

Stewardship Taskforce Report

Proposal for Stewardship Committee:

Recommendation: Formation of an ongoing committee to help SSPC organize and direct its stewardship policies.

Rationale: One of the first conclusions reached by the task force is that SSPC receives adequate financial support from members *despite* little strategic planning and organization relating to stewardship.

A stewardship committee (SC) would allow SSPC to systematically analyze giving trends, incorporate annual giving campaigns/specific capital campaigns into the overall mission of SSPC as well as provide much needed structure for all stewardship activities of SSPC.

Purpose:

The stewardship ministry team is responsible for the strategic, long view of stewardship in the congregation. Its goal is to create and sustain a culture of generosity in which congregants are well informed about the finances of the organization, comfortable talking about money, participate actively and joyfully in annual budget drives and capital campaigns, and can articulate the linkage between the congregation's mission and resources.

The SC's receives direction from and reports to session at its regularly scheduled meetings, and to the congregation annually.

Since the Word of God is the foundation for the entire stewardship program, team members are also to become familiar with the Biblical basis of stewardship. A portion of each regular team meeting should be devoted to the study of God's Word. This will help ensure that the budget is more than just "line item." It is also a tool for new and ongoing outreach.

Responsibilities:

1. The SC's primary responsibility is to study and grow in its understanding of Biblical stewardship so it can help members see the relationship between whole-life stewardship and the life of discipleship.
2. The SC is a separate committee, not as part of other committees (Finance or Endowment).
3. It is not a "task force," but a fully-formed, free-standing committee which meets regularly (at least monthly).

4. Works to help members understand how the budget is related to the “mission statement” for the church.
5. The SC plans a year-round stewardship program in support of the church mission statement.
6. It plans and implements an annual giving campaign.
7. The SC helps personalize giving (through newsletters, website, bulletin inserts, etc.) so people can see and pray for what their gifts are doing.
8. The SC analyses present and past trends in giving.
9. The SC promotes the stewardship of accumulated resources through wills and bequests (Barnabas Society) and provides guidelines for receiving major gifts such as stocks.
10. It works with other committees, task forces and organizations in the congregation to help plan and coordinate the stewardship education program for all ages.

Members:

The SC is for the purpose of educating the congregation in the Biblical principles of whole life stewardship and not merely the raising of money to meet budgets. Therefore, the team should be made up of those who are not primarily responsible for the financial management of the budget.

The SC would be comprised of 6 to 8 church members, nominated by the Pastor (after collaboration with the current SC members) but selected and approved by session.

The Pastor and Associate Pastor are ex-officio members of the SC.

Members of the SC would serve two years, with terms that roll off each year. For example, 1/2 of the committee would roll off every year and new members would begin service each year. This structure would allow the SC to retain “institutional knowledge” by ensuring continuity of service.

The SC would be led by a secretary, vice-chair and chair. The presumption is that the vice-chair becomes the chair the following year, though this is not set in stone.

The SC should represent a cross-section of church members in every respects, demographically and socio-economically.

Narrative Budget

Recommendation:

The creation of a narrative budget which will be incorporated into the work being done by the Stewardship Committee.

Rationale:

By definition, a narrative budget is one which enhances the process by not only depicting numbers but depicting stories that will allow the giver to visually connect to the cause/mission. A narrative budget allows all members of the congregation to see their dollars at work. It is a vehicle for sharing stories of ways past generosity has impacted people through their ministries. While specific data is crucial to the budgeting process, a narrative budget compliments the process by allowing a story to be told.

Often, members give money out of a sense of obligation versus visualizing, being able to genuinely understand and believe in a story being told.

Specifics:

- Must include pictures
- Must include dollars being requested
- Must include brief story
- Should include all organizations to whom we give money
 - Request of organizations their mission statement to allow for clear and accurate display of story
- On a scheduled basis (quarterly?), invite people (staff, community organizations) to speak to the congregation and share stories of how our monies have influenced their mission

BUDGET PROCESS

PLAN OVERVIEW

Practice:	Name
Process Name:	SSPC Budgeting Process 2.0
Process Owner:	Stewardship Chair
Key Contributors:	Stewardship Team, Ministry Team Chairs, Church Administrator, Pastors

OBJECTIVE

Develop a narrative budget that communicates our Mission, Story and Successes.

Looking at stewardship as more than merely the means of collecting money for the needs of the church and [instead] exploring ... “gratitude, spiritual growth, making choices, caring for all that God has given us, disciple-making along with our time, talent and treasure.” Olanda Carr, Jr., Ministry Relations Officer for the Presbyterian Foundation

KEY COMPONENTS

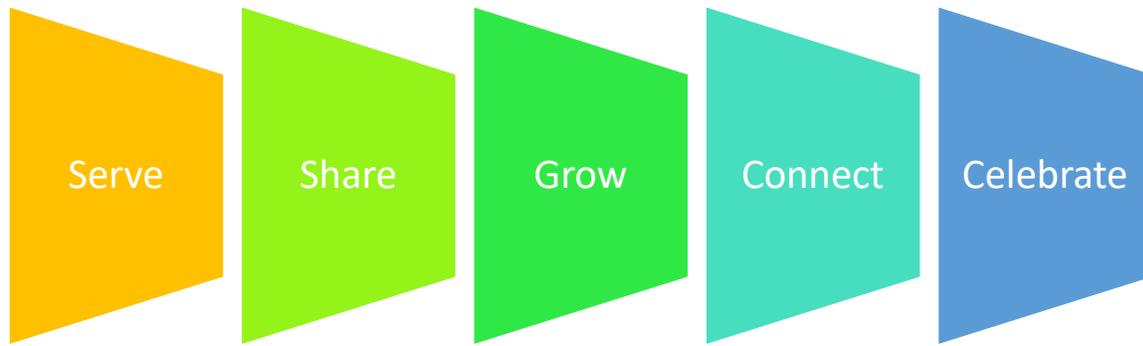
- SSPC’s missions/plans are proactively defined in order to be articulated during the annual giving campaign.
If, for example, a ministry team wants to fund transportation for Marsh’s Edge on Sunday mornings, it should be included in the budget BEFORE the annual giving campaign so that the church (and possibly members of the SC) can articulate that planned ministry when communicating with congregational members.
- Functional requirements (keeping the lights on) are defined by Church Administrator.
- Prioritized list of overall action plans and functional requirements are accumulated and allocated into meaningful (Narrative) categories.
- Upon approval by Session, Narrative categories with desired mission results expected are communicated to the Congregation for the stewardship season.
- Ongoing communication continues to the Congregation sharing the impacts that our financial giving is making in the lives of others and in our church’s mission.

CALL TO ACTION

WHAT IS THE DESIRED OUTCOME?

A *narrative budget* that helps members of the congregation understand what the church is doing in ministry, evangelism, discipleship, training, and missions. Its purpose is to communicate the value of the ministries SSPC provides and the changes occurring in personal lives through these ministries.

NARRATIVE BUDGET CATEGORIES (Sample Only)



PROCESS AND TIMELINE

Tasks	Responsibility	Timeline
Evaluates and Proposes Asking Budget for the coming year	Ministry Teams and Councils	Feb - April
Accumulates and prioritizes Ministry Teams' Asking Budget and presents to Session	Finance and Budget Ministry Team	May
Approves Asking Budget	Session	May
Develops Fall Stewardship Campaign leading to presentation of Narrative Budget	Stewardship Committee	Summer
Documents financial needs for church administration, personnel and overall function and creates proposed line item budget	Church Administrator / Finance and Budget Ministry Team	Summer
Combines total requirements, allocates to Narrative Budget	Stewardship Committee / Church Administrator	September
Presents Narrative Budget to Session for approval	Stewardship Committee	September
Approves Narrative Budget	Session	September
Annual Campaign Begins	Stewardship Committee	October
Communicates key impacts / successes of ongoing services to the Congregation	Stewardship Committee	Ongoing
Evaluates Response to Annual Campaign and reports to Budget and Finance Ministry Team	Stewardship Committee	Late-October/ November
Annual Budget Developed Based on Response to Annual Campaign	Church Administrator / Finance and Budget Ministry Team	November
Approves Annual Budget	Session	November or December

Endowment Funds

The Barnabas Society represents one of the largest opportunities for SSPC's stewardship endeavors. Typically, "legacy giving" does not affect annual giving. The Barnabas Society has led to significant gifts but there is a general sense that more could be done to communicate the vision and opportunity of the Barnabas Society.

The stewardship task force identified several areas that Session may want to explore or have another team study and explore (either the stewardship committee, if formed, or another task force). The following items were discussed as potential areas to explore and improve:

- Review the endowment purposes and consider dividing into three buckets (ex: building/capital, internal ministries/programs, external ministries/missions). Currently, there are numerous small funds for various purposes.
- Review current endowments/funds to see those can be incorporated into larger categories resulting from the review mentioned above. change/fold into three buckets.
- Communication of the endowment fund.
 - Create easy to understand literature that explains the how members can join and who to contact at SSPC for more information.
 - Coordinate strategic annual communications about the endowment (bulletin blurbs, newsletter articles (coordinate with annual stewardship approach), "legacy Sunday."
 - Send thank you notes and "Welcome to the Barnabas society" packet for those who join.
- Consider an Annual Barnabas Society banquet
 - Acknowledge passed members
 - Acknowledge new members
 - Testimonials
 - Allow anyone to attend
- Invite representatives from the Presbyterian Foundation to make recommendations based on their experience and resources.
- Conduct workshops/Seminars
 - Engage volunteer professionals to explain the instruments available to potential donors (cash, securities, real estate, life insurance) and how to include SSPC in their will/estate.

Recommendation: Authorize a task force to study the endowment and Barnabas Society and make recommendations to Session in 12-18 months. (Because of the many initiatives resulting from the current task forces, it is unlikely a task force to study the endowment and Barnabas Society would be formed until early 2020).

Governance/ Nominations Taskforce Report

St. Simons Presbyterian Church
 St. Simons Island, GA
2019 Organizational Chart

Trustees

Claude Booker (2019)
 Sally Miles (2020)
 Ed Davis (2021)

Alan Dyer
 Jeannine Torbert

Session

Moderator: Alan Dyer
Vice Moderator: Annie Franklin Arvin
Clerk of Session: Leslie McCracken

Deacons

Chair: Molly Macaulay (2019)
Secretary: Ada Owens (2019)

Class of 2019	Class of 2020	Class of 2021
Sandi Goeldner	Ben Bryson	John Turner
Jerry Spencer*	Kathleen Haller	Tate Simpson
Laurie Longley	Nancy Harper	Anne Marie Stirewalt
Molly Macaulay	Mike Kellar	Kate Buckley
Harry Moffett	Bunnie Lynn	Lee Baxter
Ada Owens	Barbara Powers	Anna K Mansfield
Ron Shafer		

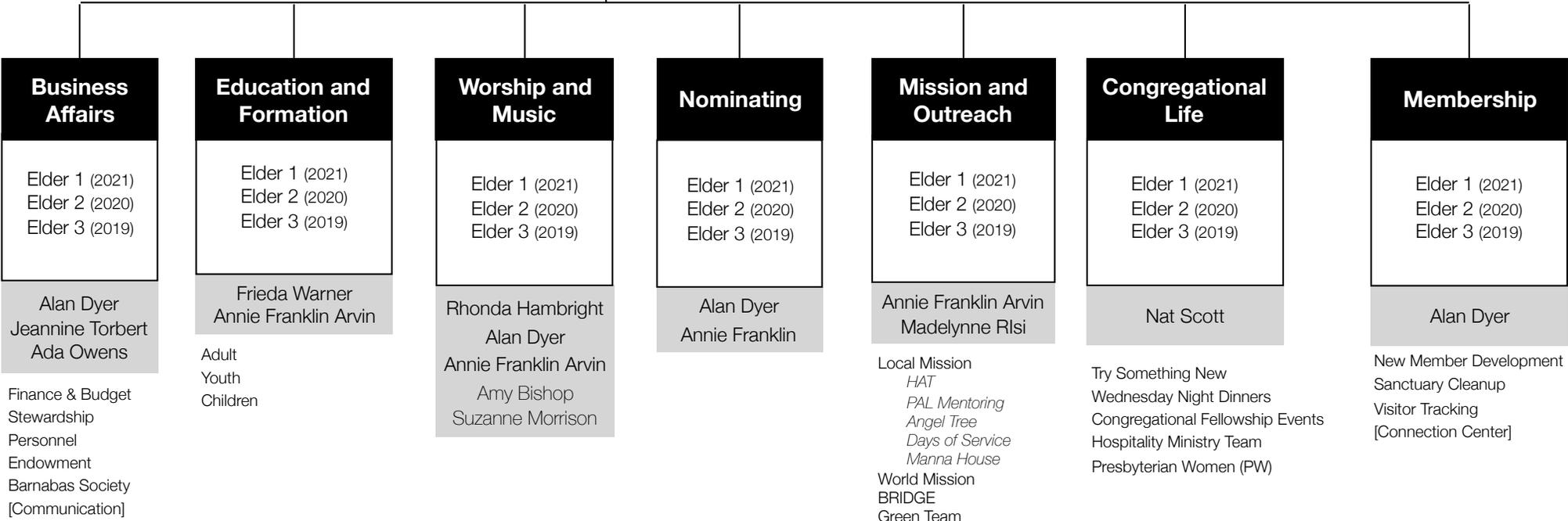
Alan Dyer
 Annie Franklin Arvin
 Jann Briscoe

Usher Ministry
 Congregational Care
Note Writing
Visitation
Flower
Meals
Stephen Ministry

Preschool

Director: Judy Cauley

- | Class of 2019 | Class of 2020 | Class of 2021 |
|------------------|-----------------|-----------------|
| Bonnie Roberts | Judy Benjamin | Jeff Shiver |
| Jack Hartman | Marianna Elias | Coco Bujold |
| Anna Henry | Faye Foster | David Burch |
| Leslie McCracken | Michael Johnson | Fred Griffith |
| Carol Snyder | Bob Killian | Holley Rogers |
| Leigh Truett | Lee Malone | Sean Hidalgo |
| Charlotte Zell | Tadd Wessel | Bethany Leggett |



Rationale/Goals:

The Taskforce's proposed organization seeks to accomplish five goals...

1. Lift up Session's role as the strategic and spiritual leaders of the congregation.
2. Empower more decision making at the committee/team level.
3. Emphasize Deacon's role in leading congregational care and compassion ministries.
4. Clarify lay and staff leadership of specific ministry areas.
5. Foster deeper congregational involvement and participation across all SSPC ministries.

Councils and Ministry Teams:

The proposed organizational chart calls for two layers of organization. First, the creation of seven councils (displayed as large boxes on chart — Business Affairs, Education and Formation, Worship and Music, Nominating, Mission and Outreach, Congregational Life, and Membership), which will constitute the “umbrella” organizations. Our existing ministry teams will then be organized under each council. Each elder will be assigned to serve on a specific council throughout their three year term of service. Ministry teams will continue to be open to any and all church members who desire to serve on them.

Council Leadership:

Each council will be led by three elders serving in a rotating leadership capacity over their three year terms on session:

- Elder 1 (first year of term): Secretary
- Elder 2 (second year of term): Vice Chair
- Elder 3 (third year of term): Chairperson

Elder Responsibilities for Councils:

While the specific ministry teams within each council may meet regularly throughout the year, many councils may only need or choose to meet 1-2x per year. As such, the elders role of leading councils will consist of three key responsibilities:

1. Know what is happening in the individual ministry teams of their council. Stay in contact with the leadership of ministry teams, identify ways they need support, etc.
2. Know what is happening in the overall work of the council. Be aware of the “big picture” and help lead overall strategic thinking for the council's overall ministry area.
3. Write monthly report for session. Be the primary communicator to session about the ministry happening within assigned council.

Elder and Deacon Service on Ministry Teams:

Elders are welcome (and encouraged) to also serve on individual ministry teams — regardless of whether it is a team within their council or not. For example, the chair of the Business Affairs Council may have a real heart for serving on the Hunger Action Team or writing cards for congregational care. Additionally, deacons will continue to be encouraged to provide officer participation in and leadership of individual ministry teams.

Ongoing Taskforce Work:

The following items still need to be worked out:

- Write “job descriptions” for each Council as well as elder responsibilities.
- Assign existing elders to “fully staff” each council.
- Check with each elder re: willingness to serve extended term (see nominating process)

Officer Terms and Nominating Process:

One of the key recommendations of the Taskforce is to approve a change in the timeframe that church officers serve. Currently, deacons and elders serve January-December terms. This presents a number of challenges:

1. We nominate, elect, and train new officers during one of the busiest times of the year (fall/winter).
2. Our most experienced church leaders (i.e., officers in third year of term) roll out of leadership in the middle of the program year.
3. Officer nominations and training periods are very condensed into short amount of time.

As a result of these challenges, the Taskforce recommends making the following changes:

- First, adjust terms of service for church officers to run from July-June (rather than Jan.-Dec.). *Note: This will require all current officers to agree to serve an extra six months on their term. With sessions approval, this change would go into effect and the congregation would be kept fully informed. Seats for officers who are unwilling/unable to serve an extra six months would be kept open for those six months until the nominating committee fills the seat with new class.
- Second, nominating process and training adjusted to a new timeline (see below).

Nominating Team

January

Nominating Team Elected

Meeting #1 — Get to know one another; overview of tasks; list key officer characteristics

February

Attend Diaconate Meeting — Focus on attendance, demographics, dynamics, etc.

March

Attend Session Meeting — Focus on attendance, demographics, dynamics, etc.

April

Meeting #2 — Compare notes, begin to develop vision for what/who is needed to serve.

May

Meeting #3 — Meet w/ current Clerk of Session and Chair of Diaconate to suggest ideas; Elders and Deacons suggest nominees.

June

Meeting #4 — Develop list of nominees.

August

Solicit nominees from congregation, staff/pastors, current council/MT leadership
Meeting #5 — Compile names of nominees

September

Meeting #6 — Develop list of A, B, C nominees taking into consideration demographics, gifts, etc.

New Officer Training

January

New Officers Elected

January-June

New Officer Training Sessions — review church history, theology, polity, officer responsibilities, and visit respective session/diaconate meetings.

May/June

Install New Officers During Worship

July

Officer term officially begins; no meeting.

August

Attend first meeting as officer

October

Nominating Committee meets face-to-face with nominees.

November

Continue Recruiting Process — complete slate of officers by Thanksgiving and give thanks!

December

Publicize slate to congregation with biographical information for each nominee.

Welcoming Taskforce Report

June 14, 2019

TASK FORCE: Welcoming/Connecting with Visitors and Members into the life of SSI Presbyterian Church

TASK FORCE MEMBERS: Sandi Goeldner, Mike Kellar, Nardis Kellar, Molly Macaulay, Ada Owens, Tate Simpson

SUMMARY:

The committee decided to focus on the “welcoming” component. We divided our work into 3 sections, Greeting Ushering, Improve Communication of who we are and Create a Designated Area to serve as a welcome station. We recommend combining the duties of Usher and Greeter into one role titled Usher.

As a committee we discussed factors that will impact our congregation and visitors in the coming months, most notably the renovation of our sanctuary. The renovation will initially disrupt the main entrance/exit patterns, worship seating etc. We believe that a phased implementation of our “Welcoming” plan will minimize any potential disruption and will provide a positive resource to help lead our members and visitors through the renovation and beyond. For example, Phase I would include organizing and training 5 Greeting/Ushering teams. Phases II and III would be implemented in the later stages of the renovation. All changes we’re recommending are intended to support the long-term mission of the church.

MISSION: To help guests and members experience the sacredness and joy of worship; hospitality is at the core of the Gospel; take initiative to welcome visitors through this hospitality, introductions, and education; our hope is one would enter as a guest and leave as a friend.

RECOMMENDATIONS:

I. **Ushering & Greeting**

Currently at the 11:00am service, we have 4 ushers (mostly Deacons) and an Elder who greets before he/she must leave to serve as lector. Ushers distribute bulletins, greet, welcome, check baptismal water before/after service, clean-up pews, count money/sort envelopes, oversee the collection plates, assist/direct worshipers when needed, take the offering, initiate emergency procedures if necessary, lock and close-up building, turn lights off.

Recommendations:

1. Organize 5 teams to rotate on a weekly basis. Teams would handle all greeting/ushering duties at both Sunday services, deal with any parking issues, and staff the welcome/connection center

- Teams would be led and organized by Deacons
- Teams would include Deacons, new members, youth, PW, members at-large,

diversity, etc.

- Teams would serve on an annual basis

2. Provide training for ushers/greeters, key components to include:

- Training content will be developed around the following key concepts:

i. **Pray**

- Pray for your service as greeter
- Pray for the people you'll impact
- Pray for doing your work well

ii. **Observe**

- Expect needs and meet them
- Help the bewildered
- Watch for friction points and fix them
- Notice first time visitors you don't know

iii. **Initiate**

- Look for people you don't know
- Take steps to talk with them and visit
- Listen and suggest next steps for their growth

iv. **Smile**

- Imagine you are being photographed
- Your own body language
- Eye Contact

v. **Serve**

- Promptness in showing up on time
- Always greeting even if not on duty
- Attitude affects actions

- Intended Training kick-off in September '19

3. Additional key behaviors of successful Ushering/Greeting:

- Look at our church through the eyes of a first-time visitor
- Think of "visitors" as "guests" offering hospitality in every way possible
- Discuss how to remember names e.g. greet by name
- Offer additional assistance for the elderly or those exiting cars at the Kings Way entrance
- Plan how information learned is channeled to appropriate ministries
- Direct guests to welcome area for visitor packets
- Discuss alternative ways to follow-up with first time visitors
- Dress Code set the tone for formal/informal wear

II. Improve Communication of who we are

- Continue to offer informational classes for both visitors and members to learn about our church and for our church to learn about the visitors and new member; match member God-gifts to service opportunities within the church

- Create a **new logo/brand** that communicates who we are
- Create materials for the welcome area that are created by SSPC members/staff (not just PC U.S.A. printed materials)
- Emergency Training for Deacons e.g. CPR and how to operate the AED Defibrillator
- Improve signage for parking (our lots are hidden and scattered; designate visitor parking)

III. **Create a Designated Area to serve as a welcome station**

To gain a better perspective on what great Christian welcoming looks like, committee members read books, called and visited churches to learn best practices. From these learnings we recommend:

- establish an area within the church to be staffed by a member of the church
- create a mobile structure that can be relocated to different locations within the church, and contain various “welcome materials.” The specific size, center’s contents, how to direct visitors there, who/how/when to staff, location(s), cost etc. are to be finalized. Committee will create another name for the center other than “welcome center.” **(see below example of what our mobile Welcome Station would look like)**
- To minimize any potential disruption during the renovation the committee recommends implementing this project towards the conclusion of the renovation.

Example Mobile Welcome Station:



June 14, 2019

Welcome & Usher Team Formation and Implementation

This ministry will be initiated, coordinated, evaluated regularly by the Board of Deacons to show its overall responsibility for welcoming and ushering.

1. Leadership: we propose one Deacon to serve as Lead and a second to serve as an Assistant Lead
2. Recommend 5 Welcome/Usher Teams led by Deacons:
 - 8-10 members per team
 - Team members will serve for a term of 1 year

 - 2 members from a team to support the early service and 6-8 members to support the regular service

 - 1 member will support the Welcome Center beginning in Phase IV of the renovation
3. Recruitment of Teams:
 - We recommend presenting the Welcome/Ushering plan at the upcoming June 17th

 - After Session has approved the guiding principles of the Welcome/Ushering Teams, selected Deacons will introduce the Welcome/Usher Team concept as part of the "Minute for Mission, date to be determined by Session
4. Welcome/Ushering Training:
 - We recommend conducting an initial training program for the newly formed Teams and a monthly training for new team members on an needed basis