

Church Visioning Council Handbook

Revised September 2018

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Church Organizational Structure

Committees

Audit
Don Forester Scholarship Fund
Endowment Fund Trustee
Finance
Nominating
Personnel

Diaconate

Church Officers

Clerk and assistant clerk
Moderator and assistant moderator
Treasurer and assistant treasurers
Trustees/Board of Directors
President of the Corporation

Church Visioning Council

Membership (currently 15)

The CVC will consist of the Senior Pastor as chair, each staff person who directs a ministry, the chair of the Finance Committee, a deacon representative, and the chair of each Ministry Group.

Responsibilities

The Church Visioning Council is the strategic vision and planning body chartered to guide and support the Ministry Groups in carrying out their ministries. The CVC serves as shepherd of church ministries and life together, providing organization, oversight, coordination, and care to enable the church to fulfill its mission and purpose for Christ by assisting each organization and entity to accomplish its assigned task. Chairs of church committees or organizations may be invited to its meetings whenever projects or programs in which they are involved are to be considered.

Duties

- ❖ Recommend new directions, programs or activities to the church for consideration.
- ❖ Review all organizational structures and recommend changes to the church.
- ❖ Review the initiatives of the church's various committees and ministry groups and ensure that they are consistent with the vision of the church.
- ❖ Review the work and progress of church committees and ministry groups to facilitate the mission of the church.
- ❖ Coordinate the activities of committees and ministry groups to provide mutual support of the mission of the church.

- ❖ Recommend overall budget goals and priorities to the Finance Committee prior to annual budget development.
- ❖ Interpret decisions and establish procedures for implementing Church Conference decisions.
- ❖ Establish teams to assist the Church Visioning Council in developing reports and recommendations and in performing specific tasks for the church.
- ❖ Recommend members of the Nominating Committee to the church for approval.
- ❖ Meet regularly (usually monthly). Special meetings may be called by the chair or upon request of twenty-five percent of the members. A majority of the voting members constitutes a quorum.

Ministry Groups

Ministry teams are organized around key ministry functional areas (called “ministry groups”).

The leadership of the groups consists of a lay member of the church and the appropriate member of the ministerial staff. These leaders will recruit the leaders of the individual ministry teams for specific ministry activities.

Ministry groups have the following responsibilities:

- ❖ Develop the plan of activities for the ministry group.
- ❖ Recruit ministry team leaders and help them recruit ministry teams to carry out the ministry activities.
- ❖ Develop budget requests for the ministry group.
- ❖ Coordinate its activities with other ministry groups of the church.
- ❖ Work with ministry teams and individuals who have ideas for new ministries to define them and present them, as appropriate, to the Church Visioning Council for consideration.
- ❖ Make reports on the ministry group's activities to the church at the regular church business conferences.

Administrative

Leadership

Chair

Staff: Senior pastor

Advance

Leadership

Chair

Staff: Senior pastor

Children’s & Preschool Ministry

Leadership

Chair

Staff: Director of preschool and children’s ministries

Community Involvement Ministry

Leadership

Chair

Staff: Senior pastor

Fellowship Ministry

Leadership

Chair

Staff: Associate pastor for spiritual development and administration

Deacons have been assigned to this group

Spiritual Development

Leadership

Chair

Staff: Associate pastor for spiritual development and administration

Worship Ministry

Leadership

Chair

Staff: Senior pastor

Staff: Minister of music

Youth Ministry

Leadership

Chair

Staff: Director of youth ministries

Teams

There are basically three types of teams:

1. *On-going*, such as the Ushers Team.
2. *Short-term annual*, such as the Mama Mia's Team.
3. *Situational*, such as the 50th Anniversary Team.

CHURCH OFFICERS, COMMITTEES, MINISTRY GROUPS 2018-2019

Year term ends follows name

NAMES NOT INCLUDED IN ONLINE VERSION

Ministry Groups

Ministry Group	Community Involvement	Spiritual Development	Youth	Children's & Preschool	Worship	Fellowship	Administrative	Advance
Chair								

Committees and New Deacons

Audit	New Deacons	Finance	Personnel	Nominating	Endowment Fund Trustee	Don Forester Scholarship Fund
*		*	*	*	*	*
						senior pastor, advisor
			deacon vice chair, ex officio			director of youth ministries, advisor
		treasurer, ex officio			senior pastor, ex officio	
					advance min. grp. chair, ex officio	

*chair of committee

Church Officers

Clerk	Assistant Clerk	Moderator	Asst. Moderator	Treasurer	Asst. Treasurer	Trustees/Board of Directors
						**

**president of corporation

Deacon Chair	Deacon Vice Chair	Deacon Secretary

Ministry Group Chair FAQs

- 1. What is a ministry group and what is the responsibility of the ministry group chair?** A ministry group is the umbrella organization for teams that are part of a specific area of Westwood's ministry. Teams are the building blocks of Westwood's ministry. The primary responsibility of the ministry group chair is to determine what teams are needed, to recruit team leaders, and to make sure that the teams function.
- 2. Which staff person is assigned to which ministry group and what the staff's role is in regard to group leaders?** The relationship between ministry group chair and staff liaison depends largely on the chair. Some want the liaison to serve as co-leader. Others want the staff to serve in a supporting role. On rare occasions, when the ministry group chair has not functioned, the staff member may have to assume greater responsibilities. Assigned staff members can be found on pages 5-6 of this handbook.
- 3. How to get paid for expenses – location of the reimbursement request vouchers and who to call if you don't get paid in a timely manner?** The reimbursement vouchers are available on the Office Manager's desk. You or the staff liaison needs to sign for each request. Completed forms are also to be left on the Office Manager's desk. Contact the church financial administrator if you are having problems with your reimbursements.
- 4. Budgeting process?** It usually begins in January. The staff liaison will work with you on this. The church ministry year is September-August; the church budget year is April-March.
- 5. Communications at Westwood – how are activities promoted?**

 - (1) "Westwood Express" articles are due to the Associate Pastor by 5 p.m. on Tuesdays in order to be included for Wednesday publication.
 - (2) "Westwood World", our monthly publication, has a deadline of the 15th of each month. Send items to the Office Manager. It is e-mailed out at the end of the month.

- (3) If you want to make an announcement during the morning worship service or want the staff member making announcements to make one, please let the Associate Pastor know no later than Friday. Please give announcements in writing (email or note).
- (4) Flyers and posters: Please work with the Office Manager on producing them and having them posted around the church.

6. Visioning Council functions and responsibilities?

- (1) The Church Visioning Council is the strategic vision and planning body chartered to guide and support the Ministry Groups in carrying out their ministries. The Council serves as shepherd of church ministries and life together, providing organization, oversight, coordination, and care to enable the church to fulfill its mission and purpose for Christ by assisting each organization and entity to accomplish its assigned task.
- (2) The council meets at 8:30 a.m. on the second Sunday (usually) of each month in Room 204.

7. How do I use the church calendar? The calendar is posted on the bulletin board outside of the Associate Pastor's office. Please give calendar requests to the Office Manager.

8. Crossover functions among different ministry groups? There will be times when your ministry group will need to work with another group (i.e., FunDay School involves both the Children's & Preschool Ministry Group and the Spiritual Development Group).

9. Church conference reporting? Ministry group chairs are expected to report at quarterly church conferences, which are at 7 p.m. on Sundays (usually) in March, June, August, and November. If you cannot make your report, please send it to your staff liaison to give for you.

10. What next?

- (1) Determine the teams that you will need for the coming year.
- (2) Enlist/or re-enlist team leaders.
- (3) Notify Associate Pastor of your teams and leaders for the upcoming year.

MINISTRY GROUP VISION STATEMENTS

Administrative Ministry Group

The Administrative Ministry Group exists to maintain and carry out the administrative duties, needs, and requirements of Westwood Baptist Church.

Advance Ministry Group

The Advance Ministry Group exists to encourage and empower Westwood Baptist Church to actively and intentionally convey the good news of Jesus Christ to our surrounding community and beyond, and to act on God's unfolding vision for our church.

Children's & Preschool Ministry Group

The Children's & Preschool Ministry Group exists to teach children to love, learn and grow in Christ so they may share Him with others.

Community Involvement Ministry Group

The Community Involvement Ministry Group Teams exist to lead Westwood to boldly be the Presence of Christ in our community and in our world through prayer, mission involvement, educational assistance, partnership and outreach, embracing His challenge to love, equip, encourage, heal and welcome all people in His name.

Fellowship Ministry Group

The Fellowship Ministry Group exists to enhance and encourage a growing community of fellowship within the Westwood Family.

Spiritual Development Ministry Group

The Spiritual Development Ministry Group exists to assist the congregation in each individual's spiritual growth, and to aid each in forming a closer, more personal relationship with Jesus Christ.

Worship Ministry Group

The Worship Ministry Group exists to assist the church staff and congregation in providing resources for worship.

Youth Ministry Group

The Youth Ministry Group exists to build a community among junior and senior high school students and leaders at Westwood Baptist Church that is growing in faith, serving Christ, sharing the Gospel and changing the world.

TEAM DESCRIPTIONS

Administrative Ministry Group

Green explores ways Westwood can be good stewards of the environment.

History works to preserve meaningful events in the life of the church.

Lock Up opens the church building on Sunday mornings and makes sure the buildings are locked on Saturday and Sunday evenings.

Medical Emergency and Security Response provides and plans for medical emergency and security responses in Westwood and the greater community.

Properties oversees repair and maintenance needs of Westwood facilities and grounds.

Tellers counts and prepares deposits for offerings taken at Westwood.

Transportation maintains the church bus and trains drivers according to church policy. Scheduling of the church bus is done through the church office and kept on the church calendar.

Advance Ministry Group

Communications works to inform the congregation and community about events at Westwood, distributing information in a variety of forms.

Greeters welcome members and guests as they enter the building, directing them to Sunday School classes, worship, or other events on campus.

Children's & Preschool Ministry Group

Children's Church provides a Sunday morning experience where first-third graders can learn about Christ and what it means to worship Him.

Children's Sermon teaches children a biblical truth within the context of the Sunday morning worship service.

Extended Session/Nursery Workers provides a safe supervised environment for infants through age three during regularly scheduled worship services and churchwide events.

FunDay School provides an opportunity for elementary age children to experience meaningful Bible study using different learning styles through the use of different kinds of rotations (such as music, art, games, etc.) on the same Bible story/topic.

Library Readers develops a schedule for older children and youth to read for preschoolers during extended session.

PassportKids! Camp plans a summer camp experience for children who have completed grades 3-6.

Special Events helps to plan special events such as the Easter Eggstravaganza, Jerusalem Walk, fall festival/Trunk-or-Treat, etc.

Vacation Bible School provides a week-long summer opportunity for children ages four through sixth grade to learn about Christ through a themed program.

Wednesday Night Activities offer a midweek opportunity for preschoolers and children to learn about Christ and grow in their faith through music, missions, and other activities.

Community Involvement Ministry Group

Adopt-A-Highway helps clean up our "adopted" section of Old Keene Mill Road various times during the year.

Advent Tree provides a ministry to homeless and low-income families in our community during Christmas.

ECHO ministers ecumenically to needs in our community through various mission opportunities such as Thanksgiving and Christmas baskets, food/clothing drives, transportation needs, and financial support.

Hypothermia Prevention Response works with other faith communities, FACETS, and Fairfax County to offer food and shelter to homeless men and women during the winter months.

Men on Mission plans Bible study, support, and mission involvement for men at Westwood and the greater Westwood community on the second and fourth Saturday morning of each month.

Mentors at Elementary Schools provides young persons with friendship, encouragement, and reinforcement as needed in reading or math.

Operation Christmas Child involves Sunday School classes and individuals in Samaritan's Purse's project to fill more than 100 shoe boxes with toys and health items for children all over the world. We usually collect items during November.

ServeTrust keeps Westwood faithful to its covenant partnership with ServeTrust through prayers, seminars, and mission opportunities.

Quilting Ministry makes quilts for individuals who are undergoing severe physical or emotional stresses.

Springfield Gardens Ministries serves predominantly low-income Hispanic families through VBS, School Supply drives, Advent Tree, food and medical assistance, and various community partner events.

Weekend Food Packs provide nutritional weekend food for needy children in our immediate area. Each school month, we have committed to providing 100 weekend food packs to distribute through Messiah UMC to students in local elementary schools.

Women on a Mission offers mission education/speakers and opportunities, and creates awareness of mission needs for women and the greater Westwood community.

Fellowship Ministry Group

Care and Concern offers assistance to families in grief situations by providing food for the family and guests prior to or after funeral services.

Church Fellowships plans quarterly churchwide get-togethers.

Deacons assist in worship leadership and provide ministry assistance, care, and concern to church families.

Hospitality prepares receptions for distinctive celebrations and events in the life of Westwood.

Mama Mia's plans, recruits workers for, and implements an annual dinner theater that raises funds for youth missions.

Prayer Chain communicates critical prayer needs to members.

Supper Club promotes and organizes dinner fellowship groups

Wednesday Night Food Services assists in planning and preparing for Wednesday night dinners as part of our Church Family Night program.

www.GO Older Adult Fellowship Ministry plans lunches; trips to museums, theaters, parks, etc.; informal get-togethers; holiday parties; and speakers/entertainment to create fellowship and social opportunities for senior adults.

Spiritual Development Ministry Group

Media Library provides resources for spiritual and personal growth, enjoyment, Bible study, and teaching.

Men's Retreat plans and promotes an annual get-away experience for men.

Stewardship Education helps the congregation focus on the importance of faithful stewardship, providing opportunities to learn and grow as good stewards of the gifts God has given.

Sunday School/Bible Studies solicits ideas for creating, developing, staffing, and recruiting for Sunday morning Bible studies and other special Bible studies (Day/Night, Women's, etc.) that meet at Westwood.

Wednesday Night Seminars plans midweek seminars for adults.

Women's Retreat plans an annual get-away experience for women.

Worship Ministry Group

Baptism assists candidates and ministers who participate in baptismal services.

Drama develops and implements drama for use in worship services and other events.

Multi-Media provides audio/visual media support for weekly worship services and special events.

Sanctuary provides for weekly and seasonal preparation of the sanctuary for worship and special events (i.e. flower arranging, candles, banners, hanging of the greens, etc.).

Ushers pass out orders of worship, take the offering, and assist the congregation as they gather in the sanctuary for regularly scheduled and special services.

Youth Ministry Group

Youth Advisory Council (YAC) is a group of parents and other adult youth workers who work with the director of youth ministries to ensure youth ministry activities fulfill the youth ministry group vision statement. The group usually meets monthly to plan, coordinate, and evaluate fellowship, service, and discipleship opportunities for youth and their families.

Youth Leadership Council (YLC) is a group of students who work with the director of youth ministries and the YAC to develop their leadership skills by assisting with the planning, coordination, and evaluation of youth ministry activities.