

**LEADERSHIP NOTEBOOK CONTENTS**

Every so often I get asked if 1) Should our singles ministry have a leadership notebook and 2) then what goes in it?

Not everyone singles ministry has to have a leader’s notebook to function but it does help. The more information you can develop on who you are as a ministry, your goals, expectations for your leaders and volunteers, events and future plans, etc. the better. If you go to work anywhere, you will get an employee handbook. Then why is ministry any differently?

So, what should be in the notebook? Well, you, as a leader or pastor can put what you want your leaders and volunteers to have. This notebook should not only tell about your ministry but also give them resources to refer back too. Resources to help them communicate to others who you are about as well as train new volunteers and leaders. So, see below for some ideas. Also, on the website under Resources>Tools>>Howtostart then scroll down to: Building Your Team for some samples.

**What should be in my notebook\*:**

\*While it’s preferred to use a physical notebook for your handbook you can also use a digital file that you can email and/or upload to a website.

1. Name of your ministry

2. Description of the ministry, goals and vision statement (could add the history of your ministry)

3. List of leaders, their photos, bios, contact info as well as the area they lead

4. List of volunteers, photos, contact info as well as the area they serve under

5. List of events you have done or are doing for the next calendar year

6. Ministry address, email, phone number of the ministry including pastors and/or staff that may be over your ministries contact information. You may also opt to put some information about the church, pastors, structure of where your singles ministry fits.

7. Website, facebook, twitter, Instagram, meetup.com and any other place you are posting information about your ministry including instructions on updating

8. List of job/leadership positions and descriptions, what is expected, how it’s done, etc.

Note: This job description can be written by the leader with your help—you can give them a general description to get them started (You can download a free list here or off the website). The key is if they were to quit/leave, their job description should be detailed enough that anyone could read it and know what to do. But of course, we hope that as you build your team, your leaders and volunteers under your leaders, they would know their area of responsibility and could take over if need be.

9. Format of a leaders meeting including upcoming meeting schedule.

10. What is expected of a leader as a leader such as showing up on time, eliminating gossip, having a personal quiet time, etc. This can also be converted into a covenant that they agree to sign. There are samples on the website.

11. Articles on conflict resolution, gossip, building the team, unity (This can be something you include or add as you meet for team meetings.)

12. Suggestions for books to be reading as a team or separate that you can discuss

For more information, resources, ideas, go to www.TheSinglesNetwork.org