

Ministry System Leaders

Elders

- Moore, Johnny
- Oldham, Tim
- Smith, Ray

Deacons/Ministry Leaders

- Connelly, Dennis
- Cunningham, David
- Dodd, Erin
- Etheridge, Tom
- Mitchell, Matt
- Morgan, David
- Myers, Stacy
- Pratt, Mark
- Reaves, Kevin
- Scarborough, Walt and Becky
- Travaglini, Mike
- VanOver, Paul
- Wallace, David
- Wasilko, Paul

Other Program Leaders in the Ministry System

(Many of the Ministry Leaders listed above are also Program Leaders)

- Bunch, Mary
- Goodpasture, Tom and Mildred
- Griffin, Rodney and Ginger
- Gross, Robert and Frances
- Hensley, Nancy
- Jinkerson, Beth
- Maberry, Dorothy
- McClane, Curtis
- McCulley, Phil
- Morgan, Paula
- Reaves, Teresa
- Rollins, Tracy and Loretta
- Smith, Beaver
- Smith, Walker
- Spann, Mark and Debby
- Susan Welch
- Thompson, Neil and Stephanie
- Wasilko, Barbara
- Woodward, Debbie
- Wooten, Anthony and Betty

Highland View Church of Christ

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Highland View Church of Christ

Our Ministry System



*Spiritual Growth through
Loving and Serving Others*

December 2009

*This document is also available online at
www.highlandviewchurch.org/ministries.htm*

*To request updates or for questions,
Please contact Paul Wasilko,
Leader for the Ministries Brochure Program*



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Introduction

Mission

The mission of the Highland View Church of Christ is . . .

. . . To teach Christ and to save souls through demonstrating the love of Christ in our lives.

We are intent upon strengthening our faith in Jesus by serving others daily.

Our **faith** is demonstrated by showing God's grace at work in our lives as we claim his promise of salvation for all who accept Christ.

Using This Booklet

The Highland View Church of Christ Ministries define our approach to revealing God's GRACE to the Highland View family and all who will accept God's saving GRACE. We pray for God's blessings on our efforts to save souls through all available means in keeping with His will.

This booklet starts by describing the history of the Ministry System at Highland View. The next section is a summary of the vision for the future of our congregation based on leadership and member input. The main section lists each of the major responsibility areas which we call "Ministries". There is a mission statement for each Ministry along with the names of the elder who is providing oversight and the deacon or ministry leader who has agreed to serve each ministry. Ministries are made up of one or more individual programs, each with a program leader, and "support staff" made up of members who have volunteered to work in the programs. Programs, in turn, are made up of activities that may be ongoing or may be limited in scope, sometimes occurring only once each year. In the final section, you can find a complete index of all three levels—Ministries, Programs, and Activities. And remember—if you see an open opportunity that needs leadership and support, offer yourself to that work by talking to an elder, deacon, or ministry leader to get started.

The intent of this latest revision of the ministry description is to encourage servant leadership through the Deacons and Ministry Leaders. All our leaders are encouraged to look to Christ, as He is the ultimate servant leader. Many of these leaders represent the culmination of over 20 years of experience and adaptation of the original Ministry System introduced in November 1988. May God find our efforts to define His work at Highland View in these Ministries in keeping with His will.



History of the Ministry System

History of the Ministry System

The Ministry System at Highland View began in November 1988. It was designed to replace an outdated committee system that was not functioning effectively. Often a very few individuals were doing the bulk of the work and most of the congregation could not fit into the structure and thus did not feel ownership of the activities. Frustration was evident. Participation was lacking. Enthusiasm for the work of the congregation was at low ebb. After the initial implementation the first sixteen Ministries quickly grew as members began to see the system, encouraged innovative ideas and accepted involvement by any and all members, not just a few select "committees". The word "committee" was stricken from our vocabulary as it carried such a negative connotation.

A stated purpose of the Ministry System from its inception was, and still is, to provide opportunities for service for ALL members. Success is evident by the positive results of the formal evaluation conducted after one year of operation and by continued evaluation and adjustment over the years. One measure of continued success has been that a high percentage of the congregation should be involved in some facet of the Ministry System. The flexibility of the system has also contributed to its success, changing as needed over time.

There were sixteen ministries when the system was introduced, and at one time the system grew to as many as 27 different ministries. As needed activities were identified, ministries were allowed to form or change. The present arrangement is the result of identified needs and opportunities in the congregation.

Highland View held Ministry Leaders meetings quarterly for the first year to develop goals and objectives for each ministry. We held a Ministry Fair to promote interest and to identify support teams. Over the years similar Ministry Fairs continued to increase involvement and generate interest. Open forums and gathering congregational input have now replaced the Ministry Leaders meetings as the primary method to discuss and plan improvements.

During 1990 the congregation participated in several brainstorming sessions to identify our strengths and weaknesses and to develop a Mission Statement. The Ministry System was seen as strength and a method to address several identified weaknesses while helping accomplish our mission. Then, in 1996 we implemented another change to provide a more efficient method of managing the numerous programs and activities. The ministries were grouped into twelve basic ministries with the oversight of each ministry assigned to a specific Deacon.

In 1998 the congregation simplified the system grouping programs under a reduced number of major Ministry areas. We assigned teams of Deacons/Ministry Leaders to the responsibility areas as sufficient numbers of leaders were identified and trained. The maturity of the system now allows for these Deacons and Ministry Leaders to assume full responsibility for their assigned Ministry areas and to function as servant-leadership teams. The system continues to be the primary method used to involve the congregation in ongoing activities and the structure within which to form new initiatives. This latest revision continues the emphasis on servant leadership by the Deacons/Ministry Leaders, and places increased emphasis on the Ministry Program Leaders.

In 2009, the elders called for an activity known as "Vision 2010 and Beyond" to seek congregational input for the current strengths, needs, and opportunities of our church family. Among the several outcomes has been this latest revision and update of the Ministry System.

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From Foundation to Future:

A Vision for Highland View

In our vision to become a more CARING congregation with strong emphasis on FAMILIES and further encourage participation and involvement by all members of the congregation we will focus on preventive actions to assure that stable families are developed and maintained. Several foundational elements are in place and our challenge is to claim that future vision.

Foundational Elements:

- A vigorous, dynamic pulpit ministry provides challenging sermons relating Christ's examples as realistic applications of God's truth and love
- Wednesday nights are dedicated to Bible study and special activities to apply techniques for practical living
- Small Groups are proving to be an exciting alternative for drawing congregational members closer to one another.
- Our youth program is the central focal point for an East Tennessee youth program and continues to expand.

Our congregational VISION has three primary focus areas: (1) CARING for people who hurt; (2) developing and maintaining effective FAMILIES; and (3) exemplifying CHRIST'S LOVE in individual members' daily lives as we show God's grace through our love for each other.

FOUNDATION: We stand ready to grow the kingdom in Oak Ridge through our present desire to see hurting people find solace and our eager interest in demonstrating Christ in our lives to lost souls. Our facility is capable of meeting the existing needs with excellent accommodations. Several activities are ongoing which demonstrate our desire to reach lost souls and heal hurting people. We have a successful youth program that continues to serve. Several of our Ministry Programs are functioning effectively. More ministry programs can become vibrant and alive with additional involvement from the congregation. New leaders can be identified. Encouragement to serve can make a difference. We have two mission points. We have a stable financial base.

FUTURE: We must bring in our friends and neighbors in ever increasing numbers so they can be blessed by the excellent sermons and loving assemblies at Highland View. Special assemblies, Summer Series, Small Groups, Church in the Park, Bring a Friend Day, etc. are examples of opportunities we have. It is our obligation to God's grace to make these opportunities FUTURE possibilities to reach lost souls. We can move toward a program that more effectively addresses the unprecedented time of turmoil, violence, and sex and drug abuse faced by our youth. Peer pressure to conform to the world around them is stronger than any previous age. We must save our youth! We can afford to dream and reach beyond our sight to launch out in faith!

With our sure FOUNDATION, the FUTURE shines with potential for God's kingdom in Oak Ridge. Let us encourage one another to reach for the future with faith, hope, and love. Love being the key to great growth in God's kingdom through our accepting His grace and relying on Christ's example as our guide to action. GOD DESIRES ONLY OUR BEST, HIS GRACE DESERVES IT! Our vision for 2010 and beyond is

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Table 1

Ministry System at a Glance

Ministry and Programs	Ministry Leaders	Elder
Assemblies Baptism Support Children's Bible Hour Count Attendance Greeters Lord's Supper Preparation Music Prayer Requests Serving Communion	Dennis Connelly	Ray Smith
Benevolence Clothing Distribution Financial Assistance Food Distribution	David Wallace	Johnny Moore
Education Classes Library Newcomer Education and Orientation Puppets VBS	Stacy Myers Erin Dodd	Ray Smith
Evangelism (USA) Campaigns Local Effort Prison Outreach	All Elders	All Elders
Facilities Building Facility Use Grounds Vehicles	Matt Mitchell	Johnny Moore
Fellowship Church in the Park Congregation- wide Meals Family Life Program Men's Program Women's Program 50+ Program	David Morgan Mark Pratt	Tim Oldham
Finance Accounting/Reporting Budgeting Collections/Deposits Office Operations Treasury	Mike Travaglini <i>Finance Director:</i> Walt Scarbrough	Tim Oldham
Helping Hands Brother's Keepers Habitat for Humanity Love Bears Tennessee Children's Home	David Morgan Mark Pratt	Johnny Moore
Information Systems Advertising and Promotions Audiovisual Equipment Calendar/Schedule Computer and Telecommunication Systems Congregational Communications Tech Support for Assemblies Website Design and Upkeep	David Cunningham	Ray Smith



Involvement Ministries Brochure Newcomers' Involvement Program Recruitment	Paul Wasilko Erin Dodd	Ray Smith
Missions (Foreign) Magi Boxes Program Mission Work	Paul VanOver	Tim Oldham
Small Groups	Tom Etheridge	Johnny Moore
Special Services Food for Sick and Grieving Visitation for Sick, Shut-Ins, Hospitalized	Becky Scarbrough	Ray Smith
Youth Community Service & Outreach Girls Program Intergenerational Activities Spiritual Activities Youth Fellowship	Kevin Reaves Neil Thompson	Tim Oldham Ray Smith

Table 2

Staff Services

Position	Name	
Minister	Curtis McClane	
Youth and Family Minister	Neil Thompson	
Secretary	Debbie Woodward	
Education & Involvement Coordinator	Erin Dodd	
Treasury	Mary Bunch	
Audio/Visual Support	Debby Spann	
Webmaster	Beth Jinkerson	
Missionary Family	Josh and Cara Blackmer	Paraguay
Missionary Contact	Norm Corrington	Dominican Republic

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Ministries

Assemblies



Elder Ray Smith

Leader
Dennis Connelly (482-7930)

Mission Statement

To provide the organization and coordination necessary to assure meaningful and orderly congregational worship.

Programs

PROGRAM LEADER

SUPPORT STAFF

FUNCTIONS

Baptism Support

Teresa Reaves 435-7346

Volunteers for monthly service

Maintain the baptismal clothing and towels in clean and usable condition. Assure that support items such as hair dryers, combs, safety pins, etc., are easily available in both dressing areas.

Children's Bible Hour

Kevin Reaves 435-7346
Erin Dodd 865-804-0860

Rodney and Ginger Griffin,
Teresa Reaves, Paul and
Amanda VanOver, Kevin and
Tasha Spann, Levi Dodd

Plan and lead a child focused worship service for age toddler to 2nd grade during morning assembly.

Count Attendance

Dennis Connelly 482-7930

Phil McCulley, Brenda
Cunningham

Arrange for a headcount of attendees of the Sunday AM classes and assembly and Wednesday PM Bible Study; record the counts.

Greeters

Betty Wooten 481-8641
Teresa Reaves 435-7346

All members (Women's
Program Team will assist with
information in packages)

Greet new worship service attendees and provide them with a **Welcome Package**. Assure availability of pre-assembled Welcome Packages, including check to see that information in the package is up-to-date.



Assemblies Ministry (Continued)

Lord's Supper Preparation

Phil McCulley 483-8942	Jim Goodpasture, Phil Watson, Rick Woodward, and Sandy Mitchell	Provide for the Lord's Supper at each Sunday assembly held at the building. This ministry program covers: (1) procuring bread and juice, (2) preparing trays with the emblems, (3) delivering to the communion table and (4) clean up and care of utensils and trays. One activity is Baking Communion Bread , which includes providing training to bake unleavened bread and making monthly assignments for the baking.
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Music

Mark Spann 457-5454	Rodney Griffin, Neil Thompson, Levi Dodd, Anthony Wooten, Beaver Smith	Provide for song leaders and select songs for each assembly. Convey the song service information to the secretary for inclusion in the program handout for Sunday AM assembly.
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Prayer Requests

Nancy Hensley 482-5790	Phil & Alva McCulley, Tom & Vickie Haynes, Stephanie Thompson, Patti Boyd, Ann Likens, Amanda VanOver, Elaine Warren, Shayna Scott, Nancy Donsbach, Pat Deems, Debby Spann, Teresa Reaves	Provide information to the Congregation about who needs prayers. The program is ongoing throughout the year. Each Sunday attendees may submit written requests. One staffer types up these requests during the sermon delivery and hands the list to the elder designated for the "Elder's Prayer" at the close of the assembly. The prayer requests are also used for Newline and other announcements.
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Serve Communion

Dennis Connelly 482-7930	Colman Wright, Jonathan Scott, Jim Goodpasture, Phil McCulley	Assure orderly service for communion and collection at every Sunday assembly; train men for this work; arrange a leader to offer prayer and read scripture and for attendants to pass the trays.
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Benevolence



Elder Johnny Moore

Leader
David Wallace 483-1275

Mission Statement

Provide a system for assisting people in need, focusing on outreach to our neighbors who are not members.

Programs

PROGRAM LEADER

SUPPORT STAFF

FUNCTIONS

Clothing Distribution

Barbara Wasilko 482-7669

Jo Wallace, Mary Woodward, Ann Williams, Dot Jones, Mildred Goodpasture, Eiko Travaglini, Janet Butturini, Dorothy Allmon, Carolyn Walker, Judy Cox, Ruby Bibbee

Promote and receive donations of clothing and money. Provide for distribution of clothing and school supplies to the needy; maintain the clothing facilities. To schedule an appointment for needy to receive items, call the church office at 483-7471.

Financial Assistance

Johnny Moore 483-8953

Elders

Arrange for assistance as needed by members and occasionally non-members in need of temporary specific assistance.

Food Distribution

David Wallace 483-1275

Norman Allmon, Don Cox, Tom Goodpasture, Hubert Hall, Don Luigs, Erb Mowrey, Jim Roper, Walker Smith, Malcolm Theisen, Jay Woods, Colman Wright

Plan and promote food contributions by the congregation. Arrange for food storage and distribution to include sorting and packaging as well as purchasing food from Second Harvest and coordinating support to receive food provided by the Scout and Postal collections and by the congregation. An annual activity is the **Thanks-for-Giving** food distribution.



Education



Elder Ray Smith

Leaders
 Stacy Myers 483-8316
 Erin Dodd 804-0860

Mission Statement
 Implement classes and special events that educate the congregation.

Programs

PROGRAM LEADER	SUPPORT STAFF	FUNCTIONS
Classes		
Stacy Myers 483-8316 Erin Dodd 865-804-0860	Teacher Recruitment and Curriculum: Patti Boyd, Erin Dodd, Neil Thompson, Curtis McClane	Provide age appropriate education classes on Sunday mornings and Wednesday evenings staffed with teachers and including the resources and teaching materials needed to assure an effective education program. Provide teacher training and support, including provisions for substitutes as needed.
Library		
TBD	TBD	Assure adequate resources are available for congregational use. Program includes keeping library in good order, adding and removing materials as needed, maintaining a checkout system, and controlling the materials through a computer database or other method.
Newcomer Education and Orientation		
TBD	Beth Jinkerson, Women's Programs members	For newly converted Christians, offer introductory level classes in foundational concepts of the gospel and Bible study. For both new Christians and those newly placing membership, offer tours of the facilities, introductions to leaders, and information on the ministry system and programs at Highland View.



Education Ministry (Continued)

Puppets

Kevin Reaves 435-7346	TBD	Assure the puppets are kept in good working order, inventoried, replaced and updated as required to support Children's Bible Hour and other youth related activities using puppets as a teaching tool. Provide training for puppeteers. Write or locate scripts, cast players, manage rehearsals and present programs.
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VBS

Rodney and Ginger Griffin 463-2562	Cathy Smith, Kevin and Teresa Reaves, Levi and Erin Dodd, Paul and Amanda VanOver	Provide seasonal educational programs for children of the congregation and visitors designed to encourage the congregation to bring visitors.
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Evangelism (USA)



All Elders

Leader Elders, Staff

Mission Statement

Present the Bible teaching about Christ locally and in the US.

Programs

PROGRAM LEADER	SUPPORT STAFF	FUNCTIONS
Campaigns		
Erin Dodd 804-0860	All members	Arrange for campaign and encourage participation by the congregational elements such as the Youth, Women's, and 50+. This ministry includes selecting suitable locations, establishing contacts, and working out the details for a successful campaign in keeping with the environment of the chosen location.
Local Effort		
All Elders	Volunteers, Office Staff	Provide staff to support the outreach through pulpit preaching and local evangelism. Ongoing activities include evangelism associated with benevolence programs, special lecture series , and webcast worship services. One special activity in this program is to conduct Nursing Home Worship Services in concert with other area churches of Christ. Participate in Oak Ridge Area churches of Christ Cooperative effort.
Prison Outreach		
Loretta Rollins 482-1823 Nancy Hensley 482-5790	Small Groups, Women's Program members	Visit prisons and teach the gospel. Organize letter-writing and prayers for inmates. Provide encouragement, ongoing teaching, and fellowship. Maintain awareness of local resources available to released prisoners.



Facilities



Elder Johnny Moore

Leader
Matt Mitchell 481-0578

Mission Statement
Manage and maintain the physical facilities.

Programs

PROGRAM LEADER

SUPPORT STAFF

FUNCTIONS

Building

Matt Mitchell 250-5784

Johnny Moore, Tracy Rollins,
Levi Dodd

Assure that all facilities are maintained in good order, including routine and preventive maintenance. Suggest needed improvements and prepare budget estimates. Responsible for orderly **Storage Area Maintenance** inside and outside main building, storage shed, and Providence House. Arrange for ongoing custodial services, HVAC systems, and **Baptistry Cleaning** and maintenance.

Facility Use

Debbie Woodward 483-7471 Neil Thompson

Assures that the Facility Use Guidelines are followed on all occasions where the facilities are used. Develop & distribute printed **Guidelines for Private Events** (weddings etc) including building access, set-up & clean up, AV support scheduling and other resources needed.

Grounds

Robert and Frances Gross
482-1525

Carolyn Walker, Phil and Alva
McCulley

Maintain the grounds through plantings and attending the landscape to provide a pleasing and welcoming appearance. Includes year around planting and care for shrubs and flowerbeds as well as trees.

Vehicles

Beaver Smith 945-2877

Provide for maintenance and upkeep of the vehicle fleet. Includes regular servicing and repairs and replacement as required. Assure availability and documentation of properly licensed drivers.



Fellowship



Elder Tim Oldham

Leaders

David Morgan 435-4388

Mark Pratt: 220-0903

Mission Statement

Provide congregational activities to encourage and uplift our members, to strengthen relationships among us, and to appeal to non-members and visitors.

Programs

PROGRAM LEADER

SUPPORT STAFF

FUNCTIONS

Church in the Park

Debbie Woodward
483-7471

Erin Dodd, Paula and David
Morgan

Reserve the park location in the spring and the fall, coordinate food and advertise the event.

Congregation-wide Meals

David and Paula Morgan
435-4388

Erin Dodd, Patti Boyd

Provide opportunities for congregational involvement in activities that promote social interaction and encourage a "get-to-know each other" attitude within the congregation. Two annual activities in this program are the **Love Feast** for widow(er)s and the **Graduating Seniors Banquet**.

Family Life Program

Erin Dodd 804-0860

Levi Dodd, Neil and Stephanie
Thompson, Paul and Amanda
VanOver, Rodney and Ginger
Griffin, Kevin and Teresa
Reaves

Provide opportunities for families to grow closer to one another & to God through organized activities of fellowship and education. Annual activities include **Trunk or Treat**, and the **Corn Maze Visit**.



Fellowship Ministry (Continued)

Men's Program

TBD	Erb Mowery	Provide opportunities for men to participate in activities that bring spiritual growth and encourage community outreach. Activities include Men's Prayer Breakfast and Retired Men's activities.
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Women's Program

Beth Jinkerson 482-3053	Susan Welch, Paula Tackett, Tyra Lochamy, Nancy Dowell, Ann Williams, Nancy Hensley, Nancy McClane, Diane Beckler, Evelyn Watson, Erin Dodd	Provide opportunities for women to participate in activities that bring spiritual growth and increased awareness of the needs of others and that encourage outreach and service to the community. Program activities include Ladies' Brunch, Ladies' Retreats , Seminars, Ladies' Days, classes, Newsletter , and community involvement events
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50+ Program

Tom and Mildred Goodpasture 435-6793	TBD	Provide opportunities for members aged 50 and higher to participate in activities that bring spiritual growth and increased awareness of the needs of others and that encourage outreach and service to the community. Program activities include holiday events, picnics, and short trips.
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Finance



Elder Tim Oldham

Leader
Mike Travaglini 435-1069

Mission Statement

Plan and assure performance of the financial and business activities of the Highland View church within high ethical standards and generally accepted business practices.

Programs

PROGRAM LEADER	SUPPORT STAFF	FUNCTIONS
Accounting and Reporting		
Mike Travaglini 435-1069	Walt Scarbrough Debbie Woodward, Mary Bunch	Maintain credibility of the accounting system and produce financial reports that will accurately inform the congregation.
Budgeting		
Mike Travaglini 435-1069 Walt Scarbrough 482-2330	Colman Wright, Mary Bunch	Obtain annual budget proposals' evaluate proposals and prepare budget proposal package for elder's consideration. Implement and administer budget approved by the elders.
Collections and Deposits		
Mike Travaglini 435-1069	Walt Scarbrough	Take possession of collections, count collections, and make bank deposits.
Office Operations		
Debbie Woodward 483-7471	Walt Scarbrough, Neil Thompson	Maintain office operations. Prepare checks, post entries to accounting system, produce reports, coordinate mailings, and manage supplier invoices.
Treasury		
Mary Bunch 435-6128	Debbie Woodward, Walt Scarbrough	Maintain banking functions and activities; administer Workers' Comp forms; prepare IRS forms and deposits.



Helping Hands



Elder Johnny Moore

Leaders
Mark Pratt
David Morgan

Mission Statement

Put the creative skills of our members to work making items to support those with physical, emotional, or spiritual needs.

Programs

PROGRAM LEADER

SUPPORT STAFF

FUNCTIONS

Brother's Keepers

David Morgan 435-4388

Neil Thompson

Provide service opportunities for multi-generations to work together for the betterment of others.

Habitat for Humanity

David Morgan 435-4388

TBD

Offer the Highland View congregation an opportunity to give testimony to their love for God by building houses together.

Love Bears

Frances Gross 482-1525
Susan Welch 483-4499

All members

Maintain sufficient Love Bears to meet the demand for distribution and seek additional locations where the bears can be used. Includes holding **workshops** or coordinating special efforts as required to keep a ready supply sufficient to meet all needs.

Tennessee Children's Home

Walker Smith 457-3921

Ray Smith, All members

Ray Smith serves on the Board of Trustees and attends board meetings. Contribute financially via annual coin collection drive, and fund-raising programs. Walker Smith serves as "ambassador" to our congregation.



Information Systems



Elder Ray Smith

Leader David Cunningham
457-3127

Mission Statement

Support the various functions of the congregation with equipment and services to enhance the presentation of information and the success of activities.

Programs

PROGRAM LEADER

SUPPORT STAFF

FUNCTIONS

Advertising and Promotions

Evelyn Watson 483-5440

Erin Dodd, Nancy Hensley, Beth Jinkerson

Assist all ministries by promoting activities. Advertise congregational activities to encourage community participation. Seek innovative ways to invite non-members to explore Highland View. Prepare print materials.

Audiovisual Equipment

Mark Spann 457-5454

Debby Spann, Beth Jinkerson, Neil Thompson, David Cunningham

Provide equipment suitable to most effectively present information. Keep inventory, manage equipment checkout system, plan equipment replacement/upgrade. Develop innovative use of **video production and webcasting**.

Calendar and Schedule

Debbie Woodward
483-7471

Office Staff

Maintain centrally located, highly visible activity-and-facility calendar and reservation system for facilities, equipment, and van.

Computer and Telecommunication Systems

Neil Thompson 483-7471

Beth Jinkerson

Assure adequate computing equipment for all staff. Maintain software and hardware as needed. Assist the office staff to assure most effective use of computer and telecommunications system capabilities.



Information Systems Ministry (Continued)

Congregational Communications

Debbie Woodward
483-7471

Substitute secretary as required; Curtis McClane, Neil Thompson, Nancy Hensley (directory), and Beth Jinkerson (OneCallNow and online information, web **photo directory**); Paul Wasilko (member photos)

Bulletin - Prepare and publish an informative and attractive edition of **Highland Views** weekly. **Newsline** - Post prayer requests, sick, reminders of upcoming events. Update message daily and email copy to webmaster. **OneCallNow** - Manage OneCall system including upkeep of database, training authorized users, and sending messages. **Membership Directory** - Maintain updated database of members, selected former members with contact information. Maintain email and postal mailing lists. Periodically produce a membership directory in print and online. **Telephone and email** - monitor and respond to communications by phone and email sent to the church office.

Technology Support for Assemblies and Events

Mark and Debby Spann
457-5454
David and Brenda
Cunningham 457-3127

Beth Jinkerson, Ray Smith,
Rodney Griffin, Kevin Spann,
Neil Thompson, and Curtis
McClane

For church assemblies, provide a **PowerPoint slide show of announcements** and A/V support for sermons and presentations. Maintain **video and audio recordings, webcast** events via online video streaming,

Website Design and Upkeep

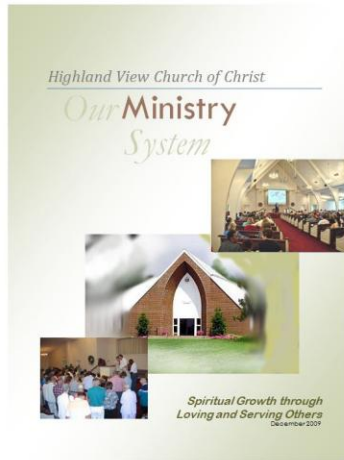
Beth Jinkerson 482-3053

Neil Thompson, Debbie
Woodward

Maintain the www.highlandviewchurch.org website. Provide fresh news, photos, and resource links as well as online access to documents such as the ministry program, mission work, **membership photo directory**, and A/V resources. Post Newsline text on weekdays. Serve as church webmaster for online programs.



Involvement



Elder Ray Smith

Leaders
 Paul Wasilko 482-7669
 Erin Dodd 804-0860

Mission Statement

Encourage participation in all aspects of the Ministry System with a focus on staffing all ministries.

Programs

PROGRAM LEADER	SUPPORT STAFF	FUNCTIONS
Ministry System Booklet		
Paul Wasilko 482-7669	Erin Dodd, Evelyn Watson, Beth Jinkerson	To provide an up-to-date booklet telling who is doing what at Highland View. The Ministry System booklet lists ministries (major responsibility areas), the programs and activities that fall within those areas, and the leaders and support staff who do the work. Update print version as needed; maintain current information in the online version .
Newcomers' Involvement		
Anthony Wooten 481-0454	Betty Wooten	To encourage Christians to participate in the Ministry System including training as needed. Special emphasis on newly baptized Christians and members who have newly placed membership.
Program Recruitment		
Paul Wasilko 482-7669	All members	Assist the deacons to fill vacancies in the programs. To encourage Christians to participate in the Ministry System.



Missions (Foreign)



Elder Tim Oldham

Leader Paul VanOver 590-0678

Mission Statement

To determine, with guidance from the Holy Spirit, our congregation's approach to spreading the gospel to the lost in other countries. Our goal is that our mission effort will be pleasing to God and will best serve His desire that all people everywhere should be saved.

Programs

PROGRAM LEADER	SUPPORT STAFF	FUNCTION
<p>Magi Boxes</p> <p>Neil Thompson 482-3347</p>	<p>Congregation</p>	<p>Organize a donation of Holiday gift boxes for the Dominican Republic as part of the regional effort. Includes communication, collection of boxes, and shipping or delivery to donation site.</p>
<p>Mission Work</p> <p>Paul VanOver 590-0678</p>	<p>Tom Goodpasture, Bill Deems; Rodney Griffin; Mark and Cathie Pratt; Tom Etheridge; Evelyn Watson</p>	<p>Facilitate congregational communication with mission points and serve as contact for missionaries. Encourage congregational members to visit mission field. Maintain the Highland View Church of Christ Missions Philosophy document. Facilitate selection of new mission efforts when changes occur.</p> <p>See Table 2 above for our current mission efforts.</p>

Small Groups



Elder Johnny Moore

Leader Tom Etheridge 481-0707

Mission Statement

Provide a program of Small Groups

Programs

PROGRAM LEADER

SUPPORT STAFF

FUNCTIONS

Small Group Program

Tom Etheridge 481-0707

Curtis McClane, Small group leaders

Manage the needed support for Small Groups including leader training, curriculum, organization, attendance tracking and promotion.

Table 3: Small Groups Roster

Leader	Location	Time	Highlights
Beth Jinkerson	Beth's house	Sun 5pm-6:30	Women Relying on Christ the King (WROCK) – Serendipity Bible study
Curtis McClane	Church library	Sun. 6pm	Small Group Study Plan
Dennis Connelly	Phil McCulley's house	Sun. 6:30-7:30pm	Small Group Study Plan
Johnnie Moore	Church library	Sun. 1pm	Small Group Study Plan
Rodney Griffin	Homes	Sun. 1pm	Small Group Study Plan
Stacy Myers	Church library	Sun. 8:15 am	Small Group Study Plan
Tom Goodpasture	Providence House	Sun. 6pm	Small Group Study Plan
Tracy Rollins	Church kitchen	Sun. 6pm	The Family Group – Personal Issues, Prayer, and Study



Special Services



Elder Ray Smith

Leader
Becky Scarbrough

Mission Statement

Demonstrate love and concern for members who are hurt or sick or who have special needs.

Programs

PROGRAM LEADER

SUPPORT STAFF

FUNCTIONS

Food for Sick and Grieving

Becky Scarbrough
384-1012
Betty Wooten 481-8641

All members

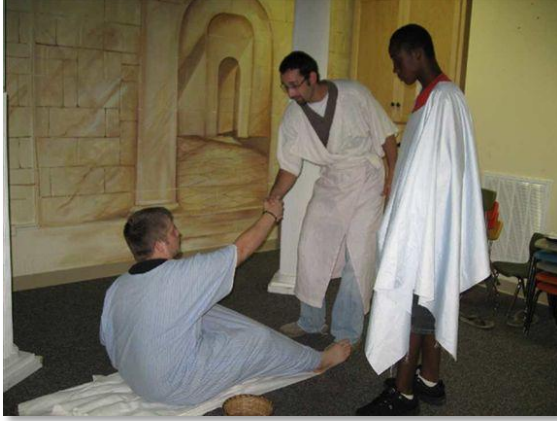
Arrange for a system which assures that all families dealing with sickness and grief are visited and have food provided for them

Visitation for Sick, Shut-Ins, Hospitalized

Dorothy Maberry 483-9772 Volunteers

Arrange for a system which assures that all members who are hospitalized or sick at home for sustained illnesses are visited. Maintain a list of shut-ins and arrange weekly visits. An annual activity in this program is the **Holiday Caroling and Gift Basket** delivery to shut-ins.

Youth



Elders Tim Oldham
Ray Smith

Leaders
Kevin Reaves 435-7346
Neil Thompson 482-3347

Mission Statement
Sustain an active and superior program of spiritual growth opportunities for youth.

Programs

PROGRAM LEADER

SUPPORT STAFF

FUNCTIONS

Community Service and Outreach

Neil Thompson
482-3347

Jonathan Scott, Levi and Erin Dodd, Kevin and Tasha Spann, Kevin and Teresa Reaves, Rodney and Ginger Griffin, Paul and Amanda VanOver and Parents Council

Provide avenues for service within the Oak Ridge area as well as the larger global community. One special activity is the **Hats and Gloves for Homeless**. Current activities include annual mission trips, **Knoxville Work Camp**, and other local service efforts.

Girls Program

Stephanie Thompson
482-3347

Erin Dodd, Ginger Griffin

Provide both spiritual and social activities for teen girls. Current activities include Wednesday evening Bible classes, annual girls' retreats.

Intergenerational Activities

Neil Thompson
482-3347

Jonathan Scott, Parent Council

Provide service and fellowship opportunities between teens and more mature members. Current activities include annual mission trip, the **Love Feast** and **Fall Leaf Blitz**.



Youth Ministry (Continued)

Spiritual Activities

Neil Thompson 482-3347	Jonathan Scott, Levi and Erin Dodd, Kevin and Teresa Reaves, Rodney and Ginger Griffin, Kevin and Tasha Spann, Paul and Amanda VanOver, Parents Council	Provide activities for teens that promote and encourage spiritual growth. Current activities include Pura Vida , Christian Camp , youth retreats, Winter Fest , and spiritually focused trips.
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Youth Fellowship

Neil Thompson 482-3347	Jonathan Scott, Levi and Erin Dodd, Paul and Amanda VanOver, Kevin and Teresa Reaves, Rodney and Ginger Griffin, Pat and Bill Deems, Kevin and Tasha Spann	Provide activities that encourage youth to grow closer to each other through fun and fellowship. Manage a Parent Council to encourage parental involvement and input.
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Table 4 - Index of Ministries, Programs, and Activities

Item	Category	Page	Frequency
50+ Program	Program	19	Periodic
Accounting and Reporting	Program	20	
Advertising and Promotions	Program	22	
Annual Mission Trip (Youth)	Activity	28	Annual (Summer)
Assemblies	Ministry	11	
Audiovisual Equipment	Program	22	
Baking Communion Bread	Activity	12	Monthly
Baptism Support	Program	11	monthly
Baptistry Cleaning/Maintenance	Activity	17	
Benevolence	Ministry	13	
Brother's Keepers	Program	21	
Budgeting	Program	20	Annual (Q4)
Building	Program	17	
Bulletin <i>Highland Views</i>	Activity	23	Weekly (Tuesdays)
Calendar and Schedule	Program	22	Updated as needed
Campaigns	Program	16	
Children's Bible Hour	Program	11	Sunday
Christian Camp (Youth)	Activity	29	Annual (Summer)
Church in the Park	Program	18	Spring, Fall
Church office (Staff)	Resource	8	
Classes	Program	14	Various
Clothing Distribution	Program	13	By appointment
Collections and Deposits	Program	20	Weekly
Community Service/Outreach (Youth)	Program	28	
Computer and Telecom	Program	22	
Congregational Communications	Program	23	
Congregation-wide Meals	Program	18	By schedule
Corn Maze Visit (Family Life)	Activity	18	Annual (Fall)
Count Attendance	Program	11	Sunday, Wednesday
Dominican Republic	Activity	8, 25	
DVD and CD production	Activity	22, 23	Weekly
Education	Ministry	14	
Evangelism (USA)	Ministry	16	
Facilities	Ministry	17	
Facility Use	Program	17	By schedule
Fall Leaf Blitz (Youth)	Activity	28	Annual (Fall)
Family Group (Specialty Small Group)	Activity	26	Weekly
Family Life	Program	18	
Fellowship	Ministry	18	



Finance	Ministry	20	
Financial Assistance	Program	13	
Food Distribution	Program	13	Weekly
Food for Sick and Grieving	Program	27	As needed
Girls Program (Youth)	Program	28	
Graduating Seniors Banquet	Activity	18	Annual (May-June)
Greeters	Program	11	Sunday
Grounds	Program	17	Cyclical
Guidelines for Private Events	Activity	17	Annual update
Habitat for Humanity	Program	21	Periodic
Hats, Gloves for Homeless (Youth)	Activity	28	Annual (Winter)
Helping Hands	Ministry	21	
Holiday Caroling and Gift Baskets	Activity	27	Annual (Dec)
Information Systems	Ministry	22	
Intergenerational Activities (Youth)	Program	28	
Involvement	Ministry	24	
Knoxville Work Camp (Youth)	Activity	28	Annual (Summer)
Ladies' Retreats	Activity	19	Annual
Lecture Series	Activity	16	Summer, Winter Series
Library	Program	14	
Local Evangelism Effort	Program	16	
Lord's Supper Preparation	Program	12	Weekly, Sunday
Love Bears	Program	21	Workshops as needed
Love Feast	Activity	18, 28	Annual (Feb)
Magi Boxes	Program	25	Annual (Fall)
Membership Directory (print)	Activity	23	Annual updates
Men's Prayer Breakfast	Activity	19	5:45am Tuesdays
Men's Program	Program	19	
Ministry System Booklet (print)	Program	24	Periodic Updates
Ministry System Online	Activity	24	Ongoing updates
Mission Philosophy Document	Activity	25	Updated as needed
Mission Work	Program	8, 25	
Missions (Foreign)	Ministry	25	
Music	Program	12	All assemblies
Newcomer Education/Orientation	Program	14	By appointment
Newcomers' Involvement	Program	24	As needed
Newsline	Activity	23	Weekdays
Nursing Home Worship Services	Activity	16	Monthly schedule
Oak Ridge Area CoC Cooperative	Activity	16	Periodic
Office Operations	Program	20	
OneCallNow	Activity	23	As needed
Paraguay	Activity	8	
Parent Council	Activity	29	
Pictorial Membership Directory (online)	Activity	23	Ongoing updates
PowerPoint Slide Shows	Activity	23	Weekly



Prayer Requests	Program	12	Sunday
Prison Outreach	Program	16	Weekly
Program Recruitment	Program	24	As needed
Puppets	Program	15	
Pura Vida (Youth)	Activity	29	Weekly
Retired Men's Activities	Activity	19	9am 1 st Thursdays
Serve Communion	Program	12	Sunday
Small Group Roster (Table 3)	Program	26	Weekly
Small Groups	Ministry	26	
Special Services	Ministry	27	
Spiritual Activities (Youth)	Program	29	
Storage area maintenance	Activity	17	
Teacher Training	Activity	14	Periodic
Tech Support for Assemblies/Events	Program	23	Weekly
Tennessee Children's Home	Program	21	
Thanks-For-Giving	Activity	13	Annual (Nov)
Treasury	Program	20	
Trunk or Treat	Activity	18	Annual (Oct)
VBS	Program	15	Annual (summer)
Vehicles	Program	17	
Visitation for Sick, Shut-in, Hospitalized	Program	27	Weekly
Webcast Worship Services	Activity	16, 22	All assemblies
Website Design and Upkeep	Program	23	Daily
Welcome Package	Activity	11	As needed
Winter Fest (Youth)	Activity	29	Annual (Winter)
Women's Newsletter	Activity	19	Monthly
Women's Program	Program	19	
WROCK (Women's Small Group)	Activity	26	Weekly
Youth	Ministry	28	

