

BENEVOLENCE MINISTRY

Deacons: **Russell Ator and Stacy Singleton**

Team Members: Anybody that wants to help

Goal: Help people in need, especially members of our congregation

Task #1: Help the needy

Action Steps: Furnish food, and in some cases financial help. Furnish people to sit with sick people. Furnish transportation to people that can't drive. This will be done by list of people who are willing to help. Prepare and deliver food baskets at Christmas and Thanksgiving. Monitor Community for opportunities to help in times of need.

Task #2: Monitor request from the Orphan Homes that need support.

Action Steps: Answer any request that we receive. Help in any way we can.

Task #3: Take care of our account at Carter Blood Center.

Action Steps: Request people who can, to donate blood, as well as, set up blood drive from time to time.

BUILDING MAINTENANCE MINISTRY

Deacons: Bob Bonham, Tommy Cole, Chris Fletcher and Barry Grubb

Team Members:

Goal: Periodic maintenance and up keep of buildings, locking and unlocking of buildings for services. Contacting repairmen when necessary: Plumbers, A/C Contractors, etc.

Task #1: Perform regular maintenance - lighting, plumbing, HVAC, painting, etc.

Action Steps: Diagnose problem, delegate work to member involved with ministry, do it ourselves, or outside contract.

Task #2: Work Days

Action Steps: Coordinate projects and member involvement in different areas.

Task #3: Security

Action Steps: Lock and unlock buildings before and after services, turn out lights, schedule member rotation on monthly basis and mailing schedules.

BUS MINISTRY

Goal: To provide safe transportation for our senior citizens and children to and from church activities and to maintain safe buses and vans

Task 1: Bus Drivers

Action steps: To drive a van you need a valid Texas Drivers license and be 25 years of age or older. You must also be on the insurance list following a background check by our insurance carrier.

A. You will be picking up senior citizens from Huguley retirement center, The Covenant Place, and from homes and taking them to church assemblies on Sunday mornings and back.

B. You will assist the youth minister and deacons by driving the bus or a van for “BYG” activities.

Task 2: Bus Maintenance

Action Steps: To check bus or vans for proper fluid levels (oil, water, transmission fluid, etc.) And keep the maintenance log for a month.

Task 3: Bus Assistant

Action steps: To ride with the driver on Sunday mornings and help with the loading and unloading of senior citizen passengers.

ADULT CHRISTIAN EDUCATION MINISTRY

Minister:

Deacon: **John Rodriguez**

Team Members: Adult Education Team, Teachers, and Helpers

Goal: Our goal is to equip and encourage those who teach adult classes.

Task #1: Identify members with the gift of teaching

- Action Steps:**
1. Prayer
 2. Use talent sheets
 3. Through personal contact
 4. Publicize areas of opportunity

Task #2 Provide training and support

- Action Steps:**
1. Make resources available for individual development
 2. Training classes
 3. Encourage to attend outside workshops
 4. Opportunities for participating in Christian Education in support roles or non-traditional teaching roles

CHILDRENS' CHRISTIAN EDUCATION MINISTRY

Minister: **Don Kuhn**

Deacon:

Children's Director: Brenda Ford

Team Members: Education Team, Teachers, and Helpers

Goal: Our goal is to equip and encourage those who teach childrens' classes.

Task #1: Identify members with the gift of teaching

Action Steps:

1. Prayer
2. Use talent sheets
3. Through personal contact
4. Publicize areas of opportunity

Task #2 Provide training and support

Action Steps:

1. Make resources available for individual development
2. Training classes
3. Encourage to attend outside workshops
4. Opportunities for participating in Christian Education in support roles or non-traditional teaching roles

DOOR GREETING MINISTRY

Deacons:

Keith Harris, Doug Lee, Drew Neal, and Lamond Yates

Goal: **To give the Best Possible “First Impression” of the Burleson Church of Christ--** This will be accomplished by a friendly and warm greeting and assistance to all who enter our doors. Any questions or needs could immediately be addressed.

Task #1:

Action Steps: Couples (preferably) or individuals would be at both entrances to Building B before and after both morning services. An individual(s) or couple would also be stationed at the “Information Center” in the foyer. (Information about our congregation, classes (subjects and locations) and other information will be available at the Information Center.)

Task #2:

Action Steps: Greeters should wear the “clip on badges” that identify them as greeters and availability to help with questions or needs. Greeters should be at each entrance 10 minutes before and following services.

Task #3:

Action Steps: For all greeters: 1 Samuel 20:14-15, Acts 28:2, 2 Peter 1:7

1. Kindness and assistance to new people
2. Kindness and assistance to the elderly
3. Kindness and assistance to mothers and babies
4. Kindness and assistance to people with special problems- wheel chairs, etc.
5. Kindness and assistance to all people

Extended Family Ministry

Theme: We loved you so much that we were delighted to share with you not only the gospel of God but our lives as well, because you had become so dear to us.

(1 Thessalonians 2:8)

Purpose: The purpose of the Extended Family Ministry is to provide the opportunity for members to grow in relationship with God and each other through study and fellowship.

Goal: To develop and encourage relationships like those described in Acts 2 and 4 and assist in meeting the physical, emotional, and spiritual needs of group members. To encourage the development of meaningful relationships so that members will remain active in the life of the congregation. To provide a more efficient way for our members to care for each others spiritual and physical needs. To promote opportunities each month to invite friends and neighbors into an informal gathering of believers. To help fulfill the goals of our congregational mission statement.

Task #1: Be a group leader

Task #2: Be a group co-leader

Task #3: Provide your home for meetings

Task #4: Help write and plan lessons and activities

FAMILY MINISTRY

Family Minister:

Deacons: Don Denman, Toby Ford, Jeremy Gillmore, Mark Jackson, Tyler Kvalheim and Jody Smith

Team Members:
-Service Project Coordinator
-Funival Coordinator

- Small Group Bible Study Coordinator
- Family Activity Coordinator
- Bible School Coordinators

Goal: Provide opportunities for family activities, fellowship and service. Children's classes and Bible Hour. Identify, recruit and train teachers and helpers for classes.

Task #1: Service Projects

Action Steps: Identify those members who are interested in having their whole family working together on a Saturday to help someone in need.

Possible projects could be:

- * Helping the grounds deacons on special projects
- * Helping the building deacons on special projects
- * Clean up litter along roadways and/or creeks
- * Mowing yards of elderly members or others in need
- * Painting projects

Task #2: Funival - Fun Indoor alternative to traditional trick-or-treating

Action Steps: Solicit volunteers from the congregation to man the "stations" at the funival. Oversee decorations to insure "fun" atmosphere with not-too-scary decorations. Survey activities for supplies or repairs needed. Encourage volunteers to come up with their own activities. Coordinator to make volunteer assignments and oversee the functions of the evening. The funival occurs on or about Oct. 31st each year from 7:00pm to 9:00pm in Building C.

Task #3: Small Group Bible Studies

Action Steps: Identify those members interested in participating in small group Bible Studies. Divide the interested members into groups which prefer to meet on the same evenings. Consider providing babysitting arrangements for members participating in the Bible Study.

Task #4: Family Activities

Action Steps: Provide Opportunities for activities for the entire family.

Possible Activities:

- * Fellowships in Building C with babysitting provided
- * Attend a Ranger Game
- * Picnic in a city park
- * Ice cream fellowship
- * Volleyball parties

FELLOWSHIP MINISTRY

Deacons: Daniel Barkley, Mike Davis, David Hadley, Josh Jackson, and Robert Simpson

Team Members:

Goal: To encourage and promote Christian fellowship by assisting in making available church resources and facilities for group gatherings and functions. (i.e.: Showers, weddings, luncheons)

**Fellowship or activity sponsors are requested to complete facility setup forms which can be obtained from the church secretary.*

Task #1: Assist with congregational luncheons and fellowships

- Action Steps:**
1. Building or off-grounds set-up
 2. Assist in food service
 3. Building clean-up for functions
 4. Restoration of facilities for regularly scheduled services

Task #2: Assist with and coordinate facilities for weddings/receptions

- Action Steps:**
1. Ensure completion of proper approval and request forms
 2. Building B/C access for florist, caterer, wedding party, wedding and reception
 3. Building B/C set up
 4. Support wedding day preparations, decorations, and special audio requirements
 5. Restoration of facilities for regularly scheduled services

Task #3: Provide and set up facilities for congregational functions (wedding and baby showers)

- Action Steps:**
1. Building set up
 2. Restoration of facilities for regularly scheduled services

Task #4: Provide and set up facilities for funerals, funeral dinner, T-Th School activities

- Action Steps:**
1. Building set up (Both buildings B/C, if needed for dinner)
 2. Restoration of facilities for regularly scheduled services

Task #5: Provide facility access for community functions (i.e.: AARP, Boy/Girl Scouts, banquets, anniversaries, etc)

- Action Steps:**
1. Coordinate building access
 2. Building set up
 3. Restoration of facilities for regularly scheduled services

Task #6: Support ministry

- Action Steps:**
1. Prepare annual budget
 2. Monitor expenditures to insure budget compliance
 3. Inventory and restock fellowship supplies
 4. Monitor and facilitate use of building C furniture and equipment
 5. Assist in planning of fellowship activities

Building set up includes the movement of walls, tables, and chairs in Building C. And when needed furniture in Building B for weddings. Restoration excludes cleanup which is the responsibility of the activity sponsor.

FINANCES PAYABLE MINISTRY

Deacons: James Patterson

Team Members:

Goal: Manage the Finances Payable, Savings Accounts, and Payroll functions of the Church.

Task #1: Insure Adequate Financial Contracts are in place for payment of general invoices and payroll for the Burlson Church of Christ. This includes establishing appropriate systems and procedures to track all expenses to the correct ministry budget account

- Action Steps:**
1. Obtain appropriate approvals on all invoices.
 2. Write checks to the correct payers in a timely manner.
 3. Maintain records to provide adequate audit trails for accounts payable.
 4. Write weekly payroll checks.
 5. Maintain appropriate payroll tax records.
 6. File correct Federal Tax reports, quarterly and yearly.
 7. Reconcile the general checking account to the monthly bank statement.

Task #2: Maintain appropriate Financial Records for various savings and checking accounts for the church as directed by the Elders

- Action Steps:**
1. Monthly make the budgeted deposits into the appropriate checking and savings accounts.
 2. Maintain records of each transaction
 3. Monthly reconcile the account records to the bank records.

FINANCES RECEIVABLE MINISTRY

Deacons: Doug Gillespie

Team Members: Lee Roy Cotten, Gary Queen, H.F. Wurzbach

Goal: Deposit contributions promptly following each worship service

Task #1: To familiarize each member with procedure of deposit of contribution

Action Steps: Make deposits, keep records if needed and completing IRS statements as needed.

GROUNDS KEEPING MINISTRY

Deacons: Wylie Coleman, Randy Gillespie, Doug Leach, Tim Mellott, and Bruce Nix

Team Members:

Goal: To exemplify our appreciation of the Lord to the community by improving and maintaining the grounds of the congregation at Burleson
Remember: More than any other single aspect, the grounds and building are the community's first impression of this congregation. Visitors: 1st and last

impression.

Task #1: To maintain a clean and safe environment for members and visitors.
Action Steps:

1. Remove refuse and trash from parking lot and grounds.
2. Remove harmful insects from buildings and grounds
3. Encourage member participation in keeping the grounds clean
4. Repair congregational property separate from the main structures.

Task #2: To maintain the lawn, sidewalks, shrubs and trees
Action Steps:

1. Keep lawns mowed
2. Fertilize lawns
3. Treat lawns for weeds
4. Edge sidewalks and drives
5. Trim trees and shrubs to promote healthy growth

Task #3: To implement improvements for maximizing property value and minimizing property damage.
Action Steps:

1. Cultivate new shrubs, trees and bedding plants.
2. Control runoff to prevent damage

Task #4: To maintain the grounds keeping equipment, tools and resources
Action Steps:

1. Perform and keep maintenance records of schedule maintenance on equipment.
2. Keep records of expenditures and provide to Account Payable in a timely fashion.
3. Monitor budgetary issues.
4. Provide safety equipment and tools for responsible deacons and team members.

INVOLVEMENT MINISTRY

Minister:

Deacon: **Ronnie Richardson**
Team Members: Involvement Team

Goal: To activate and utilize the talents of each individual member providing them with the opportunities to contribute and gain satisfaction by serving in the family.

Task #1: To familiarize each member with the opportunity to become involved in a

ministry at the Burleson Church of Christ.

Action Steps:

1. Obtain records of all individuals not currently working in a ministry.
2. Obtain from each ministry leader a ministry statement of goals, tasks and action steps.
3. Compile the ministry information in notebook form to be used as classroom material and to be distributed to all Deacons and Elders.
4. Input member information into computer.
5. Distribute member information to ministries.
6. Periodically ask members to renew their involvement commitment.

Task #2:

To provide new members a proper orientation and opportunity to serve.

Action Steps:

1. Provide members with immediate response by presenting them with new member packet.
2. Including:
 - A. Opportunities for involvement questionnaire.
 - B. Family information form
 - C. Membership directory
3. Follow up by gathering information from new members.
4. Develop new member orientation class that will be informative and interesting.
5. Instruct them when and where orientation class will be.
6. Maintain a record for orientation class.
7. Distribute new member information to ministries.
8. Input new member information on computer.

Task #3:

To periodically assist ministries, keep up with their goals and inform each other of member and ministry needs.

Action Steps:

1. Plan quarterly meetings to assist in reviewing and evaluating the collective goals of ministries.
2. Discuss success, problems and possible changes and solutions in ministries.
3. Provide Elders minutes of quarterly meeting for further evaluation and suggestions.
4. Plan Inter-ministry activities:
 - A. Deacon retreats
 - B. Seminars

MISSIONS MINISTRY

Deacon:

Kevin Davis and H.F. Wurzbach

Team Members:

Goal:

To communicate God's word to people in foreign countries by supporting dedicated men and women who wish to serve the Lord in the mission fields of the world.

Task #1:

To develop and communicate between the congregation and supported missionaries and mission works.

Action Steps:

1. Annually set up a link with missionaries for a "Family Visit" by the telephone or internet. Items to discuss will be family matters,

encouragement, songs, prayer, etc.

2. Periodically write missionary articles and/or informative notes in the church bulletin.

3. Visit, whenever possible, missionary families in the field and report findings to the elders and congregation, as well as supporting congregations in case of sponsored missionaries.

4. Maintain a missionary awareness board to display family pictures, letters, and information to promote mission involvement.

Task #2: To prepare an annual budget to effectively and successfully carry out the goals of the mission ministry.

Action Steps:

1. Prepare a budget recommendation to the elders for the support of mission needs. Include contingency funds, travel, communications, mailings, salaries, contingency supporting, and other areas to support the entire mission ministry. Let the needs dictate the funds needed to accomplish them.
2. Comply with requests from Budget Committee requests pertaining to budget preparation, receipts, and disbursement of monies.

Task #3: To disburse budgeted funds throughout the year.

Action Steps:

1. Disburse checks and money orders in a timely manner.
2. Disburse one-time checks in a manner directed by the elders.

Task #4: To receive, review, and evaluate requests for missionary support or assistance.

Action Steps:

1. Read and evaluate requests for support and donations commensurate with the goals of the missions ministry.
2. Make recommendations to the elders of request for funds not budgeted and yet worthy of special consideration.
3. Recommend to elders, during the budgeting process, new missionary projects.
4. Add any items to budget as directed by elders.

Task #5: To continually be aware of the church's need for missionary families and our young people to enter evangelistic careers.

Action Steps:

1. Encourage young people to consider mission work as a one-time, several times, or multi-year commitment through participation in Youth Mission Campaigns.
2. Develop a sponsored program to partially finance graduating or graduated students to attend spring/summer mission campaigns.

Task #6: To provide full support of the World Bible School efforts of the Burleson Congregation.

Action Steps:

1. Purchase materials needed for workers in the World Bible School program for the Burleson congregation.

2. Payment of postage for the return and shipment of goods and lessons outside the United States.
3. UPS/WBS postage charges in the United States for WBS.

NURSING HOME MINISTRY

Deacon: Lynn Godfrey and Ralph Holcomb

Team Members: Carl Brown, E. J. King, Doug Lee, Ricky McBride, Jeff Tucker and their family members.

Goal: To provide communion each Sunday to church of Christ members residing in area nursing homes and retirement homes who are unable to attend church services. Area nursing homes and retirement homes include Trinity Mission, Huguley Nursing Home, Covenant Place and Huguley Retirement Center.

Task #1: Provide communion each week to members of the church in area nursing homes and retirement homes.

Action Steps: On a rotational basis, each team member is assigned a particular Sunday out of the month to provide communion to those who are unable to attend services. For months which have 5 Sundays (once each quarter), the same rotation is used whereby each team member generally provides communion 13 times per year. When a team member is unable to provide communion on their assigned Sunday, an attempt should be made to trade days with other team members such that all team members share the duties equally. Based on the number of locations and members two routes are utilized. One route delivers communion to Trinity Nursing Home and Burleson Nursing Home while the second route delivers communion to The Covenant Place, Huguley Nursing Home and Retirement Center.

Mission delivers Huguley

Task #2 Provide a monthly devotional service, including communion at the Huguley Nursing Home on the fourth Sunday of each month.

Action Steps: Two team members are to provide the devotional service at 10:45 a. m. in the dining room whereby one team member can lead singing and the second team member can provide a short devotional. Each team member should say a prayer during the devotional as well as during communion.

NOAH'S ARK LEARNING CENTER

Director: Belinda Robinson

Team Members: Minister, Teachers, Employees, Volunteers

Goal: To provide a safe environment whereby children will be nurtured and encouraged as they grow physically, spiritually, socially and emotionally.

Task #1: Teacher/Classroom Supervisor

Action Steps: Teaching and working with children ages 6 months-4th Grade.

Task #2: Substitute Teacher/Classroom Supervisor

Action Steps: Be willing to have your name on a list to step in and teach a class when the

regular teacher is out for illness or vacation.

Task #3: Volunteer
Action Steps: Donate time and energy to make hands on activities for our children. Come to the center and read a story or share a special talent or skill with our children.

PICTURE DIRECTORY MINISTRY

Deacons: Carl Brown

Team Members:

Goal: To produce a picture directory bi-annually, starting in 1999, and produce new member supplements semi-annually or as needed. To provide those directories to each member family or individual and maintain adequate supplies for new members.

Task #1: Prepare lay-out for directory
Action Steps:

1. Assemble directory lay-out committee
2. Meet with lay-out committee to discuss options. Solicit input from other congregation members.

3. Formulate lay-out and determine expenditures of credits toward options.
4. Review lay-out and selection of options with elders.

Task #2:

Actions Steps:

Produce the directory

1. Make arrangements with production company.
2. Review with elders the arrangements with production company.
3. Prepare schedule for the production.
4. Publish photography session dates in bulletin.
5. Form/recruit the directory team, with the aid of the Involvement Ministry.
6. Meet with directory team to discuss scope of tasks, responsibilities, schedule.

Task #3:

Photograph new members as they place membership on Sunday mornings. Follow-up with those missed to get their photos. Keep member's pictures posted in the back of the assembly room up-to-date with new members.

SENIOR CITIZENS MINISTRY

Deacons:

Richard Clark and Paul Steward

Team Members:

Goal:

To use the talents of the congregation's Senior Citizen group, those ages 55 and over, for advancement in the cause of Christ and to provide them with fellowship with each other within the group and the entire congregation.

Task #1:

Action Steps:

To provide fellowship on a regular basis for the Senior Citizens.

1. Provide regularly scheduled monthly meetings on first Tuesday of each month.
2. Advertise the meetings to the congregation to encourage participation.
3. The meeting is to be a time of fellowship together including a meal and other activities as the group determines appropriate.
4. Use the meeting as an opportunity to plan other group activities of

fellowship and service.

Task #2: To provide physical and emotional encouragement to members of this age group as their lives change due to advancement in life.

Action Steps:

1. Provide meals for members during illness, death in family and other crisis.
2. Provide transportation for members incapable of driving.
3. Provide emotional support for members during times of difficulty.

Task #3: Deliver packets of information about the Church in general and our congregation in particular to new comers to Burlson. The recipients are people in the area of Burlson who have recently had water service turned on (our source of addresses and names.)

Action Steps:

1. Deliver about 130 of such packets each month.
2. Do above in a timely manner.

SERVICES (WORSHIP) MINISTRY

Deacon: Greg Carey and Josh Smith

Team Members:

Goal: Involve individuals and families to provide services needed for worship services. Services are provided before, after, and during worship services.

Task #1: Prepare Communion

Action Steps: Twelve couples, families, or two individuals to clean communion trays for a month each year. The communion is to be prepared late Saturday or early on Sunday morning.

Task #2: Clean communion trays.

Action Steps: Twelve couples, families, or two individuals to clean communion trays for a month each year. The communion trays are removed after Sunday morning services, prepared, and set up communion for Sunday evening. The trays can be cleaned at their convenience. However, they should be cleaned no later than Monday night.

Task #3: Men to usher on Sunday morning and Sunday evening.

- Action Steps:** Four men to usher for a month at a time. On a rotating basis (Two Sundays a month), two men stay in the foyer all during Sunday morning worship to count attendance, answer telephone, assist members and visitors, and watch parking lot. Usher one Sunday night a month, counting attendance in worship service and both Bible hours, answer telephone, assist those in need, and watch parking lot
- Task #4:** Maintain pew supplies
- Action Steps:** Individual or family to keep attendance books and pencils stocked in the pews in the auditorium. The books are put out for each Sunday morning service. Pencils need to be put out every one to two weeks. This is done on a rotating basis for a month at a time and requires twelve individuals or families each year.
- Task #5:** Clean baptistery and keep filled
- Action Steps:** Individual to clean baptistery (Drain, clean, and refill) every 60 days and to check each week. The baptistery has to be checked each week, refill water that has evaporated and add chlorine to water.
- Task #6:** Wash baptismal clothes
- Action Steps:** Wash baptismal clothes and towels when baptisms occur. Individuals to do this on a rotating quarterly (three month) basis. In addition to the above communion supplies (Grape juice, bread, communion cups), member and visitor cards, and pencils must be ordered and kept stocked for worship services.

None of the above are services of a public nature, except the ushers. Therefore, these are services that can be performed by those who do not want to serve in a public manner.

SINGLE ADULT MINISTRY

- Deacons:** Nathan Berry, Jim Phillips, and Lee Roden
- Team Members:** College and Singles
- Goal:** To provide a place to belong for this age group, to develop spiritual leadership within this group, and to share the message of Jesus within this community of Burleson.
- Task #1:** To build a base of people within this age group thru various activities such as:
- Action Steps:**
1. Cookouts
 2. Devotionals
 3. Fall and Spring retreats
 4. Volleyball
 5. Bowling
 6. Skating
 7. White water rafting

8. Eating out

Task #2: Develop spiritual leadership within this age group by:

Action Steps:

1. Let individuals take the lead in devotionals, retreats, etc...
2. Let individuals plan various activities.
3. Inviting their friends, classmates, co-workers to activities

Task #3: Share the good news of Jesus within this community of Burleson thru activities such as:

Action Steps:

1. Service projects within the congregation and throughout the community of Burleson.
2. Vacation Bible School
3. Bible class on Sunday and Wednesday
4. Inviting their friends, classmates, co-workers to activities.

SONG SERVICE MINISTRY

Minister:

Team Members: All song leaders

Goal: To achieve the New Testament example of singing by utilizing the talents of men who are capable and apt to lead in congregational worship to God and admonition to brethren through acappella singing.

Task #1: Provide capable men song leaders who will direct congregational singing during Sunday assemblies.

Action Steps:

1. Receive list of men candidates from Volunteer Interest Survey who indicate a desire to lead.
2. Submit candidates to the Eldership for consideration.
3. The Elder's approval is required for a candidate to lead on Sundays.

Task #2: Provide capable men candidates from membership Volunteer Interest Survey to lead in congregational singing on Wednesdays.

Action Steps:

1. Receive list of men candidates from Volunteer Interest Survey or by invitation from song service leader.

2. Determine song leading capability by trial demonstration during Wednesday assemblies.
3. The song service deacon's approval is required to lead during Wednesday assemblies.

Task #3:

Organizing leadership order of serving.

Action Steps:

1. The Eldership determines who the primary (Regular) Sunday song leader will be.
2. The Eldership determines who the alternate Sunday song leader(s) will be.
3. The song service leader determines who will lead on Wednesday.

TECHNOLOGY MINISTRY

Deacons:

Gerald Greener and David Ledbetter

Team Members:

Audio, video team members

Goal:

To aid in the worship service by providing a good quality sound presentation not only for the members with normal hearing, but also for those with a hearing impairment. To provide for the shut ins of the congregation a way either by viewing or listening on CD or DVD to the services of the Burleson Church of Christ. To research other audio/video means to aid in the worship services.

Task #1:

To provide a weekly crew to man the camera and sound equipment.

Action Steps:

1. Secure names of persons willing to assist with the ministry.
2. Monitor weekly that all stations are manned.
3. Have working sessions to train personnel involved so that there is an uniformity in the recordings.
4. Assist whenever problems arise.

Task #2:

Provide for the shut ins and others requesting CDs and DVDs.

Action Steps:

1. Obtain a list of those who require a copy of the weekly sermons.

2. Duplicate those requested in a timely manner.
3. Distribute CDs and DVDs after duplication.
4. Maintain a library of old CDs and DVDs.

Task#3:

To assist all aspects of the services using overhead visual mean.

1. Secure names of persons (male/female) willing to work with this part of the ministry.
2. Purchase soft ware and equipment that will aid in the overhead presentation.
3. Work with other ministries to receive and broadcast pictures of new members for a short period of time.

Task #4:

To research new equipment that will enhance the services of the Church.

Action Steps:

1. Attend different congregations and evaluate what they are using that might be different from our system and how it is working.
2. Secure through the yearly budget and with the Elders approval, new equipment.
3. Install new equipment.
4. Train the crews as to the operation.

WELCOME AND ENCOURAGEMENT MINISTRY

Deacons:

Ronnie Bryant and Carter Mahanay

Team Members:

Four Teams Of Members

Goal:

To greet and welcome visitors and new members. Encourage the sick, families that have lost loved ones, and anyone that might be discouraged in some way. Keep interest by allowing team members to choose type of visit they like to make.

Task #1:

Greet and welcome new members.

Action Steps:

Gather visitor cards each Sunday. Prepare "Visit" cards to be distributed at regularly scheduled meetings. Team members choose the visits they wish to make. They attempt a visit within one week. The team member writes a brief report of the visit for follow-up if necessary. Team members are encouraged to invite new members to a visitation meeting in order to get acquainted with a small group of our members.

Task #2:

Encourage the sick, bereaved, and those who may be discouraged

Action Steps:

Conduct regularly scheduled meetings, distribute cards to team members who choose the visits they want to make. Each member is encouraged to make one or two visits a month. A brief report of each visit is requested for follow

up if necessary.

- Task #3:** Write cards to visitors
Action Steps: Each week a list of visitors is compiled. This list is given to a member or members who write a note of encouragement to the visitor during the week following their visit.
- Task #4:** Contact Visitors within 48 hours.
Action Steps:
A) Make phone calls to visitors
B) Make personal visits

WOMEN'S MINISTRY

- Team Members:** Any woman that would like to serve.
- Goal:** To help women come to know God through His word, so they can discover His unique purpose for their lives.
To provide spiritual enrichment, physical help in times of need, community outreach, encouragement and fellowship.
- Task #1:** Spiritual Growth Ministry
Action Steps:
1. Prayer chain consisting of volunteers willing to receive prayer requests by phone.
2. Distributing prayer cards available for all members to select and pray for members of the church.
- Task #2:** Service Ministry
Action Steps:
1. To provide meals for funerals, surgeries, births, and illnesses.
2. To have people "adopt elderly" shut-ins or nursing home patients and to get to know them.
3. To provide nurturing care-givers for young children during the worship service.
- Task #3:** Encouragement
Action Steps: Prepare care packages for college students several times per year and to

send notes of encouragement.

- Task #4:** Mothers-In-Training-“MIT”
Action Steps: To provide mothers the opportunity to learn more about Christian parenting with professional and church member speakers in a comfortable setting to promote sharing experiences.
- Task #5:** Outreach ministry
Action Steps: 1. Prepare gift baskets for hospitalized or ill children.
2. Harvest House
- Task #6:** Ladies' Retreat/Ladies' Day
Action Steps: An opportunity to gather with other ladies for spiritual enrichment and fellowship for a weekend retreat in the fall and Ladies Day in the spring.

WORSHIP MINISTRY

- Deacons:** Larry Fenn, Mike Shanks, Michael Owen, and Jeff Tucker
- Team Members:** Jerry Holloway, Tim Mathis, James Patterson
- Goal:** To utilize the talents of the men in the congregation to lead prayers, serve communion, and speak during devotionals, Keep records of members used, and seek to involve all men who are willing to serve.
- Task #1:** To provide prayer leaders for every worship service.
Action Steps: 1. Select prayer leaders prior to services.
2. Provide names to announcer and song leader
- Task #2:** Coordinate serving communion
Action Steps: 1. Solicit 18 men the 1st Sunday to serve the entire month.
2. Coordinate line up of men and tray disbursement during services.
3. Ensure absent servers are replaced.
4. Select 4 men to serve each Sunday night.
- Task #3:** Schedule speakers for Wednesday night devotionals.
Action Steps: 1. Schedule speaker well in advance of Wednesday night.
2. Coordinate with Wednesday night song leader.
3. Coordinate with Church Staff for potential changes on fifth Wednesday of month and around holidays.

YOUTH MINISTRY

Youth Minister: Mark Simmons

Deacons: Terry Ford, David O'Neal, Mark Savage, Alan Siggers, Stacy Singleton

Team Members:

Goal: To provide activities and an atmosphere that promotes the spiritual growth of our young people with an emphasis on our 7th - 12th grades.

Purpose Statement: Our commitment is, in a *Christ-like* manner, to fulfill our desire to *share* the Word, take opportunities to *serve*, and *exalt* God as a *unified* group.

Task #1: To provide mentors

Action Steps: We need male and female volunteers willing to commit time to nurture some of our more at risk kids.

We need couples willing to commit to leading in small groups ministry for our teens.

Task #2: To help in the planning of activities

Action Steps: Coordinate with minister about scheduled events that need to have the details planned out in advance

> EXAMPLES:

- * Hay Ride
- * Senior Night Out
- * Lock In's

- Task #3:** To provide event sponsors
Action Steps: Coordinate with minister to host, chaperon, or assist with the many events that we do throughout the year.
- Task #4:** To take part in the junior high and high school education department.
Action Steps: We need talented people who can write curriculum for teens that will motivate them in a hands-on, active, enjoyable way to live the Christian life.

We need patient people with good communication skills to be a part of the teen education department.
- Task #5:** Take part in mission trips
Action Steps: We need adults who can dedicate 8 to 14 days in the summer to work with the teens on their summer mission trips.
- Task #6:** Worship With The Father (WWF)- effort to reach out to area youth groups through monthly devotionals. Help with transportation and in organizing effort to host the event-once every six months during school year.
- Task #7:** Youth Leadership Team-creation of a core group of peer nominated youth to help formulate activities for the youth ministry.
- Task #8:** Thursday devotionals-Teen led devotionals held weekly during the school year.
Action Steps: Adults willing to help plan themes and/or lessons for these devotionals would be helpful.

WIDOW MINISTRY

Deacon: Johnny Garrison

Team Members: Anyone who is interested and would like to help

Goal: Assist widows in need, especially our members.

Task #1: Use a list provided by the office of Sunday morning worship attendance of this group, to call and check on those who were absent.

Task #2: Set up a program to assist this group with needs such as changing light bulbs and yard work. This could be coordinated with other ministries such as youth.

Task #3: Find out those that may need transportation to doctor appointments, grocery store, etc.

Task #4: Plan quarterly get-together for the widows.

Task #5: Have a call list to call everyone in this group once a month or so and just visit over the phone or in person.

Dear Member,

We would like to thank you for being a part of the family of Christ here in Burleson. We believe that each person is an important part of the body of Christ.

This booklet is to inform you of most of the areas of work that are currently taking place. We hope that this booklet enables you to be a more informed member of good works being done for the Lord.

We encourage you as you read through this book to select an area of work that fits your God given talents. We believe, as the Bible says, that the body is made up of many parts and that we must each do our own part in the work for the Lord; by working together we can accomplish so much more.

In Christian Love,

The Eldership

Scott Barkley

Scott Barkley

Liston Bryant

Liston Bryant

Troy Burnett

Troy Burnett

T.F. Chesnier

T.F. Chesnier

Terry Ford

Terry Ford

Eddie Jones

Eddie Jones

Odell Porter

Odell Porter

Ken Qualls

Ken Qualls

Gary Smith

Gary Smith

Jerry Thomas

Jerry Thomas

Buster Williams

Buster Williams