**Jeff (and Becky’s) Areas to Be Covered in Addition to Preaching (August 2024)**

1. Vision – Upcoming Church Theme/ Focus / Priorities for 2024 and 2025.
   1. For instance: Next Gen, Ministry Fair, Intergenerational Focus, 7 Values, Discipleship, Outreach, Connect Groups…(Looking Up, Jubilee Vision, Head, Hands, and Heart, Pray & Go)
2. Yearly Calendar of Events Fall 2024 through August 2025 in conjunction with staff, coordinated with Next Gen, ACTS, and CFS.
   1. October Staff Planning Session for 1s 6 Months of 2025.
   2. Church in the Park
   3. Children / Parent Dedication
   4. Fall Food Drive
   5. Advent
   6. Pancake Breakfast
   7. Christmas Series
   8. Resurrection Sunday
   9. Family Camp at Ne-O-Tez
   10. Block Party or Equivalent
   11. 5th Sunday Planning
3. Worship.
   1. Guidance, input, and feedback regarding Sunday Worship in conjunction with Kaylynn. “Putting a good foot forward.”
   2. Determine what and how event communication, announcements, and special communication takes place on Sunday morning.
   3. Inform Sunday Shepherd of pastoral needs and special announcements.
   4. Oversee timely communication via Email, Website, TVs, Banners, Church App.
   5. Make decisions on outside people that would like to speak or preach.
4. Staff.
   1. Oversee Office Staff.
   2. Weekly Staff Meeting and Next Gen Meeting.
   3. Elder / Staff Communication, particularly to Elizabeth and Kaylynn.
   4. Oversee congregational communications (weekly email, banners, bulletin boards, social media, TVs, Live-Stream, and Sunday announcements, etc.).
   5. Provide Annual Staff Reviews.
5. Communication and Empowerment of Ministry Leaders.
   1. Worship (Kaylynn)
   2. Next Gen (Nathan and Jeff) Next Gen Implementation and Integration into larger church, especially 5th Sunday of Month Next Gen Sundays.
   3. Office Administration (Elizabeth)
   4. Building (Tom and Bret)
   5. Food Pantry (Barb)
   6. Fellowship (Kari) – Provide oversight for Church in the Park
   7. Connect groups (Dale) - Kick-off, update Connect and Huddle groups, and make recommendations for Fall Connect Groups.
   8. Next Steps (Steve and Gwen)
   9. Pastoral Team (Collins) - Supply Pastoral Team with people needs and updated information.
   10. Tech (Brian)
   11. Christian Formation (Betty)
   12. Children (Jeff M.)
   13. ACTS (Katie)
   14. Safety (Bret)
   15. Urban Outreach (Dave)
   16. Beautify the Building (Kara)
   17. Women’s Ministry (Betty)
   18. Circle of Friends (Judy)
   19. Greeters (Joyce)
   20. Women’s Ministry
   21. Worship Team (Kaylynn)
   22. Young Adult Ministry (Carrie S, Jayson)
   23. Unity in Diversity (Todd)
   24. Library (Larry)
   25. Prayer Ministry (Dave W)
   26. Youth Ministry (Nathan)
   27. Finance Budget (Dave and Brad)
   28. Missions (Jeff M)
   29. Benevolence (Dave)
   30. CFS (Eric)
   31. Coffee (Becky)
   32. Faith-in-Action (Steve A. and Don F.)
   33. Hospitality (funerals, receptions, showers, Good-Bye Wind Chimes, etc.) – Baby shower upcoming.
   34. Pickleball Ministry.
   35. Vision Elders (Steve W. and Steve A.)
6. Christian Formation Group.
   1. Guidance on Bible Reading Plans, Adult Classes, Marriage Classes, Parenting Classes, and Fellowship Events.
   2. Fellowship Event planned during No Class Date, Dec 29.
   3. Make decisions on which dates to not have Adult and/ or Children’s Bible Class.
7. Next Steps Ministry.
   1. Visitor follow-up letters.
   2. Reception, Class, and / or 1-1 Follow-up with potential new members.
   3. Update and provide materials.
   4. People:
      1. Mark and Lindsey Minton
      2. Steve and Lisa Schock
      3. Mack
      4. Olivia and Greg Walton
      5. Nina
      6. Virginia Pierce
      7. Chazara
      8. Amy Cunningham
      9. Angela Wren
      10. Ryan and Leslie Cornelius
      11. Jackson Osebrah
8. Shepherding (current needs)
   1. Tom and Maria Holmes
   2. Susan Blain
   3. Cas (and Hannah)
   4. Patty Lacoss-Arnold
   5. Mary Ann Nicholson
   6. Jerry Mickey
   7. Jon and Angie Earnhart
   8. David Richardson
9. Funerals / Weddings.
10. Community Outreach (Pray and Go, Church at Ivory Crockett, Block Party).
11. Help people find a place to serve.
12. Attend to building and parking lot on Sunday mornings for worship readiness.
    1. Oversee Standards (building cleanliness, tables / chairs in right places, attention to flyers and posters, TVs, classroom set-up, timely update of display tables / bulletin boards, mats cleaned and straightened, and walkways cleaned, cobwebs, bugs, dirty glass doors, windows, auditorium, kitchen needing deep clean, walk parking lot, lights, heat / cool, doors locked and unlocked.
13. Manage budget areas (Outreach, Worship, Men’s, Women’s Ministry, Adult Education).

**Oversee and / or Upcoming**

1. Website updates.
2. Church Center updates.
3. Directory updates.
4. Database strategy.
5. Leadership Development.
6. Men’s Ministry.