

BRIEF COMMITTEE AND MINISTRY TASK DESCRIPTIONS

1) Adult Christian Nurture Committee

Purpose statement:

The Adult Christian Nurture Committee provides a variety of opportunity and experiences which seek to deepen adult experiences of Christian faith and discipleship.

Vision statement:

The Adult Christian Nurture Committee furthers First Presbyterian Church of Fort Worth's vision of inspiring disciples and engaging the world by creating and facilitating opportunities for adult church members to grow in their faith and their knowledge so they are equipped to engage our communities with intellect, thoughtfulness, love, and compassion.

Ministry Task Description:

1. Church School
2. Bible Studies
3. Book Studies
4. Other mid-week study opportunities
5. Summer R & R Series
6. Guest Speakers
7. Trips/Retreats
8. Library
9. Candidate Care/Scholarships
10. Spiritual Formation
11. Historical Records
12. Young Adult Ministries
13. Men's Ministry
14. Small Groups

2) Children's Christian Nurture Committee

Purpose Statement:

The Children's Christian Nurture Committee seeks to nurture the spiritual development of children and their families. We want every child to know of God's love for them, to know that their church loves them and to experience being a contributing member of their church family. As a committee we strive to provide resource support to all members who work with our children and also to parents as they seek to raise their children in faith. We aim to be a mission to the community through the Early Education Center.

Ministry Task Description:

Splash Newsletters

MOMs Group

Blankets for Babies

Bibles and Baptism Books

Spiritual Formation for Children and Families

Sacraments Workshop

Pre-School and Kinder Church School

- Recruit Teachers
- Teacher Appreciation

Trinity Trail

- Recruit Teachers and Shepherds
- Support Coordinators
- Teacher Appreciation

Children's Music

Early Education Center

Lent /Easter Family Support

KidQuake

Summer Camps

Summer Extravaganza

Music and Arts Camps

Early Education Center Summer Fun

Vacation Church School

God Plan for Growing Up (Sex education class for 4th and 5th Grade)

Children's Sabbath

Advent Celebration

3) Youth Christian Nurture Committee

Purpose Statement

The vision of the Youth Christian Nurture Committee is to provide fun, exciting, spiritual, and inclusive programs for passionate youth to grow together in Jesus Christ by communicating the gospel of Jesus Christ through both words and actions.

Ministry Task Description:

1. Church School
2. Middle School Youth Group
3. High School Youth Group
4. Mid-Week Bible Study
5. Trips/Retreats
6. Mission Activities (weekly, monthly, and special activities)
7. Confirmation
8. Youth Sunday
9. Christmas Party for the Blind
10. Parents Night Out
11. Youth Music (Bells and Choral)
12. Involving Youth - Total life of Congregation
13. College Ministry (care packages and holiday parties)

4) Communications Committee

Purpose Statement:

To serve God by providing a comprehensive communications ministry using all available methods that will tell the story of the church to inspire and inform members and invite the greater community into the FPC family.

Ministry Task Description:

1. Act as leaders in communication for the church staff, congregation and other interested parties (mission partners, other churches, etc.).
2. Identify emerging opportunities that will improve church communications (such as multimedia use in classrooms).
3. Be a support mechanism for the director of communications that will provide direction, advice and constructive feedback as needed.
4. With the director of communications, assist in planning and implementation of major efforts such as the website, new media (audio/video streaming, podcasting), and a marketing and communications plan.

5) Congregational Care Committee

Purpose Statement:

Congregational Care ministers to the needs of our church community by providing care of mind, body and spirit, nurturing our congregation's efforts to live the second greatest commandment to love one another.

Ministry Task Descriptions:

CARE MINISTRIES

Stephen Ministry – Well-trained, committed Stephen Ministers establish one-on-one relationships with members going through life's tough transitions: empty nest, loss of job,

retirement, bereavement, divorce, extended illness, etc. This is a ministry of Christian care giving, not counseling. Stephen Ministers listen first and foremost. Then they accompany their care receiver on the journey toward wholeness, being present to them and praying with them.

my faith FAMILY is a church-based model of foster care that surrounds foster families with a community of caring – volunteers who embrace the call to care for foster parents so that they can more effectively care for orphaned children.

Care Team Network – Neighborhood Care Teams, provide a chance for neighbors to get to know one another, and to respond in love to one another's needs. Care Teams are created by zip code and meet in one another's homes once a month for fellowship and to coordinate care of their neighbors who need assistance. This is most evident when a member, or their family member, is hospitalized, is chronically ill, or is bereaved. Care Teams provide meals, transportation, errand running, cards and visits, or whatever else might be needed.

Bereavement Meals – Members with the gifts of compassion and hospitality provide meals and receptions for bereaved families who are not part of a small group, such as a circle or church school class.

Housesitters – A group of faithful servants are available to stay in the home of a bereaved family during memorial/funeral services. They are there to answer the phone, receive gifts of flowers and food, and provide a presence at a vulnerable time.

Confidential Prayer Line – Dedicated “*pray-ers*” pray for our church and its members daily. Many of those who pray are homebound members or members who find it difficult to be physically active in ministry otherwise. We also run a “Joys and Concerns” column in the Penn Street to keep the membership informed of fellow members' struggles.

Nursery Support Team – “You Rock” volunteers and “rockers” rotate into the nursery or toddler room each Sunday during the 9 or 11 o'clock service to hold, rock, read and play with the many babies and toddlers that are there now.

Shuttle Service – Volunteers drive the shuttle between Trinity Terrace and church parking lots at all three worship spaces during two shifts every Sunday morning. They also provide this service at special worship events.

Men's Visitation - Dedicated men of the church visit homebound men once a month who can no longer participate in church activities. They are assigned a different homebound man each month and can calendar their visits to meet their personal schedules.

****PW Fellowship Visitation*** – *Each circle takes 2 honorary members, women who are now homebound and unable to participate in church activities. Women from each circle visit their honorary members each month for a period of 2 years, keeping them connected to the larger church.*

Card Ministry - This group sends out cards to maintain contact with our homebound members who can no longer attend worship.

Flower Ministry – Committed individuals make arrangements from the flowers on the communion table and take them to our hospitalized members along with a prayer for their recovery.

Muffin Ministry – Once a month a group meets to send cards, package muffins and deliver them to families and individuals that are in special need of a tangible gift of love.

Prayer Shawl Ministry - A group of women gather once a month for prayer, fellowship, and to dedicate the shawls and afghans for members of our church in need of comfort and healing. Accomplished needle workers and novices alike are welcomed.

Support Groups – We offer on-going support groups that minister to members as need arises. Past offerings have included groups on grief, divorce, and care giving.

**This ministry is carried out through Presbyterian Women, rather than Congregational Care, but is listed here as it is an integral part of our church's comprehensive caring ministries.*

6) Evangelism Committee

Purpose Statement:

The Evangelism Committee exists to share the good news of the gospel by demonstrating God's love and hospitality to all and to encourage others to do the same.

Ministry Task Description:

1. First Connections Class for new members and visitors
2. Greeter Coordination
3. Name Tag Sunday – every 3rd Sunday of the month
4. Evening Dessert Ministries – several held each year inviting new members and visitors
5. Oversee and provide nurture to visitors and new members – calls to inform about upcoming events
6. Update literature pertaining to Evangelism
7. Assist at the Welcome Center outside the Great Hall and in the Narthex
8. Enrich our church's inviting and welcoming atmosphere
9. Penn Pal Ministry – pairing new members with FPC members
10. New Member Assimilation – through phone calls and notes
11. "New Member" Brunches
12. Facilitate special joining times for visitors

7) Fellowship Committee

Purpose Statement:

The Fellowship Committee promotes joyful events that encourage intergenerational bonding, connection and community within (and beyond) our congregation, as we model hospitality to the world.

Ministry Task Description:

1. Organize annual church-wide events including Church Picnic and special events
2. Organize Fellowship Groups Dinner Groups
3. Determine interest about specialty groups such as sports groups, men's groups, etc.
4. Explore new events and/or activities
5. Recognize birthdays of church members by sending signed birthday cards
6. Oversees The Beacons ministry
7. Mo-Ranch All Church Retreat

8) Finance Committee

Purpose Statement:

The purpose of the Finance Committee is to provide the Session and the congregational membership with appropriate information pertaining to the financial condition of First Presbyterian Church of Fort Worth.

Mission Statement:

Members of the Finance Committee of First Presbyterian Church are called into service as compassionate stewards of the financial resources of the church. We will prayerfully consider, evaluate and respond to financial needs to further the mission of the church in accordance with the policies and procedures approved by Session and contained in the Book of Order.

The Finance Committee will:

- Be mindful that congregation members offer money gifts to God through the Church;
- Construct an annual budget of the Church's finances and present it to Session for approval;
- Monitor the budget throughout the fiscal year to ensure that the Church's revenue and expenses are within the parameters approved by Session and take appropriate action when they are not;
- Monitor the security of all funds including operating funds, memorial funds, savings and any others that may be added from time to time;
- Be responsible for overseeing and providing offering counters and banking procedures;
- Report the financial condition of the Church to Session on a monthly basis;
- Provide monthly reporting to standing committees regarding their program budget allocation.

9) Mission Outreach Committee

Purpose Statement:

The Mission Outreach Committee serves to receive and share Christ's compassion and justice in a broken world by inspirational stewardship of the time, talents, and treasure of the FPC Congregation locally and throughout the world.

Ministry Task Description:

1. Oversee and develop budget for general mission activity of the church
2. Apprise Session and the Congregation of church mission activity
3. Oversee Mission workgroups and provide support and assistance when necessary (list of workgroups and focus groups attached)
4. Evaluate funding requests from local to global community
5. Coordinate Service Mission Projects and other mission experiences
6. Coordinate Grace Presbytery funding

7. Maintain and develop ecumenical community relationships
8. Develop relationships with our overseas mission personnel

10) Nominating Committee

Purpose Statement:

The Nominating Committee exists to prayerfully discern those whom God is calling to serve and lead our church into the future.

Ministry Task Description:

1. Session and Nominating Committee and Trustees
2. Larger church Commissioners (as requested)
3. Session Committee Members and Chairs (as requested)

11) Personnel Committee

Purpose Statement:

The Personnel Committee is the Pastor's confidential partner and sounding board in ensuring the congregation's staff works with a unified vision of ministry. The committee is responsible for oversight of all employment matters and recommends to Session changes to terms of call for the ordained staff.

Ministry Task Description:

1. Formulate and oversee employment and personnel policies.
2. Formulate and coordinate job descriptions for staff.
3. Review salaries and recommend adjustments.
4. Recommend to Session any required actions regarding employment, personnel issues and staff requests or requirements.
5. Administer Staff Recognition Program.

12) Property Committee

Purpose Statement:

To maintain a welcoming, secure environment to meet the needs of the congregation.

Ministry Task Description:

1. Maintain physical plant and grounds
2. Oversee building use
3. Determine computer requirements and maintain computer equipment
4. Evaluate access issues and improvements
5. Vehicle use and maintenance
6. Administer Independent Contractor Policy
7. Oversee security and safety systems and policies

13) Stewardship Committee

Purpose Statement:

The Stewardship Committee leads the congregation in sharing our time, talents and treasure. We encourage every congregation member to share as God shares with us, experiencing the joy of giving.

Ministry Task Description:

1. Special offerings
2. New member pledges
3. Stewardship Campaign and Follow-up
4. Stewardship awareness (this included the monthly newsletter articles and factoids)
5. Planned Giving

14) Board of Trustees

Purpose Statement:

The Board of Trustees manages and protects the financial assets of First Presbyterian Church of Fort Worth in a prudent and trustworthy manner in accordance with the Book of Order, to provide for the present and future life and mission of the Church, recognizing that such assets are God's resources to be used to bring glory to God.

Ministry Task Description:

1. Endowment issues
2. Acquisition and Disposition issues
3. Investment issues
4. Audit issues
5. Risk Management issues

15) Wellness Committee

Purpose Statement:

The Wellness Committee encourages wellness – physical, spiritual, relational – as a faithful response to God, and as a commitment to a healthy congregation, healthy families, and healthy communities.

Ministry Task Description:

To envision and oversee an array of wellness efforts, including:

1. Zumba, yoga and Tai Chi
2. Health seminars
3. Cycling Group Rides
4. "F4 Meals (Fast, Fresh, Fit & Freezable"
5. Cardiopulmonary Resuscitation Training
6. Automatic External Defibrillator (AED) Training
7. Blood Drives
8. Flu Shots

9. MOAI Walking and Potluck Meal Groups
10. Faith and Food Classes
11. Lifelong Focus on Health
12. Family Focus on Health
13. Meditation/Centering Prayer Classes
14. Seasonal (Advent/Lent) Small Group Studies
15. Hiking and Running Groups.

16) Worship and Music Committee
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Purpose Statement:

The Worship and Music Committee engages, encourages and supports the gifts, talents, and resources of God's people in encounters of the Holy Spirit as we gather together in the rhythm of worship and ministry.

Ministry Task Description:

1. Worship Scheduling, Space, and other Issues
2. Adult Music Programming
3. Flowers in Worship
4. Sacraments (Baptisms, Lord's Supper)
5. Weddings
6. Funerals
7. Acolytes/Banners
8. Ushering
9. Liturgists
10. Liturgical Arts
11. Kirkin' of the Tartans
12. Worship Education
13. Worship Budget
14. Music Academy