

1 **10. MISSION 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.
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6 Specific Ministries and Functions:

7 The Mission and Service Ministry Team will:

- 8 1) Identify, coordinate and encourage participation by the congregation in opportunities of Christian
9 service in the local community and throughout the world.
- 10 2) Publicize and promote the causes of witness in conjunction with the Presbyterian Church (USA).
- 11 3) Coordinate the inclusion of special offerings throughout the year: One Great Hour of Sharing
12 (Easter) Offering, Pentecost Offering, Peacemaking Offering, Thanksgiving Offering, Red
13 Stocking Offering, Christmas Joy Offering and 5¢-a-Meal Offering.
- 14 4) Oversee disbursement of funds for specific individual needs from the Discretionary Account as it
15 appears as a line item in their budget. The Head of Staff/Pastor approves the disbursement.
- 16 5) Accept other responsibilities assigned by the Session.
- 17 6) Provide leadership in these areas for congregational involvement:
 - 18 a) Domestic Mission Trips: We provide and plan for the opportunities of a domestic mission trip.
19 A popular trip involves home repair and renovations. Team building and preparation begins in
20 the fall. We also support the youth and children in their regional and local mission trips /
21 activities.
 - 22 b) International Mission Trip: A group of youth and adults may participate in an international
23 trip. The trip includes opportunities to serve and to learn. Haiti is a popular trip, particularly for
24 young adults. Planning begins in the fall and is coordinated with Presbyterian mission partners.
 - 25 c) CARITAS (Congregations Around Richmond Involved To Assure Shelter): Through this
26 program, we have the opportunity to participate in the housing of homeless people for one
27 week during the year (normally occurs in the winter or spring). We began our participation in
28 March 1992.
 - 29 d) Ridge Elementary Tutoring Program: Each month we collect and deliver healthy snacks, books
30 and school supplies to support a tutoring program in partnership with Ridge Elementary
31 School, Freedom Church and Cornerstone Christian Church.
 - 32 e) Rise Against Hunger: We pack thousands of meals for distribution by an international hunger
33 relief organization.
 - 34 f) Brunch and Backpacks: We support the local YMAC's Bright Beginnings Program with school
35 backpack collections.
 - 36 g) TCPC Food Pantry: We provide food (nonperishable items, frozen meat, bread, fresh
37 vegetables) to our neighbors in 5 zip codes surrounding the church. The Pantry is open on
38 Tuesday nights, 5:30 – 7:00 pm. Our Pantry is a partner of Feedmore. We not only use TCPC
39 volunteers to operate the Pantry, but also to do the weekly shopping at Feedmore and grocery
40 stores, to stock the shelves, and to file weekly reports with Feedmore. The Food Pantry sub-
41 committee meets 3 times per year to evaluate the operation of the Food Pantry
 - 42 h) Advent Giving Trees: Three trees are prepared during Advent to collect gifts for children of
43 incarcerated parents, for needy children of select local schools, and the third tree is to collect
44 hats / scarves / mittens for CARITAS families.
 - 45 i) Mission Education: Various opportunities are available to the congregation concerning mission
46 awareness and action. This is done through a yearly informational program brochure, bulletin
47 inserts, special speakers and sponsoring special events.

- 48 j) Special Offerings: We coordinate PCUSA special offerings throughout the year - One Great
49 Hour of Sharing (Easter) to support children, youth and young adults at risk; the Thanksgiving
50 Offering (Nov) for children's institutions in VA and NC; the Red Stocking Offering (Dec)
51 supporting Virginia Chaplaincy programs; the Christmas Joy Offering (Dec) for church
52 pensions and racial-ethnic education; Presbyterian Hunger Program, Disaster Assistance and
53 self-development of people; and the 5¢-a-Meal Offering (year-round) collected the first Sunday
54 of each month supporting Hunger programs at the PC(USA.) Offerings should be announced
55 in the church bulletin and newsletter 2 weeks prior to collection.
- 56 k) Prison Ministry: We provide financial support through the Red Stocking Offering collection.
- 57 l) Special Projects / General: There are life events that arise locally and globally that we try to
58 respond to during the year. Some special projects have included Embrace Richmond, repairing
59 the playground at Massanetta and Presbyterian Disaster Assistance. We use the bulletin and
60 newsletter for publicity for the projects and hope that we can further the story of God's love and
61 concern to other people.

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63 Planning Calendar

64 Newsletter articles are due by Wednesday of each week

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66 MONTHLY EVENTS

<u>Day</u>	<u>Event</u>
67 1 st Sunday	5¢-a-Meal received in worship
68 3 rd Monday	Ministry Team Meeting

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70 JANUARY

- 71 Annual Congregational Meeting – Ministry Team Report
72 Determine Mission projects for the year
73 Communicate with Rise Against Hunger and CARITAS to establish dates for participation

74 FEBRUARY

75
76 MARCH

- 77 One Great Hour of Sharing Offering (Easter Sunday)
78 Review and update Manual of Administrative Operations

79 APRIL

- 80 Food Pantry sub-committee meeting

81 MAY

- 82 Update Mission Brochure
83 Assist in planning Vacation Bible School mission outreach, if requested
84 Deliver supplies for Ridge Elementary Tutoring Program
85 Pentecost Offering

86 JUNE

- 87 Plan Brunch & Backpacks Program
88 Begin Budget Planning for upcoming year

89 JULY

- 90 Advertise Brunch & Backpacks Program in newsletter and bulletin
91 Communicate with WED Night Lineup coordinators to arrange speakers on mission
92 Finalize budget and submit by August 1st

93 AUGUST

- 94 Brunch & Backpacks Program
95 Food Pantry sub-committee meeting

- 96 Plan Rise Against Hunger
- 97 SEPTEMBER
- 98 Rally Day
- 99 Get key volunteers and communicate with recipient organizations for Advent Giving Tree
- 100 ministry
- 101 Plan Thanksgiving bag distribution for Food Pantry
- 102 OCTOBER
- 103 Rise Against Hunger
- 104 Advertise in newsletter and bulletin for food needed for Thanksgiving bags for Food Pantry
- 105 NOVEMBER
- 106 Thanksgiving Offering
- 107 Order turkeys, sort donated food, pack and distribute Thanksgiving bags
- 108 Determine Benevolence support (which ministries to receive remaining budget funds and donation
- 109 amounts)
- 110 Advertise Advent Trees in newsletter and bulletin
- 111 Prepare for Annual Congregational Meeting
- 112 DECEMBER
- 113 Giving Tree Opportunities
- 114 Red Stocking Offering
- 115 Christmas Joy Offering
- 116 Disburse Benevolence checks
- 117 Food Pantry sub-committee meeting
- 118 Submit report for Annual Congregational meeting