

## Staff Coordinating Responsibilities during Sabbatical

### A. Worship

#### John Elam

- preaching and coordination of worship services
- first draft of bulletins by noon on Tuesday, including:
  - Call to Worship,
  - Prayer of confession,
  - affirmations of faith,
  - first draft of hymns for 11:00 and musical responses;
- Worship planning in advance
  - key biblical texts
  - sermon titles and/or themes
- Special seasonal worship emphases
  - Lent
  - Holy Week
  - Easter
- Plan 5<sup>th</sup> Sunday worship services with Alfredo Miranda; coordination and publicity to be done by Mission Core.
- Coordinate with lay leaders: scripture readings, liturgy, prayers, as John assigns; it is important to continue shared leadership on Sunday mornings.
- Inclement weather decisions: Richard Cram-Property will take the lead and make the final determination, but will confer with John for decisions about any cancelation of worship services due to bad weather conditions

Mission Core: coordinate arrangements and publicity for special 5<sup>th</sup> Sunday worship service with Hispanic congregations in GSO

Sammie: coordinate Children's Sermon participants and schedule

Music Staff: As Music Director, Penny will have the chief coordinating responsibilities for worship music

Mary McNeal: Will coordinate and preside at the sacraments of the Lord's Supper and Baptism; she may include John in leadership or Will Ackles, at her discretion.

Worship Core: Will continue its regular responsibilities, providing for communion elements, seasonal decorations and appointments in the sanctuary, etc.

### B. Congregational Care

1. In the event of an emergency hospitalization or planned hospitalization requiring an overnight stay.
  - a. Sammie and John will talk to each other to determine who is most readily available to visit, and any continuing pastoral care that may be required.

- b. Sammie will notify the church officers, staff, and prayer chain via email. With the moderator of the deacons, Sammie will decide whether congregational wide communication is appropriate.
  - c. By assignment by the Board of Deacons, deacons and/or elders will visit hospitalized members.
  - d. Deacons will coordinate any meals that are offered to the individual or family.
2. In the event of a planned out-patient surgery:
- a. Sammie and John will confer about who will make telephone contact on the day prior to the procedure, if known.
  - b. Unless requested not to do so by the individual or family, Sammie will notify the church officers, staff, and prayer chain of the planned surgery.
  - c. If appropriate, Deacons will coordinate any meals that are needed.
3. In the event of a death of a member:
- a. Ordinarily, John will make the initial contact with the family of the deceased in order to convey the congregation's love and concern, and to offer pastoral support and prayer. If John cannot be available in a timely way, Sammie will make the initial contact.
  - b. Sammie will notify the church officers, staff, and prayer chain of the death and the need for prayer and outreach to the family.
  - c. The church office will notify the congregation when details of funeral arrangements are known
  - d. John will meet with the family to plan the memorial service. John will be responsible to communicate to the church officers and church staff:
    - i. When and where the service is to be held
    - ii. Whether special music will be needed, as well as any congregational singing, and what the selections are.
    - iii. Whether a reception or visitation will be held in conjunction with the memorial service, either before or after, or both. Notify both Carol Combs and Sue Smith of plans, so that the worship core and deacons can coordinate any meals for the family and food reception that may follow the service.
  - e. Any other pastoral leadership for a funeral service must have the approval of John Elam, who will have the responsibility for extending the invitation to the pastor on behalf of the family and will assign any role for a visiting pastor to play in the service.
  - f. Carol Combs as chair of Worship Core will be responsible to insure that:
    - i. An usher coordinator secures ushers for the funeral service. (Ben Smith is the most frequent person to step into this role.)
      1. Ushers will pass out bulletins
      2. Ushers will light the Christ candle
      3. Ushers will open/close the church for the memorial service
      4. Ushers will insure that the set-up of the sanctuary for a worship service is complete... a standard 11:00 a.m. worship setting
    - ii. A sound technician is available for working the sound board and for audio-recording the funeral service
    - iii. Flowers are not placed on the communion table, that a single arrangement may be placed in the sanctuary, and other flowers are arranged in the narthex
  - g. John and the church office will coordinate the publication of a funeral bulletin. Diana has been willing to come and print the bulletin in the event of a weekend service. If she is not available, John and Sammie will be responsible for printing.
  - h. Richard Cram, as property chair, will be responsible to communicate any building use conflicts that arise because of the funeral, and, if any coordination is required, to staff the

parking lot for any excess cars. He will also communicate the day and time to the Property Core member responsible for setting the temperature in the sanctuary

- i. Funeral Home personnel generally coordinate the following aspects of the funeral service:
    - i. Assembling the family in the church library, where John will lead the family in prayer just prior to the service.
    - ii. Guiding and seating the family for procession into the sanctuary, as well as recessing after the service is ended.
    - iii. Posting a registration book in the narthex for worshippers to sign;
    - iv. Any arrangements related to interment – seating, driving, etc.
  - j. Diana MacIntosh will communicate with the church custodian, Ken Rankin, any restoration of the sanctuary that is required before Sunday morning services
4. In the event of a death in a member's extended family:
- a. Sammie or John will make telephone contact to convey the congregation's concern and to ask whether there are particular needs that can be met by the congregation.
  - b. Sammie will notify the church officers, staff, and prayer chain via email.
  - c. If appropriate, the church office may notify the congregation and the deacons may offer a meal to the family.
5. Congregation members in need of pastoral care will be encouraged to call John Elam, Mary McNeal, or Will Ackles (when available).
- C. **Head-of-Staff Responsibilities:** John will lead staff meetings. In the event that John is not available, Sammie will moderate. John will be available to the staff for problem solving, support, communication, etc., whatever circumstances might require. If there are issues or concerns that the staff is unable to resolve, John shall consult with Brian Swierenga as the moderator of the Personnel Core.
- D. **Preschool Chapel:** Sammie will conduct worship/chapel the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 10:00
- E. **Core Ministry – Staff Resource responsibilities:** In the event that a core ministry needs help or support from the church staff, the first call will be according to the following assignments:
1. Adult: Sammie
  2. Children: Sammie
  3. Communication: Sammie
  4. Deacons: Sammie
  5. Evangelism: John
  6. Finance: John
  7. Mission: John
  8. Long Range: John
  9. Personnel: John
  10. Preschool: Sammie
  11. Property: John
  12. Youth: Sammie
  13. Worship: John
- F. **Teaching:**

- John will coordinate the young adult class and continue his once a month teaching responsibility in the senior high school class.
- The Stay at Home Parent Small Group will be self-taught, but will call upon Sammie for resources, support, or problem solving

**G. Session and Congregational Meetings**

- Rev. Dr. Bill Hamilton, professor at UNCG, will moderate Session meetings during the sabbatical period, as well as the annual congregational meeting in January.
- Brian Swierenga and John Elam will write the agenda for session meetings.
- Any reception of new members must take place during the regular meeting of the session, that is, on the 2<sup>nd</sup> Sunday of the month at 6:00, due to the absence of a presbytery appointed moderator on Sunday mornings.
- The Personnel and Finance Core moderators will be responsible for coordinating the annual meeting of the congregation, including development of the annual report through the church office.

**H. Pastor's Discretionary Funds**

- In the event that a church member requests financial assistance from the pastor's discretionary fund, John shall consult with Avis Ridenhour as Deacon moderator, and with Jay Cumbus as Finance Core moderator, and determine what kind of assistance is possible and appropriate. Jay Cumbus will monitor the availability of funds in this account, being notified by the church secretary in the event of a low balance. The Session may authorize a special request from the congregation to supplement funds if they are needed.
- In the event that people in the community seek the church's financial assistance, Sammie and/or Diana MacIntosh will be authorized to distribute either Lowes Food cards or Shell gas cards that are kept in the office safe for such purposes. Telephone solicitations will not be honored. Only food and gas assistance will be offered – as Sammie and/or Diana judge appropriate.