

## MINISTRY SUPPORT SYSTEM

To develop a support system for teachers and leaders who minister to others:

- Create and keep up-to-date a **teacher's and leader's handbook**. The handbook should include all of the ongoing policies and procedures of any given ministry. It is easy to keep this information in computer files so that it can be amended on a regular basis. An annual review of these documents assures that anything that needs updating will be properly changed. The handbook helps to communicate to everyone what is expected of them. This provides clarity of purpose and promotes more focus on ministry.
- Develop simple and clear **job descriptions** to aid in not only volunteer retention but also in recruiting. When volunteers have good job descriptions they usually serve better because they are more aware of what is expected. This provides them with more confidence in their ministry and it helps to build strong team work.
- Provide and maintain a good **substitute plan**. This allows all your volunteers to feel more supported. Everyone faces illnesses, vacations and other life circumstances, which take them temporarily away from their ministry. If there is a substitute system that is clearly understood and accessible, volunteers will tend to serve for longer periods of time. It also demonstrates to the individual a personal concern for them and their particular situation.
- Provide a **media-resource center** for ministry volunteers. Whether it is a simple closet or an elaborate room, everyone benefits from its use. When volunteers have a place they know they can get consumable supplies or media equipment, it makes their work easier which in turn promotes longevity in serving.
- Support your volunteers with **strong leadership**. Every volunteer needs good administrative support. Such individuals as the Sunday school superintendent, vacation Bible school director, youth ministry coordinator or committee chairperson are an essential part of any church. These leaders provide direction and oversight of the various ministries of the church. A vital function of the administrator is to build and maintain a good working relationship with the volunteers. Providing administrative support to solve the ministry problems that the volunteers face is another critical facet of your support system.
- Maximize the use and improvement of your **facilities and equipment**. This helps build morale and communicates to the volunteers that what they are doing is of great value. Doing simple things like having a bulletin board installed or getting age-appropriate furniture can do wonders for volunteer retention.
- Establish an ongoing **recruiting and training strategy** so you have adequate student-teacher ratios. Most volunteers can function very well if they are dealing

with small groups of children, youth or adults. Problems arise when the numbers get too large for them to handle. Having workable student-teacher ratios is a major plus for the assimilation of existing people as well as outreach to non-Christians. For more information see the article, *How to Recruit Teachers and Leaders*, listed under the Archives tab at <http://goteach.gcp.org>

- Have **age-appropriate, God-focused curriculum** to assist the volunteer in teaching the Bible. Curriculum provides a systematic approach to Bible teaching and better teacher preparation. Ultimately, the students are the ones who also benefit from the use of curriculum. Great Commission Publications has excellent Reformed curriculum for children, youth and adult classes. To get more information and/or order samples go to [www.gcp.org](http://www.gcp.org).
- **Pray** for those who volunteer. Many churches pray for the missionaries they support and forget to pray for the Sunday school teachers, youth leaders, small group leaders, nursery workers, etc.
- Inform the officers of the church on a regular basis about what the volunteers are doing. The **pastors, elders, and deacons** then in turn need to communicate their support to the volunteers. This can be done through such things as prayer during worship services, letters, e-mails, etc.



GREAT COMMISSION  
PUBLICATIONS

3640 Windsor Park Drive  
Suwanee, GA 30024  
800-695-3387 \* [www.gcp.org](http://www.gcp.org)  
<http://goteach.gcp.org>