

THE LAY PASTORS MINISTRY

A System of Congregational Care by Laypeople

For
Pastor
and
and

Ministry Leadership Group (MLG)

HOW TO DO "PACE MINISTRY" IN YOUR CHURCH



By
Dr. Byeong C. Seo
Director of LPM Korea

STEP 1: PREPARING
STEP 2: EQUIPPING
STEP 3: COMMISSIONING
STEP 4: RE-EQUIPPING

Starting Your Ministry (2 months)
Managing Your Ministry (3 months)
Growing Your Ministry (3 months)
Maturing Your Ministry (4 months)

How to start your Lay Pastors Ministry

Giving birth to a lay pastoral care ministry

Melvin J. Steinbron

Lay Pastors Ministry. USA

12 Steps that will take you from where you are to where your church will have a Lay Pastoral care ministry in place.

Twelve steps

1. Understanding this ministry
2. Formalize the decision to have a lay pastors ministry
3. Build the structure (MLG, later)
4. Communicate with the congregation, lay pastors & LPM Headquarters
5. Call forth prospective lay ministers
6. Equip "the saints" for their PACE ministry
7. Assign households to the lay pastors
8. Provide essential materials
9. Commission the lay ministers
10. Send the letter of introduction to households
11. Make the First Visits
12. Plan the first gathering of lay ministers

Post-start:

A check list for the 12 steps

Resources available from lay pastors ministry, Headquarters

Sample brochure

Sample letter of introduction by Senior Pastor

HOW TO DO THIS MINISTRY IN YOUR CHUECH

STEP 1: RREPARING

Initial Consultation (Senior Pastor and Director)

- Meeting between the Senior Pastor and National Director (Dr. Aloto)
- Discussion of the vision, goals, and benefits of PACE ministry

Church Communication (Senior Pastor)

- Meetings with church leaders and ministry teams
- Introduction of PACE ministry to the entire congregation
- Invitation for the National Director to share the PACE vision with the congregation

Candidate Preparation (Those who want)

- Preliminary identification and evaluation of potential candidates
 - Consultation with the Senior Pastor regarding suitable participants
 - Prayerful discernment of those gifted for caring ministry
-

STEP 2: EQUIPPING

Selection of Participants

- Individuals who demonstrate caring and shepherding gifts
- Those willing to serve and commit to ongoing ministry

Training Program

- PACE Textbook
- Training Manual
- Supporting Resource Papers
- Materials provided through the National Office (fees may apply)

Training Schedule

- Total Training Time: 10–12 Hours

At the Completion of Training

Participants will:

- Decide whether to serve as Lay Ministers
 - Form a Ministry Leadership Group (MLG) consisting of 3–4 leaders
 - Prepare for the Commissioning Service
-

STEP 3: COMMISSIONING

Commissioning Service

- Formal recognition and dedication of Lay Ministers
- Prayer and blessing by church leadership

Ministry Assignment

- Ministry Leadership Group matches each Lay Minister with a Flock Family
- Assignments are coordinated prayerfully and strategically

Ministry Begins

- First family visit within one week after commissioning
- Initial care contacts established

Official Launch

- First gathering of Lay Ministers and Flock Families
 - Official launch of the PACE Ministry in the local church
-

STEP 4: RE-EQUIPPING

Regular Support

- Weekly or biweekly meetings as determined by the church
- Monthly ministry review and encouragement meetings

Continuing Education

- Three Re-equipping Resources available through the National Office
- Additional ministry development materials provided as needed

Quarterly Re-equipping

National Director visits the church quarterly
Evaluation, encouragement, advanced training, and ministry strengthening

APPENDIX

1) Ministry Leadership Group (MLG)

The Ministry Leadership Group provides leadership, coordination, supervision, and support for the PACE ministry within the local church.

Responsibilities include:

- Lay Minister support and encouragement
- Family assignments and ministry coordination
- Reporting and communication
- Ongoing ministry development

2) Keys to Success: The Twelve Foundations

The Twelve Foundations provide the spiritual and organizational principles necessary for a healthy and effective PACE ministry. These foundations serve as the framework for sustainable growth, faithful shepherding, and long-term ministry impact.

STEP 1: RREPARING

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- Preliminary identification and evaluation of potential candidates
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Initial Consultation (Senior Pastor and Director)

Meeting between the Senior Pastor and National Director
Discussion of the vision, goals, and benefits of PACE ministry

Meeting with the Senior Pastor and National Director

The Senior Pastor and National Director should meet together to discuss the ministry in detail. During this meeting personally they should:

1. Share the vision, purpose, and goals of the ministry.
2. Study and discuss the meaning of Ephesians 4:11–12, emphasizing how God equips believers for ministry and builds up the Body of Christ.
3. Explain the benefits the church can receive by implementing this ministry, including:
 - Strengthening congregational care
 - Developing lay leadership
 - Increasing member involvement in ministry
 - Supporting the pastoral staff
 - Building a stronger and healthier church community

Answer questions and address any concerns regarding the ministry.

Present and hand over the Textbook, Training Manual, and Supporting Papers that will be used during the Equipping Seminar.

Discuss the proposed schedule and requirements for implementing the ministry within the church.

Key Scripture

"And he gave some to be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ." (Ephesians 4:11–12)

Internal Communication (Senior Pastor)

Meetings with church leaders and tell them
Introduce of PACE ministry to the entire congregation from pulpit
Invitation for the National Director to share the PACE vision to whole congregation

Meeting with Church Leaders and Congregation

The Senior Pastor should first present the ministry to church leaders, explaining how it fulfills the biblical mandate of caring for God's people and equipping believers for ministry (Ephesians 4:11-12). Church leaders should understand the vision and become partners in promoting and supporting the ministry.

The ministry should then be introduced to the entire congregation. Members need to understand that Lay Pastors Ministry is not replacing the pastoral staff, but extending the church's caring ministry through trained and commissioned lay servants.

Inviting the National Director

The Senior Pastor is encouraged to invite the National Director to speak directly to the congregation. Appropriate occasions may include:

- Sunday afternoon gatherings
- Friday prayer meetings
- Leadership meetings
- Special ministry presentations
- Church conferences or seminars

This allows members to meet the person responsible for the ministry at the national level, hear the vision firsthand, and build confidence and trust in the ministry for both the present and the future.

The National Director should emphasize that this ministry is especially designed for believers who have spiritual gifts related to caring ministries, such as:

- Compassion
- Mercy
- Encouragement
- Shepherding
- Service

These gifted individuals may be called by God to participate in this important caring ministry.

Why Effective Communication Is Essential

The Senior Pastor must communicate effectively with the congregation for two important reasons:

1. Both the Givers and Receivers of Care Come from the Congregation

Lay Pastors and those they care for are members of the church family. Therefore, the congregation must understand the ministry and its purpose.

"And how can they hear without someone preaching to them?" (Romans 10:14)

Through preaching, teaching, and personal testimony, members can learn how God calls His people to care for one another.

2. To Cultivate a Supportive Church Culture

The culture of a church can either support or hinder a Lay Pastors Ministry.

A favorable culture exists when church members believe:

- Pastoral care is a high priority of the church.
- Every Christian has spiritual gifts for ministry.
- God calls believers to serve one another in love.
- Caring for people is a shared responsibility of the entire church.

When these beliefs are embraced, the ministry is much more likely to succeed. Therefore, a supportive culture must be intentionally created and continually cultivated.

Communication Methods

All available means of communication should be utilized:

- Preaching and teaching
- Sunday worship guides
- Monthly newsletters
- Special congregational letters
- Posters and bulletin board announcements
- Informational meetings
- Presentations to church organizations
- Lay witness testimonies during worship services
- Phone-call campaigns
- Email communications
- Small group studies
- Prayer meetings and fellowship gatherings

Essential Beliefs to Teach

The following biblical truths should be consistently communicated:

1. Every member is a minister, having received spiritual gifts from the Holy Spirit for ministry.
2. Pastors and teachers are called to equip God's people for works of service (Ephesians 4:11-12).
3. The Bible commands believers to care for one another and bear one

another's burdens.

4. The church is healthiest when every member participates in ministry according to their God-given gifts.

5. Lay Pastors Ministry strengthens pastoral care by ensuring that every household receives personal care, encouragement, and spiritual support.

By communicating these principles faithfully and repeatedly, the church can develop a culture of caring in which Lay Pastors Ministry flourishes and God's people are nurtured, encouraged, and strengthened in their faith.

Candidate Preparation (Those who want)

Preliminary identification and checking of potential candidates
Consultation with the Senior Pastor regarding suitable participants
Prayerful discernment of those gifted for caring ministry

Why Is Pre-Study Necessary?

After the National Director has introduced the ministry to the whole congregation, the Senior Pastor can continue promoting the ministry publicly and privately. Based on my fifteen years of experience, approximately 10 percent of the congregation will usually have the spiritual gifts needed for this ministry—especially the gifts of compassion, mercy, encouragement, and caring. In a church of 100 people, this often means about 10 potential Lay Ministers.

These candidates should participate in the PACE Equipping Seminar, which requires approximately 10 hours of training. However, before attending the seminar, they should gather regularly with the Senior Pastor for about one month to study the introductory textbook. Therefore, after a church decides to adopt this ministry, the Equipping Seminar should normally be scheduled about one month later.

When starting any new ministry, motivation is crucial. The question is: *How do people become motivated?*

Over the years, I discovered the answer through experience. Dr. Melvin also strongly emphasized this principle in his writings and personal correspondence. Many years ago, when we communicated by fax, he repeatedly advised that churches should study his first book, *Can the Pastor Do It Alone?*, before beginning the ministry.

Later, I realized how important this guidance was.

Pastors are busy, and most laypeople do not naturally study ministry materials on their own. Many people are not accustomed to reading books independently or participating in self-directed learning. Yet when candidates study together,

discuss ideas, ask questions, and share insights, they gain a much deeper understanding of the ministry.

I remember one layman whose pastor asked him to read *Can the Pastor Do It Alone?* by himself. Later he testified that tears came to his eyes as he read because he longed for his church to become like the church described in the book. Experiences like this do happen, but they are not common. Most people benefit greatly from studying together.

When candidates participate in Pre-Study, they arrive at the Equipping Seminar already understanding the vision, purpose, and value of the ministry. Their hearts are prepared. Their motivation is strong. In many ways, half of the work has already been accomplished before the seminar even begins.

As a trainer, I have noticed a significant difference between two types of churches:

First, there are churches whose candidates have completed the Pre-Study and are eagerly waiting for the Equipping Seminar. These participants are ready to receive the training. They already understand the ministry's purpose and are excited about serving. My role is mainly to help them experience a paradigm shift, deepen their commitment, and equip them with practical skills. Training these groups is a joy because they are prepared to take action.

Second, there are churches where participants come to the seminar without any prior study. Some attend simply because their pastor asked them to come. They are hearing the concepts for the first time and may not yet understand the vision. In these situations, the trainer must not only teach and equip but also spend considerable time building motivation and understanding. This makes the training process much more difficult.

For this reason, I strongly recommend that every church conduct a one-month Pre-Study before the Equipping Seminar. Pre-Study creates understanding, builds ownership, strengthens motivation, and prepares future Lay Ministers to embrace their calling with enthusiasm and confidence

STEP 2: EQUIPPING ITSELF

Selection of Participants

- Individuals who demonstrate caring and shepherding gifts
- Those willing to serve and commit to ongoing ministry

Training Itself

- Textbook
- Training Manual
- Supporting Papers

Training Schedule

- Total Training Time: 10–12 Hours

At the Completion of Training

Participants will:

- Decide whether to serve as Lay Ministers
- Form a Ministry Leadership Group (MLG) consisting of 3–4 leaders
- Prepare for the Commissioning Service

Decided of Participants

Individuals who demonstrate caring and shepherding gifts
Those willing to serve and commit to ongoing training

Equipping Itself (10-Hour Intensive with National Director)

The candidates for Lay Ministers have already been introduced to the ministry through their Senior Pastor. They have previewed the textbook and understand the basic vision and purpose. Because of this prior exposure, they are already motivated—typically at around 50% readiness—and during the equipping process, this motivation is often strengthened to 70–100%.

These participants are not starting from zero. They are already willing and interested in being trained and credentialed as Lay Ministers, even though they are laypeople. Therefore, the equipping process functions not as basic education, but as **focused formation and activation**—what may be called *in-flight training*.

Training Components

The 10-hour equipping session led by the National Director includes:

- Textbook instruction
- Training Manua
- Supporting Papers

Why an External Equipper (National Director) is Important

For the first group of Lay Ministers, it is highly effective to invite an experienced external equipper rather than relying only on the Senior Pastor. From field experience across 140 churches and more than 750 laypeople equipped over 15 years, several consistent realities have been observed:

1. Many Senior Pastors are not yet fully familiar with this specific ministry model
2. They are not accustomed to using the PACE Training Manual in its intended format
3. Most pastors are experienced in education and preaching, but "equipping" (in the PACE sense) is a different process
4. Even highly educated pastors (including those with doctoral degrees) may find it difficult to conduct the equipping effectively without prior exposure

For this reason, churches often invite a specialist equipper to ensure clarity, consistency, and effectiveness in the first implementation.

Participant Readiness

Because candidates have already been introduced by their Senior Pastor, they come with foundational understanding and interest. During equipping:

- Many reach **70–100% motivation**
- A significant number demonstrate strong internal calling and readiness to serve
- Some express a deep, lasting commitment to pastoral care ministry

There is often a visible "burning heart" among participants who desire to care for their congregation in practical and spiritual ways.

Completion of Equipping

At the end of the 10-hour equipping process, participants will:

- Decide whether to serve as Lay Ministers
 - Form a **Ministry Leadership Group (MLG)** consisting of 3–4 Lay Ministers
 - Prepare for the formal **Commissioning Service**
-

Motivation Assessment Tool

At the conclusion of the Equipping Manual, participants complete a simple self-evaluation:

My Personal Experience

On a scale of 1 to 10, this seminar has moved me to do the ministry God is calling me to do.

1 2 3 4 5 6 7 8 9 10

(Not moved) → (Totally moved)

Participants circle the number that best represents their response.

Observed Outcome

In most cases:

- The majority circle **7 or 8**
- A small number circle **10**, indicating full lifelong commitment to the ministry

Those who indicate the highest level of commitment often become part of the **Ministry Leadership Group (MLG)**, taking active responsibility for strengthening and sustaining the Lay Ministry within their church.

Conclusion

Upon completion of equipping, these candidates are fully prepared for the next stage: the **Commissioning Service**, marking their official recognition and release into Lay Ministry service within their congregation.

STEP 3: COMMISSIONING AND LAUNCHING PACE MINISTRY

Commissioning Service

- Formal recognition and dedication of Lay Ministers
- Prayer and blessing by church leadership

Ministry Assignment

- Ministry Leadership Group matches each Lay Minister with a Flock Family
- Assignments are coordinated prayerfully and strategically

Ministry Begins

- First family visit within one week after commissioning
- Initial care contacts established

Official Launch

- First gathering of Lay Ministers and Flock Families
 - Official launch of the PACE Ministry in the local church
-

Commissioning of Lay Ministers

The preferred setting for commissioning Lay Ministers is a regular worship service, where the congregation gathers in prayer and recognition before God. Because the practice of the *laying on of hands* has a long Judeo-Christian tradition (cf. Num. 8:10; 27:18; Acts 6:6; 9:17; 1 Tim. 4:14), church elders and leaders should join together with the candidates at the time of commissioning. In this sacred act, leaders place their hands on the Lay Ministers as a sign of blessing, affirmation, and sending.

Purpose of the Commissioning Service

The commissioning service is a formal act of:

- Public recognition and dedication of Lay Ministers
- Prayerful blessing by church leadership
- Setting apart individuals for pastoral care ministry within the congregation

Those who commit themselves to serve as Lay Pastors, and who have been approved through the church process, are commissioned in a worship service. While many churches avoid the term "*ordination*" for lay ministry roles, the spirit of ordination is still reflected in this act of setting apart for service. The biblical concept (cf. John 15:16; Greek *tithēmi*—to appoint, set, or place) emphasizes divine calling and intentional sending.

Commissioning Questions

At the time of commissioning, the presiding leader asks the following questions:

1. Do you trust in Jesus Christ as your Savior and Lord and acknowledge Him as Head of the Church?
2. Do you believe in one God—Father, Son, and Holy Spirit?
3. Will you be faithful in the work and worship of this church and diligently seek to grow in the grace and knowledge of Jesus Christ?
4. Will you serve as a Lay Pastor in obedience to Jesus Christ, guided by the Holy Spirit, to the glory of God the Father?
5. Will you minister in Jesus' name under the authority of the church leadership and in submission to the Holy Scriptures?
6. Will you seek to care for your assigned people faithfully, with love and compassion?

Congregational Question

The congregation is then asked:

Do you, the members of this congregation, accept these brothers and sisters as Lay Pastors among you?

Upon affirmative response, the candidates are set apart through prayer and the laying on of hands.

Commissioning Declaration

The presiding leader declares:

"____, you are now commissioned as a Lay Minister to serve as a pastor to an assigned group within the ____ Church. The grace of the Lord Jesus Christ be with you. Amen."

Significance of This Act

This act of commissioning:

1. Affirms their call to ministry
 2. Publicly recognizes the importance of their pastoral role
 3. Symbolizes spiritual commissioning and empowerment by the Holy Spirit
 4. Sends them forth with the blessing and support of church leadership
-

Ministry Assignment

Following commissioning, the Ministry Leadership Group prayerfully assigns each Lay Minister to a "Flock Family" or care group.

These assignments are made strategically and spiritually, with special attention to:

- Marginal or less-connected members
- Inactive members

- Individuals at risk of leaving the church

This assignment phase is essential to ensuring that pastoral care reaches every household in the congregation.

Caring Ministry Context: Retaining and Restoring People

In the United States and many other contexts, two major caring ministry models have been widely used:

- Lay Pastors Ministry
- Stephen Ministry (cf. Kenneth Haugk, *Reopening the Back Door*)

Stephen Ministry focuses particularly on caring for people in crisis and understanding why people disengage from church life. Research identifies key reasons people leave, including:

- Lack of meaningful relationships
- Loss of a sense of belonging
- Perception that church life is no longer meaningful

These insights reveal that church departure is often relational and pastoral, not merely doctrinal.

The concept of *"reopening the back door"* emphasizes intentional care for those who have already left, creating space for healing, reflection, and possible return. Conversely, the idea of *"closing the back door"* emphasizes early pastoral care to prevent disengagement before people leave.

Integrated Vision for Lay Pastors Ministry

A healthy Lay Pastors Ministry requires both movements:

- **Internal care:** nurturing, connecting, and sustaining active members
- **Restorative care:** reaching out to those who have drifted or left

Together, these form a holistic pastoral system that reflects the shepherding heart of Christ—seeking the lost, strengthening the weak, and keeping the flock united in love.

Ministry Begins and Official Launch

First family visit within one week after commissioning

Initial care contacts established

Official Launch

First gathering of Lay Ministers and Flock Families

Official launch of the PACE Ministry in the local church

Letter of Introduction to Households (Post-Commissioning)

After the commissioning service, the senior pastor sends a **Letter of Introduction to each assigned household**.

This letter is a crucial bridge between the Lay Minister and the first pastoral visit. In most congregations, the pastor serves as the primary *legitimizer* of church ministries. Therefore, the pastor's endorsement helps transform the first contact from a cold introduction into a welcomed and trusted relationship.

Purpose of the Letter

The letter should:

1. Provide a very brief explanation of the Lay Ministry.
2. Inform the household that they have been assigned a Lay Minister.
3. Clearly state the name of the Lay Minister or Lay Minister couple.
4. Explain that the Lay Minister will contact them soon to arrange the First Visit.
5. Offer an encouraging assurance that this relationship will be mutually supportive, caring, and beneficial.

This simple communication establishes trust, clarity, and expectation—preparing the household to receive their Lay Minister with openness.

Official Launch of PACE Ministry in the Local Church

The **Official Launch** is a significant milestone in the life of the church's Lay Ministry.

After commissioning and after Lay Ministers have begun their first contacts and visits with assigned households, the church gathers again for an official launch gathering.

Purpose of the Gathering

This meeting serves to:

- Celebrate and affirm the beginning of the Lay Ministry in the local church.
- Provide opportunity for Lay Ministers to share their first experiences and testimonies.
- Strengthen unity and confidence among all participants.
- Reinforce vision, purpose, and practical direction for ongoing ministry.

This is not only an informational meeting but a **formational and celebratory moment**.

Significance

The Official Launch marks the **formal public activation of the PACE Ministry** in the church. From this point onward, Lay Ministers move forward as an integrated and recognized part of the church's pastoral care system.

STEP 4: REEQUIPPING AS ONGING

(Three reequipping resources)

Regular Support

- Weekly or biweekly meetings as determined by MLG
- Monthly ministry review and encouragement meetings

Continuing Education

- Three Re-equipping Resources available through the National Office
- Additional ministry development materials provided as needed

Quarterly Re-equipping

- National Director visits the church quarterly
 - Evaluation, encouragement, advanced training, and ministry strengthening
-

After any ministry begins, re-equipping becomes essential. People who have received basic training will not remain satisfied with only their initial learning. This is similar to education: what once felt new and exciting at school eventually becomes familiar, and learners naturally begin to seek deeper, updated, and more practical understanding.

In the same way, ministry workers need ongoing development after the startup stage. However, many pastors unintentionally overlook this phase. They often assume that once the ministry is launched successfully, the responsibility shifts fully to lay leaders. As a result, the ministry may begin well but gradually lose strength and eventually decline.

Recognizing this, Dr. Melvin emphasized structured re-equipping through multiple resources such as **13 monographs, Dynamite Meetings, and 22 Essays**, along with continuous insights shared through LPMI USA Network News over many years. His approach reflects a key truth: **one-time training cannot sustain lifelong ministry effectiveness.**

In addition to re-equipping, there must also be **continuous maintenance**. This is where a **Ministry Leadership Group (MLG)** becomes vital—a group of committed leaders who “own” the ministry together and take responsibility for its ongoing health, direction, and fruitfulness.

Without both re-equipping and maintenance, even a well-started ministry can slowly fade. With them, ministry remains alive, growing, and sustainable.

APPENDIX I

Ministry Leadership Group

Ministry Leadership Group (MLG) – Overview

A **Ministry Leadership Group (MLG)** is a core team of people who believe in the ministry vision, share ownership of its success, and carry responsibility for both growth and accountability.

In the Lay Pastors Ministry Institute Korea, this model was formed from the beginning (July 1st, 1999, Seoul), beginning with four laypeople who committed to the vision and helped establish the ministry in its early stage.

The MLG is not only an administrative structure—it is a **covenant leadership team** that sustains vision, implementation, and multiplication of the ministry.

Core Principle

Success or failure of the ministry is not carried by one person alone, but shared among a committed leadership group who:

- Own the vision
 - Share responsibility
 - Support one another in function and faithfulness
-

Primary Early Action

One of the first practical steps of the MLG is:

- Producing a **one-page monthly newsletter**
(as recommended in Dr. Steinborn's guidance)

This becomes a communication bridge between leadership, lay pastors, and the congregation.

Key Functions of the Ministry

Over time, the ministry developed through:

- Introducing LPM to local churches and pastors
 - Conducting 12-hour equipping seminars (typically over two nights)
 - Training clergy and lay leaders
 - Hosting national conferences (five in Korea)
 - Translating and contextualizing LPM materials for Korean churches
 - Building ongoing church partnerships over many years
-

Ministry Leadership Group Roles & Responsibilities

1. Group Leader

Responsible for the **internal life of the leadership group.**

- Leads group life, encouragement, relationships, attendance, and participation
 - Plans meeting time and location
 - Works with Ministry Leader to set agendas
 - Leads worship, sharing, nurture, and fellowship segments
 - Ministry Leader handles ministry business portion
-

2. Ministry Leader

Responsible for **overall ministry leadership and coordination.**

- Leads all phases of Lay Pastors Ministry:
 1. Development and implementation
 2. Calling, equipping, commissioning lay pastors
 3. Communication with church and congregation
 4. Ongoing training
 5. Evaluation of ministry effectiveness

Works with Group Leader on agendas

Liaison with pastor, church board, staff, and national/regional network

Oversees administration: manuals, records, budgets, correspondence

3. Secretary

Responsible for **documentation and communication flow.**

- Records meeting actions and distributes minutes
 - Sends notices and updates
 - Manages correspondence
 - Maintains records, lists, and archives
-

4. Communications Coordinator

Responsible for **internal and external communication.**

- Produces newsletters for lay pastors and stakeholders
 - Writes or coordinates bulletin and church newsletter content
 - Promotes positive awareness of the ministry
 - Coordinates communication with regional and national LPM networks
-

5. Calling Forth Coordinator (Recruiter)

- Identifies and recruits potential lay ministers
 - Helps discern gifted individuals in caring ministries
-

6. Equipping Coordinator

- Organizes training and equipping seminars
 - Ensures materials and sessions are prepared and contextualized
-

7. Koinonia Coordinator

- Strengthens fellowship, unity, and relational care
 - Builds community among lay pastors and leadership team
-

8. Evaluation Coordinator

- Assesses ministry effectiveness
 - Collects feedback and performance insights
 - Helps guide improvement and accountability
-

Closing Insight

This structure reflects a key principle of your ministry journey:

a shared leadership system that carries vision through relationships, responsibility, and continuous equipping.

APPENDIX II

How to success this ministry

Meaning of Twelve Foundations

The Twelve Foundations of Ministry Development

(As developed and observed through LPMI experience by Lay Pastors Ministry Institute USA and Dr. Melvin)

1. Vision

Everything begins with a compelling vision—something God places in the heart that addresses a real need in the church and society. Without vision, nothing truly starts.

2. Ownership

Ministry must move from “inspiration” to “personal responsibility.” Ownership is strengthened through calling, affirmation, and formal recognition.

3. Structure

Keep it simple in the beginning. Too many people or complex systems at startup can slow momentum. Structure should serve ministry, not control it.

4. Call

People must be genuinely called—not just recruited. A ministry grows when the right people recognize their God-given role.

5. Equipping

Continuous training is essential. Equipping is not one-time; it is ongoing through teaching, exposure, conferences, and shared experiences.

6. Communication

Regular, consistent communication keeps ministry alive. Newsletters, updates, and stories create momentum and accountability.

7. Accountability

Clear responsibility structures protect the ministry and keep leaders faithful and focused.

8. Affirmation

People need encouragement and recognition. Affirmation strengthens motivation and long-term commitment.

9. Support

Practical and emotional support systems help leaders and lay ministers continue their work without burnout.

10. Fellowship

Healthy relationships build unity. Ministry is sustained through shared life, not just shared tasks.

11. Evaluation

Regular reflection ensures the ministry is growing in the right direction and not drifting from its purpose.

12. Maintenance

This is the sustaining power of ministry. Small, daily faithfulness keeps everything alive. Without maintenance, even strong ministries eventually decline.

Key Insight (very important in your teaching)

You made a crucial observation:

- **Vision starts the ministry**
- **Maintenance sustains it**

These are the two “anchors” of the entire system.

And between them, everything else functions as the “operating system” of ministry life.

Final Thought

Most systems are designed for *launching*, but not for *longevity*.

This framework is powerful because it covers both:

- the “spark” (Vision)
- and the “continuing engine” (Maintenance)

That is why it has survived decades of practice in ministries like Lay Pastors Ministry Incorporated USA and its global extensions such as LPM Korea and others.

