

Cathedral of Joy – A Community of Faith Dedicated to Christ-Centered Transformation

Adult Ministries – New Ministry Proposal and Review Form

Contact Information – Ministry Leader

Name:	Home Telephone:	
Street:	Cell Phone:	
City, State ZIP	Email:	
Briefly describe the ministry you propose to start:		
Why are you passionate about this ministry? How many people might be served, and what is the growth potential?		
How does this proposed ministry advance the mission of COJ? Have you spoken with anyone on staff regarding your idea?		
Do you have co-leaders (who are they?), and how will you develop new leaders to make this ministry sustainable over the long haul? Have you begun to put a team together for your ministry?		
What resources will you need? <input type="checkbox"/> Office space <input type="checkbox"/> Storage space <input type="checkbox"/> Office support staff <input type="checkbox"/> Donated items	<input type="checkbox"/> Leadership guidance <input type="checkbox"/> Volunteer labor <input type="checkbox"/> Copying <input type="checkbox"/> Refreshments <input type="checkbox"/> Meeting space	IMPORTANT! Please attach a copy of your estimated startup expenses, operating expenses, and how you propose to meet these financial needs.
What do you feel is the most important thing you need to succeed?		
Please describe your startup schedule and proposed operating times:		
Please list curriculum, or resources you will use (e.g., books):		
AMT Comments:		
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Guide/Liaison: _____	
AMT Chair Signature: _____	Date: _____	

See attached ***Ministry Review Process Timeline***

Ministry Review Process

1. Submit the review form to your primary staff contact, Bev Abersfeller at bev@cojchurch.com or drop it by the Cathedral reception desk. Your proposal will be acknowledged within **one week**.
2. A 4/5 person ad hoc team will be assembled to review your proposal **with you** within **2-3 weeks**. The team will consist of 3 permanent members (1-3) and 2 or 3 others. These members may be different each time based on the content of the proposal and to insure timeliness.

For example:

1. 1 AMT Representative (recruited by Bev then responsible for recruiting balance of team)
 2. 1 Staff Representative
 3. 1 Board Representative
 4. 2-3 Representatives from Existing Ministries that may be Impacted or may contribute in some way
3. Within **4 weeks**, a representative of the ad hoc team will contact you by phone for any further clarification or to schedule a visit if necessary.
 4. Within **6 weeks** a representative will contact you by phone to let you know the decision of the ad hoc committee. At this time, either party may request an oral review to better understand the proposal, or the committee's decision.

This process is intended to support and prepare you to pursue your ministry idea. The role of the Ad Hoc committee will be to encourage and mentor you in this process. They will be available to you at any time during the process, as well as, the startup and growth of your ministry.

Support Materials

The Role of the Ad Hoc Committee
The Role of the Ministry Leader/Co-Leader & Apprentice
Team Based Ministry Guidelines
Sample Ministry Approval Application
Budget Worksheet
7 Practices of Effective Ministry Teams
Resource List

Applications Forms and Support Material Available at www.cojchurch.org or at the Cathedral Office. To request a form contact Bev Abersfeller at 627-1109.

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