



## **Tehillah Monday Ministry Team Handbook**

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**Tehillah Monday**

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## **Introduction**

Tehillah Monday is a unique expression of church in the city of Calgary; over 40 churches and ministries are represented in our worship gatherings. Each week is marked with speakers that are authentic and vulnerable and passionate worship that draws us to an intimate place with God. Marked with faith, Tehillah is merging with momentum into a season of hunger for the "greater things" of God. We are seeing God bring fruitfulness to this ministry and ignite our hearts with desire to see His power made known to our cities and nations all over the world! We live to see God's kingdom established in our time and in our areas of influence and believe that this season will be one that changes culture.

## **What We Believe**

### **1. THE WORD OF GOD**

We believe that the Bible, both Old and New Testaments, is fully inspired by the Holy Spirit and is without error, unified in their redemptive purpose, yielding a complete revelation of God's will for the salvation of mankind. We hold the Bible to be trustworthy, the only supreme authority in all matters of faith and conduct. Scripture is our source of revelation of God, the knowledge of salvation, the origin of all things and of the hereafter. It is the final Court of Appeal on all points of doctrine, life and godliness. (2 Tim 3:16-17; 2 Peter 1:20-21; Hebrews 4:12)

### **2. THE PERSON OF GOD**

We believe that there is one living and true God who has revealed Himself in three Persons: Father, Son and Holy Spirit, infinitely perfect and eternal in existence, and equal in glory, majesty and power (Matt 28:19; Luke 3:21 -22).

### **3. HUMANITY'S FALLEN NATURE AND NEED OF THE SAVIOUR**

We believe that the human race was originally created by God, in His image, to have dominion over His creation (Gen.1:27 ). However, with The Fall of humanity, sin entered through disobedience and rebellion. Humanity became separated from God and totally incapable of saving itself (Rom. 5:12 ). All of mankind needs to turn from sin and trust personally in the Saviour, the Lord Jesus Christ, to receive redemption (Rom. 3:23).

### **4. SALVATION ONLY THROUGH FAITH IN JESUS CHRIST**

We believe that the power of sin and death was broken when Jesus bore our sin at the cross and rose again, providing the only way of salvation for the whole person: spirit, soul and body (Heb. 4:12 ; 1Thess. 5:23 ).

Mankind can only be saved by grace through repentance and faith in Christ's perfect and sufficient work of the cross. We receive remission of sins by Christ's



substitutionary sacrifice for us, redemption through faith in His shed blood and regeneration by the Holy Spirit's power (John 3:5)

#### 5. EMPOWERMENT OF CHRIST'S PRESENCE

We believe that the Lord's Presence, Peace and Power are manifest in His Body in various ways, which are not, however, to be regarded as a means of salvation. We regard:

- a) The Lord's Supper as a means of fellowship of the spiritual body of Christ, and as a way of partaking of the spiritual benefits bequeathed to New Covenant believers (1Cor. 11:17-34).
- b) Water baptism, by immersion, as the obedient response to the Lord's command (Acts 2:38 ; Matt 28:19-20) and a visible representation of our death, burial and resurrection with Christ.
- c) The baptism of the Holy Spirit as a valid and important experience for believers today. The Holy Spirit was poured out at Pentecost and is present for all believers today, often subsequent to the new birth and evidenced by speaking with other tongues (Acts 2:1-4;10:44-46; 19:1-6) and empowerment to witness (Acts 1:8). This baptism is also accompanied by grace gifts and fruit of the Spirit (Rom. 5:5, 1 Cor. 12:5-11; Gal. 5:22 -23).

#### 6. THE UNIVERSAL CHURCH

We believe that the Church is the Body of Christ ( 1 Cor. 12:12 -14; Eph. 1:22 -23) , His Bride (Eph. 5:25 ) and Temple of the Holy Spirit (1Cor. 3:16 ), the expression of the present rule and reign of Christ's Kingdom of God on earth. Christians are members of the universal, mystical, body by faith-they are a holy priesthood of believers. Believers need to live out their commitment to Christ in love, unity and community with other body members in the local church-this is the practical expression of Christian faith in action. Christ gifted His Church with unity and a five-fold ministry of apostles, prophets, evangelists, pastors and teachers for maturing, ordering, equipping, and releasing the whole body to do the works of service that reveal His glory (Eph. 4:11-16).

#### 7. DIVINE HEALING

We believe that divine healing is within Christ's work of atonement (1 Pt. 2:24 ) and great gift of salvation. Healing, communicated by God's grace, gifts, laying on of hands, anointing with oil, and simple faith alone, minister healing for the whole person (emotional, mental, physical) and deliverance from oppression by the devil (Acts 10:38; Mk. 16:17-18; Jas. 5:14-16). The gospel is not only in word, but in power and "these signs will follow those who believe."

#### 8. THE LAYING ON OF HANDS

We believe that the laying on of hands, as practiced in the New Testament, is an operation of the ministry of the Holy Spirit for:

- healing the sick



- baptism of the Holy Spirit
- receiving spiritual gifts
- dedicating children
- ordaining ministers
- sending out ministers (Acts 13:3)

#### 9. THE CHRIST-LIKE ABUNDANT LIFE

We believe that all Christians are called into a life of separation from sinful practices and they should take every opportunity to promote righteousness and godliness (Jas. 4:4; Rom.12:1-2; 13:1-10; 2Cor. 6:14-18; 1 Jn. 2:15 -17). Holiness is the release of Christ within each and every believer, changing us into His image, from glory to glory (2Cor. 3:18).

#### 10. EVANGELISM

We believe the mandate and privilege of every Christian is to spread the Gospel to the lost world by making disciples of all nations, and baptizing and teaching them to obey everything He commands (Matt. 28:18-20). This lifestyle of evangelism is accomplished through prayer, living out our faith, preaching the Word and sacrificial giving (Acts 1:8; Luke 10:2; Matt. 10:7-8; 1Cor 9:19-23).

#### 11. THE SECOND COMING OF CHRIST

We believe the Ascension and Exaltation of the Lord Jesus Christ to the throne of the Father proclaims His present rule and reign over the universe. His Kingdom is revealed here on earth through His Body, the Church, resulting in a glorious Church and global harvest at the end of this age. He will be finally revealed through His personal, physical, and soon return and the events described in the following scriptures, including the resurrection of the dead (the just to everlasting life and unjust to eternal separation from God (Acts 1:11 ; 1Thess 4:16 -17; Titus 2:12 -14; 2Thess 1:7-10)

### **What We Value**

At Tehillah Monday we value....

- Faith: Living out our faith in Christian community
- Revival: Embracing the current worldwide movement of Holy Spirit with open arms
- Worship: Cutting edge worship and passionate praise
- Preaching: Speaking and teaching the gospel through the Word of God
- Evangelism: Building relationships and seeking out lost souls
- Prayer: Purposeful, powerful times of prayer and intercession. Impartation, healing, deliverance and Spirit baptism, through the laying on of hands.
- Justice: Loving the lost and helping the poor, needy, and those at risk



## **Why Do We Need A Ministry Team?**

Without the commitment and enthusiasm of volunteers, Tehillah Monday would not be able to continue the great ministries that we have. The role of the ministry team is pivotal to our ability to provide care in areas like pre-service prayer, childcare, the cappuccino bar, ushers and hosts, social events, and community outreach.

## **What Is A Ministry Team Member?**

*1 Cor. 12:4-11 "There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men. Now to each one the manifestation of the Spirit is given for the common good. To one there is given through the Spirit the message of wisdom, to another the message of knowledge by means of the same Spirit, to another faith by the same Spirit, to another gifts of healing by that one Spirit, to another miraculous powers, to another prophecy, to another distinguishing between spirits, to another speaking in different kinds of tongues, and to still another the interpretation of tongues. All these are the work of one and the same Spirit, and he gives them to each one, just as he determines."*

A ministry team member is a volunteer who offers a service through their use of time, spiritual gifts and personality to help in a particular area of ministry. They may assist with anything at Tehillah, including childcare, prayer times, flipping burgers, working a book table, or lead a small group. A volunteer is someone with an open mind, aware of the importance of time, kindness, and community, and willing to learn and have new experiences.

### **What we look for in a ministry team member:**

- Born again Christian, who is growing in their relationship with Christ
- In agreement with the beliefs and values of Tehillah Monday
- Heart and motivation of a servant
- Giving to their local church
- Exercising and manifesting the gifts and fruit of the spirit
- Willing to receive ministry themselves
- A knowledge and general understanding of scripture
- Walking in forgiveness as a lifestyle
- Trusts in Holy Spirit for His anointing
- Spouse's blessing (if you are married)



**We commit to our ministry team members by:**

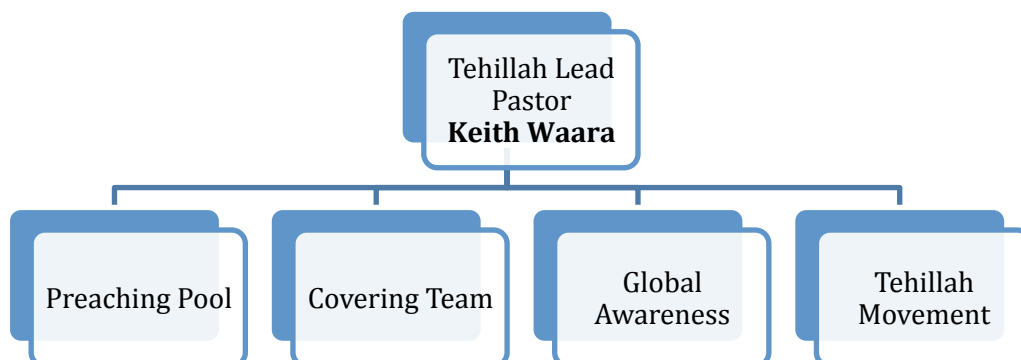
- Offering adequate resources and training for each volunteer position, and creating a supportive environment
- Providing the necessary supervision and accessible resources so that you can fulfill your volunteer commitment
- Creating an environment where there is open communication, a sense of teamwork, and respect for others
- Placing high value on our volunteers and make sure they are provided with spiritual and practical support
- Recognizing you for your contributions and accomplishments in both formal and informal ways

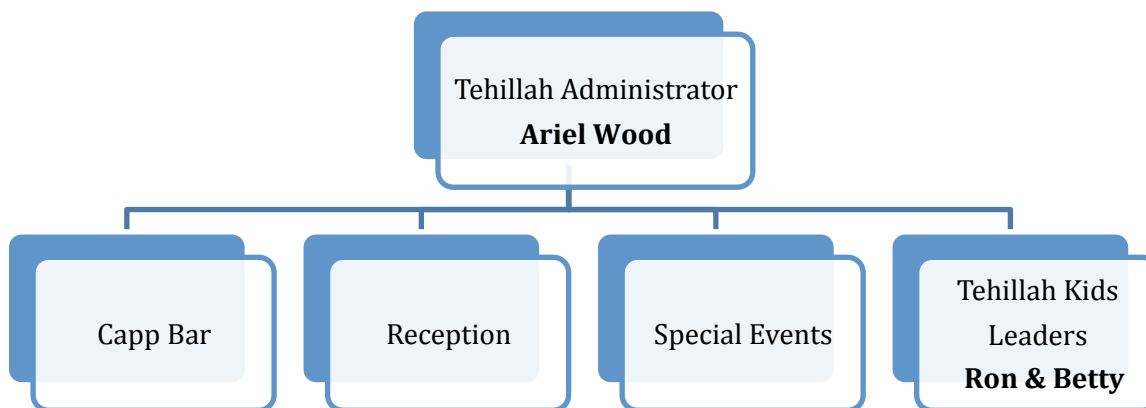
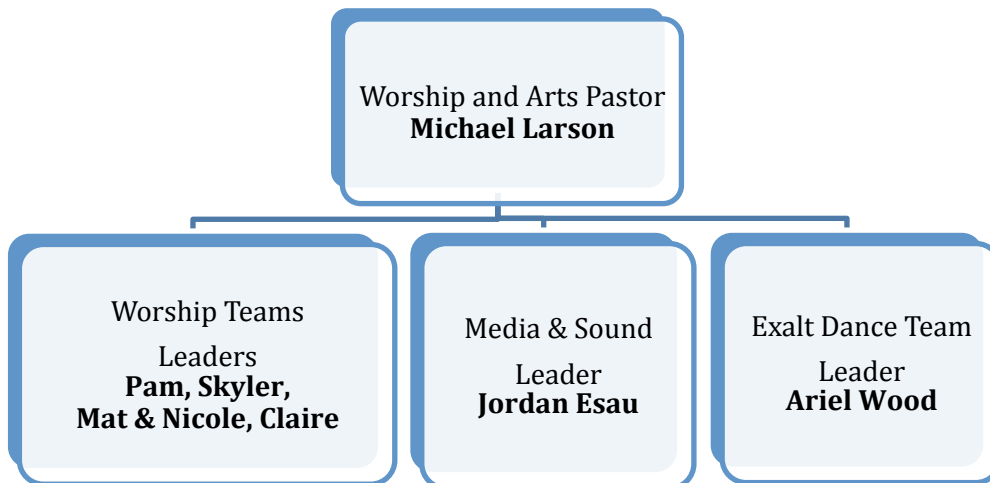
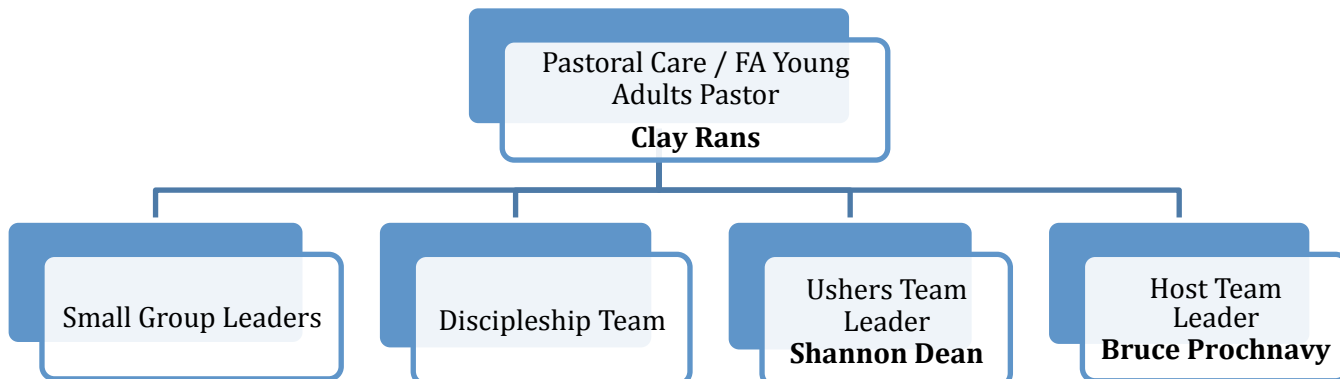
**Because of your important role, we expect ministry team members to:**

- Attend Tehillah Monday on a regular basis
- Participate in orientations and training sessions provided
- Make an informed decision about the level of time and commitment that you are able to provide, and communicate that to your ministry team leaders
- Work within your position description while supporting the beliefs, values, and culture of Tehillah Monday
- Engage in discussions with staff to express your concerns, and suggestions
- Promote a team spirit and a sense of community through cooperating with others, being approachable, and helping out as you see a need
- Stay refreshed and pray for one another

**What Does The Tehillah Ministry Team Look Like?**

We have a lead team made up of Keith Waara, Clay Rans, Michael Larson, and Ariel Wood, who give direction to the various ministries of Tehillah Monday. Below you will find several flow charts that show the structure of the ministry team.







## Current List Of Ministry Opportunities

- Small Group Leaders
- Ushers
- Hosts
- Worship Team Musicians and Singers
- Media and Sound Technicians & Camera Operators
- Dancers
- Capp Bar Baristas
- Special Events Volunteer
- Tehillah Kids Childcare

## How Do I Get Started?

### ***Interviewing***

You may have to fill out a volunteer application, a Spiritual Gifts test, and complete a brief interview depending on the Ministry Team position you are applying for. This helps us get to know you better and allows us to confirm that the area you want to serve in is best suited to your abilities and giftings. Then we can make sure that every volunteer is placed in the position that is the best fit for you.

### ***Screening***

Childcare workers and some other positions may require screening. This can include a police check, driver's check, or personal reference checks. The purpose of this is to ensure the safety of our community and the suitability of each volunteer for their potential position. Volunteering in certain ministry departments may not begin without the proper screening being completed. The lead team will assess the screening requirements and will explain the necessary steps to individuals on a case-by-case basis.

### ***Training***

Some ministry positions require training. This ensures that all volunteers involved in certain areas are working together at the same level and with the same approach. Since you are the public representatives of Tehillah Monday, we expect consistency and a certain level of excellence from the people serving in each ministry department.



## **Tehillah Monday Policies**

### **Ministry Guidelines - Prayer**

Everyone on the ministry team is invited to participate in prayer and ministry times during services. Here are our guidelines for those choosing to pray with others:

- a) No cross gender prayer ministry unless there is someone of the same gender as the person receiving prayer there. Marital tag teaming is fine.
- b) This is not a time to council people. Some people may want counseling rather than to connect with the presence of the Holy Spirit; however your role is to help them connect with Holy Spirit. If you feel they need more help, please report the situation to a pastor.
- c) If you are giving a prophetic word it is good to have someone else ministering with you. Tag team as much as possible.
- d) This is not a time to release prophetic words of direction or rebuke. We are here to edify. If you do have a rebuke or a word of direction, please submit to a pastor and have one of them present.
- e) Immediately involve a pastor if there is an issue that is beyond you, if there is someone who you will be following up with outside of Tehillah or if someone is in danger or causing a threat to anyone.
- f) There may be a time where one of the pastoral leadership asks you to stop praying for an individual, please trust that this is in your best interest. We love you and cover this team. Please trust our discretion and reasoning.
- g) Be on call throughout the service. Be sensitive to what the Holy Spirit is doing and saying. From pre-service prayer on it is go-time!

### **Confidentiality**

The need for confidentiality arises whenever a ministry team member is entrusted with private or sensitive information.

- a) Never presume that personal information of any Tehillah Monday staff, volunteer, or attendee is common knowledge. This includes relational status, sexual orientation, medical information, and any other personal information or life circumstance.
- b) It is only appropriate to discussing confidential information with Tehillah pastoral staff, never with another ministry member (unless you are praying as a tag team).
- c) You should not promise to keep information secret that has been shared with you in confidence, but rather you should ask that they trust you to



tell only who is needed, and that you will keep their best interests in mind when handling sensitive information.

- d) Private information about the ministry of Tehillah Monday is shared with members of the ministry team should be kept confidential. The lead team will always notify you of which information is considered confidential.
- e) Confidentiality extends not only for the duration of the time you are volunteering, but also continues indefinitely even if your relationship with Tehillah Monday or the ministry team has ceased.

## **Conduct**

All members of the Tehillah Monday ministry team are expected to be above reproach in their actions and words. Love and respect for others is the basis for how everyone is treated at Tehillah Monday. Threatening language and illegal activities will not be tolerated and will be dealt with accordingly.

## **Grievances**

Ministry team volunteers are entitled to file grievances with Tehillah Monday. The grievance procedure is as follows:

- 1) Ministry team member should speak to his or her immediate team leader about the concern. The team leader will attempt to resolve or address the concern. If this procedure is not satisfactory:
- 2) Communicate with the appropriate person on the lead team. They will attempt to resolve or address the concern with the volunteer and the team leader.

## **Insurance**

At certain times, Tehillah Monday will request volunteers to drive their own vehicles while performing duties in their area of ministry. You may be asked to sign a waiver indicating your driver's license number and may be asked to prove one million dollars liability insurance.

## **Right Of Refusal**

The lead team may find an application to be unsatisfactory. The candidate will be informed either way through verbal or written notification.

If at any time the pastoral staff of Tehillah Monday feels that an individual is not fulfilling their obligations as a volunteer, or is not upholding the values and guidelines of the ministry team, they may be asked to step down on a conditional or permanent basis.