

ROCKFISH PRESBYTERIAN CHURCH MINISTRY TEAMS, *revised 10/19/23*

WORSHIP MINISTRY TEAM

Mission:

The Worship Ministry Team enables the members and friends of Rockfish Presbyterian Church to worship the triune God sincerely, responsively, and with devotion in a joyful and respectful manner consistent with the Reformed tradition. The team oversees the music program, supports the work of the Music Director, and recruits and trains volunteers as liturgists, ushers, greeters and communion servers.

Goals:

- A. Orderly services of worship occur each Sunday and on special days in the church year, and the sacraments of communion and baptism, and weddings and funerals, are celebrated in a manner consistent with the Reformed tradition.
- B. Roles and responsibilities of worship leaders are coordinated.
- C. The necessary space, furniture, and articles used in worship are properly arranged and maintained.

Strategies:

1. Prepare and administer an annual budget in consultation with the Stewardship Ministry Team and with the approval of Session.
2. Seek the guidance of God through the Holy Spirit in planning and implementing all worship experiences.
3. Meet regularly with the pastor(s) and the music director to plan, implement, and evaluate worship experiences.
4. Oversee the music program and support the work of the Music Director by facilitating communication with worship leaders, providing a budget for music (music licenses, organ/piano tuning, guest musicians), offering encouragement.
5. Recruit and train volunteers as liturgists, ushers, greeters, and communion servers.
6. Assist the pastor(s) by coordinating special services including but not limited to: Ash Wednesday, Maundy Thursday, Easter, and Christmas Eve
7. Provide support for the worshipful observance of weddings and funerals.
8. Recruit and host guest worship leaders (supply pastors) in the absence of the pastor(s) and arrange honoraria for the guests through the treasurer in a timely manner.

2023 Chairperson: Elder Mary Hopkins

MISSION MINISTRY TEAM

Mission:

The Mission Committee helps support global, regional, and, predominantly, local outreaches. We allocate a yearly budget to over 25 separate causes and also supply Easter and Thanksgiving food baskets, fill backpacks for new school-age children, and host a yearly Head Start Christmas Party. Included are the Goodness Grows Garden, the Knitting and Nurture Group, and the Wood Ministry Group.

Goals:

- A. Promote mission awareness and outreach to others in Christ's name as a primary focus of the church.
- B. Encourage active participation of our church members – as individuals or as a group – in ministry to those outside the RPC family.

Strategies:

1. Prepare and administer an annual budget in consultation with the Stewardship Ministry Team and with the approval of Session, and coordinate with the church treasurers the periodic disbursement of funds to identified ministries.
2. Identify and research local, regional, and global ministries whose ministries coincide with the mission of the Mission Ministry Team and RPC.
3. Educate the congregation regarding these identified ministries and promote involvement with these ministries in whatever way possible.
4. Coordinate with the Christian Education Ministry Team in efforts to educate and involve children and youth in mission outreach on an age-appropriate level.
5. Publicize and promote annual denominational special offerings such as: Joy Gift (Christmas), One Great Hour of Sharing (Easter), Peacemaking (World-wide Communion), Pentecost, as well as the monthly Five-Cents-A-Meal offering and maintain an Emergency Relief program.
6. Promote and support ecumenical and community mission efforts.
7. Monitor mission efforts and consider new mission outreach efforts.
8. Make a monthly report to Session including written recommendations for action.
9. Recruit new members for the Mission Ministry Team as needed.

2023 Chairperson: Elder Bill Iverson and Ann Mische

STEWARDSHIP MINISTRY TEAM

Mission:

The Stewardship Ministry Team oversees the financial life of the congregation. The team manages financial policies and procedures, reviews financial reports, develops the annual budget, conducts financial reviews and makes recommendations to Session about any financial decisions or issues of the church.

Goals:

- A. Promote mission awareness and outreach to others in Christ's name as a primary focus of the church.
- B. The congregation knows the fruits of its generosity in the past and the opportunities that need support in the future.

Strategies:

1. Involve Ministry Teams in developing an annual operating budget including a budget for the Stewardship Ministry Team.
2. Prepare and present in a timely manner each year a total Rockfish Presbyterian Church budget to the Session for approval, and present and interpret that budget to the congregation at the annual meeting in January.
3. Develop and oversee a process for the accurate receipt, accounting, and disbursement of funds.
4. Keep the Session informed in a timely manner regarding budgetary irregularities and recommended remedies.
5. Oversee all bequests, investment accounts, and memorial funds including a process for encouraging gifts and bequests and for making appropriate use of these accounts and funds in consultation with the Session and the families involved.
7. Develop and execute an annual timeline of publicity and events (Minutes for Mission) geared toward educating the congregation on issues of stewardship. This will culminate in an annual Commitment Sunday. Arrange for an Annual Review and report findings to Session.
8. Arrange for educational materials and speakers for the congregation concerning methods of giving to the church.
9. Make a monthly report to the Session including written recommendations for action.
10. Recruit new members for the Stewardship Ministry Team as needed.

2023 Chairperson: Elder Mac Lumpkin

CHRISTIAN EDUCATION MINISTRY TEAM

Mission:

The Christian Education Ministry Team supports educational programs for all ages (nursery care to senior adults). The team coordinates Sunday School, Bible study programs, youth meetings and youth mission work.

Goal:

All ages, nursery to adults, will have age-appropriate opportunities to learn the essential elements of Christian faith and practice.

Strategies:

1. Prepare and administer an annual budget in consultation with the Stewardship Ministry Team and with the approval of the Session.
2. Plan and implement Christian Education programs for children, youth and adults, including, but not limited to:
 - a. Sunday morning classes
 - b. Confirmation classes
 - c. Small Groups
 - d. Weekday Bible study groups
 - e. Children's Food Pantry Program
3. Purchase gifts to mark milestones in the faith journeys of our children and youth.
4. Secure teachers, substitutes, and volunteers for educational programs and present to Session for approval.
5. Select and/or approve materials for all children, youth, and adult Christian Education programs and consult with adult groups providing guidance and suggestions.
6. Plan and implement summer educational experiences.
7. Sponsor seasonal activities and intergenerational learning events.
8. Maintain the Church Library.
9. Provide for youth fellowship activities (Middle and High School age).
10. Recruit new members for the Christian Education Ministry Team as needed.
11. Make a monthly report to Session including written recommendations for action.

2023 Chairperson: Elder Susan Luscomb

CONGREGATIONAL LIFE MINISTRY TEAM

Mission:

The Congregational Life Ministry Team offers and facilitates opportunities for those in the church community to strengthen relationships through after worship fellowships and special events. The team is also passionate about providing support, encouragement and comfort to folks who are going through a life challenge, a crisis or a loss of a loved one. On a lighter note, we create fun.

Goals:

- A. Regular opportunities for care and encouragement in each stage of life (from birth to death) are noted and addressed among members and friends of Rockfish Presbyterian Church.
- B. Members and friends feel welcome and are encouraged to reach out to each other.

Strategies:

1. Prepare and administer an annual budget in consultation with the Stewardship Ministry Team and with the approval of the Session.
2. Make a monthly report to Session including written recommendations for action.
3. Recruit new members for the Congregational Life Ministry Team as needed.

To do the work of the CLMT, approximately 15-20 volunteers will be recruited allowing for division of tasks so that no one is unduly burdened. Co-chairs are solicited to coordinate with Session and other committees, oversee organization, and maintain records. The following sub-committees (each with an appointed/volunteer chair) are suggested to execute various tasks:

Card Ministry

1. Send cards in the name of the church to all members and friends known to have experienced illness, injury, death, or any kind of difficult time either personally or within their family. Cards are also sent to folks who have arrived at a milestone (birthday, anniversary).

Illness/Bereavement

1. Coordinate home food delivery for members who experience serious illness, surgery, or bereavement.

Memorial Reception Committee.

1. If requested, plan and coordinate receptions at the church following funeral/memorial services.

Fellowship/Coffee Hours

1. Plan and implement a system for assuring that coffee and refreshments are available in the Fellowship Hall following each regular service of worship.

Kitchen/Supplies

1. Monitor the kitchen periodically for cleanliness and maintenance.
2. Monitor and replenish supplies as needed.
3. Organize annual days for a thorough cleaning of the kitchen.

Elderly/Disabled

1. Maintain a current list of elderly or disabled members and friends who are unable to attend worship.
2. Maintain a current list of elderly or disabled members and friends who need assistance with transportation, nutrition, health maintenance, companionship, or other needs.
3. Make referrals to appropriate helping agencies or establish a means to help meet expressed needs.

Annual Picnic

1. Plan and implement a summer picnic at the start of the summer.
2. Coordinate events to celebrate seasons of the year such as an annual outdoor service or the Easter brunch.

College and Military

1. Maintain a list of members and friends (with their addresses/birthdays) who are away at college or in the military and keep in touch in the name of the church on birthdays and special holidays. Prepare and send Christmas cookies and cards to military stationed overseas.

CLMT Annual Luncheon/Business Meeting

1. Plan and implement the annual luncheon meeting to celebrate and plan the work of the Congregational Life Ministry Team.

2023 Chairperson: Elder Sue Fulton

PERSONNEL COMMITTEE

Mission:

The Personnel Team oversees policies and procedures related to church staff, including performance reviews, job descriptions and contracts, and filling staffing vacancies.

Goals:

- A. Establish and monitor appropriate personnel policies and practices and update as deemed necessary.
- B. Develop a positive environment for honest evaluations of performance.

Strategies:

1. Prepare and administer an annual budget in consultation with the Stewardship Ministry Team and with the approval of the Session.
2. Monitor the established RPC personnel policies.
3. Advise and assist the RPC Ministry Teams and Pastor(s) in dealing with staff personnel actions.
4. Review Staff Position Descriptions, Employment Contracts, Performance Goals and Performance Evaluations and recommend changes to the appropriate Ministry Team and Pastor(s)
5. Participate with Pastor(s) and Ministry Teams in the yearly performance evaluations of RPC staff.
6. Perform a yearly performance evaluation of the Pastor.
7. Advise and assist the Pastor in his/her role as Supervisor of the Church Staff.
8. Recommend salary and benefit adjustments for church staff in conjunction with the appropriate Ministry Teams and the Pastor.
9. Produce reports to session with written recommendation from the team as needed.
10. Recruit new members for the Personnel Ministry Team when necessary.

2023 Chairpersons: Elders Ann Mische and Amelia McCulley (Elder Sallly Bryant, Session Liaison)

FACILITIES MANAGEMENT TEAM

Mission:

The Facility Management team maintains all structures, parking lots, and equipment associated with our National Historically Registered site (established in 1746).

Goals:

- A. The building is accessible to any who wish to use it regardless of physical ability.
- B. The facility's structural soundness, cleanliness, and temperature are maintained.
- C. Maintenance is planned for proactively so as to minimize unexpected costs.

Strategies:

1. Prepare and execute an annual budget for maintaining the church building and exterior lighting in consultation with the Stewardship Ministry Team and with approval of the Session. Include the Building Contingency Fund.
2. Plan and implement building maintenance and cleaning schedules utilizing mix of outside service companies and ministry team volunteers.
3. Resolve occasional unscheduled maintenance problems and repairs on a timely basis.
4. Prepare a revolving three-year plan regarding maintenance or changes that are necessary to achieve Goal C.
5. Purchase and stock sufficient custodial supplies.
6. Recruit new members for the Building Ministry Team as needed.
7. Submit as needed report to Session including written recommendations for action.

2023 Chairperson: Elder Ken Engebretson

GROUNDS MINISTRY TEAM

Mission:

The outside property of Rockfish Presbyterian Church is maintained so that it is visually appealing, environmentally friendly, easily accessible, and physically safe. This Committee maintains the Church property by managing mowing schedules and tree trimming. We also organize work days to take care of the plantings around the church as well as fall and spring leaf raking.

Goals:

- A. Plantings, landscaping, and other vegetation are well maintained.
- B. The parking lot and playground are well maintained and kept safe and accessible.
- C. Any major additions or changes proposed are assessed for environmental impact prior to implementation.

Strategies:

1. Develop and administer an annual budget in consultation with the Stewardship Ministry Team and with the approval of the Session.
2. Recruit volunteer labor as needed for maintenance of grounds including the children's playground.
3. Contract with necessary landscaping, snow removal, and other professionals for seasonal service and other needs that are beyond the scope of volunteer labor.
4. Submit a revolving three-year plan for grounds maintenance and development.
5. Submit as needed a report to Session including written recommendations for action.
6. Recruit new members for the Grounds Ministry Team as needed.

2023 Chairperson: Elder Kathy Kristiansen, Session Liaison

OUTREACH MINISTRY TEAM

Mission:

The Outreach Ministry Team holds the purpose of bringing the beauty and spirit of Rockfish Presbyterian Church (RPC) to the community-at-large through the invitation to activities and festivities held by and through the church.

Goal:

- A. To promote awareness of RPC in the community.
- B. To extend friendship and service to the community through RPC activities.

Strategies:

1. To encourage congregational members to invite others to activities and festivities held at RPC throughout the year.
2. To advertise RPC activities and festivities by way of newsletters and other means of communication in the community, e.g., Rockfish Valley Community Center, Wintergreen, Nelson County News, Next Door, Facebook, etc.
3. To prepare and administer an annual budget in consultation with the Stewardship Ministry /team and with the approval of Session.
4. To write minutes from Outreach Ministry meetings and submit to Session along with recommended actions required by Session.
5. To maintain an active Outreach Ministry Team by recruiting new members as needed.

2003 Chairperson: Elder Sandy Gallagher

CEMETERY MINISTRY TEAM

MISSION:

Maintain and respect our Historic RPC Cemetery.

GOALS:

- A. Maintain the historic and respectful nature of the RPC Cemetery.
- B. Maintain an accurate accounting of all past, present, and future burial sites.
- C. Respectfully provide information and support for burial options to RPC Members, their families and Friends of the Congregation.

STRATEGIES:

1. Allocate future plot income to accomplish stated goals.
2. Maintain a data base of all known burial sites, sold reserved sites, and future use sites in digital format using both TurboCAD software and MS Excel.
3. Maintain excellent working relationships with all local funeral homes, monument companies, and grave digging contractors.
4. Provide assistance with site location, grave preparation, and monument placement.
5. Facilitate communication between our Pastor, the funeral home, and the grave digger when a request for interment is made.
6. Enforce Cemetery rules to maintain the Cemetery condition.

OPERATIONS:

Current site costs for RPC Members are competitive and listed below:

- Casket plot with four corner posts (3' x 10') is \$600 plus mandatory monument marker.
- Side-by-side casket plot with corner posts (7' x 10') is \$1000 plus mandatory monument marker.
- Cremation plot (2' x 2') with one corner post is \$250 plus mandatory cremains marker.
- See the RPC plot price menu dated 3/19/2019 for additional information and non-member costs.

Cemetery Committee members assist with the twice-yearly grounds cleanup particularly the cemetery grounds, and Cemetery funds have been contributed to improve the same.

Maintenance of the Cremains Garden surrounding the Celtic Cross is the sole responsibility of the Cemetery Committee, not the Grounds Committee.

MILITARY VETERANS:

Military Veterans have been identified in the RPC Cemetery and are celebrated on Memorial Day.

2023 Co-chairs: Jeff Wilk and Mike Chambers