

COMMITTEE PURPOSE, TASKS, AND CALENDAR

Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. 1 Peter 4:10 NRSV

Our Ministry Teams seek to fulfill God's purpose by serving God and neighbor in the following ways:

1. Children's Ministry Committee
2. Buildings and Grounds
3. Stewardship and Finance; Treasurer
4. Worship and Music
5. Nominating
6. Youth Ministry
7. IT
8. Mission
9. Membership
10. Fellowship

Children's Ministry Committee

Statement:

Have you wondered how to follow through with the promise we make as a congregation after each baptism at BPC to lead our children in faith? Children's Ministry Committee would love to help you accomplish this and would love to have more members and helpers. CMC is joyfully called to inspire and nurture the children of BPC, to introduce them to church life, to help them know and love God, and to know they belong to a close church family. We partner with families supporting parents in raising their children, providing faith formation opportunities, fellowship, and fun as they learn about Bible stories, stewardship, mission, and worship. We meet the third Sunday of the month right after worship in the Youth Lounge – Join us!

Things CMC Does for the Glory of God

Easter Egg Hunt

Vacation Church School

Christmas Musical

Parents Afternoon Out and St. Nick's Shop

5:00 p.m. Christmas Eve Service

Children's Sunday/helping children participate in service

Purchase curriculum and obtain teachers, provide a nursery ministry

Plan Sunday School and special events

Plan Stewardship and Mission projects for kids

Coordinate and lead with the Music Director the Children's Christmas Musical

Buildings and Grounds Committee

Statement

The Buildings and Grounds committee has been given stewardship of this historic property that God has lovingly entrusted to the BPC congregation. The committee consists of a mission team who combines their spiritual gifts of service and time with their talents and knowledge of property and asset management. They are entrusted to make recommendations and decisions regarding all church properties, construction, maintenance, renovations, restorations and improvements. Their focus is the care of the property that enables the church to fulfill its other ministry goals of worship, education, fellowship and mission. All are invited to attend Building and Grounds Meetings at 7:00 p.m. the first Wednesday of every month.

Things Buildings and Grounds Does for the Glory of God

This mission team ensures the smooth operation of the church facility (which dates back to 1832), to preserve the structure and the grounds of the church and to coordinate the use of the facilities. Their responsibilities include but not limited to the following:

- Oversee the safekeeping, protection, maintenance, and repair of all of the church facilities, furnishings and equipment such as heating, cooling, lighting and electrical, plumbing, carpentry and storage
- Inspect all church properties periodically and maintain inventory of all equipment and furnishings
- Conduct annual evaluation of space allocation and recommend any needed changes
- Develop and implement a maintenance policies and procedures plan including a preventative maintenance plan, emergency plans and building and property use policies
- Prepare recommendations for annual maintenance budget and administer budget
- Assist and support church Sexton in matters concerning the maintenance and usage related to the building and grounds
- Take action in emergency situations regarding the church facilities, grounds and furnishings
- Serve as a resource team when the church considers capital improvements to the property
- Solicit and award bids for needed maintenance, repairs, and equipment.
- Oversee contracted work and authorize payment for work completed
- Assist church historian in the maintaining of the national historic status

Finance and Stewardship Committee

Statement

The Finance and Stewardship Committee is called to build enthusiasm for thanking God for all the gifts God bestows upon our congregation. Finance and Stewardship provides education about the joy of giving our time, talent and treasure to Bedford Presbyterian Church, the greater Bedford area and the world. We strive to ensure that people's gifts and resources are soundly allocated and transparently recorded.

In addition to the Finance and Stewardship Elders, the Committee includes BPC's Treasurer, Pledge Administrator, Memorial Committee Chair, Capital Campaign co-chairs (when applicable), and Investment Committee Chair. We encourage any member or friend of BPC with an interest in helping guide our church's current and future finances to attend our monthly meetings. Please join us on the fourth Wednesday of each month at 7 p.m. as we meet to further God's financial plan for Bedford Presbyterian Church.

Things Finance and Stewardship Does for the Glory of God

Pledge Campaigns and monitoring

Create draft budgets for Session

Investments and monitoring

Donations

Fundraising

Memorial Funds

Conduct Annual Stewardship Campaign

Oversee, manage, and monitor Session-approved budgets

Oversee and monitor pledges throughout the year

Monitor Per Capita payments

Monitor progress of Capital Campaign

Identify opportunities for fundraising

Analyze financial issues and make recommendations to Session

Worship and Music Committee

Statement

Worship is at the heart of what we do as a church! The Worship and Music committee has the privilege of bringing the vision for worship and other spiritual events at Bedford Presbyterian Church to fruition. Joining with the Co-Pastors and Music Director, the committee plans and provides opportunities for varied worship experiences, both for the congregation and community. Worship and Music plans and provides for various events at certain points of the church year all to the glory of God. The chairs of the Worship and Music Committee often take the pulse of the congregation into consideration during the planning of the worship related events. A key benefit of the committee is that the members have the opportunity to develop a collaborative relationship with the Co-Pastors and the Music Director. Anyone interested in participating on this committee may join in on the second Wednesday of the month at 10:30 a.m.

Things Worship and Music Does for the Glory of God

Make sure there are Elders of the Day for Sunday worship

Make sure there are 4 Ushers for each Sunday worship – Greet, Collect Offering and place in safe after service accompanied by Elder of the Day

Secure Servers for communion each month – 10 Traditional, 4 Intinction (2 with Co-Pastors, 2 for gluten-free plate and juice)

Coordinate flowers for Sunday worship

Attend monthly committee meeting

Review the Worship and Music budget periodically allowing for planned expenditures and review extras

Stay apprised of 5 p.m. worship and support their needs

Assist the Co-Pastors and Music Director with the facilitation of special events related to Worship and Music

Work with other committees, such as Fellowship and Buildings & Grounds for special events and sanctuary needs

NOMINATING COMMITTEE

Statement

The Nominating Committee of Bedford Presbyterian Church believes that everyone has a spiritual gift to share. We are called to look and listen for the ways the Spirit is calling the members of BPC to use their gifts. We hope to pair those gifts with ways that can be joyfully shared with God's people in the church and in the world. We do this by prayerfully seeking Elders, Deacons, and committee members for certain committees in the church. When we ask someone to serve, we commit to clearly communicating what their service means and the responsibilities that it entails.

We are committed to being generous stewards of the gifts of our church members and the ways they give their time, talents, and resources to strengthen the membership, leadership, and faith life of Bedford Presbyterian Church. The Nominating Committee is elected by the congregation each year and members serve a two year term. Please contact the current Moderator of the Committee if you want to find the right place to share your gifts at BPC.

Things Nominating Committee Does for the Glory of God

Fills open positions to serve in the church for Committees, Deacons and Elders
Identifies potential candidates for open positions
Reaches out and contacts potential candidates
Maintain list of open and upcoming vacancies
Nominated candidates elected by Session to serve on Personnel Committee
Sends out Youth Elder and Deacon letters
Sends out Elder and Deacon Letters
Host new Elder and Deacon Breakfast
Nominate candidates for Pastoral Nominating Committee when needed
Staff table at Ingathering to answer questions about serving and open positions

Youth Ministry Committee

Statement

Youth Ministry Committee seeks to help the young people of our church, grades 6-12, to develop a relationship with God and their church and to foster fun and meaningful relationships with their peers and community. Youth Ministry Committee supports this development through educational programming, service and worship. Please contact the current Elder to help with this program.

Things Youth Ministry Committee does for the Glory of God

Plans and host bi-monthly youth group

Determines curriculum and provides leaders for confirmation class in conjunction with Pastors

Determines curriculum and provides leaders for Post-Confirmation or Senior High group

Determines curriculum and provides leaders for Pre-Confirmation or Junior High group

Plans for stewardship and mission opportunities for youth

Plans and lead Christmas Eve Youth Service

IT Committee

Statement

Members of the IT Committee support church members, staff, and visitors in connecting to one another, keeping up to date with what's happening in the life of the church, and sharing people's faith journey through technology. We welcome members to participate in our initiatives dedicated to making God available while members are in the "Mission Field". Meeting times vary for this committee. Please contact the current IT Elder if you'd like to share our gifts by participating.

Things IT Does for the Glory of God

Evaluates the technology needs of the Church, the Pastors and the Church office to increase productivity using appropriate technology
Responsible for maintaining the systems and equipment and serving as a resource for training and education for the Pastors, members, Elders, and staff
Develops knowledge and understanding of the systems used to maintain the membership database and access to the database over the internet
Assign and restrict user access based on user needs
Identify and supervise vendors providing IT services to the church including Internet access database access and website domain
Respond to requests for making use of the available technology and participating in discussions about evolving needs
Introducing new resources that can enhance communication and connectiveness among the church and its members

Mission Committee

Statement

The purpose of the Mission Committee is to represent Christ's loving hands of service and philanthropy, support the welfare and dignity of those in need with acts of compassion, restoration, and love. The Mission Committee supports the church congregation by ensuring good stewardship of mission funds, and by providing thoughtful evaluation in use of mission gifts, time, talent, abilities, and energy. On average, there are 6 members on the mission planning committee, but if we include the numbers of those who participate in the numerous subgroups within the Mission Committee, the numbers would be over 80, plus donors.

Subgroups of the Mission Committee include New Horizons Soup Kitchen service, CareGivers Caring Cupboard service, Caring Closet, Helping Hands, Adopt-A-Family, Building Bridges and Mission Trips. Mission meets on the 3rd Wednesday night of the month at 6:30. Please join us if you'd like to serve on the Mission Team.

Things the Mission Committee Does for the Glory of God

Receives the PCUSA One Great Hour of Sharing Palm Sunday Offering and Christmas Joy Offerings and distributes through PCUSA.

Support the Deacons Thanksgiving Basket Project

Participates with other non-profits in fundraising for community needs such as food scarcity via charity walks, food drives, etc.

Supports the work through monetary aid and mission team support through Presbyterian Disaster Assistance locally, regionally, and globally (Rebuilding of homes, flood/disaster assistance – sometimes a world crisis arises and we find ways to help/give tsunami relief for example)

Distributes and oversees mission funds through the budget and raises money, distributes and oversees funding for and planning for mission trips for all ages.

Partners with missionaries by providing monetary support and the building of Relationship in overseas mission field (Dawsons)

Provides opportunities for service and mission work both locally and regionally

Hosts an event to celebrate and interpret current mission initiatives (BBQ)

Actively seeks to follow God's leading in the mission field constantly seeking where God would send BPC next with regard to new mission opportunities

Membership Committee

Statement

The Membership Committee is chartered with the task to welcome all that come through our doors. That means all people from any background anyone from anywhere.

We welcome them to our faith home to listen to the word of god, to learn the good news and share our mission and music.

I think that this is in many ways is the largest committee we have in our church. Everyone that is a member of this church has the responsibility and obligation to welcome new faces to our loving home and extend a hand of friendship.

We want our guest to **Believe** like we do that we are blessed by the Grace of God and our Christian beliefs are inspired by prayer and worship.

We are proud to **Belong** to the body of Christ through this historic church as a loving church family

We all have our own personal **Faith's Journey** and by our actions and deeds we share with others the strength that comes from that journey.

We **Build** on our faiths journey through God's grace and our Christian service with compassion, generosity, and humility.

Believe, Belong, Become, Build

We invite people that are interested in our mission and love of god to experience a new member's class. A two hour class where they learn about our history, our faith, our church mission and values. If they so choose, they commit to becoming a member of this church and serve god through the mission of this church.

There is nothing more comforting than coming to this church for the very first time and know in your heart you were meant to be here. The welcoming smiles and handshake from someone that is current member, the message, the music, it all welcomes you to Bedford Presbyterian Church.

That is the goal of the Membership Committee. To welcome our visitors, encourage them to become a member and experience the joy and blessing that is an important part of being a member of this church family. I ask anyone that is interested in serving our church in this way by being an active member of this important committee to please contact the Committee Chairman for times and events and meetings sponsored by the Membership Committee.

Things Membership Does for the Glory of God

New Member Class

New Membership Class is generally held twice a year, once in the spring and once in the fall. Additional classes are held as demand dictates. These classes are run by the Ministers and supported by the committee. They are generally 2 hours and designed to get to know the prospective member, and review the basic history and background of the Presbyterian Church USA. In addition, the history and operations of Bedford Presbyterian Church including Elders, Deacons, mission and traditional annual activities and events are discussed. These classes are critical in helping the prospective member to finalize their choice and decision to pursue their faiths journey with BPC.

Fellowship Committee

Statement

Many passages in the Bible depict Jesus either at the table or sharing food with his followers. Fellowship was important to the Lord and our purpose is to bring our church family together to enjoy each other's company by providing fellowship events and coffee hours each week following worship. Our Fellowship team is called the "party planners" of the church. Throughout the year, while partnering with various committees, we plan and host special events and get-togethers that promote friendship, fun, fellowship and faith!

We would welcome anyone who would like to join our team and we meet once a month. Please contact the current Fellowship Elder to join in – all are welcome!

Things the Fellowship Committee Does for the Glory of God

Coffee Hours

Stocks kitchen with cups, plates, napkins, coffee, tea, etc. for coffee hour

Make sure kitchen is clean each week

Chairperson attends Session meetings

Invites people to attend coffee hour

Arranges meals for 603 Mission Week

Has kitchen cleaning days, spending several hours organizing and cleaning
as a group

Chairperson (Elder) serves communion and serves as Elder of the Day

Helps with Vacation Church School dinners

Special brunches for visiting people or groups

Ingathering Sunday

Chairperson attends church conferences

Hosts Hanging of the Greens Dinner