

EVANGELISM

Kingdom Family International Church

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Ministry Manual

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Introduction

Welcome! This manual contains detail information governing the KFIC **Evangelism** ministry team. This and all ministry teams of KFIC work to serve and support the Body of Christ for the advancement of the Kingdom of God.

Ministry Description

The Evangelism Ministry is comprised of servants of God who have accepted the call of God on their life (accepted salvation/have relationship with the Lord), desire to share the plan of Salvation, open to training/equipping, and are responsible for taking the Gospel of Jesus Christ outside the four walls of the church on an on-going basis. They also plan and execute ministry evangelism events at least quarterly.

This ministry falls under the Kingdom Education ministry area.

KFIC Mission, Vision, and Values

Mission

Winning souls to Christ, through the power and anointing of the Holy Spirit, one family at a time.

Vision

Kingdom Family International Church is an inter-denominational, multicultural fellowship of believers in Jesus Christ. We equip individuals to grow and mature through the power of the Holy Spirit into the image of Christ while balancing family life and Kingdom service.

Church Values

We Value God's People

When we value God's people, we value who they are as well as what they do. We recognize that each of us has a contribution to make in the Kingdom.

- Take time to develop Godly relationships with others, not cliques.
- Make others feel valued and respected.
- Value the diversity of talents, skills, and experience of others.
- Demonstrate an appreciation for balance between family life and kingdom service.

We function as "One" body – The Body of Christ

We believe that all people in the body of Christ are on the same team. We are not competing with one another, but are linked as one body.

- Act for the benefit of KFIC and ultimately the body of Christ regardless of self-interest
- Promote unity amongst ministries
- Involve others in decisions and plans that affect them
- Support decisions made by KFIC in words and deeds

We Act with Honesty and Integrity

This is an essential element in the Church body.

- Act with integrity, honesty, and fairness
- Adhere to high ethical standards of conduct
- Take actions that are consistent with words
- Speak up constructively when you feel something is not right
- Trust and respect each other

We Act Accountably

When accountable, we focus on biblical solutions and actions, not our own.

- Accept personal responsibility for your actions
- Display a commitment to the Vision and Mission of KFIC
- Focus on finding solutions when faced with problems
- Lead an accountable ministry in word and deed

Ministry Team Mission and Purpose

Mission

The KFIC Evangelism Ministry's chief aim is to witness to the lost and win converts to Christ.

Purpose

The purpose of this ministry is to lead evangelism efforts at KFIC.

Ministry Team Philosophy and Practices

This ministry team will:

Do the work of evangelism

- Pray for those who don't have a relationship with God,
- Build authentic relationship with people,
- Lead someone through the salvation experience,
- Share faith actively,
- Work with Kingdom Communications and the Administrative Staff to let the community know about events.

Provide On-going Evangelism Training to the KFIC body

Provide regular personal evangelism training in different areas such as:

- Conversational skills
- Listening to the Holy Spirit
- Listening for Spiritual Thirst
- Evangelism in Relationships

Engage first time KFIC guests

- Engage guests during meet/greet or after church.
- Find out if they have a relationship with the Lord.
- Ask if there are any needs or prayer requests.
- Ask about how their first experience with KFIC was.

Policies and Procedures

All policies and procedures are established to enable each Worship Ministry member to work and minister more efficiently and with unification. Your feedback will help ensure we continue to drive toward that goal. All feedback will be reviewed, evaluated, and decided on by the KFIC leadership structure, including Ministry Leader(s), Ministry Director, Executive Team, and Senior Pastor.

Requirements

These are the requirements that individuals looking to join a KFIC ministry team should meet:

- Must be willing to complete all required ministry training
- Should be a Vision Owner*
- Should be a Born Again Believer*

These are the additional requirements that individuals looking to join this ministry team should meet:

- Must document their salvation experience in writing.
- Must be committed to praying at any time.

***Note:** There may be exceptions made regarding the requirements for individuals who desire to volunteer on a limited basis.

Expectations

These are the expectations for members of any KFIC ministry team:

- Follow all ministry team guidelines and KFIC processes;
- Familiarization with and use of the KFIC website;
- Must be on time and prepared to render service;
- Must attend Midweek Gathering and Sunday Morning Worship Services;
- Must submit to authority and not walk in offense when or if corrected;
- Must live a holy, consecrated life unto the Lord;
- If you are scheduled to serve, it is your responsibility to secure your replacement, let your ministry leader know in advance you will be unavailable to serve, and let your ministry leader know who is filling in for you;
- Must obtain approval before making any purchases or agreements on behalf of KFIC. (Note: Reimbursements will only be provided for pre-approved purchases. See KFIC website for the [reimbursement process](#)).

These are the additional expectations for members of this ministry team:

- Must show the love of God.
- Sharing the Gospel of Christ must be a lifestyle.
- Life must reflect evidence of the Living God.
- Must know scriptures involving the salvation experience (i.e. Romans 10:9-10)
- Must be willing to go out and talk to people.

Team Schedules

This section covers the team's schedule for: Routine Events, Special Events, Church Rentals, and Trainings/Meetings.

Schedule Orientation

For teams serving weekly, all schedules for the week start on Monday and end on Sunday.

Routine Events

These are events that occur on an on-going recurring basis (weekly, monthly, etc.) at the church.

WEEKLY – events taking place each week that require the services of this team

Monday: There are no routine events taking place on this day.

Tuesday: There are no routine events taking place on this day.

Wednesday: There are no routine events taking place on this day.

Thursday: There are no routine events taking place on this day.

Friday: There are no routine events taking place on this day.

Saturday: There are no routine events taking place on this day.

Sunday: There are no routine events taking place on this day.

Note: For days where there are 'no routine events' please note that we may be called to provide services for a special event or church rental, which will be done with advanced notice.

PERIODICALLY – events taking place monthly, quarterly, and annually that require the services of this team

January: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

February: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

March: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

April: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

May: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

June: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

July: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

August: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

September: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

October: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

November: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

December: 2nd Saturday of the month: Meet at KFIC for 7 am prayer then go out for group evangelism.

Special Events

There are events the church may schedule which fall outside the days/times of the routine scheduled events such as Midweek Gathering and Sunday service, or some other event listed under Routine events above. You will be notified of these events in advance. If scheduled to serve, it is your responsibility to let your ministry leader know in advance if you will be unavailable to serve for the Special Event.

Church Rentals

The church facility is sometimes rented out to church members or third parties. Your availability for providing a service is totally optional and done on a volunteer basis. There may or may not be compensation for these events. If you agree to serve for a church rental event be sure to honor your commitment.

The Ministry Leader will select the team members who will work the events. Fundamentally the selection criteria will be based on those who have displayed solid application of this manual. This is not 1099 or similar employment so you will be responsible to manage your own income taxes as none will be withheld.

Trainings/Meetings

As a ministry team, there may be times additional training or meetings are needed. You are required to attend and are responsible for the information being disseminated.

Note: It is the responsibility of each Ministry member to inform his/her leader, in advance via the designated channels, if he/she will be absent.

Other Schedule Requirements

In addition to the items above regarding the Team Schedule, please be advised regarding the following.

<TBD>

Becoming a Member of the Ministry Team

The process for becoming a member of the ministry team is as follows:

1. Requirements listed in this manual must be met by the individual desiring to be a member of the team.
 2. Met requirements must be verified and exceptions must be documented by the ministry leader.
 3. An Orientation, based on this manual, must be completed by the individual desiring to be a member of the team.
 4. The **Ministry Manual Review Acknowledgement Form** must be signed and dated by the individual desiring to be a member of the team. Note: One copy will remain with the KFIC Administrative team.
-

Training

Training is made available to help team members successfully execute their ministry team duties. Training begins with an Orientation session and is followed by hands-on training. Remedial and on-going training is also made available upon request and as the need is observed.

The training schedule includes the following:

1. New Team Member Orientation
 2. Introduction hands-on training (discussion)
 3. In-depth hands-on training (demonstration)
-

Transitioning from being a Member of the Ministry Team

There are 2 ways membership with a ministry team ends:

- The team member ends his/her membership,
- KFIC leadership ends the member's membership.

Membership ending due to Member

There may be situations where a member desires to end their membership with the ministry team.

In these situations, the **team member** must:

1. Provide a legibly written notification, 2 weeks in advance that includes why they are leaving and the last date of service;
2. Meet with the Ministry Leader(s) and Ministry Director to provide feedback about areas where they've noticed improvements can be made.

In these same situations, the **Ministry Leader** must:

1. Communicate the membership change to leadership structure (Ministry Director);
2. Communicate the membership change to the Administrative Pastor (so systems can be updated, other ministry leaders can be notified, technology, facilities, etc. can be notified);
3. Communicate the membership change with the ministry team.

Membership ending due to KFIC Leadership

If the KFIC ministry team leadership determines a member's membership with the team needs to end, the KFIC ministry team leader must:

1. Attempt to meet with the team member;
 2. Provide a legibly written or typed notification that includes why the member membership is being ended and what is to be the member's last date of service;
 3. Communicate the membership change to leadership structure;
 4. Communicate the membership change to the Administrative Pastor;
 5. Communicate the membership change with the team.
-

Personal Presentation

As members of the ministry team one of our goals should be to promote the good things of God and avoid or minimize those things which distract from such. To that end, please be advised of the following:

Dress Code

- No inappropriately tight/form fitting clothing.
- No low-cut shirts or blouses.
- No short skirts, dresses, or shorts.
- Proper undergarments must be worn.
- Activity appropriate attire should be worn.

Hygiene Code

- Clean bodies.
- Fresh breath.
- Clean clothing.

These guidelines are not "thus saith the Lord" but are in keeping rank with good scriptural testimony and strong community building.

Attitude Code

These are certain attitudes and behaviors that are not profitable to one's self or the body. Let's be mindful to refrain from these things and instead embrace their positive counterparts:

- An unteachable spirit (Proverbs 3:11, 15:22, 19:20)
- Disrespect for others (Proverbs 4:20)
- Non-submissive spirit (Hebrews 13:17)
- Despising of spiritual gifts and the Word (Proverbs 13:13)
- Envy, strife, a haughty spirit, hatred (I Corinthians 3: 1 - 4)
- False witness (Proverbs 12:17,19)
- Laziness (Proverbs 13:4, 19:15, 26:13-15)
- Pride (Proverbs 13:1, 29:23)
- Unforgiveness (Proverbs 18:19)
- Gossip (Proverbs 17:9, 18:8, 13, 26:20)

- Favoritism (Proverbs 19:6)
- Fraud and dishonesty (Proverbs 28:13, 23)
- Impatience (Proverbs 29:20)
- Respector of persons (Acts 10:34)

Conduct Code

As servants of the Lord, ministry members are expected to maintain a proper lifestyle of strong Christian character. Ministry members are expected to walk free from areas of bondage and all KFIC policies, to include the Sexual Harassment & Sexual Misconduct policy.

Ministry members engaged in any disruptive behaviors can be removed from the ministry until such a time as corrected behavior has been demonstrated.

We appreciate your obedience to the Spirit of God and for your desire to minister on this ministry team. We stand with you to see God's abundant blessings established in all areas of your life.

Service Decorum

Members must adhere to the following:

- Take all evangelism activity seriously.
- Don't be distracted.
- Team must pray before going to evangelize.
- During group KFIC evangelism outside the church, all activity must be done in pairs...no solo activity.
- While one person is ministering the other should be supporting or praying.
- Have informational pamphlets and other handouts available when ministering.
- Be sure to communicate proactively and effectively with the team during evangelism activity.
- Time (about 10-15 minutes) will be taken after evangelism activity to discuss the activity as a group.

Communication

A commitment to communication is a must for maintaining a healthy and productive team. Please observe the following.

- Greet your team members when on or off duty.
- Be a person of your word, if you say you are going to do something, do it.
- Speak up when you see areas that need improvement and offer potential solutions.
- Be willing to help, but ask if help is needed before engaging.
- If you are under 21, address those 21 or older as Mr, Mrs, Ms; if over 21 address those 21 or older as Brother or Sister – unless a familiar rapport is established.
- If you know in advance you will need to miss a scheduled duty, contact a member of the team and ask them to fill in for you. If they agree, contact the Ministry Leader letting them know who will be filling in for you and when.
- Notify the Ministry Leader when supplies are low.
- Be responsive...acknowledge and/or respond to texts/emails/calls from Ministry Leader and other Team Members.
- Don't be easily offended; be willing to receive correction and direction.
- If you have questions, think about an answer first, then ask the question if it still exists.
- When on duty, let the Ministry Leader (or another team member, if the Ministry Leader isn't around) know when you are stepping away (i.e. to go to the restroom, etc.).
- Ask questions. Do not assume!!! If you don't know...don't guess (don't cover it up).

Please also observe these team communication standards:

- The Ministry Leader can be reached via phone, text, or email. Please allow 24 hour for a response.

Feedback

This ministry is a team and therefore the input of all members is considered helpful and vehemently encouraged. If you have any suggestions or comments on how we can do a better job of serving our Lord, please submit them to the Ministry Leader. As you bring any issues/challenges forward, be sure to include well thought out potential solutions.

Inter-team Agreements

This ministry is only one of the many ministries that efforts to support the mission and vision of the KFIC ministry at large. We ultimately strive to function as one big team. We have agreements in place between our ministry teams and other ministry teams as follows.

Agreement with Discipleship Team

When someone receives salvation, the Evangelism Team Leader will contact the Discipleship Team Leader to ensure they have a person dedicated to discipling them.

Agreement with Local Missions

The Evangelism Team will partner with the Local Missions team on outreach events.

Agreement with KFIC at large

The Evangelism Team is willing to participate with all church activities.

Ministry Team Roles and Responsibilities

Each position plays an important part in the total success of the ministry team. The following includes the Leadership structure, Roles, and Responsibilities of the ministry team.

Leadership

The ministries of KFIC follow this organizational structure:

1. Ministry teams are comprised of **Team Members**.
2. Individual ministry teams are managed by **Ministry Leaders**.
3. Groups of ministry teams make up *Ministry Areas*. Ministry Areas are managed by **Ministry Directors**. Ministry Leaders report to Ministry Directors.
4. Ministry Directors report to an **Executive Team** member.
5. Members of the Executive Team report to the **Senior Pastor**.

Senior Pastor | *Rodney Frazier, Sr.*

Executive Team Member | *Jennifer May-Parker*

This person is part of a 6-member team, selected by and reporting to the Senior Pastor, to assist in overseeing the spiritual and business matters of the church. The Senior Pastor uses this team as a sounding board to discuss a range of public and confidential matters regarding the ministry. The team meets once a month (first

Tuesday of the month) to discuss matters that are critical to mission and vision of the Kingdom Family International Church. Each member of this team has the responsibility of managing 2 of the 12 KFIC Ministry Areas.

Ministry Area and Director

Kingdom Education | *Jennifer May-Parker*

This ministry area offers spiritual development opportunities, whether the person is new in their walk with God or a studied, mature believer. The ministry seeks to help KFIC members grow in knowledge, truth, and understanding of God's Holy Word. The team reviews and evaluates teaching and curricula for biblical accuracy and consistency with KFIC values (weekly Bible Studies, classes, leadership training, etc.). Members of this team must have a passion for equipping the saints for ministry.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- strategizes and discusses with the Senior Pastor the Christian education focus of the church;
- is responsible for planning, implementing and overseeing Christian education in the church;
- oversees all Kingdom Education ministries calendars and schedules;
- serves as the primary point of contact for all Kingdom Education ministries requests;
- purchases supplies for all Kingdom Education ministries;
- oversees the budget for all Kingdom Education ministries;
- serves as leader of individual Kingdom Education ministries until a leader is in place;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Senior Pastor.

Ministry Leader

Evangelism | *Margarita Caicedo*

The leader of this ministry:

- is appointed by the Senior Pastor;
 - meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
 - trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
 - must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
 - strategizes the geographic areas of focus for evangelism efforts;
 - plans and spearheads evangelism events;
 - assesses event needs and collaborates with other ministries to obtain resources and support. (i.e. obtaining door knockers, flyers, water, transportation services, etc.);
 - assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Executive Team Leader
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Team Members

All team member information has been conveyed throughout this manual.



Evangelism Ministry Manual Review Acknowledgment Form

The Evangelism Ministry Manual has been prepared for your information and understanding of the policies and procedures as it relates to the Evangelism team at Kingdom Family International Church. Please read it carefully. Upon completion of your review of this handbook please sign the statement below.

I, _____, have received and read a copy of the KFIC Evangelism Ministry Manual which outlines the mission, purpose, goals, policies and expectations of the Evangelism Ministry team, as well as my responsibilities as a member of the ministry team.

I have familiarized myself with the contents of this manual. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Evangelism Ministry Manual. I understand this Ministry Manual is not intended to cover every situation which may arise, but is simply a general guide to the mission, purpose, goals, policies and expectations of the Evangelism Ministry team.

(Print Name)

(Signature)

(Date)