



JESUS CHRIST IS LORD MINISTRIES

Ministry of Helps Guidelines

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¹ Revised March 2023, position added.

² Revised March 2023, to add a section on Ministry Technology.

PREFACE

The purpose of this set of guidelines is to ensure that the church has an operational format for the ministry of helps. The Bible states: “let all things be done decently and in order.” (1 Corinthians 14:40). These guidelines are intended to bring order, clarity, and focus to the ministry of helps at JCILM. The Bible states that God has set some in the church, including helps. (1 Corinthians 12:28). The word helps as used here comes from a Greek word describing the ministry of deacons to the poor and sick. The word also means general aid to someone or assisting someone.

Without the ministry of helps within the local church the pulpit ministry cannot function to its full potential. We see this in the Book of Acts whereas the church began to grow there was a need to handle a dispute regarding the service of widows. The apostles called the church together and said, “it is not reason that we should leave the word of God and serve tables.... But we will give ourselves continually to prayer, and to the ministry of the word.” (Acts 6:2-4). The apostles instructed the church to “look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business.” (Acts 6:3).

The ministry of helps is a vital and valuable part of service in the local church. If you feel that God has called you to serve in the ministry of helps, be assured that he will reward you for answering the call.

Section 1: WHO MAY PARTICIPATE?

To participate in the ministry of helps the following minimum requirements must be met. It is the responsibility of the helps ministry leader to determine if these requirements have been met.

1. **Be an active, faithful member of the church.** If you wish to become a member, and you have not taken the opportunity to join you may do so by filling out a membership inquiry form. Every member must have a signed membership form on file to participate.³
2. **Maintain a godly character and lifestyle.** Although all of us as believers are progressing in grace, Paul told the Corinthians that “ye are our epistle written in our hearts, known and read of all men...”. (2 Corinthians 3:2). People outside the church, both saved and unsaved, look at each of us, our character and lifestyle. This is a reflection not only on you but on this church as well. As representatives of this church and the Lord Jesus Christ, we must strive to live our lives worthy of God’s honor. (1 Thessalonians 5:22).
3. **Attend required training and meetings.** At times training for your position may be necessary. Additionally, meetings may be called for the purpose of discussing your ministry area or general church business. You should attend training and meetings to stay up to date on updates and changes taking place in the ministry.
4. **Be teachable, submissive to church authority, and willing to obey instructions.** God spoke to the children of Israel and said, “if ye be willing and obedient, ye shall eat the good of the land”. (Isaiah 1:19). It is extremely frustrating to deal with people who are constantly resisting legitimate instructions. There is no way that any business, organization, or household can function if people do not follow legitimate established

³ Revised March 2023. Eliminated membership manual and CDs as part of the membership process.

authority. If being teachable or submitting to and following legitimate instruction is an issue you have, please spare all of us the time, anguish, and effort associated with this type of behavior. There is a lot of work to be done in ministry without constantly struggling with those whose job it is to help.

Section 2: **AUTHORITY STRUCTURE**

The Bible is filled with instructions regarding authority within the local church. Hebrews 13:17 states, “obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you”. In order to facilitate the orderly flow of the ministry of helps each area of the ministry has a designated helps ministry leader. The helps ministry leader reports to the Pastor.

BIBLES

As the Word of God, the Bible serves as the final authority on all activities of the church. It should go without saying that those in the ministry of helps are required to have a Bible at hand during services, and to follow the minister’s references to it during services, wherever practical. As a member of the ministry of helps, you represent the church, and your actions reflect upon the church. Not using your Bible in services only encourages others to do the same.

HELPS MINISTRY LEADER

The helps ministry leader is responsible for the administration of a given area of ministry under the authority of the Pastor. Members of the helps ministry team must be recommended to the team by the helps ministry leader and approved by the Pastor. No person will be placed in a ministry of helps position without the approval of the helps ministry leader responsible for that area. The helps ministry leader is responsible for determining if a person meets the requirements of Section I (Who May Participate?).

HELPS MINISTRY MEMBER

The helps ministry member is responsible for carrying out tasks as assigned by the helps ministry leader. Helps ministry members are expected to know the requirements of Section 1 (Who May Participate?) and alert the helps ministry leader when circumstances arise that may affect their ability to continue in their position.

HELPS MINISTRY ASSOCIATE⁴

The helps ministry associate is not required to meet all the requirements of these guidelines. Specifically, Section 1 (Who May Participate?) number 3, Section 2 (Service Reporting Times, except for paragraph 2), and Section 3 (Service Attendance Requirement). However, these positions must attend meetings called for the purpose of discussing their ministry area. The church reserves the right to review these exceptions, and after 10-day notice (including weekends and holidays) make changes where necessary to ensure fairness and overall church edification. All other guidelines in this manual apply equally to helps ministry associates. Limited positions are eligible to be filled by helps ministry associates.

Section 3: GENERAL REQUIREMENTS

The following general requirements cover areas of importance that should be understood by those involved in the ministry of helps. These requirements have been carefully reviewed in an attempt not to infringe upon areas of personal liberty we have in Christ (1 Corinthians 8:9; Galatians 5:13). These requirements apply if you are functioning in your position during a service.

DRESS CODE DURING CHURCH SERVICES⁵

In general, attire should be neat. Clothes should be clean, ironed, or pressed, modest, and free of noticeable tears and strains. Shoes should be polished. Sunday attire for those involved in serving communion is black, including ties.⁶ When

⁴ Added March 2023, Helps Ministry Associate.

⁵ Added March 2023, footnote clarifying that prayer is considered a church service.

⁶ Added March 2023, for clarification.

involved in housekeeping, landscape work, or other work outside of regular services, clothes should be suited for the job. When working at the church ministry T-shirts should be worn to identify you as a member of the ministry.

Women's apparel should be modest, not clingy or revealing (1 Timothy 2:9). Examples of inappropriate clothing are as follows: blouses revealing the bust line, spandex-type pants, and short skirts. Wearing this type of clothing in a church service has no legitimate ministry purpose and possibly serves as a distraction.

When the clothing of a helps ministry participant⁷ does not conform to the standard, the helps ministry leader should take the responsibility to privately discuss this issue with the helps ministry participant. If uncomfortable speaking with the helps ministry participant alone, or when addressing a person of the opposite sex, engage another helps ministry leader of the same sex or see the Pastor for instructions. Be firm, but people skills are also important in leading a ministry.

SERVICE REPORTING TIMES

For regular services in which you minister, arrive fifteen minutes early in order to be properly prepared for service. If your duties require more preparation than you can complete within fifteen minutes prior to service, arrive earlier, as directed by your helps ministry leader. Prior to service, you should be praying for God to help you in your task and that the Holy Spirit will help guide you. Church services are impacted by your individual function (no matter how small it may seem), but you should also be praying that the whole church service will be under the direction and guidance of the Holy Spirit.

If you must be absent or late to a scheduled service, practice, meeting, or appointment, notify your helps ministry leader. The helps ministry leader should use their discretion to determine if the Pastor should be notified.⁸ If you are late to a service and upon arrival service has begun you must sit down for that service. For example, as an usher, if upon your arrival the service has already begun you

⁷ Revised March 2023 to reflect the addition of associates.

⁸ Revised March 2023 to clarify when the Pastor should be notified of attendance issues.

should enter the sanctuary⁹ and quietly find a seat.

SERVICE ATTENDANCE REQUIREMENT

Helps ministry members are a part of the leadership of the church. As such, leaders should set an example for others to follow. Therefore, ministry of helps members are expected to attend services regularly. It is understandable that at times people may not be able to attend a service, however, constant absence is not permitted. A minimum of four services per month must be attended. In any month that the service requirement is not met, the helps ministry leader will notify the team member. It will be expected that the team member will meet the service requirement at that point. If the team member does not meet the service requirement at any time during the next three-month period the team member is disqualified from serving as a helps ministry member. A limited number of helps ministry associate positions may be available. The team member may reapply for a helps ministry member position after six months.¹⁰

CONFLICT MANAGEMENT

People are people, and as such, conflicts between those in the ministry of helps may arise. The following outline for managing conflict is adapted from the Word of God Matthew 18:15-17 which states: “Moreover if thy brother shall trespass against thee, go, and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses, every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglects to hear the church, let him be unto thee as an heathen man and a publican”.

1. Privately and maturely address the issue with the person with whom you have the conflict.
2. If that does not bring about a resolution, set up an appointment with the person, his/her helps ministry leader and your helps ministry leader. If you have the same helps ministry leader they will decide if anyone else

⁹ Footnote added March 2023 to emphasize that attendance in the *sanctuary* is required.

¹⁰ Revised March 2023 providing for a helps ministry member that becomes disqualified due to failing to meet the service requirement to serve in a helps ministry associate position, if available.

- needs to attend the meeting.
3. If you feel the issue is still unresolved you may schedule an appointment with all the individuals involved in step #2 and the Pastor. The decision reached in this meeting is final. The individual refusing to follow the decision at this stage will be asked to resign from their ministry of helps position. If the individual is unwilling to repent, depending on the severity of the offense, they may be asked to leave the church.

SECTION 4. SAFETY AND SECURITY

Safety and security are important issues. Participants in the ministry of helps will have access to the church property during events and must be careful to protect themselves and others from harm. No one should enter rooms or areas of the church that they have not received prior authorization. The church has various renovation projects going at times and it is important that unauthorized persons stay clear of these areas. The following guidelines should be followed:

1. Be aware of any suspicious activity and notify your helps ministry leader or the Pastor.
2. Be aware of all exits.
3. Be aware of the location of first aid kits.
4. Be aware of the location of fire extinguishers.
5. Be aware of church guidelines regarding food preparation and transport.
6. Be aware when leaving the church at night; precautions should be taken. People should always leave the building in groups of two or more. After a night event, the parking lot should be inspected by two men prior to dismissal. Men are expected to escort the women to their vehicles and wait for them to enter and start their vehicles. It is each woman's responsibility to make sure that the men are aware that they are leaving the building.
7. Do not assign tasks to children without proper authorization.
8. Signs should be obeyed. If a door should be locked and it is not, notify your helps ministry leader or the Pastor.

SECTION V. KEY CONTROL

No one should have a key to the church that has not been properly issued. Do not duplicate keys or lend them to anyone. Each person with a personal alarm

code will be tracked by the security system when the code is used to disable the alarm when entering the facility.¹¹

You are responsible for the keys. If someone needs a key that does not have one direct them to the Pastor. If you are at the church and someone wishes to enter the church, it is the person's responsibility that opened the church to verify that the individual should be allowed entry at that time. If someone has a known valid reason for entering the building and they do not possess a key, you may escort that person into the building, and you must remain with them until they leave. If you have any doubts about whether a person needs access, do not provide it. Redirect that person to the Pastor.

Notify the Pastor immediately if you lose your key. If you either leave the ministry of helps or the church, it is expected that you will return any keys in your possession. At that time, your alarm code will be deactivated.

SECTION VI. CHURCH TECHNOLOGY¹²

The church utilizes various technology devices. Computers, printers, security cameras, iPads, and other data-driven equipment operate through both hardwire and wireless connections. Additionally, the church live streams various services to the public over its internet connection. The church maintains the fastest upload and download speeds available to businesses in our area.

The performance of the church's network can be affected by various factors:

- the number of devices on the network
- the bandwidth of the transmission medium
- the type of network traffic
- network latency
- the number of transmission errors.

To prevent data loss and problems with transmission, no devices should be

¹¹ Revised March 2023. Some people with keys to the building do not have alarm codes. The language has been changed to reflect that each person with a personal alarm code used to enter the building will be tracked.

¹² March 2023, section added.

connected to the ministry network without prior approval. For issues regarding acceptable use of church technology, please request a copy of JCILM-Technology Acceptable Use Policy (CP0011).