

7. MEMBERSHIP & EVANGELISM MINISTRY TEAM

7.1 STATEMENT OF PURPOSE

- A. Reach out in the community with the good news of Jesus Christ.
- B. Assist in bringing visitors into church membership.
- C. Help visitors to better know and understand the ministry of TCPC.
- D. Insure fellowship opportunities are available for the entire congregation.

7.2 SPECIFIC MINISTRIES

- A. Schedule, plan and facilitate monthly meetings to coordinate all Ministry Team activities.
- B. Lead and coordinate outreach and visitation to the community through various means, e.g. outside signs, newspaper, other advertisements, etc.
- C. Extend the warm hand of welcome to each worshiper (members and visitors) before and after worship services through the Door Greeter program.
- D. Provide information to visitors about TCPC's various ministries through brochures in the welcome packets.
- E. Maintain pew materials (offering envelopes, pencils).
- F. Coordinate the supply and collection of Friendship Pads.
- G. Maintain attendance records for visitors and members using information provided on the Friendship Pads.
- H. In coordination with the ministers, send a letter of welcome to each "second time visitor".
- I. Schedule and conduct Inquirer's classes
- J. Plan for Called Session meetings to receive new members.
- K. Maintain name tags for all members.
- L. Plan, schedule and conduct church-wide fellowship events (at least one every two months).
- M. Plan and schedule small group events (retreats, etc.).
- N. Coordinate the Cookie Fellowship program.
- O. Coordinate volunteers to make coffee each Sunday morning.
- P. Maintain the church Kitchen supplies.
- Q. Name and provide support for the church historian(s).
- R. Accept other responsibilities as assigned by the Session.

7.3 DOOR GREETER PROGRAM

- A. Purpose - To ensure that each worshiper is greeted warmly and to provide direction, assistance and or answers as needed.
- B. Specific Procedures
 - 1. Door Greeters will be recruited and scheduled to greet before and after one worship service the same Sunday per month (first, second, etc.).
 - 2. A list of substitute Door Greeters will be maintained.
 - 3. A Door Greeter Coordinator will be assigned for each Sunday service.
 - 4. Door Greeter Guidelines
 - a. Arrive 15-20 minutes prior to the start of the worship service.

- b. Door Greeters should be present in the front foyer (near the side outside door) and in the narthex close to the back entrance.
- c. Greet everyone with equal enthusiasm by extending your hand and offering a warm, friendly smile.
- d. Direct visitors to the table in the front foyer for a “You’re Very Welcome” packet and additional information.
- e. Return to your greeting position immediately following the worship service.
- f. Direct visitors to pastor(s) and Cookie Fellowship
- g. After most worshipers have departed, collect sheets from the Friendship Pads and place in the Church Secretary’s box in the mailroom.
- h. If unable to greet on your scheduled worship service, first try to switch with another Door Greeter, then call a substitute, and then contact the Door Greet Coordinator for that service if you are unable to find a replacement.

7.4 VISITOR CALLING PROGRAM

- A. Purpose - To reach out to visitors through telephone contact.
- B. Specific Procedures
 1. A coordinator and additional callers (as needed) will be recruited.
 2. Visitor information will be provided by the Church Secretary.
 3. Visitors should be contacted soon after their visit and thanked for being a part of the TCPC community of faith and invited back.
 4. Records of contacts and information obtained will be kept by the coordinator.
 5. After several visits, or an indication of a desire to join the church, information should be provided to the Inquirer’s class coordinator so that an invitation to the class may be extended.

7.5 INQUIRER’S CLASS

- A. Purpose - To provide prospective members with information about the Presbyterian Church (U.S.A.), TCPC, and specific information about their responsibilities as a church member.
- B. Specific Procedures
 1. An Inquirer’s Class Coordinator will be recruited and will be responsible for scheduling, promoting and conducting the class.
 2. Inquirer’s Classes will be scheduled in coordination with the church calendar and the Head of Staff/Pastor.
 3. Ensure that a Session meeting is called for the date of the fifth session.
 4. Each class will consist of five sessions in five consecutive weeks.
 - a. First Session: The Call of God – Being a Christian
 - b. Second Session: Being Presbyterian
 - c. Third Session: The History of TCPC
 - d. Fourth Session: Getting Connected at TCPC, One Body, Many Parts (1 Corinthians 12)

- e. Fifth Session: Receiving New Members (Called Session meeting)
5. Visitors should be invited to attend the class through bulletin announcements, letters of invitation (if visited more than ten times, or have expressed a desire to join), and personal contact/telephone calls.
6. After the first session, contact the Moderator of the Deacons with the class members' names and addresses. The moderator should assign a cluster number and inform the appropriate deacon that a new member will be joining.
7. Representatives from session Ministry Teams should be invited to attend the fourth session.
8. Invite the deacons of the new members to the fifth session and introduce them to the new members.
9. Provide the new members with stewardship information and offering envelopes at the fifth session. Record the envelope number and give the information to the financial secretary.
10. Take pictures of the new members for the Newsletter and church records.
11. Handouts during the class should include: newsletters, TCPC directory (picture directory if available), and TCPC annual report.

7.6 KITCHEN USE GUIDELINES

- A. Follow all posted guidelines.
- B. Wash, dry and put away all used dishes, utensils or equipment. (This includes coffeepots.)
- C. Clean all countertops, microwave, and stovetop.
- D. **Sweep or mop the floor after an event, as needed.**
- E. **Any leftover food should be removed from the kitchen. Any items left are subject to immediate disposal.**
- F. All personal items should be removed immediately after the function. Personal items left will be kept in the "Lost and found" for 30 days.
- G. Wedding Receptions
 1. All kitchen equipment is to be supplied by the wedding party unless prior arrangements are made with a representative from this Ministry Team.
 2. Any TCPC kitchen equipment used by the wedding party must be washed, dried and returned to the proper cabinets.
 3. The posted guidelines must be followed as well as those listed above (A-F).
 4. The garbage cans must remain lined at all times. All trash from the reception must be secured in trash bags and left in the kitchen. The custodian will dispose of the trash bags.
 5. The custodian is responsible for vacuuming the carpet in the fellowship hall after a wedding reception. This service is part of the custodial fee paid prior to the wedding.
 6. No alcohol is to be served.
 7. The wedding party is responsible for decorating and the removal of all decorations.
 8. No tape, staples or nails may be used on the walls.

9. All wall displays are to be left on the walls. The removal of any other displays must be approved by the chair(s) of the appropriate Ministry Team(s). The wedding party must put all displays back immediately following the reception.

7.7 CHRIST CARE

(Sept 2010: This program is too new to adequately determine how this Ministry Team may provide support. Duties and responsibilities will be reviewed and documented in the future.)

7.8 PLANNING CALENDAR

FALL

Schedule Inquirer's Class
Prepare and execute Rally Day plans in conjunction with entire Session-SEP
Coordinate Stewardship events with Finance team-OCT
Assist in the coordination and planning of church-wide Wed. night program-SEP
Support Fall Family Festival as directed by event coordinators-OCT
Publicize and plan Dinner for 8-small fellowship groups for adults
Monthly Ministry Team meetings
Recruit, train, & schedule Door Greeters for the quarter
Organize 5th Sunday intergenerational breakfasts during SS hour
Recruit hosts for Sunday morning receptions in UFH
Support and facilitate Trailblazer's activities with assigned deacons
Assist with any funeral/memorial service receptions
Maintain kitchens in good order & restock as needed-schedule semi-annual cleaning of appliances
Prepare Annual Report for Annual Congregational Meeting

WINTER

Annual Congregation Meeting - JAN
Inquirer's Class scheduled
Plan and prepare assigned meals for Wednesday Night Line-up Program
Monthly Ministry Team meetings
Recruit, train, & schedule Door Greeters for the quarter
Organize 5th Sunday intergenerational breakfasts during SS hour
Recruit hosts for Sunday morning receptions in UFH
Support and facilitate Trailblazer's activities with assigned deacons
Assist with any funeral/memorial service receptions
Maintain kitchens in good order & restock as needed-schedule semi-annual cleaning of appliances

SPRING

Easter breakfast following Sunrise service & before 8:30 service
Inquirer's Class scheduled

Coordinate Dinner for 8 small group fellowship program for adults
Monthly Ministry Team meetings
Recruit, train, & schedule Door Greeters for the quarter
Organize 5th Sunday intergenerational breakfasts during SS hour
Recruit hosts for Sunday morning receptions in UFH
Support and facilitate Trailblazer's activities with assigned deacons
Assist with any funeral/memorial service receptions
Maintain kitchens in good order & restock as needed-schedule semi-annual cleaning of appliances

SUMMER

Schedule 5th Sunday Breakfasts
Hold monthly Ministry Team meetings
Recruit, train & schedule Door Greeters for this quarter
Assist with funeral/memorial service receptions
Organize fall plans for Rally Day, Stewardship events, & Wed. night program
Recruit hosts for after worship fellowship receptions @ 11 am / 10 am
Maintain kitchens & schedule semi-annual cleaning of appliances
Budget planning for August submission
Policy & Procedure Manual review & update