

Fort Hill Presbyterian Church  
Clemson, SC

Service Commitment - 2010

*Faith In Action...Continuing our Christian Journey*



Using the gifts God has given us,  
to  
do the work God is calling us to

# Fort Hill Presbyterian Church

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## Vision

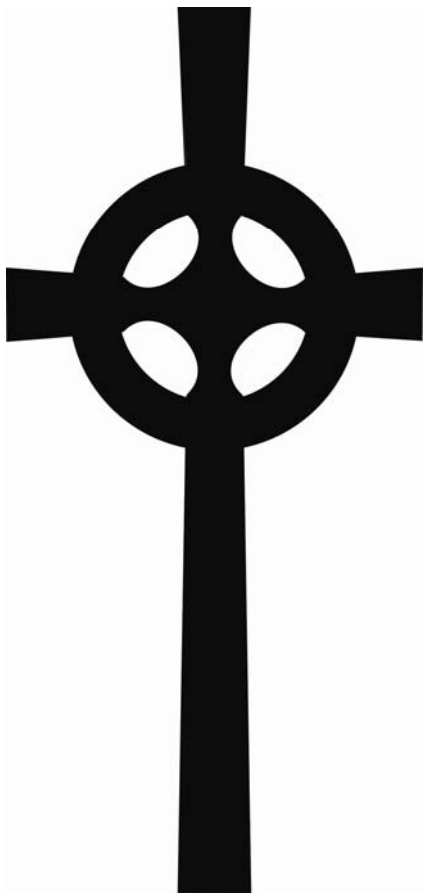
Joining together on a journey of Christian faith, we seek to be disciples of Christ and to share God's love in our community and around the world.

## Mission

Inspired by God's spirit, we model the ministry of Jesus by *sharing our God-given gifts and talents* to support and nurture each other, children, college students, our community and international populations in need.

By faith and guidance of scripture, we strive to understand God's intention for our lives through worship, prayer, study, discussion and fellowship.

We accept God's grace and unconditional love, and empowered by the Holy Spirit, we live so others will come to know God.



# Your Service Commitment to FHPC

This booklet provides information about the Fort Hill ministry areas, their missions, activities and the types of opportunities and estimates of time needed for each opportunity. Allow some quiet time to prayerfully consider how *you can use the gifts God has given you to do the work He is calling you to do.*

Volunteering your service is very important to accomplishing our ministries. In volunteering, you are free to make the commitments to the ministries for which you feel most passionate. Perhaps you have served in one area for several years and want to try something new. Or, perhaps you have not had the opportunity to serve at Fort Hill before; we hope you will try serving so we can get to know each other better.

When we receive your service commitment, the following *will* happen:

- The Service Stewardship team will enter the data in the Fort Hill church database.
- Reports by ministry area showing: the members and their talents and experience who expressed an interest in serving in the ministry area. A report will be given to the elder who leads each ministry area and to your deacon.
- You *will be contacted* by someone from the ministry areas in which you expressed an interest in serving.
- *If* you have not had the opportunity to serve at Fort Hill, your deacon will call you to discuss your commitments and the ministries and then act as an ombudsman for you with the ministry area leaders.
- You and the ministry area contact person, after discussing the opportunities, will decide how you can best serve in the ministry.

Now you are ready to make your commitments on the enclosed Service Commitment form. There are two pages to the form: (1) Talents and (2) Commitment.

Please answer all questions on the talents page before completing the commitment page, *even* if you are unable at this time to make a commitment to serve. The information on the talents page will help your ministers and deacon know you better and help the church identify further opportunities for fellowship and ministry. *If you have not had the opportunity to serve at Fort Hill*, it is very important to the processing of service commitment forms that you *indicate in the bottom left corner of the talents page* that you have not served. Thank you.

Use this booklet in making your decisions about your highest priority ministry areas for service. We hope the booklet will be a helpful reference to you throughout the year.

## Your Ministry Area Leaders

<i>Name</i>	<b>Ministry Area Leadership</b>	<b>Phone #</b>	<b>Email Address(es)</b>
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Alice Thalheimer	Membership	944-5450	<a href="mailto:brambles15@bellsouth.net">brambles15@bellsouth.net</a>

## Your Other Elders:

<i>Name</i>	<b>Ministry Area Served</b>	<b>Phone #</b>	<b>Email Address(es)</b>
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## Your Deacons

<i>Name</i>	<i>Service</i>	<i>Deacon Class of</i>	<i>Phone #</i>	<i>e-mail address</i>
Myra Cato	Deacon	2010	639-6542	<a href="mailto:myracato@bellsouth.net">myracato@bellsouth.net</a>
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Cynthia Gravely	Co-Sec./Treas.	2010	654-7207	<a href="mailto:cynthiarg@bellsouth.net">cynthiarg@bellsouth.net</a>
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Michael Bailey	Deacon	2011	868-3840	<a href="mailto:mebailey@duke-energy.com">mebailey@duke-energy.com</a>
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## Your Service Stewardship Team for 2010

If you have a question about how to complete your service commitment form or what will happen after you turn in your form *or* ideas for improving this process, then please contact one of the following team members:

<i>Name</i>	<i>Phone #</i>	<i>e-mail address</i>
Elizabeth Bost	882-9018	<a href="mailto:bost2243@bellsouth.net">bost2243@bellsouth.net</a>
David Bruce	653-3447	<a href="mailto:dbruce@clemsun.edu">dbruce@clemsun.edu</a>
Alice Thalheimer	944-5450	<a href="mailto:brambles15@bellsouth.net">brambles15@bellsouth.net</a>
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# Service Opportunities

Listed by Ministry Area  
On the Following Pages

<b>Ministry Area</b>	<b>Page #</b>
Board of Deacons	7
Building and Grounds	9
Christian Action	11
Christian Education	13
Congregational Fellowship	14
Membership	16
Finance	19
Personnel/Program Support	21
University Ministry	22
Worship	24
Youth and Young Adults	26
Planning	28

# 3000 – Board of Deacons

## **Mission:**

"The office of deacon as set forth in Scripture is one of sympathy, witness, and service after the example of Jesus Christ... duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith."  
Book of Order (G-6.0400)

The approach to this mission is to divide FHPC membership into *Circles of Care* and, with the shepherds, to have close contact with the members to know their joys and their concerns and to show the members that Fort Hill loves and cares for them.

## **Activities:**

This ministry is active all year long with the following activities:

**Circles of Care with Shepherds** – Schedule the training for shepherds and distribution of lists. Two social functions a year would help bring the Circle of Care members closer together; however, the shepherds and deacons need to be in close contact with each member to know their joys and their concerns and to show the members that Fort Hill loves them.

**Blood Drive** held in the spring and fall to enable members to be donors to the Carolina Blood Bank and also enable our members to use the services if needed. Coordination needed with scheduled times of Blood Bank Van, advertising the dates within the church, and volunteers to "man" the desk during the time period.

**Flowers** in the sanctuary during worship services -- delivery to shut-ins or special people if the donor does not want to take the flowers.

**Transportation** (includes to/from worship services, special services and individual transportation trips as needed by our members to doctors appointments, etc.) Coordinate the driver's schedule on Sunday mornings and coordinate the volunteers for individual needs of our members.

**Food for Special Needs** This could be a family in crisis, hospitalization, or death. It will be providing the nourishment for the individual or family in a loving and caring manner. This can be coordinated with PW, SS classes and various other church groups.

**Receptions** for funerals, special events, honoring members the age 95 and over, etc. Volunteers are needed and coordination by the deacons.

**Mini-courses/events** under the supervision of the deacons if the topics are designated as deacons' concerns.

### **First Aid Kits**

Keep first aid kits updated.

### **Temporary Medical Equipment Need**

Provide to people who have short term need for walkers, wheelchairs, etc.

### 3000 - Board of Deacons - *continued*

Service Opportunity	Life Experiences That may Prepare Person to Serve	# People Needed	Time Required
Circles of Care	Loving and caring attitude; Responsibility, commitment, and willingness to work with others; Communication skills.	75 people	4 hrs per month
Blood Drive	Coordination with scheduling, advertising, and acting as receptionist	5 people	Twice a year 12 hours
Flowers	Deliver sanctuary flowers to shut-ins	4 to 6 people	Rotating deliverers may work once a month or less 1½ hours
Transportation	Bus drivers for worship services and other church events - <u>requires commercial license</u> Training available prior to test.	As needed	As needed
Food for Special Needs & Bereavement Meals	Teams of volunteers to prepare foods when asked -- with short notice given	50 people	As needed
Receptions	Coordinate with reception chair & help to prepare and serve  <u>To make cookies -- always needed</u>	4 people  15 to 20 people	3 hours  Always needed
Mini-courses/events	Organizational, coordination, & management skills	5 people & backup person	Twice a year 10 hours
First Aid Kits	Updating items in kits requires knowledge of medical items needed	2 people & backup person	4 times/year
Temporary Medical Equipment	Coordinating use of items which are located at FHPC (walkers, wheelchairs, etc.)	2 people & backup person	As needed

# 4000 - Building and Grounds

## Mission:

To maintain and improve the physical facilities & grounds of Fort Hill in an orderly and cost efficient manner and to seek to insure that the required facilities that support the programs and mission of Fort Hill are available and are in good condition.

The approach to this mission is to

- Coordinate with the staff of Fort Hill to establish the facilities & grounds required to support the programs and mission of the Church.
- Upgrade existing facilities and grounds as needed.
- Seek out and recruit those with the expertise and talent to contribute to the mission of B&G.
- Provide leadership for those people who are willing to contribute their time and talent to support the activities of B&G.
- Encourage and reward those who are willing to contribute to the mission of B&G.
- Coordinate and approve use of Church facilities by groups not directly connected to Fort Hill.

## Activities:

This ministry is active all year long with the following activities:

- B&G meets monthly for approximately one hour to approve building use requests, to plan solutions for specific needs, and to schedule long-term projects.
- Eleven members needed to address the mission of B&G.
- Typically each member provides leadership in a specified area of need as selected by the member.
- All members contribute to the decisions and programs of B&G.
- B&G has projects and activities that may be ongoing or seasonal or that address a specific need.

Service Opportunity	Life Experiences That may Prepare Person to Serve	# People Needed	Time Required
General Building Maintenance - to provide leadership and/or do work in five areas: painting, electrical, carpentry, plumbing, HVAC	Painting, Electrical, Carpentry, Plumbing, HVAC	One person for each of the five areas - total 5 people	As needed
Furniture building and repair - to provide leadership and/or do work	Cabinet maker	One person	As needed
Interior/exterior design - to provide leadership and/or do work	Previous experience or talent in interior/exterior design	One person	As needed
Architectural layout and building design - to provide leadership and/or do work	Previous experience or talent in architectural layout and building design	One person	As needed

## 4000 - Building and Grounds - *continued*

Service Opportunity	Life Experiences That may Prepare Person to Serve	# People Needed	Time Required
Landscape design, installation and maintenance - to provide leadership and/or do work.	Previous experience or talent	One person	As needed
Grass cutting and lawn maintenance - to provide leadership and/or do work.	Previous experience or talent	One person	As needed
Sewing to make curtains, seat cushions, etc. - to provide leadership and/or do work.	Previous experience or talent	One person	As needed

# 1000 – Christian Action

## Mission:

Create, implement, and administer programs, which, with approval of the session, support and develop the church's local, national, and international missions.

The approach to this mission is to

- Propose to session and administer the approved Fort Hill line-item outreach budget.
- Consider special offerings and campaigns recommended by PC(USA) and support and administer those approved.
- Administer Special Funds outreach gifts.
- Support local missions including those recommended by Clemson Area Congregations in Touch to the extent funding is available.
- Place a member on the board of Clemson Area Congregations in Touch, Clemson Community Care, and the Clemson Child Development Center.
- Maintain a bulletin board to keep the congregation aware of outreach opportunities and project status.
- Provide to session a yearly written activity report which becomes part of the church's annual report.

## Activities:

This ministry is active all year long with the following activities:

- It is responsible for the regular outreach activities of the church.
- Meetings are held monthly, with additional meetings scheduled as needed.
- Basic membership requirements are specified in the church organizational manual. Membership is approved by session.
- Members are assigned responsibility for specific outreach areas in which they have interest.

Service Opportunity	Life Experiences That may Prepare Person to Serve	# People Needed	Time Required
Chair the ministry	Interest in overall outreach activities of the church (Must be active elder)	1 person	200 - 400 hrs/yr
Board member - Clemson Community Care	Interest in feeding and sustaining underprivileged families	1 person	time varies greatly
Board member - Clemson Child Development Ctr.	Interest in educating underprivileged children	1 person	Approximately 150 hrs/yr
Board Member - Clemson Area Congregations in Touch	Interest in local ecumenical cooperation	1 person	Approximately 15 hrs/yr
Meals on Wheels food delivery	Interest in providing food to the homebound Monday - Friday	variable	As needed
Homebound Missions food delivery	Interest in providing food to the homebound on Saturday	variable	As needed

## 1000 - Christian Action - *continued*

<b>Service Opportunity</b>	<b>Life Experiences That may Prepare Person to Serve</b>	<b># People Needed</b>	<b>Time Required</b>
Our Daily Bread food preparation/service	Interest in feeding the hungry (cafeteria setting)	6 people	3½ hours per person each month
Camp Buc - prep / transport campers	Interest in giving underprivileged children a Christian summer camp experience	2 - 4 people	Approximately 50hrs/yr total
Habitat for Humanity worker	Interest in frame home construction for qualified underprivileged. Includes carpentry (rough or finish), plumbing (rough or finish), electrical wiring (residential), roofing, drywall, and painting.	4 people - specialized labor  10 people - casual labor	Approximately 400 hrs/yr each  Varies, as needed
Feed the 5000 offering counter	Comfortable with counting money and making bank deposits	1 or 2 people each Sunday	20 to 30 minutes after each 10:30 service
Christmas food baskets - prepare and deliver	Interest in providing food to the underprivileged	5 - 10 people	Approximately 10 hrs/yr each
Christian Action bulletin board - help maintain	Interest in publicizing outreach activities	1 person	Approximately 40 hrs/yr
Medical Missions	Willingness to travel to and work in primitive areas; Medical background useful but not required	Variable	Full time for trip duration two to three weeks
Nonmedical Missions	Willingness to travel to locations needing assistance in disaster relief or providing facilities (e.g. water purification equipment) for disaster relief Construction background useful but not required	Variable	Full time for one or two week trip
Safe Harbor II	Concern for and willingness to help women and their children who are victims of domestic violence	Variable	Varies according to need

# 2000 – Christian Education

## Mission:

To enrich and educate Fort Hill members as they walk through their faith journey using a variety of skill levels, learning styles, and interest.

The approach to this mission is to

- Coordinate a variety of educational opportunities to help members and visitors embark and continue along their faith journey.
- Ensure persons of each age group and persons at each stage of their faith journey are fed and nurtured in their faith walk.
- Incorporate varied styles of leadership and creative opportunities to fulfill our mission.

## Activities:

Ministry active all year long with short-term/long-term opportunities for service

- Event planners and helpers for short-term events offered several times per year, i.e. Rally day, East Party, Gift Day, Halloween Carnival, etc.
- Bible Study leaders require lengthy commitments as they meet and prepare lessons weekly.
- Sunday school teachers have a variety of ways to serve. We have from 3 week to 9 month commitments. Ages range from infants to adult classes.
- Persons to develop and strengthen web communication.
- "Worker Bees" to help the myriad of opportunities come together.

Service Opportunity	Life Experiences That may Prepare Person to Serve	# People Needed	Time Required
Sunday School Teachers	Love of children, desire to teach and learn from students, humility, sense of humor, patience	87 people	3 weeks to 9 months; hours vary by commitment
Bible Study Leaders	Teaching experience, some familiarity with the Bible	6 people - 2 per class	5 hrs. per week per duration of study
Short Term Event Planners (Rally Day; Teacher Recognition, Easter Party)	Planning, delegating, recruiting for a variety of ages	6 people - 1 person per event for 6 events	Hours vary per event
Communication and Photography	Web skills, newsletter writing, amateur digital photography	1 - 2 people	5 hours per month
Event Helpers	Ability to work with children on simple crafts, ability to put out supplies, ability to follow directions	10 people	3 hours per event
Cooks and bakers	Ability to cook or bake cookies/muffins (2 - 4 dozen)	20 people	10 hours per year

# 3200 – Congregational Fellowship

## **Mission:**

The Congregational Fellowship ministry seeks to promote a strong, vibrant community among God's people at Fort Hill Presbyterian Church by providing events and activities that give us opportunities to know one another, to develop friendships and to nurture the family of faith.

The approach to this mission is to

- Coordinate the regularly occurring events and activities (see below) that already occur, and to respond to requests and ideas of members of the congregation for additional small and large group activities.
- Attempt to organize/implement events that touch every age group in the church.

## **Activities:**

**Loyalty Dinner** - coordinate the annual social meeting of the Fort Hill congregation, including oversight for the compiling of the Annual Report and distribution at the dinner.

**Dinners for Eight** - coordinate small group social activity where groups of eight members gather at individual members' homes to share dinner and fellowship, providing (through a rotational system) the opportunity to meet new people (usually held five times during the months of September through May).

**Clemson Downs Events** - Apple Pie Social and Spring Cookout - coordinate events each fall and spring, respectively, for the Fort Hill members at Clemson Downs.

**Foothills Luncheon** - coordinate an annual event for the Fort Hill members of Foothills Community.

**Keowee Key Breakfast** - coordinate an annual breakfast for the Fort Hill members of Keowee Key community.

**Kitchen Committee** - responsible for overseeing the inventory, needs, and upkeep for the kitchen.

**Pictorial Directory** - coordinate the production of the Fort Hill church pictorial directory every 3-5 years.

**Super Seniors** - provide coordination for the social group for single seniors to enjoy taking trips, attending special events, dinners, etc.

**Mini Workshops** - plan and coordinate mini-workshops/courses that may fall under this ministry - ie. First Aid, Auto Maintenance for Women, Financial Management for Women, etc.

**Retreats and Trips** - explore, plan and coordinate church-wide fellowship trips for congregation.

**Sunday Night Dinners** - (formerly Wed night dinners but due to lack of leadership/participation, WNS are on "hiatus" for a year) coordinate and implement First Sunday Night Dinners

**Other activities/events** as dreamed of and implemented by committee members and congregation.

### 3200 - Congregational Fellowship - *continued*

<b>Service Opportunity</b>	<b>Life Experiences That may Prepare Person to Serve</b>	<b># People Needed</b>	<b>Time Required</b>
Event planning & implementation		2 - 4 people depending on event	4 - 6 weeks prior to event
Cooking for large groups		3 - 5 people depending on event	Approx. 2 wks prior to event to plan menu and coordinate cooking
Phone calling		3 - 5 people depending on size of group to call	1 - 2 hours
Organizational skills		N/A	
Hospitality		N/A	
Marketing		1 - 2 people per event	3 - 4 hours total

# 1100 – Membership

## **Mission:**

To enable the church, both corporately and individually, to proclaim its message and mission to the world.

The approach to this mission is to

- Attract, identify, nurture and invite visitors to join the church.
- Utilize current programs or develop programs for assimilating all members into the church family.

## **Activities:**

- The Membership ministry does not meet on a regular basis but communicates weekly via email. Two members mail cards to visitors and phone calls/visits are made as appropriate.
- Three greeters are provided for Sunday services.
- The ministry provides friendship pads and pens. The information and numbers are compiled weekly and forwarded to those who need the information. A log of visitors is maintained and the computer files updated weekly. Members who have not attended for a given period of time are contacted by their deacon. Membership is notified if there is action required. Membership updates the church roll annually.
- The ministry gathers information about folks who wish to join the church and coordinates the joining ceremony with the session and ministers. A deacon is assigned by the deacon moderator. A new member packet is compiled for the deacon to present to the new member at the joining ceremony. A photo of the new member is taken and placed on the bulletin board in the Narthex. New member info and a picture are sent for publishing in the Window. The ministry also keeps a new member notebook updated with a picture and new member information.
- New members are assimilated into the church family by the ministry securing and assigning Presbyterian Partners. All members are encouraged to attend ongoing activities. Emails and addresses are requested and then utilized by the church to send weekly updates, Sunday bulletins and the Window. A Service Stewardship drive, planned by Membership takes place in conjunction with the financial pledging program. The information from the Service Stewardship drive is compiled in a software program and appropriate names given to the ministries.

## 1100 - Membership - *continued*

<b>Service Opportunity</b>	<b>Life Experiences That may Prepare Person to Serve</b>	<b># People Needed</b>	<b>Time Required</b>
Mailing cards to visitors	No special skills required	2 people	30 minutes/week each
Preparation of weekly visitor list and e-mailing to those with a need to know	Computer skills in MS Word and e-mailing with attachment	1 person	30 minutes per week
Sunday morning greeters	A happy childhood - a friendly disposition	3 people - 1 for 8:30 and 2 for 10:30 services	30 minutes before service start time
Input member attendance data to computer	Computer skills	1 person	1 hour/week
Checking the friendship pads to insure they contain sufficient sheets and pens	No special skills required	1 person	30 minutes each month
Invite neighbors, new neighbors to visit the church	No special skills required	The entire congregation at any time	As opportunity arises
Photograph new members	Use of a camera and printing of a photo	2 people	5 minutes when new members join
Home visits to frequent visitors	A friendly disposition	4 people	1 hour/month
Presbyterian Partners	Mentor new church members	30 people/ couples	At your discretion
Service stewardship- Organizational management	Management or leadership of 2 - 3 people Coordinate revision of Service Stewardship form and booklet. Coordinate utilization of data.	1 person	30 hours/year
Service stewardship- Intermediate computer data entry and query skills	A person who uses the computer in business or their profession to enter data and search data bases for information.	2 people	30 hours/year each person

## 1100 - Membership - *continued*

<b>Service Opportunity</b>	<b>Life Experiences That may Prepare Person to Serve</b>	<b># People Needed</b>	<b>Time Required</b>
Service stewardship- Communication and documentation preparation	A person with marketing and/or advertising skill that revises and presents communication documents	1 or 2 people	20 hours/year total

# 5000 – Finance

## **Mission:**

The Finance Ministry guides financial stewardship at Fort Hill Presbyterian Church.

Financial Stewardship oversees Fort Hill Presbyterian Church's day-to-day financial activities, preparation and management of the annual budget, and provides input to the Session on financial matters.

The approach to this mission is

- A ministry of church elders and members-at-large who foster an environment of fiscal responsibility.
- To foster a cooperative effort between the Finance Ministry, the church treasurer and the office administrator to have an accurate and smooth financial system able to cover the daily operations of the church.
- The Finance Ministry interfaces with all Fort Hill ministries and staff and encourages good stewardship of the gifts offered to the church.
- Gifts and Memorials Committee
- Endowment Committee

## **Activities:**

- Finance Ministry meets on the second Monday of each month at 7:00 PM.
- Composition: 2 active elders, 2 members-at-large, church treasurer. Ad hoc: pastor and office administrator.
- Finance Ministry moderator and church treasurer make a report to Session at each monthly meeting.

**5000 - Finance - *continued***

<b>Service Opportunity</b>	<b>Life Experiences That may Prepare Person to Serve</b>	<b># People Needed</b>	<b>Time Required</b>
Finance Ministry Member-at-large	Financial experience through accounting, banking, bookkeeping, fund raising, other non-profit organization board experience; organizational skills, self-motivation.	2 persons	2 hour monthly meeting and other duties as needed
Endowment Committee member	Financial experience in investment industry; previous non-profit organization investment work; other banking and financial experience.	2 - 4 persons	Bi-annually to observe the investments and report
Finance Stewardship Campaign Leaders	Motivational experience; fund raising; event planning; communication skills including graphic artistry.	Minimum of 2	
Finance Stewardship Campaign Workers	Skill sets vary with the tasks: communications through written material, artistic skills to design materials, computer skills to record data, reliability. Any interested member without defined experience willing to work hard at an assigned task is welcome to participate and learn the process.	4 persons	20+ hours each
Gifts and Memorials Committee		4 persons	10 hours per year total
Money counters	Run copier, ability to add and read and follow directions. A short training session is required. Money is counted after the second service.	10 to 12 persons in groups of 2 or 3	4 to 6 hour per year

# 7000 – Personnel/Program Support

## Mission:

Provide an effective support function to the ministers and staff of Fort Hill Presbyterian Church in the areas of staff services, church communications, and information systems.

The approach to this mission is to

- Advise the head pastor in the handling of personnel issues associated with the supervision of the church staff.
- Maintain the computer and communications systems of the church such that the church staff can focus on supporting the needs of Fort Hill Presbyterian Church and its members.
- Oversee the website for FHPC such that it provides an important communication link between FHPC and the local community, state, country, and world.

## Activities:

- The Program and Personnel Support Ministry (PPSM) is active all year long.
- The PPSM provides support to FHPC in the areas of staff services, church communications, and information systems.
- The PPSM provides an advisory function to the head pastor in the supervision of the staff of FHPC.
- A minimum of two active elders belong to the PPSM with one of them serving as the coordinator.
- At least three to five members of the congregation-at-large are needed to oversee the various functions of the PPSM.

Service Opportunity	Life Experiences That may Prepare Person to Serve	# People Needed	Time Required
Support to head minister in dealing with personnel issues	Supervisory/management experience in dealing with personnel issues. Familiar with wage and hour laws.	3 people	20 - 40 hrs/year each
Oversight of the computer systems for FHPC	IT or computer support experience in the management and maintenance of an integrated computer system with multi network users.	4 people	50 - 75 hrs/year each
Oversight of the FHPC communications and office equipment systems	Communications experience with phone systems and other office equipment.	2 people	20 - 40 hrs/year
Administrator for the FHPC website	Experience with the development and management of computer websites.	2 people	30 - 50 hrs/year

# 8000 – University Ministry

## Mission:

Fort Hill Church has a historic commitment to minister to the Clemson University community. Outreach to the University is a partnership between the Presbytery and Fort Hill Church. Our Associate Pastor for University Ministry is a full-time campus minister. The church also supports the Fort Hill Presbyterian Center, a year-round student center. The Presbyterian Center serves students as a meeting place, a kitchen, a study hall, a dancing space, or just a place to sit and talk. It is a place where friendships are formed and where they are sustained and nurtured.

"We affirm that the primary purpose of the Presbyterian University Ministry Program at Clemson University is to reach out in Christian love to students, bringing them by word, example, and Christian ministry the good news of God's saving grace through Jesus Christ." (From the Covenant between Fort Hill Church and Foothills Presbytery)

The approach to this mission:

The single most important part of our ministry to the University is worship. In worship, we witness to our Christian faith and our reformed heritage. We reach out with the good news of the gospel to University students, faculty, and staff by providing a warm, open atmosphere and challenging preaching and teaching in our worship experience. University Ministry gives students an opportunity to develop Christian leadership skills and confidence.

The Affiliate Member Program allows and encourages students at Clemson and other local colleges to become affiliate members of our congregation while retaining their membership in their home churches. They are thereby included in all the church activities while here.

The Connector Program has various families in the church adopting individual students to be a part of their family during the school year.

## Activities:

- The [Presbyterian Student Association](#) (PSA) is an important part of our outreach to University students.
- PSA meets regularly on Sunday nights for dinner, study, fellowship, singing, and fun.
- We also have weekly Bible study and emphasize ongoing service projects throughout the year.
- PSA also partakes in various trips to Camp Buc and other locations throughout the school year. Students regularly participate in group activities and events.

Service Opportunity	Life Experiences That may Prepare Person to Serve	# People Needed	Time Required
Serve as member of University Ministry Committee	Interest and desire in helping Fort Hill Church with its Outreach to college students	2 members 40 hours per year	Monthly meetings and activities
Preparation and serving of meals	Experience providing meals to 40-50 individuals at a time	4 - 5 members each meal	approximately 35 meals each year
Preparation and serving of snacks	Experience providing snacks to 40-50 individuals at a time	2 - 3 members each snack	approximately 20 snacks each year

**8000 - University Ministry - *continued***

<b>Service Opportunity</b>	<b>Life Experiences That may Prepare Person to Serve</b>	<b># People Needed</b>	<b>Time Required</b>
Connector families	Fort Hill families adopt 2 - 3 college students and plan activities during the semester with them	30 families each semester	3 - 4 activities
Sunday school teacher	Assist University Minister with teaching Sunday School	1 - 2 people	2 - 3 hours/week each
PSA Sunday night programs	Prepare, plan and conduct program for PSA on Sunday night	1 - 2 people	15 times / year

# 9000 – Worship

## Mission:

To provide meaningful worship services for members of Fort Hill Presbyterian as well as other members of the community.

The approach to this mission is to:

Work as a committee of at least 7 members meeting once per month to develop worship policies, planning and coordinating arrangements for all worship services and musical life of the church. Ex-Officio members include head pastor, chancel choir director and organist.

## Activities:

The Worship Committee meets once a month and presents written report to session at least once a year with oral reports at least once a quarter.

**Worship Policies** include Sunday services for adults and children, weddings, funerals, special seasons and special services.

**Worship Planning** including planning and presenting opportunities to develop the order of Worship, develop and maintain a list of guest speakers.

**Physical Arrangements** for Sanctuary preparation, Sacraments (including Communion and Baptism) and aids for worship such as hymnbooks, Bibles, bulletins, and children's church needs.

**Ushering** which includes appointment of a coordinator, providing ushers for Sunday services and special services. Provide valet parking for Sunday service.

**Music** managed by Music Committee includes advising session on appointment of music personnel, coordinate participation at music conferences, receive applications for instrument use, plan and supervise special music programs, maintain organ and other instruments, plan for acquisition of new instruments.

**Multi media** includes monitoring equipment use and upkeep.

Service Opportunity	Life Experiences That may Prepare Person to Serve	# People Needed	Time Required
Children's Worship	Interest in teaching 3-5 year olds 15 minute lesson. Lessons are held in library during 10:30 service	25 people per year	1 hour every 8 - 10 weeks
Children's Worship Bags	Clean, organize and restock children's worship bags.	1 person	1 hour 4 times/year
Sacrament Preparation	Commitment to prepare sacraments for services once per month.	4 people to share duties per year	1 hour per service

## 9000 - Worship - *continued*

<b>Service Opportunity</b>	<b>Life Experiences That may Prepare Person to Serve</b>	<b># People Needed</b>	<b>Time Required</b>
Usher Coordinator	Commitment to recruit ushers for 10:30 or 8:30 service	2 people per year	30 minutes per week
Ushers	Commitment to usher for 10:30 or 8:30 Sunday service and occasionally funerals	8 for 10:30 service 2 for 8:30 service	1½ hours per service
Flowers	Setting up schedule for flowers in 10:30 service. In charge of lilies @ Easter and poinsettias @ Christmas	1 person per year	As needed
Funeral Guild	Commitment to organize and guide funerals held at church. This includes possible setup and cleanup of the sanctuary, greeting the family, and being available for any help requested.	3 - 4 people per year	As needed
Wedding Guild	Commitment to organize and guide weddings held at church	6 people per year	As needed
Sound System	Interest and/or experience in technical sound equipment	4 people per year	As needed
Chancel Choir	Commitment to practice and sing in 10:30 service. 42 rehearsals per year	33 people per year	Practice and sing 11 months per year
Children's Choir	Interest in working with children K-5 <sup>th</sup> grade with assisting Children's Choir director	Anyone for 1 - 35 hours per year	1 hour each week late August to early May
Musical Explorers	Love of children and music	4 people to lead, 4 people to accompany with guitar	1 hour per month
Chancel Hand bells	Ability to read music	13 - 15 people	Rehearse weekly 9 months per year; Sunday service approximately 5 times per year

# 2200 – Youth and Young Adult

## Mission:

To enhance a deepening Christian faith in the youth and young adults of our church and community through fellowship, love, respect, with and for one another through God.

The approach to this mission is to

- Develop or review and recommend to Session in writing goals, policies, and general procedures for the activities of the YYA Ministry.
- Recommend to the Session persons for roles as Youth Advisors and Young Adult Leaders.
- Develop and conduct leadership training courses for Youth Advisors and Young Adult Leaders.
- Frequently review and evaluate each activity recommending change as needed to accomplish the mission of the Youth Group and Young Adult Ministries.
- Plug into ongoing outreach ministries where applicable at the Church and community.
- Plan, develop, and execute mission work in and outside of our community.
- Engage youth and young adults into the leadership of the Church.

## Activities:

- Ministry meets at minimum once a month.
- Responsible for the Middle School Group, Senior High Group, and the Young Adult Group for married or single.
- Confirmation Class meets during Sunday school October -May. Approve/recommend Covenant Partners for Confirmands.
- Recruit and provide training for Middle School, Senior High, and Young Adult advisors and leaders.
- Youth and Young Adults meet once a week on Sunday evenings. Organize meals for Sunday meetings. Organize mission projects, trips, conferences, etc.

Service Opportunity	Life Experiences That may Prepare Person to Serve	# People Needed	Time Required
Organizational Management. Will help plan logistics/meals/finances/activities, etc.	Working with youth or young adults; Teacher or coach or recreation employee; Energetic person who enjoys intelligent/talented youth	4 people	about 75 hrs. each
CDL driver for the Church bus	Someone who has a CDL license	All who are qualified are needed.	You may drive for a week, a day, or a few hours. Must be flexible....
Computer skills for updating the Fort Hill website for YYA.	Someone familiar with updating and posting documents, pictures, links, etc. on a website	1 person	12 hours a year

**2200 - Youth and Young Adult - *continued***

<b>Service Opportunity</b>	<b>Life Experiences That may Prepare Person to Serve</b>	<b># People Needed</b>	<b>Time Required</b>
Sunday School Teacher for Senior Highs and Middle School	Worldly, well rounded individual or couple that has worked with youth as a school teacher, trainer or coach who can share life experiences	1 person, a couple, or team teach	45 hours a year
Youth Advisor for Senior High and Middle School Youth Group	Love of youth, Energetic, Someone willing to share their faith with youth	1 person, a couple, or team teach	1 hour every Sunday afternoon

# 6000 - Planning Ministry

## Mission:

Provide a directional support to the FHPC Session and church members.

The approach to this mission is to

- Facilitate the development and continual improvement of the Vision, Mission, Goals and Objectives for FHPC
- Establish a monitoring/measurement process to assess progress
- Establish a long range plan for FHPC
- Facilitate the planning and implementation of the annual Session retreat.

## Activities:

- Facilitate the development and continual improvement of the Vision, Mission, Goals and Objectives
- Facilitate the assessment process to continually evaluate the effectiveness of progress toward completion of the goals and objectives
- Facilitate the need assessment to create change in the fundamental Vision and Mission
- Develop a long range planning process
- Implement the long range planning process and have this as a key directional activity for FHPC leadership
- Prepare the annual Session retreat process in conjunction with the needs of the church and its leadership

Service Opportunity	Life Experiences That may Prepare Person to Serve	# People Needed	Time Required
Monitor the progress toward the Vision, Mission, Goals and Objectives process and make recommendations for improvement.	Leadership experience in developing and implementing Vision, Mission, Goals and Objectives processes. Development of measurement systems that give clear guidance to progress	4 people	8 - 12 hours per quarter
Long Range Planning process development and implementation	Long range planning process knowledge and experience	4 people to prepare; 4 people for implementation	Approximately 40 - 80 hours per year
Develop Session Retreat programs	Facilitation skills; Leadership development experience	2 people	20 hours per year