



MINISTRY SUPPORT SERVICES

Ministry Supporting Vision

OPERATIONAL MANAGEMENT

HUMAN RESOURCES

FINANCIAL MANAGEMENT

GOVERNANCE

www.ministry-support.com

Ministry Support Services

*Services and
Investment*

Ministry Support Services supports pastors and congregations by providing strategic, administrative, governing and operational assistance to congregational leaders as well as to the ministry staff as they work to achieve the Vision of the church through its Ministry. This allows the ministry staff to focus on the ministry's faith leadership, Christian growth and service opportunities of the congregation.



Ministry Supporting Vision[®]

Kingdom of the Left

The prime objective of **The Church** eternal and our life here on earth.

How do we view ourselves? What is our purpose specific to the Mission? What would be missed if we were not here?

Measurement of our vision. The process by which we achieve our Vision. Everything we do below is our ministry. How successful are we?

How the organization and its people are guided and directed to accomplish it's Vision through Ministry. These are boundaries **NOT** rules.

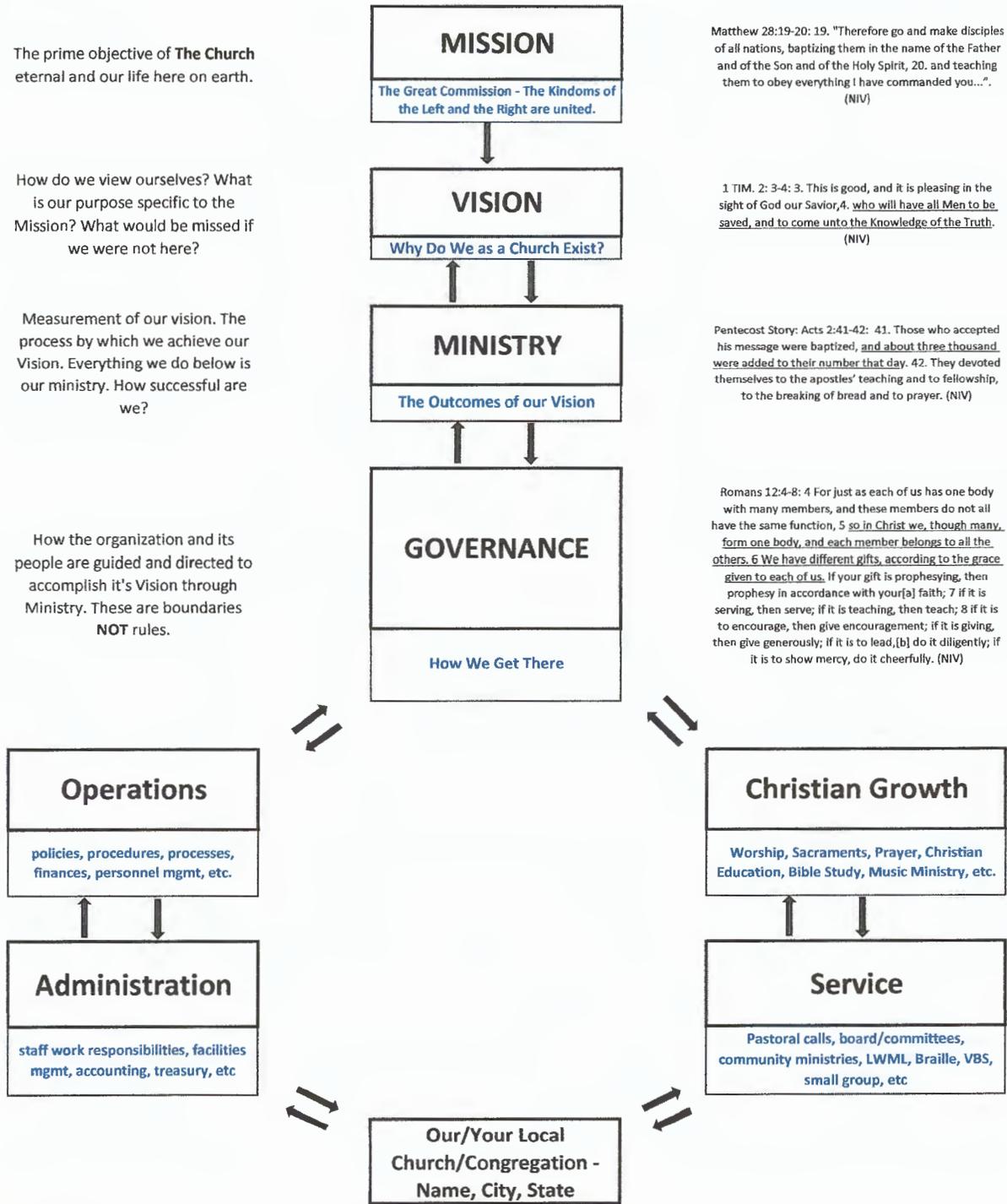
Kingdom of the Right

Matthew 28:19-20: 19. "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, 20. and teaching them to obey everything I have commanded you..." (NIV)

1 TIM. 2: 3-4: 3. This is good, and it is pleasing in the sight of God our Savior, 4. who will have all Men to be saved, and to come unto the Knowledge of the Truth. (NIV)

Pentecost Story: Acts 2:41-42: 41. Those who accepted his message were baptized, and about three thousand were added to their number that day. 42. They devoted themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer. (NIV)

Romans 12:4-8: 4 For just as each of us has one body with many members, and these members do not all have the same function, 5 so in Christ we, though many, form one body, and each member belongs to all the others. 6 We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your[*a*] faith; 7 if it is serving, then serve; if it is teaching, then teach; 8 if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead, [b] do it diligently; if it is to show mercy, do it cheerfully. (NIV)





Ministry Support Services

Services Provided

Strategic:

Analyze and provide guidance to clarify and position the church for its work to members, the community, the church and unchurched at large. Assist in establishing purpose, direction and focus for the church and its ministry.

Basic Services:

1. Provide assistance in clarifying the Vision for your church (why are we here?).
2. Provide assistance in identifying and developing a long-term and short-term plan.
3. Assist churches in identifying tactics to implement the long-term plan (Ministry).

Governance:

Analyze and provide guidance that governance documents and structure supports and aligns with the Vision. Ensure that the organization structure, operational goals and management are in place and well documented.

Basic Services:

4. Provide constitutional review and deliver suggested updates or enhancements.
5. Provide bylaw review and deliver suggested updates or enhancements.
6. Review, update or write a congregational Policy (operational) manual.
7. Provide guidance for the establishment or updating of a clear Chain of Authority.

Human Resources:

Analyze and provide guidance to ensure that staff focus and personnel management support the Vision. Ensure that employee policies comply with standard personnel principles and values. Ensure that all personnel management efforts are well documented.

Basic Services:

1. Review, update or write employee job descriptions.
2. Review, update or write a personnel policy handbook.
3. Provide guidance for the establishment or updating of an annual performance evaluation review plan and structure.
4. Review or write all personnel policies to enhance employee communication and ensure government compliance.

Financial Management:

Analyze and provide guidance to ensure that church budgets, expenditures, cash management and overall financial management support the Vision and that proper controls and processes are in place.

Basic Services:

1. Budget review, updating and guidance.
2. Money/cash management processes (collecting, counting, deposits, check signers, financial practices, etc.).
3. Analyze, update or provide guidance in the establishment or updating of financial management policies, standards or controls.
4. Analyze and review expenditures to ensure and improve cost management.

Operational Management:

Analyze and provide guidance to ensure that ongoing operational process and procedures support the Vision and that proper controls and management review are in place.

Basic Services:

1. Review, update, document or write processes and procedures.
2. Ensure everyday operational work is supported and documented in the church Policy (operational) manual.
3. Assist in developing a succession plan and document.
4. Provide guidance in improving internal communication and responsiveness.



Ministry Support Services

Investment in Services

Standard Services:

Ad hoc service work is usually done at the standard hourly rate. However, most work is usually done on a project by project basis. This allows Ministry Support Services (MSS) to:

1. *Define work to be done for a clear understanding between MSS and client.*
2. *Define project investment up front so client knows what is required.*
3. *Effect discounts from the actual time to do the project at a straight hourly rate.*
4. *Establish a clear start and finish to the project at one set price.*



Subscription Rate Investment:

Subscription services allows MSS to assist congregations on specific items or needs on a time basis at a reduced rate. This is intended to provide support and backing on issues as they arise or become a problem. Subscriptions are for one year with automatic renewal.

Subscription rate: *\$49.95/month for one year (starting at the date of subscription)*

Subscription benefits:

1. Three (3) complimentary MSS service hours each subscription term (12 mos).
2. Two (2) discounted MSS service hours at \$100/hour each subscription term.
3. Complimentary assessment (20-30 minutes)
4. 50% discount on future webinars.
5. **For church plants (less than 5 years)**, two churches may share a subscription thus sharing the free and discounted hours to reduce costs.

Standard Rate Investment:

Ad hoc or ongoing service work is billed at the basic hourly rate.

Basic Hourly rate: \$250/hour

Project rate: Bid on a project basis (project work flow below)

To discuss opportunities for Ministry Support Services to help your congregation, please call **Martin (Marty) Schardt** at 817-851-6100 or email him at mschardt@ministry-support.com.



Martin J Schardt
Ministry Support Consultant

Who I am and what I offer:

To provide you a little insight into my background. I am an executive, corporate and ministry support consultant with a broad based background in directing and leading for-profit and not-for-profit enterprises. With almost 20 years of senior executive leadership working in all areas of the enterprise, I am uniquely qualified to support you in your ministry whether you are launching, growing, stabilizing or just trying to maintain.

As the Pastor or Leader of a church or congregation you were called, recruited or appointed to provide leadership, vision and internal growth & development for your congregation. You are responsible for the theological, spiritual, developmental, educational direction but may find the organizational and administrative aspects challenging. My primary focus is supporting Pastors with their visions and missions by providing assistance to them as they work to achieve their goals and objectives.

During my career, I have spent:

- 18 years of operational & business development senior management experience.
- 26 years of operational experience in various industries and disciplines.
- 28 years of operational management experience including P/L responsibilities.

I have directed and managed all aspects of the administration and operations of a 501(c)6, three 501(c)3's and a for profit limited partnership simultaneously. Additionally, I have a long history of service in the church with my father, several uncles, cousins, nieces and nephews involved in the public ministry. Yes, I am a PK.

Ministry Support function assistance:

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| <ol style="list-style-type: none"> 1. Strategic Planning 2. Objective and Goal planning and achievement 3. Financial Management and Budgeting 4. Operational and Administrative Support 5. Marketing and Communications | <ol style="list-style-type: none"> 6. Human Resources (evaluations, job descriptions, personnel manual, etc.) 7. Educational Support 8. Risk and Change Management (process and procedure improvement and development) 9. Member/Leader Services 10. Technology |
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Conclusion:

Managing the day-to-day can be extremely stressful, time-consuming and sidetrack you from doing what both you and your congregation want you to do. Churches are coming under greater scrutiny and focus by both internal and external authorities focused on finances and fundamental rights. As your consultant, I am here to support you and your congregation by providing services that enable you to focus on your mission.

Martin J Schardt

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Ministry Support Services



Martin (Marty) J Schardt

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