

How to Form a Work Ministry Group

Mission Statement for Work Ministry®

Work Ministry assists faith-based and community organizations in developing Job Support groups serving job seekers and connecting groups with Employers. Work Ministry:

- Assists job seekers, leaders and sponsors with resources for personal support, career management and technology
- Connects job seekers with employers for job search and staffing success

Roles and Responsibilities of a Ministry Leader

The roles of a Ministry Leader are recruiter, advertiser, facilitator, and even at times, a trainer for new participants in the Work Ministry. Effectively, the Ministry Leader is the “go-to” person for the sponsoring Church and the members of the Ministry.

The responsibilities of a Ministry Leader are to coordinate and facilitate this group. The Leader takes responsibility to set up the meeting, plan the topics of discussions, conduct the meetings, and keep meetings moving according to agenda schedule.

The Leader should communicate to the Work Ministry group when and where meetings will be held. This can usually be done through the Church weekly bulletin.

The Leader should maintain a list of Work Ministry participants to track attendance and to also note who “landed”, in other words, got a job! Information contained in this sheet should be, networkers name,

contact information, e-mail address, home and cell phone numbers, targeted job, etc. and date and company of landing.

Forming a Job Support Group

To form a Job Support group, the Leader needs to ask participants if they would volunteer their time to help support this Ministry group. The size of the group will dictate the number of volunteers you will really need. For instance, a Ministry Group of 50 participants may need 5 volunteers. (Usually a 10-1 ratio)

The responsibilities of the Support Group would be to set-up the room, greet the attendees, conduct a "sign-in" process, and make them feel welcome. Further, Support Groups usually assist presenters (speakers) with setup or passing out information sheets. Once the meeting is complete, everything needs to be put back in its place.

Where can a Job Support Group meet, how often, and how long should each session be?

A Job Support group should meet at least twice a month. It is suggested that the meeting not exceed 2 hours. (This is especially true if the meetings are held during the week at night, for example, 7 to 9:00 PM. People are tired from the day and will not be very productive with longer schedules!)

How to structure a Job Support Group meeting

- This is a very important in order to keep the level of interest high with the Job Support members. The areas of a meeting structure are as follows:
 - Opening & introductions
 - Welcome & overview of the meeting subject matter

- Opening Prayer (optional)
- Agenda review
- Current events (Event schedules, special meetings, other Job Support opportunities, etc., Job landings)
- Guest speaker or topic presentation
- Job networking breakout session
- Closing Prayer (optional)

Networking breakout sessions consist of 5-10 people forming a group and exchanging their elevator speeches. An elevator speech should be no longer than two minutes. In order to move the group along and get as much information to the candidates as possible, it is suggested that you limit the groups to not more than 10 people.

Within this breakout session, the group tries to help the candidate with suggested companies, contact information and possibly company history on any of the candidate's targeted companies. The idea is to give as much information to the candidate as possible.

Once everyone has taken their turn and delivered their elevator speech, then it is time to move the group around so that new ideas can be exchanged as well as new contacts.

How many people should attend a Job Support meeting?

There is no limit to how many people can attend a Job Support (networking) meeting. This meeting should be open to everyone who wants to participate in job-finding skills and preparation.

Topics of discussion at Job Support meetings

The types of topics that should be discussed in a Job Support meeting are introductions to the job networking process, networking

opportunities, use of the Internet for locating jobs, job fairs, resume and cover letter writing, appropriate dress for an interview, and types of questions that you will be asked during an interview.

Guest Speakers

The types of guest speakers for your meeting can be Recruiters, Career Counselors, Outplacement Firms, IDES (Illinois Department of Employment Security) Motivational Speakers or anyone with interest or knowledge in job placement.

Agenda and information handouts

An agenda with information should be passed out to those who attend this meeting. The agenda should include date, topic of discussion, who the presenter is and the time that is allotted for the speaker. In addition, if a presentation is done, each member should receive a copy of what is being presented and any or all other information that is pertinent to the topic.

How to close a networking meeting

Always close your networking meeting on a positive note as well as something motivational to think about. Thank everyone for coming. Express to everyone "good job hunting this week." By closing on a positive note, you leave a lasting impression on those who attended.