

Elevating Your Church through Staffing

This class is designed to share pertinent information for churches regarding positions for staffing, policies on staffing and positives from staffing.

I. Positions for Church Staffing

Listed below are areas churches should consider engaging paid personnel.

1. Churches should consider engaging paid personnel in the area of **Maintenance** .
2 Chronicles 34:10
“He entrusted the money to the men assigned to supervise the restoration of the Lord’s Temple. Then they paid the workers who did the repairs and renovation of the Temple.” (NLT)
2. Churches should consider engaging paid personnel in the area of **Management** .
I Corinthians 4:2
“Now, a person who is put in charge as a manager must be faithful.” (NLT)
3. Churches should consider engaging paid personnel in the area of **Marketing** .
Habakkuk 2:2
“And the Lord said to me, “Write my answer on a billboard,[a] large and clear, so that anyone can read it at a glance and rush to tell the others.” (LB)
4. Churches should consider engaging paid personnel in the area of **Media** .
Psalms 96:3
“Publish his glorious deeds among the nations. Tell everyone about the amazing things he does.” (NLT)
5. Churches should consider engaging paid personnel in the area of **Ministry** .
Judges 18:4-5

“He told them what Micah had done for him, and said, “He has hired me and I am his priest.” 5) Then they said to him, “Please inquire of God to learn whether our journey will be successful.” (NIV)
6. Churches should consider engaging paid personnel in the area of **Money** .
1 Chronicles 26:20
“Other Levites, led by Ahijah, were in charge of the treasuries of the house of God and the treasuries of the gifts dedicated to the Lord.” (NLT)

7. Churches should consider engaging paid personnel in the area of **Music** .

1 Samuel 16:16-17

“Let us find a good musician to play the harp whenever the tormenting spirit troubles you. He will play soothing music, and you will soon be well again.” 17) “All right,” Saul said. “Find me someone who plays well, and bring him here” (NLT)

II. Policies on Church Staffing

Listed below are specific operational regulations churches should adopt for employees.

1. **Attendance Policy** _____ - This document is designed to lists rules and guidelines to track, monitor and enforce employee adherence to scheduled work times.
2. **Background Check Policy** _____ - This document is designed to give an employer thorough information regarding an applicants past history so that employers can make informed hiring decisions.
3. **Children and Youth Workers Policy** _____ - This document is designed to provide prerequisites and guidelines for adults working with minors as volunteers or leaders.
4. **Code of Conduct Policy** _____ - This document is designed to share the appropriate behavior employees are expected to follow in the workplace toward their colleagues, supervisors and overall organization.
5. **Credit Card Policy** _____ - This document is designed to clarify the terms of use of a company card issued in employees names as well as aim to protect the company from inappropriate use and to make sure the repercussions are clear.
6. **Employee Benefits Policy** _____ - This document is designed to point out the various benefits employers will provide for employees based on their employment status with the organization. These benefits can be health insurance, life insurance, retirement plans, Paid Time Off, Bonuses, etc.
7. **Progressive Discipline** _____ - This document is designed to identify and standardize procedures for responding to incidents that violate company regulations. A detailed disciplinary action policy clearly states the company's rules and the consequences that happen if those rules are broken.

III. Positives from Church Staffing

Listed below are advantages of churches employing individuals.

1. **Enhanced** _____ business operations is an advantage of churches employing individuals.

Luke 5:6-7

“When the fishermen did as Jesus told them, they caught so many fish that the nets began to break. 7) They called to their partners in the other boat to come and help them. They came and filled both boats so full that they were almost sinking.” (NCV)

- A church that employs individuals positions itself for greater effectiveness and efficiency. Normally people who occupy staff positions in ministry have a better skill set than those who just volunteer. Another benefit of employing individuals for ministry purposes is they have more time to complete tasks because the church is their only place of employment. The end result of this is that more projects can be completed with competence.

2. **Established** _____ business hours is an advantage of churches employing individuals.

1 Chronicles 9:33

“The musicians, all prominent Levites, lived at the Temple. They were exempt from other responsibilities since they were on duty at all hours.” (NLT)

- People generally feel better knowing a store is open as opposed to it might be open or closed. Churches who have set business hours and adhere to them, operate with consistency and consideration for their members and guests. Having church employees ensures that someone is in the office or on campus at specific times. This is rarely the case with only using volunteers.

3. **Maximized** _____ productivity is an advantage of churches employing individuals.

Ezra 6:8

“Also, I order you to do this for those elders of the Jewish people who are building this Temple: The cost of the building is to be fully paid from the royal treasury, from taxes collected from Trans-Euphrates. Do this so the work will not stop.” (NCV)

- Matthew 25:21 records the words, "Well done, good and faithful servant." There is no way to spell done without spelling do. Staffing as a church should bring about more faithfulness and fruitfulness from employees because they are working in areas of their gifting. Staff members are selected because of the experience and expertise they bring which does not always happen with volunteers.

4. **Shared responsibilities** _____ responsibility is an advantage of churches employing individuals.

Nehemiah 4:6

“So built we the wall; and all the wall was joined together unto the half thereof: for the people had a mind to work.” (KJV)

- Ecclesiastes 4:9 suggests that two people are better than one. Staffing allows Senior Pastors to spread out the work load and not try to do too much alone. Knowing that there is someone who will be committed to working specific hours a week is a tremendous burden off the shoulders of Pastors. Remember, one can put 1000 to flight; two will put 10,000 to flight.

5. **Single point** _____ of point of accountability is an advantage of churches employing individuals.

Exodus 32:21

“Moses said to Aaron, “What did these people do to you? Why did you cause them to do such a terrible sin?” (NCV)

- How helpful it is to have one person as the assigned leader of a project. This does not mean that they are responsible for completing the task all by themselves. However, it does mean that they are the person who will be held responsible for making sure the vision is carried out the proper way. Staffing as a church allows you to have a paid person to fulfill that role.

6. **Skilled** _____ personnel in key areas is an advantage of churches employing individuals.

1 Chronicles 26:30

“Hashabiah was from the Hebron family. He and his relatives were responsible for the Lord’s work and the king’s business in Israel west of the Jordan River. There were seventeen hundred skilled men in Hashabiah’s group.” (NCV)

- "You get what you pay for" is a widely known statement in the workforce. Any church that has the opportunity to employ someone should look for the most competent individual that they can find for the position. Hiring the right person can and should elevate that particular area. Choosing to employ unskilled people can lead to stagnation and frustration.

7. **United** _____ efforts is an advantage of churches employing individuals.

Genesis 11:6

“The Lord said, “Now, these people are united, all speaking the same language. This is only the beginning of what they will do. They will be able to do anything they want.” (NCV)

- Henry Ford once said, "Coming together is a beginning; keeping together is progress; working together is success." How fitting this phrase is for being employed by a church. The goal should be not just to start out but to be unified. Consistent staff meetings can help employees operate with a spirit of unity.

Additional Resources

1. Effective Staffing for Vital Churches: The Essential Guide to Finding and Keeping the Right People
By Bill Easum & Bill Tenny-Brittian
2. Staff Your Church for Growth: Building Team Ministry in the 21st Century
By Gary L. McIntosh
3. HR Ministry Solutions
<https://www.hrministrysolutions.com/>
4. Staffing Your Church
<https://socialgoodu.com/wp-content/uploads/2013/07/Staffing-Your-Church-or-Organization.pdf>
5. Church HR Network
<https://churchhrnetwork.com/>



Berean Christian Church

Dr. Kerwin B. Lee, Senior Pastor

BEREAN STAFF VALUES

Capability	The ability to do your job well.
Confidentiality	The ability to refrain from disclosing private, classified, or personal church business.
Flexibility	The ability to be inconvenienced.
Honesty	The ability to communicate truthfully.
Integrity	The ability to do the right thing.
Liberality	The ability to sacrificially give of your time, talent, and treasure.
Loyalty	The ability to protect the Senior Pastor and leadership.
Punctuality	The ability to be on time.
Responsibility	The ability to manage resources.
Sensitivity	The ability to show tact.
Spirituality	The ability to grow as a leader.
Unity	The ability to be a team player.