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This downloaded file contains the following sections of the *CARE REVOLUTION HANDBOOK – TEACHER’S EDITION*

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**APPENDIX A**

SERMON OUTLINES

Casting the vision appropriately to your entire congregation is imperative. It will be increasingly more difficult to attempt to launch an overall care system in your congregation if *everyone* has not at least heard of the concept. It is in fact vital that the entire congregation gets exposed to the entire vision. This is best done by presenting the concept by means of a sermon series of three messages over three Sundays. A few pastors have chosen to only present one such teaching, but the danger of doing so is that not all people longer attend every Sunday, which means that some may never hear of what the care system is all about.

The following pages provide you with three proven sermon outlines. These are provided primarily to get you thinking in the right direction. You are advised to prepare your own thoughts and articulate your heart for care ministry as only a pastor is able. Feel free however, when preparing your own series, to use all the example outlines as is, some of it, or even none of it — as long as you **do** present adequate teachings on the goal and vision of congregational care. Keep it simple but make it informative. Let your central thought be based on member involvement in the joys of ministry.

As you peruse the sermon outlines, you will discover that there is potentially more material in a teaching than you have time to preach. I have done so on purpose, so you may be able to select from the contents that which is most applicable to you.

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**Sermon #1**

**THE PASTOR CANNOT DO IT ALONE**

**Scripture:** Ephesians 4:11-16

**Introduction**

THE MESSAGE I am about to bring to you today has the potential of changing your personal life as well as the life of our church forever. There is great excitement in the air as the Holy Spirit is releasing a breath of fresh air over the church in this 21st Century. It is not a new revelation but it’s a new revolution.

In today’s message we are going to discover the keys that will open the door to revitalizing our church and releasing the hidden potential we have had for so long. The bottom line of my thought is centered on the biblical truth that: Every Believer is a Minister.

Life-giving churches today have discovered that the number one key to their success could be ascribed to involving church members in the delightful work of the ministry.

In a survey of 5,000 pastors across the US the question was asked,” What is your churches greatest need?” 98% of them listed as the #1or #2 greatest need in their church was “to get the laity involved in the work of the ministry.”

Churches on the cutting edge have discovered that the *Pastor Cannot do it Alone.* Not only is it impossible, it is blatantly unscriptural.

“The Church should not run on the feet of the clergy, but on the feet of the laity.” (JWB)

Equipping the saints . . . for the work of the ministry is the key of the next century for the church.

“Jesus was not satisfied in having a succession of audiences to which He might proclaim His Gospel; He was interested primarily in having disciples in whom and through whom His ministry would be multiplied many times over.” (James D. Smart. The Rebirth of Ministry).

**As your pastor** I want to gladly declare that we are the Church and we are on a journey. God is about to take us somewhere and I can hardly contain my excitement.

There are some exhilarating things I want to share with you concerning the future of this church:

**One of the things** that has become a driving passion within me, and I know it has the blessing of the Lord upon it, is that we are going to become an army and no longer just an audience.

The greatest disaster… that ever came to the Church was when the ministry was moved from the *people* to the *professionals —* andfrom the *pew* to the *pulpit.* (1) CareRev ref. That means that somewhere along the way the “hands on” everyday ministry of the church was taken out of the hands of the members and given to the career ministers!

That was never God’s plan for the Church. All who are part of the Body of Christ should be involved in the work of Christ.

**Reasons why people are not involved in ministry:**

1. Fear of failure. Nobody wants to get involved in something knowing they may fail. If people don’t know how to do ministry, they will never become involved.
2. They have never been trained. The traditional concept is that members are supposed to attend church and watch pastors do ministry. They have never been taught that “Every believer is a minister.”
3. Pastors are not trained to equip their people. Most Bible Colleges and Universities teach them how.

The magazine *Christianity Today* says that 85 percent of the things pastors learn in seminary is never used in ministry. 85 percent!

Just like many members, pastors have bought into the traditional, erroneous mindset of thinking that they are the only ones to do the work of the ministry.

**That’s the reason why:**

* So many pastors quit the ministry?
* So few people are saved?
* So many church members are bored?
* So many pastors burn out?
* So many people feel they are not needed, and why
* So many people fall through the cracks?

1. Pastors are in the habit of doing everything. They have done all the work all the time. They have known no other way. Many believe, “If you want something done well, do it yourself!”

Let’s say it over and over: The Pastor cannot and should not do ministry alone!

**That is about to change at this church!**

I invite you to go on one of the most exciting journeys we have ever taken together. We are going back to the basics of the Word and I am going to equip you for the work of the ministry — as never before. This church is about to become a powerhouse because of YOU!

We understand that the love of God has to flow down the aisles of the church before it will flow down the streets of the city.

**The True Application of Ministry**

According to Ephesians 4:11-12 the Pastor (as part of the Five-fold ministry) has a two-fold purpose:

1. To Shepherd the flock of God who is under his/her care, and
2. To Equip the saints (the church members) for their work of the ministry.

**Let’s take a closer look at Ephesians 4:11-12:**

***11****Now these are the gifts Christ gave to the church: the apostles, the prophets, the evangelists, and the pastors and teachers.****12****Their responsibility is to equip God’s people to do his work and build up the church, the body of Christ.* (NLT)

Christ gave five very specific gifts to the Church with a very specific assignment, it says: *Their responsibility is to equip God’s people to do his work and build up the church, the body of Christ.* (Underlining by contributor)

These verses make clear that the pastor’s responsibility (his or her job) is to equip God’s people to do Christ’s work and build up the church. It describes a beautiful partnership between the pastor and the members.

**It is very interesting to note what EQUIP really means**

In Matthew 4 Jesus calls 4 fishermen to follow him and become His disciples — fishers of men.

They had finished their catch, and the Bible says they were “mending their nets.” Now it is interesting to note … that “Mending” as used here is the same word as the one Paul uses in Ephesians 4:12 as “Equipping” or “Preparing.”

In the Greek it is the word “*Katartismos”* which simply means: to *mend,* to *prepare,* or to equip (make ready). The same word is also used when a doctor *sets* a broken bone for it to again function, as it should.

**Mending the nets** clearly describes the process of preparation — making sure that there are no holes in the nets, so fish will not get away and the catch is lost. The church has worked hard in the past at catching fish. They get plenty of fish in their nets but because the church has not worked as hard at *mending the nets* (preparing the people), big holes are in the nets and the church doesn’t keep many of the fish that they catch!! Pastor Rick Warren says, “It’s like pastoring a parade!”

**Equipping people for ministry** is therefore the process of preparing the congregation to function in ministry as they are supposed to, and in doing so, make sure that no one falls through the cracks or slips through the proverbial “back door.”

**Setting a broken bone** again is describing to us the procedure of getting our people back into their rightful place of ministry to function as God called them to operate.

The truth is that if we are not taking care of those He has already sent us, why should He send us anymore?

We are determined to *keep* what we *reap and* take care of the people God has entrusted to us.

**As your pastor** I am determined to equip and teach you in diverse ways to the point where if you had to be stranded on an island, you won’t look around and need to see me, or any of the other pastors on staff. My satisfaction comes, not from what I do, but rather from what YOU do!

Our greatest joy in the future of this church will be to develop the fact that “Every Believer is a Minister!”

**I know** there are scores of people sitting in our pews every week who have the ability, talents, and desire to do ministry, if they were just given the opportunity.

**Today I want to make it clear:** I cannot do all the work of the ministry alone. I want you to be involved, and I want to grant you every opportunity for ministry possible. We will train you and we will equip you.

The strength of this church is not the (three thousand) people coming to hear me preach every Sunday. The strength of this church is what you do with what you hear after you leave, to go out in Jesus’ name to minister to others.

**Conclusion**

* If we want to see more people saved, and our church becoming a healing place where the love of God is felt . . .
* If we want to stop seeing people falling through the cracks or slipping through the back door . . .
* If we want to see our church healthy and whole . . .
* **Then** we are going to have to expand our base of ministers and effectively equip the believers! If the sheep multiply, then the shepherds must multiply also.

I want us to become a congregation where every person uses his or her gifts for the glory of God! Not everyone has the same gift. And many do not know WHAT their gift is. But we are going to put every effort forward to help people DISCOVER, DEVELOP, and DEPLOY their gift. This is the time, and this is the season!

We are going to raise an army, not just an audience! We are not looking for passengers on a cruise ship, we are enlisting soldiers on a battleship!

This community needs you. This church needs you. Your pastor needs you, and most of all, GOD needs you.

Will you answer the call?

Are you willing to give yourself away, so God can use you?

Can you say like Isaiah, “Here am I Lord, send me!”

LET US PRAY!

**Sermon #2**

**IT'S YOUR TURN NOW**

SCRIPTURE: I Peter 2:4-5, 9-10

INTRODUCTION: Findley Edge one time said, “*The Church is facing problems, because the ministry is being done in the wrong place.”* He then later added, *“The Church is facing problems because the ministry is being done by the wrong people.”*

I believe both statements are correct.

During the reign of Oliver Cromwell in Britain they were running very low on silver for coins, and so they began to look where they could find more of this precious metal. Interestingly enough, the place where they found the most silver in England was in the cathedrals — and specifically in the statues of the saints. Oliver Cromwell said "Well, let's melt down the saints and put them into circulation."

That's what “equipping the saints” is all about. Taking people like you, finding out what their gifts are, and putting them into circulation (ministry) within the body of Christ.

Ministry is a special word within the church. It comes from the Greek word "diakonos" — and means "one who serves." It really is also the root word for *deacon*.

“Diakonos” is **not** a special **office**. It was never used in the Bible to describe a title or an office like an ordained clergyman. It's never meant to indicate that such a person was a professional. It clearly indicated a person who was serving in ministry within the context of the body of Christ.

“Diakonos” is a special **function**. This implies that believers should serve one another according to the giftedness they received from the Holy Spirit. They should function according to their *Grace Zone —* within the circle of the grace they received from God to function in.

**Ministry is simply an act of service given in Jesus' name.**

**Now, let me just make sure we have understood this before I get into the heart of the message.**

**Let me just give you a little quiz, all right?** How many ministers do we have in the service this morning? (Wait for response). No, no, the hand of every believer should have gone up! Every believer is a minister.

YOU SEE… we tend to make ministry something very high, mystical, and unattainable. Something that most of us think we could never achieve. But that's not what ministry is. Ministry is simply using your gift for the glory of God in the name of Jesus.

Every one of us has received at least one gift… and everyone will be challenged this morning. We should consecrate our gifts to Jesus Christ and use them for ministry.

There are 9 reasons why we should use gifts. Let's get going.

**Why every Christian should use their gift for ministry:**

1. **THE NEW TESTAMENT STATES THE EXPECTATION** I Peter 2:4-5, 9-10.

The New Testament lifts believers to a higher level of expectation because of grace, and the calling

that God gives us.

Now, I want you to see I Peter 2:4- 5; 9-10. *“****As*** *you come to Him, the living Stone—rejected by humans but chosen by God and precious to him— you also, like living stones, are being built into a spiritual house to be a holy priesthood, offering spiritual sacrifices acceptable to God through Jesus Christ. But you are a chosen people, a royal priesthood, a holy nation, and God’s special possession, that you may declare the praises of him who called you out of darkness into his wonderful light. Once you were not a people, but now you are the people of God; once you had not received mercy, but now you have received mercy.”* (NIV).

Peter describes followers of Jesus Christ as . . .

* living stones,
* holy priests,
* a chosen race,
* a holy priesthood,
* a holy nation,
* God’s own possession.

**These six titles amazingly raise *all* believers to the status of minister. They put *all* Christians in the role once performed by the Old Testament priests.**

In the Old Testament, only the priests could come to God. But now Peter says we are all priests. Not only priests, but also royal priests.

In the Old Testament, there was a chosen race — that’s what Deuteronomy is all about, God putting His stamp on the Hebrews as his chosen people. But in the New Testament, we're **all** chosen by Him.

**2. SPIRITUAL GROWTH WILL NEVER HAPPEN UNLESS WE USE OUR GIFTS.** Romans 12:6-8

We will never grow spiritually, as we ought to, unless we utilize the spiritual gifts God has given us.

**We grow spiritually through:**

1. Our time spent with God — Prayer and the Word.

2. Our time spent with other Christians — Fellowship.

3. Our time spent using our spiritual gifts — Ministry.

**Many believers think** they're supposed to be ornaments — sparkling and on display. They think *attending church* is their ministry. You see I run into Christians that think they should get the Purple Heart just for showing up, and especially when they come to church when it rains. We've got some Christians who think this whole process is like being on the "Love Boat." Hmm? The truth is we don’t need more passengers on a Cruise Ship, we need more soldiers on a Battle Ship.

We think we should just come to service and getting fed is kind of our duty, and we're going to become spiritual fatsos. **I love the Phillips translation of Romans 12:6-8**. Listen to this: *"If our gift is preaching, let us preach to the limit of our vision. if it is serving others, let us concentrate on our service. If it is teaching, let us give all we have to our teaching, and if it is the gift of stimulating the faith of others, let us set ourselves out to do it. Let the man who is called to give, give freely. Let the person who wields authority think of his own responsibility and let the man who feels sympathy for his fellows act cheerfully."*

**3. SUCCESS IS ONLY POSSIBLE IF EVERY CHRISTIAN IS INVOLVED IN MINISTRY**.

Jesus knew that the only way the harvest would ever be reaped is if the laborers were motivated. He said the problem isn't the harvest; the problem is laborers.

He said if we can just get the church to move out and do what it's supposed to do, we wouldn’t need to worry about the harvest, because it will be reaped.

**4. THE NEEDS OF PEOPLE WILL NEVER BE MET WITHOUT CHURCH MEMBER INVOLVEMENT.** Acts 6:1-7

It's a fact of life, folks, if the MEMBERS of this congregation don't minister, so many needs will never be met. In fact, do you know that lay ministry began because needs weren't being met? Do you realize that in Acts 6, when the widows were being neglected, is where the church members began to minster — because the pastors said they couldn't continue to meet all the people’s needs. And . . .it’s not because the Apostles did not care, or thought it was below their dignity. It was because they had to choose their priorities and did not have the time to do all that was expected of them.

That's the reason why all who are part of the body of Christ should be involved in ministry. The pastors just cannot do it alone! It was never meant to be that way. The New Testament principle is that ALL of God's people should be involved.

We thought we were providinggood pastoral care here at (…church). But we have come to the realization that for the most part **we are only providing crisis care**. It's only when someone faces a crisis — being hospitalized, in a car wreck, marriage problems, spiritual problems, social problems, etc., that they receive this kind of care. BUT…what about the many other others who are not facing a crisis? Should they not also receive attention?

As your leaders we have discovered the importance of taking care of the household of faith and we are determined to provide authentic congregational care to each person that calls our church "home".

BUT . . . we are going to need a huge number of people out of the congregation to help us reach this goal. And I know we have them!

NEXT SUNDAY I will be giving you more information on our CARE MINISTRY NETWORK. It will **not** be an added-on program but will rather become part of the identity of who we are as a church. We want to become known as *The Caring Place."* We will train you thoroughly and equip you with sound teachings. Please begin to pray about committing yourself to one of the most exciting things we have ever done here at (…church).

The pastoral staff cannot meet the need of every person in this church. We have well over (… people) who call this their church. I figured out if every pastor spent all day doing nothing but seeing every person in this church, it would take us nine months to see everybody — once!

You see, what's great about believers caring for one another is that they're able to be out there reaching out to others, helping each other, meeting the needs ...

When someone comes to this church as a first-time friend, in the first ten minutes they decide whether they're coming back. I haven't even had a chance to preach before they already decide whether they like us or not. They want to know if people care.

**John Maxwell said**: People don't care how much you know, until they know how much you care.

People, today, are not so much looking for a friendly church, it’ friends they are after.

**5. GOD IS LIMITED WITHOUT OUR MINISTRY COMMITMENT.**

This is an amazing, amazing thought. Do you realize that God is limited? If we do ministry, then He is able to minster, but if we don't do ministry, He is literally limited in His ministry because He waits on us. Augustine said, “Without Him we cannot, without us, He will not.”

**True story:** During the Second World War, a small French community had in the center of their town, as little French towns have, a little statue of Christ. And it was kind of the focal point of that community. When the bombing came, the statue was broken into several pieces. But they carefully collected the pieces and stored them until after the war. After the war, with great affection and love, they began to rebuild that statue of Jesus. And they were so excited.

It wasn't the beautiful statue now, because it had a lot of cracks, but it almost was more beautiful. But much to their dismay, when they had almost all the pieces together, the only pieces they couldn't find were the hands of Jesus. That was tough on them, because the hands had the nail prints and were very significant.

In fact, they were going to have to take the statue down, until one person slipped a gold plaque at the bottom of that statue that read, "He has no hands but ours." All of a sudden, visually, that community understood something that I wish we could understand here: we are His hands. We are the extension of His ministry, and He is limited if we don't use our gift for His glory.

**6. THE CHURCH IS INCOMPLETE WITHOUT EVERYBODY USING HIS OR HER GIFTS.** I Corinthians 12:14-22

The church will never be a whole body unless everybody uses their gifts.

**In I Corinthians 12,** Paul talks about the fact that the body has many parts. He says it's foolish for the eye to say they're not part of the body because they're not the ear, and how foolish for the foot to say that they don't need the hand. We need each other, and we're really incomplete without everyone using their gifts.

**Possible problems with gifts in the church:**

**1. Abuse** — Too few people having to use too many gifts. They're overloaded, they're worn out, and they are tired. They have to carry the whole ball.

**2.** **Disuse** — Too many people using too few gifts. And it's my job as lead pastor, and the job of the pastors on staff, to help you find your gifts.

**3. Misuse** — People using the wrong gifts.

**Let me read a parable to you.** "A group of animals decided to improve their general welfare by starting a school, and the curriculum included swimming, running, climbing and flying. The duck, an excellent swimmer, was deficient in the other areas, so he majored in climbing, running and flying, much to the detriment of his swimming. The rabbit, a superior runner, was forced to spend so much time in the other classes that he soon lost much of his famed speed. And the squirrel, which had been rated an A as a climber, dropped to C, because the instructor spent hours trying to teach him to swim and fly. And the eagle was disciplined for soaring to the tree tops when he had been told to learn how to climb, even though flying was most natural for him." This parable painfully portrays what often happens in the church. We each have a gift, and our gifts differ. Some of us are trying to do things we shouldn't be trying to do and aren't doing the things we should. If God made you a duck, you're a duck. Swim like mad and don't get bent out of shape because you waddle when you run. Some of us waddle even if we aren't ducks.

**7. EVERY PERSON HAS A GIFT AND IS EXPECTED TO USE IT.** I Peter 4:10-11

How true that is. That's why we need to move up. **In I Peter 4: 1 0-11**, Peter teaches us that each one has received a special gift, and to employ it in serving one another.

***A spiritual gift is a special attribute given by the Holy Spirit to every member of the Body of Christ, according to God's grace, for use within the context of the Body. (Peter Wagner).***

**8. USING YOUR GIFTS GLORIFIES GOD**. I Peter 4:11

In verse 1, we find that when we use the gifts that God has supplied, He is glorified in all things through Jesus Christ.

**9. NOT USING YOUR GIFT DISPLEASES GOD.** Matthew 25:14-30

The story that Jesus gives here is the parable of the talents. We know it. The 5, the 2, and the 1 talent. The one who had 1 talent did not use his gift, and God was greatly displeased.

**God's guidelines concerning gifts:**

**1. God gives different gifts to different people.**

It's a fact that He not only gives different gifts to different people, He gives different amounts of gifts to different people.

**2.He expects us to use them.**

When the master came back, the first thing he wanted was an accounting of the gifts, and how they were used.

**3. If we do, He rewards us.**

**4. If we don't, He disciplines us.**

No gift, no matter how small, should be unused.

No matter how small your gift, we should never let it go unused. We know how fun it is to buy gifts for our kids and wrap them and put them under the tree, and the excitement of Christmas. How would we feel on Christmas morning if our kids came into the room where the Christmas tree was, we excitedly reached under and pulled out a nice gift for them and gave it to them, but they looked at the gift, never said thanks, and never opened it? We think that maybe they're waiting for a special gift, so we give them another. But they never say thanks. In fact, when we're done giving them all the gifts, they just take the gifts and go up to the bedroom, put them under the bed and never open them, never say thanks, never find out what they have.

That afternoon when their friends come over and say, "What did you get for Christmas?" they say, "I didn't get any." Can you imagine how heartsick you would be as a parent to see that ungrateful spirit and attitude in your kids?

That's just the way it is, folks, when you and I as believers don't open up and use the gifts that God has given us.

**5. Using your gift for ministry ministers to God.** Matthew 25:31-40

You know the passage in Matthew 25. Remember when Jesus said, "I was hungry, and you gave Me food to eat, and I was naked, and you clothed Me, and I was in prison and you visited Me." And the people said, "Now, wait a minute, Lord. When were You naked and we clothed You? And when were You in prison and we visited You? When were You hungry and we fed You? And when were You thirsty and we gave You something to drink?" Remember what He said? "When you did it unto others, even to the least of them, you did it unto Me."

We all appreciate Mother Theresa and what she's done. Let me read this to you in closing. It's from her book, *A Gift from God.* She was talking about how we all get so mystical as Christians. Listen to what she said:

"We all long for heaven where God is, but we have it in our power to be in heaven with Him right now; to be happy with Him at this very moment. For being happy in His presence means loving as He loves, helping as He helps, giving as He gives, serving as He serves, rescuing as He rescues, and being with Him for all the 24 hours, because we touch Him when we touch others."

**CONCLUSION**

*Lord Jesus, I thank You that You have given me the opportunity to share with the greatest people in the world about how You believe* ***in*** *us so much that You let us use the gifts You've given us for Your glory. Lord, the thing I ask more about (…church) than anything else, is that we truly will be a church where every person's a minister and every minister is using their gift for the glory of God. May Your blessings rest upon us this day. We love You so much. In**Jesus’ Name, Amen.*

Adapted from a message by Dr. John C. John Maxwell

*Complete Year of Sermons —* "Make Your Move."

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**Sermon #3**

**TAKING CARE OF THE HOUSEHOLD OF FAITH**

**INTRODUCTION**

There are many things to preach, teach, or talk about, but **today** . . . we are going to talk about a group of people that God esteems very highly — the household of faith — believers in the body of Christ.

There are three very important things Jesus emphasized in His Word that we want to consider:

1. **In Matthew 22:37** it is recorded: J*esus replied: “‘Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.”* This is called the Great **Commandment.**
2. **In Matthew 28:18-20** Jesus said, *“All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age.”* This is called the Great **Commission.**
3. And then in **1 Peter 5:2** it says, “*Be shepherds of God’s flock that is under your care, watching over them—not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve;* This is called the Great **Commitment.**

It is especially the third aspect — the Great Commitment — that will receive our attention. We have pretty much heard of the first two aspects very often, but not that much about the Great Commitment.

**WHAT is the Great Commitment?** The Great Commitment is the expression of the second aspect of the Great Commandment which Jesus states as “love your neighbor as yourself.” It is basically the instruction for us as believers to take care of those that God has entrusted to us — to tend to the sheep.

While *loving God* has to do with developing the spiritual dynamics in every believer’s life, *loving people* has to do with caring and nurturing the people of God and those yet to become part of His family.

**Before Jesus returned to heaven, His concern was for the sheep He was about to leave behind.** In a divine way, He chose Peter to be the instrument who would be responsible for instructing the Church to care for those who are part of the household of faith.

Jesus asked Peter three times, in three different ways, in John 21:15-17 to commit to:

* Feed My Lambs
* Tend My Sheep, and,
* Feed My Sheep

Caring for His flock clearly enjoys high priority with Jesus.

**The Holy Spirit** is emphasizing this truth to the Church in these days and as a congregation we are going to act by developing a proven system that will provide ongoing care to ALL our members. We are going to get serious about caring for those the Lord has entrusted to us.

**Question:** If we are not caring for those the Lord has already given us, why should He send us anymore?

**We may be doing well** on winning the lost, discipling new believers, and filling our calendars with programs, BUT we are not providing the congregational care every member in our congregation deserves.

**The result is** that we are not retaining all the people, as we should. People are coming but are not staying. We are bringing them in through the front door but losing them through the back door.

There needs to be a balance between the GREAT COMMISSION and the GREAT COMMITMENT.

The Apostle Paul brought these two into balance in his ministry — he followed up his evangelism with pastoral care.

**Only a nurtured and cared for church will be strong enough to continue making new disciples.**

WHAT IS THE POINT of trying to get new people to come when we have not established a system of care in the congregation? The Bible says that the world will know that we are His disciples if we “*have love one for another.”*

**This brings me to the crux of my message:** We are determined as a church to become *The Caring Place* — a place where the love of God can be felt in a tangible way!

This does not mean we are not presently a loving church, but it means we are going to become more intentional and establish a system of care whereby nobody will fall through the cracks.

SO, HOW ARE WE GOING TO DO IT? We are going to establish a *Care Ministry Network* in our congregation that will ensure that all our members receive the care they should.

WHAT IS THE CARE MINISTRY NETWORK?

The Care Ministry Network is an authentic and proven system of congregational care, which enable God’s people to care for one another.

**BEFORE . . . I explain more about this, let me show you some interesting points first:**

1. **Are we truly meeting the needs of people?**

One of the greatest expectations people have when they become part of the local church is the sense of belonging.

In many cases, however, believers have become disillusioned and feel neglected in the care they had hoped to receive from their loving Christian family.

Oftentimes people do not feel cared for. They feel their cries are not being heard.

Those in hospitals are sometimes not visited and prayed with — or at least not on a regular basis.

Oftentimes people in nursing homes, and other aged and infirm people feel neglected.

**The reason for all this is primarily because, in most cases, care is left to being done by a select few people.**

1. **Pastors Alone Cannot Do All of the Work of the Ministry.**

Regardless of the size of a church it has been proven over and over that the *Pastor Cannot Do It Alone.* And the truth is that most churches cannot afford to employ enough staff do get it done either. THE RESULT . . . is that much of pastoral care is left undone, and the **church ends up in stagnating or goes into decline.**

That may be the very reason why more than 1,700 pastors quit per month across the USA. It could also be the reason why 75% of pastors are in depression. Not taking care of the people may also be the reason why 85% of our churches have stagnated or are in decline.

**3. Most churches do not provide *pastoral care*; they only provide *crisis care*.**

Only those who face crisis such as being hospitalized, or facing death, experiencing emergencies, going through divorce, etc., get the care that is needed while *most* *members* never receive the love and attention they deserve. If they don’t face a crisis, they don’t receive care. That’s not the way it should be.

As your pastor I want to say, “You are important enough for us to create a system whereby you can know you are loved and cared for.”

1. **In short, we are for the most part not tending very well to God’s flock.**

We are unwittingly creating an atmosphere of unrest. People are anxious, they’re not feeding well, the fruit of evangelism has become minimal and those who are supposed to support the church are holding back in their ministry involvement because their souls are not satisfied.

**If people do not feel appreciated or accepted,** they leave the church to find another. It’s happening every week across America and literally thousands of people are drifting in search of a church that will truly care.

*Although they were longtime, faithful members Bill and Suzie dropped out of church when their son died with Aids. When asked why they had left the church, their response was, “We did not leave the church, the church left us. Nobody seemed to care, and nobody really showed concern.”*

*“There is none who takes notice of me . . . no man cares for me.”* (Psalm 142:4).

WE HAVE NO IDEA . . . how many people darken the doors of our church with pain, heartache, and misery, and LEAVE with the same hurts, because we don’t take time to minister to each other.

**Let’s say this again:** If we are not adequately taking care of the people God has given us, why should He send us anymore?

**WHAT IS THE SOLUTION TO THIS CHALLENGE?**

The answer is clearly to provide a system of effective congregational care that will be sufficient enough to reach every member within our church and then gradually also connect those who are becoming part of this fellowship.

AND THIS “CARE” . . . cannot be done by the pastor alone. Many pastors have tried — most have failed.

AND WHAT’S MORE . . . is that God never intended for it to be done that way. All of God’s people — pastors and church membersalike should be involved in doing ministry together.

**Ephesians 4: 11-12** says, *“So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service . . .”*

* **It is my task as your pastor to equip (to prepare) YOU for the work of the ministry.** (I have my ministry, and I will teach you how to do yours!)
* **We are now in the Second Reformation** of the Church. During the first, through Martin Luther and others, the Church gave the ***Bible*** back to the people. Now, in the second, the Church is giving the ***ministry*** back to the people.
* **In summary:** I am going to train **you** … to partner with me in providing care to each member in this congregation. Our intention is to raise a corps of trained people to become Care Pastors.

There are many of you who already have the basic qualifications: If you can love people, you can pastor people. (I am not talking about some professional qualification).

The greatest disaster that ever came to the Church of Jesus Christ is when ministry moved from the “people” to the “professionals” and from the “pew” to the “pulpit.” That meant the pastors were doing the ministry, and the people by and large became spectators.

LET’S GET BACK TO AN EARLIER QUESTION: WHAT IS THE CARE MINISTRY NETWORK? *It is an authentic and proven system of congregational care, which enables God’s people to care for one another.*

1. ***“It’s a system . . .”*** We are going to implement congregational care intentionally. That means we are not going to let it happen by itself. We have developed a structure and a concept that will help us get the job done effectively without complications.
2. ***“. . . of congregational care . . .”***Others may concentrate on crisis care, but we are going to train and equip YOU to do congregational care. (Our pastors will still focus on crisis care).
3. ***“. . . God’s people . . .”***That means YOU. There are many people who sit on our pews every Sunday who can provide care as efficiently as the pastoral staff, if trained, equipped, and given the opportunity. Basically, again, “If you can love people, you can pastor people.”

***“. . . to care one for another . . .”***This is going to be for all those who call this church their home and for all those who are on their way to this household of faith. It won’t be only for a select few.

The love of God has to flow down the aisles of churches, before it will flow down the streets of our cities!

**Before I close this morning let me set your mind at ease and help you understand how we are planning to do this.**

We are going to equip and utilize our very own people to fulfill the need and be involved in this very exciting ministry. And we are going to set you up for success.

1. **You won’t be thrown into the deep end.** We will thoroughly train you and equip you to be a competent Care Pastor. No one should ever be released into the work of ministry without in-depth training — and you won’t! We are bringing in some authorities on this subject that will help us to equip you.
2. **You won’t be left alone.** We are going to implement a proven and tried system of care whereby someone will be there all the time to guide you and help you when you run into some challenges. Everyone needs a mentor, and you will have one too.
3. **We have arranged for a *Care Pastors Training Conference*.** On Friday (date) and Saturday (date), we will equip you for the work of this ministry. You will attend with many others and receive a complete *Handbook* with all the information. A competent instructor will take you through the teaching series and explain the exciting ministry to you step-by-step.

I am inviting all of you to attend this training conference. (Feel free to attend even if you are not sure if this is for you — this may help you determine your giftedness).

1. **After the conference, if you are selected as a Care Pastor, you will be commissioned and authorized publicly in the presence of the entire congregation.** Unless Care Pastors are commissioned and recognized they will never feel they have the authority to do the work of pastoral care. On the day of commissioning the pastors/elders will anoint you with oil, lay hands on you, and present you to the church as a Care Pastor. You will be qualified for the role! You will even receive an official certificate.
2. **You will become part of the Care Ministry Network in our church.** You will be energized to be part of the most thrilling group of people you can think of. You will attend exclusive fellowship meetings, receive ongoing training, and have the mentorship of great men and women of God.

**CLOSING NOTE:** It is only a healthy church that can effectively reach out to the world and win the lost, do missions, and disciple people. And a church can only truly be healthy when the members care for one another systematically and intentionally.

Galatians 6:10: *“Therefore, as we have opportunity, let us do good to all, especially to those who are of the household of faith.”*

By the grace of God, and the leadership of the Holy Spirit, we are going to become “Game Changers” in this world God has placed us. This is going to become the launch pad for us to go higher for God!

Our leaders have determined to develop a healthy balance in our church. We are going to add the *missing key! We are going to the next level.*

**I INVITE YOU to come alongside me and the other leaders and embark on one of the most exciting ministries you could ever imagine! IT’S THE DAY OF THE SAINTS!**

**------------------------------------------------------------------------------------------------------------**

**NOTE TO THE PASTOR**

After your message, pray a short, sincere prayer of consecration.

Now make your ‘altar call” a prayerful moment for all present to fill out the preprinted *Care Pastors Training Conference* ***Registration Cards. (***Again, encourage most ALL to sign up. Reminding them that not all who attend will of necessity be appointed, and by attending they are not obliged to become involved). DO NOT … let them sign up at a table in the foyer, or the Connect Centre, or wherever; do it right there in the sanctuary. It has been proven to be the most effective way. (The more people you get to attend the conference the easier it will be to do the launch of the ministry).

After they have filled out the cards, have them stand, place their completed cards on their hearts and make a commitment to the Lord of their faithfulness.

Receive the cards immediately. Motivate them about the upcoming conference, and then . . .

Bless the people before they leave!!

**APPENDIX B**

PREPATORY MATERIAL

Taking on a project such as developing a system of care cannot and should not be approached lightly. The Care Ministry Network has the potential of affecting the entire congregation and if not planned appropriately will never get off the launchpad or alternatively never be as effective as it could have been.

Planning is usually one of the hardest elements of launching any ministry within a local church. One of the greatest challenges we face in this regard is the lack of time we have to devote to proper groundwork.

For that reason, we have prepared a vast array of material which is designed to assist pastors and leaders to cast the vision, enlighten leaders and influencers, prepare for a training conference, and other instructional information.

As is the case with other informational pieces we have provided previously, we have again in this case also made ample information available. It is still our conviction that it’s best to share too much, than offer too little. In an effort to cover all the basis you will find the descriptions to be very detailed. The downside of such an approach is that it may appear as though the implementation is complicated, while it is not. It’s rather an attempt to make each and every step easily understood — simply taking one step at a time.

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INTRODUCTORY BROCHURE

The *Introductory Brochure* is intended as a document to familiarize the leadership of a local congregation with the *Care Ministry Network*. It is a helpful tool for the pastor to convey the concept to those who need to understand the vision before it is implemented. It was not designed as an instructional instrument to be used for training or equipping purposes — it falls far too short to accomplish such an ambitious goal. It does, however, contain abundant information which allows people unfamiliar with the concept to get a good idea of what the concept embraces.

Download the *eBrochure* and run enough copies for all who attend the introductory meeting. It will help you drive the point home much easier than any other means. It also provides pertinent information for your leaders to reference even after the initial meeting is done.

This document is available as an *eBrochure* which is available on our website for immediate and free download: [www.cmni.org](http://www.cmni.org).

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Document Number One

LAYING THE FOUNDATION

This brochure is designed to be a road map for pastors to guide his/her leadership team as they together organize, develop, and implement the *Care Ministry Network* in their congregation. It is arranged step-by-step to make the process as simple as possible. This is a crucial step in laying the foundation for an effective care ministry. It’s going to take some time to work through this process but will be well worth your effort. You want to do it right.

Since this document was prepared with completeness in mind, the many details may at first seem overwhelming, but it is not. It’s because of the thoroughness of the details that it seems that way. The purpose of our effort is to make it easier for a team to simply follow the action steps one at a time without having to wonder what the next phase should be. It furthermore serves as a means of saving valuable time for the team by not having to start the process from scratch, attempting to chart a map for themselves. With all that being said, use the information as suggestions and not as rules. Change the application to whatever will suit your needs and culture best.

How to Plan, Organize, and Develop the Care Ministry Network in a Local Congregation

“The contagious churches of the next century will be different from traditional churches today. One revolutionary difference will revolve around pastoral care. The exciting prospect is that *everyone* in the congregation will receive regular pastoral care from a gifted and trained *layperson” (Dr. Jim Garlow).*

*“Be fully aware*

*of the condition*

*of your flock, and*

*pay close attention*

*to your herds.”*

(Proverbs 27:23).

A WORD TO LEAD PASTORS

A great and exciting approach to fulfill the Biblical charge of taking care of the flock that God has entrusted to us has dawned on the horizon. There is now a clear and practical way of implementing this *Missing Link* in our congregations. The Word instructs us very clearly of our responsibility, and if we do not oblige, we may lament our actions when it may be too late. Until now, many pastors have been unfamiliar with an effective system of providing overall pastoral care to their entire congregation, but now have discovered it through the *Care Ministry Network (CMN).*

**The Care Ministry Network is an authentic and proven congregational care system that enables God’s people to care for one another.**

All local church ministry should flow from the vision of the Lead Pastor and can never be implemented without his or her direct input and support. Although Lead Pastors should not be the ones to execute this ministry, they *should* be the driving force behind it and provide the life-support it will require. They are the ones who should cast the vision to the leadership and congregation. Without their input and backing this entire concept will fail. People have enormous confidence in their pastors and will follow through with whatever they endorse.

It is assumed that you, as Lead Pastor, have already had discussions on this subject with one of the Care Ministry Network (CMN) facilitators, have attended a seminar, attended an informational session referencing Care Ministry, or have researched our ministry online. With that in mind we will now build further on the foundation that has already been set.

The points mentioned here below are not rules, but simply intended to provide some helpful steps to follow. View it more as a *checklist* than a *to-do list*.

PRIOR TO THE *CARE PASTORS TRAINING CONFERENCE*

In this *Instructional Check List****,*** you will discover the easy steps of putting this powerful ministry into motion and steering it in the right direction. It has positively transformed many churches and has the potential of doing the same for you.

To be done immediately:

1. **Introductory eBrochure.** If you have not done so yet, be sure to download the free CMNI Basic Introduction — called the *eBrochure —* from our websiteand read it through carefully. Make sure you have a good grasp of the ministry concept and contact us immediately should you have any questions. Use this eBrochure as a tool to present and explain the CMN concept to the leaders and influencers in your congregation, especially if they have not themselves attended an orientation meeting.
2. **Book.** All on your leadership team should obtain a copy of the book *Care Revolution* written by Dr. John W. Bosman*.* Read through this book attentively. Make notes and then read it one more time. This will give you the model quicker and easier than anything else. It is the best book on this subject you will find anywhere. It deals with much more than just the concept of a Care Ministry. If you need to order copies, simply go to our website.

Action Steps:

1. **Share the vision with your leaders and influencers.** Discuss the concept of the *Care Ministry Network* with your church leadership team (official board) and positive influencers. Share from the overflow of what you have discovered about the concept through reading the book as well as from any other information you have gleaned. Then explain the basics of this ministry to them. You will most likely need more than just thirty minutes for this session.

Use the *CMNI Introductory eBrochure* (mentioned in point number 1 above) as an outline and be sure to have had copies made for each person present. Make sure they understand the model — *authentic, ongoing congregational care provided by church members to one another.* The simple premise being that church members partner with their pastor to provide genuine congregational care.Have your leaders understand that this is not an added-on program but that it’s rather going to become part of your church’s identity (DNA) — affecting the way people think, act, and respond to others.

NOTE: As you begin to shape your leader’s thinking, you may want to draw to their attention that this ministry should effectively represent the entire age spread of the membership. Although you should certainly include senior members of your congregation in the *Care Ministry Network,* theministryshould not be relegated only to them, at the exclusion of younger members. We are specifically mentioning this aspect because some churches are under the impression that it is only the older people who need, or who can effectively execute this ministry and have thereby lost the buy-in of the younger generation. People of all ages should provide and receive care.

Make sure everyone understands the concept and that all questions have been answered.

Care Ministry NetworkInternational (CMNI) is available to facilitate this meeting through one of its facilitators, which is always very helpful in laying a proper foundation.

One week (suggested) after Brainstorming Session (#3 above):

1. **Identifying Leadership.** After your leaders have been introduced to the concept of the Care Ministry, it is time to seriously consider who will potentially be leading this network — the *Care Director*. We again suggest that you consider selecting a couple to be involved in this position. These could be fulltime, part-time, or volunteer persons. While larger churches (1,000 plus) require a full-time person, some smaller churches have also decided to devote this leadership position to someone who can provide ministry fulltime. It is however not a prerequisite. Let your own circumstances determine the outcome.

Also begin thinking of some individuals who will be able and willing to serve in the *Care Leadership Team*. They will be assisting the director (and the pastor) in organizing and managing the Care Ministry Network in your church. (Remember, we want church members to have buy-in into this ministry.) Consider three to five people initially and include more later if necessary. Complete descriptions of duties and other expectations of the Care Leadership Team are to be found in Appendix E in this book and can be downloaded from our website. Let it suffice in this early stage to select people who have a passion for pastoral care, possess the ability to inspire others and have some administrative and organization skills. Be sure to look for loyal people!

Should you not be ready at this point to select any suitable leadership team members, do not be overly concerned. Many pastors identify their best choices during the training conference when they notice the response of people while the teachings are given.

No more than two weeks later (suggested):

1. **Strategy Meeting.** It is now time to schedule a more in-depth discussion meeting with your leaders to begin strategizing the implementation of the Care Ministry Network with you. Remember, congregational care has to be planned for it to be successful.

Calendar events that you will need to consider at this meeting are:

1. **Casting the Vision.** As the pastor, you will need to set out some dedicated time on the church calendar for you to thoroughly cast the vision to the congregation. It is imperative to thoroughly inform them of the exciting way care is going to be provided to the congregation, and how they could become part of it. Don’t rush it! Share your (and your leadership’s) enthusiasm about this concept on a Sunday before preaching a three-part series on the subject. Begin to also mention this new venture in your church publications.

As you cast the vision, make sure people understand that, through the care ministry, care pastors do not *replace* the lead pastor, they *represent* the lead pastor.

1. **Preaching/Teaching Series.** As part of your calendar planning, select three consecutive Sundays in which to preach/teach these three different messages to lay the foundation of the CMN Concept. The purpose will be to clearly describe the need for this ministry, to motivate the people, and to lay the Biblical foundation for laity involvement. We have provided three suggested outlines in Appendix A to guide your thinking in the process.
2. **The *Care Pastors Training Conference***. Select the appropriate dates of the conference, which should be held shortly after the teaching series ends. It will require a Friday evening and most of a Saturday. (Remember to correlate with CMN for availability should you prefer them to provide the training). Be sure to make registration for the training conference available to *all* who show an interest. Do not select individuals at the exclusion of others. Not all who attend will be selected and appointed — we will make that clear during the training sessions. There is a screening process and, as a pastor, you will have the opportunity to make the final decision without being the *bad guy/gal.*
3. **The Commissioning Servic**e. This is a very important occasion and another essential event that should be placed on the church calendar. It is the moment where Care Pastors are authorized and dedicated to serve in their ministry and should be scheduled to take place shortly after the Care Pastors have been appointed. It should preferably take place *during* a Sunday morning service and should include the laying on of hands by the Pastor/Elders, accompanied by anointing with oil. (Suggested procedures are provided in Appendix D).

Immediately following the calendar planning meeting:

1. **Material.** Download the *Care Pastors Training Participant Guides* in timefor the conference: www.cmni.org. There is a nominal cost involved for the Guides, but it does provide the church with a license to run as many copies for their own purpose as they desire — even when they do further training at a later stage.
2. **CMN Training Guides.** The *Care Pastors Training Conference* will utilize the abovementioned Care Pastors Participant Guide as training manuals in conjunction with the textbook, *The Care Revolution,* plus the *Handbook.*

Besides the *Participant’s Guide* there is also a *Facilitator’s Guide* for use especially when a church prefers to do all the training themselves. Make sure you download these materials well in advance of your conference. You will need to run copies of *The Participant’s Guides* for ***each*** of the participants — never only a copy per couple. (The one without a manual loses interest quickly).

**Binders:** Purchase and provide three-ring binders to accommodate the Participant’s Guide. Make provision for binders large enough to hold 100 pages of printing, which comprises the training manual. Design and print your own, well-designed, front cover insert with your church’s information (name, logo, etc.) printed on it. The words, *Care Ministry Training Conference* should be clearly displayed on the front cover as main heading. Also include the author’s (Dr. John W. Bosman) name somewhere on the cover page.

Put the Process into Motion

1. **Get the Ball Rolling.** It is now time to get outside of the board room and put your calendar events into motion by casting the vision to the congregation. It is essential that everyone should know about this powerful ministry that is being launched, and for that reason no stone should be left unturned to convey the message. The people should of certainty know that the pastor and leaders of the church care about them affectionately and therefore are introducing this Care Ministry Network. Casting the vision should primarily be done over four consecutive Sundays. (One Sunday for a brief introduction (not necessarily a sermon), and three Sundays for preaching a related sermon series).

**Remember:** This is about to positively transform the life of your church — it is worth spending quality time on preparation.

**On the first Sunday:** With a very positive attitude and great excitement, give a brief, but powerful and motivating overview of what the Care Ministry is all about and what you believe it will do for the church. Your excitement will be contagious! Enthusiastically encourage them to be part of it. Announce the upcoming sermon series and the date of the Training Conference.

**For the next THREE Sundays:** Preach/teach three messages on subjects such as (1) *The Pastor Cannot Do It Alone* (Every Believer is a Minister), (2) *It’s Your Turn Now* (The Priesthood of the Believer), (3) *Taking Care of the Household of Faith* (The Power of the Care Ministry Network). See the outlines we have provided in Section 2. Continually mention the dates of your upcoming *Care Pastors Training Conference* during your messages and encourage people to become involved.

**On the last Sunday of the Series:** At the end of your message people should be strongly encouraged to sign up for the *Care Pastors Training Conference*. Prepare sign-up cards ahead of time and have these distributed at the end of your powerful, final message. Make the *sign-up* part of your “Altar Call” — or *call to response.* DO NOT send people to the foyer to sign up there! You will get half the reaction — I promise you!

After everyone have had the opportunity to fill out their cards, request all those who have done so, to stand, lift up their cards heavenward, and make a promise to God of their faithfulness in following through with their commitment to attend the conference and be trained for the ministry. Make this a moment of sincere dedication.

Then have them simply pass the cards to the closest aisle and have the ushers collect them. These cards are then used to prepare your alphabetical attendance lists for when the church members sign-in on the first day of the conference. Announce again the date of the conference before you bless the people and dismiss them.

**Attempt to have as many people as possible involved in the training conference.** When you have a good group at the training conference it builds much more momentum for you.

No More Than Two Weeks After Sermon Series

1. **The Training Conference.** The Lead Pastor should be the host of this conference and must obviously attend the entire event — even if he/she is not teaching the training material. This is the most powerful way of demonstrating the value the Lead Pastor is placing on congregational care. The same obviously applies to whoever is going to lead the ministry.

**Structure the conference professionally.** Prepare sign-up tables in the foyer arranged in alphabetical groups — for example one table each for A-D; E-H; I-L, etc. and have *pre-printed nametags* prepared for those who have signed up for the conference — have blank tags available for others. (Remember: you will be using the names of the people who registered during the last Sunday teaching to draw up your sign-up list).

**Participant Guides:** After people have signed-in, present them each with their own Guides as well as other material you want them to have. (*Each* participant should have a *Handbook* and not one per couple). Let someone stand by who can usher the registered attendees to a good seat and fill up the room from the front.

Be sure to keep a record of those who attend, for future reference. Make pens available for those who do not have these with them. Have a PowerPoint presentation prepared ahead of time, if you prefer. You are now set to set sail towards your exciting goal of your authentic Care Ministry.

SOME HELPFUL POINTERS

Selecting People to Participate

After you have cast the vision it is time to solicit people to become part of the ministry by means of attending a *Care Pastors Training Conference.* The Lead Pastor should be involved in this process, as far as is possible.

The question often arises of whom to invite to attend the training conference. Off the bat we want to say, the more the better. Even though all may not eventually be part of the ministry, it certainly does not hurt to have as many people as possible know about the exciting workings of the care ministry.

The following suggestions have been found to be the most effective ways of selecting members to attend the training conference:

1. **Personal Invitation.** Lead Pastors usually have a good inclination of who of their people already are suited to be equipped as Care Pastors. Go ahead and invite them personally. The reason for this is that, while some may know they can do it, many on the other hand do not realize they have the giftedness to fulfill this ministry and subsequently feel they do not qualify for such an *important* task. The confidence of their pastor in them will be a strong motivator to want to be involved. Do not, however talk people into it, or twist their arms. Extend the invitation and then let the next move come from them.
2. **Open Invitation.** At the end of the final sermon to the congregation, invite ALL who are interested to register for the conference. This is vitally important, because if you rely only on personal invitation you will surely overlook someone who may be chomping at the bit to be involved. It may be their life’s dream. If overlooked, they may feel slighted and certainly feel rejected. Don’t be concerned, however, there is a way to filter all who attend to retain only the ones who seem to be qualified. We understand, there is always a group that will eagerly sign up for the event while we know they do not qualify. We will help you sort that out during the conference.

**Tip:** We have said it before, but when asking people to register on the final Sunday before the training conference, have pre-printed cards available for them to fill out. (Do not let them sign up in the foyer or at the *connect center*, or wherever else — it cuts the response in half.) Make the registration cards simple, basically just asking for name, address, and best contact information (cell phone, email, etc.).

**Compile a list** of all the people you have invited, plus those who have signed up, and utilize this information to prepare “Attendance Sheets” when people arrive at the training conference.

Some Details to Consider for the Conference

1. **Meeting Room.** Make the meeting room conducive to a comfortable teaching environment. Prepare the room ahead of time and ensure that there is good lighting and enough space for people to be able to move around. (Try to avoid scurrying to get tables and chairs in place while the participants are waiting to come in. It will of certainty create the wrong impression).

Provide pitchers of cold water/juice on the tables, as well as some hard candy or nuts.

For the Facilitator (when CMNi does the presentation): Provide a lectern as well as a “bar stool” for the speaker. There should also be a large white dry erase board (or flip chart) with appropriate writing instruments. Arrange for all sessions to be recorded and have video projection available for *PowerPoint.* A “hands-free” microphone must be available at all times for the speaker and the sound should be kept balanced at all times. Sound should be provided regardless of the size of the room or audience.

1. **Meals and refreshments.** There will be two major breaks as well as a lunch time during the training conference. Do not **over** provide refreshments for the breaks, but do have some hot and cold drinks, and some cookies, muffins, or pastries. Make the lunch sufficient and tasty, but not too heavy. Please make sure lunch can be served quickly so the conference can convene no later than 30-40 minutes after dismissal.
2. **Schedule:** The *Care Pastors Training Conference* is presented on a Friday and Saturday. The schedule is usually: Friday evening 7:00 pm through 9:00 pm (normally no break). Saturday 9:00 am through 4:00 pm with a break in the morning, lunch at noon, and one more break in the afternoon. (Where applicable, when we are involved, CMNi will be willing to adapt this schedule to fit the needs of the local church, but it must be approved ahead of time.)

Involving CMN International to do the Care Pastors Conference will include:

When CMNi is involved in presenting the *Care Pastors Training Conference* by means of a facilitator, it includes the following:

1. Professional assistance from the moment an agreement has been reached between the two parties to conduct such conference, all the way through the entire process, providing more insights than normal in a personal manner.
2. A qualified and knowledgeable teacher facilitator, who knows the concept and can answer many questions, before, during, and after the conference.
3. All the required Training Material in CD-ROM or email format (copies to be run by the church for each participant). It does not include the textbook, *The Care Revolution*, nor the *Handbook*.
4. The registration fee to become part of the *Care Ministry Network*.
5. An official license that provides the church the right to duplicate the Participant’s Guide for *future* conferences — provided that these are confidently NOT shared with another church/pastor/ministry, and your church remains part of the *Care Ministry Network.*

*CMNi* is committed to assist pastors and churches to ensure the successful launching of the *Care Ministry Network* in their own congregations.

Closing

This document was prepared to help guide the Lead Pastor and his/her team through some practical steps in planning for the training conference. None of these are obviously rules but should rather be seen as a checklist to be well prepared. When launching any new ministry of some significance, it always seems like working through a maze, not knowing where to begin or how to proceed. This document intends to solve that problem by providing the roadmap towards the desired goal. It shows the leaders where to begin, how to advance, how to plan the calendar, how to organize a training conference, and then the next document will explain what to do AFTER the conference has concluded.

**APPENDIX C**

THE LAUNCH

Launching the Care Ministry is the most exhilarating stage of the entire process of preparing your people to become involved with you to care for one another. All our time, effort, hard work, and many sacrifices, have now come to this decisive moment and we dare not slack off now. If we have done everything well up to this point and then drop the ball on the *launch*, we have basically wasted our time.

Timing is of essence at this point of the process. People have completed the training and are highly motivated, looking forward with eager anticipation to put into practice what they have learned. If you lose momentum at this point, you’re not going to get it back again — or at least not easily. Do not unduly rush your launch, but certainly do not spin your wheels and allow time to slip through your fingers.

With all the above in mind, we have prepared some proven steps of how to effectively launch your Care Ministry and make the best of your time. (Again, these are suggestions and not rules.) Adjust the recommendations according to your personal needs and preferences. You can, with confidence, however, trust these suggested steps and safely apply them systematically to your ministry. We are truly sending these pointers with a prayer of sincere support and dedication. We want you to succeed.

Document Number Two

THE LAUNCH

This document is intended to guide pastors and leaders to effectively launch a *Care Ministry Network* in their church. It is once again designed step-by-step to make the process as simple as possible. These pre-arranged steps have been accumulated to provide completeness. It is our desire to help you launch the system without having to guess or question the implementation process.

HOW TO LAUNCH AND IMPLEMENT THE CARE MINISTRY NETWORK AFTER THE TRAINING CONFERENCE

Introduction

*The Care Pastors Training Conference* is now behind you, and most likely you will ask: Now what?

For the most part everyone that attended the conference should be filled with excitement and eager anticipation to get started. They are usually by far the majority. Others may have some questions, while yet others may not quite feel sure if they are ready for this ministry — and that’s okay.

The leadership you as Pastor will provide at this stage is still of utmost importance. It goes without saying that your attitude towards the *Care Ministry Network* should remain very positive — and obviously you will let it be. Continue for the next Sunday or two to mention your excitement about the successful conference and the potential good the ministry holds for your church. It will help you get the Big Mo going.

LAUNCHING THE MINISTRY

As Lead Pastor your greatest responsibility now is to **launch** the *Care Ministry Network* in your church. No one else can do it, and no one else should. You are the driving force behind this ministry and you are the one that needs to inject the initial energy. You have cast the vision, taught on the subject, and attempted to make everyone aware of what was going to transpire.

Right now, a whole lot is still going to depend upon you as the pastor. But remember, you are not starting from scratch. Most of the work is done . . . all you must do is make the touchdown, and when you have launched the ministry your life is going to be more peaceful than ever before. If anyone is going to enjoy the benefits, it’s going to be YOU! And you will see — it was worth it all. Absolutely!

Those who were inspired to become part of the care ministry have attended the conference, and the rest of the congregation are those who are now going to experience the blessing of authentic care we have spoken about so much during the entire process. We want to make sure that *loving* translates into *caring* and that the church is becoming relational.

Application Forms

If they have not done so yet, have each Care Pastor complete an Application Form before you consider them for the ministry. This form is described in Appendix H and is available on our website.

The first four to six weeks will call for hard work and dedication, but once the ministry is up and running it brings forth great joy and wonderful benefits.

As helpful directives, we want to suggest the following steps of action by the Lead Pastor (and Leadership Team):

1. **Letter.** Arrange for a letter to be sent (under lead pastor’s name) to all those who have attended the *Care Pastors Training Conference,* simply thanking them for their participation. Encourage them to follow through on their support of congregational care whether they will be selected as Care Pastors or not. Ask them to spread the good and exciting news of the Care Ministry Network.[[1]](#footnote-1)
2. **First Sunday.** On the first Sunday, (or as soon as possible) immediately following the training conference, you should give a brief, but powerful and exciting report to the congregation of what transpired at the event. You may also choose to have one or two people share their excitement.

Bring the church up to speed as to what will happen in the near future and how this concept is meant to provide authentic congregational care by the members to the entire church. Using your manual, include some of the catch phrases we stated as points to enthuse your people. Mention again that each person that calls (your church) home, will be assigned a Care Pastor.

Explain that there may not initially be a sufficient number of Care Pastors to meet the need of the entire church, but that you will continue to train and release faithful men and women. Have the church understand that the Care Pastors are not meant to *replace* you, but rather to *represent* you. You are not implementing this ministry because you *don’t* care; you are actually doing so *because* you care.

1. **Care Director.** If you have not done so yet, your first important step now is to select and appoint a Care Director. Again, we recommend that it be a couple, as far as possible. You will find an appropriate job description in Appendix E for the Care Director. You may change it the way you want it, so it fits your needs. Be sure to provide your director with a copy of the *Care Revolution* as well as the *Handbook.* Encourage your director to also read through the *Care Pastor Training Manual* again to get thoroughly acquainted with the contents.
2. **Leadership Team.** The next step will be to appoint the Leadership Team. Your team should consist of approximately three to five people. These could be individuals and not necessarily couples. They should relate directly to the Care Director, and together they should lead the entire ministry of care. Of course, the leadership team can ignore the leadership of the Lead Pastor as little as the violinist in a symphony orchestra can ignore the direction of the conductor. There is also a specially designed job description available for the team.

Meet with your Care Ministry Leadership Team as soon as possible after the training conference and discuss with them in more detail the chapters that deal with the *C.A.R.E. Concept* as well as the *Contact System,* in the *Handbook.* Add whatever you, as pastor, would expect of them. Concentrate on the compliance and functions of the leadership team, but also on the structure of the *Care Ministry Network.* Emphasize again that all communication should occur along the lines of the levels of leadership set out in the Organizational Chart.

The Leadership Team Members should also each have a copy of the *Care Revolution* as well as the *Handbook.* Request them to carefully read these two publications and familiarize themselves with the contents of the *Care Pastors Training Guide* by perusing it and keeping it handy for quick reference at all times.

Establish a positive mind set within the Leadership Team and let them leave highly motivated with the vision of the Lead Pastor ringing loud in their ears.

1. **Appointments.** Preferably during the meeting mentioned above, or a subsequent one — which should be very soon — the selection of Care Pastors should take place. Make sure you are comfortable appointing those who will enhance your ministry and be effective in caring for the church. People don’t have to be perfect, but they must be teachable. (This may very well be one of your final meetings of this kind as the pastor, since you are going to delegate the ministry entirely to the laity to execute).

We have mentioned during the conference that not ALL who attend will be appointed as Care Pastors, so don’t feel obligated to assign all those on the list. Some quite frankly just do not qualify. If some are short of experience, appoint them as Assistant Care Pastors at first. If others lack in giftedness, be honest with them (the job of the team, not the pastor) and suggest another ministry where they may be more effective.

1. **Flock Assignment.** The team’s next major task will be to assign flocks to the Care Pastors. (The lead pastor does not have to be part of this tedious procedure but may do so if desired).

In Section 1 of the *Handbook* some guidelines are given for this selection process. Care Pastors also have the opportunity to select a maximum of three families to be included in their flock, but there is no promise that it will be granted. The application form (mentioned above) is where they can make their selection. Invest much prayer and sound thinking into this course of action, because once assignments have been made it is difficult to change, and if the wrong people end up with the wrong connection it can cause some interesting challenges.

After the appointments have been made and the flocks have been assigned everyone needs to be notified. Follow the steps here below. The notification should be arranged under the direction of the Care Director and usually through the church office. In larger churches it may be necessary to appoint a fulltime secretary for this ministry, but in smaller churches it can usually fit into the staff structure as it is, or even through a volunteer member.

1. **Letter to the Care Pastors:** Send each Care Pastor an official letter of congratulations for being appointed in their role. Encourage them to be faithful and loyal. (See Appendix F).

In this letter you will also inform them of the families that have been assigned to them as their flock. Provide them with all the members’ pertinent information but caution them to keep personal particulars confidential and not to share it with anyone at any time. These are the people they should be calling shortly for the *personal contact* and then take care of with the love of Christ — being *love with skin on!*

In the letter, inform the Care Pastors of the *Commissioning Service* that will be coming up by providing the date and time of the service. Have them understand the importance of their attendance. It is here where they are recognized and publicly authorized to function as Care Pastors.

1. **Commissioning Service.** Very soon after Care Pastors have been appointed, they should be commissioned on a Sunday morning in the presence of the entire congregation. Make it the theme of the service(s). Let it take on the *form* of a “graduation” or “ordination” ceremony. It is through this ceremony that the Care Pastors are sanctioned and released to function in their ministry.

It is left to the Lead Pastor to design the order of service and it may be a good idea to once again teach on the importance of the “priesthood of the believer” — Every believer is a minister!

Present the Care Pastors each with a *Certificate of Completion* (see Appendix H), as well as formal engraved lapel pin with (1) the words “*Care Pastor*” on the first line, and (2) their first and last names on the second line.

Present your Care Pastors to the congregation as you authorize them to do the work of care ministers in the congregation.[[2]](#footnote-2)

1. **Letter to the members:** Mail a letter to all church members who have been assigned to a Care Pastor (Appendix F). If your preference and regular system utilizes email, instead of snail mail, that’s obviously fine too. We have found, however, that a hard copy letter has far more impact than an email.

Make sure the Care Pastors receive a sample copy of these letters for their own reference.

1. **First Care Pastors Meeting:** Organize a meeting with Care Pastors as soon as possible after they have been appointed and commissioned. They now have to be readied to start their all-important ministries.

This first monthly meeting must be arranged, and *notice* should be given well in advance — probably even before the commissioning service. Be sure to notify them to bring their Training Guides along with them. This is a crucial gathering and should be attended by all.

It is good for the Lead Pastor to welcome those present and congratulate them on their commissioning, and then turn the meeting over to the Care Director to continue. The Lead Pastor is slowly but surely stepping away and handing over the reins to those called and equipped. The meetings discussed here below are therefore to be conducted by the Director, with the assistance of the Leadership Team.

**I**mportant Steps in Releasing the Care Pastors

**The purpose of the first Care Pastor’s meeting is multiple:**

1. **Get Acquainted.** Since they are going to work together as a core of caring people it is understandable that the Care Pastors and leaders would want to get to know each other. So, fellowship should be the order of the day. Decide how much time you want to invest in the fellowship portion of the gathering.
2. **Motivation.** The meeting serves as a great opportunity to motivate all the Care Pastors to implement their ministry as soon as possible — with an emphasis on the first visit (or personal contact). Encourage them to read their Training Guides at home again and become fully acquainted with the contents. Let them keep these handy for ready reference at all times.
3. **Teaching Session.** Brieflygo over the chapters dealing with the *C.A.R.E. Concept* as well as the *Contact System*, and make sure everyone understands the applications set forth in these chapters. Place emphasis on the section that deals with the “Personal Contact”(home visit) and encourage the Care Pastors to start making their appointments immediately and attempt to have the personal contacts done within the next six weeks.
4. **Subsequent Meeting.** In the first subsequent Care Pastors meeting you want to teach the chapter dealing with “The Concerns*”.* Make sure you have a clear understanding of the contents and provide all the help you possibly can. Also reference the textbook for further understanding.
5. **Monthly Meetings and Quarterly Summits.** All those involved in the Care Ministry Network should attend these gatherings. It is imperative that they attend ongoing training and be an integral part of building unity through fellowship and relationship. For Care Pastors to retain their credentials they must attend at least 80 percent of these meetings each year.
6. **The Monthly Meeting** can be held around a regularly scheduled meeting — such as an hour before the midweek meeting, or after the Sunday morning service(s), or of course at any other workable time.During these meetings time should be given for feedback from the Care Pastors (and Shepherds), as well as motivation from the leadership. Always make these meetings exciting and make sure some brief outline is given of a teaching. Do make sure the Care Pastors are saving all the acquired information in their three-ring binders
7. **The Quarterly Summit** is held four times a year of which the last one is usually the *Annual Celebration.* These summits require more time to be effective — at least two to three hours — and it is suggested that these be conducted on a Saturday morning. Some churches have these meetings on a Sunday afternoon after the morning service, starting with lunch. This will obviously only be workable if there is no evening service. In some cases, especially larger churches, even present these meetings during the Sunday morning service, having the Care Ministry meet in a place other than the sanctuary.

The main objective is *learning* through *teaching and instruction!* Make the presentation more formal and conduct it in *seminar style —* with tables set up for note taking. **Always** prepare note outlines for them and make the teaching sessions worthwhile to attend. Be sure to record the session for those who absolutely cannot attend the summit.

In all cases the Care Ministry Network International (CMNi) office stands ready to provide note outlines for use in the monthly meetings as well as the quarterly summits.

1. **The Annual Celebration** should be exactly what its name infers — a celebration! This is the end of the ministry year function and all involved should be invited to attend. Let it be a time of rejoicing and thanksgiving.

**Motivation.** Find innovative ideas of motivating your Care Pastors (and later your Care Shepherds) in different ways. One church has a “Care Pastor of the Quarter” system. They are selected on some basis of outstanding servitude. Find exciting ways that fit your church’s culture. Everyone needs some encouragement from time to time.

**APPENDIX D**

COMMISSIONING OF CARE PASTORS

On several occasions I have mentioned the necessity of arranging a *Commissioning Service* immediately after Care Pastors have been appointed. The following is a suggested outline to be used by pastors at the event of commissioning their care pastors. Please change it in any way you will find it most suitable to meet your needs. It’s meant only to stimulate your thinking.

Since the culture of churches differ, I have outlined both a formal and informal process for pastors to follow.

Document Number Three

COMMISIONING PROCESS

Formal Process

**Announcement**

“I will ask the following persons to please take their positions in front of the pulpit, facing the congregation:” Read the names of your to be commissioned Care Pastors in alphabetical order . . . (Doing it this way avoids any misunderstanding. Only those whose names are called will respond, and not someone who may think he or she is a Care Pastor).

OR . . . simply make the following announcement:

“We request all appointed Care Pastors to take their positions in front of the pulpit, facing the congregation, please” (not necessarily recommended).

**To the congregation**

“These members standing here have been duly trained and equipped in the ministry of caring. They have been carefully selected, and today, in this act, will be commissioned as Care Pastors. With this ceremony they are being set apart to function in this ministry with full acknowledgement and recognition of the (Church) Leadership. We ask you, the congregation, to respect the action of your leadership and cooperate with these Care Pastors in the fulfillment of their calling.

Our intention with this ministry is to obey Christ who said, “Take care of my sheep . . .” and to thereby provide you with the care you deserve.

“These Care Pastors will not be serving because I do not care; they will serve because I DO care. They will not replace me; they will represent me. They will not serve instead of me; they will serve in addition to me. The ordained pastors and these Care Pastors are partnering together to serve you in a way we have never done before. Why? We are doing this because we care, and you are important enough to receive the best. So, church, receive them as instruments of God’s love.”

**To the Care Pastors – The Covenant**

“Please turn around and face the pulpit (or platform).”

“This act of commissioning bestowed upon you here today should not be taken lightly. It should be received with reverent acknowledgement that it’s God who calls and places His people within the Body as He desires.

“John 15:16 says, *“You did not choose Me, but I chose you and appointed you that you should go and bear fruit, and that your fruit should remain.”*

Addressing the Care Pastors, the Lead Pastor asks them: (Allow each one to answer in the affirmative on each question).

1. “Can you confess here today that you fully trust in Jesus Christ as your Lord and Savior, and acknowledge Him to be the Head of the Church?”
2. “Do you believe in one God; Father, Son, and Holy Spirit?”
3. (Holding up a Bible) “Do you believe that the Bible is the inerrant Word of God?”
4. “Will you commit to be faithful in the work and worship of this church and diligently seek to grow in the grace and knowledge of Jesus Christ?”
5. “Do you commit yourself to faithfully fulfill your ministry as a Care Pastor and follow through on all the expectations as set forth in the teachings you received?”
6. “Do you declare yourself willing to receive ongoing training and development as would be required to effectively function in your role as a Care Pastor?”
7. “Are you willing to function under, and respect the authority of, the Leadership of this house (congregation)?”
8. “Will you subject yourself to correction and instruction should the need arise?”
9. “Will you faithfully and lovingly take care of the flock that will be assigned to you in obedience to Jesus Christ, guided by the Holy Spirit to the glory of God our Father?”
10. “And finally, do you commit to C.A.R.E for your people by **C**aring for them; **A**vailing yourself to them; **R**eaching out in prayer on behalf of your people; and being an **E**xample to them?”

“May god bless you in your commitment to the cause of Christ and the expansion of His Kingdom by taking care of His people.”

**To the congregation**

“Having heard these Care Pastors answering these questions in the affirmative we will now Commission them by anointing them with oil and laying hands on them. This is a solemn moment and we earnestly seek the confirmation of the Holy Spirit on each life.”

“Please stand with me and help me pray for these Care Ministers.”

“Will the Elders please join me for the Commissioning.”

Request the Care Ministers to kneel if possible.

THE PASTOR AND ELDERS (Leaders) should anoint each individual and commission him or her by name by the laying on of hands. Make this a meaningful moment.

**Declaration** (after they have stood back up)

“Care Pastors, I kindly ask you to look this way as I make the following declaration.”

“Brothers and Sisters, today, in the presence of Almighty God, and this congregation, you are now each Commissioned as a Care Pastor, to care for some specific families of <*Our Church*>. May the Lord bless you and may the grace of our Lord, Jesus Christ be with you.”

“Let me remind you that the Bible says that if you continue to care for the flock faithfully, you will one day receive a special crown from Jesus Christ for your ministry efforts.”

“Please turn around and face the congregation.”

**To the congregation**

“With this act of Commissioning these Care Pastors are hereby duly authorized to do the work of pastoral care in (Our Church) and as your Pastor I ask that you give them your full support. They are going to function in this role because they care about your wellbeing. Please receive them with graciousness and kindness.”

With a loud “Amen” (or applause) will you please indicate acceptance of these Care Pastors!

Informal Process

Some pastors prefer to keep everything in their churches simple and informal, and there is nothing wrong with that. Each church has its own culture of doing things, especially in the times we are living in. So, whether we do our commissioning formal or informal we should, however, not overlook the importance of this occasion. It is the only way to recognize, and most of all, officially authorize your Care Pastors publicly. Without public authorization, Care Pastors find it extremely difficult to be accepted and effectively function in their expected roles. The application is optional, but the event should not be.

Feel free to apply the following outline, or design your own:

**Announcement**

“We have recently concluded a training conference whereby we equipped a number of our church members to function as Care Pastors in our congregation. They spent many hours in preparation and study, and after thoughtful consideration, the following have been duly appointed by our leadership to function in their respective ministry role:

* Read the names of all the Care Pastors you have selected and appointed.
* Invite them forward.
* Address the church briefly about the Care Ministry.
* Introduce them to the congregation.
* Authorize them to function as Care Pastors within the congregation.
* Pray over them.
* Have them return to their seats.

**APPENDIX E**

QUALIFICATIONS AND RESPONSIBILITIES

The following documents provide suggested qualifications and responsibilities for those involved in the different levels of the Care Ministry Network. These are exactly what we are saying: **suggestions**. They are not meant to be hard and fast rules whatsoever. If nothing else, allow these recommendations to be helpful starting points and feel free to add or delete according to your expectations and preferences. Download the documents from our website and amend them to suit your desire.

Document Number Four

CARE DIRECTOR

**Title:** Care Director/ Care Ministry Director/ Care Leader/ Care Supervisor (Suggestions)

**Lines of Authority:** Accountable TO the Lead Pastor. Responsible FOR the Leadership Team, Care Shepherds, Care Pastors and the entire local care ministry network.

**Qualifications**

*“…Commit these to faithful men who will be able to teach others also.” (2 Timothy 2:2)*

The Care Director shall be a member of the local congregation who exhibits a clear passion and calling to care for others. The gifts of leadership, mercy, encouragement, and help must be very evident. It is also highly recommended that the Director have the ability to teach and the aptitude to organize.

To be able to function as the Care Ministry Director, such a person should clearly demonstrate spiritual maturity and basically have the qualifications of an Elder as described in 1 Timothy 3:1-7. The Director could be male or female and should preferably be a couple.

The following points summarize and somewhat expand these principles and could be seen as the basic qualifications:

* Must be born again
* Member of the local congregation for at least one year
* Should have attended the *Care Pastors Training Conference* as well as the *Advanced Level Training Conference* (for Care Shepherds)
* Possesses leadership skills
* Ability to teach and be a mentor
* Organizational abilities
* Administrative aptitudes
* Have the ability to motivate others
* Essentially spiritually mature
* Live an exemplary life inside and outside of the church, which should include a life of prayer
* Approachable, available, and teachable
* Faithful in worship attendance and financial support of the Lord’s work
* Loyal, committed and submissive to church leadership
* Have a workable knowledge of the Word of God.

Further general expectations

* Devotion to the cause of Christ, a desire to build His Church and expand His Kingdom, with a commitment to His Word, is a necessity
* Should be a lover of people and have the desire and ability to develop them for the ministry of caring
* Should not be over-committed to any other ministry and be willing to devote ample time to the Care Ministry Network

Summary of Duties

1. The Care Director works under the authority and leadership of the Lead Pastor and is responsible for developing, directing, and maintaining a system of member- driven congregational care to the local assembly, following the established guidelines of the *Care Ministry Network*.
2. The Care Director should collaborate with the Leadership Team to:

* Develop an effective Care Ministry Network in the congregation
* Establish a simple-to-follow report system along with other administrative functions
* Solicit the involvement of church members to be developed as potential Care Pastors
* Conduct successful training conferences on a regular basis
* Approve the commissioning of Care Pastors
* Assign family units to flocks under the care of a Care Pastor
* Select and invite qualified Care Pastors to be trained to become Care Shepherds
* Approve, and recommend to the Lead Pastor, the commissioning of Care Shepherds who have attended the appropriate training conference and have the required qualifications
* Provide care and support to the Care Shepherds.

1. Be responsible to conduct regular care network meetings in the congregation. There are monthly gatherings and quarterly summits. These meetings should provide fellowship, teaching, problem solving, motivation, and group prayer for the Care Pastors and CMN Leadership Team.
2. Be willing and prepared to teach training material to Care Shepherds/Pastors when required.
3. Oversee the design and implementation of a CMN reporting system.
4. Assure a level of accountability from the Care Shepherds and Care Pastors through the reporting system and one-on-one contact.
5. Meet with Care Shepherds on a regular basis to affirm and encourage them and to receive feedback regarding the functioning of the Care Pastors under their leadership.
6. Provide pastoral care using the C.A.R.E. standard to the CMN Leadership Team and Care Shepherds.
7. Be visible and available to Care Pastors and Care Shepherds regarding issues that arise from their ministry.
8. Inform Lead Pastor of any emergencies and crisis that may arise and attend to those involved in the matter personally also.
9. Provide Lead Pastor with regular feedback through an established report system, personal meetings, and other means of communication.
10. Any duties or responsibilities the Lead Pastor may assign.

Development

The Director of the Care Ministry Network in the local church is expected to remain informed about congregational care by doing the following at his/her discretion:

1. Reading books, magazines and articles on related subjects of care
2. Attending conferences, seminars, and special events
3. Listening to CDs and/or watching DVDs
4. Participate in related telephone and Internet conferences
5. Attending regional and national seminars/conferences of *Care Ministry Network International* when possible.

In the initial development phase, the time requirement will be greater than when the system is launched and in operation. The involvement required to successfully manage the Care Ministry Network will vary but is not overwhelming. It mainly depends upon the size of the church, the maturity and experience of the Care Shepherds and Care Pastors, and other variables.

CARE LEADERSHIP TEAM

The Care Leadership Team serves under the leadership of the Care Ministry Director. Depending on the size of the church, there should be no less than three and no more than seven individuals selected to serve as team members.

In some churches, these team members are appointed before the first training conference is held, but in other cases they are selected only after the conference. Whichever serves best for the church is acceptable. They should, however, be appointed as early in the process as is possible. (The reason why some are appointed before the conference is because they were involved in researching and designing the ministry model. That is not always the case in all churches.) They should also appoint a volunteer person to serve as secretary to the ministry.

Leadership Team Qualifications:

* Must be born again
* Member of the local congregation for at least one year
* Should have attended the *Care Pastors Training Conference* as well as the *Advanced Level Training Conference* (for Care Shepherds)
* Be spiritually mature
* Possess leadership skills and some organizational abilities
* Be open, friendly, accessible, and generally have a good attitude
* Have a team spirit and be teachable
* Able to motivate and inspire others
* Be great examples and champions of the Care Ministry Network
* Respect authority and accountability
* Faithful in worship attendance and financial support of the Lord’s work
* Have a good reputation with believers as well as in the world
* Loyal, committed, and submissive to the church leadership
* Be agreeable to attend special meetings for the cause of the ministry and attend all functions related to the Care Ministry Network

Primary Function of the Leadership Team is to:

* Assist in the smooth operation of the ministry
* Provide care to the Care Shepherds
* Help to develop the ministry and share the vision
* Plan, organize, and attend monthly fellowships, quarterly summits, annual celebrations, etc.
* Supervise the ongoing operation of the care ministry, ensuring that reports are given, and follow-up is done where needs arise
* Make suggestions of ministry improvement to the Care Director
* Provide support to the Care Director and the Lead Pastor
* Evaluate the ongoing ministry of the network
* Help match Flocks with Care Pastors
* Identify potential Care Pastors/Shepherds for training
* Collaborate with the leadership team to arrange the network meetings, fellowships, training conferences, etc.
* Serve wherever a need may arise in the network.

Reality Check: The Leadership Team can ignore the direction of the Lead Pastor as little as a symphony orchestra can ignore the direction of its conductor.

Secretary

The Care Leadership Team (CLT) should, at their first meeting, appoint a person to serve as secretary for the ministry. Depending on the size of a church and the involvement a congregation expects of its secretary, such a person could be volunteer or full-time. In some cases, churches combine these duties with those of an existing administrative person on staff.

The Secretary should be responsible for the following:

* Simple minutes and records of leadership team meetings and discussions
* Design appropriate files for record keeping
* Administrate different report systems
* Advise the CLT of newsworthy items for testimonies to promote the ministry
* Arrange for and send newsletters to Care Shepherds and Care Pastors
* Maintain contact between all levels of the ministry
* Administrate the entire Care Ministry Network by sending out notices of meetings, seminars, conferences, and other relevant information

CARE SHEPHERDS

**Care Shepherds** relate directly to the Minister/Director of Pastoral Care (or the Lead Pastor in the absence of such an office) and are accountable to him/her. A Care Shepherd is assigned five Care Pastors and is responsible for providing leadership, mentorship, and pastoral care to them.

Care Shepherds should preferably serve initially as a Care Pastor before you invite them to the *Advanced Level Leadership Conference* where they receive additional training with a concentration on leadership. Following this, they are then commissioned in the presence of the congregation and appointed as Shepherds.

**Qualifications**

Some particular qualifications are required for individuals to function as a Care Shepherd. It takes more than just loving people — however important that may be. It involves leadership skills, additional commitment, and the willingness to invest in the development of other people’s lives.

No person can serve as a Care Shepherd that is not spiritually and morally qualified. They are not expected to be perfect, but they should be actively developing the Fruit of the Spirit, which means becoming more like Jesus.

To be able to function as a Care Shepherd a person should demonstrate spiritual maturity and have the basic qualifications of an Elder as described in 1 Timothy 3:1-7:

*1. This is a trustworthy saying: “If someone aspires to be an elder, he desires an honorable position. 2. So, an elder must be a man whose life is above reproach. He must be faithful to his wife.He must exercise self-control, live wisely, and have a good reputation. He must enjoy having guests in his home, and he must be able to teach. 3. He must not be a heavy drinker or be violent. He must be gentle, not quarrelsome, and not love money. 4. He must manage his own family well, having children who respect and obey him. 5. For if a man cannot manage his own household, how can he take care of God’s church? 6. An elder must not be a new believer, because he might become proud, and the devil would cause him to fall. 7. Also, people outside the church must speak well of him so that he will not be disgraced and fall into the devil’s trap.* (NLT)

**The following points summarize and somewhat expand these principles:**

1. Must be born again
2. Member of the local congregation for at least one year
3. Should have attended the *Care Pastors Training Conference*
4. Preferably have been an effective Care Pastor for a season
5. Possess leadership skills
6. Ability to teach and be a mentor
7. Essentially spiritually mature
8. Live an exemplary life inside and outside of the church, which should include a life of prayer
9. Faithful in worship attendance and financial support of the Lord’s work
10. Loyal, committed, and submissive to church leadership and support of the vision of the House
11. Have a working knowledge of the Word of God

The Biblical requirements for spiritual leaders are not meant to be restrictive or legalistic but are set in place to protect the congregation from people who seek to fulfill their own desires and want to lord over God’s people.

The Care Director and Leadership Team *pastor* the Care Shepherds, the Care Shepherds *pastor* the Care Pastors, and the Care Pastors *pastor* the church at large. Each member of the congregation, regardless of their position, should receive ongoing pastoral care from someone.

Care Shepherd Training

Since Care Shepherds function on a more advanced level, they should receive further training and development. A particular training course is available which explains in-depth the requirements, roles, and expectation for Care Shepherds. We place a strong emphasis on spiritual principles and biblical authority. The course furthermore underscores leadership principles which are invaluable to those who guide others. You will find this course to be a valuable source to lay the foundation of all spiritual leaders in the church. Go to our website to locate and purchase the *Care Shepherds Training Guide*: [www.cmni.org](http://www.cmni.org).

CARE PASTORS

Developing church members to partner with their pastor to serve as Care Pastors in the local church does not require formal education or deep theological training, but it does require a clear understanding of the ministry concept and its application.

The effectiveness of church members being involved as Care Pastors is based on the Gifts they have already received from the Holy Spirit. These special Gifts have to be developed and deployed.

Basically, it means: If you can love people, you can pastor (care for) people.

Care Pastors should always be involved in ministry because they have a *desire* to do the work of the ministry, and not simply to satisfy the pleas of a pastor, or to fill some vacant positions.

They should always foster an attitude of *“want to”* rather than *“have to.”* Care pastors should be called by God and have a personal conviction of this calling or else they will always tend to withdraw when they are facing challenges in their ministry.

The assurance of the call upon a person’s life makes it possible to identify and develop the required principles. It is this call that becomes the greatest motivator for ministry.

Because of the call, people will go beyond their limits to do what needs to be done and bring unbelievable sacrifices even if there is no monetary compensation involved. They are motivated by a higher purpose and work for a greater cause.

Care Pastors represent Christ, the Church, their Pastor, and the entire congregation. It is therefore expected that there would be certain qualities required of those who desire to be involved in such a high-profile ministry.

Soon after Care Pastors have been appointed, they need to convene under the guidance of the Lead Pastor and Care Director. This is important, firstly to consolidate the ministry and develop a team spirit, and secondly, to present them with the teaching and instructions here below. This is a very powerful means of discipleship.

We have said it before, but let’s say it again: Never allow your Care Pastors to function in a vacuum. The more of a united spirit you can develop, the more stable your care ministry will be.

We start off by letting Care Pastors have a good understanding of their commitment to this vital ministry. This will prevent any misinterpretation down the road and help them function with more certainty.

Care Pastors Are Key

The successful outcome of the *Care Ministry Network* depends heavily on the effectiveness of the Care Pastors. They are the ones who are executing the ministry and are touching the lives of each congregation member. If they fail, the entire concept fails.

It is with that in mind that high expectations are placed on the Care Pastors to faithfully follow through with the ministry of care and stay in the flow of all that is happening.

While we realize it may not always be easy, we do also realize we are not doing it for ourselves, but for the greater cause of Christ. And since it is HIS people, let’s make sure we never neglect them, or be slothful in our ministry. And yes, there is a Crown awaiting all who take care of the Flock of God.

Brief Outline for Care Pastors

* You should primarily be *“love with skin on.”*
* You will be expected to declare your willingness to serve as a Care Pastor
* You will complete an application form
* You will be expected to attend *Care Pastors Fellowship Meetings* and be willing to receive ongoing training
* You will be expected to diligently follow through with your ministry commitment
* You should make yourself available, touchable, approachable, and reachable by your flock
* You should adhere to the C.A.R.E. concept:
  + - ***C****ontact* your people on a regular basis
    - ***A****vailable* to your people
    - ***R****each out in Prayer on behalf of* each family
    - ***E****xemplify a Christian lifestyle*
* Diligently follow through on the *“Five Points of Contact”*
* Complete feedback reports and other means of established feedback
* Be willing and available to meet with your Care Shepherd on a regular basis
* Faithfully attend Care Ministry Network fellowships and summits
* Be willing to provide and/or share testimonies of ministry accomplishments

The degree of fulfilling the commitment is dependent on:

* An inner sense of God's call
* The closeness of your walk with Christ
* The extent to which you develop your gift
* The priorities in time and gifts usage
* Your progress in spiritual growth

A Care Pastor must:

* Be born again with the evidence of the fruit of repentance
* Be a member of the local congregation
* Be willing to subject themselves to leadership authority
* Live an exemplary life
* Have a balanced marriage and family (where applicable)
* Have the ability to be *“love with skin on”*
* Faithful and loyal
* Not overloaded with other ministry responsibilities.

Attendance Requirements

Since ongoing training and development is imperative to the success of the Care Pastor ministry, they are expected to attend most, if not all the established care ministry network gatherings. On-the-job training has proven to be key in the ongoing effectiveness of the care ministry. Attendance, therefore, is obvious.

Care Pastors who do not attend at least 80 percent of the scheduled meetings should be considered to not qualify for continued ministry at the end of the ministry year. The reason for this is primarily because our Care Shepherds and Care Pastors must stay informed with new developments and amendments to the ministry.

It is also during these meetings that the vision of the church is shared, and news of upcoming events is released. Changes in schedule are given at the fellowship meetings, and if the Care Shepherds and Care Pastors are absent, they cannot keep their flock members updated. Absence (especially continued absence) stifles the entire workings of the ministry.

We understand that not everyone can always attend all the gatherings. Therefore, as a suggestion, the Care Director and Leadership Team should record all these sessions and make it available to those who could not attend. Listening to (or watching) the recordings qualify for attendance.

**APPENDIX F**

SUGGESTED LETTERS

On the following pages we offer several sample letters which churches may use to send out to different groups of people at appropriate times. As is the case in all other materials we offer, these letters may be used in their totality or changed according to the desires of the ministry leaders.

Whether you prefer to send these letters by means of email or snail mail, is your decision. Personally, we recommend you send them via the Post Office. There is still something valuable in receiving a letter by mail with a postage stamp affixed to it. It conveys the message that someone had to put some effort into getting the letter to you other than simply hitting the *send button.*

Use these letters freely without credit. You may re-type them out of this manual or find the originals (in *Word)* on our website so you can chop and change them as you desire. We have attempted to provide churches with all the material we can think of to make implementation easier.

Document Number Five

MODEL LETTERS

* **LETTER NUMBER 1:** Letter to church members at-large introducing them to the care ministry concept.

**LETTER NUMBER 2:** Letter of thanks to all who attended the *Care Pastors Training Conference.*

* **LETTER NUMBER 3:** Letter to families, presenting their Care Pastors to them.
* **LETTER NUMBER 4:** Letter to Care Pastors, informing them of the families that have been assigned to them.
* **LETTER NUMBER 5**: Letter to Care Pastors, inviting them to the first Care Pastors Fellowship.
* **LETTER NUMBER 6:** Letter to Care Pastors, informing them of the first Care Ministry Summit.

**LETTER NUMBER 1**

**The Caring place**

***A Church Where Love Abounds***

Date

Dear church family:

I am excited to tell you about a new pastoral care ministry we are about to launch here at <*The Caring Place*>. Although I will be sharing more about this concept over the next few weekends, I wanted you to have some initial information before we even get there.

Over time, I have become concerned about us not being connected consistently to all our members. The busyness of the world we live in has made us all become somewhat disconnected and that’s not good. We see each other on a Sunday but then part ways as soon as the last *amen* is said. Here at <*The Caring Place>,* we are a family and want to be known as a place where love abounds.

Having said that, I now find myself at a place where I am no longer able to provide pastoral care the way I desire. Instead, I am providing only crisis care at best. Seemingly, it is only when someone faces a crisis that I (and even the staff) extend care and attention. Please don’t blame us too harshly; with the many things we have to do and all the places we have to be, there is really no other alternative — and we feel bad about it.

As a result, we have concluded that the pastor cannot do it alone — and should not! Not only is it impossible, it’s also blatantly unscriptural. The Biblical pattern is that ALL who are Christ’s should be involved in the work of the ministry. If we want our church to become all God wants it to be, we should all be involved in the mission. The Apostles found this to be true in Acts 6:1-4. They oversaw everything within the church, but when they realized everyone did not receive equal care (because they were so busy), they appointed lay people within the church to do the pastoral care.

The good news is that we have discovered a proven new paradigm for providing congregational care, and it’s called *The Care Ministry Network.* Its basic premise calls for church members to partner with their pastor to provide ongoing congregational care to each other. Now that is a Biblical model if there ever was one! Reality tells us that congregational care does not just happen within the church. A church must become intentional in giving pastoral care, or its people’s needs will go undetected.

I realize this newsflash may evoke some questions within you. For that reason, I am going to take some time to unpack the Biblical premise of the *Care Ministry Network* to you over the next few weeks. Following this series, we will invite those who sense a nudge of the Holy Spirit to a training conference. At that time, you will be trained and equipped to serve in the role of a care pastor <*minister/whatever*> under the jurisdiction of your church leaders. This is going to be an exhilarating opportunity for many of our church members — and, yes, we are going to need many of our wonderful people to make this work.

**Before I sign off, let me just leave you with these thoughts:**

You may wonder, “What do we mean when we refer to ‘pastoring’?” This would be my answer: Pastoring is “Caring for another by giving oneself in Christian love to a relationship in times of weakness and times of strength.” When I was introduced to this ministry, I discovered:

1. Everybody needs someone who cares for him or her.
2. The strength of caring is in relationships.
3. Christian love is a self-giving love.
4. People need somebody who cares for them consistently both when they are in need and even when all is well.

I want you to know that we intend to develop “care pastors”*,* with the purpose of serving you better. They are not going to *replace* me; they are going to *represent* me. I will continue to provide the same care I always have. So, this ministry is not *instead of*, it’s *in addition to.* We care about you and pray that you will become as excited about the *Care Ministry Network* as much as we, your pastor and leaders are.

Please do not miss any of our upcoming Sunday morning services!

Loving God and loving people together,

*<Pastor Faithful Shepherd>*

**LETTER NUMBER 2**

**The Caring place**

***A Church Where Love Abounds***

Date

Dear Brad and Judy,

It’s a great time to be alive and especially to be part of what the Lord is doing at our church presently!

Our *Care Pastors Training Conference* is now behind us and we are overjoyed by the wonderful responses we are receiving from so many who have attended. This ministry is undoubtedly going to be a huge blessing to our church family.

Thank you so much for attending the training conference. I want you to know how much I appreciate you taking the time to be there and trust it has enthused you as much as it did me.

Most of those who have attended, are going to move on and become Care Pastors. To you I want to personally express my gratitude and deepest appreciation. We all know the pastor cannot do it alone. Your partnership with us to care for our congregation is going to make a world of difference. Your next step will be to complete an application form and turn it in to us as soon as possible. We urgently need that information before we can proceed with your approval, commissioning, and appointment. You should have received the application form before you left the conference. If you did not, please contact me and I will make sure you get one.

Some of you may not be ready to take on the responsibility of being a Care Pastor at this point. And that’s okay. To you I heartily extend an invitation to become a prayer partner for our care ministry. We will assign a care pastor couple to you, so you can focus your prayers on them specifically. We can, of course, assign more than one couple to you should you desire to enlarge your circle of prayer. Your prayer partnership will prove to be a huge blessing! Please let me know in some way that you are interested in filling this important role.

In closing, please note that our Commissioning Service will be held on Sunday morning, <*date*> during our regular service time(s). It is going to be a very exciting moment and we look forward to seeing you there. I encourage you to invite your friends and families to join you for this very special event.

Loving God and loving people together,

*<Johnny & Cynthia Jones>*

Care Ministry Director

222-222-2222

**LETTER NUMBER 3**

**The Caring place**

***A Church Where Love Abounds***

Date

Dear Bill & Nancy,

Greetings from your church family!

First, as your pastor, let me say how delighted I am to have you as a part of our congregation. You are recognized as a vital component of this family of believers. Without people like you, we would never be able to exist and, even more so, never have been able to accomplish what we have thus far.

Because you are important to us — and deserve only the best — we have implemented a new ministry called the *Care Ministry Network.* I am sure you have heard me share this exciting concept to the church body over the recent past weeks. Personally, I am thrilled about this refreshing ministry and can hardly contain my excitement. It is going to be one of the best things we have ever started here at <*The Caring Place>.*

I have become more and more concerned about the fact that we are not as connected to our church family in the way I desire. To counter that, we have taken the time to cast the vision of the Care Ministry here at our church and have invited people to attend a training conference to be equipped to serve in the roles of Care Pastors. Although their training is ongoing, these wonderful people have gone through a strenuous developing process to serve you with love and devotion. Each family in our church, along with three or four other families, will be assigned to a Care Pastor couple.

These Care Pastors are not there to *replace* me; they are there to *represent* me. We all realize the pastor cannot do it alone and, according to the Bible, should not do it alone. These fellow church members are not functioning in their roles because I do not care; they are there *because* I care. Because I cannot always be everywhere all the time, I want someone to be in touch with you as often as possible. I want you to know we care about you sincerely.

After prayerful consideration, our Care Ministry leadership team has assigned <*Jim & Dorothy Adams>* to serve as your Care Pastors. They will be in touch with you shortly to connect with you personally. The purpose of connecting with you is simply to introduce themselves to you, take a moment to explain how the concept works, tell you what you can expect from the relationship, and answer any questions you may have.

Let me ask for a personal favor: When they reach out to you, receive them with the love of Christ, please? Also, bear in mind that they are not professionals, but rather two dedicated people who have devoted themselves to partner with their pastor to care for you as much as you would permit them. Know this: As your pastor I will still provide the care I always have. So, this care system is not a matter of *instead of,* but *in addition to.*

Thanks again for your love and support as we move forward to the greater things God has in store for our church!

Loving God and loving people together,

<*Pastor Faithful Shepherd*>

**LETTER NUMBER 4**

**The Caring place**

***A Church Where Love Abounds***

Date

Dear Will & Mandy,

Greetings from <*The Caring Place> —* where everybody is somebody and Jesus Christ is Lord!

Once again, welcome to the exciting family of Care Pastors! Your church leadership has duly appointed and commissioned you and I cannot thank you enough for making yourselves available to this crucial ministry. I know you are going to be an incredible blessing to the families you are going to serve.

After careful consideration the Care Leadership Team has assigned the following people to your care:

1. First Family
2. Second Family
3. Third Family
4. Fourth Family
5. Fifth Family

For your convenience and reference, I have attached an information sheet with all the particulars the church office has on each family. Keep all this information confidential and do not pass it on to anyone else, please? Also, you will help us greatly if you would verify this information at your first contact with them. If there are any discrepancies or missed information, notify the office as soon as possible.

We have notified these families that you will serve as their Care Pastors. As such, they are expecting your call. Please interact with them at your earliest convenience. We kindly request that you complete all your *Personal Contacts* within the next three months. It will help us all to stay on target and keep the momentum going.

Should you have any questions at this stage, please feel free to contact our Care Ministry Director, <*Johnny Jones>* at 222-222-2222. After we have the ministry totally implemented, you will be assigned to someone else for communication purposes.

Again, welcome to the Care Ministry of *<The Caring Place>*! May the Lord bless you abundantly as you partner with me to care for the flock that God has entrusted to us.

Loving God and loving people together,

*<Pastor Faithful Shepherd>*

**LETTER NUMBER 5**

**The Caring place**

***A Church Where Love Abounds***

Date

Dear Terry & Linda,

By now, you should have your toes in the water of the care ministry already and, to a certain extent, gotten to know the families who are under your care. It is always a joy to meet new friends and experience the love of Christ through the family of God.

We have been working hard to launch our *Care Ministry Network* here at <*The Caring Place>* and, quite frankly, are excited about the initial roll-out. Thank you for being faithful and doing your part. Without your participation, it could not have happened. Our church family is elated!

Having said that, we are aware there are sometimes “encounters” when working with people. We have also come to learn that those things shape our character. At times, it can be hard to connect with your people and we have an understanding for those challenges. As such, we want to encourage you to make every effort to connect with all your families if you have not yet done so, yet.

It is now time for our first meeting as a Care Ministry Family, and we can hardly wait to see you! It will be a great time for reflection, feedback, stories, answering questions, having fun, and receiving further exciting information about the ministry. You cannot afford to miss this gathering!

The date: -------------------------------

The time: -------------

The venue: ---------------------------

For this first fellowship, please bring your training manual along with you, as well as the textbook(s) you have. We will provide you with additional notes and want you to include those in the three-ring binder you already have. Also, please make a note of any questions you may have, so we can discuss them during the meeting.

In closing, let me say how important it is for you to attend these meetings. You simply cannot afford to operate in a vacuum and work on your own. We need each other if we are going to be successful in caring for the flock God has entrusted to us.

Loving God and loving people together,

*<Johnny & Cynthia Jones>*

Care Ministry Directors

222-222-2222

**LETTER NUMBER 6**

**The Caring place**

***A Church Where Love Abounds***

Date

Dear Will & Mandy,

Greetings from <*The Caring Place> —* where everybody is somebody and Jesus Christ is Lord!

First, thank you for being a faithful Care Pastor. The feedback we are getting from the congregation is nothing but encouraging. It is very clear that we have hit a nerve that should have been addressed a longtime ago. Nevertheless, under the positive direction of our lead pastor, we have begun with the enormous movement of *Loving God and Loving People!*

We fully realize that working with people is not always the easiest task around. It is oftentimes very difficult to get in touch with some people because of the hectic schedules they keep these days. I do trust, however, that by now you have contacted all the families we have assigned to you and have gotten to know them a little better.

As a Care Ministry Family, we have already met a time or two for fellowship and information-sharing. Now it is time for our first *Summit.* This gathering is different from our fellowships in as much as we concentrate more fully at this event on further training and development. Please be sure to once again bring your teaching manual along with you. We will provide you with more teaching material and other informative instruments.

Date: <March 9&10>.

Time of Event: <Friday at 7:00 pm, and Saturday at 9:00 am through 2:00 pm> (OR Saturday only, if preferred.)

Venue: <In the Fellowship Hall).

In closing, let me say how important it is for you to attend this *Summit*. During our *Care Pastors Training Conference*, we stressed that ongoing learning is part of the process of becoming more equipped for the important task of caring for others. This is such an occasion. You simply cannot afford to miss this great opportunity of personal growth.

Loving God and loving people together,

*<Johnny & Cynthia Jones>*

Care Ministry Director

222-222-2222

1. Sample letters are provided in Appendix F. [↑](#footnote-ref-1)
2. See Appendix D for more information on the Commissioning Service. [↑](#footnote-ref-2)