



Ministry Manual Template Instructions

The KFIC Ministry Manual template should be used to create a Ministry Manual for all KFIC Ministries. This document provides instructions for obtaining and using the Ministry Manual template. If you have any questions, please contact: Technology@kingdomfamily.church

CAUTION: Be sure not to include any passwords, passcodes, etc. in the manual.

Instructions for obtaining the KFIC Ministry Manual template

Use the following instructions for accessing the Ministry Manual template:

1. Visit the KFIC website: www.kingdomfamily.church
2. Navigate to the **Resources** tab.
3. Click **Resources Index**.
4. Login when prompted.
5. Scroll down to the **Organizational** area (or search on Ministry Manual Template).
6. Click the **Ministry Manual Template** link.
7. Download the template to your hard drive.

Note: A User ID and password are required for accessing this information on the KFIC site. The option to enter or request a User ID is presented with step 3 above.

Instructions for using the template to create a Ministry Manual

Use the following instructions for creating a Ministry Manual from the template:

1. Once the template has been downloaded to your computer, double-click the template to generate a Microsoft Word document for creating your manual.

Template Tips

- With the exception of the first page, the font and size being used for the template text is Calibri 12.
- The filename for the document will be different from the filename for the template. The filename displayed across the top of the MS Word window will be **Document1**. It may show Document 2, 3, etc. if you have another new MS Word document open.
- Use the up and down arrow keys to move between editable sections of the template.
- If copying from another document, use the **Keep Text Only (T)** option to paste.

2. At the very top of the document, replace **{MINISTRY NAME}** with the name of the ministry.

For example:

- replace **{MINISTRY NAME}** with **IT & General Tech Support**
- replace **{MINISTRY NAME}** with **Audio Visual Team**
- replace **{MINISTRY NAME}** with **Praise & Worship Team**



Ministry Manual Template Instructions

3. **Introduction** section - replace **{Ministry Name}** with the name of the ministry, without using the words 'ministry' or 'team'. Once you have completed this, **{Ministry Name}** should not be there.
4. **Ministry Description** section - follow the instructions shown in the EDITABLE AREA of this section. Also include the Ministry Area that this ministry falls under (see the [Org Chart](#)). Once you have completed updating this section there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA – End there.
5. **Ministry Team Mission and Purpose** - follow the instructions shown in the EDITABLE AREA of the Mission and Purpose sections. Once you have completed these sections there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA - End there.
6. **Ministry Team Philosophy** - follow the instructions shown in the EDITABLE AREA of this section. Once you have completed this section there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA - End there.
7. **Requirements** - follow the instructions shown in the EDITABLE AREA of this section. Once you have completed this section there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA - End there.
8. **Expectations** - follow the instructions shown in the EDITABLE AREA of this section. Once you have completed this section there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA - End there.
9. **Routine Events** – edit the EDITABLE AREAs of these sections, keeping the following things in mind:

These sections should not be left blank. The following statements are to be used as default statements during periods where there are no routine events:

There are no routine events taking place on this day.
There are no routine events taking place this month.

That default statement would be replaced by an applicable statement to reflect the schedule for the period. The following are examples of statements that would replace the default statement:

7-8:30 pm Midweek Gathering. Those scheduled for duty should be at KFIC and ready to serve by 6:45 pm and expect to leave 10-15 minutes after the event ends.

9 am P&W rehearsal/10am-12 pm church service. Those scheduled for duty should be at KFIC and ready to serve by 8:45 am and expect to leave 10-15 minutes after the event ends.

Once you have completed these sections there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA - End there.



Ministry Manual Template Instructions

10. **Other Schedule Requirements** - follow the instructions shown in the EDITABLE AREA of this section. Once you have completed this section there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA - End there.
11. **Service Decorum** - follow the instructions shown in the EDITABLE AREA of this section. Once you have completed this section there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA - End there.
12. **Communication** - update this section being sure to consider providing the type of information listed in the EDITABLE AREA. Once you have completed this section there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA - End there.
13. **Inter-Team Agreements** - follow the instructions shown in the EDITABLE AREA of this section. Once you have completed this section there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA - End there.
14. **Ministry Team** - keep the cascading indentation structure shown in the EDITABLE AREA of this section. Essentially only the Ministry Area names, Ministry names, Ministry Director names, and Ministry Leader names will be updated here. Once you have completed this section there should be no instructions or EDITABLE AREA - Begin or EDITABLE AREA - End there.
15. **Review Acknowledgment Form** - Note there are several places here where {MINISTRY NAME} needs to be replaced with the name of your ministry. Once you have completed this {MINISTRY NAME} should no longer be anywhere in the document.
16. **Table of Contents** - scroll back up to the Table of Contents, right click on any one of the table items, and click "Update field", choose, "Update entire table", and click "Ok".
17. **Save your manual** - click the save icon in the top left corner of the MS Word window or click **File** then click **Save**. When the Save As window appears, Browse to the area you want to save the manual. Be sure to save the manual with a file name that follows this format:

KFIC {Ministry Name} Ministry Manual (**Example:** KFIC AV Ministry Manual)

18. **Spellchecker** - run spell checker to ensure the spelling and grammatical integrity of your manual.
19. Send your newly created manual to Technology@kingdomfamily.church so it can be reviewed by the System & Structures Team and converted to PDF format for publishing.
20. Once approved and converted your manual will be uploaded to the KFIC site or sent back to you for upload into your KFIC site Team Room.

Feel free to contact Technology@kingdomfamily.church for assistance.