
Spiritual Leadership Notebook

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Spiritual Leadership

"Congregations are shaped by the spiritual life of the leaders. The spiritual disciplines and practices that they live by and model infuse the whole congregation with a spiritual vitality that is contagious and life-giving." – Spiritual Life, Inc.

NEW! 2024

Team Jesus "Committed to Christ" Pledge

1. Prayers –
 - a. I will pray for my church, others, & myself **daily**.
 - b. See "Church Leaders Prayer"
2. Scripture Reading –
 - a. I will read and dive into God's Word **daily**.
 - b. See "365 Bible Reading Adventure"
 - c. **New** Growth in **SPIRITUAL DISCIPLINES**: **Spiritual Disciplines Handbook: Practices That Transform Us (Revised & Expanded Edition)** by Adele Ahlberg Calhoun
3. Worship – I will love God by worshipping corporately each **week**.
4. My Gifts, Talents, & Skills – I will serve Christ by volunteering within and outside the wall of my church once or twice a **month** as part of Team Jesus.
 - a. Sign up with Team Jesus
 - b. **New!** Determine my **SPIRITUAL GIFTS** in January & February 2024
5. Witness - I will invite someone new to church **four times a year**.
 - a. Approximate dates/events: _____, _____, _____ & _____.
6. Financial Stewardship – I/We will pledge to tithe 10% or take a step closer toward tithing.

Spiritual Leaders integrate spiritual principles with leadership principles.

Spiritual Leaders at Collierville UMC do this through:

- Intentionally growing in our spiritual lives together in worship, other discipleship opportunities AND "**meetings**"
- Leading "**meetings**" in an intentional model that focuses on **being** rather than **doing** – growing in God deeply (**being in God's presence together**) and then **doing** God's business of visioning, leading, decision making, working, etc.
- And in so doing, passing it on, creating more spiritual leaders to follow in as the ministries become Generative.



Through Spiritual Leadership, Inc., we follow their values for leadership development at CUMC.

1. **BEING** – Spiritual Leaders who are disciples living in community Loving, Learning, and Leading together.
2. **TRANSFORMATION** is the work of the Holy Spirit – not us. Our part is to create the space, and the environment for the Holy Spirit to work.
3. **DOING** – we are NOW ready for the **DOING** – processes discerned through the work of the Team of Spiritual Leaders in the transformational environment which bear fruit. This is where the MAP (Ministry Action Plan – to be discussed further) becomes real, and where generative ministry takes place.



Booking Events & Meetings

Room Reservations

- All room reservations can be made through our online request form at colliervilleumc.org/request
- Choose request a space
- Be sure to be specific. Room set up options are listed on the request form by each room.
- If you are not sure what room or set up needed, note in the open paragraph at the bottom of the form.
- If this is a recurring event, note in the open paragraph at the end of the form
- An automatic confirmation email will generate once the room request is submitted.
- The Facilities team will review your request and email a confirmation with the assigned room. Be sure to check your confirmation. The rooms requested may not be available for the times requested.

Minimum of 2 week's notice is needed for all events. This ensures the set up team and HVAC schedule have been updated to accommodate your event.

- Last minute calendar additions must be limited.
- Set Up crew are on site Monday to Thursday 8am to 9pm.

Church events get priority in scheduling over outside group events if scheduled property.

Outside groups, any group that is not a ministry of CUMC, must complete a Facilities Usage Agreement this agreement can be found at colliervilleumc.org/resources

All booking are subject to approval by the Facilities Team, Facilities Manager and Director of Operations Lindsay Carpenter, lcarpenter@colliervilleumc.org

If your event has Audio Visual Needs, be specific on your online request – what are the needs and for which room – when requesting. All AV needs will be approved by our Director of Technology, technology@colliervilleumc.org. There may be fees involved depending on requested needs.

Nursery (childcare 6 weeks to age 5) can be requested and must be approved by the Nursery Director, Jenni Ricks, jricks@colliervilleumc.org There may be fees involved depending on requested needs.

All events outside of church operating hours must have a Staff liaison or Special events coordinator assigned and on site for the duration of the event. Special Event Coordinator fees are paid directly to the coordinator assigned.

Remember:

- Check in at the front desk for all events after 4pm
- Please leave the room as you found it once your event is completed

If your event should be cancelled, please contact Lindsay Carpenter, Director of Operations, at lcarpenter@colliervilleumc.org

IMPORTANT DATES CALENDAR	
JANUARY	
Sunday, January 14, 2024	Training Event for Leadership - noon - 2:30 p.m., Room 101
Saturday, January 13, 2024	Chrysalis Weekend
Monday, January 15, 2024	Dr. Martin Luther King Jr Day - Office Closed
Tuesday, January 16, 2024	MOPS starts back
Friday, January 19, 2024	Boy scout Pinewood Derby set up at 4 - Derby - Saturday 1-4, gym 1-4 p.m.
Tuesday, January 23, 2024	Finance Committee Meeting, 5:30 p.m., Room 100
Friday, January 26, 2024	Girl Scout Grand Prix setup, gym - Event on Saturday 1-4 p.m.
Sunday, January 28, 2024	Desserts with Dr. Deb, 4 p.m., Common Cup
Sunday, January 28, 2024	Administrative Board Meeting, 6:30 p.m., Room 101
FEBRUARY	
Saturday, February 3, 2024	Holding for Sweetheart Ball
Tuesday, February 6, 2024	Celebration Dinner - Servery/Kitchen, 6:30 - 8 p.m.
Sunday, February 18, 2024	PLUG into CUMC begins at SS Hour
Wednesday, February 14, 2024	Ash Wednesday Service, 6 p.m., servery Kitchen, Room 102
Wednesday, February 14, 2024	Ash Wednesday Sensory Prayer Stations, 11:30-2 p.m., Square
MARCH	
Saturday, March 2, 2024	Cub Scout Pancake Breakfast
Tuesday, March 12, 2024	Collierville Highschool Choir Concert Tentative
Monday, March 18, 2024	Collierville School Spring Break through 22nd
Tuesday, March 19, 2024	Finance Committee Meeting, 5:30 p.m. - Room 100
Thursday, March 28, 2024	Maundy Thursday Service, 7 p.m. Poplar Sanctuary
Friday, March 29, 2024	Good Friday Service, 7 p.m. SANCUTARY on the Square
APRIL	
Sunday, April 7, 2024	Desserts with Dr. Deb, 4 p.m., Common Cup
Sunday, April 7, 2024	Administrative Board Meeting, 6:30 p.m., Room 101
MAY	
Sunday, May 5, 2024	Confirmation
Sunday, May 21, 2023	Finance Committee Meeting, 5:30 p.m. - Room 100
Saturday, May 27, 2023	Memorial Day - Office Closed
JUNE	
Sunday, June 9, 2024	Desserts with Dr. Deb, 4 p.m., Common Cup
Monday, June 10, 2024	VBS June 10 - 13
June 10, 24 / July 8, 22	Preschool Summer Camps, June 10, June 24, July 8, July 21
	Mountain Top booked - June 16-22
AUGUST	
Tuesday, August 20, 2024	Finance Committee Meeting 5:30 p.m.
Sunday, August 25, 2024	Administrative Board Meeting, 6:30 p.m., Room 101
SEPTEMBER	
Monday, September 2, 2024	Labor Day / Office Closed
Sunday, September 8, 2024	Desserts with Dr. Deb, 4 p.m., Common Cup
OCTOBER	
Monday, October 7, 2024	Fall Break Collierville School Tentative
Tuesday, October 22, 2024	Finance Committee Meeting 5:30 p.m.
Sunday, October 27, 2024	Administrative Board Meeting, 6:30 p.m., Room 101
NOVEMBER	
Sunday, November 17, 2024	Desserts with Dr. Deb, 4 p.m., Common Cup
Tuesday, November 19, 2024	Finance Committee Meeting, 5:30 p.m.
Monday, November 25, 2024	Thanksgiving Break for Collierville Schools
DECEMBER	
Sunday, December 1, 2024	Administrative Board Meeting, 6:30 p.m., Room 101

2024 Board Meetings - 6:30 - 7:30 Room 101 - Jan 28, April 7, Aug 25, Oct 27, Dec 1

BUDGET EXPENDITURES

APPROVALS AND PROCEDURES

The following information will detail the policies and procedures set forth by the Finance Committee concerning how purchases for church expenditures should be handled. Also, included is information on how to request a check for reimbursement, or for one to be sent to a vendor.

Tax Exempt Forms:

- Some vendors require use of a special "card" to take with you. (Check with the Director of Finance to see which ones we have)
- If the company does not have our form on file, please make arrangements to pick one up from the Church Office or call the office and ask for one to be emailed for the needed vendor.
- The Church is not able to refund taxes, so please make sure you have a form prior to purchases.

Receipts/Check Requests:

- If your purchase is going to be over \$350, you must have the staff Ministry Partner from the ministry area request purchase approval prior to your order being billed to the church.
- All expenditures to be paid by the church or reimbursed by the church must have an itemized receipt.
- Following any purchase, please bring the receipt to the church and fill out a budget voucher form located in the office workroom on the bulletin board. Give the Budget Vouchers to the staff Ministry Partner to be signed off on for the area of ministry. The staff Ministry Partner will turn the purchase into the Director of Finance box in the church office mailboxes for payment.
- If you are purchasing a meal all individuals names must be listed with the receipts and the reason of church business for the event.
- If the purchase was made with a church credit card or purchasing card, please sign your name to the receipt, mark on top of the receipt if church card was used and put the account code on the receipt and turn into the Finance Administrator for record of the purchase. (We have Lowes, Home Depot, Office Depot, Walmart, and Church Visa cards) these can be signed out through the Director of Finance.

Check Request Process:

- Budget Vouchers (Check Requests) are to be turned in with staff Ministry Partner approval by noon on Tuesday in order for a check to be cut and mailed on that same Friday. If received after noon on Tuesday the request will be processed the following week.
- In case of emergency, please see Director of Finance for special check requests. Please note special checks have to be signed by the Treasurer and it is based on their availability as to whether the check can be processed on the same day as request.

Reports:

- Leaders of Task Teams may request reports regarding their area of ministry by contacting the Director of Finance.

Requests to spend more than approved budget:

- Contact your Staff Ministry Partner. Prior approval is required from the Finance Chair before committing to purchases that would exceed an approved budget.
- Whenever possible, requests should be provided in writing, either through e-mail or a note directed to the Director of Finance. The request should include:
 - The Task Team or Staff Ministry Partner contact information,
 - The amount of money required,
 - The purpose for the expenditure.
 - Documentation to support the request (quote, bid, or estimates) if available.

If you have any questions concerning these procedures, please contact the Finance Chair or the Director of Finance. Thank you for the hard work you do to further the mission and ministry of Collierville United Methodist Church.

2024 Elected Personnel

Chairperson of the Administrative Board, Dave Herlong ('23) 2nd year

Parliamentarian, Nicholas Brown ('24)

Lay Leader, Julie Smith ('23) 2nd year

Recording Secretary, Jeffrelyn Arterburn

At Large Members to the Administrative Board

Class of 2024: Pam Evans, Chris Bond, Danielle Davis

Class of 2025: Tricia Price

Class of 2026: Sean Baggett, Nelson Campany, Roger Robinson, Beth Vornbrock, Melanie Galloway

Other Clergy, Retired – Susan Alsop-Atkinson / Active – Christy Brown, Jonathan Lewis, Emily Alkema

Chairpersons and representatives

Adult & Small Groups Task Team, Susan Hathhorn ('24) & Katie Landers ('24)

Advocate for the Disabled, John Aitken ('24)

Health Ministries & Blood Drive, Ashley Ellis ('24)

Children's Ministry, Heidi Klco ('22)

Columbarium Committee, Julie Smith ('17)

Common Cup Task Team, Kerry Johnson ('22)

Communications Task Team, Bob Vornbrock ('18)

Congregational Care Task Team, Janet Westmoreland ('23) 2nd year

Endowment, Rick Smith ('23), 2nd year

Finance, Cary Pappas ('23), 2nd year

First Impressions Task Team, Sheila Moody ('23)

Higher Ed & Campus Ministries, TBD by staff

House & Property, Chip Petersen ('22), 3rd year

Kitchen Task Team, Robert Evans ('23) 2nd Year & Leonard Schingle ('23) 2nd Year

Lay Leadership, Joey Reed ('23)

Lay Members of Annual Conference: (total of 3); Bob Vornbrock ('22), Richard Lee ('22),

Alternates: Anne Lee ('23), Herbie Krisle ('24) _____

Missions, Richard Lee, 3rd year ('22)

Older Adults (SAM), Martha Fitch ('24)

Prayer, Kim Pappas ('23) 2nd Year

Reception Task Team, Janet Westmoreland ('20) 4th year

Safety Team, In process of reforming

SPRC, Bill Daniels ('23) 2nd year

Stewardship Task Team, Clayton Davis ('21) 3rd year

Treasurer, John Sammons ('11)

Treasurer Assistant, Debbie Ray ('23)

Trustees, Matt Morgan ('22) 2nd year

United Methodist Men, Ed King

United Women of Faith, Marilyn Meeks

Walk to Emmaus, Dennis Arterburn ('23)

Witness Task Team, TBD by team

Worship, Pat Gary ('08)

Young Adult Ministry, TBD by staff

Youth Ministry, Leslie Sutton ('21)

ALL ON THIS PAGE ARE MEMBERS OF THE ADMINISTRATIVE BOARD

CLASSES FOR CLASSED COMMITTEES

Endowment Committee, Rick Smith ('23)

Class of 2024: Terry Ingram, Bill Daniels

Class of 2025: Chip Johnson, Rick Smith

Class of 2026: Tim Sutton, Dennis Arterburn

(Finance Chair or Rep), *to be determined*, (Board of Trustees Chair or Rep), *to be determined*, John Sammons (Treasurer)

Ex-officio without vote: _____, Director of Finance

Finance Committee, Cary Pappas ('23) 2nd Year, Chairperson

Class of 2024: David Young, Wendell Cheatham, Jamie Baccus

Class of 2025: Laura Edgerton, Sherry Douglas, Debbie Ray

Class of 2026: Jerry Fitch, Cary Pappas, Randy Ford

Virtue of other offices: Julie Smith ('23) (Lay Leader) Katie McNeal, (Preschool Rep)

Dave Herlong ('23) (Chairperson Adm. Bd.) Bill Daniels ('23) (Staff/Parish Chair)

Clayton Davis ('21) (Stewardship)

Mark Moody ('23) (Trustees Rep)

John Sammons ('11) (Treasurer)

Rick Smith ('23) (Endowment)

Don Gary, Past Finance Chair

Ex-officio without vote: Deborah Suddarth/_____, Director of Finance

Lay Leadership, Joey Reed ('23), Chairperson

Class of 2024: Erin Daniels, Julia Carpenter, Leslie Sutton

Class of 2025: Brenda Schingle, Janet Snow, Leslie Blevins

Class of 2026: Jennifer Lawhon, Alan Sweet, Mark Moody

Secondary Appointment Pastor, Christy Brown

Virtue of other office: Julie Smith ('23) (Lay Leader) & Richard Lee (Lay Delegate to Annual Conference)

Missions, Richard Lee ('22) 3rd Year, Chairperson

Class of 2024: Richard Lee, Elizabeth Petty, Jim Piper, Alexis Fulton

Class of 2025: Leslie Bond, Virginia Wiggers, George Williams

Class of 2026: Missy Hansen, Gina Johnson, Otto Benavides

Virtue of other office:

Lakeshore, Katie Landers

Golden Cross, Cyndi Benavides & Carolyn Foster

Neighborhood Centers, Janet Snow

Reelfoot Rural Ministries, John Kavicky

Collierville Connect Team, Richard Lee

Manna Bags, Dee Vande Linde

CES Coordinator, Erin Bakken

Resource Redistribution: Tommy Hart/Board: John DeLockery, Jenny Fehrenbacker, Steve Hauck, Bob Ryan, Bob Vornbrock, Irv Walker

Staff/Parish Relations Committee, Bill Daniels ('23) 2nd Year, Chairperson

Class of 2024: Stephen Galloway, Angie Davis, Courtney Bradham

Class of 2025: John Petty, Ed King, Bill Daniels,

Class of 2026: Beth Casteel, Jenny Evans, Mark Moody

Ex-Officio: Pastors Voting – Julie Smith ('23) (Lay Leader), Bob Vornbrock (Lay Member Annual Conference)

Trustees, Matt Morgan ('22) 2nd Year, Chairperson

Class of 2024: David Townsend, Chris Bond, Paul Johnson

Class of 2025: Matt Morgan, Danny Reed, Rick Smith

Class of 2026: Bob Konsowitz, Jennifer Lawhon, Carol Ingram, Betsy Campany

Ex-officio without vote: Chip Petersen ('22) (House & Grounds),

Lindsay Carpenter (Director of Operations), Secretary – rotating, *To be Determined by Committee*

Ad hoc: Safe Sanctuary: Courtney Bradham

Bus Sub Committee: Leonard Schingle, Chairperson, Robert Evans, Bob Konsowitz, David Young, Nicholas Brown

Columbarium Sub Committee: Cindy Ford, Sherry Douglas

House & Property Sub Committee, Chip Petersen ('22) 3rd year, Chairperson

Class of 2024: J.D. Lawhon, Allen Carpenter, Paul Johnson ('24)

Class of 2025: Chip Petersen, Mark Sweet, Ann Hall

Class of 2026: David Ray, Cindy Ford, John Hathhorn

ex-officio without vote: Michael Parkes, _____ Trustees Rep, Lindsay Carpenter Director of Operations

STAFF MINISTRY PARTNERS

What is a Staff Ministry Partner?

A staff person who works directly with a committee or task team chair to guide out of their expertise in specific areas.

Who has a Staff Ministry Partner?

Every committee and task team is assigned a staff person according to ministry alignment and/or gifts and talents.

Duties of a Staff Ministry Partner:

- Align all Task Teams & Committees with the CUMC Vision, Mission, Core Values, Guiding Behaviors, and Strategic Initiatives.
- Direct & Shepherd chairpersons, volunteers and ministries
- Be present at committee or task team meetings, as needed
- Always be aware of what is taking place in all areas of each ministry
- With chairpersons ...
 - Set agendas for meetings
 - Receive, review and pass along all communications needs (ENews Letter, Facebook, flyers, posters, bulletin inserts, etc.) to the Creative Director
 - Finances:
 - Budgeting process in July-September each year
 - What, if any, designated funds are available for this committee or task team
 - Proper procedures for spending
- Train, resource, and support lay leadership and volunteers

Ephesians 4:11-13

***11** The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, **12** to equip the saints for the work of ministry, for building up the body of Christ, **13** until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.*



Staff Partner in Ministry to Elected Committees	
Work Areas & Other Ministries (2024)	
	<i>SORTED BY COMMITTEE</i>
Administrative Board	Deborah Suddarth
Adult & Small Groups	Joey Reed
Advocate for Disabled	Beverly Crossnoe
Children	TBD - Joey Reed & Crystal Wilson
Columbarium	Julie Smith / Beverly Crossnoe
Common Cup	Michael Parkes
Communications	Erin Bakken
Congregational Care	Director of Finance / Deborah Suddarth
Endowment	Director of Finance / Deborah Suddarth
Finance	Deborah Suddarth
First Impressions	Lindsay Carpenter
Health Ministries	Ashley Ellis
Higher Ed & Campus Min (College)	Stephen Racine
House & Property	
Kitchen	
Lay Leadership	Joey Reed & Beverly Crossnoe
Leadership Council	Deborah Suddarth
Library	Beverly Crossnoe
M.O.P.S.	Lindsay Carpenter
Missions (includes, Disaster Response, Golden Cross, Hannah's Hope, Neighborhood Centers, Reelfoot Rural Ministry, Lakeshore	Beverly Crossnoe
Newcomers / PLUG into CUMC	Joey Reed
Older Adults (SAM)	Lindsay Carpenter
Prayer	Deborah Suddarth
Funeral Receptions	Beverly Crossnoe/Janet Westmoreland
Safe Sanctuary	Lindsay Carpenter
Safety Team	Facilities Manager, Lindsday & Joey
SPRC	Suddarth / Reed
Stewardship	Deborah Suddarth
Students (including SS & UMYF)	Stephen Racine
Tablecloth	Lindsay Carpenter
Team Jesus	Deborah Suddarth
Trustees	Lindsay Carpenter
UMM	Joey Reed
UWF	Deborah Suddarth
Walk to Emmaus	Joey Reed
Wedding Coordinators	Lindsay Carpenter / Jeffrelyn Arterburn
Witness	Joey Reed
Worship	Deborah Suddarth / Joey Reed
Young Adult (post college age)	Joey Reed

***THE FIRST NAME IS THE LEAD**

STAFF TEAMS

Discipleship Team	Joey Reed
Administrative Team	Director of Finance
Worship Team	Deborah Suddarth
Operations Team	Lindsay Carpenter



STAFF CONTACTS		
Name - Last	Name - First	
Bakken	Erin	ebakken@colliervilleumc.org
Burt	Patty	pburt@colliervilleumc.org
Carpenter	Lindsay	lcarpenter@colliervilleumc.org
Crossnoe	Beverly	bcrossnoe@colliervilleumc.org
Harper	Andrew	aharper@colliervilleumc.org
Harper	Sarah	sharper@colliervilleumc.org
Hassell	Kelly	khassell@colliervilleumc.org
Jaggers	Grace	frontdesk@colliervilleumc.org
Key	Lauren	lkey@colliervilleumc.org
Mason	Patrick	pmason@colliervilleumc.org
McNeal	Katie	kmcneal@colliervilleumc.org
Parkes	Michael	mparkes@colliervilleumc.org
Racine	Stephen	sracine@colliervilleumc.org
Rector	Teresa	trector@colliervilleumc.org
Reed	Joey	jreed@colliervilleumc.org
Ricks	Jenni	jricks@colliervilleumc.org
Suddarth	Deborah	dsuddarth@colliervilleumc.org
Tooley	Blaine	btooley@colliervilleumc.org
Walker	Sharon	swalker@colliervilleumc.org
Warren	Wayne	wwarren@colliervilleumc.org
Wilson	Crystal	cwilson@colliervilleumc.org



2024 Administrative Board			
First Name	Last Name	Email Address	Position
John	Aitken	Jsaitken30@gmail.com	Advocate for the Disabled
Emily Burch	Alkema	auburch@gmail.com	Clergy
Susan	Allsop-Atkinson	allsop-atkinsonsj@hotmail.com	Retired Clergy
Dennis	Arterburn	dnarter@bellsouth.net	Walk to Emmaus
Jeffrelyn	Arterburn	jjarter@bellsouth.net	Secretary
Sean	Baggett	spin003@gmail.com	At Large Class of 2026
Chris	Bond	crbond007@att.net	At Large Class of 2024
Christy	Brown	cjc.brown@yahoo.com	Clergy
Nick	Brown	nsbrown74@icloud.com	Parliamentarian
Nelson	Campany	drncampany@gmail.com	At Large Class of 2026
Lindsay	Carpenter	lcarpenter@colliervilleumc.org	Staff
Beverly	Crossnoe	bcrossnoe@colliervilleumc.org	Staff
Bill	Daniels	wd60152@gmail.com	SPRC Chair
Clayton	Davis	clayton.davis.ms@gmail.com	Stewardship Chair
Danielle	Davis	Clayton.davis.ms@gmail.com	At Large Class of 2024
Ashley	Ellis	ashley.w.ellis@gmail.com	Health Ministries & Blood Drive
Pam	Evans	pamevans1@live.com	At Large Class of 2024
Robert	Evans	RE218@BELLSOUTH.NET	Kitchen Task Team Co Chair
Martha	Fitch	marthafitch0@gmail.com	Older Adults
Melanie	Galloway	threepeasinapod4me@yahoo.com	At Large Class of 2026
Pat	Gary	pgary1@bellsouth.net	Worship Task Team
Susan	Hathhorn	hathhorn@bellsouth.net	Adult & Small Group Task Team
Dave	Herlong	braveyh@aol.com	Admin Bd Chair
Kerry	Johnson	kerry733@bellsouth.net	Common Cup Task Team
Ed	King	tnkings@aol.com	United Methodist Men
Heidi	Klco	heidsil@yahoo.com	Children's Ministry
Herbie	Krisle	herbie786@aol.com	Lay Member Annual Conf Delegate
Katie	Landers	katie.landerson@hotmail.com	Adult & Small Group Task Team
Anne	Lee	Anne.arhlee@gmail.com	Lay Member Annual Conf Delegate
Richard	Lee	rlee.arhlee@gmail.com	Missions Chair
Jonathan	Lewis	Jonathan.Lewis@mlh.org	Clergy
Marilyn	Meeks	meeksmaj@comcast.net	United Women of Faith
Sheila	Moody	sheila@thequonset.com	First Impressions
Matt	Morgan	matt.morgan@crye-leike.com	Trustee Chair
Cary	Pappas	ccpappas1@gmail.com	Finance Chair
Kim	Pappas	ktp0224@aol.com	Prayer Task Team Chair
Chip	Petersen	Chippetersen1953@gmail.com	House & Grounds Chair
Tricia	Price	triciaprice817@gmail.com	At Large Class of 2025
Debbie	Ray	the2x2rays@bellsouth.net	Assistant Treasurer
Joey	Reed	jreed@colliervilleumc.org	Clergy
Roger	Robinson	rdrguitar@aol.com	At Large Class of 2026
John	Sammons	grdrail@bellsouth.net	Treasurer
Leonard	Schingle	lvschingle@gmail.com	Kitchen Task Team Co Chair
Julie	Smith	jeesmith2@aol.com	Lay Leader
Rick	Smith	elihogs@aol.com	Endowment Chair
Deborah	Suddarth	dsuddarth@colliervilleumc.org	Clergy
Leslie	Sutton	tsutton1052@gmail.com	Youth Ministry
Beth	Vornbrock	beth.vornbrock@gmail.com	At Large Class of 2026
Bob	Vornbrock	bob.vornbrock@gmail.com	Communications Task Team Chair
Janet	Westmoreland	jwestmoreland585@gmail.com	Reception Task Team Chair



Sunday School Leaders

Cornerstone – Mark Moody - mark@bkpress.com
Danny Reed - dreed@ferrellpaving.com
Gift - Kerry Johnson - kerry733@bellsouth.net
Christy Brown - cjc.brown@yahoo.com
Nicholas Brown - nsbrown74@icloud.com
New Beginnings – Sean Baggett – spin003@gmail.com
Open Door – Jim Piper - jimjenette@aol.com
Sally Reynolds - sallyjw@bellsouth.net
Parables - Bob Vornbrock - bob.vornbrock@gmail.com
Sojourners – Bill Daniels – wd60152@gmail.com

Small Group Leaders

Handyman Ministry – John Kavicky – johnkavickyservices@yahoo.com
Johnson Trail walk/run – Lauren Ware - laurenshermanware@gmail.com
Knitting for Missions – Missy Hansen krmaroka@aol.com
Lunch Book Bunch – Jane Coward – foodiejane59@hotmail.com
Men's Community Bible Study – Joe Stinnett – joestinnett44@gmail.com
Men's (Dad) Tribe – Len Landers - len.landiers@yahoo.com
Mom Tribe – Katie Landers, katie.landiers@hotmail.com
MOPS and MOMSNEXT– Lindsay Carpenter – lcarpenter@colliervilleumc.org
Princess Project – Carolyn Foster – cfosterrd@gmail.com
Resource Redistribution Ministry – Tommy Hart – tommy@hartpropertiesgroup.com
REVEAL – Melissa Brasher - ephesians18@gmail.com
Senior Adult Ministries – Lindsay Carpenter – lcarpenter@colliervilleumc.org
The Table – Joey Reed – jreed@colliervilleumc.org
UMM – Ed King - tnkings@aol.com
UWF – Marilyn Meeks - meeksmaj@comcast.net



Devotions - LOVING, Learning & Leading

New! Spiritual Disciplines

As you read through **Spiritual Disciplines Handbook: Practices That Transform Us (Revised & Expanded Edition)** by Adele Ahlberg Calhoun

this year with the other Spiritual Leaders of our great church:

1. Share points and learnings from different "Spiritual disciplines" each meeting.
2. Some will be modeled at Administrative Board meetings.
3. Discuss: ask others to discuss how this particular "spiritual disciple" has helped them grow through the years in their relationship with God.
4. Practice: Walk them through a brief exercise of a creative way to do the "spiritual practice/discipline."

Spiritual Leaders will use the L3 process to lead meetings: Loving, Learning & Leading.

➤ **LOVING** God & Neighbor through spiritual formation & worship

- Formation - the process of being conformed to the image of Christ, a servant of others for the sake of God's mission. Individuals are asked to share their journey and relationship with God.

➤ **LOVING ~**

- Continuing the foundational work of becoming more like Christ, individually and as a team (committee or task team),
- Includes: ~ Particularly in smaller Committees & Task Teams
 - Worship and prayer
 - Glory sightings
 - Formation and Spiritual Accountability

- Deepening our spiritual roots is core to the journey and must not be sacrificed in order to 'get things done.'
- We want "meetings" to be as inspirational as possible, so that ... when they leave they say: "I am so glad I came!"





Basic Outline of a devotion at the beginning of a meeting:

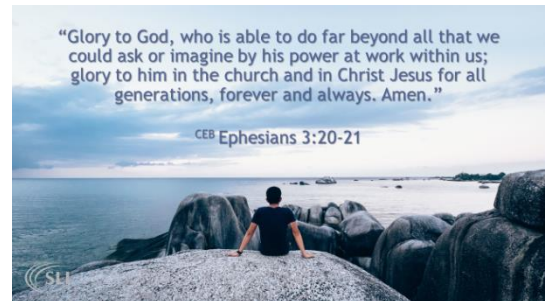
- Scripture
- Devotion (brief) that leads into . . .
- Glory Sightings – where have you seen God at work in our church, your work, or our community/world?
- Prayer

Note:

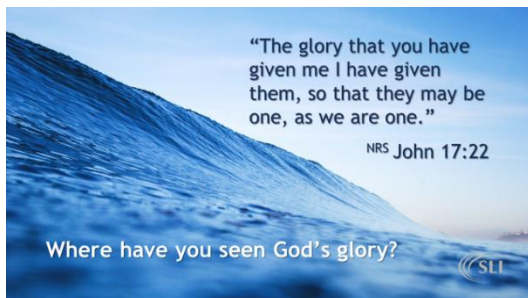
- Smaller Committee & Task Teams can each share or have the opportunity to share a Glory Sighting, etc. More time can be spent on transformation and sharing.
- Larger Committees would have a devotion and maybe one or two persons only share. The devotion is meaningful and creative but not everyone gets to participate at the same level.

More on GLORY SIGHTINGS:

Take some time for the group to see where they have seen God at work. This simply works best by just asking where persons have seen God's glory or God's activity around them. This could be in a sunset, in their children, at work...anywhere. It is always a real encouragement to hear and be reminded that God is always at work if we will stop and pay attention. Look for growth over time in these Glory Sightings – from observations about His creation to events in people's lives and in one's own life.



You, as Spiritual Leader, may need to model this process a few times.



Always close this portion of your time together with prayer: led by you, go around the circle, popcorn style, in small groups, etc. Allow the group to grow in new and deeper styles of prayer.



Event Planning Cover Sheet

NUTS & BOLTS

BEFORE ~ an Event

1. Schedule Room(s) & Set up ~ See "Booking"
 - a. See maps of the buildings in this section.
2. Ensure volunteers have already been through "Safe Sanctuary Training" or will go through at least two weeks before your event (in order to process background checks)
 - a. See "Safe Sanctuary Policy" in this section.
 - b. "Safe Sanctuary Training" Contact Susan French for upcoming dates.
3. Ensure volunteers have already been through "kitchen training."

DURING ~ an Event

1. Follow guidelines outlined in "Facilities Usage Policy" – In this section.

AFTER ~ an Event

1. Evaluate the event. See "Reflect. Adjust. Do" Worksheet
 - a. If your event occurs with some frequency, like Sunday school or worship, you might choose to create your own worksheet, tailored to your needs.

In This Section:

- Planning Template & Event Check List
- RAD Worksheet
- Healthy Events
- Maps of the Buildings
- "Safe Sanctuary Policy"
- "Facilities Usage Policy"



“Planning Template”

Vision ~ Reaching out to transform lives by extending God's love to all.

As staff and chairs work together to begin to plan an event, here are some helpful items to think through “Planning Template” and an “Event Check List” to follow.

I. BEFORE

- **GOAL ~ WHAT** is our GOAL for this event, ministry or experience?
- **HOW** does it fit into our Vision & Mission?
 - **HOW** is it “reaching out” beyond who we already reach, in order to transform more lives?
 - **HOW** does the event “extend God's love to all” who come?
 - **HOW** does it help me “Know Christ” more fully?
 - **HOW** does it help me “Make Christ Known” so their lives or life might be transformed?
- **WHY** are we doing it?
- **WHO** is the event for? (For example: all children and families in Collierville, women, persons facing divorce, etc.)
 - **HOW** many people should we plan on?
 - **HOW** many volunteers for event?
- **WHERE** will the event happen? (NOTE: Will more people feel safe to try something new if it is off our campus, like at the elementary school football field?)
- **WHEN** will it be?
- **WHAT** will the “Follow-up Plan” be? **PURPOSE:** Show we care, build relationships
 - Different ministries have differing “Follow-up Plans”: First time guests to worship, Sunday school classes, children's ministry, youth ministry, choir, small groups, and now “events” such as Easter Egg Drop, etc.
 - For example: Planning Center
 - “Thank You” on Monday after w/invite to worship through Planning Center
 - Text people with invite



“Event Check List”

6 months before event

1. Create a volunteer team to plan the event
2. Reserve the space in planning center – make sure no other conflicts with other ministry areas.
3. Look at area – Any maintenance issues before event can happen?
4. Meet with the communications director to start brainstorming marketing ideas and promotional materials.
5. Create a rain plan if the event is outdoors/Plan B
6. Set up event in planning center with whatever information needs to be captured during registration.
Do we have a standard registration form?
 - a. Require cell phone number and email for easy contact

2 – 3 months before event

1. Finalize promotional materials
 - a. Have dates when it will be in the worship guide and weekly email
 - b. Create Facebook announcement – Will there be a Facebook push?
 - c. What kind of “ask” piece will be used to invite people to worship?
2. Update and educate the staff on the event. Email or staff meeting preferred.
3. Make sure the set-up is discussed with maintenance and A/V and put in planning center
4. Set up the registration in planning center – review with Creative Director for edits and graphics
5. Assess the space for safe sanctuary
6. How will we know who attended the event?
 - a. Registration tables with iPad?
 - b. Registration Tables with option to win a prize with name, email and phone number given
 - c. Photographer taking pictures and capturing name, number and email.

1 month before the event

1. Open registration for participants
2. Did maintenance issues get done?
3. Notify safety team
4. Do we have janitorial support during the event? Do we need it?
5. Make sure volunteers are safe sanctuary trained
6. Recruit volunteers
 - a. Greeters/Connectors
 - b. Workers
 - c. Clean-up crew
 - d. Miscellaneous

2 weeks before event

1. Train volunteers. On safety issues, i.e. tornado, sirens, etc. Train volunteers to invite people to worship.
2. Verify room reservations are correct in planning center. Make sure set-up is communicated to the set-up team.
3. Get with safety team and update them on how many people we are expecting, etc.
4. Continue promoting on Facebook and weekly email



1 week before

1. Email those who have already registered about any last-minute details and how excited we are to have them at our event.
2. Put together a clean-up plan. Leave the space better than when you started.
3. Touch base with all the volunteers and safety team.
4. Final push on social media.

Day of Event

1. Supervise set-up
2. Radical Hospitality for our Guests
3. If items are moved, tag them to where they belong so they can be moved back to the correct place.
4. Clean-up crew. Leave the space better than you found it.

II. **AFTER** - See "Reflect. Adjust. Do." worksheet

- Did we accomplish the above **GOAL**? How?
 - If not, what do we need to do differently?
- Did we reach the number of **PERSONS ANTICIPATED**?
"NEW" CONTACTS? VOLUNTEERS?
- Did we put the **"FOLLOW-UP PLAN"** into motion?
- What can we do differently that will **REACH MORE PEOPLE?**

Core Values

SCRIPTURE ~ Led by God's Word
LOVE ~ Growing in God's Grace
HUMILITY ~ Walking w/God
SERVANTHOOD ~ Living as God's
Servants
MISSION ~ Reaching out in God's
Love, Justice & Mercy



Reflect, Adjust, Do

Each Task Team will RAD events 1-4 weeks after it they take place. Share RAD with other Task Teams that might have been involved as well.

Event Name: _____

Date(s): _____

Event Team Leader: _____

Team Members: _____

What age was targeted for this event: _____

What type of event was this: Engage, Connect, Equip, Send (circle one)

Reflect

Reflections, Evaluations (Positive & Negative)

- What was your goal?
 - Who was the target audience?
 - What were the clearly defined outcomes/desired results?
 - (achievable & recordable)
- How many families' information were you able to collect?
 - What is the plan to better collect more information next time?
- How many families responded to the "Next Steps" we provided, i.e., Sunday worship?
- How many families responded to our "Follow Up" contact whether phone call, email, text, etc.?

Adjust

Adjustments to be made (with dates by which to do them)

- Consider options
- What are you going to do differently?
- **Who's** going to do **what** by **when**?

Do

Will this event be repeated? Why or why not?

- Accountability & Follow-up
- Track results: On-going activity, Implement new initiatives

What will you do with this document so that it will not be lost and will be used in planning the next event? Put on calendar? Put on phone? _____



Reflect, Adjust, Do

The Operational Team will RAD the event the week after it takes place and pass on information to the team responsible for the event. The Event Team then needs to meet within 3 weeks and RAD the event.

Event Name

Date(s)

Event Team Leader

Team Members

Target Demographic

Event Objectives

What was key to clearly defining the objectives and goals of the event?

Were these objectives communicated effectively to all involved?

Preparation

How well did the planning and preparation phase go?

Were there any logistical challenges or oversights that impacted the event?

Team Dynamics

How did the team collaborate and communicate during the event?

Were there any conflicts or misunderstandings that affected the overall experience?

Engagement and Participation

How engaged were the participants throughout the event?

Were there any aspects that particularly resonated with the attendees?

LESSONS & ADJUSTMENTS



Logistics and Facilities

Were the facilities suitable for the event's purpose?

Did any technical issues or logistical problems arise?

Communication

How effective was our communication strategy leading up to and during the event?

Were there any challenges in conveying information to participants?

Feedback Mechanisms

Did we have effective mechanisms in place to gather feedback during and after the event?

How can we improve the feedback collection process for future events?

Adaptability

Were there unforeseen challenges, and how well did we adapt to them?

Were contingency plans in place, and were they effective?

Inclusivity and Diversity

How well did the event cater to the diverse needs of our congregation?

Did we adequately represent and involve different demographics?



Spiritual Impact

In what ways did the event contribute to the spiritual growth and well-being of attendees?

Were there specific elements that enhanced or hindered the spiritual experience?

Resources Utilization

How efficiently did we use our resources (financial, human, time)?

Are there areas where resource allocation could be optimized?

Safety and Well-being

Were safety protocols followed, and were there any concerns related to well-being?

How can we enhance the overall safety and comfort of participants?

Follow-up & Follow-through

How was the plan implemented?

How did people engage as a result of the follow-through?

Were next steps laid out well enough for staff to follow re-engagement?



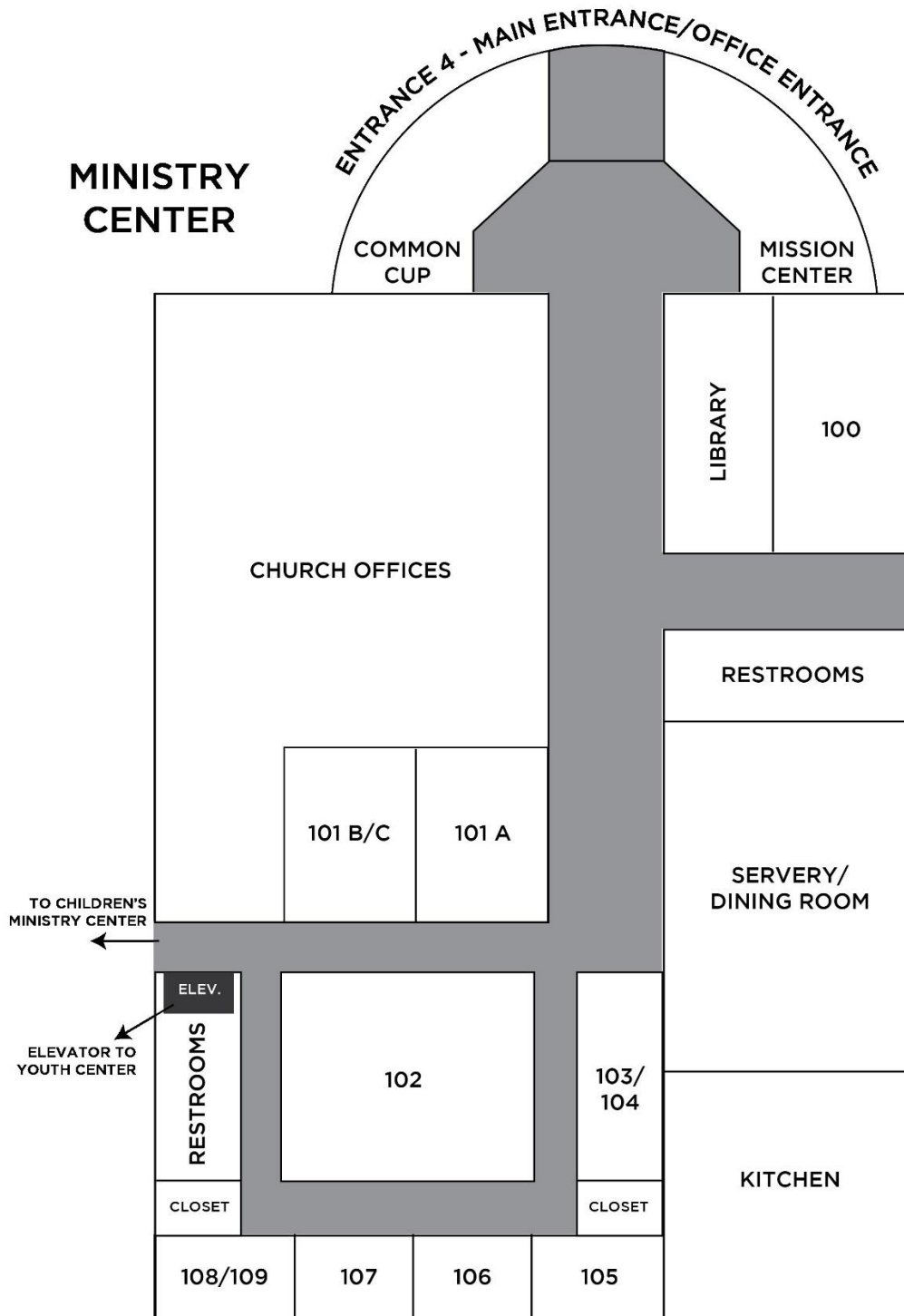
Healthy Events

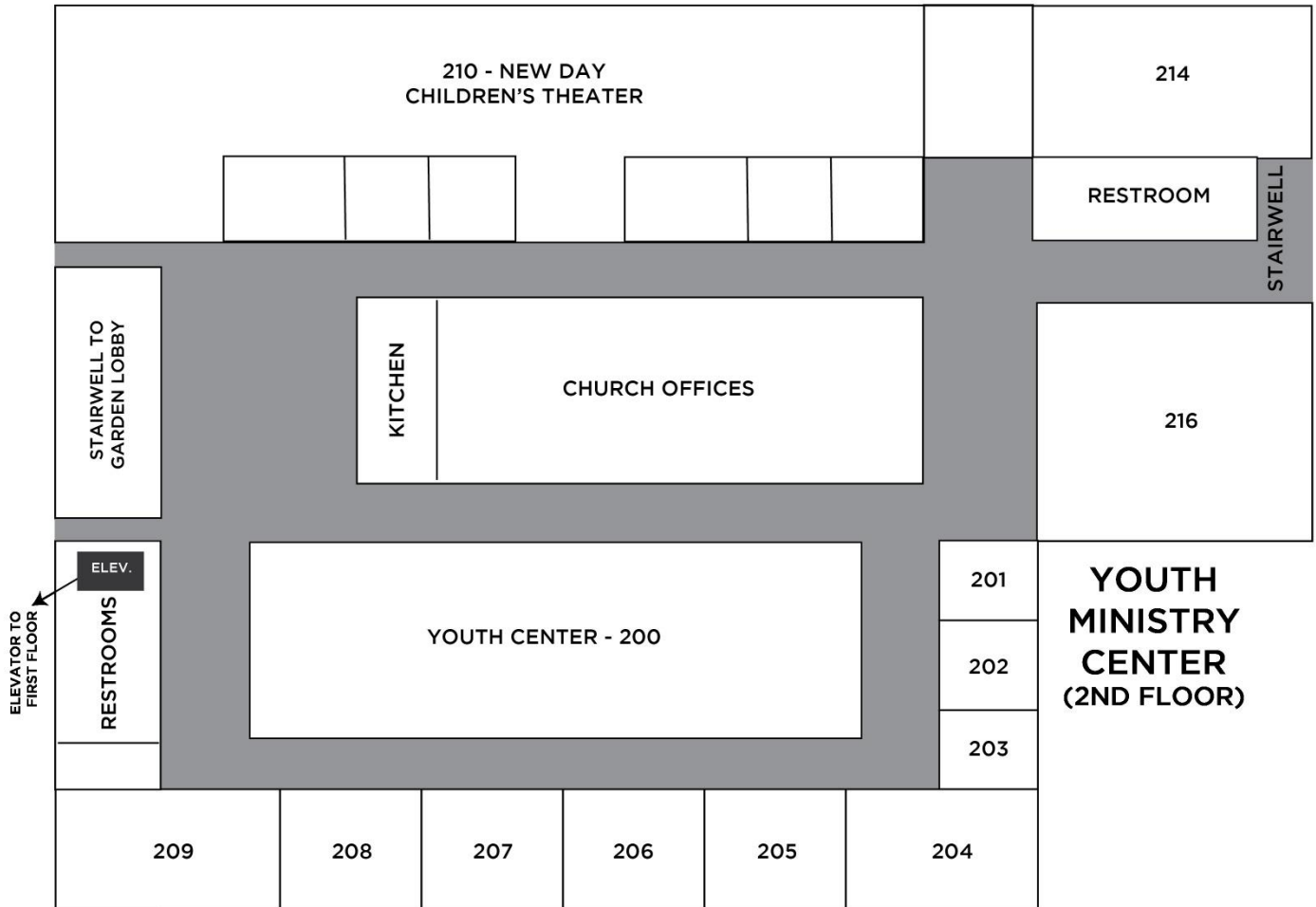
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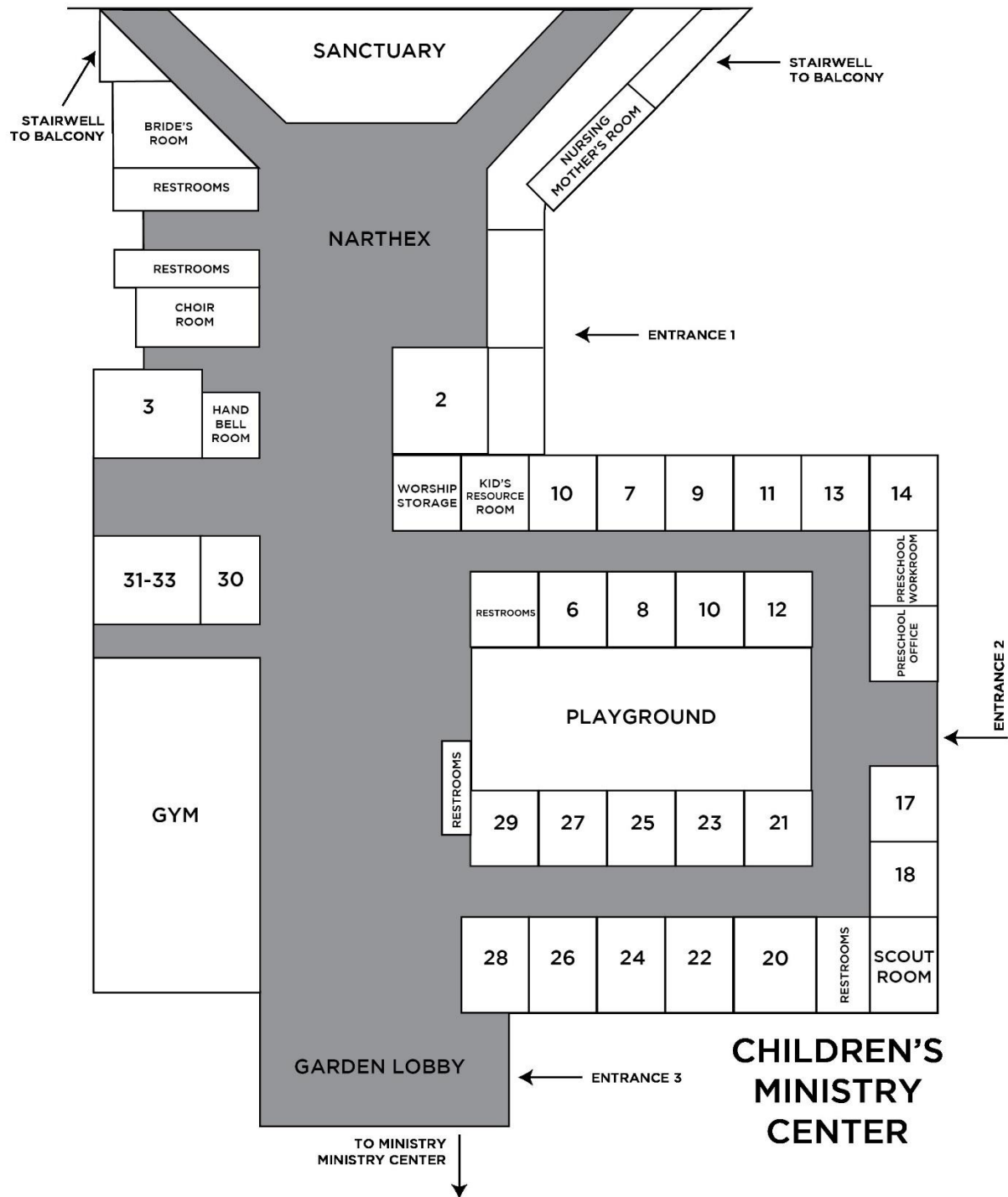
"The Unstuck Church: Equipping Churches to Experience Sustained Health"

By Tony Morgan © 2017 [Notes after "~" inserted by Deborah Suddarth]

<u>HEALTHY EVENTS</u>	<u>UNHEALTHY EVENTS</u>
The win is helping people take a next step after the event. ~ Growth	The win is getting people to show up to the event.
The target audience is people who haven't connected to the church or ministry. ~ Transform Lives/Know Christ	The target audience is people who have already connected to the church or ministry.
The primary way people hear about the event is through the invitation of a friend. ~ Relationships	The primary way people hear about the event is through promotions.
Volunteer teams own the event. – Team Jesus	Staff teams own the event.
Events are prioritized so people are encouraged to stay connected in their other community engagements. ~ Timing	Events are scheduled to force people to choose church over other community engagements.
Since guests are expected, every element of the experience is planned with that in mind. ~ Servanthood/Hospitality/First Impressions	Since guests are not expected, certain elements don't need as much attention. ~ like signage
You capture pictures and video to share the stories of people who were impacted by the event. ~ Lives Transformed	You capture pictures and video to share the story of the event itself.
After the event, there's a debrief to make sure the win was accomplished. ~ Reflect, Adjust & Re-do	After the event, you communicate how many people showed up.
Every year the events are evaluated to make sure they are still fulfilling their primary purpose. ~ Transform Lives & Extend God's Love	Every year the events are scheduled because they're expected.
If viable, the event is scheduled again to connect new people to the church. ~ To Make Christ Known & Transform Lives	The event is scheduled again to keep people from leaving the church.









Safe Sanctuary Policy Facilities Usage Policy Response Plan

Available on our website:

<https://www.colliervilleumc.org/resources-2/>



Committee/Task Team Membership

How do I know who is on my committee or task team?

- "Classed Committee" ~ You can refer to the "Collierville UMC Elected Personnel" handout under "Contacts"
- "Task Team" ~ Current or out-going chairpersons will have current membership lists

What is the difference between a "Classed Committee" and a "Task Team"?

- "Classed Committee" members are divided into three classes by years, so that two-thirds of committee members remain the same from year to year.
 - Most classed committees are mandated and governed by The United Methodist Book of Discipline.
 - Others are structured in this manner for continuity and stability.
 - Membership of classed committees are nominated through the Lay Leadership Committee and approved by Administrative Board.
- "Task Team" members are recruited by the chairpersons of each task team.
 - It is suggested that members are asked to serve for a limited time and designated task with the option to renew and stay longer, if they would like.
 - Vice-chairpersons are elected at the first meeting of the new year to train and learn from the chair. Optimally, the vice-chair would eventually become the chairperson with experience.
 - Chairs are asked to serve in this capacity for a minimum of two years.
 - The chair can opt for an extension of his/her service as chair with the approval of the Lay Leadership Committee.
 - They may elect to stay on the committee after their term of two years as chair or rotate off.

Classed committee structure:

Chair & Vice-chair
2-3 or more members for 3 different classed years
Possible other chairs by virtue of their office— some with and some without vote
Staff Ministry Partners

Task Team structure:

Chair & Vice-chair
As many members as needed to fulfill ministry vision and goals
Staff Ministry Partners



Meeting Helps Cover Sheet

BEFORE ~ a Meeting

1. Contact your "Staff Ministry Partner" – See "Contacts"
2. Work together to create an agenda. See "Agenda Template" – in this section.
3. Book room and date at least 14 or more days in advance ~ See "Booking"
4. Let your Committee/Task Team know:
 - a. Our recommendation for Task Teams is to create an email distribution to send out your own notices 14 days or more in advance.
 - b. Under "Space Request" on-line is the question: "Do you require a meeting notice sent out?"
 - i. For Endowment, Finance, House & Property, Lay Leadership, Missions Preschool, Staff/Parish Relations Committee and Trustees utilize the option
5. Have a devotion ready or delegated – See "Devotions" section.
6. Review "Job Descriptions" – See "Job Descriptions" section.
7. Be prepared to review the foundational ideals of the church:
 - a. Vision & Mission
 - b. Core Values & Guiding Behaviors

DURING ~ a Meeting

1. Delegate a Secretary to take minutes.
2. Work through pre-prepared agenda items.
3. Set the next meeting date.

AFTER ~ a Meeting

1. Book next meeting date(s) on-line or with the Office Manager – See "Calendar" section.
2. Secretary or designee - Send out minutes by designated time

In This Section:

- Loving, Learning & Leading
- 1st Agenda (Proposed) & Template



Loving, Learning & Leading



Spiritual Leaders at Collierville UMC

- build teams (through committees and task teams)
- of blossoming, growing, future and present Spiritual Leaders (becoming like Jesus)
- who are Loving, Learning, and Leading together in covenant.

Committees & Task Teams will use the **L3 process: Loving, Learning & Leading.**

- **Loving** God & Neighbor through spiritual formation & worship
 - Formation - the process of being conformed to the image of Christ, a servant of others for the sake of God's mission. Individuals are asked to share their journey and relationship with God.
 - Share "God Sightings."
- **Learning** through:
 - Personal and organizational learning & overviews
 - Reading and study of materials together
- **Leading** by:
 - Participation in or development of a committee or task team
 - Participation in determining ministry goals
 - Implementation of the ministry goals developed by the team

Environments that we intentionally create can foster transformation.



1st Agenda (Proposed) & Template

I. LOVING ~ See “Devotions” section

II. LEARNING ~

- A. Recite “Vision” out loud together
- B. Minutes – review, edit and accept
- C. Introductions
 - 1. Name
 - 2. Favorite thing to do in your free time – or something else fun
 - 3. How long served on this Committee/Task Team
 - 4. Why interested or excited about this Committee/Task Team
- D. Review:
 - This allows new members to get the big picture
 - And everyone to be reminded of the purpose of the Committee/Task Team
 - 1. Committee/Task Team “Job Description” – See resources page
www.colliervilleumc.org/resources-2/
 - 2. Vision and Mission of Collierville UMC – See front cover of Notebook
- E. Book ~ Is there a book, pamphlet, United Methodist web-page that everyone should be reading between now and the next meeting, in order to do your work together more efficiently and comprehensively?

III. LEADING ~

- A. Set Committee/Task Team Goals (if needed):
 - 1. Be sure Goals are in alignment w/Collierville UMC Vision, Mission & core values
 - 2. Are there past or future goals to review?
 - 3. Use conversation from “Review” (above) as your guide
- B. Delegate Responsibilities
 - 1. Elect a Vice-Chairperson, if there is not one currently
 - 2. Secretary to take and distribute minutes – *send them to Staff Ministry Partner & Committee/Task Team within one week*
 - 3. Make sure every action item has a point person and a deadline
 - Who to get PR information or article to Staff Ministry Partner by when?
 - Who to make copies of “whatever” and get to “whomever” by when?
 - Who to call Mr. X and Miss Y by when?
 - Who takes collected food to UM Neighborhood Centers by when?
- C. Other items that you brought to discuss:
 - 1.
 - 2.
 - 3.
- D. Plan Yearly Meeting Calendar or Next Meeting Date & Time: _____
 - Chairperson ~ Don't forget to promptly go on-line to book a room & date
 - 1. Agenda Items for Next Meeting: (Helpful to be reminded of PURPOSE of meeting)
 -
 -
- E. Closing Prayer



Communication Methods and Guidelines

When considering promoting events or ministries at Collierville United Methodist Church (CUMC), there are a few things you will want to keep in mind.

Staff Ministry Partners (SMP)

Every announcement or promotion must be approved by your Staff Ministry Partner: For more information on SMPs, please see **Section 3** of this manual.

Know the audience:

- Who are you speaking to? Effective communication begins with knowing who you are speaking to and how to effectively provide a clear message. A message for children or students is not going to be the same for adults and parents.
- Although you may want to promote an event to multiple audiences, it is important to keep in mind how your audience will receive your information so that you can provide the necessary information for each demographic.
- Provide as much information as you can about the announcement or event. Ask yourself what you would want to know if you didn't know anything about your event or promotion. Be sure to include the **who, what, where, when, and why**. If there is a **cost or registration**, include how and where they can register.
- Don't assume that your announcement is for someone who is a long-time CUMC member. Keep in mind that there are guests who visit our church each weekend. They may not know what abbreviated or initialized words mean (SNAP, UMCOR, etc.).

Levels of communication channels:

There are three communication levels used to determine the channels which events and announcements will be promoted. High, Medium, and Low. These channels are based on the following:

- the percentage of audience this would reach inside and outside the church.
- the impact your event or announcement will have on the audience.

High	Medium	Low
80% of the congregation	50% of the congregation	Targeted by location or life-stage
Impact is church-wide or open to the community outside the church.	Impacts large venues, ministries, and demographic	Impacts small venues, ministries, and demographic

Higher rated communication channels are reserved for high profile events and announcements. Please see the next page for a list of the channels.



Communication channels:

CUMC has several communication channels. However, the channels are not available for all promotions. In addition, some communication channels take longer to produce than others. The chart below indicates the levels of emphasis and methods which can be used for publicizing. For a better understanding of the communication levels, see the previous page.

		LEVELS			
CHANNELS		High	Medium	Low	Lead Time
	Channels that do not require design work to be completed.				
	Welcome Guide/Bulletin	•	•	•	5 days
	Weekly eNewsletter	•	•	•	5 days
	Web: Calendar/Events	•	•	•	5 days
	Web: Ministry Page	•	•	•	5 days
	Platform announcement	•			5 days
	Media release	•			5 days
	Channels that do require design work to be completed.				
	CUMC-TV loop	•	•		2 weeks
	Planning Center	•	•		2 weeks
	Signage	•	•		2 weeks
	Facebook Post	•	•		2 weeks
	Bulk Mail	•			3 weeks
	Printed Material	•			3 weeks
	Video **	•			3 weeks
<p>* Note that posts to the CUMC Facebook page (facebook/colliervilleumc) are intended for promotions of events to the community.</p> <p>** Video projects are to be requested by Staff Liasons only. Videos take more work behind the scenes and the lead time is contingent on multiple factors.</p>					

Deadlines: Please note deadlines for submitting information for announcements:

- Weekly Bulletin and eNewsletter must be submitted on **Monday by 2 pm**, the week of the announcement.
- Online registrations, whether they are in Planning Center or ColliervilleUMC.org, must be submitted **one week** prior to when you want the registration form posted online.
- Design work (logos, banners, images, cards, postcards, web graphics, etc.) is in high demand and takes time to produce. Please understand that any design work needed adds an additional **two weeks** to the above deadlines. This is needed to schedule your requests in addition to the other work that our communications team is currently creating.



How to request communication resources for publicity:

The primary communication sources are the weekly Bulletin, eNewsletter, and CUMC-TV loop. To utilize these channels, requests must be made by completing the Communication Request Form online: colliervilleumc.org/requests.

Please Note: There are two types of event or announcement communication requests:

- **Event based announcement:** You are promoting a specific event. Variables may include event dates, times, cost, location, etc. Providing accurate information on who, what, when, where, and why will generate the best response. This is the most common type of announcement and should include a way for people to respond to your event, for example, who they should contact or how they can sign up.
- **Informational:** This type of announcement is for awareness. Examples would be Updates, Volunteers Needed, etc.

How to request design work for an event or announcement:

If your event or announcement falls into a category and channel that require design work, you must request that work to be done by completing the Design/Production Request Form online: colliervilleumc.org/requests.

Video Requests:

If you and your Staff Ministry Partner have decided to create a video, please fill out the Video Request Form on the Staff Teams Channel.

- A three-week lead time is the bare minimum required for all video projects. This is calculated as three weeks from the date of submission of the Video Request Form.
- Due to the amount of people and work involved in creating a video, it is at the discretion of the Creative Team to adjust the scope, due date, or capacity to create the requested video to utilize our staff's resources wisely.

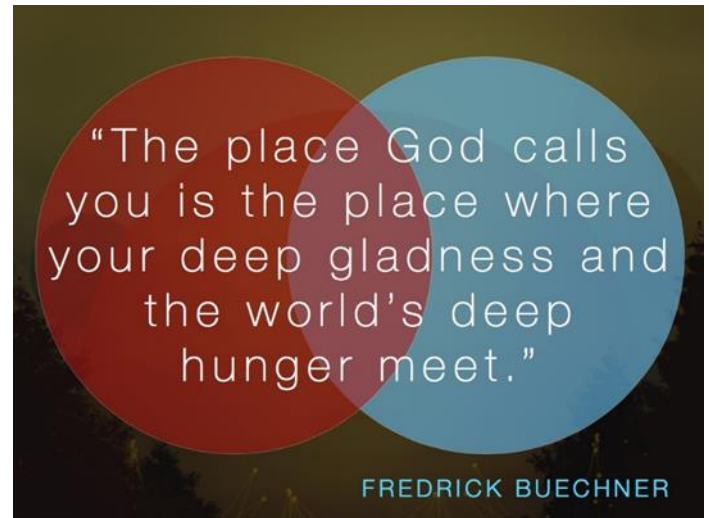


Resources Cover Sheet

www.Colliervilleumc.org/resources, includes:
COVID Response Plan, Agenda Template, Job Descriptions, and more

Further Learning:

- Lewis Center for Church Leadership ~ www.churchleadership.com
- UM General Board of Discipleship ~ Leadership Resources (tons of ministry topics)
<https://www.umcdiscipleship.org/leadership-resources>
- UM General Board of Discipleship ~ Worship
<https://www.umcdiscipleship.org/worship>
- UM General Board of Missions ~ www.umcmmission.org
- UM General Council of Finance and Administration ~ www.fcfa.org



Safe Sanctuary Trainings

- For those volunteering or considering volunteering with our children, youth and adults with special needs.
- Everyone must be re-trained every two years.
- Please coordinate with your volunteers so that they attend a training at least two weeks in advance of the event or ministry for which they will volunteer.
- Contact Lindsay Carpenter, lcarpenter@colliervilleumc.org for:
 - List of those current with their training
 - Next training opportunities – contact Joey Reed, jreed@colliervilleumc.org

What **TRAINING opportunities** does **your Task Team or Committee** need to have?

-
-
-



Team Jesus for Collierville UMC

Team Jesus has been established to respond to volunteer needs within our church ministries. Members of Team Jesus are ready and willing to use their skills and gifts to serve our church, our community, and our Lord!



TEAM JESUS

An Excel document has been created for Team Jesus as a place to gather and share volunteers by areas of interests and special skills. Anyone overseeing a mission or project can utilize Team Jesus for assistance. This document, or names from this document, can be requested by emailing Team Jesus coordinator, Kim Pappas at kpappas@colliervilleumc.org.

The document consists of a Master's List of all volunteer names, email for contact, and their 1st and 2nd areas of interest. Those areas are:

- Administration
- Audio Visual
- Children's Ministry*
- Common Cup
- Congregational Care
- Facilities
- Missions
- Programming
- SAM*
- Special Events
- Worship

*Also found in comments for those whose Area of Interest is Programs

There is a Comments section which reveals more specific areas of interest and skills that volunteers have shared. Columns Where Utilized and Short/Long Term are a place to record who has been called upon and served. This would allow us to make sure we are utilizing everyone that wants to serve and share their gifts while not overutilizing anyone. However, up to this point, these columns have not been utilized.

As members join Team Jesus, the Master list is updated.

If you have access to the document, to send an email to a group of volunteers, you will need to copy the email(s) and paste into your outgoing email because at this time there is no hyperlink. This Excel document is a work in progress as we navigate the best way to communicate and ensure every Team Jesus member is given opportunity to serve.

Thank you in advance for utilizing Team Jesus to uphold the mission of our church "To Know Christ and To Make Him Known". To complete the gifts & skill survey go to:

<https://colliervilleumc.churchcenter.com/people/forms/519227>

"Each of you has been blessed with one of God's many wonderful gifts to be used in the service of others. So, use your gift well." 1 Peter 4:10 CEV



Servant Recruitment

Ephesians 4:11-13

11 The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, **12** to equip the saints for the work of ministry, for building up the body of Christ, **13** until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.

*"Christ has no body on earth but ours,
no hands but ours, no feet but ours.
Ours are the eyes through which the
compassion of Christ
looks out upon the world,
ours are the feet with which he
goes about doing good,
ours are the hands with which he
blesses his people."
—St. Teresa of Avila*

1. Identify someone's natural innate **gifts, skills and abilities** – be able to authentically list them
2. Match a person with specific **gifts** to a **specific ministry**
 - a. Not trying to find any-ole-someone for any-ole-position
 - b. These two should fit together like puzzle pieces
 - c. Helpful worksheet to determine needs and gifts – See bottom of next page
3. Questions:
 - a. What gifts does your committee **NEED (abilities/skills/passions)?**
 - b. Who has those particular **abilities/skills/passions**?
 - i. Pray over the congregation & individuals as you shake hands before and after worship or as you attend other functions.
 - ii. Ask people what they love to do, what kind of work they are in, etc.
 1. What questions can we ask in informal ways to dig a little deeper into people's passions, **gifts, skills and abilities**?
 - iii. Look at people through "gifts glasses"
4. Setting up **"The ASK"** → **PERSONAL INVITATION & RELATIONSHIPS!!!**
 - a. Once you have determined a committee or task team's **gifting NEEDS ...**
 - i. And ... you have identified a few people who might have the **gifts, skills or abilities** to match with those **NEEDS ...**
 - b. Determine the best method to do **"The ASK"** → Depending on your already established relationship and the importance of the position
 - i. Make a phone call to either ...
 1. **ASK** over the phone or
 2. Set up an appointment for a face to face conversation
 - ii. If you know you can get 5-10 minutes to talk ...
 1. Catch them before or after worship or Sunday school
 2. Remember ... If it is rushed, it does not feel as important or necessary.
 - iii. Send an email and tell them that you will follow up with a phone call in a few days if you do not hear back from them.
5. How to do **"The ASK"** → Important items to include:
 - a. **Name** ~ Call them by **name**
 - b. **Gifts Match Ministry** ~ [Not focused on a NEED but GIFTS matching MINISTRY]
 - i. Share with them the **gifts** that you see in them (get specific about **abilities, skills and passions**) that match ...
 - ii. ... the **specific ministry** for which you are requesting



c. Job Description ~

- i. Share with them that we have a **job description** for each committee & task team
- ii. Either have it with you to hand to them or email it to them

d. Time commitments ~

- i. Tell them roughly how often this committee/task team meets = For example: every week, every month, four times a year
- ii. Does being on this committee/task team require them to be a part of any other committees/task team? = For example: Committee chairs also sit on Administrative Board and Worship coordinators meet with their worship teams but also with all other worship coordinators quarterly

e. Time line ~

- i. Do this well in advance, so that they **do not feel pressured** to make a decision that day.
- ii. You would like them to **PRAY** about it for the next 3, 5 or 7 days. And you will be **PRAYING** for and with them over this time as well.
- iii. Let them know that you will **follow up** (3, 5 or 7 days) in a pre-determined time

f. Questions ~ Allow them to ask questions

g. Thank them ~ for **"prayerfully considering"** this ministry opportunity.

6. Then ... DO ...

a. **PRAY** for the potential servant

b. **Follow-up** in the agreed upon timeline

c. **Send** them any materials needed

d. **Invite** them to the first meeting!

Other helpful Tips & Hint, See ...

- "50 Ways to Increase Active Engagement", From the Lewis Center for Church Leadership
- "Volunteer: Reach More Volunteers", From Leading Ideas w/the Lewis Center

A Spiritual Exercise: A New Way of Looking at the Gifts

from "Each One a Minister: Using God's Gifts for Ministry" by William J. Carter

In the list below, check 2 to 4 items that you think you are good at. (If you do not check any, you are too modest. But don't check too many. Identify those things that you are especially good at.)

I am especially good at ...

- | | |
|---|--|
| <input type="checkbox"/> 1. Explaining things to people | <input type="checkbox"/> 10. Speaking before groups |
| <input type="checkbox"/> 2. Telling others about the faith | <input type="checkbox"/> 11. Making unusual things happen |
| <input type="checkbox"/> 3. Tending to other people's needs | <input type="checkbox"/> 12. Encouraging and supporting others |
| <input type="checkbox"/> 4. Helping people understand one another | <input type="checkbox"/> 13. Gathering and using information |
| <input type="checkbox"/> 5. Communicating in dramatic ways | <input type="checkbox"/> 14. Listening and/or acting sympathetically |
| <input type="checkbox"/> 6. Taking charge when needed | <input type="checkbox"/> 15. Helping people become healthy |
| <input type="checkbox"/> 7. Understanding the meaning of things | <input type="checkbox"/> 16. Maintaining calm in times of stress |
| <input type="checkbox"/> 8. Making people feel cared for | <input type="checkbox"/> 17. Arranging meetings and programs |
| <input type="checkbox"/> 9. Giving graciously | <input type="checkbox"/> 18. Leading beyond the local church |

- The above 18 suggestions can give your committee or task team ideas by which to come up with your own list of items you are looking for in someone.
- It also helps in being able to specifically share with someone "why" we think they would be a good fit for this particular ministry.



50 Ways to Increase Active Engagement

From the Lewis Center for Church Leadership

Motivate

- ☐ 1. Lift up lay involvement as Christian ministry, not volunteer work.
- ☐ 2. Explain the rationale for church activities. Remind people why what they are doing is important. Connect service opportunities to the larger vision of the church.
- ☐ 3. Communicate clearly the expectation of active participation when people join the church.
- ☐ 4. Reinforce the expectation of participation regularly from the pulpit.
- ☐ 5. Encourage persons to serve where they have gifts and passions. Make spiritual gifts assessments available and make use of the results.
- ☐ 6. Help congregants understand the time they give to ministries as an expression of stewardship.
- ☐ 7. Teach stewardship of time to counteract "busyness." Just as with financial stewardship, persons need to make giving time to the church a priority, not an afterthought. Encourage "first fruits" commitments of time.
- ☐ 8. Know that those who give the most time to the church also give the most financially.

Communicate

- ☐ 9. Prepare a comprehensive listing of ministry opportunities with descriptions and contact information. Keep it up to date.
- ☐ 10. Develop job descriptions for key roles. Keep them up to date.
- ☐ 11. Create an attractive flier or "one pager" for each ministry that tells its story and how to get connected.
- ☐ 12. Lift up a different ministry in worship each week, celebrating its accomplishments and recognizing participants.
- ☐ 13. Tell the story of what your church is doing together in ministry. Document activities with photos and journals. Encourage participants to share their testimony.
- ☐ 14. Report the results of your ministries and lift up success stories.

- ☐ 15. Have an information center that is a visible connection point for visitors and others who want to learn about ministries. Staff it on Sunday morning.

Organize

- ☐ 16. Develop a system or data base for member participation. Record interests, skills, spiritual gifts, leadership roles, etc.
- ☐ 17. Develop a leadership team for lay mobilization. In some churches, this takes the place of a traditional nominating committee.
- ☐ 18. Start new ministry teams and groups often. Despite their best intentions, ongoing groups have a tendency to become cliquish. Newcomers are far more likely to feel comfortable joining something new.
- ☐ 19. Review the schedule and format of church activities and events. Try new approaches that might appeal to those not yet active, for example weekday breakfasts, downtown lunch gatherings, weekend retreats, etc.
- ☐ 20. Ask of every ministry: "Does it meet a need?" "Does it make Disciples?"
- ☐ 21. Be mindful of the need to sunset ministries or groups that no longer serve their purpose. Don't invest energy in trying to keep a dying program alive.
- ☐ 22. Avoid pet projects that only involve a few people.

Connect

- ☐ 23. Relationships are key. Most people serve because they are asked. Personal invitations are the most effective method of getting someone involved.
- ☐ 24. Make worship a primary portal for involvement. Have a participation form in the worship bulletin every Sunday listing immediate opportunities to serve.
- ☐ 25. Make getting started easy. Create easy entry points — short-term service opportunities requiring a minimal commitment. Allows people to jump in and get their feet wet.
- ☐ 26. Have an intentional system that helps all new attendees and members become involved in groups and activities very soon after they start coming to church.

Find more resources at churchleadership.com



<https://www.churchleadership.com/leading-ideas/reach-more-volunteers/#>

- ☐ 27. Interview new members. Have them complete an interest survey.
- ☐ 28. Avoid mentor, sponsor, or buddy programs for newcomers. Although commonly used, they are seldom effective.
- ☐ 29. Work toward having each church member/attendee involved in at least one small group — Bible study, affinity group, or ministry team.
- ☐ 30. Remember that choirs, service teams, and even administrative committees are also "small groups." Train leaders to make these experiences spirituality formative, rather than exclusively task-oriented.
- ☐ 31. Emphasize small group participation during Lent. Choose a Lenten study curriculum for use by all small groups in the church. Publicize this study opportunity widely and use the Lenten period to recruit new participants into the small groups.
- ☐ 32. Link study group topics to sermon series.
- ☐ 33. Assess whether "pen and paper" recruitment methods, such as time and talent surveys or pledge cards, are effective in your congregation or whether a more interactive approach is desirable.
- ☐ 34. Use your annual stewardship campaign as a way of generating commitment to activities.
- ☐ 35. Have a ministry fair or open house to connect people with groups and ministry teams.
- ☐ 36. Organize a "Great Day of Service" and invite people to commit a single day to helping with ministry projects. Showcase your ongoing work. Encourage people to bring friends.
- ☐ 37. Provide opportunities for families to be in ministry together, especially parents and children.
- ☐ 38. Follow up with church members periodically — especially the less active — to take their pulse and ask, "How are things going?"
- ☐ 39. Recognize that sometimes people need a break. Give permission to say "no" when necessary.
- ☐ 40. Understand that Christian service occurs through vehicles other than church programs. Empower people to serve beyond the church.
- ☐ 42. Help leaders and participants appreciate how service in the church differs from responsibilities in secular settings.
- ☐ 43. Conduct an annual retreat for leaders.
- ☐ 44. Intentionally include newcomers in leadership.
- ☐ 45. Reinforce the need for openness in leadership roles with a rotation system.
- ☐ 46. Experienced leaders should be encouraged to recruit a co-leader and mentor that person.
- ☐ 47. Encourage church members to think of their involvements in the context of their personal spiritual growth. Help them chart a deliberate plan for spiritual growth.
- ☐ 48. Move away from the "committee" mindset, to the more collaborative and interactive "ministry team" mindset.
- ☐ 49. Make time for affirmation and appreciation. Develop a systematic plan to publicly recognize all groups and ministries teams over the course of the year.
- ☐ 50. Say "thank you" often.

Learn much more with the "Increasing Active Engagement" Resource.



Strong and growing congregations typically have a very high percentage of people who are actively involved in learning, serving, and leading. Yet most churches have a large contingent of less-active members.

Research suggests these people long for spiritual growth, but many church activities fail to connect with their needs, interests, and life patterns. Through engaging videos, presentations, and supplemental materials, *Increasing Active Engagement* explores best practices for getting and keeping people involved and engaged.

Visit churchleadership.com/newdisciples today to learn more.

Subscribe to *Leading Ideas*, our free e-newsletter, for information, resources, and strategies for forward-thinking church leaders like you.

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Equip and Affirm

- ☐ 41. Provide training for ministry participants and leaders. Reinforce their role as ministers and servant leaders. Teach them to interpret and communicate their experiences through the lens of discipleship.

Discover more 50 Ways tips at churchleadership.com/50ways



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for Church Leadership

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Leading Ideas Reach More Volunteers

By Jennifer And Jim Cowart



On April 10, 2013 Leading Ideas

If the idea of recruiting volunteers has been a challenge in the past, you are not alone. But getting rid of the mind-set of recruiting for a task and switching to the idea of inviting a team can help. Recruiting sounds like work; inviting is a privilege. People want to be needed. Even more than that, they want to spend their lives doing something significant. So don't ask people to do a job; instead invite them to join you in changing

the world.

In most churches, leaders try to fill positions through appeals in the bulletin or from the pulpit, which is not very effective. What does work is "tapping." One person already involved in ministry comes alongside someone else, gently taps them on the shoulder, and invites them to join the team and observe what's going on. No long-term commitments, just a tap and an invitation. Here are some tips to help with tapping:

People want to be needed. Even more than that, they want to spend their lives doing something significant. So don't ask people to do a job; instead invite them to join you in changing the world.

Never ask for help. This sounds counterintuitive, but asking for help doesn't work. Appeals from the pulpit and the bulletin aren't effective because they sound desperate. Instead of begging, try tapping and inviting.

Invite people to join your teams on a trial basis. It's in everyone's best interest to allow people to try things out for a while before making a commitment. This allows people to leave a ministry quickly and gracefully if it's not a good fit.

Help people find their spiritual gifts, heart, abilities, personality and experiences that they can put to work in ministry. Developing a system to help people discover their unique ministry profile will aid in plugging them in where they will be most fulfilled and fruitful.

Establish job requirements. Everybody can serve somewhere, but certain jobs require special screening. For instance, in children's ministry, after the tap but before on-the-job training, a background check and a safety procedure class are required. Establish and communicate clear expectations and prerequisites for each area of ministry.

Train on the job. Don't make the training process too complicated. Simple systems are usually effective. Allow people to observe and then discuss what happened. Then allow them to serve while you observe, and offer feedback. If all goes well, cut them loose to serve with appropriate supervision and evaluations.

Promote for excellence. Look for people who do things well. Remember, Jesus teaches us that those who can be trusted to do small things well can be trusted to take on more (Matt. 25:23).

Value your volunteers. Most volunteers also have jobs, families, and other commitments, so wise leaders encourage their teams regularly and help each member feel valued. Be creative and find ways to celebrate people and their contributions.

This article is an excerpt from Jim and Jennifer's book, *Start This, Stop That: Do the Things that Grow Your Church* (Abingdon, 2012). Used by permission. The book is available through [Amazon](#) or [Cokesbury](#).