TEAM DESCRIPTIONS

**Administrative Ministry Group**  
**History** works to preserve meaningful events in the life of the church.

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

**Tellers** counts and prepares deposits for offerings taken at Westwood.

**Transportation Team** maintains church vehicle(s) and trains drivers according to church policy. Scheduling of church vehicle(s) will be 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** welcomes members and guests as they enter the building, directing them to Sunday School classes, worship, or other events on campus.

**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.

**Vision-Action** helps the congregation find and implement effective ways of sharing the message of Christ and the story of Westwood with the surrounding community and beyond.

**Children and Preschool Ministry Group**  
**Character Builders** offers a midweek opportunity for children ages three through kindergarten to learn about Christ through craft, song, story, and puppet shows.

**Children’s Church** provides a Sunday morning experience where first-sixth 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.

**Faith Builders** provides a midweek experience where children in the first-sixth grades can learn about Christ and grow in their faith.
**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, fall festival, 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.

**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.

**Church Food Pantry** creates awareness of the needs of individuals and families in our community, maintains a food pantry, distributes groceries and gift cards to persons who come to Westwood in need, and suggests new ways to reach out and minister to our community.

**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 Crestwood Elementary School** provides young persons with friendship, encouragement, and reinforcement 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.

Summer Day Camp provides programs to assist children in low-income apartments in our area during summer.

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

Facilities Ministry Group
Garden and Grounds leads in caring for the area around the church.

Housekeeping works with our cleaning personnel to ensure that the interior of the building is clean and well-cared for.

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

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.

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.

Senior Adult 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.

Supper Club promotes and organizes dinner fellowship groups.

Wednesday Night Dinner assists in planning and preparing for Wednesday night dinners as part of our Church Family Night program.
Spiritual Development Ministry Group

**Day/Night Bible Studies** plans and promotes weekly Bible studies that balance a careful look at Scripture with provocative questions and sharing.

**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.

**Small Groups** solicits ideas for creating, developing, staffing, and recruiting for small groups that meet in and outside of Westwood.

**Wednesday Night Seminars** plans midweek classes for adults.

**Women’s Retreat** plans an annual get-away experience.

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.

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

**Sound** provides audio/media support for weekly services and special events.

**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

**Care and Communication** makes known what is happening in the youth ministry to various audiences using all available tools (i.e. newsletters, directories, bulletin boards, website, etc.).

**Sunday Night Live** provides students with an opportunity to experience spiritual growth in a large-group, weekend setting with caring adult leaders.

**Fellowship and Outreach** uses events to build community among the members of our youth ministry, and seeks to connect young persons in the community with our church and youth ministry.

**Fundraising** is responsible for raising money for various youth events and trips.

**Missions and Service** plans service projects and mission opportunities at the local, state, national, and international levels.
Retreats provides a group experience that helps youth form relationships with each other and God.

Small Groups provides students with the opportunity to experience spiritual growth in a small-group, home-based setting with a caring adult leader.

Wednesday Night Program offers students an opportunity to experience spiritual growth in a large-group, midweek setting with caring adult leaders.

Youth Leadership Council (YLC) is a group of students who meet with the associate pastor/minister with children and youth to develop leadership skills that can be used in the youth ministry.