

4. ADULT NURTURE MINISTRY TEAM

4.1 STATEMENT OF PURPOSE

To develop and maintain a ministry of Christian education to nurture and renew the spiritual and fellowship life of adults in Three Chopt Presbyterian Church.

4.2 SPECIFIC MINISTRIES

- A. The Ministry Team will provide a comprehensive program of adult Christian education to help members and friends of Three Chopt Presbyterian Church grow in faith.
 - 1. The Ministry Team will provide Sunday morning church school classes, seminars and special events.
 - 2. The Ministry Team will provide educational opportunities during the week.
- B. The Ministry Team will encourage adults to grow in faith by offering small groups for prayer, Bible study and support, within the church and within the larger community of Richmond.
- C. The Ministry Team will create and lead renewal events in which the entire church will participate, such as retreats, seminars and spiritual renewal weekends.
 - 1. There should be at least one experience each month in which the entire congregation will be provided an opportunity to grow in their faith through prayer and study, either individually or within a small group.
 - 2. The Ministry Team will develop new spiritual renewal opportunities and review the continuation of present activities.
- D. The Ministry Team will serve to link our congregation to the spiritual renewal opportunities offered through the Presbytery and the Synod, as well as through other churches and retreat centers in the greater Richmond area.

4.3 OVERSIGHT RESPONSIBILITIES

- A. The Ministry Team will provide oversight for the major responsibilities of church school, adult Bible groups, prayer groups, etc.
 - 1. Recommend to Session for approval church school teachers, Superintendent, adult Bible study teachers and basic curriculum.
 - 2. Provide leadership / teacher training events for these people.
 - 3. Oversee curriculum selection and ordering.
 - 4. Keep up to date Rolls.
 - 5. Publicize Sunday School, adult programs and retreats in newsletters, handouts, visitation materials, etc.
 - 6. With the Head of Staff and Christian Educator, plan installation of directors, teachers, etc. for programs.
 - 7. Invite new members to participate in Adult Nurture events within one month of their joining.
- B. The Ministry Team will promote camps and conferences of the Presbytery, Synod and General Assembly.
- C. The Ministry Team will oversee the church media center and appoint a librarian.
- D. The Ministry Team, overseeing small fellowship groups to meet specific

- fellowship needs open to all members, will foster the Men's Breakfast and Presbyterian Women groups, and encourage development of other groups.
- E. The Ministry Team will accept other responsibilities assigned by the Session.

4.4 SUNDAY SCHOOL SUBCOMMITTEE

This Subcommittee will be responsible for planning, implementing and overseeing all Sunday School classes for adults

- A. Specific Procedures for Sunday School Subcommittee
1. Plan for Sunday School classes
 2. Recruit teachers for Sunday School classes
 3. Arrange for training of teachers as needed
 4. Advise church Secretary of calendar items as necessary
- B. Specific duties for Upstairs Fellowship Hall Sunday School Host
1. Set up room if necessary. If it has not been done, please notify Ministry Team chair so it can be reported to Building and Grounds.
 2. Get microphone from the Sound System and arrange for PA system to be on in UFH for class; assist with any other equipment used.
 3. Introduce the teacher to the class if he or she is a non-member or a new teacher.
 4. "Shut down" the kitchen and close all doors to reduce the noise level in the room.
 5. Hand out Bibles, handouts, etc. as needed by the teacher.
 6. Circulate the Attendance Sheet. Turn it in at Adult Program Administrator's mail box.
 7. After class, thank teacher, straighten up class, put away Bibles, etc.
 8. Return microphone to the Sound System and arrange for PA system to be turned off in UFH.

4.5 SMALL GROUP SUBCOMMITTEE

This Subcommittee will be responsible for planning, implementing and overseeing all small groups for adults

- A. Specific procedures for Small Group Subcommittee
1. Start, modify or discontinue small groups as needed to keep the ministry meaningful to members of the church community
 2. Recruit teachers for small groups
 3. Maintain master list of all small groups, the names of the leaders and meeting times and places
 4. Contact each existing small group leader on a regular basis to learn group's status and to offer assistance
 5. Notify church Secretary of all calendar items related to small groups
 6. Arrange for training of leaders as needed

4.6 SUBCOMMITTEE FOR APPLICANTS TO THE MINISTRY

This sub-committee shall recommend to Session the appropriate action to take on requests for becoming Inquirers and Candidates as outlined by the Book of Order (G-14.0300) and Presbytery of the James. The sub-committee shall be composed of one

active Elder, one inactive Elder, the applicant's liaison from the congregation, one member of the Adult Nurture Ministry Team and one minister on staff. This sub-committee shall also make annual recommendations for the appropriate amount of financial assistance to be provided to the Inquirer or Candidate. These recommendations may include that the applicant appear before the Session if the sub-committee believes it appropriate.

Specific procedures for this sub-committee are:

- A. Meet with Inquirers/candidates and conduct interview(s) concerning requests for support
- B. Report to Session with recommendation that TCPC should support or not support Inquirer/Candidate
- C. If recommendation for support and if Session also votes support, Session should assign a liaison to the Inquirer/Candidate during her/his education to maintain a communication link and annually to report to Session with a general status.

4.7 PLANNING CALENDAR

JANUARY

Annual Congregational Meeting
Begin planning annual retreat
Order spring curriculum
Teacher training / workshops
Begin planning leadership training events

FEBRUARY

Confirm spring quarter Adult Sunday school teachers and classes

MARCH

Begin contacting present volunteer staff to see if they will serve next year
Check into curriculum options for next year
Plan Christian Education volunteer appreciation event with Children & Families, Youth & Families, Christian Educator and Head of Staff
Promote camps & conference centers (Hanover, Massanetta and Montreat)
Recruit new Adult Program Administrator

APRIL

Prepare program evaluation forms
Begin recruitment of volunteers for fall

MAY

Ministry Plan Update
Conduct program evaluation and actively seek feedback and suggestions for new classes, ministries
Discern equipment needs
Begin recruitment of new teachers and superintendent for fall

JUNE

- Hold volunteer appreciation event
- Discuss program evaluations; consider changes
- Recruit new members for Adult Education Ministry Team for fall
- Plan publicity for fall programs
- Formulate proposed budget for next year
- Hold annual Adult Nurture Ministry Team retreat to evaluate past year and plan for next year
- Policy & Procedure Manual Review & Update

JULY

- Plan for fall Rally Day with Children & Families, Youth & Families, Mission & Service and Membership & Evangelism Ministry Teams
- Present names of Sunday School teachers to Session
- Finish publicity plans for fall programs, update brochures
- Order fall curriculum
- Plan location of classes (coordinate with Children & Families, Youth & Families and Enquirer's class)
- Plan budget proposals

AUGUST

- Annual budget submission
- Publicize Rally Day and fall kickoff of classes
- Plan commissioning of teachers with Children & Families, Youth & Families, Christian Educator and Head of Staff
- Conduct teacher training

SEPTEMBER

- Rally Day
- Order winter curriculum
- Evaluate classes; makes changes as necessary
- Make Advent plans

OCTOBER

- Confirm winter adult education plans
- Recruit winter / spring teachers
- Plan devotional material for next year
- Decide on retreat format for next year
- Decide on leadership training for next year

NOVEMBER

- Check Advent plans and programs
- Publicize winter classes and events

DECEMBER

- Submit Annual Report for Annual Congregational Meeting
- Finalize budget