

Developing and Organization Plan for Ministry in the Arts

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Introduction and Background

Trinkat Works is a ministry organization born from the desire to share the gospel of Jesus Christ in a way that will draw the unchurched, unsaved, and the non-believer through creative expression in the form of writing, theatrical production and media works. Our goal is not just to reach those outside the body of Christ, but also to impact and transform the traditional religious thinking of the local church into that of the true Church Universal.

The Organizational structure and governing Leadership is as follows: There are two Ministry Chairpersons, the Chair and Co-Chair. They are chosen by the Owner/Operator through a lengthy process of review and interview. There are some certain criteria that the Chairpersons must meet, the first is they must have a genuine love for God and a desire to serve that is evident. Education is factored in, but doesn't take precedence over experience.

The Chair persons manage and direct all activities and functions involving the ministry, serving as liaison between the Owner/ Operator and the employees. They preside over team building and brainstorming meetings.

Manage the correspondence of the ministry, which includes: Phone Calls, quarterly newsletter, emails, website, and keeping the roster current. This committee is also responsible for public relations, promoting the company and marketing the upcoming events

Manage the flow of all administrative aspects of the ministry which includes: completing any required ministry forms, monthly reports, and documenting ministry events (historians).

Monthly reports must be turned in by 5pm on the first Wednesday of each month. This is very important because the Owner Operator reads these to stay informed about what is going on within the ministry. Reports should be detailed, checked for spelling and grammatical errors,

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and most importantly on time. (Please see the attachment for the required structure.) - Manage the social aspects of the ministry, which include: social outings, birthdays, condolences, and cast parties.

Research and manage opportunities to minister outside the church. This committee is also responsible for planning civic/public service outings.

Leadership Responsibilities

Chair persons must attend a monthly council meeting to discuss the status of their committee. If you cannot attend there must always be one representative for your committee present. Committee leads are also required to attend Worship & Arts meetings and leadership trainings. It may also be necessary employees to meet outside of normal business hours for meetings to plan events, and in those instances the Chair Persons is responsible for creating the agenda and overseeing the meeting.

Delegate

Chair Persons are responsible for delegating assignments to employees and volunteers to ensure that the work is evenly distributed.

Devotion

Chair Persons open the floor for prayer requests, concerns, and praise reports. Anyone can share a word or scripture is lead to do so.

Accountability of Finances

Stewardship is important to us, instead of using profits from production and media works; monthly the members of Trinkat Works pay small dues that go toward our casting parties and celebrations for achievements, holidays, birthdays, and successfully completed ministry tasks.

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Donations made by people in the community are considered unrestricted gifts and are used to feed the homeless and provide them with warm clothing and outer wear for wintry weather.

Individuals can give designated gifts for equipment and supplies. However, the designated account must be established before the company receives the donation

A designated fund must be established by the company before any income is received. Also a payroll account is established to house the funds received through the work produced by the company, the employees are paid by the proceeds of our production.

Accountant Responsibilities

Because the Owner/ Operator is not an Accountant by trade we outsource our accounting to insure that owner-held equity is properly maintained. Owner- held equity is the cash value of the company, and is generally calculated as the company's assets minus its liabilities. This is the amount you have remaining after you subtract the total amount of liabilities from the total amount of assets. The company's investments and retained earnings are included.

These components interrelate to show different valuations for the company based on reorganizing the basic formula of **Equity = (Total) Assets – (Total) Liabilities**. This is should be calculated annually, but is absolutely necessary whenever an owner wants to purchase or sell shares.

Accounting Equation

Owners Equity

- **Owner's Equity** is equal to total assets minus total liabilities.
- **Owner's Equity** represents the ownership claim on total assets.
- **Owner's Equity** are effective by:
 1. Capital
 2. Drawings
 3. Revenues
 4. Expenses



Job Descriptions

Stage Manager- This person is familiar with the flow of the play and manages backstage activities. Makes sure that stage crew is functioning properly to ensure that runners have people ready for the next scene so that no cues will be missed. This role acts as an extension of the director.

Make up/ Wardrobe -Assigned to get people into costumes and apply make-up. These people are responsible for the overall care of costumes (i.e. ironing, hanging). These people will also be responsible for helping with quick changes.

Prop Handlers -These people will be responsible for making sure that we have all the necessary props organized on the prop table. Review the script and make notes of what will be needed.

Runners - Up to five people responsible for making sure that people are in place for their scenes. Two will need to be at the side doors. One will be responsible for walking people around to the

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vestibule as needed. The final two will serve as floaters and make sure that people get where they need to be.

Camera Crew - Assigned to capture productions for recording and distribution. The camera crew is comprised of two persons who keeps video record of every production and creates clips and frames for marketing

Creative Writers -Team of writer collaborates to come up with new fresh ideas on how to convey the message and Gospel of Jesus Christ as it is relevant to today. Our writers are also our historians archiving every written work and ministry event on paper that.

Editors - Reviews, edits, and sometimes re-writes select literary works. Ensures that all manuscripts meet required and accepted format and content standards. The editor also assesses content for clarity, accuracy, and consistency. This position will often call for coordinating with the production team to produce final drafts. This person will typically report to Owner/ Operator directly.

Staff Evaluations – Staff persons are evaluated on an annual basis in the areas of performance, reliability, pliability, growth, and passion for their work. Evaluations are concluded by the supervisors in each department. Staff member does have the opportunity to appeal an unsatisfactory evaluation if they do not agree, but they must have factual information to back their claim. After two unsatisfactory evaluations the company may terminate the employer/ employee relationship.

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Mission – Trinkat Works is a ministry organization born from the desire to share the gospel of Jesus Christ in a way that will draw the unchurched, unsaved, and the non-believer through creative expression in the form of writing, theatrical production and media works.

Vision - To impact and transform the world through sharing the Gospel of Jesus Christ through creativity and the arts.

Goals – Over the next 5-10 years the goal of Trinkat Works is to expand to other cities outside of Georgia. To take our media, literary, and stage production on the road to reach a larger population of people.

Strengths – Familial environment encourages staff to collaborate openly on projects and the sharing of ideas. The staff and volunteers pray and share times of devotion together, this builds a sense of fellowship and rapport among our team.

Weaknesses – Small group of team members limits the opportunities we are able to accept. We build a team of solid people and only few faithful members are committed to the vision. We're still growing and can't afford to pay top dollar, but the relationships that we've built among one another makes up for what you can't physically count.