

1 **10. EVANGELISM MINISTRY TEAM**

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3 Statement of Purpose: Lead the congregation in its mission to fulfill Christ's challenge to minister to
4 our neighbors in our community and the world.

- 5 1) Reach out in the community with the good news of Jesus Christ.
- 6 2) Encourage and assist in bringing visitors into church membership.
- 7 3) Help visitors to better know and understand the ministry of TCPC.
- 8 4) Ensure fellowship and service opportunities are made known to visitors, new members and the entire
9 congregation
- 10 5) Provide fellowship opportunities that appeal to the entire congregation.
- 11 6) Promote a welcoming culture church-wide
- 12 7) Reinvigorate evangelism within the congregation of TCPC
- 13 8) Establish a sustainable and robust evangelism program which leads to an increase in a thriving and
14 active membership focused on serving God, our church members and members of our community.

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16 Specific Ministries and Functions:

- 17 1) Schedule, plan and facilitate monthly MT meetings to coordinate all team activities.
- 18 2) Coordinate evangelism activities with various ministry teams, focusing initially on the mission MT
- 19 3) Lead and coordinate community outreach and visitation to our church
- 20 4) Coordinate Sunday greeters to welcome each worshiper (members and visitors) before and after
21 worship services
- 22 5) Provide information to visitors about TCPC's various ministries through brochures and a welcome
23 packet
- 24 6) Work with Deacons to follow up with visitors and members who are infrequent attenders
- 25 7) Coordinate narthex's welcoming appearance and church promotional materials
- 26 8) Work with communication specialist to publicize church evangelism activities through church
27 website, church newsletter, church bulletin, signs, posters, brochures, social media, etc.
- 28 9) Schedule and conduct Inquirers classes
- 29 10) Plan for Called Session meetings to receive new members
- 30 11) Maintain name tags for all members
- 31 12) Work with hospitality teams and Kitchen Guild
- 32 13) Plan, schedule and conduct church-wide fellowship events and receptions
- 33 14) Coordinate outside signage and banner
- 34 15) Accept other responsibilities as assigned by the Session.

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36 Fellowship Activities:

- 37 1) Plan, schedule, and conduct church-wide fellowship events (at least one every quarter) that appeal
38 to all church members
- 39 2) Recruit volunteers to head up and staff fellowship activities
- 40 3) Work with hospitality team to coordinate receptions, food and refreshments
- 41 4) Fellowship activities include fall kickoff event, stewardship fellowship, Christmas pageant, new
42 members dinners, Flying Squirrels games, Church golf tournament, church softball, officers
43 reunion, Ash Wednesday dinner, Maundy Thursday, cookout/tailgating in the lower parking lot,
44 Easter egg hunts, Christmas crafts event, picnic, parent/youth events, and other events.
- 45 5) "Bring a Friend" to our fellowship activities

48 Making Visitor and Member Connections:

- 49 1) Promote welcoming culture church-wide
- 50 2) Ensure welcoming appearance of narthex and visibility of church promotional materials
- 51 3) Coordinate Sunday greeters program
- 52 4) Maintain members name tags
- 53 5) Ensure welcome packets are in stock and visible in the narthex
- 54 6) Work with inviting deacons to ensure follow up with visitors through letters and calls to each “first
- 55 time visitor.”
- 56 7) Work with inviting deacons and admin to follow up with members who are infrequent attenders
- 57 8) Invite visitors and new members to attend Inquirer’s classes
- 58 9) Emphasize member retention and checking in for member feedback
- 59 10) Make home visits to members and prospective members

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61 Community Outreach:

- 62 1) Find ways to make our church essential to our community. Learn the demographics of our
- 63 neighborhood
- 64 2) Host community events such as block party, kid’s carnivals
- 65 3) Partner with local schools and organizations
- 66 4) Outreach and promote TCPC to organizations who meet at our church, such as Promises Preschool,
- 67 VBS, Scouts and Career Prospectors
- 68 5) “Bring a Friend” to our fellowship activities and Sunday worship

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70 Sunday Greeters:

- 71 1) Ensure that each worshiper is greeted warmly and to provide direction, assistance and or answers
- 72 as needed.
- 73 2) Specific Procedures
- 74 a) Greeters will be recruited and scheduled to greet before and after one worship service the same
- 75 Sunday per month (first, second, etc.).
- 76 b) A list of substitute Greeters will be maintained.
- 77 c) A Door Greeter Coordinator will be assigned for each Sunday service.
- 78 d) Sunday Greeter Guidelines
- 79 i) Arrive 15-20 minutes prior to the start of the worship service.
- 80 ii) Door Greeters should be present in the front foyer (near the side outside door) and in the
- 81 narthex close to the back entrance.
- 82 iii) Greet everyone with equal enthusiasm by extending your hand and offering a warm,
- 83 friendly smile.
- 84 iv) Direct visitors to the table in the front foyer for a “You’re Very Welcome” packet and
- 85 additional information.
- 86 v) Return to your greeting position immediately following the worship service.
- 87 vi) After most worshipers have departed, collect sheets from the Friendship Pads and place in
- 88 the Church Secretary’s box in the mailroom.
- 89 vii) If unable to greet on your scheduled worship service, first try to switch with another
- 90 Greeter, and then call a substitute, and then contact the Door Greet Coordinator for that
- 91 service if you are unable to find a replacement

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94 Hospitality Team:

95 The Hospitality teams are organized so that each team is responsible for schedule and unscheduled
96 events throughout the church year. The Evangelism MT makes sure that leaders are in place that
97 support is available when necessary and that expenses are paid.

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99 Inquirers Classes:

- 100 1) Provides prospective members with information about the Presbyterian Church (U.S.A.), TCPC,
101 and specific information about their responsibilities as a church member.
- 102 2) Specific Procedures
- 103 a) An Inquirers Class Coordinator will be recruited and will be responsible for scheduling,
104 promoting and conducting the class.
- 105 b) Inquirers Classes will be scheduled in coordination with the church calendar, Membership and
106 Evangelism Committee, Inviting Deacon rep, and the Head of Staff/Pastor.
- 107 c) Ensure that a Session meeting is called for the Sunday following completion of classes.
- 108 d) Each class will consist of four meetings.
- 109 i) Week one: Being a Christian.
- 110 ii) Week two: Being Presbyterian.
- 111 iii) Week three: Being a member of TCPC.
- 112 iv) Week four: Receiving New Members (Called Session meeting)
- 113 e) Visitors should be invited to attend the class through TCPC e-news, bulletin announcements,
114 letters of invitation (if visited more than ten times, or have expressed a desire to join), and
115 personal contact/telephone calls.
- 116 f) Representatives from session committees should be invited to attend the third meeting.
- 117 g) After the first meeting, contact the Inviting Deacon rep with the class members' names and
118 addresses. The Inviting Deacon rep should inform the appropriate deacon(s) that a new
119 member will be joining.
- 120 h) Invite the deacons to the session meeting and introduce them to the new members. Provide the
121 new members with stewardship information and offering envelopes at the session meeting.
122 Record the envelope number and give the information to the financial secretary.
- 123 i) Take pictures of the new members and distribute to deacons, elders, and TCPC
124 communications specialist.
- 125 j) Handouts during the class should include: newsletters, TCPC directory (picture directory if
126 available), TCPC annual report.

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128 Planning Calendar

129 **Fall**

130 Prepare for Annual Congregation Meeting

131 Schedule Inquirers Classes

132 Coordinate stewardship events and fellowship with stewardship MT

133 Coordinate Sunday greeters – recruit and train

134 MAO review & update

135 Coordinate Fall Kickoff event

136 Monthly MT meetings

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138 **Winter**

139 Annual Congregational meeting

140 Coordinate Sunday greeters

141 Christmas pageant reception

- 142 New Members' dinner
- 143 Ash Wednesday dinner
- 144 Maundy Thursday
- 145 Monthly Committee meetings
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- 147 **Spring**
- 148 Schedule Inquirers Classes
- 149 Coordinate Sunday greeters
- 150 Pentecost reception
- 151 Coordinate Sunday greeters
- 152 Monthly Committee meetings
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- 154 **Summer**
- 155 Vacation Bible Class Ice Cream Social
- 156 Ministry Plan Review
- 157 MAO Review
- 158 Organize fall plans for kickoff events, stewardship events and Wednesday night events
- 159 Coordinate Fall kickoff event
- 160 Budget planning for following year
- 161 Monthly Committee meetings