

**LONGVIEW EPC**

**COMMITTEE STRUCTURE  
& DESCRIPTIONS**

**DECEMBER 2018**

## LONGVIEW EPC COMMITTEE STRUCTURE

\*Teaching Elders: Ministry of Word and Sacrament

^Ruling Elders: Ministry of Spiritual Formation (Leadership, Oversight, Protection of Orthodoxy)

#Deacons: Ministry of Care and Service

@Coordinator: Organizes Work of the Team

<b>WORSHIP</b> (Corporate Services)	<b>WISDOM</b> (Theology)	<b>RELATIONSHIP</b> (Community)	<b>SOCIAL RENEWAL</b> (Outreach & Service)	<b>INFRASTRUCTURE</b> (Support)
**Worship Arts @Décor @Music @Sacraments @Technology	^#Children ^#Youth	*^#Congregational Care @Fellowship @Homebound & Hospital @Life Groups @Welcome	**Missions & Outreach	#Building & Grounds ^#Finance *^Personnel
<b>FOUNDATION</b> (Undergird)				
*^Christian Ed Commission *^Prayer				



## **2018 Committee Structure Descriptions**

### **FOUNDATION (Undergirds Ministry)**

#### **Christian Education Commission**

Chairperson: Teaching Elder

Membership: Two Ruling Elders

This commission exists to oversee the educational materials of our faith family. All adult, children's, and youth curricula (i.e. life groups, youth Bible studies, mid-week children's program) must be approved by the commission prior to their use in a church-sanctioned environment. This commission must be formed each year by the Session. It must make a written report to the Session, since as a commission, its decisions are decisions of the Session as a whole (see EPC Book of Order). This distinguishes it from a committee which must report and make recommendations to the Session, but is not commissioned to operate as the Session on the matters to which it is assigned.

#### **Prayer Committee**

Chairperson: Prayer Deacon

Ruling Elder Liaison: Current Ruling Elder

Staff Partner: Teaching Elder

Membership: At Large Members of the Congregation

This committee is charged with-undegirding all aspects of Longview EPC in prayer. Not only will this committee receive and consistently pray over prayers requests presented to the church, it will develop and maintain a system in which our faith family receives and consistently prays for the worship, spiritual growth, deep relationships and social renewal ministries of the church. Towards this end it will increase awareness of the value and various aspects of prayer to our congregation.-The committee also works in concert with the Congregational Care Committee to care for the ongoing prayer concerns of the congregation and maintains regular communication with the Pastors, the Ruling Elder Liaison, the Congregational Care Deacon, and the Administrator. This committee meets quarterly or as needed.

The Prayer Deacon is responsible for coordinating the efforts of the committee, supporting the ongoing prayer work of the Pastors, facilitating meetings, maintaining prayer concerns document, and coordinating special projects and initiatives. The Ruling Elder Liaison is responsible for supporting the work of the Prayer Deacon, regular involvement with the work and activity of the committee, and reporting to the Session regularly on the work and wellness of the committee.

### **DYNAMIC WORSHIP (Corporate Services)**

#### **Worship Arts Committee**

Chairperson: Teaching Elder (see EPC Book of Order)

Committee Deacon: Worship Arts Deacon

Staff Partner: Music Director

Membership: Décor Team Coordinator, Music Team Coordinator, Sacraments Team Coordinator, and Technology Team Coordinator.

This committee works to plan and execute the Dynamic Worship document across all worship services at Longview EPC. Corporate worship leadership involves musicians, singers, liturgists, preachers, slide & lighting operators, sound technicians, communion preparers, and décor designers. This committee is charged with bringing those teams together to organize and prepare worship gatherings that glorify God and engage his people in dynamic worship.

The Teaching Elder is responsible for overseeing all aspects of the worship service according to the vision described in the Dynamic Worship document, supporting the work of the Worship Arts Deacon and Music Director, facilitating meetings of the committee, and reporting to the Session regularly on the work and wellness of the committee. The Worship Arts Deacon is responsible for organizing the ongoing work of the committee, maintaining minutes, and executing the details and logistics of services as directed by the Teaching Elders. The committee is made up of the coordinators of the following teams: Décor Team, Music Team, Sacraments Team, and Technology Team.

### **Décor Team**

Team Coordinator: Congregation Member

Staff Partner: Teaching Elder

This team is charged with coordinating décor for worship services. They will take an active role especially during special seasons of the year (i.e. Advent, Lent, Holy Week) to enhance corporate worship service gatherings for our faith family. The Décor Coordinator is responsible for coordinating the team and communicating and synchronizing with the Worship Arts Deacon and Staff Partner. This team meets as needed for preparation, implementation, and prayer.

### **Music Team**

Team Coordinator: Music Director

This team is charged with working with the Music Director to prayerfully support the music ministries of the church, including the sanctuary choir, the praise team, children's music, and youth music. The Team Coordinator is responsible for coordinating the team and communicating and synchronizing with the Worship Arts Deacon. This team meets as needed for preparation, coordinating events, and prayer.

### **Sacraments Team**

Team Coordinator: Congregation Member

Staff Partner: Teaching Elder

This team is charged with preparing the elements for communion services and preparing the fount for baptism services. The Sacraments Coordinator is responsible for coordinating the team and communicating and synchronizing with the Worship Arts Deacon and Staff Partner. This team meets as needed for preparation, implementation, and prayer.

### **Technology Team**

Team Coordinator: A/V Tech Staff Member

This team is charged with working with the A/V Tech Person to coordinate audiovisual elements for worship services. This includes the following aspects of services: sound, lighting, slides, and video. The Team Coordinator is responsible for coordinating the team and communicating and synchronizing with the Worship Arts Deacon and Staff Partner. This team meets as needed for preparation, implementation, and prayer.

## **SPIRITUAL WISDOM (Theology)**

### **Children's Ministry Committee**

Chairperson: Children's Ministry Deacon

Ruling Elder Liaison: Current Ruling Elder

Staff Partner: Children's Director

Membership: At Large Members of the Congregation

This committee is charged with the nurturing of spiritual growth in the children (and families) of Longview EPC through increasing awareness of who Jesus Christ is, his love for them and his purpose for their lives. This includes, but is not limited to: Sunday classes, nursery & childcare needs, midweek children's programming, outreach/service to our neighboring community and annual children's events (i.e. fall kickoff, Christmas Eve children's program, spring end-of-year-party, Vacation Bible School). This team meets quarterly or as needed.

The Children's Ministry Deacon is responsible for coordinating the efforts of the committee, supporting the work of the Children's Director, facilitating meetings, maintaining minutes, and coordinating special projects. The Ruling Elder Liaison is responsible for supporting the work of the Children's Deacon and Children's Director, regular involvement with the work and activity of the committee, and reporting to the Session regularly on the work and wellness of the committee.

### **Youth Ministry Committee**

Chairperson: Youth Ministry Deacon

Ruling Elder Liaison: Current Ruling Elder

Staff Partner: Youth Director

Membership: At Large Members of the Congregation

This committee is charged with the nurturing of spiritual growth in the youth (and families) of Longview EPC through increasing awareness of the reality of Jesus Christ, his love for them and his purpose for their lives. This includes, but is not limited to: Fellowship activities, Sunday classes, mid-week Bible studies, short term mission work and service programs. This committee meets monthly or as needed.

The Youth Ministry Deacon is responsible for coordinating the efforts of the committee, supporting the work of the Youth Director, facilitating meetings, maintaining minutes, and coordinating special projects. The Ruling Elder Liaison is responsible for supporting the work of the Youth Deacon and Youth Director, regular involvement with the work and activity of the committee, and reporting to the Session regularly on the work and wellness of the committee.

## **DEEP RELATIONSHIPS (Community)**

### **Congregational Care Committee**

Chairperson: Congregational Care Deacon

Ruling Elder Liaison: Current Ruling Elder

Staff Partner: Teaching Elder

Membership: Fellowship Team Coordinator, Homebound & Hospital Team Coordinator, Life Groups Coordinator, & Welcome Team Coordinator

This committee is charged with working closely with the Pastors to provide connection and care for all in order to deepen relationships within our faith family. Their work is to connect people into places where they can grow together in Christ and share their lives, authentically. It is made up of the coordinators of the following teams: Fellowship Team, Homebound & Hospital Team, Life Groups Team, and Welcome Team. The committee maintains regular communication with the Pastors, the Ruling Elder Liaison, the Prayer Deacon, and the Administrator. This team meets at least quarterly or as needed.

The Congregational Care Deacon is responsible for coordinating the efforts of the committee, supporting the ongoing member and pastoral care work of the Pastors, facilitating meetings, maintaining minutes, and encouraging care team coordinators (see below). The Ruling Elder Liaison is responsible for supporting the work of the Congregational Care Deacon, regular involvement with the work and activity of the committee, and reporting to the Session regularly on the work and wellness of the committee.

### **Fellowship Team**

Team Coordinator: Congregation Member

Staff Partner: Staff Member

This team is charged with coordinating fellowship meals in order for the entire church body to connect with one another regularly. It is also within the purview of this committee to organize men's or women's only events to bring social connections to these larger groups within our faith family. The Fellowship Coordinator is responsible for coordinating the team and communicating and synchronizing with the Administrator. This team meets as needed for training, encouragement, and prayer.

### **Homebound & Hospital Team**

Team Coordinator: Congregation Member

Staff Partner: Teaching Elder

This team is made up of caregivers who are assigned to different homebound and hospitalized members of our faith family. The team works closely with the Pastors to provide connection and care for those with short term needs (hospitalization, bereavement, etc.) and long term needs (chronic healthcare issues, homebound, grief care, delivering home communion, etc.). The team also works in concert with the Prayer Committee to care for the ongoing prayer concerns of the congregation and maintains regular communication with the Pastors, the Ruling Elder Liaison, the Prayer Deacon, and the Administrator. This team meets as needed for training, encouragement, and prayer.

The Homebound & Hospital Team Coordinator is responsible for coordinating the efforts of the team, supporting the ongoing pastoral care work of the Pastors, and developing team members.

### **Life Groups Team**

Team Coordinator: Congregation Member (with Life Group experience)

Staff Partner: Teaching Elder

The team is made up of Life Group Facilitators dedicated to the spiritual growth of the adults connected to our faith family and welcoming those outside of our faith family into fellowship with us. This team meets as needed for training, encouragement, and prayer.

The Life Groups Coordinator is responsible for coordinating the efforts of the Life Group Facilitators in cooperation with the Teaching Elder. The Life Groups Coordinator will be in regular communication with Life Group Facilitators in order to sustain the facilitation of their groups, maintain an accurate roster of current Life Group attendees, and provides training and support for team members. The Teaching Elder works with the Team Coordinator to recruit new leaders, train new and current leaders, and troubleshoot problem issues within groups.

### **Welcome Team**

Team Coordinator: Congregation Member

Staff Partner: Administrator

This team is made up of the Sunday morning openers, ushers, greeters, and safety team members. The team is charged with the creating a friendly, warm and helpful environment for all who enter our church for worship services of all kinds. They will connect with those who enter in will also do follow-up communication with all visitors to the church and members as needed. This team meets as needed for training, encouragement, and prayer.

The Welcome Team Coordinator is responsible for recruiting and coordinating volunteers to fill the above roles, working closely with the Administrator to communicate an accurate picture of attendance in order to care for members and outreach to visitors. The Administrator is responsible for supporting the work of the Welcome Coordinator, regular involvement with the work and activity of the committee, integrating the work of the committee across all areas of ministry, and regularly preparing membership reviews and reports for the ministry staff and Session.

## **SOCIAL RENEWAL (Outreach)**

### **Missions & Outreach Committee**

Chairperson: Missions & Outreach Deacon

Staff Partner: Teaching Elder

Membership: At Large Members of the Congregation

This committee is charged with enacting missional care both locally and internationally through word and deed ministry as laid out in the Missions Framework document adopted by the Session. Realizing that quality support of all missional endeavors of which Longview EPC is made aware is not feasible, this team will sift between many good opportunities and select those that most directly correspond with the vision statement and relational capacity of Longview EPC. They will then encourage engagement in those missions throughout our faith family. They will also promote the individual and corporate evangelism imbedded within our mission as a church. This committee meets monthly or as needed to pursue a culture of outreach within our faith family.

The Missions and Outreach Deacon is responsible for developing and coordinating efforts of the committee, supporting the work of the Teaching Elder, coordinating the relational connections with missions and outreach partners, facilitating meetings, maintaining minutes, and coordinating special projects and initiatives. The Teaching Elder is responsible for supporting the work of the Missions & Outreach Deacon, regular involvement with the work and activity of the committee, integrating the work of the committee across all areas of ministry, and reporting to the Session regularly on the work and wellness of the committee.

## **INFRASTRUCTURE (Support)**

### **Building & Grounds**

Chairperson: Building & Grounds Deacon

Staff Partner: Administrator

Membership: At Large Members of the Congregation

This committee is charged with maintaining the building and grounds used for the ministries of Longview EPC. It will include persons responsible for decorating, equipping, and overseeing all projects having to do with the buildings and grounds. This committee meets monthly.

The Building & Grounds Deacon is responsible for coordinating the efforts of the committee, supporting the work of the Administrator, facilitating meetings, maintaining minutes, coordinating special projects, and communicating regularly with the Session and Finance Committee. The Administrator is responsible for supporting the work of the Building & Grounds Deacon, regular involvement with the work and activity of the committee, and integrating the work of the committee across all areas of ministry.

## **Finance Committee**

Chairperson: Finance Deacon

Ruling Elder Liaison: Current Ruling Elder

Staff Partner: Administrator

Membership: Treasurer and At Large Members of the Congregation

This team is charged with 1) Providing the Session with any and all financial information necessary to make decisions regarding the life and ministry of Longview EPC and 2) Executing all financial decisions made by the Session and 3) Maintaining all financial matters of Longview EPC including the preparing of a budget, reception and distribution of monies, and 4) Collecting and counting the Sunday morning offering. This committee meets monthly.

The Finance Deacon is responsible for facilitating the meeting, maintaining minutes, and communicating regularly with the Session and congregation. The Ruling Elder Liaison is responsible for supporting the work of the Finance Deacon and Administrator, regular involvement with the work and activity of the committee, and reporting to the Session regularly on the work and wellness of the committee.

## **Personnel Committee**

Chairperson: Current Ruling Elder

Membership: Two other Current Ruling Elders and one Teaching Elder

This committee exists to oversee the staffing needs of our faith family. The committee is responsible for reviewing personnel processes (i.e. hiring, firing, performance reviews, personnel budget), making recommendations to the Session regarding changes to all employee-related items (i.e. benefits package, employee handbook, sabbatical requests, salary), and working with the Lead Pastor to support the ongoing ministry and relationships within the staff team. The Personnel Committee may be appointed by the Session to make personnel decisions on the Session's behalf. This committee is formed each year by the Session and reports to the Session regularly on its work. A committee chairperson is approved by the Session each year.