



Goodwill Church
an evangelical presbyterian church

Leadership Handbook

A guide to Ministry Leadership at Goodwill Church

Welcome to Goodwill Leadership!

In this Leadership Handbook you will find:

- Letter from our Ministries Director, Derrick Hoffman
- Church Mission Statement and Beliefs
- Leadership Description
- Expectations of Leadership
- Facility Rules
- Logo Permissions, Marketing Needs
- Resources and Leadership Support

We look forward to supporting you as a leader, servant, and Goodwill member.

A Letter from your Ministry Director

Dear Leader,

My name is Derrick Hoffman, Ministry Director here at Goodwill Church. I have been a member of Goodwill for 14 years and have served in areas of Food Distribution Ministry, Music/Worship Ministry, and currently as an Elder.

It has been such a blessing to see what God has done here at Goodwill Church! We are excited about the things God wants to do here at Goodwill in the days, weeks, months and years ahead. As you continue in the Guide to Ministry Leadership, you will see topics and areas that our church embraces.

Please feel free to reach out to me directly at MinistryDirector@goodwillchurch.org to continue this process to lead a Ministry at Goodwill Church.

Thank you for your desire to serve God and others.

Blessings,
Derrick Hoffman

Church Mission Statement and Beliefs

One Gospel. One Church. Four Locations.

Goodwill Church was founded nearly 300 years ago in Montgomery, NY. We are one church, with four locations in Montgomery (our main campus), New Paltz, Port Jervis, and Beacon. We have pastors at each location who all preach from the same text each week, with their own personal reflections and expressions.

Evangelical Presbyterian Church

Goodwill Church is part of the Evangelical Presbyterian Church (EPC) denomination. We are evangelical in our zeal for the Gospel, as well as evangelism, missions and living obediently as followers of Jesus. At the same time, we are rooted deeply in the Protestant Reformation and especially the theological and pastoral work of John Calvin. We embrace the Westminster Confession of Faith as our doctrinal standard and the rule of spiritually mature elders linked together regionally as the best way to guide local congregations.

Essentials of Our Faith

All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks. On this sure foundation we affirm these additional Essentials of our Faith:

1. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!
2. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins according to the Scriptures. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
4. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.
5. The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their

integrity; where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.

6. Jesus Christ will come again to the earth-personally, visibly, and bodily-to judge the living and the dead, and to consummate history and the eternal plan of God. "Even so, come, Lord Jesus." (Rev. 22:20)
7. The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to "Him who loved us and gave Himself for us." He calls us to a life of self-denying love and service. "For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them." (Eph. 2:10)

Purpose/Identity

We, in Communion with Jesus Christ, are a Community of friends and families who love and trust Him and passionately pursue the Christ-like Character essential to fulfill our Commission to change our lives and world for Him.

Vision Statement

To be a fun, safe, comfortable place where God and more and more of His people in New York's Hudson Valley have the time and room they need to meet and get to know one another. We will pioneer opportunities to offer faith, strengthen relationships, develop leaders, and help others.

Mission Statement

To be a hub for revival in the Northeastern United States and beyond.

Leadership Description

A Christian leader has a firm belief that they are sinners, sin separates them from a relationship with God, and their relationship has been reconciled by Jesus, the son of God, who paid for their sins by dying and rising again. They are firmly committed Christ-followers that know God revealed the truth of salvation through Christ to them. Christian leaders serve the Lord to please Him with godly character, keep their motives in check and focused to spread the gospel, and tell people what they need to hear. They rely on the power of the Holy Spirit, serve others out of love and have the gift of leadership.

Expectations of Leadership

Code of Ethics and Conduct

Comply With Legal Requirements - The day-to-day operations of the church will comply with all governing laws and regulations by writing policies and procedures to ensure legal compliance. Annual audits will be performed to ensure consistency in practice and compliance with regulations.

Conflict-of-Interest - Church leaders and employees have a duty to act in the best interest of the church at all times. What this means is, there is a duty-of-loyalty that supersedes anything that could result in personal gain by avoiding conflict-of-interests, or anything that may appear to be a conflict.

Confidentiality - Church leaders & employees will maintain the highest standard of confidentiality and will share sensitive information only with those who have a need to know. This includes information about the internal operations of the church as well as information about church members and volunteers.

Be a Good Steward of God's Resources - God supplies church resources - people, time and money. Church leaders and employees should be reminded to be good stewards of those resources. This is done by exercising good time management skills, by creating an annual operating budget and holding leadership accountable for adhering to spending guidelines.

Treat Everyone with Dignity and Respect - There should be no disrespect of persons in the body of Christ and leaders should be respectful and treat everyone the same - regardless of rank or socio-economic position.

Streamlined Processes - Church staff should continually be looking for ways to improve operational processes and systems that affect the church experience for volunteers, visitors, congregants and employees.

Proactive Communication - Church leaders and employees should take measures to proactively communicate any information that would benefit others and improve the church or work experience.

Compliance with Policy - Church leaders & employees will comply with all policies as set forth by the ministry.

Goodwill Church Social Media Guidelines

We understand that social media can be a positive outlet to spread the word about news and events, connect with others, and stay abreast of local and national happenings; however, social media can also present some risks, and its use carries some responsibilities.

As a ministry leader, you represent Goodwill Church, both inside the Church and in the community. That means that while you may view your online presence through personal websites, blogs, social networks, message boards, etc., as a personal project, many readers will associate you and the views you express with Goodwill Church.

For this reason, the following guidelines are provided:

You are a Role Model – As ministry leader, you are a role model at Goodwill Church; this

includes what we say and do on social media; we ask that ministry leaders exercise appropriate discretion when using social networks – even for personal communications.

Include a Disclaimer – Consider using a disclaimer such as: "The posts on this site are my own opinions and do not necessarily represent the views and opinions of Goodwill Church.", even with a disclaimer, what you say in your tweets, blog, and Facebook page is just as much of a reflection of the Church as what you do in your personal life.

Posts are Public and Permanent – Remember that what you write is public, and your content lives on forever. Always assume that your posts can be seen and read by your boss, co-workers, church volunteers, attendees, and other church leaders, your parents, your children, and the attorney for the person who doesn't like you (or the Church.)

Posts are a Reflection – Be mindful not to write anything that might impair your credibility with the community or your ability to work with staff or lead servants. Choose your topics wisely; some ideas are best discussed personally. Don't allow your post to hinder someone's spiritual growth.

Guilty by Association – Ministry Leaders are asked to use good judgment in associating only with social networking groups consistent with the mission and reputation of Goodwill Church.

Designating Boundaries – Ministry Leaders in supervisor/subordinate relationships are encouraged to use caution when making and or accepting "friend, link, or connection" requests. Always respect the privacy of others.

Your Friends Make Impressions, Too – Remind other members in your network that your social media sites may be accessed by members of the community and ask them to monitor their posts to your network accordingly. Additionally, act immediately to remove any material from your site that may be inappropriate and or in violation of this policy.

Be Smart – You are legally responsible for all posts on your personal space, so make sure to observe copyright rules and any other relevant laws.

Spread the News, Don't Break It – If you use your personal media site to post about church activities, be sure the information is ready to be discussed. Additionally, balance your right to individual expression with the mission and vision of Goodwill Church when promoting and presenting the Church to the community.

Seek Advice – Your post may generate the interest of the media. If you are contacted by a member of the press regarding Goodwill business, refer them to the [Director of Operations](#) to respond.

Favorable Rules – If in doubt, aim for positive posts. You'll never regret taking the high road. Remember, your presence on social media is an extension of your personal ministry of disciples making disciples.

Semi-Annual Reviews

Each ministry group will undergo an annual/semi-annual effectiveness review with the Director of Ministry and/or the overseeing Pastor to discuss the group's value and mission statement, current leadership, facility usage/needs, service projects, budget requests, group membership and attendance, future leaders, and more. This will be an opportunity for you as a leader to discuss any roadblocks you may be experiencing and share praises and/or concerns specific to the ministry group.

Dissolution of Ministry

If the ministry group dissolves the Director of Ministry must be notified immediately. The DM will then notify the Administration office so proper dissolution may occur.

Change in Leadership

If the ministry group has a change in leadership, the Director of Ministry must be notified immediately so an exit interview can be conducted, an interview for the new leader can be scheduled, and so the administration office can be notified to update the current ministry contact information. Please do this by emailing the Director of Ministry at MinistryDirector@goodwillchurch.org. Once the termination email has been received, a transfer of the Goodwill Ministry Email will be made to the new leadership upon an interview with the new leadership.

Facility Use

Expectations

The Director of Facilities expects that when a room, kitchen, or supplies are used, these areas and items are cleaned and returned to the condition in which they were found.

Coffee

If you will be utilizing the Church coffee and supplies, please ensure you are properly trained on the use of the equipment. We ask each ministry to have an established way to receive donations. These donations will be used solely for the replenishment of the supplies used. The Leaders will place all funds collected in an envelope, writing "Coffee Fund", the ministry name, and the person who places the funds in the envelope on the envelope and place it in the offering box located in the sanctuaries.

Childcare

The Goodwill Church nursery staff is budgeted for Sunday services and Wednesday evening programs only. Childcare needs for ministries are to be acquired by the ministry leaders. Any rooms used must be cleaned and put back to the condition they were in. By law, the nursery staff cannot serve or "work" for ministry childcare as that is not part of their position at Goodwill Church. This is to protect the employee. Any servants working in the nursery must have background checks, gone through the Child Protection training and be cleared by Goodwill Church. The [Director of Children's Discipleship](#) can provide a list of individuals that are cleared to serve with children to the ministry leaders.

Marketing and Branding

Logos

Goodwill Church's logo may be used with permission only. Please reach out to graphics@goodwillchurch.org for your specific request.

Ministry artwork/logo must be approved by our Communications Manager to ensure it meets the brand guidelines of Goodwill Church.

Marketing

If you need special marketing, a request can be made via the communications form found on the leadership page of our website, goodwillchurch.org/leadership. Please note: not every request will be met, as each inquiry will be granted at the discretion of the church staff.

Leadership Resources and Support

Leadership Webpage

www.goodwillchurch.org/leadership

Support resources and on-line forms can be found on this hidden page of our website. Please note: you must type the address in full to access it.

Communication Form

This form is to inform the operations team, communication team, and facility director of any events, calendar updates, and building use requests for ministry meetings and events. It can be found on our leadership webpage.

Church Domain Email

The administration office will set up a ministry email, ending in our domain @goodwillchurch.org, to be forwarded to your personal email address. This will provide privacy for personal information for our leaders, and help us to create a cohesive directory. If there is a change in leadership, or you would like to CC a co-leader, please notify your [Director of Ministry](#) and the [Communications Manager](#) to change the forwarded email address to the new leadership.

Planning Center

Planning Center is a powerful church tool that helps share your group information with our church community in a directory that helps you to take signups, and track attendance. We will provide you with some basic training on how to utilize this program as a leader. More information about Planning Center Groups can be found on our leadership webpage.