Community is Contagious!

First Friends Church Leadership Manual
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Community is Contagious!
First Friends Church Leadership Manual

Thank you for your willingness and interest in being part of the leadership team of First Friends Church of Colorado Springs. The aim of this manual is:

- to aid in the development of community, or spiritual unity and relationship, as we consider the operation of our church committees;
- to provide a working definition of leadership in the church;
- to outline the purpose and mission of First Friends Church;
- to outline committee purpose statements and tasks.

Scripture speaks to us regarding a corporate life in Christ. We are instructed how to live in community rather than only as individual Christians. That is not to say that the individual life is not important for development and maturity, but that the corporate life of the people of God is easily overlooked. Each section will begin with a scripture passage for your consideration as we take a look at how

Community is Contagious!
Section One: Committees or Communities?

Let us hold unswervingly to the hope we profess, for he who promised is faithful. And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching. (Hebrews 10:24-25a)

A. Take a Look at Needs

A committee is made up of people. People have needs. These include task needs, relational needs, and individual needs. Roberta Hestenes, in her article Turning Committees into Community, says, “Before we do business, we need to know who is here — physically and emotionally — and what we have to work with.” Following are brief outlines of needs. Prioritize according to the order in which needs should be met.

☐ Task Needs:
  - To accomplish the mission of the church
  - To accomplish the purpose of the meeting
  - To be time well spent — worthwhile content

☐ Relational Needs:
  - Centered in Jesus Christ
  - Prayer and discipleship
  - Growing trust and caring among members
  - Interactive discussion
  - From surface to depth
  - Listening and speaking
  - Shared understanding of the purpose
  - Covenant
  - Commitment

☐ Individual Needs:
  - Feeling welcome
  - Physically comfortable
  - Personal feelings allowed
  - Equalized participation

“It doesn’t matter what problem or project we’re working on: prior to performers, we’re people who have to care for each other. And that makes us work together even more effectively.” —Roberta Hestenes
B. Small Group Skills for Small Group Needs

“If leaders don’t know to be the church to each other as we do church business, where will we ever be the church?” —Roberta Hestenes

Please place a check by areas of strength and an “x” by areas of weakness.

- Skills to meet task needs of a group:
  - Organization
  - Timekeeping/scheduling
  - Ability to close or finish
  - Summarizing
  - Clarifying
  - Goal Setting
  - Direction
  - Concern for details
  - Providing feedback
  - Conflict management
  - Problem solving

- Skills to meet relational needs:
  - Sense of humor
  - Sensitivity
  - Discernment
  - Objectivity
  - Hospitality
  - Care for needs of others
  - Facilitate gifts of others
  - Compassion

- Skills to meet individual needs of a group:
  - Delegating (to qualified assistant)
  - Flexibility—ability to let go of agenda to attend to need
  - Listening
  - Discernment
  - Availability—outside of group time
  - Ability to refer
  - Kleenex

But what if I can’t meet all these needs?!!?
Great question!

Answer: You can’t! At least we haven’t found anyone yet who could! That’s the point of building community in our committees. We get to know one another, build relationships, and then empower and enable those gifted committee members to serve Christ through committee tasks and fellowship needs.

C. How to Have a Productive Meeting

- **Meet in homes.** In a home, people treat each other with dignity. They relax.

- **Start with relational exercises.** People often fear that relational exercises will make meetings longer. But if you give people fifteen minutes with a focused question for each person to answer briefly, it can actually shorten meetings.

- **People have a need to be heard.** A rule in building relationships is: Never let someone come to a meeting and say nothing. When people feel they’ve had their air time, they can focus on issues and are less likely to make inappropriate speeches later. They feel cared for, and with discipline the meeting actually can end earlier.

- **End early.** Ending the formal meeting before people absolutely have to leave has a way of giving a group an extra shot of energy.

- **Don’t begin with the routine.** The first hour of a meeting is your most productive. Don’t kill that energy by going straight into trivial reports and minutia. After dealing with the issues you most need to work on, go to routine reports that require little creative energy and insight.

- **Give a timed agenda.** When people know they have ten minutes on a subject, they behave differently than when they think they can talk for two hours. Anything that can’t fit a time frame gets referred to a subcommittee, assigned to an individual for research, or tabled for a future meeting.
D. Some Examples of Relational Exercises

History-giving

Share one thing you’ve really enjoyed about other committees on which you’ve served.

(For a Christian Education Committee) Tell one thing you liked about a Sunday School teacher you had as a child.

(For a Missions Committee) Share one experience that helped you be excited about Faith Promise giving.

What was the favorite room in your house growing up?

Prayer

Share something God has been trying to teach you recently.

Pray together that God will bring it to completion.

Pray a familiar psalm or one of Paul’s prayers, i.e., Psalm 86:1-4 or Ephesians 1:16-19.

Use a litany.

Write a prayer then have volunteers pray their prayers.

Hopes and Dreams

Share one of your hopes or dreams for your family.

Share some of your vision for our church.

Share something you like about what we are doing together.
E. Care Between Meetings

“If the only contact people have with each other is in meetings, they have yet to experience full community.” —Roberta Hestenes

A Suggested List of Ideas

◆ Distribute a list including committee members’ names, addresses, phone numbers, and work places to all committee personnel.

◆ Include birthdays and anniversaries on the list.

◆ Send cards as a sign you care.

◆ List the ages of the children of committee members. This way they discover others with children the same age, which can prompt getting together for recreational activities. Soon people are praying for each other and meeting each other’s needs.

◆ Pray for one another between meetings.

◆ What are your suggestions?
F. Help!

Problems show up in even the best committees. But if your group is truly devoted to one another and to the group’s purpose, it will work through these tensions. Here are some of the most common group problems, along with their symptoms and some suggestions to help. (Adapted from Good Things Come in Small Groups, by Ron Nicholas et al., InterVarsity Christian Fellowship, 1985.)

**Symptom** - Members come late.

**Possible Problem** - Group pattern to start late. Exact time not clear.

**Approaches** - Set definite time. Begin promptly. Discuss with group: “We’re having trouble getting going. Is it too early? Are there conflicts?” Let members respond.

**Comments** -

**Symptom** - Agreed-on preparation not completed.

**Possible Problem** - Too much expected. Not clear how preparation relates to what group will do. Lack of commitment (may relate to being too busy and other priorities.)

**Approaches** - Be realistic. May need to change expectations. Check to make sure group understands and agrees to preparation.

**Comments** -

**Symptom** - Overly talkative member.

**Possible Problem** - Outgoing. Doesn’t like silence. Sees things quickly.

**Approaches** - Talk to privately. Ask for help in drawing others out. Suggest he or she ask, “What do some of the rest of you think?”

**Comments** -

**Symptom** - Issue causing disagreement.

**Possible Problem** - Verbal people “win out.” Creates tangents. Members don’t accept their differences.

**Approaches** - Spend some time in prayer for the issue, with the goal of gaining the mind of Christ. If differences of opinion remain, acknowledge that and discover what may be agreed upon.

**Comments** -
Section Two: Leadership Defined

Love must be sincere. Hate what is evil; cling to what is good. Be devoted to one another in brotherly love. Honor one another above yourselves. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. Be joyful in hope, patient in affliction, faithful in prayer. Share with God’s people who are in need. Practice hospitality. (Romans 12:10-12)

A. A Theology of Leadership

Leadership as a gift

Leadership is listed as one of the gifts of the Spirit in Romans 12:8. It is interesting that this list of gifts is preceded by some very powerful messages about servanthood. We are urged to be living sacrifices, not conforming to this world, and not thinking of ourselves more highly than we ought (Romans 12:1-3).

The purpose of the gifts includes doing different kinds of service in various ways for the common good (1 Corinthians 12:4-7), preparing God’s people for ministry, and being an integral part of the edification of the Body with the goals of unity in the faith, knowledge of Christ, and maturity in Christ (Ephesians 4:12-13).

The gifts are given because of grace by Christ (Ephesians 4:7) through the Holy Spirit (1 Corinthians 12:7-11). The distribution of gifts is a work of the Spirit, not based on our works or roles. As it takes time, growth, and maturity to discover our gifts, it takes time, growth and maturity to develop our gifts.

Leadership as a process

Our ability to develop and operate within our giftedness must be based on a foundational relationship with Christ. In this we learn basic truths about who Christ is, what He has done, and what it can mean to follow in His footsteps (1 Peter 2:21-25). As we learn to trust Christ we begin to understand the reality of Christ’s power in relation to servitude.

Your attitude should be the same as that of Christ Jesus: Who, being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself and became obedient to death—even death on a cross! (Philippians 2:21)

Leighton Ford says it well:

God-like leadership follows this pattern: the divesting of one’s power (that is, putting it aside for a while as Jesus did when he took on human form and veiled his glory in the flesh), in order to invest it in others, so that the end result is the returning of that glory and power to the author. (Ford, Transforming Leadership, p. 16).
Leadership as a responsibility

According to Ephesians 4:13 maturity is a goal in the development of giftedness. With maturity comes responsibility. Since leaders lead people the understanding of the importance of maturity and responsibility cannot be overlooked.

Scripture provides us with many instructions on living the Christian life. These instructions are measuring devices that help us see in very practical ways what it means to follow Christ’s example. It is interesting that instruction about responsibility and maturity complements the instruction about giftedness and leadership.

A foundational truth in Scripture is Matthew 6:33, Seek first [God’s] kingdom and his righteousness, and all these things will be given to you as well. These things refers to what we tend to worry about—food, shelter, and clothing. The words seek first imply that we attempt to satisfy the desires of our hearts with things when we need to be in relationship with God above all else and allow Him to take care of the rest. This is definitely easier said than done. But as truths such as this are internalized, we are nourished by the strength of God’s words, and empowered to become more like Christ.

A leader must be a kingdom seeker and must remember that leadership is a by-product of the life of Christ within. There are helpful and practical tools available for our use that build character and give insight and direction for the journey.

Pray - Spend time individually and with other Christians seeking God’s heart. This is more than a tool. It is an absolute necessity. Through prayer we learn the heart of God, recognize the enemy’s presence and activity, and give God the opportunity to work within us in His time. We are encouraged in Ephesians 6 to pray in the Spirit on all occasions with all kinds of prayers and requests and to be alert and always keep on praying for all the saints.

Study Scripture - Biblical illiteracy is prevalent among Christians today. The leader is admonished in 2 Timothy 2:15 to do his best to present himself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.

Discover giftedness - Use a spiritual gifts inventory (available in the church office) and relational encouragements from friends and family, then commit to using the gifts.

Know yourself - Strive to understand temperament, personality, interests, abilities, and what it means to love God, love oneself, and love others. It is then possible to begin taking responsibility for actions and attitudes and become more able to allow God to mold and redeem individuality for His purposes.
Exercise gifts through ministry - Ask God’s direction to discover ministry opportunities and possibilities. Look for the unexpected avenues of service through prayer.

Guard against abuses - Remember that God is the giver of the gifts and we are stewards.

Develop a personal mission statement - This is a helpful tool in the development of focus, ministry, and responsibility in caring for what God has given, i.e., family, home, friends, as well as ministry, career, future plans, etc. It helps clarify purpose and give meaning to actions.

Develop a vision statement - This is developed in conjunction with an ongoing relationship to God through Christ. Through this process, God’s vision and direction is verbalized and personalized.

The kingdom-seeker is motivated to move beyond his or her own concerns to develop dependence on God, obedience to the desires of God, and the absolute necessity of relationship with God for kingdom work. A key value for the leader or kingdom-seeker is loyalty to another, Christ Himself.

The Goal of Leadership

. . . Whoever wants to become great among you must be your servant, and whoever wants to be first must be slave of all. For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many. (Mark 10:43-45)

An important consideration is how we grow to the point of servant leadership as exemplified by Christ. One step toward servanthood is to realize who we are in Christ. A primary statement on this kind of leadership is found in Leighton Ford’s Transforming Leadership:

The strongest leaders are those who have received a strong affirmation of their personhood, in a way which frees them not only to lead a cause but also to serve others. A sense of identity, a security that comes from knowing who one is, lies at the very heart of leadership. Leadership is . . . not something one does but something one is. (pp. 37-38)

This is foundational to the other aspects of leadership it seems. Freedom from enough of the emotional baggage we seem to carry, and freedom to know the unconditional love of God will allow us the security to depend on the Author of that love, the ability to trust God for our being rather than our doing, and the sensitivity to follow the call and direction of God on our lives.

As we become free to grow in this way, Christ becomes more able to reproduce Himself in us. An aspect of Christ’s ministry that is important to us as leaders is that of the Good Shepherd. Jesus refers to Himself as the one who leads, saves and protects the sheep. He pictures Himself as the gate through which the sheep may come in and go out and find pasture, the one who has come that
they may have life, and have it to the full. Jesus liberates people and empowers them to experience the abundant life. (Ford, p. 163)

This aspect of leadership development is transforming sheep into shepherds and is vital to the ongoing life of the church and Christianity as a whole. This is where the stage can be set for deep relational growth among people and, without a biblical focus, the time when the sheep can be greatly hurt by a shepherd who seeks his or her own kingdom or experiences moral failure.

The Good Shepherd gave His life for His sheep. How careful we must be as shepherds to seek God’s best in the ministry of shepherding so we will not be pulled away toward a kingdom of our own making.

Jesus’ leadership was a transforming, empowering, enabling leadership. His goal was to plant and grow his own mind in his people. (Ford, p. 164) We are called to follow Christ’s example, enabling and empowering His people so they may receive the mind of Christ through a growing relationship with Him.

Leaders are called to divest themselves of power and invest in others. The investment must include the lives of our own families, especially our children. Our spiritual life cannot be separate from any other part, but must be lived in unity with our Shepherd, a life of obedience, where the aspects of leadership will be realized as we follow the leadership of Christ.

Our message as leaders must be that God loves us, not because of what we do, but because that love is available to us and others as the true source of all human life. This is realized as we are part of the Body rather than separate from it. In order to be an active, vital part of the Body of Christ leaders must learn vulnerability.

Vulnerability does not seem to be an important characteristic for leadership as evidenced in our society as a whole. However, vulnerability practiced in not only giving care, but being cared for, in not only knowing, but being known, and in not only meeting needs, but being needy shows this particular attitude of servant leadership as modeled by Jesus.

Servant-leaders will confess their own brokenness and ask forgiveness from those to whom they minister. Confession and forgiveness are the concrete forms in which sinful people love one another. (Nouwen, p. 46)

The command to love one another is given to all believers. Therefore, ministers (leaders) are called to be full members of their spiritual communities, are accountable to them, needing their affection and support, and are called to minister with their whole being, including their wounded selves.
B. Self-Assessment of Group-Leadership Skills (from

Rate yourself on the following self-assessment scale for group leaders.
Rate yourself from 1 to 5 on the following items:
1 = I am very poor at this.
5 = I am very good at this.

1. **Active listening.** I am able to hear and understand both direct and subtle messages.
   Rating: ______
2. **Reflecting.** I can mirror what another says without being mechanical.
   Rating: ______
3. **Clarifying.** I can focus on underlying issues and assist others to get a clearer picture of some of their conflicting feelings.
   Rating: ______
4. **Summarizing.** When I function as a group leader, I’m able to identify key elements of a session and to present them as a summary of the proceedings.
   Rating: ______
5. **Interpreting.** I can present a hunch to someone concerning the reason for his or her behavior without dogmatically telling what the behavior means.
   Rating: ______
6. **Questioning.** I avoid bombarding people with questions about their behavior.
   Rating: ______
7. **Linking.** I find ways of relating what one person is doing or saying to the concerns of other members.
   Rating: ______
8. **Confronting.** When I confront another, the confrontation usually has the effect of getting that person to look at his or her behavior in a nondefensive manner.
   Rating: ______
9. **Supporting.** I’m usually able to tell when supporting another will be productive and when it will be counterproductive.
   Rating: ______
10. **Blocking.** I’m able to intervene successfully, without seeming to be attacking, to stop counterproductive behaviors in the group such as gossiping, storytelling, and intellectualizing.
    Rating: ______
11. **Diagnosing.** I can generally get a sense of what specific problems members have without feeling the need to label people.
    Rating: ______
12. **Evaluating.** I appraise outcomes when I’m in a group, and I make some comments concerning the ongoing process of any group I’m in.
    Rating: ______
13. **Facilitating.** I’m able to help others openly express themselves and work through barriers to communication.
    Rating: ______
14. **Empathizing.** I can intuitively sense the subjective world of others in a group, and I have the capacity to understand much of what others are experiencing.
    Rating: ______
15. **Terminating.** At the end of group sessions I’m able to create a climate that will foster a willingness in others to continue working after the session.
    Rating: ______
C. Suggestions for a Good Committee Meeting

Before the meeting begins

- **Determine the purpose of the meeting**

- **Plan an agenda**
  - Plan most important stuff for the beginning of the meeting.
  - Plan the pace of the meeting. If possible, vary the content: reports, brainstorming, experience, decision-making, task assignments, planning, breaks.
  - Plan a beginning and ending time. Plan specific time slots for specific segments (but be flexible.)
  - Plan some prayer and relational time. Be sure this time doesn’t get routine.

- **Be sure members have information necessary to be prepared participants.**

- **Decide upon location, seating arrangement, and necessary equipment.**

During the meeting

- **Be sure that someone is ready to facilitate the meeting . . . it does not have to be the chair.**

- **Be sure someone is recording the meeting . . . especially what decisions have been made and who has agreed to do things. Consider recording the meeting on newsprint as the meeting progresses.**

- **Give everyone “airtime” early in the meeting. Try to encourage participation.**

- **Move the agenda along in a timely manner . . . or assign someone who will.**

- **Watch for and be willing to comment on nonverbal clues of conflict or boredom or “bogged-downness.”**

- **Help communication by asking for examples, for clarification, for generalizations as necessary.**

- **Be comfortable dealing with conflict.**

- **Summarize accomplishments before the meeting ends.**
After the meeting

* **Remind members what was accomplished.**

* **At times, write a combination thank you/reminder note.**

* **Evaluate the meeting with or without other members.**

* **Evaluate your own leadership.**

  _____ Were you friendly?

  _____ Did you “loosen up” the group before plunging into the discussion?

  _____ Did your nonverbal as well as verbal communication indicate enthusiasm for the discussion and its importance?

  _____ Did you arrange the group so they could see and talk with one another?

  _____ Did you invite latecomers to take a place that brought them into the discussion?

  _____ Were you patient?

  _____ Did you listen to and respect the opinions and viewpoints of others, especially those who disagreed with you?

  _____ Did you talk less than twenty per cent of the time?

  _____ Did you draw out the backward or reticent person?

  _____ Did you tactfully handle the problem of the talkative and opinionated discussants?

  _____ Did you balance participation among the discussants and tactfully discourage irrelevant discussions?

  _____ Did you spend adequate time in preparation for the meeting?

  _____ Was the purpose of the meeting clear to all?

  _____ Was the agenda clear? Did the meeting follow the agenda?

  _____ What can be done to improve the next meeting?
Section Three: First Friends Church Purpose Statements and Committee Functions

It was [Christ] who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. (Ephesians 4:11-13)

A. First Friends Church Purpose Statement

The purpose of First Friends Church is to enable and empower its members and attenders to grow in obedience to Christ, mature in relationship with Christ and one another, and celebrate the presence of Christ within the community of believers (the church).

Principles to accomplish this purpose:

Love - Build one another up in an atmosphere of demonstrated love.

Mend - Provide a safe environment for the healing of past hurts and the operation of spiritual giftedness.

Train - Provide a biblically-based education for children, youth, and adults so that the fruit and witness of Christ will be born and developed in the lives of individuals in an atmosphere of love, care, and fellowship.

Send - Encourage equipped ministers to enter the local community, home, or workplace with Christ’s truth and commission individuals and families as they leave the community for whatever reason, encouraging their continued growth in grace and ministry in the name of Christ.

Following are areas of ministry priorities for achieving the purpose:

Spiritual Life - a ministry of encouragement for the growing spiritual life of the community of believers.

Christian Education - a ministry which provides for the biblically-based, educational growth of the community of believers.

Outreach - a ministry which promotes worldwide missions and outreach efforts for the growth and maturity of faith within the community of believers.

Stewardship - a ministry which provides for the physical and stewardship needs of the community of believers.
B. Christian Education Ministry Team

Christian Education Ministries Purpose Statement:

The Christian Education Ministry Team seeks to provide a biblically-based, educational ministry to children, youth, and adults so that the fruit and witness of Christ will be born and developed in the lives of individuals in an atmosphere of love, care, and fellowship.

1. Christian Education (CE) Ministries Coordinator
   a. Facilitate all CE meetings. CE Committee meetings are held quarterly, February, May, August, and November.
   b. Active involvement in leadership development among Children's, Youth, and Adult Ministries Coordinators. Quarterly meetings for goal-setting and development of vision are held March, June, September, and December. Encourages, facilitates, and supports staff meetings in each area. Staff meetings are also held quarterly, January, April, July, and October.
   c. Oversees the maintenance and upgrading of the church library.
   d. Represents CE Ministries on the Executive Council of First Friends Church. Prepares a monthly accountability report or copies of meeting minutes to all committee members and to Executive Council members. Supplies a replacement to fill in during any meeting when necessary.
   e. Responsible for the accurate accounting of the entire CE budget.

2. Children's Ministries Coordinator
   a. Children's Church Coordinator
      - 8-10 volunteers
   b. Toddler Nursery Coordinator
      - 8-10 volunteers
   c. Infant Nursery Coordinator
      - 8-10 volunteers
   d. Children's Sunday School Teachers
   e. Vacation Bible School Coordinator
      1) VBS Director
      2) VBS Staff
      3) VBS curriculum and budget
   f. Junior and Primary Youth Leaders

3. Youth Ministries Coordinator
   a. Senior High Youth leaders
   b. Junior High Youth leaders
c. Senior High Sunday school teachers
d. Junior High Sunday school teachers
e. Summer Camp Coordinator
   1) Fundraisers
   2) Camp points
   3) Travel arrangements

4. **Adult Ministries Coordinator**
a. Higher Education Coordinator
   1) Scholarship program
   2) College Care plan (College pals)
   3) Graduation Sunday and reception
b. Adult Bible study leaders
c. Adult education teachers

5. **Children's, Youth, and Adult Ministries Coordinators**
a. Attend quarterly Ministries Coordinators meeting prepared with goals and direction for each area of ministry.
   b. Plan and lead the quarterly staff meetings.
   c. Oversee the ministry budget in the appropriate areas.
   d. Make a regular report to the CE Ministries Coordinator for presentation at the CE Committee's quarterly meeting.

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**Christian Education is**
**Sunday School,**
**Adult Education,**
**Youth Groups,**
**Vacation Bible School,**
**Bible Studies,**
**and so much more!**
B. Stewardship Ministry Team and Functions

Stewardship Ministry Team Statement of Purpose:
The Stewardship Ministry Team seeks to provide for the needs of the physical plant, fiscal integrity of First Friends Church, and biblically-based teaching regarding the stewardship of time, talent, and treasure.

1. **Stewardship Ministries Coordinator**
   a. Chairs meetings of the Stewardship Ministry Team.
   b. Chairs the body of trustees which are named by the Ministry Team.
   c. Assigns tasks and checks on progress.
   d. Leadership development
   e. Staff Appreciation.
   f. Represents Stewardship Ministries on the Executive Council of First Friends Church. Prepares a monthly accountability report or copies of meeting minutes to all committee members and Executive Council members. Supplies a replacement to fill in during any meeting when necessary.
   g. Responsible for the accurate accounting of the Stewards Budget.

2. **Exterior Coordinator**
   a. Parking lot.
   b. Painting.
   c. Roof.
   d. Ramp.
   e. Lawn.
   f. Rock Wall.

3. **Interior Coordinator**
   a. Plants.
   b. Painting.
   c. Carpet.
   d. Light Bulbs.

4. **Financial Coordinator**
   a. Budget.
   b. Insurances.

5. **Parsonage Maintenance**

6. **Van Maintenance**

7. **Volunteers Coordinator**
   a. Work Days.
   b. Resource People.
8. **Electronics**
   a. Sound system.
   b. Wiring.
   c. Computer.

9. **Stewardship Coordinator** - responsible for biblical teaching in the areas of giving and stewardship.

10. **Church Treasurer (ex-officio member)**

**C. Spiritual Life Ministry Team and Functions**

**Spiritual Life Ministry Team Purpose Statement:**

The Spiritual Life Ministry Team seeks to encourage vitality, growth, celebration, and love within the present and future congregation of First Friends Church by focusing on prayer, caring for pastoral staff and membership concerns, and overseeing the atmosphere of Sunday worship activities.

1. **Spiritual Life Ministries Coordinator**
   a. Chairs meetings of the Spiritual Life Ministry Team.
   b. Assigns tasks and checks on progress.
   c. Leadership development.
   d. Staff appreciation.
   e. Represents Spiritual Life Ministries on the Executive Council of First Friends Church. Prepares a monthly accountability report or copies of meeting minutes to all committee members and Executive Council members. Supplies a replacement to fill in during any meeting when necessary.
   f. Responsible for the accurate accounting of the Spiritual Life budget.

2. **Membership Coordinator** - keeps the ministry team current on membership concerns and keeps all records up to date.

3. **Prayer Coordinator**
   a. Works as contact person with Rocky Mountain Yearly Meeting prayer network.
   b. Oversees proper functioning of local prayer chain.
   c. National Day of Prayer contact person.
   d. Helps train prayer team participants from First Friends Church.

4. **Sunday Activities Coordinator**
   a. Oversees greeters and ushers, including scheduling and training.
   b. Seasonal activities, i.e., Mother's Day, Father's Day, Christmas, etc.
   c. Pulpit Supply.
   d. Worship coordinators.
   e. Input regarding music.
   f. Sunday evening service/activities/Family Night plans.

5. **Pastoral Care Coordinator** - for Senior Pastor and Administrative Pastor needs and concerns and the development and oversight of a lay pastor program.
**D. Outreach Ministries Team and Functions**

**Outreach Ministry Team Statement of Purpose:**

The Outreach Ministry Team seeks to promote worldwide missions efforts through a Faith Promise giving program, including community concerns, social action concerns, and outreach to the local and worldwide community of believers.

1. **Outreach Ministries Coordinator**
   a. Chairs meetings of the Outreach Ministry Team.
   b. Assigns tasks and checks on progress.
   c. Leadership development.
   d. Staff appreciation.
   e. Represents Outreach Ministries on the Executive Council of First Friends Church. Prepares a monthly accountability report or copies of meeting minutes to all committee members and Executive Council members. Supplies a replacement to fill in during any meeting when necessary.
   f. Responsible for the accurate accounting of the entire Outreach Ministries budget.

2. **Faith Promise Coordinator**
   a. Contacts speaker for Faith Promise Conference.
   b. Determines theme and goals.
   c. Oversees allocation of Faith Promise funds.
   d. Oversees the Faith Promise Conference, i.e., banquet, delegation of responsibilities, etc.

3. **TLC Coordinator** - contacts and sends flowers, plants, cards, or gifts to the sick or bereaved.

4. **Social Action Coordinator**
   a. Encourages the congregation to be aware of worthy political or social action concerns.
   b. Circulates appropriate petitions and information.

5. **Missions Coordinator**
   a. Encourages missions awareness by posting letters and information.
   b. Promotes the EFM prayer directory.
   c. Facilitates missionary speakers or programs.
E. Executive Council Meetings

First Friends Church meets in Congregational Business meeting every second Sunday of March, June, September, and December or by the call of the clerk.

First Friends Church meets in Executive Council for business every second Sunday of January, April, July, and October and for leadership training and development every second Sunday of February, May, August, and November.

Executive Council is composed of the Presiding Clerk, Recording Clerk, Treasurer, Senior Pastor, Administrative Pastor, the four Ministry Team Coordinators (Spiritual Life, Stewards, Christian Education, and Outreach), and a Yearly Meeting Representative.

Conclusion

Thank you for your interest in the ministry of First Friends Church. Our goal with our committee structure is to develop communities of individuals who sense God's call on their lives to minister in a particular area or areas of church life. This is one avenue in which persons involved in committees or small groups may work together for the kingdom. Since community is contagious, we are in hopes that other avenues of small group ministry will open up within our church body as well as through our committees, but are excited about the possibilities available to us as we build community through committees. **Community is Contagious!**
Resource List

Anderson, Philip A., *Church Meetings that Matter* (United Church Press).

Covey, Stephen R., *The 7 Habits of Highly Effective People* (Simon & Schuster, 1989.)

Crabb, Dr. Larry, *Understanding People* (Zondervan, 1987.)

Ford, Leighton, *Transforming Leadership* (InterVarsity Press, 1991.)


Griffin, Em, *Getting Together* (InterVarsity Press, 1982.)

Hersey and Blanchard, *Managing Organizational Behavior* (Prentice-Hall, 1988.)

Hestenes, Roberta, *Turning Committees into Community* (NavPress.)


Nouwen, Henri J. M., *In the Name of Jesus* (Crossroad, 1994.)

Oster, Merrill J., *Vision-Driven Leadership* (Here’s Life, 1991.)

Turner, *Effective Leadership in Small Groups* (Judson Press.)

Additional: