



**TEAM
HANDBOOK**

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YOUTH TEAM

DESCRIPTION AND RESPONSIBILITIES

The Youth Team shall work under the leadership of the Youth Director and shall mentor and nurture the youth of our Church.

RESPONSIBILITIES:

1. Actively participate in youth events and assist in the planning and evaluation of the entire youth program.
2. Pass a background check and undergo training before serving.
3. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 7 Members
Team Lead: Michael Greene

AUDIO/VISUAL TEAM

DESCRIPTION AND RESPONSIBILITIES

The Audio team shall be responsible for maintaining and operating the church sound system during all church functions. This committee will consist of six trained members and will be a standing committee.

RESPONSIBILITIES:

1. Attend a designated training session to become familiar with the sound system.
2. Be available to operate the equipment on a rotating basis so that someone is always available at every function of the church making use of the system.
3. Make arrangements for a substitute if unable to attend your assigned time of service.
4. Work closely with the Pastor and the Music staff to ascertain the needs for particular services/events.
5. Be available for any other special events that make use of the system.
6. Provide a maintenance program for the system.
7. Recommend changes/upgrades to the system particularly to the Stewardship committee during budget formation time.
8. Operate the system so as not to detract from the service or event (discrete).
9. Record or playback tapes as needed.
10. Setup microphones and other accessories as needed.

Recommended: 6 members
Team Lead: Scott Baker

BAPTISM TEAM

DESCRIPTIONS AND PRESPONSIBILITIES

The Baptismal team shall assist the Pastor and the deacons in preparing for and administering of the ordinance of baptism.

RESPONSIBILITIES:

1. Assist the pastor in preparing for baptism.
2. Assist the candidates for baptism.
3. Provide the areas for the candidates to prepare and to change after baptism.
4. Clean up the areas affected by the baptism.
5. Prepare the water in the baptismal tank and to drain upon completion.
6. Prepare an end-of-year report for the incoming committee.

Recommended: 6 members
Team Lead: Tonya Williams

WORSHIP TEAMS

DESCRIPTION AND RESPONSIBILITIES

The Worship Teams want to create music that is culturally relevant, authentic, attractive for non-Christians and inspiring for believers. Worship Team shall work under the leadership of the Traditional Choir Director and the Contemporary Praise Team Director.

RESPONSIBILITIES:

1. Develop and practice all music for Sunday services.
2. Develop and practice all music for special church events.
3. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: As many as needed
Team Leads: Dick Bailey and Theresa Vought

WOMEN'S MINISTRY TEAM

DESCRIPTION AND RESPONSIBILITIES

The Women's Ministry Team shall to brainstorm, develop strategies, and assist in implementing programs and activities relevant to women's needs.

RESPONSIBILITIES:

1. Organize various programs and activities for the women of the church.
2. Occasionally survey the women of the church to discover what needs exist.
3. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 4 members

Team Lead: Terry Chin

BENEVOLENCE & BEREAVEMENT

TEAM DESCRIPTION AND RESPONSIBILITIES

The Benevolence & Bereavement team shall be responsible for locating and administering help to those in need. This committee shall be responsible for maintaining and administering the food closet.

RESPONSIBILITIES:

1. Determine the level, legitimacy and urgency of the need of the inquiring party as best as possible.
2. Coordinate the matching of needs with the individuals that may fill those needs.
3. Oversee the distribution of the food from the food pantry.
4. To make known to the church family when additional food, clothing or funds are needed to carry on the work of this committee.
5. To prepare an end-of-year report to assist the new committee.

Recommended: 10 members

Team Lead: Evon Lemon

CHILDREN'S MINISTRY TEAM

DESCRIPTION AND RESPONSIBILITIES

The Children's Ministry Team shall be under the leadership of the Children's Director and shall assist the Director in planning, implementation and evaluation of the children's program of the church. The team shall consist of nine members with the chairman working closely with the Children's Director to implement the children's programs.

RESPONSIBILITIES:

1. Serve as an advisory team to the Children's Director to help plan all programs and ministries for the children of the church.
2. Give guidance in planning and scheduling special opportunities with parents and workers to strengthen both the church and the home.
3. Supervise, chaperone and staff functions for the children as needed.
4. Help promote and publicize children's activities.
5. Encourage all children to be supporters of the church's ministry.
6. Recommend needed changes in equipment, personnel, etc. to the Children's Director.
7. In consultation with the Children's Director, prepare an annual budget in cooperation with the stewardship committee to be approved by the church.
8. To prepare an end-of-year report to assist next year's committee.

Recommended: 9 members
Team Lead: *Vacant* (as of 11/4/20)

WELCOME TEAM

DESCRIPTION AND RESPONSIBILITIES

The Welcome Team shall welcome members and guests to the Church.

RESPONSIBILITIES:

1. Recruit, train and coordinate volunteers to be present at all entrance points to our Church worship services.
2. Oversee the collection of Church newcomer contact information. They will review and restock the communication materials at our welcome centers.
3. Work alongside our Children's Director to make sure all guests are personally guided to our nursery and Children's Church.
4. Review the facility for signage and navigational aids.
5. Supply, serve and maintain the hot beverage center for the first service.
6. The Ushers will be part of the Welcome Team and shall assist the Deacons in handing out bulletins and collecting the offering.
7. Ushers greet people as they enter and leave the Church, seat people at the proper time and provide bulletins and/or other materials at the time of seating.
8. The Ushers will be attentive to the needs of the congregation and the Pastor.
9. Secure the offering by at least two ushers at all times.
10. Be responsible for helping new members integrate into the life of the Church.
11. Work alongside the Deacons, the Church staff and the Nominating Committee to encourage this connection.
12. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: As many as needed
Team Leads: Susan Parks and Fran Kleppinger

WEDDING TEAM

DESCRIPTION AND RESPONSIBILITIES

The Wedding Team will be responsible for supervising the use of Church property for weddings, rehearsals and receptions. The Wedding Team shall follow the guidelines outlined in the Church Operations Manual.

RESPONSIBILITIES:

1. Follow the guidelines outlined in the Church Operations Manual for the successful running of wedding events.
2. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 2 members
Team Lead: Ella Mae Priester

COMMUNICATIONS TEAM

DESCRIPTION AND RESPONSIBILITIES

The Communications Team shall be responsible for communications the various activities and programs internally within our Church fellowship and externally to our community.

RESPONSIBILITIES:

1. Coordinate the design, printing and publishing of all forms of media-related communication.
2. Be a resource to other committees, teams and the Church staff, to assist the Church in sharing Christ within the Church and the community at large.
3. Assist and oversee the use of our Church's social media presence in the online community.
4. Meet as designated by the chairperson but not less than quarterly.
5. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 6 members
Team Lead: *Vacant* (as of 11/01/20)

EVANGELISM TEAM

DESCRIPTION AND RESPONSIBILITIES

The Evangelism Team will consist of a chairperson and other members as needed to work together to promote evangelism in the church. The committee will work under the direction of the pastor in planning special evangelistic meetings. They shall be responsible for preparations, promotion, and fellowship during revivals and other special evangelistic emphasis.

RESPONSIBILITIES:

1. Aid in securing the necessary guest speaker(s), musician(s), and/or other staffing necessary to support any special evangelistic meetings held by the church.
2. Assist in arranging for the necessary housing, meals, or funding to meet the needs of the visiting speaker(s), musician(s) and /or other staffing.
3. Work together to train, equip and promote evangelism.
4. Work under the direction of the Pastor and organize evangelistic outreach.
5. Be responsible for preparation, promotion and fellowship during revivals and other special evangelistic activities.
6. Work with the Communications Team in the communicating of evangelistic efforts.
7. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 5 members
Team Lead: Sharon Salsman

SENIOR ADULT MINISTRY TEAM

DESCRIPTION AND RESPONSIBILITIES

The Senior Adult Ministry Team helps the seniors of the church to meet on a regular basis where they study God's word, enjoy food and caring fellowship, and travel to fun places for special programs.

RESPONSIBILITIES:

1. Coordinate various opportunities for Bible study and prayer for the senior adults.
2. Coordinate various travel events for senior adults.
3. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 4 members
Team Lead: Brenda Perkins

SETUP & TEARDOWN TEAM

DESCRIPTION AND RESPONSIBILITIES

The Setup and Teardown team shall setup up chairs, tables, and other items as needed for the Wednesday night dinners, Sunday service and various special events.

RESPONSIBILITIES:

1. Be available and ready to setup, move, and teardown any items as needed for various church functions.
2. Be in proper health to safely fulfill duties.
3. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 15 members
Team Lead: Drew Levine

FACILITIES MANAGEMENT TEAM

DESCRIPTION AND RESPONSIBILITIES

The Facilities Management Team assists the Church in matters related to Church property administration. Its work includes such areas as maintaining all Church properties for ready use and recommending policies regarding use of properties. This team shall also employ any outside contractors needed for specific maintenance and repair.

RESPONSIBILITIES:

1. Custodians shall be employed on recommendation of the Facilities Management Team and approved by the Church. The team shall be responsible for overseeing the work of the custodians.
2. Be responsible for ensuring Church vehicles are maintained, inspected, cleaned, insured and readied for use. Guidelines for use of Church vehicles shall be placed in the Church Operations Manual.
3. Oversee the use of the cemetery perpetual care fund for maintenance and improvements of the cemetery.
4. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 18 members
Team Lead: Pat Priester

FELLOWSHIP TEAM

DESCRIPTION AND RESPONSIBILITIES

The Fellowship Team shall be responsible for planning and implementing all fellowships and socials for the Church not otherwise specified.

RESPONSIBILITIES:

1. Be responsible for organizing and scheduling Wednesday night suppers.
2. Inventory and maintain supplies for Wednesday night suppers and all other socials for which they are responsible.
3. Formulate and recommend policies to the Church for kitchen usage.
4. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 8 members
Team Lead: Betty Greene

SAFETY TEAM

DESCRIPTION AND RESPONSIBILITIES

The Safety Team shall work to provide a safe and secure environment for the Church.

RESPONSIBILITIES:

1. Monitor interior and exterior property, Church entry points, alarms, lighting and surveillance systems.
2. Alert Facilities Management of maintenance needs.
3. Work with law enforcement, the Pastor, Church staff, Facilities Management, the Communications Team and other committees and teams as necessary to ensure a coordinated and consistent strategy in maintaining a safe property.
4. Create and maintain a Church Safety Team Operations Manual.
5. Perform an annual inventory of all church tangible assets. This will be done at the end of each fiscal year. Records of this inventory will be kept.
6. The Safety Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 20 members
Team Lead: Ron King

PASTORAL CARE TEAM

DESCRIPTION AND RESPONSIBILITIES

The Pastoral Care Team will regularly visit those who are homebound in our Church fellowship.

RESPONSIBILITIES:

1. Maintain connection with our Church members who cannot attend services through the use of letters, phone calls, emails, etc.
2. Offer The Lord's Supper to those who request it.
3. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year

Recommended: 10 members
Team Lead: Jim Anderson

GROUNDS AND LANDSCAPING TEAM

DESCRIPTION AND RESPONSIBILITIES

The Grounds and Landscaping Team shall be responsible for maintaining and improving the grounds of the church.

RESPONSIBILITIES:

1. Keep up the lawns and flowerbeds of the church.
2. Obtain, be trained in and use all landscaping equipment as needed.
3. Plan and successfully execute improvement projects on the church grounds.
4. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 4 members
Team Lead: Linda Brown

HISTORY TEAM

DESCRIPTION AND RESPONSIBILITIES

The History Team is to gather, record and preserve the historic records of the Church. The team strives to help Church members understand and appreciate the Church's heritage and mission.

RESPONSIBILITIES:

1. Gather and preserve church records, documents, pictures and articles of historical importance.
2. Periodically publish items that will make the membership more conscious of the rich heritage of our church.
3. Organize special emphasis of noted anniversaries of the church.
4. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 4 members

Team Lead: *Vacant* (as of 11/01/20)

NURSERY TEAM

DESCRIPTION AND RESPONSIBILITIES

The Nursery Team members shall serve on a rotational basis, staffing the nursery during Church services and events.

RESPONSIBILITIES:

1. Pass a background check and attend an orientation before serving.
2. Work alongside the Children's Director and paid nursery staff.
3. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: As many as needed members

Team Lead: *Vacant* (as of 11/01/20)

MISSIONS TEAM

DESCRIPTION AND RESPONSIBILITIES

The Missions Team shall be responsible for planning and implementing local, national and international mission projects and trips.

RESPONSIBILITIES:

1. Be an advocate for missions and help to raise awareness of needs in the local community as well as throughout the world.
2. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 6 members (WMU and Men's ministry lead as standing members)

Team Lead: Sharon Salsman

HOMECOMING TEAM

DESCRIPTION AND RESPONSIBILITIES

The Homecoming Team shall be responsible for all aspects of the Church's annual homecoming. This includes set up, take down, planning and coordinating the homecoming meal.

RESPONSIBILITIES:

1. Coordinate with the Safety Team for parking.
2. Work with the Pastor and Music Directors to arrange for guest speakers and music.
3. The Homecoming offering designation shall be chosen by the team and announced to the Church at least two Sundays before Homecoming.
4. Coordinate with the Nursery Committee that the nursery will be sufficiently staffed for all the services of the day.
5. Recommend and assist in the contacting of former pastors, former staff, friends of the church, and/or other important guests.
6. Coordinate the clean-up at the completion of the day's activities.
7. Enlist any necessary help to accomplish the planning, organizing and execution of the homecoming day's events.
8. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 7 members

Team Lead: Terry Banez

INTERIOR DECORATION TEAM

DESCRIPTION AND RESPONSIBILITIES

The Interior Decoration Team shall be responsible for beautification of the interior of the Church.

RESPONSIBILITIES:

1. Decorate the Church for holidays, including but not limited to Christmas, Easter, July 4th and Memorial Day.
2. Be responsible for securing, arranging and disposing of floral arrangements for Church services.
3. Be responsible for sending flowers to the funerals of Church members.
4. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 6 members
Team Lead: Pattie Wiggins

MEN'S MINISTRY TEAM

DESCRIPTION AND RESPONSIBILITIES

The Men's Ministry Team shall provide an ongoing program of Men's Bible Studies and other Christian education.

RESPONSIBILITIES:

1. Plan times for fellowship, breakfast, Bible study and prayer.
2. Plan and coordinate ways and means to meet community needs, both inside and outside the church.
3. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 4 members
Team Lead: Eric Parks

LONG-RANGE PLANNING TEAM

DESCRIPTION AND RESPONSIBILITIES

The Long-Range Planning Team shall develop proposed Church goals, objectives and implementation strategies.

RESPONSIBILITIES:

1. Seek to help the Church achieve its mission through the most efficient and effective use of the resources the Lord has provided.
2. Meet regularly, but not less than annually, for review of the established goals and objectives and for determining revisions which should be recommended to the Church.
3. Work in collaboration with the Stewardship Committee to achieve its objectives.

Recommended: Ad Hoc
Team Lead: David Kleppinger

JAIL MINISTRY TEAM

DESCRIPTION AND RESPONSIBILITIES

The Jail Ministry Team shall be responsible for reaching out to the inmates at the Virginia Peninsula Regional Jail & Merrimac Detention Center through an ongoing program called the Good News Jail & Prison Ministry (goodnewsjail.org).

RESPONSIBILITIES:

1. Acquire and organize all related materials to the ministry.
2. Organize and participate in visits and ministry to inmates.
3. Participate in fundraisers held by the organization (e.g. annual ministry breakfast).
4. Submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

Recommended: 4 members
Team Lead: Ken Giedd