

WHAT'S YOUR ROLE IN THE VISION PROJECT?



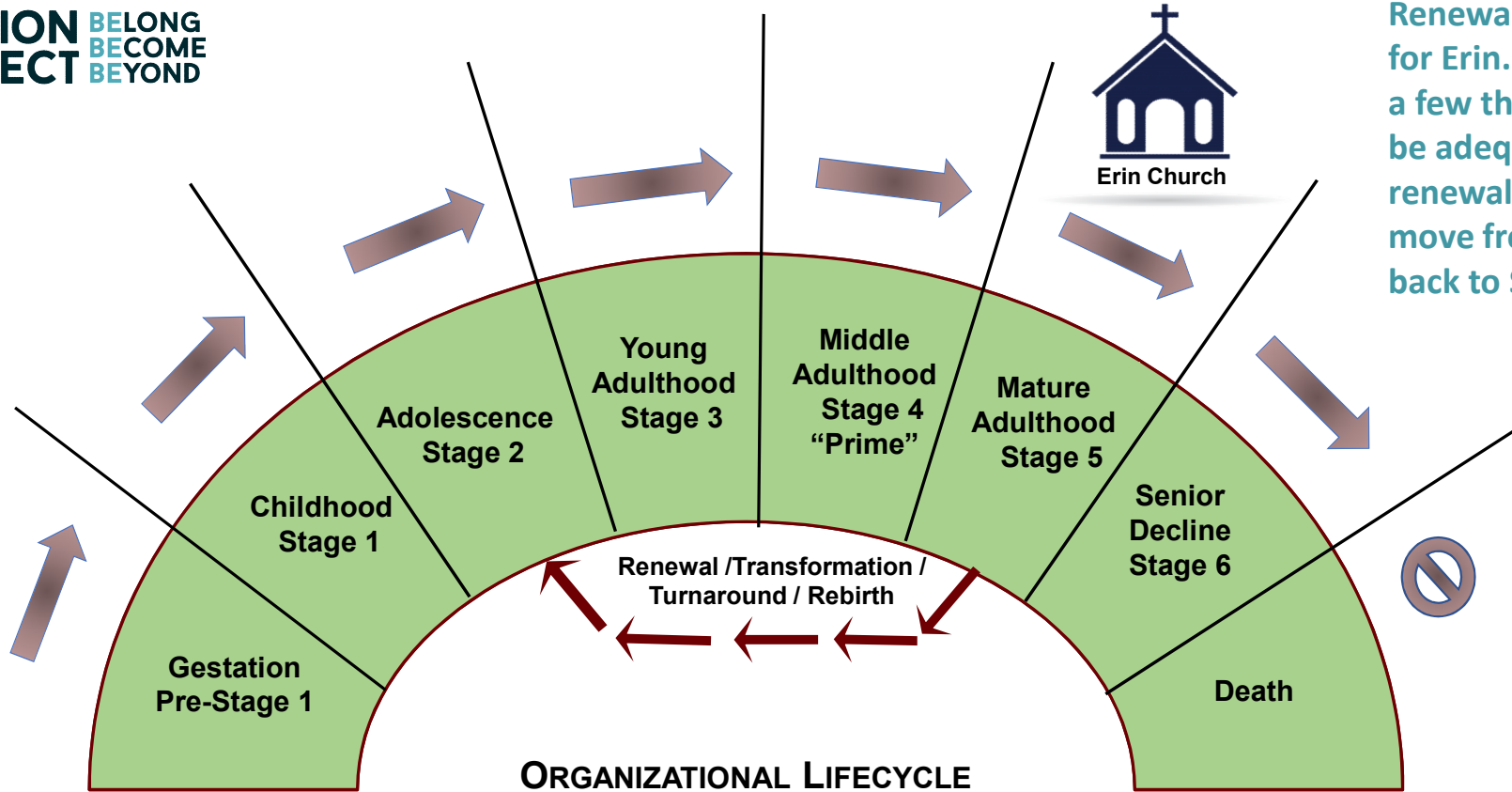
THE VISION PROJECT **BELONG
BECOME
BEYOND**

WHAT'S YOUR ROLE IN THE VISION PROJECT?

Organizations depend on people. Without people, there are only buildings, furnishings, equipment, and technology. People grow an organization. People determine whether the organization will be healthy and grow...or decline and die.

Without people who care about and are committed to **the organization**, it **cannot survive**. **People are the key to organization renewal.**

This is especially true for churches because they cannot “hire” members. As the number of engaged members declines, the possibility of renewal decreases.



Renewal is necessary for Erin. Just tweaking a few things will not be adequate for the renewal needed to move from Stage 5 back to Stage 2.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

To implement our strategies and renew Erin church, we need a supportive environment and **members who are engaged in *belonging, becoming, and going beyond.***

Nothing signals commitment more than service. And nothing enables transformation more than members serving together and meeting the needs of the church and the community.

Session believes the **changes we're making** in how Erin is structured and how we accomplish and support our ministries **will encourage members to find places to serve** and become more engaged in the life of the church.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

Your role in implementing the strategies and renewing Erin church:

1. **BELONG.** This presentation describes the responsibilities of each team in the new structure.
 - Please **review this information and look for responsibilities that match your gifts.**
 - Be ready on Rally Day and in the following weeks to **get involved with a team.**
 - Prioritize the work of the church and attend weekly worship.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

Your role in implementing the strategies and renewing Erin church:

2. BECOME. On Rally Day you'll hear about **opportunities to grow in your faith** and become a more mature disciple of Christ.

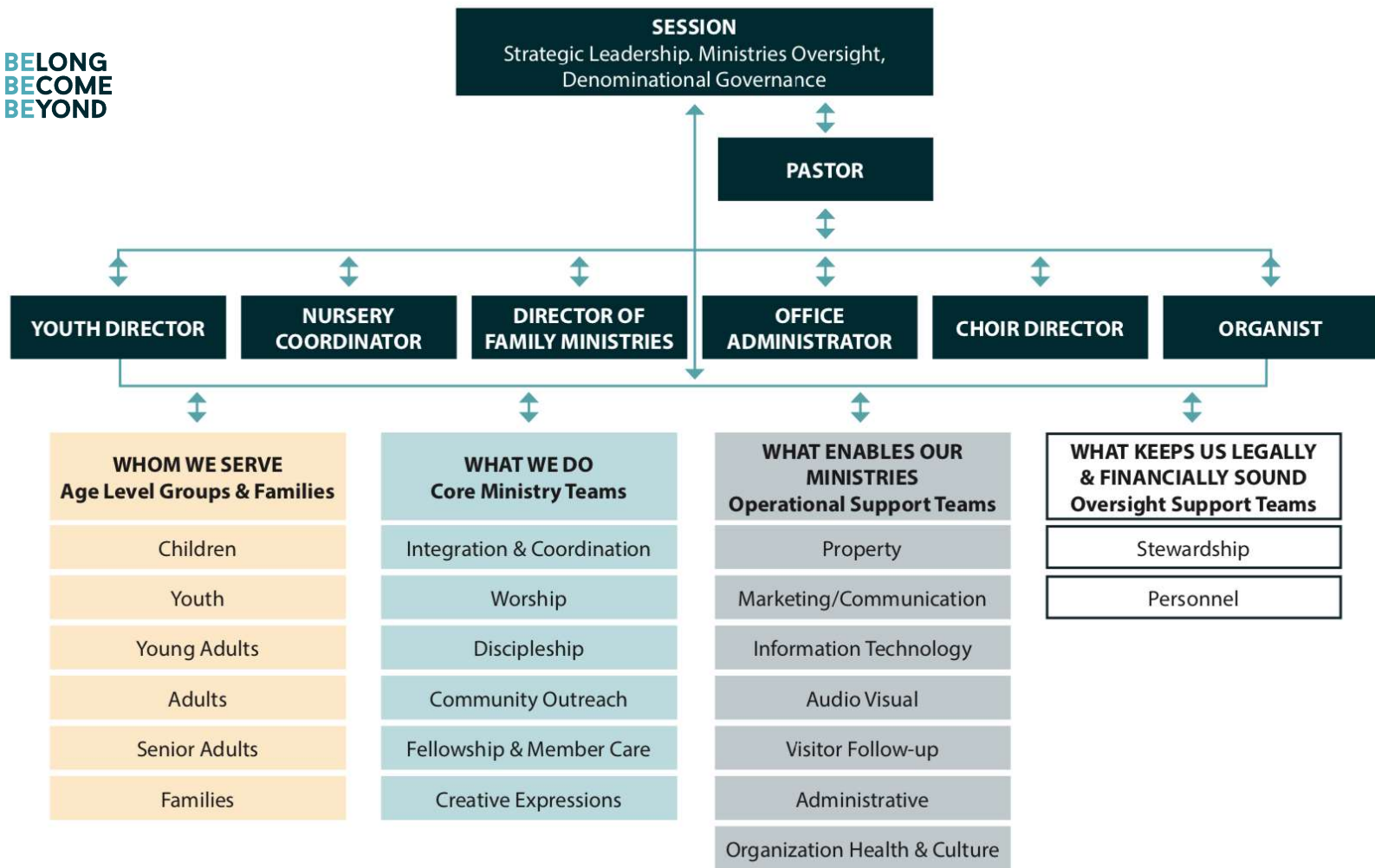
- Please **find an opportunity for growth that works for you.**
- Commit to **engage in regular Bible study, discussion, and relationship- building** with other Christians at Erin.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

Your role in implementing the strategies and renewing Erin church:

3. Go BEYOND. As you *belong* and *become*, we hope you will **live your faith in every aspect of your life**—reaching beyond our walls, modeling the life of a mature disciple, and **shining the light of Jesus in the world** by loving and serving others.

The following graphic shows the new organizational and team structure Erin will implement in August. Subsequent pages list the responsibilities of each team.



WHAT'S YOUR ROLE IN THE VISION PROJECT?

SESSION Responsibilities:

- Discern and measure fidelity to the Word of God. (Book of Order Section G-2.0301)
- Strengthen and nurture the congregation's faith and life. (Book of Order Section G-2.0301)
- Provide leadership, governance, spiritual discernment, and discipline and attend to the life of the congregation as well as the whole church, including ecumenical relationships. (Book of Order Section G-2.0301)
- Attend to the church's current and future spiritual, cultural, operational, and denominational well-being.
- Provide and model spiritual leadership for congregation members.
- Provide strategic leadership, to include sponsoring and tracking the implementation, progress, and results of the Vision Project, and make adjustments as needed.
- Provide quarterly strategy updates to the congregation.
- Oversee, engage with, and enable Ministry and Support Teams.
- Oversee and engage with staff members as their employer.
- Review and approve all expenditures over \$1,000.00.
- Resolve any team integration and collaboration Issues that cannot be solved by the Integration and Collaboration Team.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

WORSHIP Ministry Team Responsibilities:

- Oversee structure and select hymns and choral responses for worship services to encourage worship and spiritual growth.
- Coordinate and oversee all vocal and instrumental worship music, including invited musicians.
- Coordinate with ministry or support teams or age level groups participating in services to ensure continuity.
- Secure substitutes when the pastor, organist, or choir director will be absent from worship.
- Oversee and coordinate all external individuals and groups participating in any worship or special service.
- Oversee Communion training and preparation, and schedule elders (*active and inactive*) to serve.
- Review requests to use the sanctuary during worship services or worship service practices.
- Oversee the permanent physical environment in the sanctuary: structure, furnishings, interior design, etc.
- Change out paraments and banners for liturgical seasons.
- Train and coordinate worship volunteers (*ushers, readers, and others*).
- Plan for age-level engagement in worship.
- Provide representation to and participate on the Ministry Collaboration and Integration Team.
- Provide the church administrator with information required for worship bulletins and other media.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

DISCIPLESHIP Ministry Team Responsibilities:

- Determine and oversee Sunday School classes for all ages.
- Plan, coordinate, and oversee children's program during Sunday worship.
- Oversee youth groups to encourage spiritual growth and discipleship.
- Coordinate and oversee Wednesday night educational programs.
- Determine and oversee online discipleship studies.
- Coordinate and oversee study groups meeting during the week, whether on- or off-site.
- Ensure child care during Sunday school, worship, special services, and discipleship events.
- Assess need, plan, prepare for, and carry out special programs for children, youth, adults and other age-level groups as indicated to facilitate spiritual growth.
- Assess need, plan, prepare for, and implement special discipleship learning events such as the churchwide retreat.
- Oversee and maintain the church library.
- Plan for age-level engagement in discipleship program offerings.
- Provide representation to and participate on the Ministry Collaboration Team.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

COMMUNITY OUTREACH AND MISSION Ministry Team Responsibilities:

- Plan outreach events, collaborating with community organizations and ministries and exploring ways to connect with and impact the community.
- Coordinate with and oversee community service groups that meet at Erin such as Alcoholics Anonymous, foster parents, etc.
- Select recipients and allocate funds to international, national, and local missions.
- Select, coordinate, and oversee service (*as needed and feasible*) to local and away missions.
- Integrate with youth and other groups to plan, coordinate, and oversee all mission-related trips.
- Plan, prepare for, and execute mission education programs and special mission emphases, including collecting items to donate and Presbyterian offerings.
- Be present at church events to greet visitors and answer questions.
- Plan for age-level involvement in community engagement, outreach, and missions.
- Use the outreach and missions ministry to facilitate Erin members' spiritual growth.
- Provide representation to and participate on the Ministry Collaboration Team.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

FELLOWSHIP AND MEMBER CARE Ministry Team Responsibilities:

- Plan and coordinate Wednesday night dinners and recruit and assign volunteers as required.
- Plan and coordinate special fellowship events, both on- and off-site.
- Plan for and manage integration of new members in the church family, and provide information on church structure, age-level and other programs, ministry teams, support teams, and internal and external communication channels.
- Track and contact members absent from worship or other church events for 3-4 consecutive weeks.
- Determine needs and coordinate assistance for members during severe weather, illness, bereavement, property loss, or other traumatic events.
- Determine needs and coordinate assistance for members with non-traumatic needs and requests.
- Connect with and support elderly members and long-term or temporary homebound members.
- Connect with and support those away from home for school, work, or military or national guard service.
- Plan for age-level involvement in Fellowship and Member Care.
- Use the Fellowship and Member Care ministry to facilitate members' spiritual growth.
- Provide representation to and participate on the Ministry Collaboration and Integration Team.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

CREATIVE EXPRESSIONS Ministry Team Responsibilities:

- Plan, coordinate, and facilitate drama, music, dance, visual arts, and creative writing expression opportunities.
- Oversee and manage the *active* drama, dance, and music troupes and related workshops and performances.
- Work with Worship Team to integrate CEX drama, music, dance, and visual and written expressions in worship.
- Provide performance coaching for vocal soloists and ensembles.
- Select, rehearse, and perform a yearly musical, play, or other genre offering with *active* drama troupes.
- Develop and coordinate the yearly Gifts of Children worship service.
- Produce marketing and informational materials about CEX groups, opportunities, events, and productions.
- Coordinate and oversee CEX group integration and WordPlayers.
- Coordinate and oversee the use of sanctuary lights and sound for ministry productions and performances.
- Coordinate with the Worship and Audio-Visual Teams regarding ministry lighting and sound needs.
- Manage and maintain the CEX production shop, storage building, costume loft, and related storage.
- Review, approve, and coordinate requests to use any CEX asset or space.
- Plan for age-level involvement in CEX.
- Use the Creative Expressions ministry to facilitate member spiritual growth.
- Provide representation to and participate on the Ministry Collaboration Team.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

ADMINISTRATIVE Support Team Responsibilities:

- Develop and maintain the master church calendar.
- Maintain the Pastor's schedule and provide him with schedule information.
- Track supply levels and ordering, and provide teams with feedback on use of supplies.
- Maintain, organize, and secure hard copy and electronic files.
- Produce and copy worship-related bulletins.
- Solicit input, develop, and edit the monthly church newsletter.
- Assist the Session Clerk in gathering and submitting denominational statistics.
- Gather information, compile, produce and distribute the Session meeting packet as indicated, the Annual Report, and the Church Directory.
- Produce, assemble, and prepare regular and special hard copy communication pieces and mailings.
- Proofread church communication pieces and documents.
- Integrate with the Marketing and Communication Team for branding, content, and visual consistency.
- Handle walk-in and phone-in benevolence requests.
- Integrate with and assist ministry and support teams and age level groups as required.
- Use the Administrative ministry to facilitate members' spiritual growth.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

PROPERTY Support Team Responsibilities:

- Coordinate and oversee facilities maintenance and repairs, both inside and outside the building.
- Coordinate and oversee grounds maintenance and repairs.
- Coordinate and oversee buildings and grounds security.
- Coordinate and oversee furnishings maintenance, repair, and replacements.
- Coordinate and oversee utilities (*heating, air, electrical, water, sewer*) maintenance, repairs, and replacement.
- Review, approve, and oversee requests to use wall space for art or displays or to paint, decorate, or make changes to any room or space other than the sanctuary (which is the responsibility of the Worship Team).
- Nurture and maintain relationships with property-related vendors and adjacent property owners.
- Review, approve, and oversee use of the facilities and grounds (other than the sanctuary) by outside groups.
- Coordinate and oversee requests for special setups (other than sanctuary) from internal teams or outside groups.
- Direct the work of the custodians.
- Plan, coordinate, and oversee facilities and grounds space utilization.
- Integrate with and assist Ministry and Support Teams and age level groups as required.
- Use the Property ministry to facilitate members' spiritual growth.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

MARKETING AND COMMUNICATION Support Team Responsibilities:

- Oversee and manage all external and internal communication, marketing, and media responses.
- Determine church branding, graphics, language, and standards; approve all marketing and advertising materials.
- Develop and manage an internal communication network and establish methods for teams to post information.
- Determine the look and feel, and coordinate development, updates, and ongoing maintenance of the church's website, Facebook, Instagram, and any other social media.
- Inform members about general and special events, sudden or unexpected events, cancellations, etc.
- Oversee and assign bulletin board space to ministry teams.
- Provide graphic design and/or design consultation to ministry and support teams.
- Determine content and design church info packet for visitors, new members, and other requestors.
- Identify media outlets for church-related information and manage production of content.
- Oversee the placement of church-related publicly viewed videos.
- Select external vendors, develop and maintain relationships, and provide preferred vendor recommendations.
- Conduct market surveys and provide information to Session and staff.
- Integrate with and assist Ministry and Support Teams and age level groups as required.
- Use the Marketing and Communication team to facilitate members' spiritual growth.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

VISITOR FOLLOW-UP Support Team Responsibilities:

- Develop processes for identifying and attending to visitors, gathering and centralizing visitor names and contact information, and following up with visitors.
- Secure names and contact information and maintain a list of visitors to Sunday school, worship services, Wednesday night programs, and special events.
- Develop and maintain statistics on numbers, ages, etc. of visitors, how they heard about Erin, or what brought them to Erin, and provide to staff, Pastor, Ministry Collaboration Team, and Marketing Team.
- Develop and maintain visitor cards in appropriate locations (narthex, sanctuary, fellowship hall, etc.).
- Make timely contact with visitors via welcome cards, emails, phone calls, visits, etc.
- Pass along visitor feedback to appropriate ministry teams, Pastor, and staff.
- Train greeters and interested Erin members to meet and attend to visitors.
- Provide information packets or brochures about Erin church to visitors.
- Integrate with and assist Ministry and Support Teams and age level groups as required.
- Use the Visitor Follow-up Team to facilitate members' spiritual growth.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

INFORMATION TECHNOLOGY Support Team Responsibilities:

- Assess hardware, software, and other information technology needs, determine options, and implement solutions.
- Determine access to each computer and other technology, and set up appropriate access procedures.
- Assess internet needs, research and select the internet carrier, and ensure internet access throughout the building, as feasible.
- Set up and maintain internet blocking of inappropriate sites.
- Establish and maintain computer and software security.
- Assess printer needs, research options, determine solutions, and acquire printers as indicated.
- Assess electronic data storage needs, find solutions, and maintain storage and storage backup.
- Coordinate and oversee computer, software, and printer training as required.
- Assess telephone needs, determine solutions, select a carrier, and purchase or lease equipment as indicated.
- Integrate with and assist Ministry and Support Teams and age level groups as required.
- Use the Information Technology ministry to facilitate members' spiritual growth.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

AUDIO VISUAL Support Team Responsibilities:

- Coordinate and oversee all audio and visual equipment needs and non-theatre-related use.
- Assess lights, sound, video, and other AV needs, determine options, and implement solutions.
- Set, run, maintain, and upgrade sanctuary lights, sound, and video equipment as required for all uses.
- Ensure sanctuary lights, sound, and video are set for worship and reset after other uses.
- Record worship and special services and programs as determined.
- Select and maintain electronic music and CD equipment for worship, special services, events, and programs.
- Provide training for setting up and running lights, sound, and video equipment for services, events, and programs.
- Assess, select, maintain, and update the sanctuary hearing assistance equipment and system.
- Select, maintain, and update AV equipment throughout the building as needed.
- Develop and communicate AV policies and procedures for internal teams and external individuals and groups.
- Integrate with and assist Ministry and Support Teams and age level groups as required.
- Use the Audio Visual Team to facilitate members' spiritual growth.

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ORGANIZATION HEALTH AND CULTURE Support Team Responsibilities:

- Assess Erin's organization health and culture; report and make recommendations to leaders and members and assist with implementing selected recommendations.
- Assess team and age level group health and culture; report and make recommendations to the engaged team.
- Manage the organization lifecycle and stage-related transitions, and provide lifecycle data to leadership.
- Facilitate strategy development and related planning, change management, and implementation.
- Assess the functionality of the organization's structure and recommend adjustments as needed.
- Facilitate organizational changes as indicated.
- Assist ministry and support teams, session, and staff in designing and improving processes and procedures.
- Oversee and coordinate leadership development for staff, session, team leads, and members.
- Oversee and coordinate interpersonal skills development and coaching for staff, session, leads, and members.
- Provide interpersonal and team conflict interventions and related coaching when requested.
- Select or create and administer surveys, analyze responses, and provide feedback to the requester.
- Integrate with and assist Ministry and Support Teams and age level groups as required.
- Use the Organization Health and Culture Ministry to facilitate members' spiritual growth.

WHAT'S YOUR ROLE IN THE VISION PROJECT?

STEWARDSHIP Support Team Responsibilities:

- Oversee and manage the use of financial resources throughout the church year and maintain an adequate financial buffer and savings plan.
- Oversee all accounting functions: bookkeeping, audits, reporting, tracking, taxes, and legal documentation.
- Develop, oversee, and coordinate financial and budget campaigns.
- Project financial resources for the church year based on pledges, past pledges, and other giving data.
- Oversee the appropriate use of bequests.
- Assist ministry and support teams with appropriate and realistic budget development, tracking, and reporting.
- Compare budget requests to projected resources and adjust team budgets to reconcile the two.
- Assess banking needs, manage banking functions, and maintain banking relationships.
- Provide financial status to Session (monthly) and the congregation (quarterly).
- Manage online donations and electronic funding.
- Assess all insurance needs, selecting carriers, deciding on the best plans, and arranging payment schedules.
- Integrate with and assist Ministry and Support Teams and age level groups as required.
- Use the Stewardship ministry to facilitate members' spiritual growth.

WHAT IS YOUR ROLE IN THE VISION PROJECT?

PERSONNEL Support Team Responsibilities:

- Oversee and coordinate staff recruiting, interviewing, selection, hiring, and retention.
- Oversee and coordinate orientation for new staff members.
- Engage in yearly conversations with each staff member about his/her role, goals, and development interests.
- Recommend interpersonal and professional development for each staff member.
- Work with ministry teams and staff to develop and revise staff position descriptions as needed.
- Communicate each staff member's responsibilities to teams and to the congregation.
- Coach staff and members in communication strategies when conflicts arise and participation is requested.
- Manage serious and possibly legal complaints involving staff members.
- Conduct salary surveys for staff positions.
- Review denominational standing for staff positions and titles.
- Oversee and coordinate background checks.
- Oversee and coordinate Pastor sabbaticals.
- Integrate with and assist Ministry and Support Teams and age level groups as required.
- Use the Personnel ministry to facilitate members' spiritual growth.



BE INFORMED!

READ ALL ABOUT THE VISION PROJECT ON ERIN'S WEBSITE:

WHAT IS THE VISION PROJECT?

WHY IS THE VISION PROJECT NECESSARY?

WHAT ARE OUR STRATEGIES AND WHAT DO THEY MEAN?

WHAT CHANGES ARE NEEDED?

ERINPRES.ORG/THEVISIONPROJECT

COMING IN AUGUST:

RALLY DAY AND KICK-OFF FOR THE VISION PROJECT!

QUESTIONS?

JOIN US FOR MUFFINS AND COFFEE AT LIVE PRESENTATION 2:

JULY 21 OR AUGUST 4 FROM 9:30 TO 10:45 IN THE FELLOWSHIP HALL