

Section VI.3: Requirements and Expectations of Ministry Team Leader and Co-Leader:

- a. Must be a member in good standing.
- b. Leader must be a member of FBCJ for a minimum of one year. A Co-Leader may be a member no less than one year. However, the Deacons may designate and/or approve a if a ministry leadership becomes vacant during that calendar year.
- c. Ministry team must have a written mission statement.
- d. Must hold monthly/quarter meetings. Minutes must be taken for Church history and documentation.
- e. Team leaders must submit to Church Administrator a list of goals for the year by the end of January. This list may be updated quarterly. The goals must be in alignment with the Church and the Ministry's mission statement.
- f. Each ministry Leader and Co-Leader are expected to attend a minimum of 3-4 scheduled quarterly leadership meetings held by Church leadership.
- g. Leader may lead said ministry for a consecutive period of three (3) years. Any period of time after three (3) years must be approved by Deacons.
- h. Leaders must submit proposed annual budgets as requested by the Church Administrator.
- i. If a Leader or Co-Leader is not performing their duties and/or function, they may be referred to Church Administrator and/or Deacons for leadership recommendations. If Leader or Co-Leader continues to be ineffective or leading the ministry that is not in accordance with the Church's Mission, they may be referred to Deacon for consideration of removal from their position.