be an elected head of the Fellowship or Visitation departments.</p>
Two	<ul style="list-style-type: none">• Caring Champions – Caring representatives from Fellowship Departments• Visitation Committee – Members of Visitation Departments
One	<ul style="list-style-type: none">• Small Group Base Leaders• Visitation members

Level Three Positions

Positions	Requirements and Responsibilities
Supporting Pastors	<ul style="list-style-type: none"> • Provide pastoral care for his/her congregation • Visit sick and needy • Report urgent needs to Senior Pastor • Attend Coordinators' meetings
Supporting Deacons	<ul style="list-style-type: none"> • Support Coordinators involved in visitation • Attend coordinators' meetings • Urgent needs to update Senior Pastor/Supporting Pastors • Support Coordinators and pray for Caring Ministry
Caring Coordinators <ul style="list-style-type: none"> • Elected heads of Chinese and English Fellowships • Chinese and English Visitation • One or two representatives appointed by their department head 	<ul style="list-style-type: none"> • Some experience and training in counselling or Church Caring leadership • Passion for caring • Member of Mississauga Chinese Baptist Church (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
Caring Facilitator (The Caring Coordinators choose this position from the elected Fellowship and Visitation heads)	<ul style="list-style-type: none"> • 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

Level Two Positions

Positions	Requirements and Responsibilities
<p>Caring Champion/s and Visitation Committee (The Caring Coordinators choose a Caring Champion representative from each Fellowship and choose Visitation Committee members from the Visitation department)</p>	<ul style="list-style-type: none"> • Passion for caring • Possess basic counselling skills • Committee member • Minimum of two (2) years commitment
<p>Caring Champions</p>	<ul style="list-style-type: none"> • 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 fellowships • 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
<p>Visitation Committee Member</p>	<ul style="list-style-type: none"> • 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

Level One Positions

Positions	Requirements and Responsibilities
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.))	<ul style="list-style-type: none"> • 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 • Ccall 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

Pastoral Roles

Role	Requirements and Responsibilities
Supporting Pastors	<ul style="list-style-type: none"> • Already defined see Ministry Positions
Senior Pastor	<ul style="list-style-type: none"> • 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

Interpretation of this Operation Handbook

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

The Caring Operational Task Force Team is responsible for any changes or updates.

If you have any questions regarding this Operations Handbook, direct it to the Caring Operational Task Force Team.

Appendix 1

Structure (flowchart).

