

Creating Racial Equity Ministry Binder Recommended Content and Use

The Creating Racial Equity team recommends that each Ministry have a binder with sections including, but not limited to:

- a. Roles and Responsibilities of members of the ministry
- b. What jobs do you perform within the church?
- c. What supplies are needed for your ministry?
 - i. Where do you purchase the supplies/purchase orders?
 - ii. Where do you get a purchase order?
 - iii. Where are the supplies you may need kept in the church?
- d. Minutes of your meetings
- e. Your goals for ensuring racial equity within your ministry and your accomplishments with the area of improving racial equity
- f. Accomplishments over the year(s)
- g. Future Aspirations-what would you like to accomplish in the future? What were you not quite able to complete?
- h. A list of current and past members of the ministry
- i. Timelines for Tasks/Calendar of important events through the year
 - i. Endowment deadlines
 - ii. Annual Meeting deadlines
 - iii. Holidays through the year
 - iv. Events through the year
 - v. Personnel Evaluation
 - vi. Budget consideration
 - vii. Tower Deadlines
 - viii. Meeting Dates/both Ministry and Session