

Ministry Team Role Descriptions

Clearly Defined Roles and Responsibilities for Your Ministry Team

Purpose

A healthy marriage ministry requires clear leadership, shared responsibility, dependable communication, and appropriate accountability.

Ministry Team Role Descriptions help each leader and volunteer understand:

- Why the role exists
- What responsibilities belong to the role
- Who provides supervision
- What authority the person has
- What qualifications are recommended
- How much time may be required
- How the role supports the larger ministry
- How performance will be evaluated

Clearly defined roles help prevent:

- Confusion
- Missed assignments
- Duplicated work
- Volunteer frustration
- Leadership conflict
- Unclear decision-making
- Inconsistent participant care
- Dependence on one individual
- Ministry burnout

These role descriptions may be adapted according to the church's size, leadership structure, policies, and ministry needs.

Ministry Leadership Structure

A marriage ministry may include the following roles:

- Pastor or Pastoral Advisor
- Marriage Ministry Director
- Coordinating Couple
- Administrative Coordinator
- Teaching Coordinator
- Lead Facilitator
- Small-Group Facilitator
- Couple Mentor
- Prayer Coordinator
- Communications and Promotion Coordinator
- Registration Coordinator
- Hospitality Coordinator
- Childcare Coordinator
- Technology Coordinator
- Resource and Materials Coordinator
- Participant Care Coordinator
- Follow-Up Coordinator
- Referral and Safety Coordinator
- Financial Coordinator
- Volunteer Coordinator
- Evaluation Coordinator
- Event Coordinator

Small churches may combine several roles. Larger churches may assign multiple people to one area. Every role should operate under the authority and policies of the church.

General Expectations for All Ministry Team Members

Every Marriage Ministry Team member is expected to:

- Support the church's mission and theological leadership
 - Honor the ministry's philosophy and purpose
 - Serve under pastoral authority
 - Attend required meetings and training
 - Complete assigned responsibilities on time
 - Communicate promptly when assistance is needed
 - Treat participants with dignity
 - Maintain appropriate confidentiality
 - Avoid gossip
 - Protect participant privacy
 - Follow safety and reporting procedures
 - Remain within the boundaries of the assigned role
 - Avoid presenting personal opinions as biblical commands
 - Refer concerns that exceed personal qualifications
 - Work cooperatively with other team members
 - Use church resources responsibly
 - Represent the ministry respectfully
 - Accept feedback
 - Participate in ministry evaluation
 - Notify leadership before stepping away from an assignment
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Pastor or Pastoral Advisor**Role Purpose**

The Pastor or Pastoral Advisor provides spiritual oversight, theological accountability, leadership guidance, and final authority for the Marriage Ministry.

Reports To

The church's established leadership structure.

Supervises

- Marriage Ministry Director
- Ministry leadership team
- Designated pastoral-care responsibilities

Primary Responsibilities

The Pastor or Pastoral Advisor will:

- Approve the ministry mission, vision, and philosophy
- Ensure alignment with the church's theology and mission
- Approve major programs, resources, and teaching materials
- Provide spiritual guidance to ministry leaders
- Clarify biblical and theological questions
- Review ministry policies
- Approve ministry leaders and facilitators
- Address serious leadership concerns
- Provide or assign pastoral care
- Review safety, confidentiality, and referral procedures
- Receive reports regarding significant participant concerns
- Approve major financial commitments
- Review ministry evaluations
- Support leadership development

- Guide ministry growth
- Assist with conflict resolution
- Ensure that the ministry remains accountable to the church

Decision-Making Authority

The Pastor or Pastoral Advisor may:

- Approve or deny ministry programs
- Approve or remove leaders
- Approve theological content
- Require changes to ministry procedures
- Pause or discontinue a program
- Make final decisions regarding church policy
- Determine the appropriate pastoral response to serious concerns

Recommended Qualifications

- Recognized pastoral authority within the church
- Strong knowledge of Scripture
- Commitment to biblical marriage
- Sound judgment
- Ability to provide spiritual guidance
- Understanding of pastoral-care boundaries
- Willingness to support ministry leaders
- Familiarity with church policies

Estimated Time Commitment

- Monthly leadership meeting
- Program approval and review
- Periodic ministry participation
- Additional time when pastoral concerns arise

Success Indicators

- Ministry activities align with church theology
- Leaders receive appropriate oversight
- Serious concerns are addressed responsibly
- Ministry decisions support the church's mission
- Pastoral communication remains consistent

Marriage Ministry Director**Role Purpose**

The Marriage Ministry Director provides overall leadership, coordination, accountability, and strategic direction for the ministry.

Reports To

Pastor or Pastoral Advisor.

Supervises

- Ministry coordinators
- Facilitators
- Volunteer leaders
- Program teams

Primary Responsibilities

The Marriage Ministry Director will:

- Implement the approved ministry vision
- Develop annual ministry goals
- Prepare the annual ministry calendar
- Lead ministry team meetings
- Assign responsibilities
- Monitor deadlines

- Coordinate programs and events
- Ensure leaders receive training
- Review teaching and participant materials
- Maintain communication with pastoral leadership
- Monitor ministry systems
- Review registration and participation information
- Ensure follow-up responsibilities are assigned
- Support facilitators
- Address team concerns
- Coordinate ministry evaluation
- Prepare ministry reports
- Recommend improvements
- Support leadership development
- Assist with succession planning
- Protect ministry quality as programs expand

Decision-Making Authority

The Marriage Ministry Director may:

- Make routine operational decisions
- Assign approved team responsibilities
- Recommend programs and resources
- Adjust schedules within approved limits
- Approve routine ministry communications
- Request purchases within the approved budget
- Recommend volunteers and leaders

The director should receive pastoral approval before:

- Changing ministry theology or philosophy

- Introducing major new programs
- Changing approved policies
- Making major financial commitments
- Removing a leader
- Responding independently to serious safety concerns

Recommended Qualifications

- Spiritual maturity
- Commitment to biblical marriage
- Leadership experience
- Strong organizational skills
- Clear communication
- Dependability
- Ability to manage volunteers
- Ability to maintain confidentiality
- Understanding of ministry boundaries
- Willingness to operate under pastoral authority

Estimated Time Commitment

- Four to eight hours per month during routine ministry periods
- Additional time during program launches and events

Success Indicators

- Ministry plans are organized
- Team members understand their assignments
- Programs begin on time
- Pastoral leadership receives regular updates
- Participant needs receive appropriate follow-up
- Ministry goals are evaluated

Coordinating Couple

Role Purpose

The Coordinating Couple models teamwork and assists the Marriage Ministry Director with planning, communication, couple engagement, and ministry implementation.

Reports To

Marriage Ministry Director.

Works Closely With

- Facilitators
- Participant Care Coordinator
- Hospitality Coordinator
- Follow-Up Coordinator
- Volunteer Coordinator

Primary Responsibilities

The Coordinating Couple will:

- Assist with ministry planning
- Provide a couple's perspective during program development
- Welcome participating couples
- Support facilitators
- Help monitor participant engagement
- Encourage couple participation
- Assist with ministry events
- Help identify potential volunteers
- Participate in approved promotional activities
- Support follow-up communication
- Model respectful communication

- Attend leadership meetings
- Communicate concerns to the Marriage Ministry Director
- Assist with ministry evaluation
- Support new leaders and volunteers

Role Boundaries

The Coordinating Couple should not:

- Present their marriage as perfect
- Publicly criticize one another
- Counsel participants beyond their qualifications
- Share participant information without authorization
- Make major ministry decisions independently
- Take sides in marital disagreements
- Attempt to manage serious safety concerns alone

Recommended Qualifications

- Demonstrated commitment to marriage
- Spiritual maturity
- Ability to work together respectfully
- Dependability
- Hospitality
- Good communication
- Appropriate confidentiality
- Willingness to receive training
- Support for church leadership

Estimated Time Commitment

- Two to six hours per month
- Additional time during events

Success Indicators

- Couples feel welcomed
 - Facilitators receive practical support
 - Ministry leaders receive a balanced couple perspective
 - Assignments are completed cooperatively
 - Participant concerns are communicated appropriately
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Administrative Coordinator**Role Purpose**

The Administrative Coordinator manages ministry records, schedules, documents, meeting support, and routine administrative communication.

Reports To

Marriage Ministry Director.

Primary Responsibilities

The Administrative Coordinator will:

- Maintain the ministry calendar
- Schedule leadership meetings
- Prepare meeting agendas
- Record meeting minutes
- Track assignments and deadlines
- Maintain ministry contact lists
- Organize digital and printed files
- Prepare routine forms
- Maintain approved document templates
- Support program registration
- Assist with correspondence

- Maintain attendance and completion records
- Protect confidential information
- Archive program documents
- Assist with ministry reports
- Maintain current versions of policies and procedures

Recommended Qualifications

- Strong organizational skills
- Attention to detail
- Basic computer skills
- Ability to meet deadlines
- Dependability
- Appropriate confidentiality
- Clear written communication
- Familiarity with church administrative procedures

Estimated Time Commitment

- Two to four hours per month
- Additional time before ministry programs

Success Indicators

- Records are current
 - Documents are easy to locate
 - Meetings are scheduled and documented
 - Leaders receive timely information
 - Assignments are tracked
 - Confidential information is protected
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Teaching Coordinator

Role Purpose

The Teaching Coordinator oversees lesson preparation, curriculum consistency, facilitator resources, and instructional quality.

Reports To

Marriage Ministry Director.

Works Closely With

- Pastor or Pastoral Advisor
- Lead Facilitator
- Small-Group Facilitators
- Resource Coordinator
- Evaluation Coordinator

Primary Responsibilities

The Teaching Coordinator will:

- Review approved curriculum
- Confirm biblical and theological alignment
- Organize the teaching calendar
- Identify lesson objectives
- Prepare or distribute leader guides
- Prepare participant worksheets
- Coordinate presentation materials
- Help facilitators understand the teaching framework
- Schedule facilitator preparation sessions
- Review assessment methods
- Observe teaching when requested
- Provide facilitator feedback

- Recommend lesson improvements
- Ensure application activities are included
- Maintain current teaching resources
- Communicate theological questions to pastoral leadership

Recommended Qualifications

- Strong biblical knowledge
- Teaching or facilitation experience
- Ability to organize instructional content
- Understanding of learning objectives
- Clear communication
- Respect for pastoral authority
- Ability to provide constructive feedback
- Familiarity with marriage ministry resources

Estimated Time Commitment

- Three to six hours per program
- Additional time for facilitator training

Success Indicators

- Lessons have clear objectives
 - Facilitators receive materials in advance
 - Teaching remains consistent
 - Participants receive practical application
 - Lessons are reviewed and improved
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Lead Facilitator**Role Purpose**

The Lead Facilitator delivers approved lessons, guides group participation, models activities, and supports participant learning.

Reports To

Teaching Coordinator or Marriage Ministry Director.

Primary Responsibilities

The Lead Facilitator will:

- Review all lesson materials
- Understand the essential question
- Understand the learning objective
- Prepare teaching examples
- Lead biblical instruction
- Model skills and behaviors
- Ask effective discussion questions
- Guide participant activities
- Maintain time boundaries
- Encourage balanced participation
- Protect participant privacy
- Redirect disrespectful or unhelpful conversation
- Assess participant understanding
- Provide appropriate feedback
- Identify follow-up needs
- Complete a session evaluation
- Communicate concerns to ministry leadership

Role Boundaries

The Lead Facilitator will not:

- Diagnose participants
- Provide unqualified counseling
- Give legal advice
- Publicly resolve marital disputes
- Force participants to disclose personal information
- Take sides
- Share confidential information
- Handle serious safety concerns alone
- Change approved teaching without authorization

Recommended Qualifications

- Spiritual maturity
- Strong communication
- Teaching or facilitation ability
- Familiarity with the lesson content
- Emotional responsibility
- Appropriate confidentiality
- Ability to manage group discussion
- Willingness to prepare
- Completion of facilitator training

Estimated Time Commitment

- Preparation time for each lesson
- Session delivery time
- Post-session evaluation and follow-up

Success Indicators

- Participants understand the lesson
- Discussion remains focused
- Participation is balanced
- Privacy is protected
- Application activities are completed
- Follow-up needs are communicated

Small-Group Facilitator**Role Purpose**

The Small-Group Facilitator guides a smaller group of couples through discussion, reflection, and practical application.

Reports To

Lead Facilitator, Teaching Coordinator, or Marriage Ministry Director.

Primary Responsibilities

The Small-Group Facilitator will:

- Review the lesson before each session
- Welcome group members
- Reinforce group expectations
- Ask approved discussion questions
- Encourage balanced participation
- Allow participants to pass
- Protect couple privacy
- Keep discussion focused
- Redirect public criticism
- Manage time

- Guide couple exercises
- Encourage personal application
- Identify absent participants
- Communicate follow-up needs
- Report safety concerns according to church policy
- Participate in facilitator meetings
- Complete group evaluations

Recommended Qualifications

- Spiritual maturity
- Dependability
- Good listening skills
- Ability to guide discussion
- Emotional calmness
- Respect for participant privacy
- Willingness to receive training
- Ability to follow the leader guide
- Support for church leadership

Estimated Time Commitment

- One to two hours of preparation per session
- Session time
- Brief follow-up after each meeting

Success Indicators

- Participants feel welcomed
- Group expectations are maintained
- Discussion remains respectful
- Quieter participants have opportunities to speak

- Sensitive concerns receive appropriate follow-up
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Couple Mentor

Role Purpose

The Couple Mentor provides approved encouragement, practical support, and accountable relationship-building to an assigned couple.

Reports To

Marriage Ministry Director or Participant Care Coordinator.

Primary Responsibilities

The Couple Mentor will:

- Maintain regular contact with the assigned couple
- Encourage participation in ministry activities
- Reinforce approved biblical and practical principles
- Model respectful communication
- Listen without taking sides
- Encourage the couple to complete action plans
- Share approved resources
- Pray for the couple
- Recognize concerns that require additional support
- Refer pastoral or professional needs
- Maintain confidentiality within policy limits
- Participate in mentor training and supervision
- Submit required follow-up information

Role Boundaries

The Couple Mentor will not:

- Conduct therapy

- Attempt to mediate high-conflict disputes
- Provide legal or financial advice beyond qualifications
- Make decisions for the couple
- Become involved in secret communication with one spouse
- Promise absolute confidentiality
- Continue mentoring when safety concerns require intervention
- Replace pastoral or professional services

Recommended Qualifications

- Stable and mature marriage
- Spiritual maturity
- Strong listening skills
- Humility
- Dependability
- Appropriate boundaries
- Willingness to receive supervision
- Completion of mentor training
- Approval by church leadership

Estimated Time Commitment

- One or two contacts per month
- Periodic mentor meetings
- Additional time for approved events

Success Indicators

- Contact remains consistent
- The couple receives encouragement
- Boundaries are maintained
- Concerns are referred appropriately

- Mentoring supports ministry goals
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Prayer Coordinator

Role Purpose

The Prayer Coordinator develops and organizes prayer support for the ministry, ministry leaders, programs, and participating couples.

Reports To

Marriage Ministry Director.

Primary Responsibilities

The Prayer Coordinator will:

- Develop a ministry prayer plan
- Organize prayer before programs
- Recruit approved prayer volunteers
- Prepare general prayer topics
- Coordinate prayer during events
- Encourage ministry leaders
- Protect confidential information
- Obtain permission before sharing identifying requests
- Avoid including private details in public prayer
- Maintain approved prayer communication channels
- Lead prayer during team meetings when requested
- Support follow-up prayer after programs

Recommended Qualifications

- Consistent prayer life
- Spiritual maturity
- Discretion

- Compassion
- Dependability
- Respect for confidentiality
- Ability to avoid gossip
- Support for ministry leadership

Estimated Time Commitment

- One to three hours per month
- Additional time around programs and events

Success Indicators

- Ministry programs receive organized prayer support
- Prayer requests are handled responsibly
- Confidential information is protected
- Leaders and participants receive encouragement

Communications and Promotion Coordinator**Role Purpose**

The Communications and Promotion Coordinator develops and manages approved messages that increase awareness, registration, and participation.

Reports To

Marriage Ministry Director.

Works Closely With

- Church Communications Team
- Registration Coordinator
- Event Coordinator
- Graphic Designer
- Pastor or designated approver

Primary Responsibilities

The Communications and Promotion Coordinator will:

- Develop a promotional timeline
- Prepare email invitations
- Prepare bulletin announcements
- Prepare social media content
- Coordinate worship announcements
- Prepare text-message reminders
- Maintain consistent branding
- Confirm program details before publication
- Submit materials for approval
- Test registration links and QR codes
- Schedule communication
- Track promotional results
- Coordinate personal invitation strategies
- Ensure participant privacy in communications
- Avoid using names, photographs, or testimonials without permission
- Prepare post-program communication

Recommended Qualifications

- Strong written communication
- Attention to detail
- Basic marketing knowledge
- Ability to use email and social media platforms
- Familiarity with church branding
- Ability to meet deadlines
- Good judgment

- Respect for approval procedures

Estimated Time Commitment

- Three to eight hours per promotional campaign

Success Indicators

- Promotional information is accurate
 - Messages are published on time
 - Registration instructions are clear
 - Branding remains consistent
 - Communication reaches the intended audience
 - Campaign results are documented
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Registration Coordinator**Role Purpose**

The Registration Coordinator manages participant enrollment, confirmation, records, payments, waiting lists, and program reminders.

Reports To

Administrative Coordinator or Marriage Ministry Director.

Primary Responsibilities

The Registration Coordinator will:

- Create or maintain the registration form
- Confirm that only necessary information is collected
- Monitor registrations
- Maintain the participant roster
- Send registration confirmations
- Track participant payments when assigned
- Coordinate childcare registration information

- Identify accessibility needs
- Maintain a waiting list
- Send registration reminders
- Communicate cancellations or changes
- Prepare sign-in materials
- Provide attendance information to leaders
- Protect participant data
- Transfer follow-up needs to the appropriate leader
- Archive registration records according to church policy

Recommended Qualifications

- Strong organizational skills
- Attention to detail
- Basic computer skills
- Clear communication
- Ability to protect confidential information
- Dependability
- Familiarity with registration platforms

Estimated Time Commitment

- One to three hours per week during registration periods

Success Indicators

- Registration records are accurate
- Participants receive confirmation
- Questions are answered promptly
- Rosters are prepared on time
- Private information is protected
- Attendance information is available

Hospitality Coordinator

Role Purpose

The Hospitality Coordinator creates a welcoming, organized, and comfortable environment for participants and ministry guests.

Reports To

Event Coordinator or Marriage Ministry Director.

Primary Responsibilities

The Hospitality Coordinator will:

- Develop the hospitality plan
- Recruit hospitality volunteers
- Prepare welcome areas
- Arrange refreshments
- Confirm food-service requirements
- Coordinate name tags
- Assist with room presentation
- Welcome participants
- Direct guests to program areas
- Monitor participant comfort
- Support breaks and transitions
- Coordinate cleanup
- Track hospitality supplies
- Communicate dietary or accessibility concerns
- Operate within the approved budget

Recommended Qualifications

- Warm and welcoming personality

- Strong organizational skills
- Dependability
- Attention to detail
- Ability to coordinate volunteers
- Respect for participant privacy
- Awareness of food-safety requirements

Estimated Time Commitment

- Planning before each event
- Setup and event time
- Cleanup

Success Indicators

- Participants receive a warm welcome
- Refreshments and supplies are available
- Program spaces are orderly
- Hospitality volunteers understand their assignments
- Setup and cleanup occur efficiently

Childcare Coordinator**Role Purpose**

The Childcare Coordinator organizes safe, approved, and dependable childcare for marriage ministry participants.

Reports To

Marriage Ministry Director and the church leader responsible for children's safety.

Primary Responsibilities

The Childcare Coordinator will:

- Follow all church childcare policies

- Confirm childcare space
- Determine age limits and capacity
- Recruit approved childcare workers
- Confirm required screening and background checks
- Maintain child registration information
- Establish check-in and checkout procedures
- Confirm emergency contact information
- Prepare age-appropriate activities
- Maintain appropriate adult-to-child ratios
- Communicate allergies and special needs responsibly
- Ensure only authorized adults retrieve children
- Report incidents according to church policy
- Coordinate cleanup
- Protect children's information

Recommended Qualifications

- Experience working with children
- Completion of required screening
- Knowledge of church childcare procedures
- Dependability
- Good communication
- Ability to respond calmly
- Attention to safety
- Appropriate first-aid or emergency training when required

Estimated Time Commitment

- Planning and preparation
- Program time

- Post-program reporting

Success Indicators

- Children are checked in and released safely
- Required staffing levels are maintained
- Parents receive clear instructions
- Incidents are handled according to policy
- Childcare supports couple participation

Technology Coordinator**Role Purpose**

The Technology Coordinator manages the equipment and digital systems required for ministry communication, teaching, virtual participation, and events.

Reports To

Marriage Ministry Director or Event Coordinator.

Primary Responsibilities

The Technology Coordinator will:

- Test presentation equipment
- Set up computers, screens, and projectors
- Test microphones and speakers
- Manage virtual meeting platforms
- Maintain secure meeting links
- Support online registration systems
- Assist with digital presentations
- Prepare backup equipment when possible
- Monitor sound and video during programs
- Troubleshoot routine technical problems

- Manage approved recordings
- Protect passwords and access credentials
- Return and store equipment
- Report damaged equipment
- Follow church technology policies

Recommended Qualifications

- Basic audiovisual and computer skills
- Ability to troubleshoot calmly
- Dependability
- Attention to detail
- Familiarity with virtual meeting platforms
- Respect for privacy and data security
- Ability to arrive early

Estimated Time Commitment

- Setup and testing before programs
- Program support
- Equipment storage after programs

Success Indicators

- Technology is tested before participants arrive
 - Programs begin without avoidable technical delays
 - Virtual sessions are secure
 - Equipment is maintained
 - Backup plans are available
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Resource and Materials Coordinator

Role Purpose

The Resource and Materials Coordinator manages books, workbooks, assessments, leader guides, printed materials, supplies, and inventory.

Reports To

Administrative Coordinator or Marriage Ministry Director.

Primary Responsibilities

The Resource and Materials Coordinator will:

- Identify required program materials
- Maintain inventory
- Order approved resources
- Monitor delivery deadlines
- Prepare participant folders
- Prepare facilitator materials
- Print approved worksheets
- Organize assessments
- Distribute resources
- Track remaining materials
- Store supplies securely
- Follow copyright and reproduction guidelines
- Report shortages
- Maintain an equipment and materials log
- Evaluate resource usage after programs

Recommended Qualifications

- Strong organizational skills
- Attention to detail

- Ability to maintain inventory
- Basic purchasing knowledge
- Dependability
- Respect for copyright requirements
- Ability to meet program deadlines

Estimated Time Commitment

- Two to five hours per program

Success Indicators

- Materials arrive on time
- Facilitators receive correct resources
- Participants receive complete materials
- Inventory remains accurate
- Resources are stored properly
- Copyright guidelines are followed

Participant Care Coordinator**Role Purpose**

The Participant Care Coordinator helps ensure that couples feel welcomed, supported, informed, and connected to appropriate assistance.

Reports To

Marriage Ministry Director.

Primary Responsibilities

The Participant Care Coordinator will:

- Develop the participant welcome process
- Respond to general participant questions
- Identify accessibility concerns

- Monitor participant experience
- Coordinate care for absent participants
- Receive nonemergency support requests
- Assign approved follow-up
- Provide approved resources
- Connect participants with pastoral care
- Coordinate professional referrals when directed
- Protect participant privacy
- Maintain necessary care records
- Ensure support requests are not forgotten
- Communicate serious concerns immediately

Role Boundaries

The Participant Care Coordinator will not:

- Provide counseling beyond qualifications
- Investigate serious allegations
- Promise absolute confidentiality
- Share private information unnecessarily
- Make safety decisions without appropriate leadership
- Replace pastoral or professional care

Recommended Qualifications

- Compassion
- Strong listening skills
- Dependability
- Appropriate confidentiality
- Emotional maturity
- Clear communication

- Knowledge of ministry resources
- Understanding of referral boundaries

Estimated Time Commitment

- One to four hours per month
- Additional time after programs

Success Indicators

- Participants receive timely responses
- Support requests are documented
- Follow-up is assigned
- Referrals are completed appropriately
- Privacy is protected

Follow-Up Coordinator**Role Purpose**

The Follow-Up Coordinator manages post-program communication, participant next steps, resource delivery, and continued engagement.

Reports To

Participant Care Coordinator or Marriage Ministry Director.

Primary Responsibilities

The Follow-Up Coordinator will:

- Send thank-you messages
- Send participant evaluations
- Provide promised resources
- Contact absent participants when assigned
- Invite participants to future opportunities
- Track requested pastoral follow-up

- Track professional referral requests
- Monitor action-plan review dates
- Maintain the follow-up schedule
- Document completion
- Identify potential volunteers or leaders
- Report incomplete or urgent follow-up
- Support participant retention

Recommended Qualifications

- Strong organization
- Clear written communication
- Dependability
- Respect for privacy
- Ability to maintain records
- Warm interpersonal skills
- Ability to follow established procedures

Estimated Time Commitment

- Two to four hours after each program
- Periodic communication between programs

Success Indicators

- Participants receive timely communication
 - Promised resources are delivered
 - Follow-up requests are completed
 - Participants understand their next steps
 - Records show which actions remain outstanding
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Referral and Safety Coordinator

Role Purpose

The Referral and Safety Coordinator helps the ministry maintain current referral resources and follow approved procedures for serious participant concerns.

Reports To

Pastor or Pastoral Advisor and Marriage Ministry Director.

Primary Responsibilities

The Referral and Safety Coordinator will:

- Maintain the professional referral directory
- Verify referral information periodically
- Review church safety procedures
- Assist with facilitator safety training
- Maintain crisis contact information
- Ensure incident forms are available
- Receive reports according to church policy
- Notify pastoral leadership immediately when required
- Support compliance with reporting obligations
- Protect sensitive information
- Maintain only necessary documentation
- Coordinate with appropriate church leaders
- Review safety procedures annually

Role Boundaries

The Referral and Safety Coordinator will not:

- Conduct independent investigations
- Diagnose participants
- Provide emergency services

- Promise outcomes
- Contact alleged offenders without authorization
- Provide legal advice
- Ignore reporting requirements
- Handle immediate danger without contacting appropriate emergency support

Recommended Qualifications

- Strong judgment
- Emotional maturity
- Familiarity with church safety policies
- Ability to maintain confidentiality
- Calm response under pressure
- Appropriate professional experience when possible
- Willingness to receive specialized training
- Clear understanding of referral boundaries

Estimated Time Commitment

- Periodic policy and resource review
- Training support
- Additional time when concerns arise

Success Indicators

- Referral information remains current
 - Leaders understand reporting procedures
 - Serious concerns are escalated promptly
 - Documentation is handled responsibly
 - Safety remains a ministry priority
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Financial Coordinator

Role Purpose

The Financial Coordinator manages the ministry budget, approved expenses, payment tracking, reimbursements, and financial reporting.

Reports To

Marriage Ministry Director and the church's designated financial authority.

Primary Responsibilities

The Financial Coordinator will:

- Prepare the proposed ministry budget
- Prepare program budgets
- Track approved expenses
- Follow church purchasing procedures
- Maintain receipts
- Process approved reimbursements
- Track participant fees when assigned
- Record scholarships and subsidies
- Monitor budget balances
- Prepare financial reports
- Identify budget concerns
- Coordinate vendor payments
- Protect financial information
- Maintain separation between personal and ministry funds
- Support annual financial review

Decision-Making Authority

The Financial Coordinator may process approved transactions.

The coordinator may not:

- Approve personal expenses
- Make unapproved purchases
- Change participant fees independently
- Commit the church to a contract without authorization
- Use ministry funds outside approved purposes

Recommended Qualifications

- Basic budgeting or bookkeeping skills
- Attention to detail
- Integrity
- Dependability
- Familiarity with church financial procedures
- Ability to maintain records
- Appropriate confidentiality

Estimated Time Commitment

- One to three hours per month
- Additional time during major programs

Success Indicators

- Financial records are complete
 - Expenses remain within approved limits
 - Receipts are maintained
 - Participant payments are tracked
 - Leadership receives accurate reports
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Volunteer Coordinator

Role Purpose

The Volunteer Coordinator recruits, screens, prepares, assigns, supports, and recognizes ministry volunteers.

Reports To

Marriage Ministry Director.

Primary Responsibilities

The Volunteer Coordinator will:

- Identify volunteer needs
- Prepare role descriptions
- Recruit potential volunteers
- Manage volunteer interest forms
- Coordinate interviews or screening
- Confirm church approval
- Schedule orientation
- Organize volunteer training
- Assign responsibilities
- Communicate schedules
- Monitor volunteer attendance
- Provide support
- Identify performance concerns
- Coordinate volunteer recognition
- Maintain volunteer records
- Assist with leadership development

Recommended Qualifications

- Strong interpersonal skills

- Organization
- Ability to coordinate schedules
- Dependability
- Good judgment
- Ability to provide feedback
- Respect for screening procedures
- Experience working with volunteers

Estimated Time Commitment

- Two to five hours per month
- Additional time before major programs

Success Indicators

- Volunteer roles are filled
- Volunteers understand assignments
- Required screening is completed
- Volunteers receive training
- Performance concerns are addressed
- Volunteers feel appreciated

Evaluation Coordinator**Role Purpose**

The Evaluation Coordinator collects, organizes, and reviews ministry information to determine whether programs are meeting their goals.

Reports To

Marriage Ministry Director.

Primary Responsibilities

The Evaluation Coordinator will:

- Develop participant evaluation forms
- Prepare facilitator evaluation forms
- Track attendance and completion
- Collect program feedback
- Review learning-objective results
- Organize response data
- Identify recurring strengths and concerns
- Prepare program evaluation summaries
- Recommend improvements
- Support annual ministry review
- Maintain evaluation records
- Protect participant anonymity when appropriate
- Track ministry outcome measures

Recommended Qualifications

- Strong organizational skills
- Ability to review data
- Attention to detail
- Clear written communication
- Objectivity
- Appropriate confidentiality
- Familiarity with surveys or evaluation methods

Estimated Time Commitment

- Two to four hours after each program
- Additional time for annual review

Success Indicators

- Feedback is collected consistently

- Results are organized clearly
- Leaders receive useful recommendations
- Evaluation produces program improvements
- Participant data is protected

Event Coordinator

Role Purpose

The Event Coordinator manages the planning and operational details for workshops, retreats, conferences, launches, and special marriage ministry events.

Reports To

Marriage Ministry Director.

Supervises or Coordinates

- Hospitality
- Registration
- Technology
- Volunteers
- Resource distribution
- Setup and cleanup

Primary Responsibilities

The Event Coordinator will:

- Develop the event plan
- Confirm dates and facilities
- Create the planning timeline
- Coordinate event-team meetings
- Assign operational responsibilities
- Confirm speakers and facilitators

- Monitor registration
- Coordinate room setup
- Confirm technology
- Coordinate hospitality
- Confirm childcare
- Prepare the event schedule
- Develop contingency plans
- Conduct a final readiness review
- Lead event-day coordination
- Address routine operational concerns
- Coordinate cleanup
- Participate in event evaluation

Recommended Qualifications

- Strong planning skills
- Ability to manage multiple responsibilities
- Clear communication
- Dependability
- Calmness under pressure
- Ability to coordinate volunteers
- Attention to detail
- Familiarity with event operations

Estimated Time Commitment

- Varies according to event size
- Increased commitment during the weeks before the event

Success Indicators

- Planning deadlines are met

- Team members understand assignments
- Event spaces are prepared
- Programs begin on time
- Participants receive clear information
- Operational problems are addressed promptly

Graphic Designer or Creative Support Volunteer

Role Purpose

The Graphic Designer or Creative Support Volunteer creates approved visual materials that support ministry promotion, teaching, and participant engagement.

Reports To

Communications and Promotion Coordinator.

Primary Responsibilities

The Graphic Designer will:

- Follow church branding standards
- Create promotional graphics
- Prepare social media images
- Prepare presentation slides
- Create website banners
- Prepare printed flyers
- Format participant resources
- Maintain consistent fonts and colors
- Confirm accurate program details
- Use approved photographs and images
- Protect copyrighted materials
- Submit designs for approval

- Maintain editable source files
- Prepare final files in required sizes

Recommended Qualifications

- Graphic-design ability
- Familiarity with Canva or similar software
- Attention to detail
- Ability to follow branding guidelines
- Dependability
- Respect for deadlines
- Understanding of image permissions

Estimated Time Commitment

- Varies according to campaign needs

Success Indicators

- Graphics are clear and consistent
- Program information is accurate
- Materials are delivered by deadlines
- Designs work across required platforms
- Image and copyright permissions are respected

Ministry Photographer or Videographer**Role Purpose**

The Ministry Photographer or Videographer documents approved ministry activities for communication, celebration, and future promotion.

Reports To

Communications and Promotion Coordinator or Event Coordinator.

Primary Responsibilities

The Photographer or Videographer will:

- Review the approved shot list
- Follow church photography policies
- Confirm participant consent requirements
- Avoid photographing private discussions
- Capture approved program activities
- Protect children's privacy
- Organize and submit files
- Avoid publishing images independently
- Respect restricted areas
- Provide images within the agreed timeline
- Remove or restrict images when directed
- Follow all usage and copyright agreements

Recommended Qualifications

- Photography or video experience
- Dependability
- Discretion
- Respect for participant privacy
- Ability to follow instructions
- Knowledge of basic file management
- Appropriate equipment

Estimated Time Commitment

- Event time
- Editing and file-delivery time

Success Indicators

- Images reflect the ministry respectfully

- Consent requirements are followed
 - Private moments are protected
 - Files are delivered on time
 - Approved images support ministry communication
-

General Team Meeting Responsibilities

All ministry leaders should:

Before Meetings

- Review the agenda
- Complete assigned tasks
- Prepare updates
- Identify questions
- Notify leadership of expected absence

During Meetings

- Arrive on time
- Participate respectfully
- Provide accurate updates
- Stay focused on the agenda
- Accept assignments clearly
- Protect confidential information
- Support final decisions

After Meetings

- Review meeting notes
- Complete assignments
- Communicate delays
- Update relevant records

- Prepare for the next meeting

Team Communication Standards

Ministry team members agree to:

- Use approved communication channels
- Respond within a reasonable time
- Avoid sharing confidential information in group messages
- Confirm receipt of important assignments
- Communicate schedule conflicts early
- Avoid making major decisions through informal messages
- Direct disagreements to the appropriate leader
- Maintain respectful language
- Preserve written records when required
- Avoid gossip and speculation

Role Assignment Worksheet

Ministry Role

Assigned Person

Supervisor

Start Date

Expected Length of Service

Primary Responsibilities

1. _____
2. _____
3. _____
4. _____
5. _____

Decisions the Person May Make

Decisions Requiring Approval

Required Training

Estimated Time Commitment

Resources Provided

Evaluation Date

Ministry Team Assignment Chart

Role	Assigned Leader	Reports To	Start Date	Review Date
Pastor or Pastoral Advisor				
Marriage Ministry Director				
Coordinating Couple				
Administrative Coordinator				
Teaching Coordinator				
Lead Facilitator				
Small-Group Facilitator				
Couple Mentor				
Prayer Coordinator				
Communications Coordinator				
Registration Coordinator				
Hospitality Coordinator				
Childcare Coordinator				
Technology Coordinator				
Resource Coordinator				
Participant Care Coordinator				
Follow-Up Coordinator				
Referral and Safety Coordinator				
Financial Coordinator				
Volunteer Coordinator				

Role	Assigned Leader	Reports To	Start Date	Review Date
Evaluation Coordinator				
Event Coordinator				

Role Readiness Checklist

Before assigning a person to a ministry role, confirm:

- ☐ The role has a written description.
- ☐ The person understands the ministry mission.
- ☐ The person supports pastoral leadership.
- ☐ The person understands the time commitment.
- ☐ The person has reviewed the responsibilities.
- ☐ The person has completed required screening.
- ☐ The person has completed required training.
- ☐ The person understands confidentiality.
- ☐ The person understands role boundaries.
- ☐ The person understands reporting procedures.
- ☐ The person knows who provides supervision.
- ☐ The person has received necessary resources.
- ☐ The person has agreed to the evaluation process.
- ☐ Church leadership has approved the assignment.

Ministry Team Member Agreement

I have reviewed the description for the role of:

I understand:

- ☐ The purpose of the role.
- ☐ My primary responsibilities.
- ☐ The expected time commitment.
- ☐ Who provides supervision.
- ☐ Which decisions I may make.
- ☐ Which decisions require approval.
- ☐ The ministry's confidentiality expectations.
- ☐ The ministry's safety and reporting procedures.
- ☐ The boundaries of my role.
- ☐ The importance of completing assignments on time.
- ☐ The expectation that I participate in training and evaluation.

I agree to:

- Support the ministry mission
- Serve under church authority
- Complete assigned responsibilities
- Communicate concerns promptly
- Protect participant privacy
- Maintain appropriate boundaries
- Receive feedback
- Seek assistance when needed
- Follow church policies

Team Member Name: _____

Signature: _____

Date: _____

Supervisor Name: _____

Signature: _____

Date: _____

Role Performance Review

Team Member

Role

Review Period

Supervisor

Rate each area using the following scale:

- 1 — Needs Significant Improvement
- 2 — Needs Improvement
- 3 — Meets Expectations
- 4 — Exceeds Expectations
- 5 — Demonstrates Strong Leadership

Performance Area	Rating
Understands the role	
Completes assignments	
Meets deadlines	
Communicates clearly	
Works cooperatively	
Maintains confidentiality	
Respects ministry boundaries	
Supports pastoral authority	
Treats participants respectfully	
Participates in training	
Responds appropriately to feedback	
Demonstrates dependability	

Strengths

Areas for Growth

Additional Training Needed

Goals for the Next Review Period

1.

2.

3.

Continued Role Recommendation

- ☐ Continue in current role.
- ☐ Continue with additional support.
- ☐ Modify responsibilities.
- ☐ Reassign to another role.
- ☐ Pause the assignment.
- ☐ Conclude the assignment.

Next Review Date

Role Transition Checklist

When a team member changes or leaves a role:

- ☐ Notify the appropriate ministry leader.
- ☐ Confirm the final service date.
- ☐ Identify incomplete assignments.

- ☐ Transfer documents.
 - ☐ Transfer passwords and approved access.
 - ☐ Return church property.
 - ☐ Update contact lists.
 - ☐ Update the ministry assignment chart.
 - ☐ Notify relevant team members.
 - ☐ Protect confidential information.
 - ☐ Remove unnecessary system access.
 - ☐ Identify a temporary replacement.
 - ☐ Begin successor training.
 - ☐ Thank the team member for service.
 - ☐ Complete an exit conversation when appropriate.
-

Ministry Team Development Pathway

Stage One: Interest

The individual:

- Learns about the ministry
- Reviews available roles
- Completes an interest form
- Meets with a ministry leader

Stage Two: Preparation

The individual:

- Receives pastoral or ministry approval
- Completes screening
- Attends orientation
- Reviews policies

- Completes required training

Stage Three: Observation

The individual:

- Observes an experienced leader
- Reviews the role in practice
- Asks questions
- Completes an observation form

Stage Four: Assisted Service

The individual:

- Completes limited assignments
- Works beside an experienced leader
- Receives feedback
- Demonstrates dependability

Stage Five: Independent Service

The individual:

- Receives a formal assignment
- Serves within the approved role
- Reports to the designated supervisor
- Participates in evaluation

Stage Six: Leadership Development

The individual:

- Accepts additional responsibility
- Helps train others
- Supports ministry systems
- Prepares for future leadership

Final Ministry Team Principle

A healthy ministry team does not depend on one person doing everything.

It depends on:

- Clear roles
- Shared responsibility
- Appropriate authority
- Reliable communication
- Consistent training
- Responsible supervision
- Healthy boundaries
- Meaningful evaluation
- Leadership development
- Spiritual accountability

Clear role descriptions help leaders know what is expected. Defined responsibilities help team members serve with confidence. Established boundaries protect participants and volunteers. Regular evaluation helps the ministry improve. Leadership development prepares the ministry for the future.

When each person understands and fulfills the assigned role, the ministry is better prepared to serve couples, strengthen families, support the church, and continue growing responsibly.