



Deerfoot Church of Christ
Ministries of Work

April 2021
2021.04.04

Serving the Lord with gladness...

Introduction

The Lord has blessed us with a marvelous number of ministries wherein to serve. Each ministry is the result of a need and therefore is not designed for busywork or set aside for traditional projects. Every ministry is overseen by our elders and usually led by a deacon who has been commissioned to use all willing members to fulfill the responsibilities of the assigned ministry. If a church's leaders aren't making available opportunities for each member to serve, the leaders have failed the followers (*Eph 4:11-12*). If a member cannot find a place to use their abilities in the work of the church, they are failing their Savior (*Matthew 25:14-30; I Corinthians 12:14-26*).

This book communicates a message of need and opportunity and a place for all of us to become involved.

"Serve the Lord with gladness"¹

"...what doeth the Lord thy God require of thee, but to fear the Lord thy God, to walk in all His ways, and to love Him, and **to serve the Lord** thy God with all thy heart and with all thy soul."²

"And if it seem evil unto you to serve the Lord, choose you this day whom ye will serve... but as for me and my house, **we will serve the Lord**"³

"Knowing that of the Lord ye shall receive the reward of the inheritance: for **ye serve the Lord Christ**."⁴

"His lord said unto him, Well done, thou good and **faithful servant**... enter thou into the joy of thy lord."⁵

- 1 Psalms 100:2
- 2 Deuteronomy 10:2
- 3 Joshua 24:15
- 4 Colossians 3:24
- 5 Matthew 25:21

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Updates to this Book

Please address any questions, comments, or concerns to Michael Dykes (chitlin24usa@hotmail.com) or to the church office (office@deerfootcoc.com).

Useful Contact Information

- Elders – elders@deerfootcoc.com
- Deacons – deacons@deerfootcoc.com
- Safety team – safety@deerfootcoc.com
- Church building office – office@deerfootcoc.com
- Church building control room – cr@deerfootcoc.com

Ministries Worksheet

Ministries with No Write Ups

- Cards – Staff, Bev Key
- Christians Against Substance Abuse – John Gallagher
- Attendance Cards – Mike McGill
- Special Events
 - Trunk or Treat – JJ, Nia, Tonya
 - Pizza w/ Santa / Coat Drive – JJ, Nia, Tonya
 - Maywood – Allen Townley, Dennis Washington
 - Exposure - JJ
 - Men's Retreat – David Hayes, Steve Maynard, David Skelton
 - Ladies Retreat – Donna McCurry, Deborah Dominic
 - Golden Age Banquet - JJ, Philip VanHorn
 - High School Graduation - JJ, Elders, Ladies Committee
 - School Supply Drive - Donna McCurry
 - Ladies Committee - Donna McCurry
 - Youth Campaign- JJ, Philip VanHorn
- Education Program
 - Nursery to 4-Year-Olds - Lynn Morris, Lori Coggins, & Christi Key
- Ladies Committee – Donna McCurry

Ministries that Need Life (Leader + write up)

- Elevate (add in) – team to encourage families after deaths, people in the hospital, others who are struggling; already have a ministry for seniors/shut-ins/widows
- Baptistry (add in) – cleaning baptistry and garments
- Setting up chairs in auditorium after auditorium events (add in)

Ministries that Need Leaders

- Ministries Involvement Team (p 17)
- Media Outreach Team (p 20)
- Visitor Follow-Up Team (p 23)

Christian Education

Education – Adult Team

Head(s):

Forming team at the moment, see Rick Glass

Mission Statement:

Teach the entire word of God in a manner that all students may understand and rightly divide the word of truth while growing closer to God

Objective(s):

1. Provide spiritual enrichment for every adult (old or young, male or female, married or single) by offering Bible Classes tailored to specific groups, subjects, and learning styles:
 - a. Provide relevant Bible-based classes geared towards topics and church members
 - b. Plan a Bible Class Emphasis Day, in which each of our members invites someone to join a Bible Class
 - c. Provide a Summer Series that uses specialized classes and qualified guest speakers to handle timely, relevant topics
2. Provide the opportunity through a specific Bible Class plan for every willing member to study through the entire Bible over a period of six years:
3. Maintain a planned schedule through the Bible in our Auditorium Classes
4. Offer a smaller, discussion-oriented Bible Class every quarter that maintains a planned schedule through the Bible
5. Provide quality training for our Bible Class teachers, as well as giving them the recognition and appreciation they deserve:
6. Offer two Teacher Training Workshops every year, one open to area congregations and one designed specifically for our teachers
7. Provide an annual Teachers Appreciation Banquet
8. Publish a quarterly newsletter to encourage and motivate teachers

Opportunities to Serve:

1. Assist with Bible Class Emphasis Day
2. Contribute an article for newsletter
3. Decorate for annual Teachers Appreciation Banquet
4. Decorate for a Teacher Training Workshop
5. Hand out Quarterly Bible Class Schedules
6. Prepare and serve lunch at a Teacher Training Workshop
7. Serve on the Adult Education Committee
8. Substitute in an adult class when needed
9. Teach an adult class
10. Assist in an adult class

Deaf Ministry

Head(s):

Rick Glass

Mission Statement:

Provide assistance to deaf congregation with classes, deaf worship service and interpretation for the deaf.

Objective(s):

1. Assist with worship service for deaf
2. Arrange for deaf interpreter when meeting with hearing congregation
3. Schedule classes for Beginning and Advanced Sign Language training.

Opportunities to Serve:

1. Interpret for deaf services
2. Teach basic sign language classes
3. Teach advanced sign language classes

Deerfoot Young Professionals (DYP)

Head(s):

David Gilmore, Brandon Cacioppo, Alex Coggins

Mission Statement:

Encourage a stronger relationship with the Lord and the church for the individuals in the young adult age group (18-30)

Objective(s):

1. Provide an environment conducive to growth in God's Word through Wednesday/Sunday Bible classes.
2. Provide social activities to encourage strong fellowship with each other.
3. Provide service projects to encourage a life of service to the Lord.

Opportunities to Serve:

1. Arrange monthly fellowship
2. Manage class fund for flowers and class benevolence
3. Arrange for flowers, etc. to be sent when needed

Education – Teens Team

Head(s):

Johnathon Johnson / Phillip VanHorn

Mission Statement:

Lead each student through the Bible in an effective manner that results in:

1. A desire for more learning
2. Developing a personal and enduring faith
3. Becoming a faithful Christian

Objective(s):

1. Provide teachers with materials needed to teach in an effective way
2. Provide service project opportunities to reinforce Christian principles
3. Provide a comprehensive Bible study program in our teenage classes that prepares them to live a Christian life

Opportunities to Serve:

1. Teach a teen class
2. Assist in a teen class
3. Substitute in teen class when needed

Notes: Don't forget- teens sometimes need "Bible basics" type classes. We can't assume they are extremely knowledgeable biblically even if they have attended here their whole lives.

Lads to Leaders Team

Head(s):

Yoshio Sugita, Mike Neal

Mission Statement:

Educate and train the youth on the various aspects of worship. Coordinate service projects that will develop skills and knowledge on various ways to be of service to Christ both in the congregation and in the community.

Objective(s):

1. Organize 5th Sunday youth-led service
2. Teach materials relevant to Lads-to-Leaders
3. Challenge youth & congregation in a competitive spirit with an emphasis on learning
4. Organize church participation in a local convention

Opportunities to Serve:

1. Participate in 5th Sunday youth-led service
2. Teach, assist a class relevant to Lads-to-Leaders
3. Organize, assist events for classes to get together
4. Organize, assist, participate in mini competitions
5. Drive for mini or regular competitions

Education – Primary (K-5th) Team

Head(s):

Donna McCurry

Mission Statement:

Lead each student through the Bible in an effective manner that results in:

1. Retention of Bible facts
2. The Bible becoming an easily used tool
3. A desire for more learning
4. Developing a personal and enduring faith
5. Becoming a faithful Christian

Objectives:

1. Provide a Bible class program where students can move through a meaningful study of God's entire word over a period of four years
2. Provide teachers with materials needed to teach in an effective way
3. Provide service project opportunities to reinforce Christian principles
4. Create and maintain a supply room stocked with teaching resources
5. Provide hallway decorations to advertise Bible Class subjects
6. Incorporate puppets as an additional medium of learning Bible stories
7. Incorporate guest appearances to reinforce Bible stories
8. Provide elder participation in the Bible classes
9. Provide encouragement to students and teachers
10. Provide teacher meetings and workshops to promote teacher support, encouragement, and new ideas to use in the classroom
11. Provide appreciation and encouragement to teachers and anyone who helps in the Education Department with an annual Appreciation Dinner
12. Provide a Bible Class Emphasis Day for the congregation every year

Opportunities to Serve:

1. Develop lessons for curriculum
2. Teach an Elementary Bible Class
3. Help with an Elementary Bible Class
4. Coordinate making of materials for Bible classes
5. Cut, color, copy, glue, laminate material to make flip charts
6. Prepare visual aids, motivators and games
7. Coordinate service projects for Bible classes
8. Publicize service project with posters, flyers, and bulletin boards
9. Prepare bulletin boards spotlighting teachers and keep updated
10. Prepare and display timeline in classroom hallways; add pictures as lessons are studied
11. Enlarge and sketch scenes for hallways
12. Hang and periodically change scenes
13. Coordinate guest appearances of Bible characters

14. Dress as a Bible character and go to classes
15. Collect "We Miss You Cards" from classrooms
16. Send birthday cards, notices of accomplishments, congratulations, notes to students and teachers, and "We Miss You Cards" to absentees
17. Visit classroom by our elders
18. Coordinate teacher workshops
19. Present ideas at teacher workshop
20. Present ideas at quarterly teacher meetings
21. Coordinate Teacher's Appreciation Banquet
22. Assist with Teacher's Banquet
23. Coordinate Bible Class Emphasis Day
24. Assist with Bible Class Emphasis Day

Wee Folks Team

Head(s):

Randy & Emily Wilson, Donna McCurry

Mission Statement:

This ministry focuses on the special needs of our small children, providing activities as well as learning opportunities for them.

Objective(s):

1. Provide Sunday evening class for small children to attend
2. Provide training in areas of worship
3. Provide service projects such as bringing food to stock pantry

Opportunities to Serve:

1. Teach Wee Folks class
2. Assist with Wee Folks class

Education – Resource Room Team

Head(s):

Tonya Hayes

Mission Statement:

To develop and organize the resource room for the purpose of supporting all efforts in teaching adults and children. Specifically, the adult, children, and wee-folks education programs as well as the Lads to Leaders program and mission efforts both locally and beyond our borders.

Objective(s):

1. Provide teachers with materials needed to teach in an effective way.

2. Provide teachers with quarterly newsletter, informing them of newly available items in the resource room and new ideas available for enhancement of teaching.
3. Create organization system to easily retrieve materials available.
4. Provide encouragement and support to teachers.
5. Support teacher meetings and workshops provided by Education Department.
6. Help in organization of costumes and puppets for use in Education department and Lads to Leaders.

Opportunities to Serve:

1. Coordinate making of materials for Bible classes.
2. Prepare visual aids, motivators, games and handouts.
3. Gather information for quarterly resource room newsletter
4. Type, produce or distribute quarterly resource room newsletter
5. Coordinate cataloging of items in resource room
6. Re-shelve items returned to resource room
7. Purchase resource room items and keep stocked at consistent levels
8. Gather materials for teachers for series of lessons
9. Order necessary books/materials for classroom use
10. Maintain bulletin board/door work board. (Cut out letters, shapes, for each quarter bulletin boards, door and attendance charts, etc.)
11. Organize and maintain/create costumes as needed for Bible character visits
12. Coordinate laminating
13. Coordinate copying classroom materials
14. Coordinate materials for teacher meetings and workshops
15. Organize and distribute electronic media (DVD, Videotapes and television when needed)

Vacation Bible School

Head(s):

Johnathon & Nia Johnson, David & Tonya Hayes, Randy & Emily Wilson, Chad & Christy Key

Mission Statement:

Provide a Biblically sound, fun, highly visible and successfully attended/staffed Vacation Bible School

Objective(s):

1. Provide Biblically sound Vacation Bible School:
 - a. Carefully review curriculum
 - b. Meet with elders to review curriculum
 - c. Conduct meetings with teachers to help define class content
2. Provide a fun Vacation Bible School:
 - a. Select a curriculum for children of all ages that is exciting
 - b. Plan plays, games, crafts and snacks children would enjoy
 - c. Plan something fun and "attention getting" for the auditorium

3. Publicize and provide highly visible Vacation Bible School:
 - a. Produce invitations for children to use to invite their friends
 - b. Develop yard signs and posters to be placed in our yards
4. Provide a well-staffed and attended Vacation Bible School:
 - a. Start promoting VBS plans early by putting into place proper staffing
 - b. Promote Vacation Bible School to children in timely manner
 - c. Wednesday night preparation sessions for teachers one month prior to VBS
 - d. Sunday night before the start of Vacation Bible School have a kickoff following services
5. Coordinate with Special Speaker Coordinator to develop an Adult program to coincide with the children's program.

Opportunities to Serve:

1. Serve on Advertising Committee
2. Teach
3. Assist teacher
4. Coordinate puppets and skits
5. Act in puppet presentations and skits
6. Assist in building sets and other projects
7. Serve on Snack Committee
8. Coordinate games and crafts
9. Take home class material to cut out, etc.
10. Arrange classroom lessons

Serving One Another

Benevolence Committee

Head(s):

Staff

Mission Statement:

Assist members and nonmembers with food and provide emergency relief.

Objective(s):

1. Provide an emergency relief to assist members and nonmembers for when a financial crisis arises
2. Maintain a food room to assist those in need of food
3. Provide financial relief for utility and rent payments when a special need arises
4. Coordinate transportation for members anytime there is a need
5. Schedule canned food drive.

Opportunities to Serve:

1. Manage the food room to keep it stocked, neat and in good order

2. Interview those requesting financial assistance in order to evaluate the need and to see if we can meet that need

Connection Teams

Head(s):

Steve Putnam

Mission Statement:

A social groups ministry in focus to regularly provide fellowship opportunities for members in the context of a smaller group setting. These teams are strictly volunteer based.

Objective(s):

1. Connection Teams will be used as a Christ-centered personal outreach to
 - a. disenfranchised or fringe membership and
 - b. our neighbors.
2. Provide social & personal connection opportunities and eventual anchors within the church.

Opportunities to Serve:

1. Serve as the chair or co-chair for the ministry.
2. Organize fellowship meals between teams.
3. Serve as a team leader.
4. Organize, ideate icebreakers, events, and activities for teams.
5. Organize an annual drive (Feb – Mar)
 - a. Recruit team leaders.
 - b. Recruit teams.
 - c. Print sign-up sheets & team lead handout.
 - d. Put out signage.
 - e. Assign teams based on survey results.

Specific Roles:

1. Team Leader
 - a. Mission - To lead a small team of members to connect with one-another on a personal, Christ-centered social basis.
 - b. Commitment
 1. Should take no more than 2 hours per week
 2. Six-month commitment for 2 people per group (husband / wife team?)
 3. Even-Month meeting with connection team chair & co-chair
 1. Meetings of value
 2. Used to collaborate with other connection team leaders
 3. What patterns are you seeing? What problems are you having? What do you need? Who?
 - c. Responsibility
 1. Organize and communicate regular fellowships for the team

2. Work with impact group chairs and leaders to find the disfranchised, disconnected among the membership, and encourage, edify, and suggest involvement
3. Work with the team - enlist their help for
 1. Finding a place to meet
 2. Establishing a theme, activities for the next fellowship
 3. Communicating plans, changes of plans
 4. Reaching out & inviting members not in a connection team, neighbors, etc
2. Recruit whatever help you need from the team, or, if needed, the chair & co-chair can find help
 1. Someone you can work with(?);
 2. Someone who may need the encouragement of a job(?);
 3. Someone who may have skills that would help you with a job(?);
2. Work with chair/co-chair to make this an effective ministry
 1. Simplify - let's keep this simple and focused
 2. Inform - communication and record keeping are key
 3. Collaborate - let's bounce ideas off one-another and work together as a team, working through problems and innovating solutions
 4. Iterate - through problems and challenges
2. Chair or co-chair
 - a. Mission - To work with Connection Team Leaders to enable their jobs, remove bottlenecks, improve communication, and improve collaboration
 - b. Commitment
 1. Should take no more than 4 hours per week
 2. Two-year commitment
 3. Even-Month meeting with connection team leaders
 1. Meetings of value
 1. Used to collaborate with other connection team leaders
 2. What patterns are you seeing? What problems are you having? What do you need? Who?
 - c. Responsibility
 1. Encourage team leaders
 2. Innovate for impactful solutions to team issues
 3. Ensure leaders have current data, effective tools
 4. Fill in for team leaders where needed
 5. Work with impact group chairs and leaders to find the disfranchised, disconnected among the membership, and encourage, edify, and suggest involvement
 1. Can work with group leaders to come up with individual plans
 2. Recruit team leaders
 1. Someone you can work with(?);
 2. Someone who can communicate(?);
 3. Someone who is in good standing within the church
2. Identify regular meeting times and places

Fellowship Meals Team

Head(s):

Bobby Gunn, Randy Wilson

Mission Statement:

Plan and carry out the set-up of tables and chairs for fellowship meals and organize workers to set out food and drinks and clean up after the meal.

Objective(s):

1. Plan for at least the major three fellowship meals during the church year:
 - a. Every Member Present Day
 - b. Friends and Family Day
 - c. Church-Wide Picnic
2. Recruit sufficient workers for management of event for:
 - a. Getting food from members 'cars
 - b. Setting up food on serving tables
 - c. Setting up and manning drink area
 - d. Setting up and manning dessert area
3. Make announcements to congregation about upcoming events and encourage members to bring food to events other than Picnic.
4. Organize the set-up of tables and chairs for fellowship meals
 - a. Determine efficient arrangement for serving and eating tables
 - b. Have someone in charge of set up and break down of tables and chairs
 - c. Determine backup plan for additional food items if required
 - d. Coordinate any decorations of room
5. For Picnic:
 - a. Determine menu and needed amounts
 - b. Purchase food, drinks, and tableware
 - c. Organize delivery of food to Picnic site
 - d. Get someone to cook needed food – hotdogs, hamburgers, etc.
6. Organize cleanup personnel for cleaning tables, trash, dishes, etc.
 - a. Clean up areas used
 - b. Clean up tables and chairs
 - c. Wash dishes
 - d. Return tables and chairs to designated storage locations
 - e. Take out trash

Opportunities to Serve:

1. Help plan and organize volunteers
2. Bring Food for Fellowship meals
3. Assist in kitchen and other areas during Fellowship meals
4. Set up tables and chairs
5. Return tables and chairs to storage
6. Clean off tables and chairs
7. Decorations

8. Take out trash

Ministries Involvement Team

Head(s):

TBD

Mission Statement:

Present every member an opportunity to serve God through the ministries available at Deerfoot.

Objective(s):

1. Connect members with ministry opportunities that match their skills or interests
2. Track historic serving patterns
3. Work with ministries to find opportunities to serve
4. Keep ministries book up to date

Opportunities to Serve:

1. Compile a list of available ministries and areas of involvement.
2. Develop a database of service areas for all members based on results of involvement survey.
3. Provide data to deacons, elders and area leaders on continuing basis
4. Mail out involvement surveys to new members.
5. Follow up with all new members if involvement survey not completed within a month
6. Update database with new members 'involvement surveys as they are completed by the new members and handed in to the elders.
7. Follow up with area leaders on a periodic basis to ensure that all members on the list are being utilized.

Seniors – Shut-Ins / Widows Team

Head(s):

Chad Key, Kenny Rachal

Mission Statement:

To minister, serve, and provide assistance for the physical and spiritual needs of Senior members at Deerfoot, with special emphasis for needs of widows and shut-ins.

Objective(s):

1. Maintain contact and interaction with Senior members who are shut-ins and elderly in congregation on a regular basis
2. Provide leadership opportunities and service opportunities for members to plan and organize activities serving senior widows and shut-in members of the congregation
3. Provide prominent physical needs assistance for Senior members and Widows in the areas of home repair, transportation, and a resource for medical care.

4. Coordinate needs of members with Impact Group Coordinators.

Opportunities to Serve:

1. Prepare food
2. Provide transportation for store or physician visit
3. Provide transportation for church services
4. Be part of a calling system to get information to group
5. Assist in organizing service projects

Christians in Action (C.I.A.)

Head(s):

Richard Harp, Johnathon Johnson, Gerry Wilson, David Dangar

Mission Statement:

Provide spiritual strength and build closer relationships among our members.

Objective(s):

1. Provide weekly devotional and lunch
2. Provide scheduled outings
3. Provide needed transportation
4. Provide service opportunities:
 - a. Heart to Heart mailing
 - b. Fruit Baskets
 - c. Needs assessments

Opportunities to Serve:

1. Drive van
2. Plan outings
3. Plan devotionals
4. Gather needed information about needs of members
5. Assist in organizing service projects
6. Write cards to members

Transportation Team

Head(s):

Steve Maynard

Mission Statement:

Provide bus or van transportation for 9:30 am Bible Study / 10:30 am Sunday morning worship service.

Objective(s):

1. Provide transportation to those who live near the old Woodlawn/Roebuck Church location and are unable to drive.
2. Provide transportation to others in our area who need temporary assistance or are unable to drive as scheduling permits.

Opportunities to Serve:

1. Serve as a Bus Driver (CDL not required for smaller bus #3)

Special Speakers Team

Head(s):

Richard Harp

Mission Statement:

Provide congregation with knowledge and edification through bringing in special speakers to address timely and relevant topics.

Objective(s):

1. Identify and recruit experts in the relevant topics to conduct seminars for our membership, including, but not limited to
 - a. Summer series
 - b. Teaching workshops
 - c. Deacons, Elders workshops
 - d. VBS adult teachers
2. Develop appropriate plan for advertising to the community including our church sign, House to House mail out, direct mail, bring-a-friend efforts, and door to door invitations.

Opportunities to Serve:

1. Assist with advertising
2. Open/Close Building during seminar
3. Serve as greeter during seminar
4. Provide childcare
5. Provide audiovisual assistance
6. Serve refreshments
7. Follow-up with attendees
8. Assist with visitation/studies

Evangelism / Outreach

Community Seminars Team

Head(s):

Richard Harp, Johnathon Johnson, Elders

Mission Statement:

Provide an outreach to our community by offering quarterly seminars per year on timely topics such as marriage and family, financial management, divorce recovery, etc.

Objective(s):

1. Identify and recruit experts in the areas listed above to conduct seminars for our membership but with an emphasis on outreach to our community.
2. Develop appropriate plan for advertising to the community including our church sign, House to House mail out, direct mail, bring-a-friend efforts, and door to door invitations.
3. Develop plan to mobilize the congregation to reach out to community and host seminar
4. Make necessary travel and financial arrangements for speaker

Opportunities to Serve:

1. Assist with advertising
2. Assist with registration
3. Open/Close Building during seminar
4. Serve as greeter during seminar
5. Provide childcare
6. Provide audiovisual assistance
7. Serve refreshments
8. Follow-up with attendees
9. Assist with visitation/studies

Media Outreach Team

Head(s):

TBD

Mission Statement:

Utilize the standard media outlets, internet, and multimedia technology to evangelize the Truth and Good News of Jesus Christ with the world. *Dennis Washington provided an online evangelism strategy through his Outreach Planner workshop presented to the elders, deacons and ministers in January 2020.*

Objective(s):

1. Develop and maintain list of target audiences, what we want them to do and the best ways to reach them and get them to do what we want them to do.

2. Develop and execute digital content marketing campaigns designed to achieve the desired results. Examples may include video clips, podcasts and promotional graphics.
 - a. Write and edit “Start with Why” marketing messages to be used as titles and/or descriptions of audio, video and graphic content marketing.
 - b. Produce, edit and deliver audio and/or video content to target audience(s) on the desired platform(s).
3. Measure results of outreach work monthly via analytics data from website (Google Analytics) and social media platforms.
4. Produce and maintain church website
 - a. Work with elders, deacons and ministers to determine what success looks like for two target audiences:
 - i. Potential members
 - ii. Members
 - b. Work with elders, deacons, ministers and office staff to obtain necessary information, pictures, videos and other content.
 - c. Produce, deliver and maintain content on website.
 - d. Train members who will need to know how to keep the website updated.

Opportunities to Serve:

1. Record sermons/lessons using control room computer equipment
2. Prepare audio/video discs and/or audio cassettes for distribution
3. Maintain and fulfill request forms for our materials
4. Update the church website when needed

Missions Committee

Head(s):

Michael Dykes

Belize Campaign – Gary Cosby

Mission Statement:

Oversee local & foreign mission points, keeping the church informed of works and needs

Objective(s):

1. Hold timely meetings with those over specific mission points
2. Keep up to date on any relevant needs or changes
3. Evaluate requests from others for mission support
4. Prepare and monitor annual missions’ budget
5. Inform congregation of any relevant mission issues
6. Communicate with all missionaries
7. Plan and coordinate annual Mission Sunday

Opportunities to Serve:

1. Contact missionaries
2. Arrange lodging and meals when a missionary comes to town

3. Participate in mission trips
4. Prepare visual displays to illustrate mission points
5. Assist with Mission Sunday
6. Coordinate other jobs as needed

House to House Team

Head(s):

Jim Timmerman

Mission Statement:

Spread the Gospel to every resident in the Deerfoot community via quality mass mailings

Objective(s):

1. Share the "Good News" message and general information about our congregation throughout the community in hopes of leading others to Christ via 6 mailings per year

Opportunities to Serve:

1. Manage online House to House.

Prison Ministry Team

Head(s):

Chuck Spitzley

Mission Statement:

Teach those incarcerated, both men and women, that Jesus offers hope in their lives, for they are not alone since Christ died for all

Objective(s):

1. Complete a state-led certification course to be eligible for participation
2. Share the truth with those incarcerated in lecture form one Sunday a month
3. Conduct Bible studies one Monday night a month, sometimes two, space permitting:
 - a. Break into pods/groups of ten or less
 - b. Must teach Bible only per jail directive
4. Give one Bible to each person attending a Sunday lecture and/or a Monday class
5. Provide a gift basket during the Christmas holidays to those in jail and security personnel
6. Identify opportunities to help those with spiritual and/or physical needs after release:
 - a. Invite to worship services and Bible classes
 - b. Provide food and clothing (coordinate with benevolence committee)

Opportunities to Serve:

1. Preach Jesus on Sunday afternoons in sermon type format (separate group of men and women volunteers)
2. Teach Jesus on Monday evenings in Bible studies (separate group of men and women volunteers)
3. Invite/encourage those after their release to attend worship services
4. Assistance in gathering items for Christmas baskets and putting them together
5. Assistance in sending cards to those in jail, as allowed and needed
6. Provide childcare on Sunday or Monday when needed for workers
7. Provide transportation, as needed, to and from worship service for individuals who have been released from jail

Religious Service at the National Guard Armory

Head(s):

Michael Dykes

Mission Statement:

Deliver Bible-based devo to soldiers. These soldiers are new recruits (high school juniors/seniors, young adults) that have not yet gone to basic training.

Objective(s):

1. Show up on time, dressed respectfully.
2. Deliver an engaging devo to people who are interested in Christianity but have varying degrees of knowledge of Christ or the Bible.
 - a. Devo should be something applicable to their lives & spirituality
 - b. Devo should be interactive, not a lecture

Opportunities to Serve:

1. Deliver 30-minute Bible-based devo to soldiers

Visitor Follow-Up Team

Head(s):

TBD, Staff

Mission Statement:

This will support our efforts to be a friendly church by seeking out visitors, greeting them cordially, and offering further encouragement through follows-up in support of the church's mission to seek and save the lost

Objective(s):

1. Focus attention and positive reinforcement on our visitors
2. Provide our members with organized opportunities to exercise personal evangelism

3. Coordinate and host congregational events conducive to meeting these overall objectives

Notes to Consider:

1. Pass along any learned information regarding the visitors to the ministry head to avoid mishaps

Opportunities to Serve:

1. Coordinate visitation (WITH consent of the visitors... no unannounced visits)
2. Volunteer to make follow-up visits

Bible Correspondence Course Team

Head(s):

Jim Timmerman

Mission Statement:

Teach lost souls about Jesus Christ through Bible Correspondence Courses (BCC), an effective teaching program used through the mail.

Objective(s):

1. Recruit and involve members of the congregation to help in teaching others. A member can be involved by grading Bible lessons and corresponding with the students which are provided to them.
2. Publicize efforts as a means of encouraging the workers and recruiting new workers
3. Seek to increase enrollment
 - a. Unaffiliated visitors at church events

Opportunities to Serve:

1. Correspond with students using BCC lessons

Worship

Communion

Head(s):

Steve Maynard

Mission Statement:

Organize preparation of communion by asking for volunteers to be in charge for one month at a time. Also, oversee purchasing of supplies needed for communion preparation

Objective(s):

1. Organize preparation

2. Circulate a sign-up sheet for volunteers
3. Encourage families to make this a family project. so that children can feel a part of the work
4. Oversee purchase of supplies
5. Take monthly inventory
6. Make sure trays are in good condition

Opportunities to Serve:

1. Organize list of those willing to serve
2. Clean and prepare communion trays on a monthly basis
3. Polish trays
4. Purchase supplies

Song Leading Team

Head(s):

Ryan Cobb, David Dangar (Wednesday nights)

Mission Statement:

Lead congregation in thoughtful and worshipful song service.

Objective(s):

1. Ensure that there are qualified, trained men to lead singing at each worship service.
 - a. Identify the song leader no later than a week before the scheduled service by personal contact or publication of a Song Leaders List, if possible
 - b. Speak with those scheduled to lead singing at least three (3) days before a service to verbally verify the song leader will be able to attend.
2. Encourage song leaders to select songs that are well-known to the majority of the congregation to maximize participation.
3. As much as possible, to select songs from the Paperless Hymnal (TPH) for projection onto the large auditorium screen.
4. Instruct those men who serve as song leaders to notify the Church Secretary and Control Room Operators of the proposed song list.
 - a. The Church Secretary should be contacted no later than the Thursday afternoon before the Sunday to sing at 833-1400 or by email.
 - b. E-mail the Control Room Operators no later than the Saturday before the Sunday to sing at cr@deerfootcoc.com.
5. Coordinate with the Deacon in charge of Special Events to determine the need for a song leader, i.e.: Wednesday Summer Series, Annual Gospel Meeting, other special services.
6. Maintain “permanent” schedule for those responsible for all “slots”

Opportunities to Serve:

1. Serve as a song leader
2. Assist in training young men to lead singing

3. Monitor song books for disrepair and replace as needed
4. Participate in singing for funerals as possible

Worship Assignments Team

Head(s):

Ryan Cobb

Mission Statement:

Organize men to serve in worship services

Objective(s):

1. Involve all men of the congregation that are willing to serve in some capacity
2. Conduct an annual survey of the congregation, with an emphasis on new members, to promote participation
3. Ensure that the worship services are conducted in an orderly fashion
4. Conduct an annual training class for male members interested in serving but who may not have experience in participating in worship service in a public manner
5. Promote better communication with the eldership

Opportunities to Serve:

1. Organize those who lead in the worship service
2. Serve at the Lord's table
3. Preside at the Lord's table
4. Lead prayer
5. Read scripture
6. Lead singing

Audio / Visual Team

Head(s):

Dennis Washington

Mission Statement:

Enhance the educational experience and worship environment (both in-person and online) through quality technology and best practices.

Objective(s):

1. Obtain and maintain quality A/V systems throughout the buildings.
2. Livestream worship services on preferred platforms.
3. Train volunteers wishing to serve in this ministry.
4. Assist the Multimedia Outreach Evangelism Ministry as needed.
5. Work with Control Room Assignments Team Leader on schedule needs for worship services and special events such as weddings and funerals.

6. Work with Building Maintenance and Security Team on obtaining and maintaining equipment needed for building security and internet connectivity.

Opportunities to Serve:

1. Maintain all audio/video and computer equipment in the control room including, but not limited to:
 - a. Keep computers updated with latest software updates.
 - b. Replace batteries in wireless microphones on a regular basis.
 - c. Troubleshoot and repair software and/or hardware as needed.
2. Train new volunteers.
3. Retrain / refresh all A/V volunteers annually on changes and best practices, brainstorm with team on ways to improve the workflow.
4. Work with elders to determine equipment needs (upgrades, replacements, etc.)
5. Provide content to Multimedia Outreach / Evangelism Ministry as needed.
6. Help Equipment Maintenance and Security Team install and maintain security equipment.
7. Work with Equipment Maintenance to build and maintain internet connectivity in control room.

Control Room Assignments Team

Head(s):

Dennis Washington

Mission Statement:

Organize men to serve in control room during worship services and special events.

Objective(s):

1. Involve all men of the congregation who are willing to serve
2. Conduct an annual survey of the congregation, with an emphasis on new members, to promote participation
3. Make sure volunteers are adequately notified of their scheduled shift(s)
4. Work with Audio / Video Team Leader to make sure staffing needs are being met.

Opportunities to Serve:

1. Assign volunteers to serve as a control room specialist through MSP.
2. Work with office staff, elders, deacons and ministers to conduct an annual survey of the congregation and involve all men of the congregation who are willing to serve.
3. Work with Worship Assignments Team Leader to adjust MSP volunteer list and schedule opportunities as needed.

Administration & Support

Contributions

Head(s):

Count Committee (Sol Godwin, Darnell Self, John Gallagher, Mike McGill, Jim Timmerman, Ron Fields)

Mission Statement:

Accurately account for funds as they are contributed to the work of the church at Deerfoot.

Objective(s):

1. Rotate a schedule of teams that are responsible for the timely and accurate accounting/depositing of funds contributed to the church

Opportunities to Serve:

1. Assist in counting the contribution each Monday morning
2. Transport the deposit package to the bank
3. Retrieve the Sunday morning collections and place them in the safe
4. Retrieve the Sunday evening collection and place it in the safe
5. Document contributions for individuals 'tax records

Database Administration

Head(s):

Staff

Mission Statement:

Maintain a database storing information on members, ministries, and all areas that affect activities at Deerfoot Church of Christ that can benefit from automated information sharing. Using this database, provide timely, secure, and convenient access to the information for those individuals with authorized access.

Objective(s):

1. Identify all areas where tracking information could provide a possible benefit
2. Create or purchase windows/web applications that provide access to data tracked for members, ministries, and various areas concerning the congregation
3. Support the membership tracking system
4. Maintain the database for the congregation

Opportunities to Serve:

1. Analyze current areas that track information
2. Identify progress measurements for areas that track information

3. Design automated systems for tracking/providing information
4. Develop automated systems for tracking/providing information
5. Evaluate automated systems for tracking/providing information that are available for purchase
6. Test automated systems for tracking/providing information
7. Develop and maintain a process for ensuring that all information is up to date
8. Enter data for areas that track information
9. Perform weekly backups of data/files on the database/file server
10. Perform maintenance on the database/file server
11. Serve as an apprentice in learning computer development skills to serve in future development roles for the congregation and also for personal/professional areas

Maintenance - Equipment

Head(s):

Johnathon Johnson

Mission Statement:

Maintain building equipment in good condition and ensure preventative maintenance is performed on a regular basis

Objective(s):

1. Be responsible for the maintenance schedule of equipment in the church building such as the electric system, heating and cooling units, plumbing, lighting and baptistry.
2. See members that may be interested in performing professional services in the area of repair
3. Oversee maintenance performed by others

Opportunities to Serve:

1. Assist with electrical/lighting maintenance
2. Assist with heating and cooling maintenance
3. Assist with plumbing maintenance
4. Assist with baptistry maintenance

Maintenance - Building

Head(s):

Terry Malone

Mission Statement:

Maintain the interior building and facilities (kitchen, baptistry, etc.) in good condition and appearance acceptable to the church members and the community.

Objective(s):

1. Be responsible for the proper operation of the various facility systems such as electrical, heating and cooling, plumbing
2. Involve as many members in as many areas of this ministry as possible so they can be actively involved in the work at the church building.
 - a. To use the talents and abilities of the members.
 - b. To get new members involved

Opportunities to Serve:

1. Assist with work
2. Oversee maintenance performed by members
3. Seek members that may be interested in performing professional services

Maintenance - Grounds

Head(s):

Johnathon Johnson

Mission Statement:

Maintain the grounds in good condition and manner acceptable to the church members and the community

Objective(s):

1. Involve members in as many areas of this ministry as possible so they can be actively involved in the work here at the church
 - a. To use persons in areas of their ability and talents
 - b. To get new members involved
2. Paint areas around the building
3. Replace trees, plants and flowers where needed
4. Spray weeds and put out pine straw

Opportunities to Serve:

1. Paint parking stripes
2. Paint exterior walls and trim
3. Clean exterior
4. Mow and weed eat grounds
5. Plant and maintain shrubs and flowers

Membership Information and Communication

Head(s):

Staff

Mission Statement:

Publicize information about new and current members

Objective(s):

1. Collect, maintain, and distribute information about new and current members through printed and electronic media:
 - a. Publish pictorial and textual directory
 - b. Publish periodic update to membership directory
 - c. Distribute information as families place membership with the congregation (e.g. announce in church bulletin and on auditorium projector)

Opportunities to Serve:

1. Take pictures of new members
2. Advertise directory photo times
3. Coordinate photography sessions
4. Host photography session
5. Type information for directory
6. Distribute directories

Automation / Office Equipment

Head(s):

Staff

Mission Statement:

Provide the Church staff and other Ministries the tools to do their work smoothly and to make technology available when needed to serve. Use technology to accent the work of the Church

Objective(s):

1. Allow email communication to be broadcast so that more detailed information can be distributed effectively
2. Provide technical support and training to members needing to use the office equipment so that there are fewer barriers keeping needed work from being accomplished
3. Maintain copiers, network, PC, and phone tree hardware and software
4. Look for automation ideas that will smooth the daily operation of our office staff

Opportunities to Serve:

1. Learn office equipment setup, software, and usage and be available to help those who may have need on occasion
2. Repair PC equipment
3. Service phone system
4. Research technology and workflow and implement changes to improve efficiency of office tasks
5. Install software patches, OS upgrades and license updates
6. Work with Internet vendor to solve connectivity issues with office PC's and maintain up-time

7. Setup and maintain phone tree lists that are structured to meet Elder, Deacon, Ladies Class, Youth Group and other communication group's needs

Safety Team

Head(s):

Bobby Gunn, Skip McCurry

Mission Statement:

Ensure a safe and secure Church Building before, during, and after worship, while maintaining a prepared plan for emergency situations such as inclement weather, medical emergencies, etc...

Objective(s):

1. Ensure that the building is locked and unlocked at appropriate times thru scheduling Deacons of the Month (DOMs).
2. Make sure the Deacons/Elders are aware of Emergency Preparedness Plans. Providing manuals throughout the building and procedures to monitor weather situations during services.
3. Make sure the defibrillator is available and operational during worship hours.
4. Maintain a list of medical professionals who are willing to help in emergency situations and which services they usually attend.

Opportunities to Serve:

1. Lock and unlock building during special events.
2. Control Room workers checking the defibrillator battery each Sunday.
3. Medical professionals (Doctors, Nurses, EMTs) to help during emergencies.
4. Control Room workers to monitor weather during services.
5. Parking lot and building patrolling.

Audio / Visual Presentations

Head(s):

Dennis Washington

Mission Statement:

Produce high quality audiovisual presentations to be shown in preparation for Mission Sunday and Budget Sunday ensuring that the presentations are developed according to the oversight and with the approval of the elders.

Objective(s):

1. Meet with the elders to set framework for each presentation
2. Work with elders/deacons and others to obtain historical information, photos, and video to use in presentation production.

3. Work with audiovisual deacons to arrange taping and production.
4. Provide finished product to elders for review and approval before presenting to congregation.

Opportunities to Serve:

1. Taking photos at all congregation events/campaigns.
2. Assist with audio and video recording.

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