

10. MISSION AND SERVICE MINISTRY TEAM

10.1 STATEMENT OF PURPOSE

Lead the congregation in its mission to fulfill Christ's challenge to minister to our neighbors in our community and the world.

10.2 SPECIFIC MINISTRIES

- A. The Mission and Service Ministry Team currently meet the 4th Monday of each month.
- B. The Mission and Service Ministry Team will:
 1. Identify, coordinate, and encourage participation by the congregation in opportunities of Christian service in the local community and throughout the world.
 2. Publicize and promote the causes of witness in conjunction with the Presbyterian Church (USA).
 3. Give leadership in all these areas for congregational involvement by giving and doing: Disability Awareness, Prison Outreach, CARITAS, Habitat for Humanity, Domestic and International Mission Trips, Shared Abundance Ministry, Recycling and Mission Education.
 4. Coordinate the inclusion of seven special offerings throughout the year. They are One Great Hour of Sharing (Easter) Offering, Pentecost Offering, Peacemaking Offering, Thanksgiving Offering, Red Stocking Offering, Christmas Joy Offering and 5¢-a-Meal Offering.
 5. Oversee disbursement of funds for specific individual needs from the Discretionary Account as it appears as a line item in their budget. The Head of Staff/Pastor and/or Associate Pastor approve the disbursement.
 6. Accept other responsibilities assigned by the Session.

10.3 SPECIFIC FUNCTIONS

- A. Domestic Mission Trips: We provide and plan for the opportunities of a domestic mission trip. A popular trip involves home repair and renovations. Team building and preparation begins in the fall. We also support the youth and/or adult annual Washington, DC mission trip.
- B. International Mission Trip: A group of youth and adults may participate in an international trip. The trip includes opportunities to serve and to learn. Planning and fundraising begins in the fall and is coordinated with Presbyterian mission partners.
- C. CARITAS (Congregations Around Richmond Involved To Assure Shelter): Through this program we have the opportunity to participate in the housing of homeless people for one week during the year (normally occurs in the winter). We began our participation in March 1992.
- D. Habitat for Humanity: We participate with leadership from this organization to help provide housing by helping to build new housing or repair existing housing while working with the persons to be living in the home.
- E. Shared Abundance Ministry (S.A.M.): We coordinate the monthly collection of food, clothing or supplies that are donated by the congregation in support of a local agency/organization, such as:

- Cross Over Ministries
 - Bright Beginnings
 - Freedom House
 - Elijah House
 - Central Virginia Food Bank
 - Lamb's Basket
- F. Disability Awareness: The goal in this area is to develop educational programs to increase the congregation's awareness of the concerns and needs for persons with disabilities and to develop advocacy programs to invite persons with disabilities to join in the work and worship of Three Chopt Church.
- G. Discretionary Fund: The Head of Staff/Pastor and/or Associate Pastor dispenses funds to individuals in need within the community. This fund appears as a line item on the M&S budget.
- H. Mission Education: Various opportunities are available to the congregation concerning mission awareness and action. This is done through a yearly informational program brochure, bulletin inserts, special speakers, posted bulletin board information, mission yearbook excerpts and sponsoring special events.
- I. Coordinate Mission Themes: We provide ideas and content for Mission Themes to educate and involve the children of the church in the mission and service programs offered through TCPC.
- J. Recycling: We have coordinated the recycling of paper, bottles and cans used at TCPC.
- K. Special Offerings: We coordinate seven special offerings throughout the year - One Great Hour of Sharing (Easter-March/April) to support children, youth and young adults at risk; the Thanksgiving Offering (Nov) for children's institutions in VA and NC; the Red Stocking Offering (Dec) supporting Virginia Chaplaincy programs; the Christmas Joy Offering (Dec) for church pensions and racial-ethnic education; and the 5¢-a-Meal Offering (year-round) collected on communion Sundays once a month supporting Hunger programs at the PC USA. Offerings should be announced in the church newsletter the month prior to collection and during church services, preferably the week before collection.
- L. Prison Ministry: We provide financial support through the Red Stocking Offering collection.
- M. Giving Tree Opportunities: We coordinate an Angel Tree Program of Christmas present purchasing and delivery to homes with parents in prison. We provide opportunities to the congregation to purchase for needy families in Goochland and in New Jersey, in conjunction with our mission support. These gifts continue giving long after the holiday season.
- N. Special Projects / General: There are a number of life events that arise locally and globally that we try to respond to during the year. Some special projects have included Flour Power (to support South Korea noodle factory), Hurricane Disaster Relief, Bright Beginnings (supporting local YMCA with school backpack collections) and support of missionaries. We use the bulletin board and newsletter for publicity for the projects and hope that we can further the story of God's love and concern to other people.

10.4 PLANNING CALENDAR – Newsletter articles are due the 20th of each month.

MONTHLY EVENTS

<u>Day</u>	<u>Event</u>
1 st Sunday	5¢-a-Meal received in worship
4th Monday	Ministry Team Meeting
All Month	Shared Abundance Ministry collections
All Month	Recycling

JANUARY

Annual Congregational Meeting – Ministry Team Report

FEBRUARY

Begin planning for One Great Hour of Sharing Offering (Easter Sunday)
Plan for Mission Fair (flexible so this time frame is tentative)

MARCH

Mission Fair plans finalized
One Great Hour of Sharing Offering (Easter Sunday)
Decide on local agency to receive 25% of Pentecost Offering

APRIL

Obtain Session approval of local agency to be given a portion of Pentecost Offering
Mission Fair

MAY

Send Pentecost Offering
Provide ideas, such as Special Offerings, and assistance in planning Vacation Bible
School mission outreach

JUNE

Begin Budget Planning
Policy & Procedure Manual review and update

JULY

Evaluate current Mission Programs
Bright Beginnings collections
Possible Mission Trip
Finalize budget and submit by August 1st

AUGUST

Plan dates for CARITAS
Update Mission and Service brochure and Rally day display board
Decide on local agency to receive 25% of Peacemaking Offering
Work on Rally Day plans

SEPTEMBER

Rally Day Mission Board display
Begin Mission trip planning for next year

OCTOBER

Peacemaking Offering
Begin planning Thanksgiving and Christmas ministries

NOVEMBER

Thanksgiving Offering
Determine Benevolence support (which ministries to receive remaining budget funds
and donation amounts)
Prepare for Annual Congregational Meeting report

DECEMBER

Giving Tree Opportunities
Red Stocking Offering
Christmas Joy Offering
Disburse Benevolence checks
Finalize team report for Annual Congregational meeting