



Creating a Continuity Book for Your Ministry

But be sure that everything is done properly and in order.

1 Cor. 14:40 (NLT)

Creating a Continuity Book for Your Ministry

- Tools for passing knowledge onward
 - *What should I do first?*
 - *Where are the things I need to do this?*
 - *Who can help me do it?*
- It will be a different book for every ministry.
- What these books all have in common is that they will have been written by someone who did that very job before you, who had to puzzle out the answers to those three nasty questions.

Creating a Continuity Book for Your Ministry

- There's a fairly good chance that the author of one of these books will never cross paths with its eventual readers.
- Write clearly and concisely, using plain and simple words, verbs of action, and basic language.
- Arrange neatly, easily expandable (i.e., loose-leaf binder), with tabbed pages.
- Should be labelled with the ministry name and usually kept by the leader of the ministry.

Continuity Book Should Include:

- Ministry Goal & Purpose
- Team Members & Organization Chart
- Ministry Job Descriptions (for leader and members)
- Team Member Roster
- Ministry Meeting Agendas
- Ministry Meeting Minutes

Continuity book should include . . .

- Monthly Ministry Reports
- Correspondence & Notes
- Expenses
- Calendar of events
- Copies of ministry specific forms
- Equipment lists
- Other resources

What to do with Continuity Book

- **USE IT!!**
- Make it easy to update (looseleaf)
- Archive – keep current and begin new books when necessary

Questions - Discussion

