

# Corps Leadership Structures

Guidelines for Corps Leadership Structures, including Pastoral Care  
Councils and Corp Councils (Senior Leadership Teams)

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A Companion to Orders and Regulations



The Salvation Army New Zealand, Fiji and Tonga Territory



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# Introduction

*It is recognised that many of the current Orders and Regulations for corps leadership are outdated.*

*This document provides guidelines to work alongside the international Orders and Regulations to reflect what is believed will work best in this territory.*

## Purpose

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With its quasi-military structure, The Salvation Army has benefited from excellent structures and effective leadership for many years. Until recently, corps were led by Corps Officers supported by a Census Board and Corps Council, with clearly defined Orders and Regulations for each.

The past twenty years has seen a significant shift in the diversity of Salvation Army corps and with it a range of different leadership structures, roles and titles. There are good reasons for this. For instance:

- The Recruiting Sergeant may be incorporated into a Discipleship Coordinator's role; and Bandmaster and Songster Leaders have often been replaced by a Music Team Leader.
- Corps typically have more paid staff creating challenges around structures.
- Society has learned more about management so that we have a range of effective models for corps leadership.

However, there are also benefits to having minimum standards, including:

1. *Good practice*: there is some recognised good practice in corps leadership that ideally all corps will follow. Similarly, officers implementing new inferior structures can destroy years of development quickly.
2. *Local involvement*: in some corps, the Corps Officer makes all decisions. This does not lead to healthy corps in the long term.
3. *Transition*: it is very difficult for officers to transition to new corps when they do not understand or perhaps support its local leadership structures.
4. *Risk mitigation*: certain procedures need to be followed to protect The Salvation Army from litigation or grievance procedures (eg, standing down a soldier, staff disciplinary action).
5. *Efficiency*: developing one starting set of guidelines and role descriptions is more efficient than every corps spending time developing their own.

**This document builds upon The Salvation Army's international Orders and Regulations to reflect what is believed will work best in this territory.**

There is no intention to develop a 'one size fits all' leadership model that must be adopted by all corps. Instead, the intention is to provide two things:

1. A set of minimum standards that must be adhered to, while leaving flexibility in how these standards are implemented at the local level.
2. A set of standard resources to save corps having to develop their own.

# The Role of the Corps Officer

*'... the Corps Officer should maintain authority,  
at the same time making every possible use of Local  
Officers who may, in some respects, be more  
capable or well-informed than (s)he.'*

*(Orders and Regulations for Corps Officers, Chapter 12, 5.4).*

## The Role of the Corps Officer

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The Orders and Regulations for Corps Officers make it clear the Corps Officer is responsible for running the corps (ie, they do not report to a local board, nor does the corps operate as a democracy like some other denominations).

*‘The commanding officer of a corps is responsible to God and his Salvation Army leaders - as represented by his divisional commander - for everybody and everything connected with the command.’ (Os & Rs for COs, Chapter 1:4.1)*

However, it is also clear that Corps Officers are not to operate alone or in an authoritarian manner.

*‘The success attained by any corps largely depends upon the godliness, intelligence and devotion of its local officers.’ (Os & Rs for COs, Chapter 12:1.1)*

*‘... Corps Officer should maintain authority, at the same time making every possible use of Local Officers who may, in some respects, be more capable or well-informed than (s)he.’ (Os & Rs for COs, Chapter 12:5.4).*

In 2000, after extensive consultation, the International Commission on Officership set out 28 recommendations for improving Officership across The Salvation Army. The very first recommendation was that:

*‘territories continue to move away from authoritarian models of command and develop consultative models of leadership. Such models will be characterised by – consistency with gospel values; servant leadership; cultural relevance; flexibility; increased and wider participation and mutual accountability.’ (International Commission on Officership, Recommendation 1)*

**Standard 1: Corps Officers will maintain overall responsibility for the corps, but are required to form a team of local leaders whom they involve in decision making.**

That’s all very well, but in what areas and to what level does a team need to be involved? We see four main leadership functions:

1. **Corps Spiritual Oversight** – responsibility for the spiritual wellbeing of the congregation, including formal corps rolls and discipline.
2. **Corps Governance** – vision, strategy and review of mission effectiveness.
3. **Corps Management and Operations** – day-to-day running of the corps.
4. **Spiritual Oversight of Corps Officer(s)** – who looks out for the Officer’s wellbeing?

# 1. Corps Spiritual Oversight – Pastoral Care Council

*The regular pastoral review and follow up of all congregation members is a critical function for all corps.*

*The Salvation Army already has an effective process for this called the Pastoral Care Council (PCC).*



## Corps Spiritual Oversight – Pastoral Care Council

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### Purpose

The regular pastoral review and follow up of all congregation members is a critical function for all corps for a number of reasons, including:

- Early identification of pastoral issues and follow up of people falling away, while they can still be addressed.
- Regular prayer for all congregation members.
- Regular support creating a positive atmosphere within the corps.
- Preventing the inappropriate selection of leaders or enrolment of soldiers.

The Salvation Army already has an effective process for this task called the Pastoral Care Council (PCC), with extensive orders and regulations around purpose, membership, meeting frequency, etc.

It should be noted that the PCC is different to a Pastoral Care Team that is responsible for looking out for people who are missing on Sunday, or who are sick, etc. According to the Orders and Regulations, the purpose of the PCC is:

*‘To exercise pastoral care towards the whole corps fellowship, such care to include praying for, visiting and training those in that fellowship. The council should periodically review and revise the relevant rolls and keep them in satisfactory condition. The fulfilment of this purpose involves responsibility for those enrolled, in that the PCC is required to:*

- (a) Accept recruits.*
- (b) Accept for soldieryship converted persons who have signed the Soldier's Covenant and who fulfil the requirements of soldieryship.*
- (c) Accept for adherency applicants who fulfil the stipulated conditions.*
- (d) Watch over all YP recruits, adherents, converts, recruits and soldiers with a view to encouraging and training them, as well as preventing falling away and loss.*
- (e) Remove names from rolls when necessary.’ (Orders and Regulations for Senior Pastoral Care Councils, Section 1.1)*

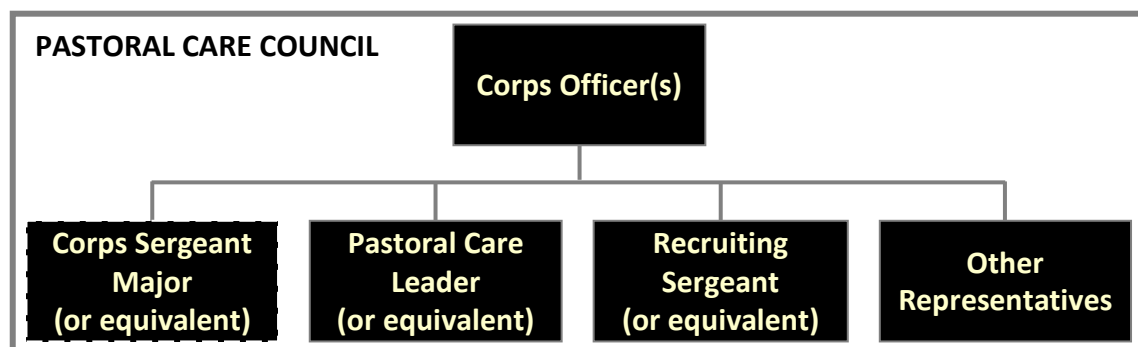
The PCC meets quarterly, with the Divisional Commander attending one of these meetings each year to check process and authorise any roll changes. A special PCC meeting can also be called at any other time; for example, when facing a crisis or to confirm the enrolment of a potential soldier.

## Membership

Membership of the PCC is defined as the Divisional Commander (ex-officio), Corps Officer(s), Corps Sergeant Major, Corps Secretary and Recruiting Sergeant, plus soldiers selected for their pastoral gifts and availability for the work of pastoral care. Membership of the PCC must be approved by the Divisional Commander.

Traditionally, the Corps Sergeant Major, Corps Secretary and Recruiting Sergeant were key local officer roles, and from the Orders and Regulations, it is obvious why they were required on the PCC:

- **Corps Sergeant Major** – ‘chief local officer ... who takes command of the corps in the COs absence’.
- **Corps Secretary** – ‘responsible for the soldiers’ roll and corps organisation register (with recruits’ roll and adherents’ roll), census minute book, supplementary roll (ex-soldiers and friends), register of marriages, register of dedications and promotions to Glory, transfer books and corps history book’.
- **Recruiting Sergeant** – ‘takes responsibility, under the commanding officer, for seekers and converts. The importance of this work cannot be over-estimated’.




*Figure 3: Sample Pastoral Care Council*

Many corps no longer have such clearly defined roles. For example, the Corps Officer may take responsibility for the Corps Secretary’s duties, supported by an administrator; the Corps Officer may act as Recruiting Sergeant, or this role may be undertaken by a Pastoral Care Coordinator or Discipleship Coordinator.

However, the key message is that all corps should have in place an appropriate PCC that is meeting regularly. Ideally, the PCC will include the above roles as per Orders and Regulations, but if any are missing, they should be substituted by the nearest equivalent senior leaders.

**Standard 2: All corps to have in place an appropriate Pastoral Care Council, as per the Orders and Regulations, but with flexibility around membership.**



**2. Corps Governance  
– Corps Council  
(Senior Leadership  
Team)**

*This team needs to decide what the corps is aiming for (vision and mission), how they will achieve it (strategy), and then review if this strategy is working.*

*Membership to be based on merit, not position.*

## **Corps Governance – Corps Council (Senior Leadership Team)**

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Another vital area of involvement for local leaders is corps governance – setting and monitoring the direction of the corps, ensuring it remains financially sound, has clear decision-making processes and appropriate accountability.

In *Leading Leaders*, written as a practical guide to running Church Boards, Aubrey Malphurs suggests that few churches operate healthy functioning boards because they've never been trained, and so they just run things 'the way we have always done things around here'. He goes on to discuss what he perceives to be the main problems:

1. Boards are not sure of their specific purpose.
2. They spend too much time on insignificant issues and not enough time on their primary purpose.
3. They interfere too much in the day-to-day running of the church.

So, what is a church board's primary purpose?

### **Purpose**

Traditionally, corps governance has been the role of the Corps Council, the purpose of which is well defined in the Orders and Regulations:

*'To advise and assist the commanding officer on matters concerning the progress and wellbeing of his command, including:*

- (a) Evangelical outreach and soul-saving endeavours, and the involvement in such of soldiers, recruits and converts*
  - (b) Spiritual life and fellowship of the corps, especially reasons for any lack of, or special increase in, soul-winning*
  - (c) Corps growth, with special attention given to the proportion of seekers made into soldiers, losses of soldiers and recruits, and the YP work as a source of new soldiers*
  - (d) Corps programme: regular and special events*
  - (e) Work among young people*
  - (f) Community service undertaken by the corps*
  - (g) Budgeting*
  - (h) Fund-raising, internal and external*
  - (i) Property matters*
  - (j) Sharing of information with corps and community.'*
- (Orders and regulations for Corps Councils, Section 1 Purpose).*

While this purpose appears just as relevant for today, we suggest there are a few important changes. The first is to emphasise the importance of prayer.

Secondly, adding an explicit role for setting and monitoring the corps mission. This team needs to decide what the corps is aiming for (vision and mission), how they will achieve it (strategy), and then review if this strategy is working.

At this point, the team must delegate responsibility for implementing the strategy to the leaders responsible, resisting the temptation to interfere (the Corps Council's responsibility is governance, not management!).

## Membership

The Corps Council consists of a range of local officers by appointment (eg, the Corps Cadet Guardian, Songster Leader, etc.) supplemented by up to seven other corps representatives. While this structure worked well for many years, more recently it has been problematic:

- Appointing members based on function often means that people do not see themselves as 'senior leaders' in the corps, but rather as representatives of their area of concern only.
- Members may not have responsibility for implementing any agreed actions, meaning they finish meetings feeling they have fulfilled their role, but leave a few people to do almost everything.
- Councils can be too large for meaningful discussion and decision making.
- Many of the traditional roles no longer exist in many corps.
- It is difficult to discuss performance when paid staff responsible for those areas are present.
- Discussions may rarely be strategic.

Instead, corps seeking effective governance tend to follow one of two paths:

- (a) *Team Leaders* - a move towards senior leaders responsible for desired outcomes (eg, Discipleship Coordinator, Fellowship Coordinator, Mission Coordinator, etc.), supplemented by a few people known for their strategic thinking if needed. Ideally, these leaders will be 'movers and shakers' who are already making things happen within the corps, or
- (b) *Independent Board* ('*Staff-led*' and '*elder-protected*') – having paid staff responsible for ministry, reporting to a group of senior leaders who set the overall direction and provide independent review.

Both approaches have their place. An *Independent Board* is essential if you have a number of paid staff in ministry positions but requires more leaders

overall. For corps with few paid ministry positions, a group of team leaders may be more useful. To retain Salvation Army terminology, we will simply refer to the adopted governance group as the Corps Council. However, the intention is for this group to operate differently than a Corps Council of the past.

Healthy leadership teams will disagree with each other sometimes. A culture needs to be developed where members understand that they should challenge each other's ideas, but recognise that the challenge is against the idea and not the person – they leave as friends.

Some major issues to look out for in teams include:

1. 'Yes' teams – that just accept what the Corps Officer suggests (no buy-in, weaker outcomes).
2. Maintaining the status quo – teams that will not consider new ideas but are intent on keeping things 'they way they have always been'.
3. Peacekeepers – teams that always do what is asked by the people in the corps who complain continuously, seeking to keep the peace rather than stand up to poor ideas.
4. Interferers – teams that get involved in decisions that are not in their scope (e.g. choice of toilet paper, the theme for the next Sunday series).

To ensure robust and efficient discussion, it is suggested the Corps Council have around seven members (and no more than 10).

Note: as per current orders and regulations, this is still an 'advisory' team to the Corps Officer and members need to be approved by the Divisional Commander.

**Standard 3: All corps to have in place a Corps Council (Senior Leadership Team), responsible for corps governance.**

Regardless of which approach is adopted, it is recommended that leaders be aligned around purposes (e.g. discipleship, fellowship, etc.), with teams to help them achieve that purpose.

With the *Team Leader* model, clearly the team leaders will be **included in** the Corps Council. With the *Independent Board*, the team leaders will typically be staff **reporting to** the Corps Council. In other words, both structures should have similar team leaders. Therefore, the rest of this discussion is based around potential teams and team leaders.

**Standard 4: Corps to have in place leaders responsible for the key purposes of the corps.**

## Teams and Team Leaders

So, how might we organise our leaders around the core purposes of a corps?

There are plenty of models available, including:

- DHQ/THQ Structure – Programme (what we do – discipleship, worship, mission, social), Personnel (who we do it with – pastoral care and fellowship), and Business (what we do it with – finance, property, IT).
- Saddleback’s Purpose-driven Church – worship, fellowship, discipleship, service and evangelism.

A combination of these is suggested, meaning a typical corps may end up with leaders for:

<b>Proposed Leadership Role</b>	<b>Functions</b>
<p><b>Mission</b> For corps with extensive Community Ministries, this role may need to be split into two: Mission and Community Ministries</p>	<ul style="list-style-type: none"> <li>• Outreach activities</li> <li>• Christianity explained</li> <li>• Links into the community (eg, Mainly Music, Halloween Alternative event)</li> <li>• Community Ministries</li> <li>• Social justice action</li> <li>• Global missions</li> <li>• Emergency services</li> </ul>
<p><b>Discipleship</b></p>	<ul style="list-style-type: none"> <li>• Discipleship training</li> <li>• Small groups</li> <li>• Recruits and soldiership preparation</li> <li>• Prayer ministries</li> <li>• Mentoring</li> </ul>
<p><b>Corporate Worship</b> Everything to do with your congregational worship event</p>	<ul style="list-style-type: none"> <li>• Welcome team</li> <li>• Music, drama and sound</li> <li>• Meeting planning</li> <li>• Hospitality</li> <li>• New people follow up (could be pastoral care)</li> </ul>
<p><b>Fellowship</b> Pastoral care could be a separate role</p>	<ul style="list-style-type: none"> <li>• Pastoral care</li> <li>• Fellowship/social activities</li> <li>• Men’s, women’s and senior’s ministries (or mission/discipleship depending on corps focus)</li> </ul>

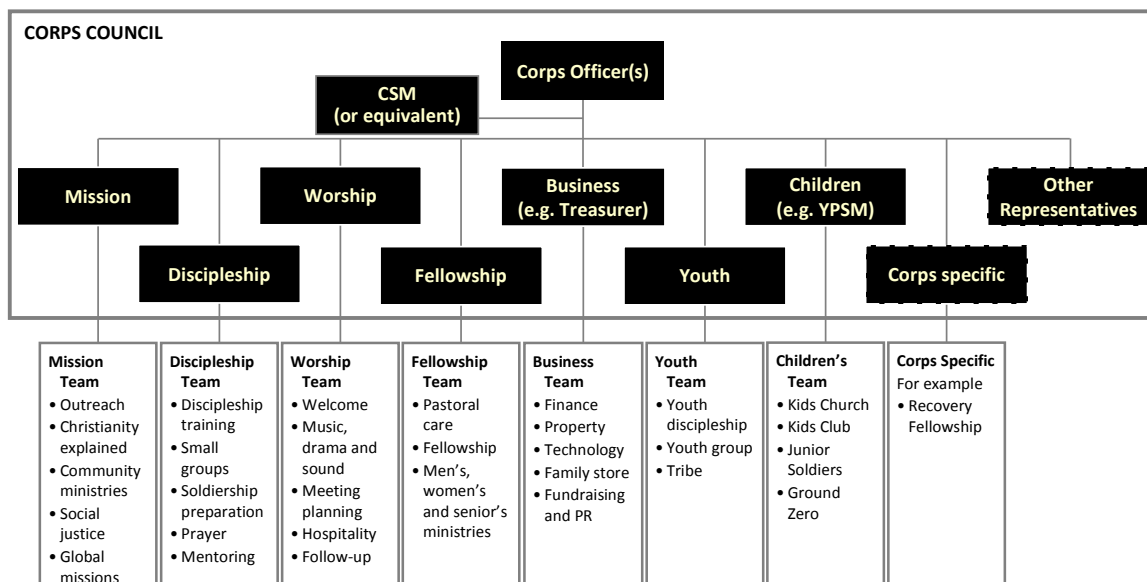


Proposed Leadership Role	Functions
<b>Business</b>	<ul style="list-style-type: none"> <li>● Finance</li> <li>● Property</li> <li>● Technology</li> <li>● Family Store</li> <li>● Fundraising and public relations</li> </ul>
<b>Youth*</b>	<ul style="list-style-type: none"> <li>● Youth ministries</li> </ul>
<b>Children*</b>	<ul style="list-style-type: none"> <li>● Children's ministries</li> </ul>
<b>Possible additional roles specific to the corps*</b>	<ul style="list-style-type: none"> <li>● Eg, Recovery Fellowship</li> </ul>

*\* Some corps may desire specific representation for youth and children, while others may insist other leadership roles take into account the needs of children when considering their ministry (eg, Discipleship considers adult and children's discipleship).*

**We recognise this structure may vary between corps;** for example, a Corps Officer may take on responsibility for some of these roles, and some roles may be split or combined to reflect the passions or shortage of leaders. However, we believe it important for each role to be covered in some way.

Depending on whether the corps adopts a council based around team leaders, or an independent board, the Corps Council may look as follows.



*Figure 2: Sample Corps Council based around Team Leaders*

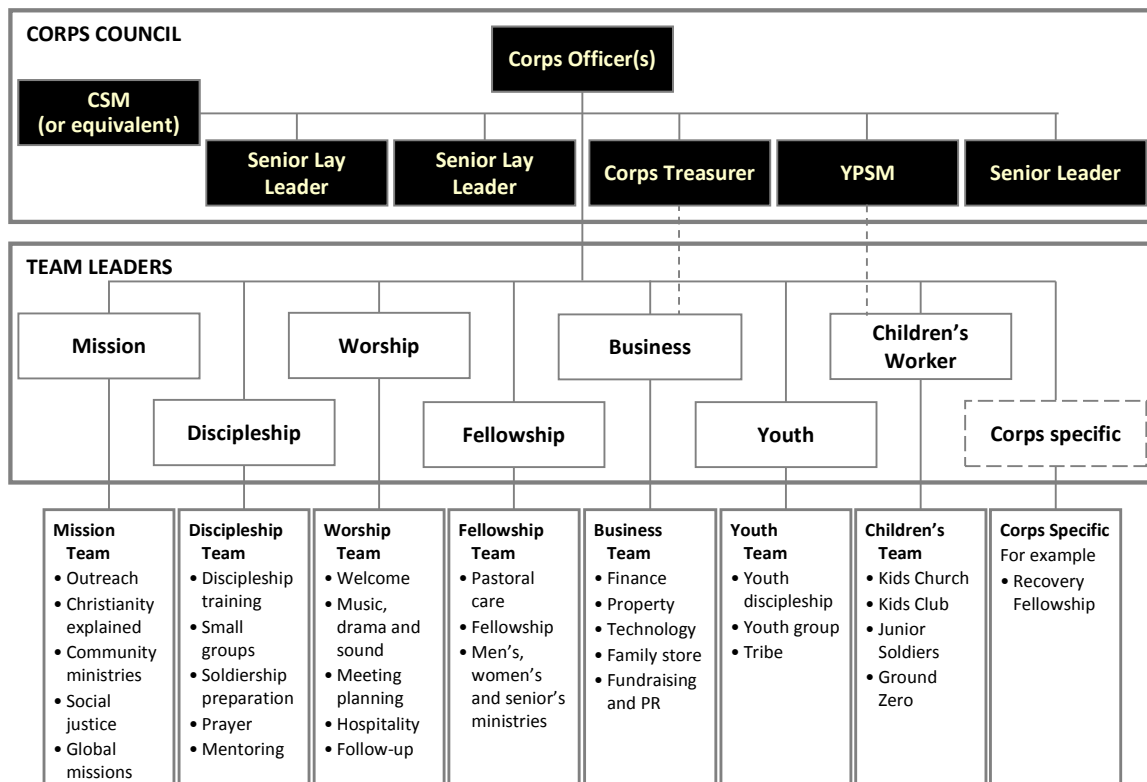


Figure 3: Sample Corps Council (Independent Board) with separate team leaders.

To prevent misunderstandings and ensure consistency, at least one person (in addition to the Corps Officers) should be on both the Corps Council and Pastoral Care Council.

**Standard 5: At least one leader (in addition to the Corps Officers) to be on both the Pastoral Care Council and Corps Council.**

To be part of the Corps Council, people must first meet the biblical qualifications for such a position (eg, 1 Timothy 3:1-7 and Titus 1:6-9). While it is preferred that members are soldiers, as per the existing Orders and Regulations, ‘Army friends of good standing’ are also permitted as members.

It is important that any leaders have been in the corps long enough to have proven themselves as mature and developing followers of Jesus, committed to the mission of The Salvation Army, and understanding of the vision of their corps. We suggest a minimum period of six months (except for new employees and transfers from out of town who are already well known).

**Standard 6: People to have attended the corps for six months before they can be invited to become a Senior Leader (unless approved by the Divisional Commander).**

When recruiting leaders, agreeing tenure up front is useful so that leaders don't feel they have to sign up 'forever'. This ensures there is no shame in finishing at the end of the agreed time and also provides a way out for both parties if things are not working well. A one-year period extendable by mutual agreement is suggested.

**Standard 7: Senior positions are renewed annually and extended by mutual agreement.**

## Meetings

As the main function of the Corps Council is governance, it is important that the majority of its time is invested in setting the vision and approach (strategy) for the corps and reviewing mission effectiveness.

*Appendix A* contains a sample Corps Council Agenda.


A lot of time is needed to develop a vision and confirm strategies, so it is recommended that Corps Councils consider holding a weekend retreat early in the year (or at the end of the previous year if minimal personnel changes are expected). The *TSMP Evangelism Pathway* and *TSMP Discipleship Pathway* documents are intended for this purpose.

Once the vision and approach is set, individual leaders should develop plans for their area for the year and then report progress against these plans each meeting. *Appendices B* and *C* contain a sample *Annual Plan* and *Progress Report*.

Similarly, the Corps Council should be assessing overall effectiveness regularly, including looking over SAMIS statistics. Sections from the Corps Mission Review can be raised as separate agenda items, prompting the Corps Council to consider a different aspect of their effectiveness at each regular meeting.

One of the benefits of getting key leaders together is that they share a passion for the corps and often come up with ideas for its improvement. This is an important function of the council but senior leaders must not interfere with the day-to-day running of the corps. One suggestion is to maintain a parking lot – a place to capture ideas as they come up – with the plan to pass on these 'suggestions' following the meeting.

**Standard 8: Corps Council meetings to commence with their primary responsibilities (eg, vision and strategy, leader reports, SAMIS update, progress against mission plan, discussion about mission effectiveness) before addressing new business.**



## **3. Corps Management and Operations**

*Corps Councils should not be involved in the  
day-to-day running of the corps.*

## Corps Management and Operations

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As the Corps Officer is responsible for the running of the corps, and staff/team leaders are recruited to devote attention to particular ministries, the day-to-day issues should be left to these leaders. They typically have more time, expertise and passion for that area of ministry than a corps' senior leaders, and interfering prevents those leaders from tackling the important governance issues. It also risks leaving staff/team leaders feeling disempowered and disillusioned.

For example:

1. The Corps Council has no direct responsibility for staff (after all, they are advisors to the Corps Officer only). Instead, staff report to the Corps Officer (possibly through a line manager), with staffing issues therefore an issue for the Corps Officer.
2. Budgets should be prepared primarily by a Finance Team and Corps Officer.
3. A Property Team should take responsibility for the day-to-day running of any properties, decisions around maintenance, etc (including the well-known 'choice of toilet paper' issue).
4. Similarly, the choice of biscuits for morning tea after the Sunday morning meeting should be left to the team responsible for that task.

From time to time, strategic issues will emerge that require focus and specific expertise. In these occasions, we recommend that short-term sub-groups or project teams be established (for example, we are running out of space at our Sunday meeting; a significant property project; hiring new staff).

**Standard 9: Corps Councils should not get involved in the day-to-day running of the corps.**

## 4. Spiritual Oversight of the Corps Officers

*Who do Corps Officers look to for advice?*

*To whom do they make themselves accountable?*

*How do they avoid the inherent dangers  
of working alone?*

## Spiritual oversight of the Corps Officers

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Finally, the development of a healthy corps culture is highly dependent on the wellbeing of its Corps Officers.

So, who do Corps Officers look to for advice; to whom do they make themselves accountable, and how do they avoid the inherent dangers of working alone?

We think a wise Corps Officer will allow at least three people to speak into their lives:

1. Their Divisional Commander or coach.
2. At least one external person whom they respect and trust, such as a mentor, parent, supervisor or the Officer Support Unit.
3. Someone within the corps who holds them accountable and to whom they can confide, such as a CSM.

**Standard 10: All Corps Officers to have at least one (or several) people in their lives to whom they make themselves accountable.**

We believe it is helpful to have someone assigned responsibility for the corps in the absence of the Corps Officer(s). Anecdotally, congregations like to know that there is someone who will take charge if the Corps Officer(s) is away, and that there is a local person they can turn to. This is also extremely beneficial to the incoming Corps Officer(s) and the corps when there is a change of appointment.

Our recommendation is that a corps must have in place a 'chief' local officer (usually the CSM) who acts as a close confidant to the Corps Officer(s) and who takes responsibility when the Corps Officer(s) is(are) away.

**Standard 11: All corps to have in place a Divisional Commander approved senior local officer (eg, CSM) responsible for the corps in the absence of the Corps Officer(s).**



# Summary



## Summary

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- ① Corps Officers to maintain overall responsibility for the corps, but are required to form a team of local leaders whom they involve in decision making.
- ② All corps to have in place an appropriate Pastoral Care Council, as per the Orders and Regulations, but with flexibility around membership.
- ③ All corps to have in place a Corps Council (Senior Leadership Team), responsible for corps governance.
- ④ Corps to have in place leaders responsible for the key purposes of the corps.
- ⑤ At least one leader (in addition to the Corps Officers) to be on both the Pastoral Care Council and Corps Council.
- ⑥ People to have attended the corps for six months before they can be invited to become a Senior Leader (unless approved by the Divisional Commander).
- ⑦ Senior positions are renewed annually and extended by mutual agreement.
- ⑧ Corps Council meetings to commence with their primary responsibilities (eg, vision and strategy, leader reports, SAMIS update, progress against mission plan, discussion about mission effectiveness) before addressing new business.
- ⑨ Corps Councils to not get involved in the day-to-day running of the corps.
- ⑩ All Corps Officers to have at least one (or several) people in their lives to whom they make themselves accountable.
- ⑪ All corps to have in place a Divisional Commander approved senior local officer (eg, CSM) responsible for the corps in the absence of the Corps Officer(s).





**Appendix A:  
Corps Council Meeting  
Template**

*For setting a Corps Council meeting agenda.*



## Corps Council Meeting Template

Corps:  
Place:  
Date and time:  
Present:  
Apologies:

Opening devotion and prayer:

Matters arising from previous minutes:

### MISSION PLAN FOCUS

*(Progress against Mission Plan goals - update to reflect goals formed during Corps Review)*

<b>GOAL 1:</b>	<i>[Name of Goal Mission Plan]</i>
<b>Who:</b>	<i>[Who is championing this goal and bringing a report to the next meeting?]</i>
<b>Actions due:</b>	<i>[What are the current actions (from previous minutes) and when are they due?]</i>
<b>Update:</b>	<i>[Decisions/Discussion/Results at Meeting]</i>
<b>Next steps:</b>	<i>[What is to be completed over the next period?]</i>

<b>GOAL 2:</b>	
<b>Who:</b>	
<b>Actions due:</b>	
<b>Update:</b>	
<b>Next steps:</b>	

<b>GOAL 3:</b>	
<b>Who:</b>	
<b>Actions due:</b>	
<b>Update:</b>	
<b>Next steps:</b>	

<b>GOAL 4:</b>	
<b>Who:</b>	
<b>Actions due:</b>	
<b>Update:</b>	
<b>Next steps:</b>	



## SECTION REPORTS

*(Customise this section to incorporate the key mission / ministry groups relevant to your Corps)*

Ministry Area	Summary of Progress plus any Actions
Worship:	
Discipleship:	
Mission:	
Fellowship:	
Youth:	
Children:	
Business:	
SAMIS:	

### OTHER BUSINESS

<b>Issue:</b>	
<b>Report:</b>	
<b>Who:</b>	
<b>Action:</b>	

<b>Issue:</b>	
<b>Report:</b>	
<b>Who:</b>	
<b>Action:</b>	

### PARKING LOT

*(Used to record any good ideas or issues raised during the meeting but that are not within the scope of the Senior Leadership Team).*

**Date of Next Meeting:**





**Appendix B:  
Ministry Area Annual  
Plan Template**

*Provide to key leaders to help them put together an annual plan for their area of ministry.*



# Ministry Area Annual Plan Template

Ministry Area:

Leader:

Period:

## Section 1 - Review last year

1. Please complete the table below for your last year's objectives:

Objective / Project	Status <sup>1</sup>	Comment

<sup>1</sup>Status: To be started; In progress; Partially achieved; Achieved; Abandoned

2. What have been some of the highlights for your ministry area over the last year?

3. What are the biggest challenges your ministry area is facing currently?

4. What dreams do you have for your ministry area this year?

## Section 2 - Clarify your purpose

1. In light of the overall Corps purpose, what do you see as the purpose of your ministry area?

2. Who are the people your ministry touches? What do they look like demographically?



### Section 3 - Identify your Projects / Objectives for the Year

1. What are the things you would like to achieve over the next year? Enter these in the first column below.

*Tip: For each potential achievement, ask yourself 'why do you want to achieve that?'; and keeping asking 'why?' on each of your answers until the final answer is 'because that's what we're about'. Then take the last one your ministry is responsible for. For example, I want to run social events. Why? To provide a place for people to bring their friends to. Why? So that the friends will come to our Sunday service. Why? So they will come to follow Jesus. Your objective might be to help people bring their friends to our Sunday service.*

2. Now think about how you will know you have been successful by quantifying your goal and deciding how you might measure this. For example, survey the corps and have 90% of the respondents state their relationship with God has grown over the year; have five new families attend our Sunday service brought by friends. Enter this in the second column.
3. Now brainstorm any ideas you have how you intend to achieve this (just ideas - you will expand these in the next step).

What would you like to achieve?	How will you know you have been successful?	Ideas for how you will achieve this.

4. Now take these ideas and develop your plan for the year (on the following page).





## Section 4 - Your Plan for the Year

### Project/Objective 1: <project name>

Description and measure of success:

To achieve this objective, what do you plan to do this year?

No	Task	Who?	Effort?	When?
1				
2				
3				
4				

### Project/Objective 2: <project name>

Description and measure of success:

To achieve this objective, what do you plan to do this year?

No	Task	Who?	Effort?	When?
1				
2				
3				
4				

### Project/Objective 3: <project name>

Description and measure of success:

To achieve this objective, what do you plan to do this year?

No	Task	Who?	Effort?	When?
1				
2				
3				
4				

### Other Tasks

No	Task	Who?	Effort?	When?
1				
2				
3				



## Your Requirements for the Year

To help you achieve your plan, what assistance do you need?

Support Area	Your Requirements
Budget:	
Training:	
Support:	
Other:	





**Appendix C:  
Mission Area Report  
Template**

*Provide to key leaders as a template for a monthly  
report on progress against their plan.*



# Ministry Area Report

Ministry Area:

Leader:

Period:

**Achievements last period**

- 

**Activities planned for next period**

- 

**Progress against annual plan:**

Objective/Project	Update	Next Steps

**Issues:**

-



## **Appendix D: Position Descriptions**

*Sample position descriptions for common  
corps leadership roles.*



## Corps Sergeant Major

Reporting directly to the Corps Officer, the Corps Sergeant Major is the chief local leader who assists the Corps Officer(s) generally and takes command of the corps in their absence.

Note: This may be an additional role (i.e. one of the senior leaders may also act as the Corps Sergeant Major).

### Key responsibilities

**Note: Traditional responsibilities for a Corps Sergeant Major are defined in the Orders & Regulations for Local Officers, Chapter 5, Section 1. In agreeing the role of Corps Sergeant Major, care should be taken to review these regulations and make any variations explicit in this arrangement so that both parties are clear around the role and expectations. For example, we suggest adding that the Corps Sergeant Major will:**

1. Act as a bridge between the corps family and Corps Officers who people can approach with their questions, issues, clarifications and ideas
2. Meet regularly with the Corps Officer(s) to discuss the effectiveness and health of the Officer team
3. Meet regularly with the Corps Officer(s) to discuss the effectiveness and health of the corps
4. Take command of the corps when the Corps Officer is absent.

Other possible responsibilities (delete as appropriate)

5. Chair person for the Corps Council (Senior Leadership Team)
6. Facilitate the Corps Mission Review and Plan, and keep the agreed goals in front of the corps family developing local ownership.

### Key characteristics

1. A mature soldier committed to ongoing personal spiritual growth
2. Has been in the corps for a minimum of one year, demonstrating loyalty to corps leadership, support for the corps' values, attendance at congregational worship and prayer meetings and regular tithing
3. Abides by the principles for Salvation Army Corps Leadership (O&Rs for Local Officers) and adheres strictly to the Salvation Army's codes of conduct relating to confidentiality and sexual conduct
4. Practices servant leadership, working with and empowering others wherever possible
5. Committed to excellence in this ministry.

### Key measures

1. Constructive relationship with the Corps Officer(s) that progresses both the officers and corps
2. Recognition by corps family as the chief local leader (i.e. not just positional authority)

### Support and encouragement

The corps pledges to support you through:

- A monthly meeting with the Corps Officer for mentoring and encouragement
- Ongoing training as appropriate.

### Tenure of Ministry

This ministry position is for a one year term, with possible extension by mutual agreement.

#### Tenure

From: ..... To: .....

#### Local Officer

Name: ..... Signature: .....

#### Corps Officer

Name: ..... Signature: .....



## Discipleship Coordinator

Reporting directly to the Corps Officer, the Discipleship Coordinator oversees all ministries intended to grow the people within the corps as dynamic disciples of Jesus. This is an extension of the Recruiting Sergeant role to coordinate the spiritual growth of all disciples in the corps, not just new recruits.

### Key responsibilities

1. Helps the people within our corps to grow as dynamic disciples of Jesus.
2. Coordinates a comprehensive, systematic discipleship ministry to meet the needs of the corps, including:
  - a. Support for seekers and recruits
  - b. Teaching for new believers
  - c. Discipleship training (e.g. courses, seminars, resources)
  - d. Small group ministries
  - e. Corporate prayer
  - f. Mentoring / spiritual partnerships
  - g. Soldiership preparation
3. Developing and empowering a team of people who are passionate about the discipleship ministry of the corps, to assist in fulfilling these responsibilities
4. Developing an annual plan for discipleship ministries, and reporting monthly to the Corps Council (senior leadership team) on progress
5. On-going promotion and communication to corps members about discipleship ministries

The Discipleship Coordinator is not responsible for the discipleship of children, but works with the Children's Ministry Coordinator to ensure the discipleship needs of all ages are considered.

The Discipleship Coordinator is not responsible for congregational worship, but works with the Worship Coordinator to incorporate elements of the discipleship ministry into congregational worship services.

The Discipleship Coordinator is not responsible for corps mission, but works with the Mission Coordinator to ensure disciples are trained for mission and service.

### Key characteristics

1. A mature Christian (soldier if acting as recruiting sergeant) committed to ongoing personal spiritual growth
2. Has been in the corps for a minimum of six months, demonstrating loyalty to corps leadership, support for the corps' values, attendance at congregational worship and prayer meetings and regular tithing
3. Accepts the doctrines of the Salvation Army
4. Abides by the principles for Salvation Army Corps Leadership (O&Rs for Local Officers) and adheres strictly to the Salvation Army's codes of conduct relating to confidentiality and sexual conduct
5. Practices servant leadership, working with and empowering others wherever possible
6. Has a passion for seeing people growing as dynamic disciples of Jesus
7. Committed to excellence in this ministry.

### Key measures

1. Corps members are growing as dynamic disciples as evidenced by [update to reflect how you will measure, for example: our NCD score for passionate spirituality increasing by 10 points; a congregational survey having 80% of people stating that their relationship with God is stronger now than this time last year; a congregational survey having 80% of people agreeing or strongly agreeing with the statement 'This corps is helping me grow as a dynamic disciple']
2. New soldiers and adherents are being enrolled
3. There has been a xx% increase in people attending small groups regularly
4. There has been a xx% increase in recognised mentoring relationships within the corps
5. A team is in place so that the ministry will continue at the end of this tenure.





## Support and encouragement

The corps pledges to support you through:

- A monthly meeting with the Corps Officer for mentoring and encouragement
- Ongoing training as appropriate.

## Tenure of Ministry

This ministry position is for a one year term, with possible extension by mutual agreement.

### Tenure

From: ..... To: .....

### Local Officer

Name: ..... Signature: .....

### Corps Officer

Name: ..... Signature: .....



## Mission Coordinator

Reporting directly to the Corps Officer, the Mission Coordinator oversees all ministries intended for people outside the corps, namely outreach and community ministries.

### Key responsibilities

1. Over sighting a coordinated approach to bringing people to faith (an Evangelism Pathway), including:
  - a. Equipping believers to share their faith and expecting them to seek opportunities to do so
  - b. Providing relevant ministries that are of interest to people in the community to bring them into contact with the corps
  - c. Providing forums for people to have their faith questions answered
  - d. Providing opportunities for people to hear and respond to the gospel message
2. Over sighting the community ministries of the corps, including:
  - a. Understanding the social needs of the community
  - b. Mobilising the corps response to these needs
  - c. Provision of corps social services
  - d. Promoting social justice action, including mission projects and the self-denial appeal
  - e. Establishing a team available to support emergency services
  - f. Ensure SAMIS is being maintained with accurate community ministry statistics
3. Developing and empowering a team of people who are passionate about outreach and community ministries, to assist in fulfilling these responsibilities
4. Developing an annual plan for outreach and community ministries, and reporting monthly to the Corps Council (senior leadership team) on progress
5. On-going promotion and communication to corps members about outreach and community ministries

The Mission Coordinator is not responsible for outreach to children but works with the Children's Ministry Coordinator to ensure that outreach and service is considered across all ages.

The Mission Coordinator is not responsible for spiritual growth, but works with the Discipleship Coordinator to ensure that disciples are being equipped and empowered to share their faith and serve in missions.

The Mission Coordinator is not responsible for corps fellowship, but works with the Fellowship Coordinator to ensure that fellowship activities include an outreach component where relevant.

### Key characteristics

1. A mature Christian committed to ongoing personal spiritual growth
2. Has been in the corps for a minimum of six months, demonstrating loyalty to corps leadership, support for the corps' values, attendance at congregational worship and prayer meetings and regular tithing
3. Accepts the doctrines of the Salvation Army
4. Abides by the principles for Salvation Army Corps Leadership (O&Rs for Local Officers) and adheres strictly to the Salvation Army's codes of conduct relating to confidentiality and sexual conduct
5. Practices servant leadership, working with and empowering others wherever possible
6. Has a passion for reaching out to people who are not disciples of Jesus
7. Has a passion for serving the disadvantaged in the community
8. Committed to excellence in this ministry.

### Key measures

1. New people are deciding to follow Jesus
2. The corps is active in the local community and beyond
3. A team is in place so that the ministry will continue at the end of this tenure

### Support and encouragement

The corps pledges to support you through:

- A monthly meeting with the Corps Officer for mentoring and encouragement
- Ongoing training as appropriate.



## Tenure of Ministry

This ministry position is for a one year term, with possible extension by mutual agreement.

### Tenure

From: ..... To: .....

### Local Officer

Name: ..... Signature: .....

### Corps Officer

Name: ..... Signature: .....



## Fellowship Coordinator

Reporting directly to the Corps Officer, the Fellowship Coordinator oversees all ministries intended to build relationships and care for people within the corps.

### Key responsibilities

1. Over sighting a coordinated approach to building fellowship within the congregation, including:
  - a. Welcoming and integrating new people
  - b. Encouraging hospitality between members
  - c. Providing activities to develop fellowship among corps members (e.g. social events, events for targeted demographics)
2. Over sighting the pastoral care ministries of the corps, including:
  - a. Follow up of people who have been missing for three weeks or more
  - b. Visitation and hospitality for people sick or hurting
  - c. Systematic visitation of all corps members
3. Ensuring the Corps Officer is kept informed of all important pastoral matters
4. Providing ministries to improve marriage and parenting relationships within the corps family
5. Developing and empowering a team of people who are passionate about fellowship and pastoral care to assist in fulfilling these goals
6. Developing an annual plan for fellowship and pastoral care, and reporting monthly to the Corps Council (senior leadership team) on progress
7. On-going promotion and communication to corps members about fellowship and pastoral care ministries

Small groups are intended as the main vehicle for corps people to build relationships and care for each other. The Fellowship Coordinator is not responsible for small group ministries, but works closely with the Discipleship Coordinator to ensure that fellowship building and pastoral care is provided within the small group ministries effectively.

The Fellowship Coordinator is responsible for fellowship among corps families which must include children. They will work closely with the Children's Ministry Coordinator to ensure that fellowship is considered for all ages.

The Fellowship Coordinator is not responsible for corps mission, but works with the Mission Coordinator to ensure that fellowship activities include an outreach component where relevant.

The Fellowship Coordinator is not responsible for welcoming newcomers or hospitality at congregational worship (e.g. Sunday meetings), but works closely with the Worship Coordinator to ensure new and missing people are followed up on appropriately and that the event builds fellowship.

### Key characteristics

1. A mature Christian committed to ongoing personal spiritual growth
2. Has been in the corps for a minimum of six months, demonstrating loyalty to corps leadership, support for the corps' values, attendance at congregational worship and prayer meetings and regular tithing
3. Accepts the doctrines of the Salvation Army
4. Abides by the principles for Salvation Army Corps Leadership (O&Rs for Local Officers) and adheres strictly to the Salvation Army's codes of conduct relating to confidentiality and sexual conduct
5. Practices servant leadership, working with and empowering others wherever possible
6. Has a passion for people and building strong authentic relationships
7. Committed to excellence in this ministry.

### Key measures

1. New people feel welcome and are integrated into the corps family
2. Every member of the corps family feels connected to the corps [or the NCD score for loving relationships improves by 10 points (or similar)]
3. Every person in the corps family is visited by a pastoral care team member or small group leader at least once each year
4. A team is in place so that the ministry will continue at the end of this tenure



## Support and encouragement

The corps pledges to support you through:

- A monthly meeting with the Corps Officer for mentoring and encouragement
- Ongoing training as appropriate.

## Tenure of Ministry

This ministry position is for a one year term, with possible extension by mutual agreement.

### Tenure

From: ..... To: .....

### Local Officer

Name: ..... Signature: .....

### Corps Officer

Name: ..... Signature: .....



## Worship Coordinator

The Corps Officer is responsible for congregational worship. The Worship Coordinator puts in place the various aspects of the congregational worship services on their behalf.

### Key responsibilities

1. Over sighting a coordinated approach to the congregational worship experience, including:
  - a. Preaching/topic plan for the year
  - b. Advertising
  - c. Guest arrival, including car parking, welcoming (welcome team, welcome packs, registration, pertinent information such as kids church details), introductions and ushering
  - d. Environment, including room setup, meeting aids and props, ambience
  - e. The worship service, ensuring a high quality, creative worship experience
  - f. Hospitality to encourage fellowship and help new people feel welcome
  - g. Follow-up, ensuring details of new and missing people are handed to the fellowship team for follow-up
2. Coordinating the various teams required to support congregational worship, including music, drama, sound and lighting
3. Developing and empowering a team of people who are passionate about congregational worship, to assist in fulfilling these responsibilities
4. Developing an annual plan for congregational worship and reporting monthly to the Corps Council (senior leadership team) on progress
5. On-going promotion and communication to corps members about outreach and community ministries

The Worship Coordinator is responsible for including children in congregational worship and works closely with the Children's Ministry Coordinator to ensure that the meeting is relevant for all ages.

The Worship Coordinator is not responsible for spiritual growth, but works with the Discipleship Coordinator to incorporate elements of the discipleship ministry into congregational worship.

The Worship Coordinator is not responsible for corps missions, but works with the Missions Coordinator to ensure outreach and service opportunities are included in congregational worship.

The Worship Coordinator is not responsible for corps fellowship, but works with the Fellowship Coordinator to ensure that new and missing people are followed up appropriately, and that the event helps build fellowship.

### Key characteristics

1. A mature Christian committed to ongoing personal spiritual growth
2. Has been in the corps for a minimum of six months, demonstrating loyalty to corps leadership, support for the corps' values, attendance at congregational worship and prayer meetings and regular tithing
3. Accepts the doctrines of the Salvation Army
4. Abides by the principles for Salvation Army Corps Leadership (O&Rs for Local Officers) and adheres strictly to the Salvation Army's codes of conduct relating to confidentiality and sexual conduct
5. Practices servant leadership, working with and empowering others wherever possible
6. Has a passion for leading congregational worship
7. Committed to excellence in this ministry.

### Key measures

1. Positive feedback on worship services from corps members [or our NCD score for Inspired Worship improve by xx (or similar)]
2. At least 25% of new people return (excluding visitors from out of town)
3. A team is in place so that the ministry will continue at the end of this tenure



## Support and encouragement

The corps pledges to support you through:

- A monthly meeting with the Corps Officer for mentoring and encouragement
- Ongoing training as appropriate.

## Tenure of Ministry

This ministry position is for a one year term, with possible extension by mutual agreement.

### Tenure

From: ..... To: .....

### Local Officer

Name: ..... Signature: .....

### Corps Officer

Name: ..... Signature: .....



## Business Coordinator / Corps Treasurer

Reporting directly to the Corps Officer, the Business Coordinator manages the financial and property aspects of the corps. This is an extension of the Corps Treasurer role to include all aspects of corps 'business', such as property.

### Key responsibilities

1. To ensure that the Orders and Regulations for Corps Secretaries and Treasurers are adhered to, including (a copy of the Orders and Regulations for Corps Secretaries and Treasurers is available within the Lotus Notes Orders and Regulations database):
  - a. Principles of Salvation Army finance
  - b. Corps income, expenditure and accounts
  - c. Corps budget
  - d. Corps property management
2. Supporting the Corps Officer in the management of the Family store
3. Management of corps assets
4. Coordinating the corps support for fundraising and public relations activities including Street Days and The Red Shield Appeal
5. Developing and empowering a team of people who are passionate about these business aspects of the corps, to assist in fulfilling these responsibilities
6. Reporting monthly to the Corps Council (senior leadership team) on corps business
7. Regular reporting to corps members on corps finances.

### Key characteristics

1. A mature Christian committed to ongoing personal spiritual growth
2. Has been in the corps for a minimum of six months, demonstrating loyalty to corps leadership, support for the corps' values, attendance at congregational worship and prayer meetings and regular tithing
3. Accepts the doctrines of the Salvation Army
4. Abides by the principles for Salvation Army Corps Leadership (O&Rs for Local Officers) and adheres strictly to the Salvation Army's codes of conduct relating to confidentiality and sexual conduct
5. Practices servant leadership, working with and empowering others wherever possible
6. Has a passion for business management
7. Committed to excellence in this ministry.

### Key measures

1. Budget approved by Divisional Headquarters before the due date
2. Good financial management, including prompt payment of all accounts, accurate records and a positive cash flow being maintained at all times
3. Properties are managed proactively and issues addressed appropriately
4. Family store delivers income to the corps as per agreed budget
5. A team is in place so that the ministry will continue at the end of this tenure

### Support and encouragement

The corps pledges to support you through:

- A monthly meeting with the Corps Officer for mentoring and encouragement
- Ongoing training as appropriate.





## Tenure of Ministry

This ministry position is for a one year term, with possible extension by mutual agreement.

### Tenure

From: ..... To: .....

### Local Officer

Name: ..... Signature: .....

### Corps Officer

Name: ..... Signature: .....



## Children's Ministry Coordinator

Reporting directly to the Corps Officer, the Children's Ministry Coordinator oversees the children's ministries of the corps and ensures that other ministries are relevant to children as appropriate.

### Key responsibilities

1. Helping children within our corps to grow as dynamic disciples of Jesus.
2. Coordinating a comprehensive, systematic children's ministry to meet the needs of the corps, including:
  - a. Outreach to new children in the community
  - b. Helping children decide to follow Jesus and providing on-going support
  - c. Discipleship training
  - d. Building relationships amongst the children
  - e. Building relationships between the children and adult mentors/small group leaders
  - f. Junior soldier preparation and training
  - g. Service opportunities
  - h. Working with parents/caregivers to support discipleship at home
3. Developing and empowering a team of people who are passionate about children's ministries to assist in fulfilling these responsibilities
4. Developing an annual plan for children's ministries, and reporting monthly to the Corps Council (senior leadership team) on progress
5. On-going promotion and communication to corps members about children's ministries
6. Following safe practice while working with children, and ensuring all children's leaders have had safety training, police checks (if over 18) and signed the code of conduct & volunteer agreement forms
7. Representing children in all corps ministries (to recognise that children are the only group who cannot realistically resource or represent themselves).

The Children's Ministry Coordinator works in partnership with all other ministry coordinators to ensure the needs of children are taken into account when planning corps ministries, and to maximise opportunities for developing children. For example, corps social events and family services.

The Children's Ministry Coordinator is not responsible for youth, but works with the Youth Ministry Coordinator to provide opportunities for youth to serve within children's ministries, and to ensure a smooth transition for children heading into high school and the care of youth ministries.

### Key characteristics

1. A mature Christian committed to ongoing personal spiritual growth
2. Has been in the corps for a minimum of six months, demonstrating loyalty to corps leadership, support for the corps' values, attendance at congregational worship and prayer meetings and regular tithing
3. Accepts the doctrines of the Salvation Army
4. Abides by the principles for Salvation Army Corps Leadership (O&Rs for Local Officers) and adheres strictly to the Salvation Army's codes of conduct relating to confidentiality, sexual conduct and working with children
5. Practices servant leadership, working with and empowering others wherever possible
6. Has a passion for seeing children growing as dynamic disciples of Jesus
7. Committed to excellence in this ministry.

### Key measures

1. Children are growing as dynamic disciples as evidenced by [*e.g. a congregational survey having 80% of people agreeing or strongly agreeing with the statement 'This corps is helping our children grow as dynamic disciples'*]
2. New junior soldiers are being enrolled
3. There has been a xx% increase in children attending Kids Church regularly
4. A team is in place so that the ministry will continue at the end of this tenure.



## Support and encouragement

The corps pledges to support you through:

- A monthly meeting with the Corps Officer for mentoring and encouragement
- Ongoing training as appropriate.

## Tenure of Ministry

This ministry position is for a one year term, with possible extension by mutual agreement.

### Tenure

From: ..... To: .....

### Local Officer

Name: ..... Signature: .....

### Corps Officer

Name: ..... Signature: .....



## Youth Ministry Coordinator

Reporting directly to the Corps Officer, the Youth Ministry Coordinator oversees the youth ministries of the corps.

### Key responsibilities

1. Helping youth within our corps to grow as dynamic disciples of Jesus.
2. Coordinating a comprehensive, systematic youth ministry to meet the needs of the corps, including:
  - a. Outreach to new youth in the community
  - b. Building relationships amongst the youth
  - c. Pastoral care and prayer for the youth
  - d. Helping youth decide to follow Jesus and providing on-going support
  - e. Discipleship training
  - f. Promoting soldiership as appropriate
  - g. Challenging youth to a life of Christian service
  - h. Equipping youth to minister to their peers
  - i. Addressing critical youth issues (e.g. sexuality, dating, alcohol and drugs, self-image, suicide, etc.) with sound Biblical teaching
  - j. Working with parents/caregivers to support discipleship at home
3. Developing and empowering a team of people who are passionate about youth ministries to assist in fulfilling these responsibilities
4. Developing an annual plan for youth ministries, and reporting monthly to the Corps Council (senior leadership team) on progress
5. On-going promotion and communication to corps members about youth ministries
6. Following safe practice while working with youth, and ensuring all youth leaders have had safety training, police checks (if over 18) and signed the volunteers agreement & code of conduct forms

The Youth Ministry Coordinator works in partnership with all other ministry coordinators to ensure the needs of youth are taken into account when planning corps ministries, and to maximise opportunities for developing youth. For example, providing opportunities for serving, ensuring worship services are relevant, etc.

The Youth Ministry Coordinator is not responsible for children, but works with the Children's Ministry Coordinator to ensure a smooth transition for children heading into high school and the care of youth ministries.

### Key characteristics

1. A mature Christian committed to ongoing personal spiritual growth
2. Has been in the corps for a minimum of six months, demonstrating loyalty to corps leadership, support for the corps' values, attendance at congregational worship and prayer meetings and regular tithing
3. Accepts the doctrines of the Salvation Army
4. Abides by the principles for Salvation Army Corps Leadership (O&Rs for Local Officers) and adheres strictly to the Salvation Army's codes of conduct relating to confidentiality, sexual conduct and working with youth/children
5. Practices servant leadership, working with and empowering others wherever possible
6. Has a passion for seeing youth grow as dynamic disciples of Jesus
7. Committed to excellence in this ministry.

### Key measures

1. Youth are growing as dynamic disciples as evidenced by [e.g. a youth survey has 80% of youth stating their relationship with God is more vibrant now than a year ago]
2. There has been a xx% increase in youth participating in youth ministries
3. New youth aged soldiers are being enrolled
4. A team is in place so that the ministry will continue at the end of this tenure.



## Support and encouragement

The corps pledges to support you through:

- A monthly meeting with the Corps Officer for mentoring and encouragement
- Ongoing training as appropriate.

## Tenure of Ministry

This ministry position is for a one year term, with possible extension by mutual agreement.

### Tenure

From: ..... To: .....

### Local Officer

Name: ..... Signature: .....

### Corps Officer

Name: ..... Signature: .....