




How to set up a Mutual Ministry Committee

Leadership Team, NJ Synod

Taken from the work of Rich Summy as presented in *Pastor and People: Making Mutual Ministry work*.



Mutual Ministry is

- Mission centered – does not rely on a particular Pastor
 - Focuses on a broad vision of ministry, to serve one another in the name of Christ
 - Uses a small group approach to mutuality (shared feeling, action or relationship between 2 or more people)
 - Uses scanning and responses to support mission
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Responsibility



- ▶ The mutual ministry committee is the realization that the ministry of a congregation is the responsibility of all members not just the Pastor.
- ▶ The committee must work toward the common goal of the congregation. They work to see that the broad mission of the church is carried out.



Practicing Mutuality

- ▶ A good deal of time during the first 6 – 10 meetings should be spent in relationship building within the committee.

This can be done with team building exercises (a lot of these can be found on the web), sharing stories and experiences, in short, getting to know each other. Be certain everyone participates.

Do not skip this step as it is important to build a sense of confidentiality so that discussion can be honest and open!



Mission

- The group must decide on what the mission of the group is. Remember while relationship building is vital to the success of the group, this is not its mission! The group is not the final product.



Task Ministry

► Scanning

Group should continually be scanning the life of the congregation and the community to see if the ministry of the congregation is being fulfilled.

Scanning can be done by looking at church bulletins, newsletters, bulletin boards, etc. to see what is happening. Scanning of the community can occur by looking at newspapers, and talking with community members. Do not interrogate people, but listen to them to see what may be needed.

The ELCA Research and Evaluation website has data on trends in various areas of the country that may help in your scanning. Go to www.elca.org/re for data.

Do not forget Bible studies to help the committee discern God's plan for the congregation!



Respond to scan

- ▶ Take the information collected from scans and pass it on to the Congregational Council.

The congregation along with its Council need to decide how to best fulfill the mission of the congregation.




Selecting Members of Committee

- ▶ Pastor and Congregation Council President should agree of 5-8 members for the committee. Do not forget to include someone who is not a very active member of the congregation.
- ▶ Keep in mind:
 - ▶ Do not choose 2 close friends or immediate family members
 - ▶ Liaison to Council should be someone other than the Pastor
 - ▶ No more that one person who is currently serving on the Congregational Council
 - ▶ No 2 members of the committee should be serving together on another committee
 - ▶ Mix genders, ages, personality types, etc.



Review Committee

- ▶ Continually review committee to make certain that trust continues between committee members and between the committee and the congregation.
 - ▶ Continually review the functionality of the group to make certain the group remains coherent with no individual or small subset dominating the committee.
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Shared Leadership



- ▶ Agenda for each meeting should be arrived at by the group.
- ▶ Functions within the committee should rotate on an agreed upon schedule. The Pastor should take a turn participating in each job.
- ▶ Functions should include:
 - ▶ Facilitator – meeting leader who makes certain that the meeting moves along and that everyone participates.
 - ▶ Note taker – responsible for taking minutes and disseminating them
 - ▶ Observer – pays particular attention to the dynamics of the group. Such as:
 - ▶ Is everyone participating?
 - ▶ How are disagreements resolved?
 - ▶ Are small groups forming?




Shared Leadership Continued

- ▶ Bible Study Leader – select a Bible passage to study and lead the study. The study should be brief and help to facilitate group formation, focus the group on its mission and/or inspire the group.
 - ▶ Prayer leader – provide an opening and closing prayer for the meeting.
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Group rules:

- Meet once a month for 90 minutes
 - For first 6 – 10 meetings, reschedule if one person cannot attend. It is very important for group formation that all people attend meetings.
 - Meet in a comfortable place that allows for privacy and confidentiality.
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Suggested agendas

1st 6 – 10 meetings

- Prayer – 5 minutes
- Sharing team building – 45 minutes
- Bible Study – 20 minutes
- Observer reflections – 10 minutes
- Plan for next meeting – 5 minutes
- Closing prayer – 5 minutes

Subsequent meetings

- Prayer – 5 minutes
- Sharing – 15 minutes
- Bible Study – 15 minutes
- Scanning – 30 minutes
- Observer reflections – 10 minutes
- Review plan and set assignments – 10 minutes
- Closing prayer – 5 minutes

Find out more!

- ▶ **PASTOR AND THE PEOPLE *Making Mutual Ministry Work*** from the ELCA Congregational Leader Series available for \$14.99 at www.augsburgfortress.org then click on congregational leader series
- ▶ This timely resource answers the following questions: What is mutual ministry? What is the role of the mutual ministry team? How is this different from evaluation and personnel roles?
- ▶ Included are excellent tools: discern pastoral roles, gifts of team member , developing ministry goals, reviewing ministry goals and achievements, performance evaluation, and a checklist for the personnel team.