

## Ministry Leader Commitment & Expectations

Thank you for your willingness to serve and lead here at Praise Tabernacle. Ministry leadership is both a gift and a responsibility. As leaders, we're setting the tone—not just for what we do, but how we do it. This document outlines the expectations for all ministry leaders so we can work together in unity, steward well what God has given us, and ensure that every person who walks through our doors experiences the love and excellence of Christ. You're stewarding people, resources, and sacred space. Lead prayerfully and with integrity.

### 1. Alignment & Leadership Responsibilities

Ministry leadership is more than organizing events or leading meetings—it's about stewarding what God has entrusted to you in a way that reflects the mission and heart of Praise Tabernacle. We're asking all ministry leaders to keep their ministry focused, Christ-centered, and aligned with the direction of our church family. You are not just representing your ministry—you are honoring the reputation of PT. If you didn't see it here, it shouldn't be happening in your group. This helps protect unity and ensures that all ministries reflect the same heart and values. As a leader, you're not just running a meeting.

You're also responsible for checking in regularly with how your ministry is doing:

- *Is it still aligned with its purpose?*
- *Are the goals still clear and Christ-focused?*
- *Is it contributing to the overall health of the church?*

## **2. Ministry Resources & Supplies**

- God has blessed us with so much—and He’s also given us the wisdom to steward it well.
- We have teams actively seeking donations for outreach and our food truck, but we can’t supply food, drinks, or paper goods for every ministry.
- Each ministry is responsible for bringing its own snacks, coffee, paper products, etc.
- You’re more than welcome to use the kitchen and church amenities—just be sure to wash, clean, and return everything to its proper place before you leave.
- If you plan to leave items in cabinets or the fridge, please connect with Cindy so she can help find the appropriate space.
- From time to time, Warren, Cindy, or another staff member may offer surplus items. When that happens, it’s a blessing—just not something to expect regularly.
- Not every gathering needs a full meal. Coffee and Jesus can go a long way. Focus on connection and discipleship.

## **3. Facility Use & Shared Spaces**

- Every ministry should make sure that at least one team member has access to the building or room during your scheduled time.
- As a general rule, the largest group gets the largest space—but know that rooms may shift based on the church calendar.
- Requested Location means just that: requested. Final room assignments are made by the office, and you may be asked to move from time to time based on needs across the church.
- If you’re planning an event or need a change to your regular schedule, please communicate with the office well in advance so we can prepare accordingly.
- Every ministry is responsible for leaving the space exactly how they found it, or better:

- **Take out the trash**
  - **Pick up anything left behind**
  - **Vacuum if needed**
  - **Reset furniture or supplies**
- We want every person who enters this church—no matter the time or ministry—to walk into a clean and welcoming space.
  - If you're consistently walking into a mess, please email [levisdesk@icloud.com](mailto:levisdesk@icloud.com) with details so we can help resolve it quickly and respectfully.

#### **4. Technology & Equipment**

- Every ministry should have at least one person who knows how to use the necessary equipment: TVs, sound systems, coffee makers, remotes, etc.
- If you need help learning how to use any equipment, please reach out—we're happy to get you trained. Just keep in mind our staff are already carrying a lot, so we can't commit to running tech or setup for your meetings. When you pull our team into your event, you're pulling them away from other important responsibilities. The goal is for your team to be equipped and confident to run things on your own.
- Please treat all church equipment with care and respect, and follow any guidelines provided for its use.

#### **5. Communication & Signage**

- To keep things consistent and clear across the building, we ask that no personal or handwritten signage be posted anywhere.

- If you need signs or printed materials for your ministry, email the office at **info@praisetab.com** and we'll help design them. Please give us at least two weeks' notice so we have time to prepare them. Once they're ready, we'll print and leave them for you in the office. You can pick them up during office hours or before/after services on Sundays and Wednesdays. Be sure to plan ahead so everything is ready when you need it.
- Any unapproved or handwritten signs will be removed so that our space stays welcoming and visually unified for all who come in.