



## Spiritual Leadership Notebook Table of Contents

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## Spiritual Leadership

**“Congregations are shaped by the spiritual life of the leaders. The spiritual disciplines and practices that they live by and model infuse the whole congregation with a spiritual vitality that is contagious and life-giving.” – Spiritual Life, Inc.**

Team Jesus “Committed to Christ” Pledge

1. Prayers –
  - a. I will pray for my church, others, & myself **daily**.
  - b. See “Church Leaders Prayer”
2. Scripture Reading –
  - a. I will read and dive into God’s Word **daily**.
  - b. See “365 Bible Reading Adventure”
  - c. **New Growth in SPIRITUAL DISCIPLINES: Spiritual Disciplines Handbook: Practices That Transform Us (Revised & Expanded Edition) by Adele Ahlberg Calhoun**
3. Worship – I will love God by worshipping corporately each **week**.
4. My Gifts, Talents, & Skills – I will serve Christ by volunteering within and outside the wall of my church once or twice a **month** as part of Team Jesus.
  - a. Sign up with Team Jesus
  - b. **New! Determine my SPIRITUAL GIFTS in January & February 2024**
5. Witness - I will invite someone new to church **four times a year**.
  - a. Approximate dates/events: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_.
6. Financial Stewardship – I/We will pledge to tithe 10% or take a step closer toward tithing.

**Spiritual Leaders** integrate spiritual principles with leadership principles.

**Spiritual Leaders** at Collierville UMC do this through:

- Intentionally growing in our spiritual lives together in worship, other discipleship opportunities AND “**meetings**”
- Leading “**meetings**” in an intentional model that focuses on **being** rather than **doing** – growing in God deeply (**being in God’s presence together**) and then **doing** God’s business of visioning, leading, decision making, working, etc.
- And in so doing, passing it on, creating more spiritual leaders to follow in as the ministries become Generative.



Through Spiritual Leadership, Inc., we follow their values for leadership development at CUMC.

1. **BEING** – Spiritual Leaders who are disciples living in community Loving, Learning, and Leading together.
2. **TRANSFORMATION** is the work of the Holy Spirit – not us. Our part is to create the space, and the environment for the Holy Spirit to work.
3. **DOING** – we are NOW ready for the **DOING** – processes discerned through the work of the Team of Spiritual Leaders in the transformational environment which bear fruit. This is where the MAP (Ministry Action Plan – to be discussed further) becomes real, and where generative ministry takes place.





# Meeting Helps

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## **BEFORE - a Meeting**

1. Contact your “Staff Ministry Partner” – See “Contacts”
2. Work **together** to create an agenda. It is not on the Staff Contact alone. As chair, this will be a key responsibility for you. See “Agenda Template” – in this section.
3. Book room and date at least 14 or more days in advance - See “Booking”
4. Let your Committee/Task Team know:
  - a. Our recommendation for Task Teams is to create an email distribution to send out your own notices 14 days or more in advance.
  - b. Under “Space Request” on-line is the question: “Do you require a meeting notice sent out?”
    - i. For Endowment, Finance, House & Property, Lay Leadership, Missions Preschool, Staff/Parish Relations Committee and Trustees utilize the option
5. Have a devotion ready or delegated – See “Devotions” section.
6. Review “Job Descriptions” – See “Job Descriptions” section.
7. Be prepared to review the foundational ideals of the church:
  - a. Vision & Mission
  - b. Core Values & Guiding Behaviors

## **DURING - a Meeting**

1. Delegate a Secretary to take minutes.
2. Work through pre-prepared agenda items.
3. Set the next meeting date.

## **AFTER - a Meeting**

1. Book next meeting date(s) on-line or with the Office Manager – See “Calendar” section.
2. Secretary or designee - Send out minutes by designated time

## **In This Section:**

- Loving, Learning & Leading
- 1<sup>st</sup> Agenda (Proposed) & Template

**Environments that we intentionally create can foster transformation.**



## 1<sup>st</sup> Agenda (Proposed) & Template

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- I. **LOVING** - See *“Devotions”* section
- II. **LEARNING** -
- A. Recite “Vision” out loud together
  - B. Minutes – review, edit and accept
  - C. Introductions
    - 1. Name
    - 2. Favorite thing to do in your free time – or something else fun
    - 3. How long served on this Committee/Task Team
    - 4. Why interested or excited about this Committee/Task Team
  - D. Review:
    - This allows new members to get the big picture
    - And everyone to be reminded of the purpose of the Committee/Task Team
    - 1. Committee/Task Team “Job Description” – See resources page [www.colliervilleumc.org/resources-2/](http://www.colliervilleumc.org/resources-2/)
    - 2. Vision and Mission of Collierville UMC – See front cover of Notebook
  - E. Book - Is there a book, pamphlet, United Methodist web-page that everyone should be reading between now and the next meeting, in order to do your work together more efficiently and comprehensively?
- III. **LEADING** -
- A. Set Committee/Task Team Goals (if needed):
    - 1. Be sure Goals are in alignment w/Collierville UMC Vision, Mission & core values
    - 2. Are there past or future goals to review?
    - 3. Use conversation from “Review” (above) as your guide
  - B. Delegate Responsibilities
    - 1. Elect a Vice-Chairperson, if there is not one currently
    - 2. Secretary to take and distribute minutes – *send them to Staff Ministry Partner & Committee/Task Team within one week*
    - 3. Make sure every action item has a point person and a deadline
      - Who to get PR information or article to Staff Ministry Partner by when?
      - Who to make copies of “whatever” and get to “whomever” by when?
      - Who to call Mr. X and Miss Y by when?
      - Who takes collected food to UM Neighborhood Centers by when?
  - C. Other items that you brought to discuss:
    - 1.
    - 2.
    - 3.
  - D. Plan Yearly Meeting Calendar or Next Meeting Date & Time: \_\_\_\_\_
    - Chairperson - Don’t forget to promptly go on-line to book a room & date
      - 1. Agenda Items for Next Meeting: (Helpful to be reminded of PURPOSE of meeting)
        - 
        -
  - E. Closing Prayer

# Loving, Learning & Leading



## Spiritual Leaders at Collierville UMC

- build teams (through committees and task teams)
- of blossoming, growing, future and present Spiritual Leaders (becoming like Jesus)
- who are Loving, Learning, and Leading together in covenant.

## Committees & Task Teams will use the **L3 process: Loving, Learning & Leading.**

- **Loving** God & Neighbor through spiritual formation & worship
  - Formation - the process of being conformed to the image of Christ, a servant of others for the sake of God's mission. Individuals are asked to share their journey and relationship with God.
  - Share "God Sightings."
- **Learning** through:
  - Personal and organizational learning & overviews
  - Reading and study of materials together
- **Leading** by:
  - Participation in or development of a committee or task team
  - Participation in determining ministry goals
  - Implementation of the ministry goals developed by the team



# Devotions

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## New! Spiritual Disciplines

As you read through **Spiritual Disciplines Handbook: Practices That Transform Us (Revised & Expanded Edition)** by **Adele Ahlberg Calhoun** this year with the other Spiritual Leaders of our great church:

1. Share points and learnings from different “Spiritual disciplines” each meeting.
2. Some will be modeled at Administrative Board meetings.
3. Discuss: ask others to discuss how this particular “spiritual disciple” has helped them grow through the years in their relationship with God.
4. Practice: Walk them through a brief exercise of a creative way to do the “spiritual practice/discipline.”

Spiritual Leaders will use the L3 process to lead meetings: Loving, Learning & Leading.

- **LOVING** God & Neighbor through spiritual formation & worship
  - Formation - the process of being conformed to the image of Christ, a servant of others for the sake of God’s mission. Individuals are asked to share their journey and relationship with God.
  - **LOVING** - Continuing the foundational work of becoming more like Christ, individually and as a team (committee or task team),
  - Includes: - Particularly in smaller Committees & Task Teams
    - Worship and prayer
    - Glory sightings
    - Formation and Spiritual Accountability
- Deepening our spiritual roots is core to the journey and must not be sacrificed in order to ‘get things done.’
- We want “meetings” to be as inspirational as possible, so that ... when they leave they say: “I am so glad I came!”

### **Basic Outline of a devotion at the beginning of a meeting:**

- Scripture
- Devotion (brief) that leads into . . .
- Glory Sightings – where have you seen God at work in our church, your work, or our community/world?
- Prayer

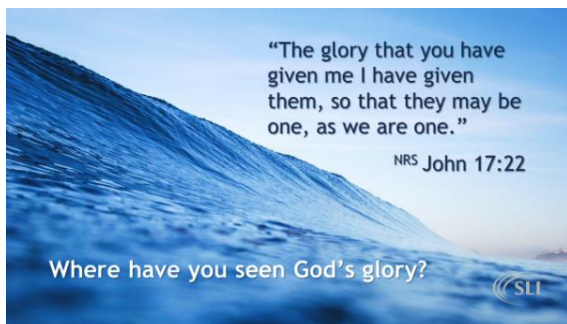
### **Note:**

- Smaller Committee & Task Teams can each share or have the opportunity to share a Glory Sighting, etc. More time can be spent on transformation and sharing.
- Larger Committees would have a devotion and maybe one or two persons only share. The devotion is meaningful and creative but not everyone gets to participate at the same level.

More on **GLORY SIGHTINGS**:

Take some time for the group to see where they have seen God at work. This simply works best by just asking where persons have seen God's glory or God's activity around them. This could be in a sunset, in their children, at work...anywhere. It is always a real encouragement to hear and be reminded that God is always at work if we will stop and pay attention. Look for growth over time in these Glory Sightings – from observations about His creation to events in people's lives and in one's own life.

***You, as Spiritual Leader, may need to model this process a few times.***



**Always close this portion of your time together with prayer:**

led by you, go around the circle, popcorn style, in small groups, etc. Allow the group to grow in new and deeper styles of prayer.





## **BUDGET EXPENDITURES**

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### ***APPROVALS AND PROCEDURES***

The following information will detail the policies and procedures set forth by the Finance Committee concerning how purchases for church expenditures should be handled. Also, included is information on how to request a check for reimbursement, or for one to be sent to a vendor.

#### **Tax Exempt Forms:**

- Some vendors require use of a special “card” to take with you. (Check with the Director of Finance to see which ones we have)
- If the company does not have our form on file, please make arrangements to pick one up from the Church Office or call the office and ask for one to be emailed for the needed vendor.
- The Church is not able to refund taxes, so please make sure you have a form prior to purchases.

#### **Receipts/Check Requests:**

- If your purchase is going to be over \$350, you must have the staff Ministry Partner from the ministry area request purchase approval prior to your order being billed to the church.
- All expenditures to be paid by the church or reimbursed by the church must have an itemized receipt.
- Following any purchase, please bring the receipt to the church and fill out a budget voucher form located in the office workroom on the bulletin board. Give the Budget Vouchers to the staff Ministry Partner to be signed off on for the area of ministry. The staff Ministry Partner will turn the purchase into the Director of Finance box in the church office mailboxes for payment.
- If you are purchasing a meal all individuals names must be listed with the receipts and the reason of church business for the event.
- If the purchase was made with a church credit card or purchasing card, please sign your name to the receipt, mark on top of the receipt if church card was used and put the account code on the receipt and turn into the Finance Administrator for record of the purchase. (We have Lowes, Home Depot, Office Depot, Walmart, and Church Visa cards) these can be signed out through the Director of Finance.

#### **Check Request Process:**

- Budget Vouchers (Check Requests) are to be turned in with staff Ministry Partner approval by noon on Tuesday in order for a check to be cut and mailed on that same Friday. If received after noon on Tuesday the request will be processed the following week.
- In case of emergency, please see Director of Finance for special check requests. Please note special checks have to be signed by the Treasurer and it is based on their availability as to whether the check can be processed on the same day as request.

#### **Reports:**

- Leaders of Task Teams may request reports regarding their area of ministry by contacting the Director of Finance.

#### **Requests to spend more than approved budget:**

- Contact your Staff Ministry Partner. Prior approval is required from the Finance Chair before committing to purchases that would exceed an approved budget.
- Whenever possible, requests should be provided in writing, either through e-mail or a note directed to the Director of Finance. The request should include:
  - The Task Team or Staff Ministry Partner contact information,
  - The amount of money required,
  - The purpose for the expenditure.
  - Documentation to support the request (quote, bid, or estimates) if available.

If you have any questions concerning these procedures, please contact the Finance Chair or the Director of Finance. Thank you for the hard work you do to further the mission and ministry of Collierville United Methodist Church.





## Committee/Task Team Membership

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### How do I know who is on my committee or task team?

- “Classed Committee” - You can refer to the “Collierville UMC Elected Personnel” handout under “Contacts”
- “Task Team” - Current or out-going chairpersons will have current membership lists

### What is the difference between a “Classed Committee” and a “Task Team”?

- “Classed Committee” members are divided into three classes by years, so that two-thirds of committee members remain the same from year to year.
  - Most classed committees are mandated and governed by The United Methodist Book of Discipline.
  - Others are structured in this manner for continuity and stability.
  - Membership of classed committees are nominated through the Lay Leadership Committee and approved by Administrative Board.
- “Task Team” members are recruited by the chairpersons of each task team.
  - It is suggested that members are asked to serve for a limited time and designated task with the option to renew and stay longer, if they would like.
  - Vice-chairpersons are elected at the first meeting of the new year to train and learn from the chair. Optimally, the vice-chair would eventually become the chairperson with experience.
  - Chairs are asked to serve in this capacity for a minimum of two years.
    - The chair can opt for an extension of his/her service as chair with the approval of the Lay Leadership Committee.
    - They may elect to stay on the committee after their term of two years as chair or rotate off.

### Classed committee structure:

Chair & Vice-chair  
2-3 or more members for 3 different classed years  
Possible other chairs by virtue of their office— some with and some without vote  
Staff Ministry Partners

### Task Team structure:

Chair & Vice-chair  
As many members as needed to fulfill ministry vision and goals  
Staff Ministry Partners



## 2025 Elected Personnel

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**Chairperson of the Administrative Board**, Dave Herlong ('23) 3<sup>rd</sup> year  
**Parliamentarian**, Nicholas Brown ('24)  
**Lay Leader**, Julie Smith ('23) 3<sup>rd</sup> year  
**Recording Secretary**, Jeffrelyn Arterburn

### At Large Members to the Administrative Board

Class of 2025: Tricia Price  
 Class of 2026: Sean Baggett, Nelson Campany, Roger Robinson, Beth Vornbrock, Melanie Galloway  
 Class of 2027: Kevin & Tiffany Wuzzardo, Charles & Gloria Elliot, Hunter Blevins, Amy & Dale Shelton,  
 Silas Landers

**Other Clergy**, Retired – Susan Alsop-Atkinson, Kent Bailey / Active – Christy Brown, Jonathan Lewis, Emily Alkema

### Chairpersons and representatives

Adult & Small Groups Task Team, Susan Hathhorn ('24) & Katie Landers ('24)  
 Advocate for the Disabled, John Aitken ('24)  
 Health Ministries & Blood Drive, Ashley Ellis ('24)  
 Children's Ministry, Erin Daniels ('25)  
 Columbarium Committee, Julie Smith ('17) – sub committee of Trustees  
 Common Cup Task Team, Leslie Sutton ('25)  
 Communications Task Team, Bob Vornbrock ('18)  
 Congregational Care Task Team, Janet Westmoreland ('23) 3<sup>rd</sup> year  
 Endowment, Rick Smith ('23), 3<sup>rd</sup> year  
 Family Council, Scott Vandelinde ('25), 1<sup>st</sup> year  
 Finance, Cary Pappas ('23), 3<sup>rd</sup> year  
 First Impressions Task Team, Sheila Moody ('23)  
 Higher Ed & Campus Ministries, TBD by staff  
 House & Property, David Ray ('25), 1<sup>st</sup>  
 Kitchen Task Team, Robert Evans ('23) 3<sup>rd</sup> Year & Leonard Schingle ('23) 3<sup>rd</sup> Year  
 Lay Leadership, Joey Reed ('23)  
 Lay Members of Annual Conference: (total of 2); Bob Vornbrock ('22), Herbie Krisle ('25)  
 Alternates: Anne Lee ('23)  
 Missions, Richard Lee, 4<sup>th</sup> year ('22)  
 Older Adults (SAM), Martha Fitch ('24)  
 Prayer, Kim Pappas ('23) 3<sup>rd</sup> Year  
 Reception Task Team, Janet Westmoreland ('20) 5<sup>th</sup> year  
 Safety Team, Len Landers ('25)  
 SPRC, John Petty ('25) 1<sup>st</sup> year  
 Stewardship Task Team, Cathi Johnson ('25) 1<sup>st</sup> year  
 Treasurer, John Sammons ('11)  
 Treasurer Assistant, Wendell Cheatham ('24)  
 Trustees, Matt Morgan ('22) 3<sup>rd</sup> year  
 United Methodist Men, John Aitken  
 United Women of Faith, Marilyn Meeks  
 Walk to Emmaus, Dennis Arterburn ('23)  
 Witness Task Team, Chairperson TBD by team  
 Worship, Jamie Baccus ('20) & Jane Crabtree ('23)  
 Young Adult Ministry, TBD by staff  
 Youth Ministry, Leslie Sutton ('21)

**ALL ON THIS PAGE ARE MEMBERS OF THE ADMINISTRATIVE BOARD**



**CLASSES FOR CLASSED COMMITTEES**

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**Endowment Committee,** Rick Smith ('23) 3<sup>rd</sup> Year

Class of 2025: Chip Johnson, Rick Smith

Class of 2026: Tim Sutton, Dennis Arterburn

Class of 2027: Todd Edgerton, Susan King

(Finance Chair or Rep), *to be determined*, (Board of Trustees Chair or Rep), *to be determined*, John Sammons (Treasurer)

Ex-officio without vote: Debbie Ray, Director of Finance

**Finance Committee,** Cary Pappas ('23) 3<sup>rd</sup> Year, Chairperson

Class of 2025: Laura Edgerton, Herbie Krisle

Class of 2026: Jerry Fitch, Cary Pappas, Randy Ford

Class of 2027: Jamie Baccus, Charles Elliot, Kyle Zimmerman

Virtue of other offices: Julie Smith ('23) (Lay Leader) Katie McNeal, (Preschool Rep)

Dave Herlong ('23) (Chairperson Adm. Bd.) John Petty ('25) (Staff/Parish Chair) Cathi Johnson ('25) (Stewardship)

Rick Smith ('23) (Trustees Rep) John Sammons ('11) (Treasurer) Rick Smith ('23) (Endowment)

Don Gary, Past Finance Chair Wendell Cheatham, Assistant Treasurer

Ex-officio without vote: Debbie Ray, Director of Finance

**Lay Leadership,** Joey Reed ('23), Chairperson

Class of 2025: Brenda Schingle, Janet Snow, Leslie Blevins

Class of 2026: Jennifer Lawhon, Alan Sweet, Mark Moody

Class of 2027: Leslie Sutton, Jenna Black, Sean Baggett

Secondary Appointment Pastor, Christy Brown

Virtue of other office: Julie Smith ('23) (Lay Leader) & Herbie Krisle (Lay Delegate to Annual Conference)

**Missions,** Richard Lee ('22) 3<sup>rd</sup> Year, Chairperson

Class of 2025: Leslie Bond, Virginia Wiggers, George Williams

Class of 2026: Missy Hansen, Gina Johnson, Otto Benavides

Class of 2027: Alan Sweet, Jean Ellen Sisson, Joanne Webber

Virtue of other office: Lakeshore, Katie Landers Golden Cross, Cyndi Benavides & Carolyn Foster

Neighborhood Centers, Janet Snow Reelfoot Rural Ministries, John Kavicky

Collierville Connect Team, Richard Lee Manna Bags, Dee Vande Linde

CES Coordinator, Erin Bakken

Resource Redistribution: Ed King /Board: *John DeLockery, Jenny Fehrenbacker, Steve Hauck, Bob Ryan, Bob Vornbrock, Irv Walker*

**Staff/Parish Relations Committee,** John Petty ('25)

Class of 2025: John Petty, Ed King, Bill Daniels,

Class of 2026: Beth Casteel, Jenny Evans, Mark Moody

Class of 2027: Tyler Sutton, Rebecca Blanchard, Clara Bailey

Ex-Officio: Pastors Voting – Julie Smith ('23) (Lay Leader), Bob Vornbrock (Lay Member Annual Conference)

**Trustees,** Matt Morgan ('22) 3<sup>rd</sup> Year, Chairperson

Class of 2025: Matt Morgan, Danny Reed, Rick Smith

Class of 2026: Bob Konsowitz, Jennifer Lawhon, Carol Ingram, Betsy Campany

Class of 2027: Loran Laughlin, Beth Moore, J.D. Lawhon

Ex-officio without vote: David Ray ('25) (House & Property),

Lindsay Carpenter (Director of Operations), Secretary – rotating, *To be Determined by Committee*

Ad hoc: Safe Sanctuary: Courtney Bradham

**Bus Sub Committee: Leonard Schingle, Chairperson; Robert Evans, Bob Konsowitz, David Young, Nicholas Brown**

**Columbarium Sub Committee: Cindy Ford, Chair – Julie Smith ('17)**

**House & Property Sub Committee, David Ray ('25) 1<sup>st</sup> year, Chairperson**

Class of 2025: Chip Petersen, Mark Sweet, Stephen Galloway

Class of 2026: David Ray, Cindy Ford, John Hathorn

Class of 2027: Paul Johnson, Becky Zimmerman, Alex Moore

ex-officio without vote: Trustees Rep, Lindsay Carpenter Director of Operations



# COLLIERVILLE

UNITED METHODIST CHURCH

ADMINISTRATIVE BOARD 2025			
FIRST	LAST	ROLE	EMAIL
John	Aitken	UMM & Advocate for Disabled	Jsaitken30@gmail.com
Emily	Burch	Active Clergy with Charge here	auburch@gmail.com
Susan	Allsop-Atkinson	Retired Clergy	allsop-atkinsonsj@hotmail.com
Dennis	Arterburn	Walk to Emmaus	dnarter@bellsouth.net
Jeffrelyn	Arterburn	Recording Secretary	jjarter@bellsouth.net
Jamie	Baccus	Worship	jamie@winstonbaccus.com
Sean	Baggett	At Large Class of 2026	spin003@gmail.com
Erin	Bakken	Staff	ebakken@colliervilleumc.org
Hunter	Blevins	At Large Class of 2027	BlevinsFam2010@gmail.com
Melissa	Brasher	Staff	ephesians18@gmail.com
Christy	Brown	Active Clergy with Charge here	cjc.brown@yahoo.com
Nick	Brown	Parliamentarian	nsbrown74@icloud.com
Nelson	Campany	At Large Class of 2026	drcampany@gmail.com
Lindsay	Carpenter	Staff	lcarpenter@colliervilleumc.org
Wendell	Cheatham	Assistant Treasurer	wc4jg@comcast.net
Jane	Crabtree	Worship	janiehoo58@gmail.com
Beverly	Crossnoe	Staff	bcrossnoe@colliervilleumc.org
Erin	Daniels	Children's Ministry Rep	esd616@aol.com
Charles	Elliott	At Large Class of 2027	Cwell44@aol.com
Gloria (Glo)	Elliott	At Large Class of 2027	Gbe45@aol.com
Ashley	Ellis	Health Ministries	ashley.w.ellis@gmail.com
Robert	Evans	Kitchen Task Team Co-Chair	RE218@BELLSOUTH.NET
Melanie	Galloway	At Large Class of 2026	threepeasinapod4me@yahoo.com
Susan	Hathhorn	Adult & Small Groups Co-chair	hathhorn@bellsouth.net
Dave	Herlong	Admin. Board Chair	braveyh@aol.com
Cathi	Johnson	Stewardship Task Team Chair	cathijohnson1@att.net
Herbie	Krisle	Lay Member Annual Conference	herbie786@aol.com
Katie	Landers	Adult & Small Groups Co-chair	katie.landiers@hotmail.com
Len	Landers	Safety Team	len.landiers@yahoo.com
Silas	Landers	At Large Class of 2027	silaslanders@gmail.com
Anne	Lee	Lay Member Annual Conf Alter.	Anne.arhlee@gmail.com
Richard	Lee	Missions Chair	rlee.arhlee@gmail.com
Jonathan	Lewis	Active Clergy with Charge here	Jonathan.Lewis@mlh.org
Marilyn	Meeks	United Women of Faith	meeksmaj@comcast.net
Sheila	Moody	First Impressions Task Team	sheila@thequonset.com
Matt	Morgan	Trustee Chair	matt.morgan@crye-leike.com
Jennifer	Netherton	Older Adults Rep	jnetherton@colliervilleumc.org
Cary	Pappas	Finance Chair	ccpappas1@gmail.com
Kim	Pappas	Prayer Task Team Chair	ktp0224@aol.com
John	Petty	SPRC Chair	johnepetty@gmail.com
Tricia	Price	At Large Class of 2025	triciaprice817@gmail.com
David	Ray	House & Grounds Chair	the2x2rays@bellsouth.net
Debbie	Ray	staff	dray@colliervilleumc.org
Joey	Reed	clergy	jreed@colliervilleumc.org
Roger	Robinson	At Large Class of 2026	rdruitar@aol.com
John	Sammons	Treasurer	grdrail@bellsouth.net
Leonard	Schingle	Kitchen Task Team Co-Chair	lvschingle@gmail.com
Amy	Shelton	At Large Class of 2027	ashelton848@gmail.com
Dale	Shelton	At Large Class of 2027	ashelton848@gmail.com
Julie	Smith	Lay Leader	jeesmith2@aol.com
Rick	Smith	Endowment Chair	elihogs@aol.com
Deborah	Suddarth	clergy	dsuddarth@colliervilleumc.org
Leslie	Sutton	Common Cup Task Team Chair	tsutton1052@gmail.com
Scott	Vande Linde	Family Council Task Team Chair	SVL609BWK@ICLOUD.COM
Beth	Vornbrock	At Large Class of 2026	beth.vornbrock@gmail.com
Bob	Vornbrock	Communications / Delegate AC	bob.vornbrock@gmail.com
Janet	Westmoreland	Congregational Care Chair	jwestmoreland585@gmail.com
Kevin	Wuzzardo	At Large Class of 2027	kevin@wuzz.net
Tiffany	Wuzzardo	At Large Class of 2027	twuzzardo@gmail.com



# STAFF MINISTRY PARTNERS

## What is a Staff Ministry Partner?

A staff person who works directly with a committee or task team chair to guide out of their expertise in specific areas.

## Who has a Staff Ministry Partner?

Every committee and task team is assigned a staff person according to ministry alignment and/or gifts and talents.

## Duties of a Staff Ministry Partner:

- Align all Task Teams & Committees with the CUMC Vision, Mission, Core Values, Guiding Behaviors, and Strategic Initiatives.
- Direct & Shepherd chairpersons, volunteers and ministries
- Be present at committee or task team meetings, as needed
- Always be aware of what is taking place in all areas of each ministry
- With chairpersons ...
  - Set agendas for meetings
  - Receive, review and pass along all communications needs (ENews Letter, Facebook, flyers, posters, bulletin inserts, etc.) to the Creative Director
  - Finances:
    - Budgeting process in July-September each year
    - What, if any, designated funds are available for this committee or task team
    - Proper procedures for spending
- Train, resource, and support lay leadership and volunteers

## Ephesians 4:11-13

***11** The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, **12** to equip the saints for the work of ministry, for building up the body of Christ, **13** until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.*



Collierville United Methodist Church

**Our Mission:**

To Know Christ and to Make Him Known

*Our Vision: Reaching out to transform lives by extending God's love to all*

<b>Staff Ministry Partners 2025</b>	<b><i>SORTED BY COMMITTEE</i></b>
Administrative Board	Deborah Suddarth
Adult & Small Groups	Joey Reed
Advocate for Disabled	Beverly Crossnoe
Children	Ashley Morgan
Columbarium	Julie Smith / Beverly Crossnoe
Common Cup	Leslie Sutton / Lindsay Carpenter
Communications	Erin Bakken
Congregational Care	Deborah Suddarth/Joey Reed
Endowment	Debbie Ray / Deborah Suddarth
Finance	Debbie Ray / Deborah Suddarth
First Impressions	Lindsay Carpenter
Health Ministries	Ashley Ellis
Higher Ed & Campus Min (College)	Stephen Racine
House & Property	Lindsay Carpenter
Kitchen	Lindsay Carpenter
Lay Leadership	Joey Reed & Beverly Crossnoe
Leadership Council	Deborah Suddarth
Library	Beverly Crossnoe
MOM Co - formerly MOPS	Jennifer Netherton
Missions (includes mission agencies)	Beverly Crossnoe
Newcomers / PLUG into CUMC	Joey Reed
Older Adults (SAM)	Jennifer Netherton
Prayer	Deborah Suddarth
Funeral Receptions	Beverly Crossnoe/Janet Westmoreland
Safe Sanctuary	Lindsay Carpenter
Safety Team	Patrick Fry
SPRC	Suddarth / Reed
Stewardship	Deborah Suddarth
Students (including SS & UMYF)	Stephen Racine
Tablecloth	Grace Jagers / Lindsay Carpenter
Team Jesus	Deborah Suddarth
Trustees	Lindsay Carpenter
UMM	Joey Reed
UWF	Deborah Suddarth
Walk to Emmaus	Joey Reed
Wedding Coordinators	Lindsay Carpenter / Jeffreylyn Arterburn
Witness	Joey Reed
Worship	Deborah Suddarth / Joey Reed
Young Adult (post college age)	Joey Reed

**\*THE FIRST NAME IS THE LEAD**

**STAFF TEAMS**

Discipleship Team	Joey Reed
Administrative Team	Debbie Ray
Worship Team	Deborah Suddarth
Operations Team	Lindsay Carpenter



## Staff Contact List

Last Name	First Name	Extension	Cell	E-mail
Bakken	Erin	125	612-804-2229	ebakken@colliervilleumc.org
Brasher	Melissa	123	256-542-8487	mbrqsher@colliervilleumc.org
Carpenter	Lindsay	101	901-628-8199	lcarpenter@colliervilleumc.org
Crossnoe	Beverly	115	901-359-1320	bcrossnoe@colliervilleumc.org
Fry	Patrick	128	901-258-9330	Pfry@colliervilleumc.org
Hall	Hannah	100	256-424-5177	hhall@colliervilleumc.org
Harper	Andrew		360 -486-4876	aharper@colliervilleumc.org
Harper	Sarah		918 -230-1639	sharper@colliervilleumc.org
Hassell	Kelly	121	901-299-5253	khassell@colliervilleumc.org
Jaggers	Grace	100	901-870-3559	gjaggers@colliervilleumc.org
Mason	Patrick	123	901-517-1505	pmason@colliervilleumc.org
McNeal	Katie	120	901-610-7389	kmcneal@colliervilleumc.org
Morgan	Ashley	104	901-497-5640	amorgan@colliervilleumc.com
Netherton	Jennifer	113	901-378-5582	jnetherton@colliervilleumc.org
Racine	Stephen	129	901-282-6162	sracine@colliervilleumc.org
Ray	Debbie	108	901-517-5505	finance@colliervilleumc.org
Reed	Joey	106	270-556-5616	jreed@colliervilleumc.org
Ricks	Jenni	107	325-518-2388	jricks@colliervilleumc.org
Suddarth	Deborah	103	901-831-4414	dsuddarth@colliervilleumc.org
Tooley	Blaine		423-839-6080	technology@colliervilleumc.org
Walker	Sharon	102	901-482-0154	swalker@colliervilleumc.org
Warren	Wayne		901-647-8129	wwarren@colliervilleumc.org
<b>Additional Extensions</b>				
Entrance 1 Welcome Desk		122		
Entrance 4 Front Desk		100		
Collierville Police non-emergency #			901-853-3207	
Preschool Direct Line		120/121	901-853-8636	
Volunteer Desk (Youth)		131	-	
<b>Custodial</b>				
Hamilton	Dave	N/A	901-483-8912	cedarstarjan20@gmail.com
Ward	Lilly	N/A	901-461-2953	
Winton	Jimmy	N/A	901-512-7768	

**Office 853-8383 ♦ Fax 854-4584 ♦ 454 W. Poplar Ave.  
Sanctuary on the Square ♦ 104 N. Rowlett St.**





## Sunday School Leaders

**Cornerstone** – Mark Moody - mark@bkpress.com

Danny Reed - dred@ferrellpaving.com

**Gift** - Kerry Johnson - kerry733@bellsouth.net

Christy Brown - cjc.brown@yahoo.com

Nicholas Brown - nsbrown74@icloud.com

**New Beginnings** – Sean Baggett – spin003@gmail.com

**Open Door** – Jim Piper - jimjenette@aol.com

Sally Reynolds - sallyjw@bellsouth.net

**Parables** - Bob Vornbrock - bob.vornbrock@gmail.com

**Sojourners** – Bill Daniels – wd60152@gmail.com

## Small Group Leaders

**Handyman Ministry** – John Kavicky – johnkavickyservices@yahoo.com

**Knitting for Missions** – Missy Hansen kmaroka@aol.com

**Lunch Book Bunch** – Jane Coward – foodiejane59@hotmail.com

**Men's (Dad) Tribe** – Len Landers - len.landiers@yahoo.com

**Mom Tribe** – Katie Landers, katie.landiers@hotmail.com

**MOPS and MOMSNEXT**– Jennifer Netherton – jnetherton@colliervilleumc.org

**Princess Project** – Carolyn Foster – cfosterrd@gmail.com

**Resource Redistribution Ministry** – Ed King - tnkings@aol.com

**Senior Adult Ministries** – Jennifer Netherton – jnetherton@colliervilleumc.org

**The Table** – Joey Reed – jreed@colliervilleumc.org

**UMM** – John Aitken - Jsaitken30@gmail.com

**UWF** – Marilyn Meeks - meeksmaj@comcast.net



## Planning Template

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*Vision - Reaching out to transform lives by extending God's love to all.*

**As staff and chairs work together to begin to plan an event, here are some helpful items to think through “Planning Template” and an “Event Check List” to follow.**

### I. BEFORE

- **GOAL - WHAT** is our GOAL for this event, ministry or experience?
- **HOW** does it fit into our Vision & Mission?
  - **HOW** is it “reaching out” beyond who we already reach, in order to transform more lives?
  - **HOW** does the event “extend God’s love to all” who come?
  - **HOW** does it help me “Know Christ” more fully?
  - **HOW** does it help me “Make Christ Known” so their lives or life might be transformed?
- **WHY** are we doing it?
- **WHO** is the event for? (For example: all children and families in Collierville, women, persons facing divorce, etc.)
  - **HOW** many people should we plan on?
  - **HOW** many volunteers for event?
- **WHERE** will the event happen? (NOTE: Will more people feel safe to try something new if it is off our campus, like at the elementary school football field?)
- **WHEN** will it be?
- **WHAT** will the “Follow-up Plan” be? **PURPOSE:** Show we care, build relationships
  - Different ministries have differing “Follow-up Plans”: First time guests to worship, Sunday school classes, children’s ministry, youth ministry, choir, small groups, and now “events” such as Easter Egg Drop, etc.
  - For example: Planning Center
    - “Thank You” on Monday after w/invite to worship through Planning Center
      - Text people with invite



# Event Planning Cover Sheet

## NUTS & BOLTS

### BEFORE - an Event

1. Schedule Room(s) & Set up - See “Booking”
  - a. See maps of the buildings in this section.
2. If event included children or special needs adults, ensure volunteers have already been through “Safe Sanctuary Training” or will go through at least two weeks before your event (in order to process background checks)
  - a. See “Safe Sanctuary Policy” in this section.
  - b. “Safe Sanctuary Training” Contact Ashley Morgan for upcoming dates.
3. If using the kitchen, ensure volunteers have already been through “kitchen training.” Contact Robert Evans or Leonard Schingle to schedule training.

### DURING - an Event

1. Follow guidelines outlined in “Facilities Usage Policy” – In this section.

### AFTER - an Event

1. Evaluate the event. See “Reflect. Adjust. Do” Worksheet
  - a. If your event occurs with some frequency, like Sunday school or worship, you might choose to create your own worksheet, tailored to your needs.

### In This Section:

- Planning Template & Event Check List
- RAD Worksheet
- Healthy Events
- Maps of the Buildings
- “Safe Sanctuary Policy”
- “Facilities Usage Policy”



## Event Check List

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### 6 months before event

1. Create a volunteer team to plan the event
2. Reserve the space in planning center calendar – make sure no other conflicts with other ministry areas. And/or complete the room request at [colliervilleumc.org/request](http://colliervilleumc.org/request) choose request a space
3. Look at area – Any maintenance issues before event can happen?
  - a. If so, complete maintenance request at [colliervilleumc.org/request](http://colliervilleumc.org/request) choose maintenance request
4. Meet with the communications director to start brainstorming marketing ideas and promotional materials. Submit communications and design request at [colliervilleumc.org/request](http://colliervilleumc.org/request)
5. Create a rain plan if the event is outdoors/Plan B
6. Does your event need a registration?
  - a. What information will need to be communicated?
  - b. What information do you need from attendees? All registrations should at a minimum Require cell phone number and email for easy contacting and follow up
  - c. Does your event have tshirts? Don't forget to ask for sizes?
  - d. Are you dividing attendees up into groups? If by age don't forget to require attendees birthdates
  - e. Do not forget to include hold harmless information for attendee to agree to when registering

### 2 – 3 months before event

1. Finalize promotional materials
  - a. Have dates when it will be in the worship guide and weekly email
  - b. Create Facebook announcement – Will there be a Facebook push?
  - c. What kind of “ask” piece will be used to invite people to worship?
2. Update and educate the staff on the event. Email or staff meeting preferred.
3. Make sure the set-up is discussed with maintenance and A/V and put in planning center
4. Set up the registration in planning center – review with Creative Director for edits and graphics
5. Assess the space for safe sanctuary
6. How will we know who attended the event?
  - a. Registration tables with iPad?
  - b. Registration Tables with option to win a prize with name, email and phone number given
  - c. Photographer taking pictures and capturing name, number and email.

### 1 month before the event

1. Open registration for participants
2. Did maintenance issues get done?
3. Notify safety team
4. Do we have janitorial support during the event? Do we need it? Is this after operating hours?
5. Make sure volunteers are trained – Safe Sanctuary, Kitchen, Bus, Common Cup Etc
6. Recruit volunteers
  - a. Greeters/Connectors
  - b. Workers
  - c. Clean-up crew
  - d. Miscellaneous



**2 weeks before event**

1. Train volunteers. On safety issues, i.e. tornado, sirens, etc. Train volunteers to invite people to worship.
2. Verify room reservations are correct in planning center. Make sure set-up is communicated to the set-up team.
3. Get with safety team and update them on how many people we are expecting, etc.
4. Continue promoting on Facebook and weekly email

**1 week before**

1. Email those who have already registered about any last-minute details and how excited we are to have them at our event.
2. Put together a clean-up plan. Leave the space better than when you started.
3. Touch base with all the volunteers and safety team.
4. Final push on social media.

**Day of Event**

1. Supervise set-up
2. Radical Hospitality for our Guests
3. Check in and encourage volunteers
4. If items are moved, tag them to where they belong so they can be moved back to the correct place.
5. Clean-up crew. Leave the space better than you found it.

II. **AFTER** - See “Reflect. Adjust. Do.” worksheet

- Did we accomplish the above **GOAL**? How?
  - If not, what do we need to do differently?
- Did we reach the number of **PERSONS ANTICIPATED**? **“NEW” CONTACTS**? **VOLUNTEERS**?
- Did we put the **“FOLLOW-UP PLAN”** into motion?
- What can we do differently that will **REACH MORE PEOPLE**?
- Submit any work orders for observed issues during or after your event through the work order portal on the [colliervilleumc.org/request](http://colliervilleumc.org/request) page on our church website.
- Send thank you to those who served and attended

**Core Values**

**SCRIPTURE** - Led by God’s Word

**LOVE** - Growing in God’s Grace

**HUMILITY** - Walking w/God

**SERVANTHOOD** - Living as God’s Servants

**MISSION** - Reaching out in God’s Love, Justice & Mercy



## Booking Events & Meetings

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### Room Reservations

- All room reservations can be made through our online request form at [colliervilleumc.org/request](http://colliervilleumc.org/request)
- Choose request a space
- Be sure to be specific. Room set up options are listed on the request form by each room.
- If you are not sure what room or set up needed, note in the open paragraph at the bottom of the form.
- If this is a recurring event, note the additional dates in the open paragraph at the end of the form
- An automatic confirmation email will generate once the room request is submitted.
- The Facilities team will review your request and email a confirmation with the assigned room. Be sure to check your confirmation. The rooms requested may not be available for the times requested.
- **All events outside of church operating hours must have a Staff liaison or Special events coordinator assigned and on site for the duration of the event. Special Event Coordinator fees are paid directly to the coordinator assigned. The church operating hours are Monday to Thursday 9am to 9 pm**

**Minimum of 2 weeks' notice is needed for all events.** This ensures the set-up team and HVAC schedule have been updated to accommodate your event.

- Last minute calendar additions must be limited.
- Set Up crew are on site Monday to Thursday 8am to 9pm. Events requiring set up or janitorial outside of operating hours may have fees involved

**Church events get priority** in scheduling over outside group events if scheduled property.

Outside groups, any group that is not a ministry of CUMC, must complete a Facilities Usage Agreement this agreement can be found at [colliervilleumc.org/resources](http://colliervilleumc.org/resources)

**Scheduled events take priority over non scheduled events.** Just because a room is empty, does not mean it is not reserved.

**All booking are subject to approval** by the Facilities Team, Facilities Manager and Director of Operations Lindsay Carpenter, [lcarpenter@colliervilleumc.org](mailto:lcarpenter@colliervilleumc.org)

**If your event has Audio Visual Needs**, be specific on your online request – what are the needs and for which room – when requesting. All AV needs will be approved by our Director of Technology, [technology@colliervilleumc.org](mailto:technology@colliervilleumc.org). There may be fees involved depending on requested needs.

**Nursery** (childcare 6 weeks to age 5) can be requested and must be approved by the Nursery Director, Jenni Ricks, [jricks@colliervilleumc.org](mailto:jricks@colliervilleumc.org) There may be fees involved depending on requested needs.

### Remember:

- All Poplar campus events must Check in at the Entrance 4 front desk for all events after 4pm
- **Please leave the room as you found it once your event is completed**
- **Any maintenance issues must be communicated at [colliervilleumc.org/request](http://colliervilleumc.org/request)**

If your event should be cancelled, please contact Lindsay Carpenter, Director of Operations, at [lcarpenter@colliervilleumc.org](mailto:lcarpenter@colliervilleumc.org)

# Communication Methods and Guidelines

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When considering promoting events or ministries at Collierville United Methodist Church (CUMC), there are a few things you will want to keep in mind.

## Staff Ministry Partners (SMP)

Every announcement or promotion must be approved by your Staff Ministry Partner: For more information on SMPs, please see **Section 3** of this manual.

## Know the audience:

- Who are you speaking to? Effective communication begins with knowing who you are speaking to and how to effectively provide a clear message. A message for children or students is not going to be the same for adults and parents.
- Although you may want to promote an event to multiple audiences, it is important to keep in mind how your audience will receive your information so that you can provide the necessary information for each demographic.
- Provide as much information as you can about the announcement or event. Ask yourself what you would want to know if you didn't know anything about your event or promotion. Be sure to include the **who, what, where, when, and why**. If there is a **cost or registration**, include how and where they can register.
- Don't assume that your announcement is for someone who is a long-time CUMC member. Keep in mind that there are guests who visit our church each weekend. They may not know what abbreviated or initialized words mean (UWF, UMCOR, etc.).



## Levels of communication channels:

There are three communication levels used to determine the channels which events and announcements will be promoted. High, Medium, and Low. These channels are based on the following:

- the percentage of audience this would reach inside and outside the church.
- the impact your event or announcement will have on the audience.

High	Medium	Low
80% of the congregation	50% of the congregation	Targeted by location or life-stage
Impact is church-wide or open to the community outside the church.	Impacts large venues, ministries, and demographic	Impacts small venues, ministries, and demographic

Higher rated communication channels are reserved for high profile events and announcements. Please see the next page for a list of the channels.

## Communication channels:

CUMC has several communication channels. However, the channels are not available for all promotions. In addition, some communication channels take longer to produce than others. The chart below indicates the levels of emphasis and methods which can be used for publicizing. For a better understanding of the

		LEVELS			
		High	Medium	Low	Lead Time
<b>CHANNELS</b>	Channels that <b>do not</b> require design work to be completed.				
	Bulletin	•	•	•	5 days
	Weekly eNewsletter	•	•	•	5 days
	Web: Calendar/Events	•	•	•	5 days
	Platform announcement	•			5 days
	Media release	•			5 days
	Channels that <b>do</b> require design work to be completed. <b>NOTE:</b> If you are requesting design work to be completed that pertains to your above selection you will need to add the lead time for the design work below.				
	CUMC-TV loop	•	•		2 weeks
	Planning Center	•	•		2 weeks
	Signage	•	•		2 weeks
	Facebook Post	•	•		2 weeks
	Bulk Mail	•			4 weeks
	Printed Material	•			3 weeks
	Video**	•			4+ weeks
<p>* Note that posts to the CUMC Facebook page (facebook/colliervilleumc) are intended for promotions of events to the community.</p> <p>**Video projects are to be requested by Staff Liasons only. Videos take more work behind the scenes and the lead time is contingent on multiple factors.</p>					

communication levels, see the previous page.



## How to request communication resources for publicity/events/announcements:

The primary communication sources are the weekly Bulletin, eNewsletter, and CUMC-TV loop. To utilize these channels, requests must be made by completing the Communication Request Form online:

[colliervilleumc.org/requests](http://colliervilleumc.org/requests).

**Please Note:** There are two types of event or announcement communication requests:

- **Event based announcement:** You are promoting a specific event. Variables may include event dates, times, cost, location, etc. Providing accurate information on who, what, when, where, and why will generate the best response. This is the most common type of announcement and should include a way for people to respond to your event, for example, who they should contact or how they can sign up.
- **Informational:** This type of announcement is for awareness. Examples would be Updates, Volunteers Needed, etc.

**Deadlines for communication event/announcement requests:** Please note deadlines for submitting information for announcements:

- Weekly Bulletin and eNewsletter must be submitted on **Monday by 12 pm**, the week of the announcement.
- Online registrations, whether they are in Planning Center or ColliervilleUMC.org, must be submitted **two weeks** prior to when you want the registration form posted online.

## How to request design/production work:

If your event or announcement falls into a category and channel that require design work, you must request that work to be done by completing the Design/Production Request Form online:

[colliervilleumc.org/requests](http://colliervilleumc.org/requests).

**Deadlines for design/production requests:** Please note deadlines for submitting information for design work and production:

- Design work (logos, banners, images, cards, postcards, web graphics, etc.) is in high demand and takes time to produce. Please understand that any design work needed adds additional time to your event and announce requests. *ie. You have an event on 4/24 that needs a logo, a postcard, an online registration, and also you have entered in a communication request for this event as well. You need to have the design/production request in by 4/3 and your communication request in by 4/17.* This is needed to schedule your requests in addition to the other work that our communications team is currently creating.



## **Video Requests:**

**If you and your Staff Ministry Partner have decided to create a video, please have your Staff Ministry Partner reach out to the Creative Director - Erin Cressman Bakken - [ebakken@colliervilleumc.org](mailto:ebakken@colliervilleumc.org).**

- A four-week lead time is the bare minimum required for all video projects. This is calculated as four weeks from the date of the first contact with the Creative Director about this project.
- Due to the amount of people and work involved in creating a video, it is at the discretion of the Creative Director to adjust the scope, due date, or capacity to create the requested video to utilize our staff's resources wisely.



## Reflect, Adjust, Do

Each Task Team will RAD events 1-4 weeks after it they take place. Share RAD with other Task Teams that might have been involved as well.

Event Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Event Team Leader: \_\_\_\_\_

Team Members: \_\_\_\_\_

What age was targeted for this event: \_\_\_\_\_

What type of event was this: Engage, Connect, Equip, Send (circle one)

### Reflect

Reflections, Evaluations (Positive & Negative)

- What was your goal?
  - Who was the target audience?
  - What were the clearly defined outcomes/desired results?
    - (achievable & recordable)
- How many families' information were you able to collect?
  - What is the plan to better collect more information next time?
- How many families responded to the "Next Steps" we provided, i.e., Sunday worship?
- How many families responded to our "Follow Up" contact whether phone call, email, text, etc.?

### Adjust

Adjustments to be made (with dates by which to do them)

- Consider options
- What are you going to do differently?
- **Who's** going to do **what** by **when**?

### Do

Will this event be repeated? Why or why not?

- Accountability & Follow-up
- Track results: On-going activity, Implement new initiatives

What will you do with this document so that it will not be lost and will be used in planning the next event? Put on calendar? Put on phone? \_\_\_\_\_



# Reflect, Adjust, Do

*The Operational Team will RAD the event the week after it takes place and pass on information to the team responsible for the event. The Event Team then needs to meet within 3 weeks and RAD the event.*

**Event Name** \_\_\_\_\_

**Date(s)** \_\_\_\_\_

**Event Team Leader** \_\_\_\_\_

**Team Members** \_\_\_\_\_

**Target Demographic** \_\_\_\_\_

## Event Objectives

What was key to clearly defining the objectives and goals of the event?

Were these objectives communicated effectively to all involved?

## Preparation

How well did the planning and preparation phase go?

Were there any logistical challenges or oversights that impacted the event?

## Team Dynamics

How did the team collaborate and communicate during the event?

Were there any conflicts or misunderstandings that affected the overall experience?

## Engagement and Participation

How engaged were the participants throughout the event?

Were there any aspects that particularly resonated with the attendees?

## LESSONS & ADJUSTMENTS



### **Logistics and Facilities**

Were the facilities suitable for the event's purpose?

Did any technical issues or logistical problems arise?

### **Communication**

How effective was our communication strategy leading up to and during the event?

Were there any challenges in conveying information to participants?

### **Feedback Mechanisms**

Did we have effective mechanisms in place to gather feedback during and after the event?

How can we improve the feedback collection process for future events?

### **Adaptability**

Were there unforeseen challenges, and how well did we adapt to them?

Were contingency plans in place, and were they effective?

### **Inclusivity and Diversity**

How well did the event cater to the diverse needs of our congregation?

Did we adequately represent and involve different demographics?





**Spiritual Impact**

In what ways did the event contribute to the spiritual growth and well-being of attendees?

Were there specific elements that enhanced or hindered the spiritual experience?

**Resources Utilization**

How efficiently did we use our resources (financial, human, time)?

Are there areas where resource allocation could be optimized?

**Safety and Well-being**

Were safety protocols followed, and were there any concerns related to well-being?

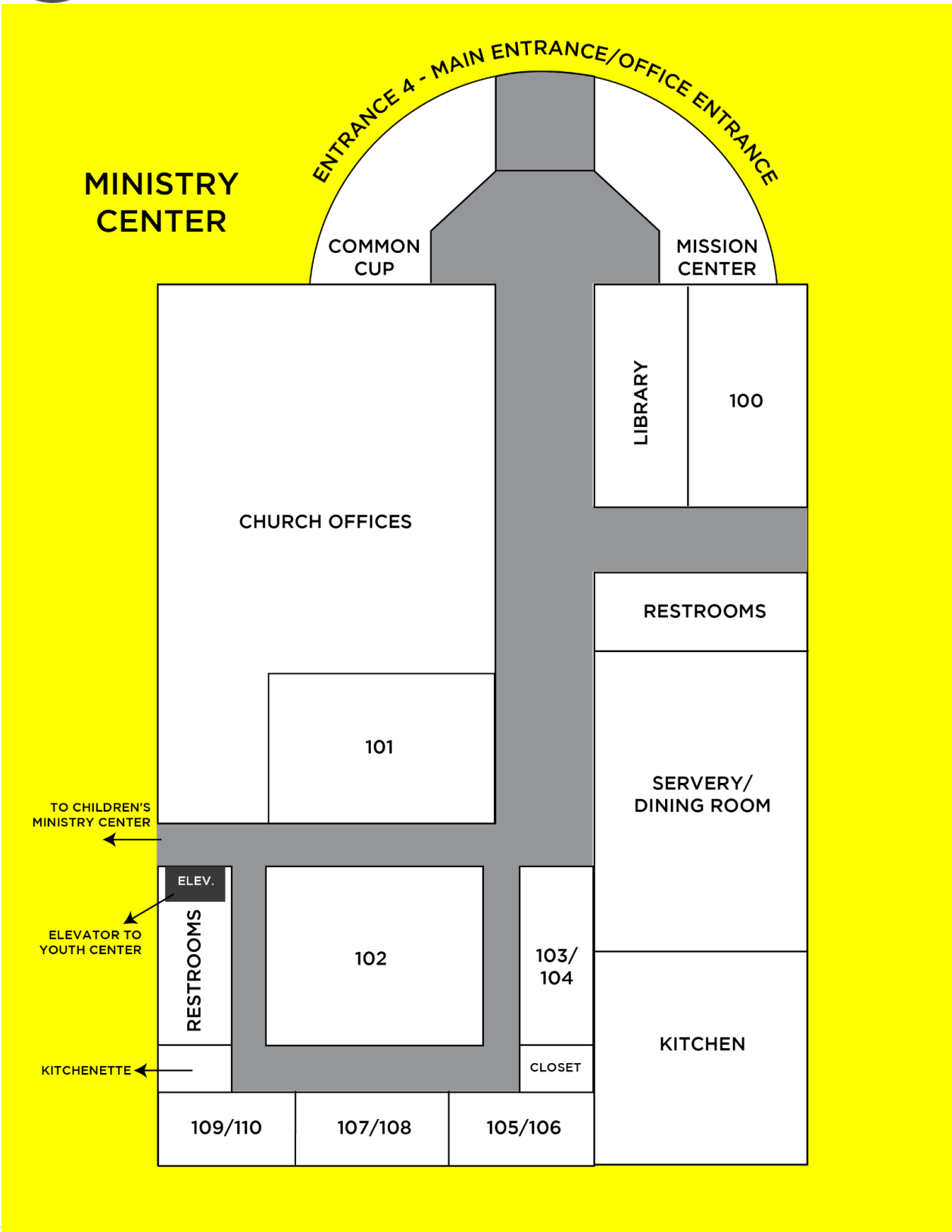
How can we enhance the overall safety and comfort of participants?

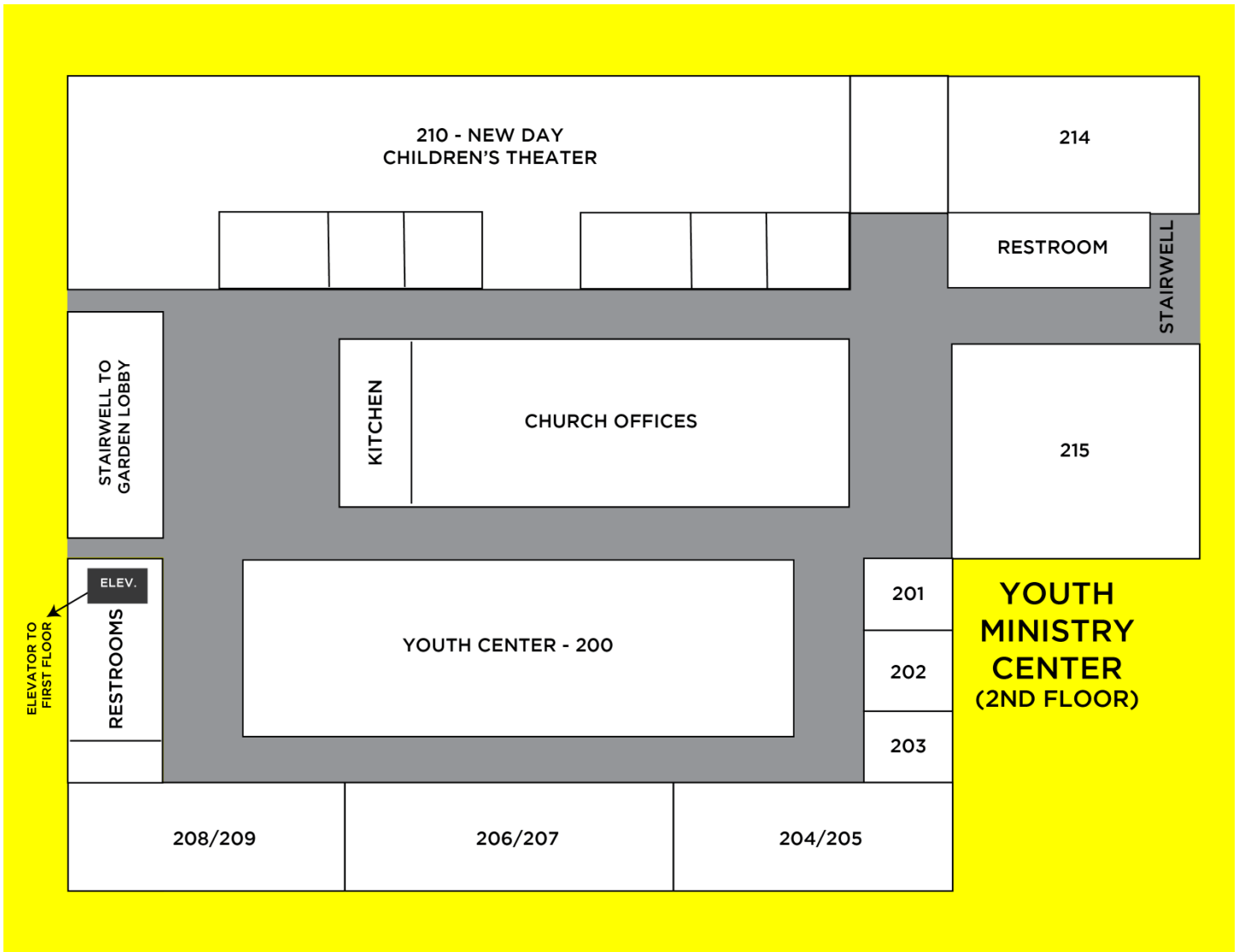
**Follow-up & Follow-through**

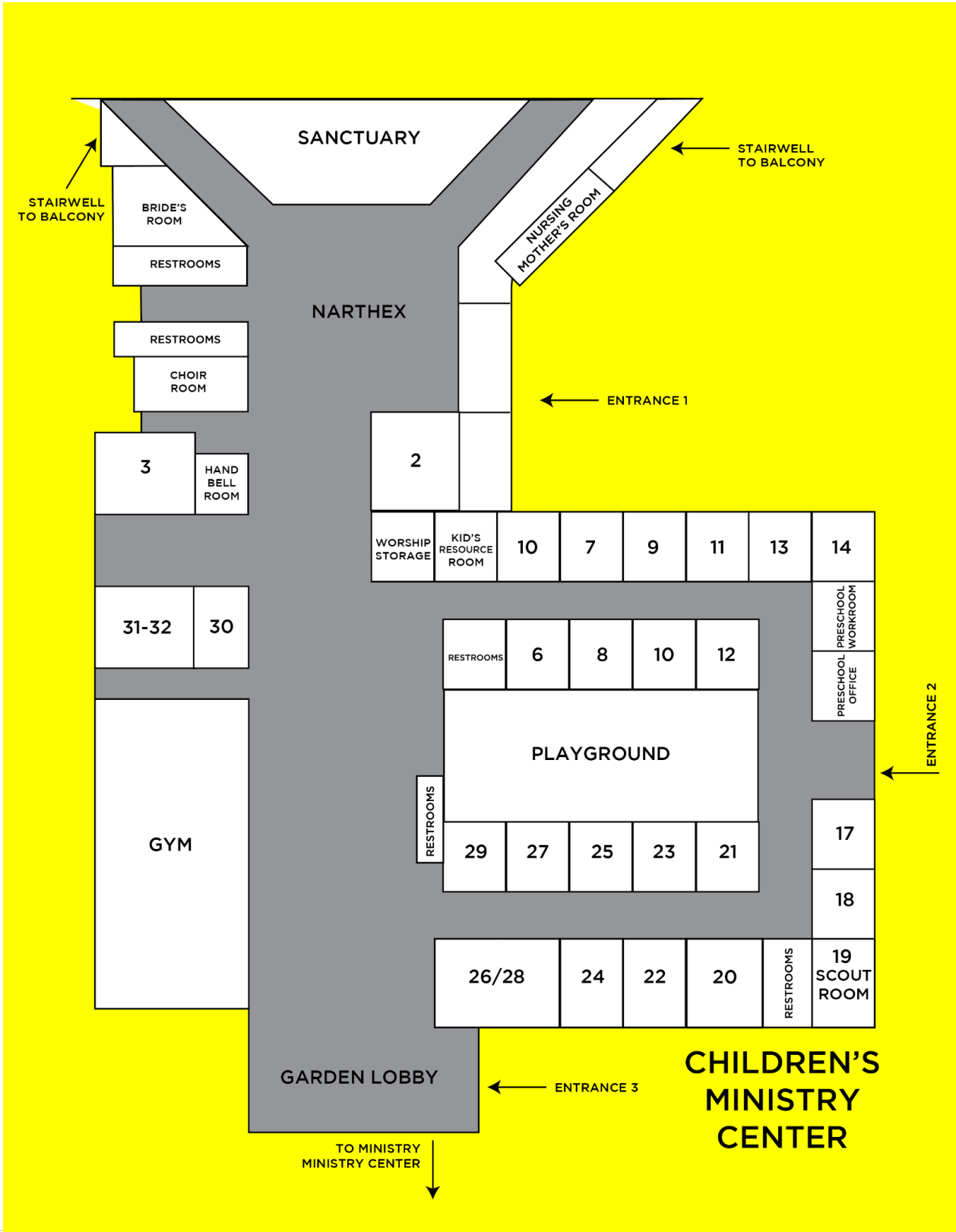
How was the plan implemented?

How did people engage as a result of the follow-through?

Were next steps laid out well enough for staff to follow re-engagement?









# Safe Sanctuary Policy Facilities Usage Policy Response Plan

Available on our website:

<https://www.colliervilleumc.org/resources-2/>

**FEEL LIKE YOU COULD USE SOME SPACE?**

We have multiplied sized spaces to fit your needs. From individual offices and executive suites to a large enough space for a small business. Competitive pricing, great location and the ability to separate your home life from your work life!

**INTERESTED?**  
Reach out to Lindsay Carpenter, Director of Operations: [lcarpenter@colliervilleumc.org](mailto:lcarpenter@colliervilleumc.org) or 901.853.8383 x 101.

**MULTIPLE SIZED OFFICES AVAILABLE**

**DEDICATED WORK SPACES**

**GREAT LOCATION!**

 **COLLIERVILLE**  
UNITED METHODIST CHURCH

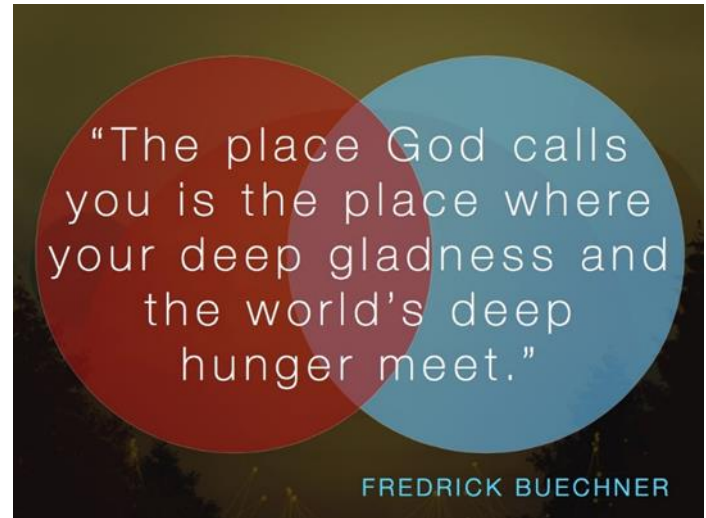
454 W. POPLAR AVE.  
COLLIERVILLE, TN 38017  
[WWW.COLLIERVILLEUMC.ORG](http://WWW.COLLIERVILLEUMC.ORG)

# Resources Cover Sheet

[www.Colliervilleumc.org/resources](http://www.Colliervilleumc.org/resources), includes:  
COVID Response Plan, Agenda Template, Job Descriptions, and more

## Further Learning:

- Lewis Center for Church Leadership - [www.churchleadership.com](http://www.churchleadership.com)
- UM General Board of Discipleship - Leadership Resources (tons of ministry topics)  
<https://www.umcdiscipleship.org/leadership-resources>
- UM General Board of Discipleship - Worship  
<https://www.umcdiscipleship.org/worship>
- UM General Board of Missions - [www.umcmmission.org](http://www.umcmmission.org)
- UM General Council of Finance and Administration - [www.fcfa.org](http://www.fcfa.org)



## Safe Sanctuary Trainings

- For those volunteering or considering volunteering with our children, youth and adults with special needs.
- Everyone must be re-trained every two years.
- Please coordinate with your volunteers so that they attend a training at least two weeks in advance of the event or ministry for which they will volunteer.
- Contact Lindsay Carpenter, [lcarpenter@colliervilleumc.org](mailto:lcarpenter@colliervilleumc.org) for:
  - List of those current with their training
  - Next training opportunities – contact Ashley Morgan [amorgan@colliervilleumc.org](mailto:amorgan@colliervilleumc.org).

What **TRAINING opportunities** does **your Task Team or Committee** need to have?

- 
- 
-

## Team Jesus for Collierville UMC

Team Jesus has been established to respond to volunteer needs within our church ministries. Members of Team Jesus are ready and willing to use their skills and gifts to serve our church, our community, and our Lord!



TEAM JESUS

An Excel document has been created for Team Jesus as a place to gather and share volunteers by areas of interests and special skills. Anyone overseeing a mission or project can utilize Team Jesus for assistance. This document, or names from this document, can be requested by emailing Team Jesus coordinator, Kim Pappas at [kpappas@colliervilleumc.org](mailto:kpappas@colliervilleumc.org).

The document consists of a Master's List of all volunteer names, email for contact, and their 1<sup>st</sup> and 2<sup>nd</sup> areas of interest. Those areas are:

- Administration
- Audio Visual
- Children's Ministry\*
- Common Cup
- Congregational Care
- Facilities
- Missions
- Programming
- SAM\*
- Special Events
- Worship

\*Also found in comments for those whose Area of Interest is Programs

There is a Comments section which reveals more specific areas of interest and skills that volunteers have shared. Columns Where Utilized and Short/Long Term are a place to record who has been called upon and served. This would allow us to make sure we are utilizing everyone that wants to serve and share their gifts while not overutilizing anyone. However, up to this point, these columns have not been utilized.

As members join Team Jesus, the Master list is updated.

If you have access to the document, to send an email to a group of volunteers, you will need to copy the email(s) and paste into your outgoing email because at this time there is no hyperlink. This Excel document is a work in progress as we navigate the best way to communicate and ensure every Team Jesus member is given opportunity to serve.

Thank you in advance for utilizing Team Jesus to uphold the mission of our church "To Know Christ and To Make Him Known". To complete the gifts & skill survey go to:

<https://colliervilleumc.churchcenter.com/people/forms/519227>

*"Each of you has been blessed with one of God's many wonderful gifts to be used in the service of others. So, use your gift well." 1 Peter 4:10 CEV*



# Servant Recruitment

## Ephesians 4:11-13

**11** The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, **12** to equip the saints for the work of ministry, for building up the body of Christ, **13** until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.

*Christ has no body on earth but ours,  
no hands but ours, no feet but ours.  
Ours are the eyes through which the  
compassion of Christ  
looks out upon the world,  
ours are the feet with which he  
goes about doing good,  
ours are the hands with which he  
blesses his people."*  
—St. Teresa of Avila

1. Identify someone's natural innate **gifts, skills and abilities** – be able to authentically list them
2. Match a person with specific **gifts** to a **specific ministry**
  - a. Not trying to find any-ole-someone for any-ole-position
  - b. These two should fit together like puzzle pieces
  - c. Helpful worksheet to determine needs and gifts – See bottom of next page
3. Questions:
  - a. What gifts does your committee **NEED (abilities/skills/passions)?**
  - b. Who has those particular **abilities/skills/passions?**
    - i. Pray over the congregation & individuals as you shake hands before and after worship or as you attend other functions.
    - ii. Ask people what they love to do, what kind of work they are in, etc.
      1. What questions can we ask in informal ways to dig a little deeper into people's passions, **gifts, skills and abilities?**
    - iii. Look at people through "gifts glasses"
4. Setting up **"The ASK"** → **PERSONAL INVITATION & RELATIONSHIPS!!!**
  - a. Once you have determined a committee or task team's **gifting NEEDS ...**
    - i. And ... you have identified a few people who might have the **gifts, skills or abilities** to match with those **NEEDS ...**
  - b. Determine the best method to do **"The ASK"** → Depending on your already established relationship and the importance of the position
    - i. Make a phone call to either ...
      1. **ASK** over the phone or
      2. Set up an appointment for a face to face conversation
    - ii. If you know you can get 5-10 minutes to talk ...
      1. Catch them before or after worship or Sunday school
      2. Remember ... If it is rushed, it does not feel as important or necessary.
    - iii. Send an email and tell them that you will follow up with a phone call in a few days if you do not hear back from them.
5. How to do "The ASK" → Important items to include:
  - a. **Name** - Call them by **name**
  - b. **Gifts Match Ministry** - [Not focused on a NEED but GIFTS matching MINISTRY]
    - i. Share with them the **gifts** that you see in them (get specific about **abilities, skills and passions**) that match ...
    - ii. ... the **specific ministry** for which you are requesting
  - c. **Job Description** -





- i. Share with them that we have a **job description** for each committee & task team
- ii. Either have it with you to hand to them or email it to them
- d. **Time commitments** -
  - i. Tell them roughly how often this committee/task team meets = For example: every week, every month, four times a year
  - ii. Does being on this committee/task team require them to be a part of any other committees/task team? = For example: Committee chairs also sit on Administrative Board and Worship coordinators meet with their worship teams but also with all other worship coordinators quarterly
- e. **Time line** -
  - i. Do this well in advance, so that they **do not feel pressured** to make a decision that day.
  - ii. You would like them to **PRAY** about it for the next 3, 5 or 7 days. And you will be **PRAYING** for and with them over this time as well.
  - iii. Let them know that you will **follow up** (3, 5 or 7 days) in a pre-determined time
- f. **Questions** - Allow them to ask questions
- g. **Thank them** - for **“prayerfully considering”** this ministry opportunity.

**6. Then ... DO ...**

- a. **PRAY** for the potential servant
- b. **Follow-up** in the agreed upon timeline
- c. **Send** them any materials needed
- d. **Invite** them to the first meeting!

**Other helpful Tips & Hint, See ...**

- “50 Ways to Increase Active Engagement”, From the Lewis Center for Church Leadership
- “Volunteer: Reach More Volunteers”, From Leading Ideas w/the Lewis Center

**A Spiritual Exercise: A New Way of Looking at the Gifts**

*from “Each One a Minister: Using God’s Gifts for Ministry” by William J. Carter*

In the list below, check 2 to 4 items that you think you are good at. (If you do not check any, you are too modest. But don’t check too many. Identify those things that you are especially good at.)

**I am especially good at ...**

- |   |  |
|---|--|
| <input type="checkbox"/> 1. Explaining things to people           | <input type="checkbox"/> 10. Speaking before groups                  |
| <input type="checkbox"/> 2. Telling others about the faith        | <input type="checkbox"/> 11. Making unusual things happen            |
| <input type="checkbox"/> 3. Tending to other people’s needs       | <input type="checkbox"/> 12. Encouraging and supporting others       |
| <input type="checkbox"/> 4. Helping people understand one another | <input type="checkbox"/> 13. Gathering and using information         |
| <input type="checkbox"/> 5. Communicating in dramatic ways        | <input type="checkbox"/> 14. Listening and/or acting sympathetically |
| <input type="checkbox"/> 6. Taking charge when needed             | <input type="checkbox"/> 15. Helping people become healthy           |
| <input type="checkbox"/> 7. Understanding the meaning of things   | <input type="checkbox"/> 16. Maintaining calm in times of stress     |
| <input type="checkbox"/> 8. Making people feel cared for          | <input type="checkbox"/> 17. Arranging meetings and programs         |
| <input type="checkbox"/> 9. Giving graciously                     | <input type="checkbox"/> 18. Leading beyond the local church         |

- The above 18 suggestions can give your committee or task team ideas by which to come up with your own list of items you are looking for in someone.
- It also helps in being able to specifically share with someone “why” we think they would be a good fit for this particular ministry.



# 50

## 50 Ways to Increase Active Engagement

From the Lewis Center for Church Leadership

### Motivate

- 1. Lift up lay involvement as Christian ministry, not volunteer work.
- 2. Explain the rationale for church activities. Remind people why what they are doing is important. Connect service opportunities to the larger vision of the church.
- 3. Communicate clearly the expectation of active participation when people join the church.
- 4. Reinforce the expectation of participation regularly from the pulpit.
- 5. Encourage persons to serve where they have gifts and passions. Make spiritual gifts assessments available and make use of the results.
- 6. Help congregants understand the time they give to ministries as an expression of stewardship.
- 7. Teach stewardship of time to counteract "busyness." Just as with financial stewardship, persons need to make giving time to the church a priority, not an afterthought. Encourage "first fruits" commitments of time.
- 8. Know that those who give the most time to the church also give the most financially.

### Communicate

- 9. Prepare a comprehensive listing of ministry opportunities with descriptions and contact information. Keep it up to date.
- 10. Develop job descriptions for key roles. Keep them up to date.
- 11. Create an attractive flier or "one pager" for each ministry that tells its story and how to get connected.
- 12. Lift up a different ministry in worship each week, celebrating its accomplishments and recognizing participants.
- 13. Tell the story of what your church is doing together in ministry. Document activities with photos and journals. Encourage participants to share their testimony.
- 14. Report the results of your ministries and lift up success stories.

- 15. Have an information center that is a visible connection point for visitors and others who want to learn about ministries. Staff it on Sunday morning.

### Organize

- 16. Develop a system or data base for member participation. Record interests, skills, spiritual gifts, leadership roles, etc.
- 17. Develop a leadership team for lay mobilization. In some churches, this takes the place of a traditional nominating committee.
- 18. Start new ministry teams and groups often. Despite their best intentions, ongoing groups have a tendency to become cliquish. Newcomers are far more likely to feel comfortable joining something new.
- 19. Review the schedule and format of church activities and events. Try new approaches that might appeal to those not yet active, for example weekday breakfasts, downtown lunch gatherings, weekend retreats, etc.
- 20. Ask of every ministry: "Does it meet a need?" "Does it make Disciples?"
- 21. Be mindful of the need to sunset ministries or groups that no longer serve their purpose. Don't invest energy in trying to keep a dying program alive.
- 22. Avoid pet projects that only involve a few people.

### Connect

- 23. Relationships are key. Most people serve because they are asked. Personal invitations are the most effective method of getting someone involved.
- 24. Make worship a primary portal for involvement. Have a participation form in the worship bulletin every Sunday listing immediate opportunities to serve.
- 25. Make getting started easy. Create easy entry points — short-term service opportunities requiring a minimal commitment. Allows people to jump in and get their feet wet.
- 26. Have an intentional system that helps all new attendees and members become involved in groups and activities very soon after they start coming to church.

Find more resources at [churchleadership.com](http://churchleadership.com)



- 27. Interview new members. Have them complete an interest survey.
- 28. Avoid mentor, sponsor, or buddy programs for newcomers. Although commonly used, they are seldom effective.
- 29. Work toward having each church member/ attendee involved in at least one small group — Bible study, affinity group, or ministry team.
- 30. Remember that choirs, service teams, and even administrative committees are also “small groups.” Train leaders to make these experiences spirituality formative, rather than exclusively task-oriented.
- 31. Emphasize small group participation during Lent. Choose a Lenten study curriculum for use by all small groups in the church. Publicize this study opportunity widely and use the Lenten period to recruit new participants into the small groups.
- 32. Link study group topics to sermon series.
- 33. Assess whether “pen and paper” recruitment methods, such as time and talent surveys or pledge cards, are effective in your congregation or whether a more interactive approach is desirable.
- 34. Use your annual stewardship campaign as a way of generating commitment to activities.
- 35. Have a ministry fair or open house to connect people with groups and ministry teams.
- 36. Organize a “Great Day of Service” and invite people to commit a single day to helping with ministry projects. Showcase your ongoing work. Encourage people to bring friends.
- 37. Provide opportunities for families to be in ministry together, especially parents and children.
- 38. Follow up with church members periodically — especially the less active — to take their pulse and ask, “How are things going?”
- 39. Recognize that sometimes people need a break. Give permission to say “no” when necessary.
- 40. Understand that Christian service occurs through vehicles other than church programs. Empower people to serve beyond the church.

**Equip and Affirm**

- 41. Provide training for ministry participants and leaders. Reinforce their role as ministers and servant leaders. Teach them to interpret and communicate their experiences through the lens of discipleship.

- 42. Help leaders and participants appreciate how service in the church differs from responsibilities in secular settings.
- 43. Conduct an annual retreat for leaders.
- 44. Intentionally include newcomers in leadership.
- 45. Reinforce the need for openness in leadership roles with a rotation system.
- 46. Experienced leaders should be encouraged to recruit a co-leader and mentor that person.
- 47. Encourage church members to think of their involvements in the context of their personal spiritual growth. Help them chart a deliberate plan for spiritual growth.
- 48. Move away from the “committee” mindset, to the more collaborative and interactive “ministry team” mindset.
- 49. Make time for affirmation and appreciation. Develop a systematic plan to publicly recognize all groups and ministries teams over the course of the year.
- 50. Say “thank you” often.

**Learn much more with the “Increasing Active Engagement” Resource.**



Strong and growing congregations typically have a very high percentage of people who are actively involved in learning, serving, and leading. Yet most churches have a large contingent of less-active members. Research suggests these people long for spiritual growth, but many church activities fail to connect with their needs, interests, and life patterns. Through engaging videos, presentations, and supplemental materials, *Increasing Active Engagement* explores best practices for getting and keeping people involved and engaged.

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# Leading Ideas Reach More Volunteers

By Jennifer And Jim Cowart



On April 10, 2013 Leading Ideas

If the idea of recruiting volunteers has been a challenge in the past, you are not alone. But getting rid of the mind-set of recruiting for a task and switching to the idea of inviting a team can help. Recruiting sounds like work; inviting is a privilege. People want to be needed. Even more than that, they want to spend their lives doing something significant. So don't ask people to do a job; instead invite them to join you in changing

the world.

In most churches, leaders try to fill positions through appeals in the bulletin or from the pulpit, which is not very effective. What does work is "tapping." One person already involved in ministry comes alongside someone else, gently taps them on the shoulder, and invites them to join the team and observe what's going on. No long-term commitments, just a tap and an invitation. Here are some tips to help with tapping:

*People want to be needed. Even more than that, they want to spend their lives doing something significant. So don't ask people to do a job; instead invite them to join you in changing the world.*

**Never ask for help.** This sounds counterintuitive, but asking for help doesn't work. Appeals from the pulpit and the bulletin aren't effective because they sound desperate. Instead of begging, try tapping and inviting.

**Invite people to join your teams on a trial basis.** It's in everyone's best interest to allow people to try things out for a while before making a commitment. This allows people to leave a ministry quickly and gracefully if it's not a good fit.

**Help people find their spiritual gifts, heart, abilities, personality and experiences that they can put to work in ministry.** Developing a system to help people discover their unique ministry profile will aid in plugging them in where they will be most fulfilled and fruitful.

**Establish job requirements.** Everybody can serve somewhere, but certain jobs require special screening. For instance, in children's ministry, after the tap but before on-the-job training, a background check and a safety procedure class are required. Establish and communicate clear expectations and prerequisites for each area of ministry.

**Train on the job.** Don't make the training process too complicated. Simple systems are usually effective. Allow people to observe and then discuss what happened. Then allow them to serve while you observe, and offer feedback. If all goes well, cut them loose to serve with appropriate supervision and evaluations.

**Promote for excellence.** Look for people who do things well. Remember, Jesus teaches us that those who can be trusted to do small things well can be trusted to take on more (Matt. 25:23).

**Value your volunteers.** Most volunteers also have jobs, families, and other commitments, so wise leaders encourage their teams regularly and help each member feel valued. Be creative and find ways to celebrate people and their contributions.

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This article is an excerpt from Jim and Jennifer's book, *Start This, Stop That: Do the Things that Grow Your Church* (Abingdon, 2012). Used by permission. The book is available through [Amazon](#) or [Cokesbury](#).

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