

# MINISTRY HANDBOOK

Fall 2016



For Deacons, Leaders,  
and others serving at Trinity.



# About The Handbook

Forward by OCTANT8

As leaders who've answered God's call to serve in this church, part of your role is to use your gifts to equip the saints for works of ministry, for works of service.

But what does that look like? How do you know if you're doing the right things? We all try to have faith that the work we do for the Lord makes a difference, but how do we steward our time, talent and treasure best?

One of the goals for the church is to be built up into unity, but when there's so much activity going on and so many people involved, it can often feel as though you're on an island and unsure if what you're doing is helping the church work towards a good and right common end.

This handbook is an early step toward helping bring coordination, clarity, and collaboration to the faithful service many have given to God through Trinity over the years. It is not a rulebook. It is not the final answer. It is not perfect. It is not the finish line. It is a starting point.

For all God's servants at Trinity to serve well, it is important to know what the distinctive call for this church is. What area of focus and gifts has God given you and asked you to use as part of His universal church? Your elders work continually to hear from the Lord and discern what He might be calling Trinity to do. That particular call, those points of emphasis that are part of His overall commands to the church, has been articulated in the Mission Statement.

The **Mission Statement** is the first tool. It tells you who you are, what you are about, what that ought to look like, and what the fruit of your faithful service ought to produce.

(continued)

This handbook is a toolset.

It's a playbook to get everyone working from the same pages.

It is a way to begin planning and executing ministries, activities, events, and programs to ensure that the first step is one that moves toward accomplishing the mission. At any moment you can ask, does this endeavor help move us toward accomplishing our mission?

As you understand how your efforts contribute to the work of the mission, then you can use another primary tool in this handbook to understand what should characterize the doing of that work.

Your **Church Values and Renewal Values** are an extension of the mission. They delineate, in part, how and in what manner the work of this church will go forward.

When taken as a whole, the Mission and Values become a reliable and helpful reference point to bring context and focus to the work you've been asked by God and this church to do.

For each of you there are some questions that you should continually be asking yourself as you carry out your role and piece of the mission.

- Why does this ministry (or activity) exist? In what way does it contribute to the Mission of Trinity?
- What do we do and how do we do it well?
- What church values should this ministry embody?

- With whom should we work, collaborate, and partner?
- From whom do we get advice and support?

If you all ask these questions of yourselves regularly, you should begin to see greater camaraderie, unity and effectiveness in the doing of your service for this church and the Lord.

To help you answer some of those questions, there are a few other tools in this toolbox.

The **Ministry Guide** suggests helpful partners with whom you can collaborate. The **Activity List** tells you what kinds of activities the church has hosted that might be existing ways for you to be effective in working out your ministry's call. The **Support and Counsel** list helps you see to which elders you can turn to help you grow in your strengths and compliment your weaknesses as challenges arise. The **Renewal Values** outline the attitudes that need to prevail among you as you do this important work. The **Communication and Branding and Design** tips can help facilitate the effectiveness and efficiency of the work.

Lastly, it is crucial to be reminded about the role your elders play in this.

They are the men that God has called to lead the church. But often leading the church as an elder doesn't exactly look like what we might expect. All of you have been entrusted by your elders and the church to carry out works of ministry for the continued

equipping of other saints, to build up the body into unity in the Spirit, so that you reach maturity in Christ (Eph. 4).

Part of their job is to direct you, part of it is to support you, part of it is to equip and teach you, and part of it is to make sure that all the activities of the church come together well to serve the Lord's purposes and build up the body of Christ. To that end, this handbook is as much a tool for them as it is for you. In order for them to support you well, to advise and equip you, they need to understand what it is you're thinking. And this handbook helps set some basic parameters for how to approach our ministry with a unified plan.

It is important to remember that they are accountable to the Lord for the doing of this work. It is something that they must do in unity to ensure that each decision they make, and direction they help the church take, is led by the Spirit for the health and continued growth of God's people.

In the same way, your work is an extension of that ultimate goal: To see God glorified in the making of disciples and the advancing of His Kingdom.

The God you serve is the Almighty, the King of Kings, the Lord of Lords, the Messiah, the Savior, the Redeemer, and your friend.

Let us go forth and serve Him well in response to the love and grace He has shown us.



*Trinity is an international and multi-generational community dedicated to making disciples of Jesus Christ who are growing in faith, obedience, and joy, as we go out to advance God's Kingdom.*

## Mission Statement

### Expansion by Keith Boyd

**International:** We are committed to our church reflecting the composition of the Kingdom of God. As Revelation tells us, the kingdom is comprised of people from “every tribe and language and people and nation” (Rev. 5:9). Therefore, we want to do all we can to embrace and celebrate that.

**Multi-generational:** Jesus said, “Let the *little children* come to me, and do not hinder them, for the kingdom of heaven belongs to such as these” (Mt. 19:14). We are committed to being a church for all ages, providing a space where young to old can hear the truth about God's love.

**Community:** We need each other. We do not grow in isolation. As Hebrews 10 says, we need to come together so that we might “spur one another on to love and good deeds” (v. 25).

#### **Dedicated to making disciples of**

**Jesus Christ:** This was Christ's charge to His church—to make disciples; to help people become followers of Jesus and His way (Mt. 28:19).

**Growing:** Discipleship cannot be stagnant. We need to continually “press on toward the goal to win the prize for which God has called (us) heavenward in Christ Jesus” (Phil. 3:14).

**Faith:** Faith is the foundation of our relationship with God. We are “saved by grace through faith” (Eph. 2:8). But it doesn't stop there. Our relationship with God grows as our faith in Him deepens. Faith, in practical terms, is confidence in who God is and that what He says is true.

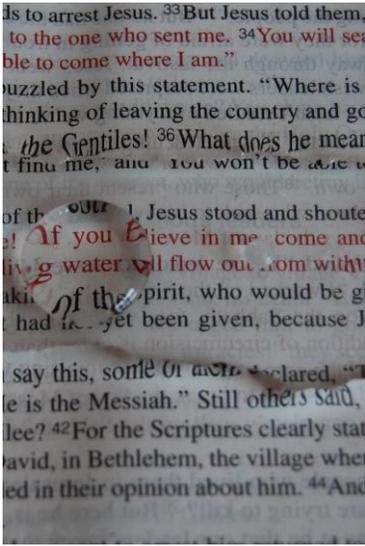
**Obedience:** Jesus said twice in John 14, “If you love me you will keep my commands” (v. 15, 21). As our faith (our confidence in God) grows, our obedience will increase as we know we can trust God in all things. Faith is demonstrated by obedience, and

obedience is not about knowing stuff, it's about doing stuff, and doing stuff is how we demonstrate love. And Jesus said people will know we are His by our love (Jn. 13:35).

**Joy:** What do people want in life? They want to be happy. They are not on a quest for truth; they are on a quest for joy. Jesus fulfills that quest. Jesus told his disciples that he came to give life to the full (Jn. 10:10) and that He wanted their joy to be complete (Jn. 15:11). Joy is what is ultimately produced by faith and obedience.

**Go Out:** One of the marks of true discipleship in Jesus is “going out” to make more disciples (Mt. 28:19-20; Mk. 16:15; Acts 1:8; Col. 1:28). While we can focus our ministry on fellow believers, we can't be insular (Acts 2:42). We must go out.

**Advance God's Kingdom:** It's all about His kingdom, not ours. It's about His name, not ours (Mt. 5:13-16; Acts 20:24-25; 28:23,31; 1 Pet. 2:9-12).



These Values were chosen by the elders to represent those things that are at the core of Trinity's focus. Almost all of the activity of the church should in some way, shape or form seek to embody one or more of these values and work towards the end of pursuing Trinity's mission. These have for a long time been guiding values for Trinity, and by emphasizing them we can see they continue to be.

The elders have each taken a value or two and expounded upon it to bring further clarity and focus to the hope, joy, and work of Trinity.

## At Trinity We Value...

**Service**

**Significant Relationships**

The New Testament term, *diakonos*, derives from a verb meaning "to wait at table, to serve." As the Son of Man, Jesus "did not come to be served, but to serve, and to give his life as a ransom for many" (Matt. 20:28; Mark 10:45).

The *diakonos* gives hospitality (Matt. 8:15), distributes food (Acts 6:1), sets a table (John 12:2), does the work of a deacon (1 Tim. 3:10), or exercises spiritual gifts (1 Peter 4:10-11). In the New Testament, the idea of "serving at table" is expanded to encompass "the service of the saints" (1 Cor. 16:15). Paul regarded the collection of money for the church in Jerusalem as a "service" (2 Cor. 8:4; 9:11-13), along with preaching and ministering in spiritual things.

In the gospel of John, Jesus says, "A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another. By this all people will know that you are my disciples, if you have love for one another" (John 13:34-35 ESV). The New Testament repeatedly encourages Christians to love one another (1 Thessalonians 4:9; 1 Timothy 1:5; 1 Peter 1:22). Because of his or her relationship with God, the believer now has a special connection with other believers. The love of God binds them together in a way nothing else can. Christians are to encourage one another, "Let each of us please his neighbor for his good, to build him up" (Romans 15:2 ESV; cf. 1:12).

## Celebratory Worship

One definition of worship is "where the sacred meets the profane", where we center on God, and include everyone who is interested in meeting Him, even curious onlookers. We regularly come before our Heavenly Father and submit to His authority and power. We come with reverence and holy fear, but also in love and joy for the redemptive work He is doing in our individual lives, and in His church. We come together as a body of believers, whose head is Jesus Christ, and celebrate His life, death, resurrection; and, the Holy Spirit's ongoing work through us. Worship is the process of giving everything over to Him, setting ourselves apart for His purpose, and transcending our brokenness.

Romans 12:1-2 – "Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—His good, pleasing and perfect will."

## Being Doers of the Word

Our greatest understanding of God comes from the Bible. It is life-giving, and we become life-giving as we do what it says. The Holy Spirit helps us to interpret scripture, and the Word helps us discern what is of the Spirit and what is not. Tim Keller has said, "An authoritative Bible is not the enemy of a personal relationship with God. It is a precondition for it."

James 1:22-25 – "Do not merely listen to the word, and so deceive yourselves. Do what it says. Anyone who listens to the word but does not do what it says is like someone who looks at his face in a mirror and, after looking at himself, goes away and immediately forgets what he looks like. But whoever looks intently into the perfect law that gives freedom, and continues in it—not forgetting what they have heard, but doing it—they will be blessed in what they do."

## Practical Biblical Teaching

We believe that the Bible is God's Word to His people. In order to do what the scripture says, we need to help each other understand what it says, and to continue to engage with scripture for the rest of our lives. The Bible is historical, "His story", yet its truth transcends time. In order for Trinity to continually improve our understanding of God and obedience to Him, we need to better interpret His Word through learning, studying, and meditating on it. Then we will know what it says, what it means, and what it means for us.

2 Timothy 3:16-17 – "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God (lit. you, a man of God) may be thoroughly equipped for every good work."

## Reconciliation

To be reconciled with one another is to glorify God as we are the body of Christ "And the church is His body; it is filled by Christ, who fills everything everywhere with His presence." Ephesians 1:23.

We should be a showcase for His forgiving grace and to be full of love for God and each other. "Jesus replied, 'You must love the Lord your God with all your heart, all your soul, and all your mind.' This is the first and greatest commandment. A second is equally important: 'Love your neighbor as yourself.' All the other commandments and all the demands of the prophets are based on these two commandments." (Matthew 22:37-40)

We are to be a community of harmony and peace living together in love, bound together by the Holy Spirit. "Is there any encouragement from belonging to Christ? Any comfort from His love? Any fellowship together in the Spirit? Are your hearts tender and sympathetic? Then make me truly happy by agreeing wholeheartedly with each other, loving one another, and working together with one heart and purpose." (Philippians 2:1-2)

Reconciliation demonstrates God's reality among unbelievers. "My prayer for all of them is that they will be one, just as you and I are one, Father--that just as you are in me and I am in you, so they will be in us, and the world will believe you sent me." (John 17:21)

## Generosity

In seeking to live generously, we must first recognize that we are the recipients of the greatest act of generosity ever known! Generosity is born out of overflowing love and is demonstrated through sacrifice, as modeled by Jesus's death on the cross - "Greater love has no one than this: to lay down one's life for one's friends." (John 15:13)

Because we also submit that all our blessings come from God (James 1:17) and we are simply stewards of that with which He entrusted us, we are free to generously pour out our time, energy, talents, and resources on others across our city, and the world (2 Cor. 8:1-5 & 9:6-8), knowing that we have been blessed to be a blessing! (1 Tim. 6:17-19)

As Erwin McManus says, "The apex of generosity is sacrifice", thus our goal in seeking to live generously should not be about how much we give, but how much it costs us.

# *RENEWAL: the state of being made new, fresh, or strong again: the state of being renewed*

It can be easy to get stuck in a rut. To have done things the same way for so long that changing course seems almost impossible. But without regular course correction we lose our way. We end up missing our destination because we weren't able to change our habits.

Thankfully, even small shifts can produce a big change on the long journey that we have ahead of us. To that end, the elders have chosen some "renewal values" to help facilitate a reboot of the way we lead and serve at Trinity.

The expectation is that we continually evaluate ourselves in light of these values. These values are the manner in which we must work together. And over time we want to make these normative, so we can maintain that state of being renewed in perpetuity.

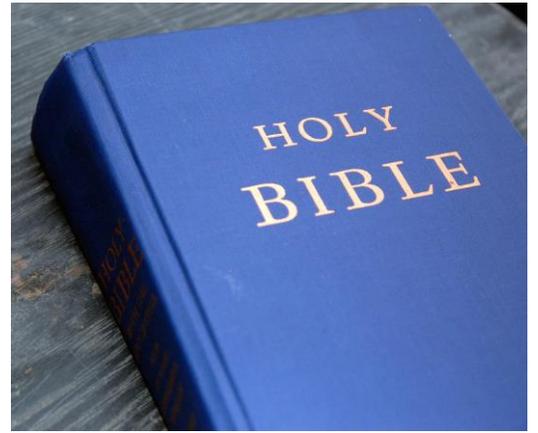
**Humility:** We are all here by Christ and for Him. Our work is His work. And haughty, prideful attitudes about ministry don't help us get where we want to be. "Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves." (Phil. 2:3)

**Collaboration:** We need each other. And when we model biblical humility, we open the doors to work together in deeply connected ways and accomplish more with less exertion. By looking to each for ideas, input and partnership we will better work out our calling.

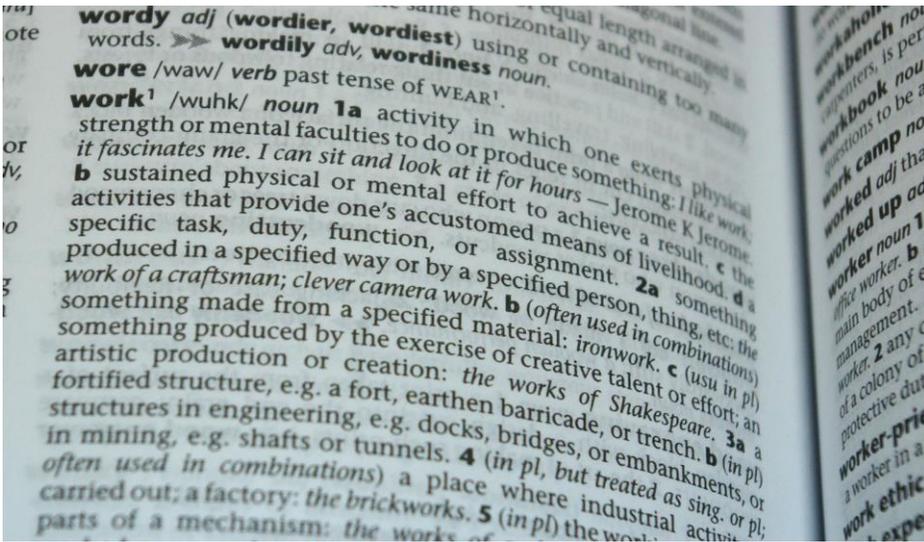
**Innovation:** Collaboration breeds new ideas, and new ideas are the start of innovation. Let's always be willing to question if what we are doing and how we are doing it leads us to the ends we want.

**Freedom To Fail:** There is no innovation when we don't have the freedom to fail. Let's be wise stewards of the ministry God has given us, but remember that He upholds us and we can take risks and try new things knowing that the only failure is to not try to do better.

**Assume The Best:** God has brought us together to be a people and to grow together in unity and maturity. Part of that is about remembering that the people with whom we work love this church as much as we do. So let us always begin by assuming the best of intentions of each other. In that way, we don't sow dissent where there may have only been miscommunication.



## RENEWAL VALUES



# Questions for Collaboration and Ministry Work

The Mission and Values are a helpful reference point to bring context and focus to the work you've been asked by God and this church to do.

When you find yourself needing help, turn to the elders and others for wisdom and guidance.

Asking the questions below will help you be more coordinated with the efforts of the church as a whole.

- Why does this ministry (or activity) exist?
- In what way does it contribute to the Mission of Trinity?
- What church values should this ministry/activity primarily embody?
- What do we do and how do we do it well?
- With whom should we work, collaborate, and partner?
- From whom do we get counsel and support?
- What work is already going on that we can take advantage of?
- Who is the audience that we need to serve?
- What are the costs – time, energy, talent, space, and budget – of our activities?
- Are our activities fulfilling our ministry's call in a way that stewards well the people and resources of our church?

## Counsel and Support Elders

**Keith Boyd** – Teaching and Theology

**Tim Tien** – Strategy & Innovation

**Ross Queener** – Evangelism

**James Leonard** – Relationships & People

**Fred Atkins** – Reconciliation

**Dave Page** – Collaboration & Management

## Communication

When communicating with others in the church, think about these few questions.

*Can this be addressed in an email? Will a phone call be needed? Is a meeting the only way to move the ball forward? Who's truly essential to this conversation? Am I sure this can't be addressed in an email?*

This way your communication avoids unnecessary hours of meetings and becomes more effective and efficient.



# MINISTRIES AT TRINITY

This guide focuses on most of the current core ministries at Trinity. The ministries have been randomly listed to encourage all to become familiar with the great work going on at the church. Following this guide is a more comprehensive list of activities the church hosts and may include some things commonly referred to as ministries that don't appear in the next few pages.

## Bible Studies

Bible Studies exist to help the Trinity community study the Word of God. Some studies are designed to meet the needs of a specific demographic (seekers, women, men, youth, etc.), but all exist to help people experience practical biblical teaching, and growth in faith, knowledge, and obedience to God's Word. Bible study leaders work with the teaching pastor regarding content and curriculum and work with the respective men's and women's deacons and the shepherding pastor to create and lead studies effectively.

## Men's & Women's Ministries

The Men's and Women's Ministries exist to create opportunities to help the men and women of Trinity connect socially, grow in faith through the study of God's Word, develop significant relationships, and become disciples of Christ. These ministries connect broadly and strategically across the church to serve the needs of men and women. Though gender-specific needs can be addressed through these ministries, they also seek to provide periodic opportunities for men and women to learn and grow together.

### Primary Collaboration Partners

**Service Opportunities:** Provide opportunities for men and women to embody Trinity's values of service, generosity, and "going out".

**Bible Studies:** Provide practical biblical teaching opportunities to help men and women grow in faith and obedience to God's Word

**Shepherding Pastor:** Work with Shepherding Pastor to meet the relational and discipleship needs of Trinity's men and women to help them develop significant relationships and be doers of the Word.

### Secondary Collaboration Partners

**Children's Ministry:** To provide opportunities for parents to learn and engage with other parents.

**Youth:** Help connect men and women to youth mentorship and leadership opportunities.

### Service Opportunities

Local Service Opportunities function to help Trinity's community serve and bless New York City. Service is a core value of Trinity and we want to be generous with our time and talents in the service of the needs of our city. The most effective opportunities will serve the mission and values of Trinity as we serve the needs of others in NYC.

#### Primary Collaboration Partners

Men's & Women's Ministries: Provide opportunities for men and women to "go out" and embody Trinity's value of service, generosity, and being doers of the Word.

Welcome and Connection: Provide easy volunteer opportunities for visitors to meet others and get plugged in at Trinity.

Youth: Connect the youth to overall service opportunities to integrate youth efforts into the church.

Missionary Care: Find service opportunities that directly serve the efforts of our missionaries in NYC.

#### Secondary Collaboration Partners

Prayer: Cover the service efforts of Trinity in prayer and call those volunteering to engage in prayer for their efforts.

### Worship Service Support Ministry (previously part of Front Door)

Worship Service Support Ministry exists to serve and support the worship services on Sundays and other times by focusing on greeting and bulletin distribution, ushering and serving communion.

#### Primary Collaboration Partners

Worship Director and Teaching Pastor: To support the needs of the worship services to create an atmosphere of celebratory worship.

Men's, Women's, Membership Ministry: Call the new and current members to embody the value of service and generosity to support the Sunday and other worship services with critical volunteer labor.

### Missions: World and Rwanda

World Missions Ministry: Exists to help Trinity find mission trip opportunities to places of need throughout the USA and world and specifically through our long-time partnerships in Rwanda.

#### Primary Collaboration Partners

Missionary Care: Plan mission trips that directly serve the efforts of our missionaries in other places.

Men's & Women's Ministries: Provide opportunities for our men and women to "go out" to serve and advance God's Kingdom.

Youth: Integrate the youth into the overall trips of the church and call the church to support the service and trips that the youth embark on.

#### Secondary Collaboration Partners

Prayer: Cover the mission trip efforts of Trinity in prayer and call those volunteering to engage in prayer for their efforts.

### Prayer Ministry

The Prayer Ministry exists to help Trinity develop as prayerful people and to specifically lift up the needs of our congregants and our efforts to "go out" to advance God's Kingdom in our city and the world.

#### Primary Collaboration Partners

Missions: To pray for our ongoing efforts in Rwanda and for our other missions trips.

Missionary care: to lift up the needs and ministries of our missionaries.

Worship Director and Teaching Pastor: To be present and available to pray for people after the worship services.

Men's and Women's Ministries: to help engage men and women in opportunities to pray.

### Membership Ministry

Membership Ministry exists to help visitors and attendees have the vision for, understand the process, and take the next steps to becoming members of Trinity.

#### Primary Collaboration Partners

Welcome and Connection: To provide information and a pathway to membership for newcomers.

Shepherding Pastor: To provide pathways for new members to be shepherded.

### Children's Ministries

Directed by Trinity staff, Children's Ministries exist to serve, instruct, and develop the children of Trinity as well as connect and provide learning opportunities for parents at Trinity.

#### Primary Collaboration Partners

Men's and Women's Ministry: Provide opportunities for parents to connect and learn.

Youth: Work with Youth Ministry as the next transition in the consistent care for our kids at Trinity as they grow.

#### Secondary Collaboration Partners

Teaching Pastor and Worship Director: To provide opportunities for the children to be integrated into the overall fellowship at Trinity through participation in Worship services in various ways.

Directed by Trinity staff, this ministry exists to help the congregation enter into an atmosphere of celebratory worship on Sundays and other times through a variety of mediums.

#### Primary Collaboration Partners

Teaching Pastor: To plan and execute the worship services at Trinity.

Worship Service Support Ministry: To help the vision for Worship be supported with the needed labor.

#### Secondary Collaboration Partners

Children and Youth Ministries: To provide opportunities for children and youth to be integrated into the overall fellowship at Trinity through participation in worship services in various ways.

Missionary Care Ministry exists to care for and encourage the missionaries that Trinity supports around the world.

#### Primary Collaboration Partners

World Missions: To support the efforts of our missionaries throughout the world by sending teams from Trinity on mission trips to co-labor.

Local Missions/Service Opportunities: to connect with and support our NYC missionaries' work - Cru, etc.

### Worship Arts Ministry

### Missionary Care Ministry

### Benevolence Ministry

The Benevolence Ministry exists to distribute benevolence funds to those in our community who are in financial need.

#### **Primary Collaboration Partners**

Shepherding Pastor: Needs of the congregation that are made known through the various shepherding opportunities can be brought to the Benevolence team.

Men's and Women's Ministries: Needs of the congregation that are made known through the various ministry activities can be brought to the Benevolence team.

Prayer Ministry: To support in prayer the needs and concerns of those being cared for through the Benevolence Ministry where appropriate.

Trinity Job Club: To provide ongoing support, guidance, and training to those who have lost their jobs or need help finding better employment after having been referred by the Benevolence team.

Directed by Trinity staff, Youth Ministry exists to serve, instruct, and develop the youth of Trinity; and connect and provide learning opportunities for parents at Trinity.

#### **Primary Collaboration Partners**

Men's and Women's Ministries: Work with parents of youth and also provide opportunities for the men and women of Trinity to serve and mentor youth.

Children's: Work with Children's Ministries as kids transition to youth for the consistent care for our kids at Trinity as they grow.

#### **Secondary Collaboration Partners**

Teaching Pastor and Worship Director: To provide opportunities for the youth to be integrated into the overall fellowship at Trinity through participation in worship services in various ways.

The Walk exists to create a place of fellowship and connectivity for 20s and 30s at Trinity.

#### **Primary Collaboration Partners**

Men's and Women's Ministries, Local Missions, Sports Teams and other activities that can help create fellowship opportunities for 20s and 30s.

### Youth Ministry

### The Walk Ministry

### Mercy Ministry

The Mercy Ministry exists to visit, encourage and pray with those who are infirmed or in need

#### **Primary Collaboration Partners**

Shepherding Pastor: Needs of the congregation that are made known through the various shepherding opportunities can be brought to the Mercy team.

Prayer Ministry: To support in prayer the needs and concerns of those being cared for through the Mercy Ministry.

### Alpha Ministry

Alpha exists to serve as the evangelistic arm of Trinity. Those who wish to build a better understanding of the basics of the Christian faith in a nonthreatening environment can do so by attending an Alpha course.

#### **Primary Collaboration Partners**

Men's and Women's Ministries: To help the men and women of Trinity be aware of the opportunity to attend Alpha.

Welcome and Connection: To help newcomers to Trinity who are exploring faith to be aware of the opportunity to attend Alpha.

### International Students Ministry

The International Students Ministry exists to share the love of Christ with international students who are far from home and in need of help adapting to a foreign culture.

#### **Primary Collaboration Partners**

Men's and Women's Ministries, Welcome and Connection.

Prayer Ministry: To pray for the Gospel to reach the whole world as international students are transformed and take the message of Christ to their homes.

### Counting Ministry

The Counting Ministry exists to count the tithes, offerings and benevolence giving to provide transparent stewardship and accountability.

#### **Primary Collaboration Partners**

Trustees and Worship Service Support.

### Visitor Welcome & Connection Ministry

(previously known as  
“Newcomers  
Ministry”)

Visitor Welcome and Connection is the first face of Trinity to those visiting our fellowship. This ministry exists to welcome, engage and connect newcomers to Trinity people, activities, programs, and service opportunities as a means of helping visitors explore and consider Trinity as their church home.

#### **Primary Collaboration Partners:**

**Service Opportunities:** Provide easy volunteer opportunities for visitors to meet others and get plugged in at Trinity.

**Membership:** Follow up with visitors who want more info about membership and provide support throughout that process.

**Men's and Women's:** Provide places for men and women to serve and be welcoming to new visitors.

# The Activities at Trinity Baptist Church. Or at Least Most of Them...

To say that Trinity is an active church is a tremendous understatement. The list below represents many of the activities that the church accomplishes in a given year.

The challenge going forward is to look at the list and figure out how ministry leaders and deacons can take advantage of each other's efforts, reducing the amount of sheer force it takes to accomplish the mission.

By using existing activities and working with primary and secondary collaboration partners, you will be able to start to evaluate whether any given activity really does help you work toward fulfilling the mission of the church.

## THE LIST

Prepare & Enrich

St. Catherine's Park Clean-up

Annual Budget Meeting

Father's Heart Ministries

Kids' Worship Team

Church-wide Lecture Series

Men's Tuesday Night Bible Study

Pilates

GodQuest Auction

Saturday Night Worship /  
Receptions

Youth Parent Leader Prayer  
Conference Call

Tuesday Night Women's Bible Study

CPR Class

International Student Workshops

Willow Creek Global Leadership  
Summit

International Retreat

Trinity Leadership Initiative

International Thanksgiving Dinner

150 Year Church Celebration

Christmas Worship Event

ConQuest Christmas Party

Preschool Christmas Program

The Walk

Youth Winter Retreat

Christmas Eve Service

ConQuest Parent Luncheon

Youth Summer Missions

Membership Orientations

Parent Forums

Wednesday Women's Bible Study

Connecting Groups

Ash Wednesday Service

National Day of Prayer

Women's Retreat

Leadership Retreat

20s Women's Group

Men's Retreat

Leadership Dinners

Small Groups

Vacation Bible School (VBS)

Alpha Training

Rwanda Mission Trip

Fall Festival

Passion Walk

Easter Preschool Egg Stravaganza

Winter Break Movie Matinee

Seasonal Movie & Dinner Nights

## ACTIVITY & EVENT GUIDE

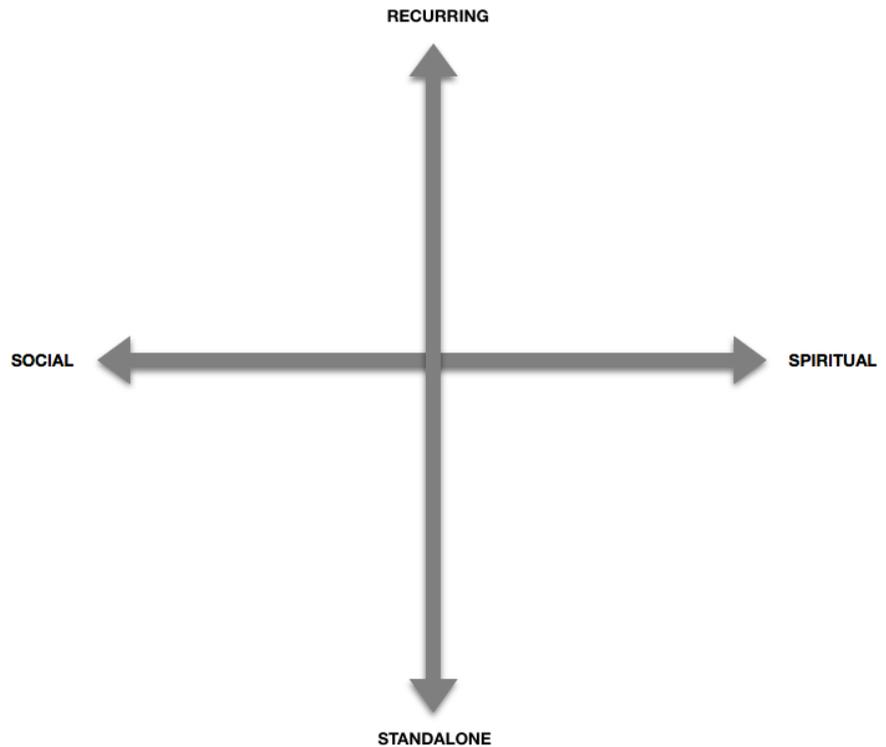
In order to be able to effectively minister and outreach to the wide spectrum of people that interface with Trinity, hosting a diverse range of events is crucial. Some events will be very biblically focused; others should be fun and social. Some should be at the church, some at a pub. Some will be standalone and others recurring. A helpful tool to discern the overall distribution of events is to plot them on the event map pictured here.

Throughout the year TBC event organizers should work for an even distribution of events on the map.

People in the Trinity community have varying degrees of time available. If all spiritual events are recurring, some people won't have the opportunity to engage. If there aren't any recurring social events and someone is unable to attend a social event then they don't get to know others in TBC.

Connecting with others in a meaningful way and developing significant relationships requires a variety of relational opportunities. Some people connect when they pray together. Others discover close friends over a game of pool.

A wide range of events gives people more openings to invite friends, co-workers and acquaintances.



### TIPS FOR HOLDING GOOD ACTIVITY

(adapted from *OUTREACH* Events Planning Guide)

*Know your audience.* Speak plainly to them and make connections from what they want or need to the activity you're planning.

*Deliver on the promises you make.* Don't advertise your event in a "non-churchy" fashion and then trap unbelieving visitors with a surprise Gospel message.

The fewer Christian and church terms used on flyers and ads, the less visitors will expect a message.

*Select a strategic location.* Watch sports at a sports bar. Have a meet and greet at a bowling alley. Do a pancake breakfast in the park. Go out of your building.

*The day of the week will influence spiritual expectations.* People expect more of a message on Sunday mornings than on Friday nights.

*Partner with other area churches.* There's strength in numbers.

*Promote creatively.* Word-of-mouth. Video interviews. Postcards.

Let the congregation know the needs.

*Know your community's interests and needs.* Ask yourself, "What issues are the people in our church's community dealing with right now?"

*Make the most of a city event.* Pay attention to city events happening in your area and use them to inexpensively draw a crowd.



## DESIGN & BRANDING

The church has a lot of different people involved at many different levels. One challenge is how to make sure that the “look” and “feel” of Trinity stays consistent across ministries and activities when different people are charged with creating visuals for their areas of oversight.

To help bring some continuity to the design and brand, a **Trinity Baptist Church Design and Brand Guide** is available in the office as a hard copy or in electronic form. If you are interested, please contact the office manager to get a hold of a copy.

## EPILOGUE

This is a dynamic document.

It isn't finished. It's only gotten started.

Everything here is an ongoing experiment. And it should always be an experiment. It's about trying something to see what works best and sticking with it until it doesn't. To be innovative is to always call into question what you're doing and why.

No doubt some of the things in this handbook will be very helpful. Yet there is also no doubt that some things in it will just not get the job done.

It's up to you to change it. However often you need to. At least annually, you all should take stock of how things went. What worked and what didn't. Make changes. Celebrate. And continue growing.

Over time, new ministries will be needed. Old ministries may be reinvigorated. Some may even be retired.

As the church, and the city it's in, grows and shifts, this handbook should, too.

The work of the church is resourced and upheld by the Creator of all things, the King, the Messiah, our God. Bathe everything in prayer always. Rely on the Lord for sustenance. And know that His faithfulness to the church knows no end. He has made us His people and given us an inheritance.

May God bless this community, and may you grow in the unity of the faith and of the knowledge of the Son of God.

Soli Deo Gloria