

## Jeff (and Becky's) Areas to Be Covered in Addition to Preaching (August 2024)

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1. Vision – Upcoming Church Theme/ Focus / Priorities for 2024 and 2025.
  - a. For instance: Next Gen, Ministry Fair, Intergenerational Focus, 7 Values, Discipleship, Outreach, Connect Groups...(Looking Up, Jubilee Vision, Head, Hands, and Heart, Pray & Go)
2. Yearly Calendar of Events Fall 2024 through August 2025 in conjunction with staff, coordinated with Next Gen, ACTS, and CFS.
  - a. October Staff Planning Session for 1<sup>st</sup> 6 Months of 2025.
  - b. Church in the Park
  - c. Children / Parent Dedication
  - d. Fall Food Drive
  - e. Advent
  - f. Pancake Breakfast
  - g. Christmas Series
  - h. Resurrection Sunday
  - i. Family Camp at Ne-O-Tez
  - j. Block Party or Equivalent
  - k. 5<sup>th</sup> Sunday Planning
3. Worship.
  - a. Guidance, input, and feedback regarding Sunday Worship in conjunction with Kaylynn. “Putting a good foot forward.”
  - b. Determine what and how event communication, announcements, and special communication takes place on Sunday morning.
  - c. Inform Sunday Shepherd of pastoral needs and special announcements.
  - d. Oversee timely communication via Email, Website, TVs, Banners, Church App.
  - e. Make decisions on outside people that would like to speak or preach.
4. Staff.
  - a. Oversee Office Staff.
  - b. Weekly Staff Meeting and Next Gen Meeting.
  - c. Elder / Staff Communication, particularly to Elizabeth and Kaylynn.
  - d. Oversee congregational communications (weekly email, banners, bulletin boards, social media, TVs, Live-Stream, and Sunday announcements, etc.).
  - e. Provide Annual Staff Reviews.
5. Communication and Empowerment of Ministry Leaders.
  - a. Worship (Kaylynn)
  - b. Next Gen (Nathan and Jeff) Next Gen Implementation and Integration into larger church, especially 5<sup>th</sup> Sunday of Month Next Gen Sundays.
  - c. Office Administration (Elizabeth)
  - d. Building (Tom and Bret)
  - e. Food Pantry (Barb)
  - f. Fellowship (Kari) – Provide oversight for Church in the Park
  - g. Connect groups (Dale) - Kick-off, update Connect and Huddle groups, and make recommendations for Fall Connect Groups.
  - h. Next Steps (Steve and Gwen)

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- i. Pastoral Team (Collins) - Supply Pastoral Team with people needs and updated information.
  - j. Tech (Brian)
  - k. Christian Formation (Betty)
  - l. Children (Jeff M.)
  - m. ACTS (Katie)
  - n. Safety (Bret)
  - o. Urban Outreach (Dave)
  - p. Beautify the Building (Kara)
  - q. Women's Ministry (Betty)
  - r. Circle of Friends (Judy)
  - s. Greeters (Joyce)
  - t. Women's Ministry
  - u. Worship Team (Kaylynn)
  - v. Young Adult Ministry (Carrie S, Jayson)
  - w. Unity in Diversity (Todd)
  - x. Library (Larry)
  - y. Prayer Ministry (Dave W)
  - z. Youth Ministry (Nathan)
  - aa. Finance Budget (Dave and Brad)
  - bb. Missions (Jeff M)
  - cc. Benevolence (Dave)
  - dd. CFS (Eric)
  - ee. Coffee (Becky)
  - ff. Faith-in-Action (Steve A. and Don F.)
  - gg. Hospitality (funerals, receptions, showers, Good-Bye Wind Chimes, etc.) – Baby shower upcoming.
  - hh. Pickleball Ministry.
  - ii. Vision Elders (Steve W. and Steve A.)
6. Christian Formation Group.
- a. Guidance on Bible Reading Plans, **Adult Classes**, Marriage Classes, Parenting Classes, and **Fellowship Events**.
  - b. **Fellowship Event planned during No Class Date, Dec 29.**
  - c. Make decisions on which dates to not have Adult and/ or Children's Bible Class.
7. Next Steps Ministry.
- a. **Visitor follow-up letters.**
  - b. **Reception, Class, and / or 1-1 Follow-up with potential new members.**
  - c. **Update and provide materials.**
  - d. People:
    - i. Mark and Lindsey Minton
    - ii. Steve and Lisa Schock
    - iii. Mack
    - iv. Olivia and Greg Walton
    - v. Nina
    - vi. Virginia Pierce
    - vii. Chazara

- viii. Amy Cunningham
  - ix. Angela Wren
  - x. Ryan and Leslie Cornelius
  - xi. Jackson Osebrah
8. **Shepherding (current needs)**
- a. Tom and Maria Holmes
  - b. Susan Blain
  - c. Cas (and Hannah)
  - d. Patty Lacoss-Arnold
  - e. Mary Ann Nicholson
  - f. Jerry Mickey
  - g. Jon and Angie Earnhart
  - h. David Richardson
9. Funerals / Weddings.
10. Community Outreach (Pray and Go, Church at Ivory Crockett, Block Party).
11. Help people find a place to serve.
12. **Attend to building and parking lot on Sunday mornings for worship readiness.**
- a. **Oversee Standards (building cleanliness, tables / chairs in right places, attention to flyers and posters, TVs, classroom set-up, timely update of display tables / bulletin boards, mats cleaned and straightened, and walkways cleaned, cobwebs, bugs, dirty glass doors, windows, auditorium, kitchen needing deep clean, walk parking lot, lights, heat / cool, doors locked and unlocked.**
13. Manage budget areas (Outreach, Worship, Men's, Women's Ministry, Adult Education).

**Oversee and / or Upcoming**

- 1. Website updates.
- 2. Church Center updates.
- 3. Directory updates.
- 4. Database strategy.
- 5. Leadership Development.
- 6. Men's Ministry.