Gateway Pathway into Service *Flowchart*

A - Preliminary Steps

1 - New Candidate Recognized

This happens EITHER by:
(1) The person indicating a desire to serve, OR
(2) The leader identifying someone who may be a good fit to serve in their ministry.
Note: We would like everyone to attend Gateway for a minimum of 3-6 months prior to beginning to serve.

2 - Ministry Leader initiates Contact

Ministry leader makes initial contact with the new servant and sets up a time to meet and connect deeper with them.

3 - Ministry Leader makes meaningful *CONNECTION*

Ministry leader gets together with the person to get to know them better. Here, you will begin to assess their character and fitness for this ministry. **Ideas: Coffee, lunch, etc.**
Leader shares "Baseline Expectations of Serving at Gateway" doc & candidate agrees prior to continuing to Step 4.

4 - Leader activates the *Serve Pathway* via Front Office

Ministry leader let the Service Coordinator (SC) know who the candidate is, what role you would like them to serve in, & provide their email address, so they can be sent the initial Serve Pathway email with links.
Note most positions require background checks and/or membership.

5 - Candidate completes the Serve Pathway

The Serve Pathway consists of information and a video describing some of our core values in ministry.

6 - Candidate completes background check

Background checks are required for nearly every ministry position at Gateway. Service Coordinator will let the ministry leader know the results.

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B - Hands-on Orientation

7 - Ministry Orientation with Leader

Ministry Leader spend time orienting and training the new servant well, showing them how the ministry operates, where supplies are, etc. Introduce them to the ministry team. Share all standards, expectations, and training guides for your ministry, ensuring the new candidate is well-equipped.

8 - Ministry Shadowing

The new servant spends 2-3+ times shadowing in the ministry.
Watch, learn, do.

9 - Comfort level affirmed ☑

10 - Leader works them into the Schedule

Every ministry and each person is different in terms of how often they may serve.
Be sure to emphasize our "Sit-one-Serve-one" best practice and help people avoid overcommitting.

C - Candidate is Serving!

Great ministry leadership involves continual care, commitment, and clear communication.