

2017-2018 LEADERSHIP



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WELCOME TO THE 2017-2018 MINISTRY YEAR AT CPC NEW HAVEN

“You are the salt of the earth...You are the light of the world.” It is easy to think individualistically about those descriptions. That’s why it is so helpful that Jesus’ third image in Matthew 5 is of a city on a hill. It makes it clear that Jesus is talking about the community of his followers, the church. His call is not just for individual Christians to be faithful in the world, but for his community to let the light of Christ in us shine before others: Christ's community in the midst of our neighborhoods. This theme can be seen in our upcoming ministry plan. From new events like our neighborhood socials, kids' outreach parties, and Wednesday evening compliance service to familiar ministries like community groups, UnSad, and men’s/women’s events, we have many ways in which the salt, light, and city of Christ can be present in New Haven. We look forward to ways in which God will use you, our leaders, in this exciting year of ministry.

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Part 1: Key Leader Handbook

Section 1: The Total Christ Vision

1.1 Introduction

CPC'S theological vision is summarized by the phrase "Total Christ!" A "Total Christ" vision is fundamentally ascension Christology (doctrine of Christ) *applied* to ecclesiology (doctrine of the Church) as a soteriological concept (doctrine of salvation)!

The term "Total Christ" originates from 5th century pastor-theologian St. Augustine about the relationship of Christ's incarnation ministry (past) to his ongoing ascension ministry (present):

"The Word was made flesh, and dwelled among us; to that flesh is joined the church, and there is made total Christ, both head and body."

[applying John 1:14 to Eph.1:21-23, 2:19ff]

Informed by a robust theology of ascension Christology applied to church mission and ministry, CPC hopes to transcend the recent history of pendulum swings in Christian spirituality. Such reactionary approaches too often produced an "either-or" fragmented Christ rather than the "Total Christ" that is both high church (Christ as temple) and high gospel (Christ as Covenant Word) wherein both are mediated by Christ as prophet (confessional), priest (Sacramental) and King (Communal).

In short, CPC hopes to participate in the fullness of Christ's presence defined as a "Five Mark" Church:

1.2 Gospel-Centered

We believe that the Gospel is not only the ABC's but the A to Z's of the Christian life in at least two ways. First, it is not only our ticket to heaven based on grace through faith, it is the way God sets us free to live the more transformed life. Second, the Gospel is not just about the "inward" person concerning our spiritual needs, but also the "outward" person concerned with our emotional, physical, vocational, etc. needs. The Gospel therefore is a holistic commitment to empowerment aimed at spiritual conversion and discipleship in reliance upon Christ together with micro-enterprise ventures and family/personal Christian counseling. (Romans 1:17, Ephesians 2:1-10)!

What to look for:

- The experience of Christian assurance of God's favor based on God's grace in Christ.
- People who are identity oriented as adopted sons/daughters vs. performance oriented as slaves/workers.
- Transparency in willingness to confess *real* sins.
- A different approach to suffering and trials as related to God's training vs. God's punishment.

- A new motivation for service that is internal and gratitude based vs. external and duty based.
- More and more set free from self-promotion, self-defending, self-justifying, blame-shifting approach to life.
- Law loving as it is the basis for personal and communal flourishing now that we are no longer law relying as the basis of being accepted by God.
- Sabbath enjoying in trustful contentment upon God's gracious provisions in Christ.

1.3 Confessional

Whereas the Scripture is our only rule of faith and practice, we want to read and interpret the scripture with the consensus of the church that is passed down from every age and place through the use of "confessions". Our consensus is reflected in the Westminster Confession of Faith which is consistent with other familiar creeds such as the Apostles' and Nicene creeds. We strive to apply our beliefs to all of life and in so doing relate to Dorothy Sayers' famous saying "the dogma is the drama!"

What to look for:

- A culture of humble submission to scripture revealed in a willingness to biblically regulated worship and practice.
- A high regard for the Christian scriptures as the only rule of faith and practice wherein the church, acting corporately, is careful to declare nothing save the whole counsel of God's Word (not more, not less) as discerned by good and necessary inference.
- A high regard for the scriptures in preaching that is expositional and Christ-centered, careful to discern the original intent by preaching right doctrines/practices from right texts.
- A humble regard for the church vs. the individual as "the pillar and bulwark of the truth" such as to read the Bible communally vs. individualistically including the use of historic creeds and confessions.
- A church that is careful to consistently teach and apply biblical theology as the friend of Christian renewal and sanctification.
- A culture of humble submission to scripture that is less prone to be blown about by every wind of faddish doctrine and philosophy of ministry.

1.4 Communal

We want to emphasize a local-oriented ministry where community really matters. This community formation occurs where Christ our King is fleshed out through life on life "one anothering" and holistic empowerment under the shepherding care of Christ's under-shepherds and servant leaders. (John 13:34, Galatians 6:2, 1 Peter 5:1-5)!

What to look for:

- A communal, rather than individual, approach to everything – such as to change the way we think about our possessions, time, decisions, ethics – everything in relation to one-anothering!
- A community that shares its burdens with one another.
- A community that values the Christian village in child raising.
- A communal consciousness that feels the relation of the part to the whole, both in flourishing as each member flourishes and in suffering as one member suffers.
- A missional method that focuses less on the individual evangelist and more on the communal evangelist as a strategy for reaching those not yet Christians.
- Intentional shepherding and life on life (vs. just curriculum on life) discipleship.

1.5 Missional

More than a source of mission, the carefully designed, apostolically-organized, church is the locus of mission and the very life giving and mediated presence of Christ. Just the church being the church with the whole world present is God's missionary strategy to the world (John 1:14, 20:21)! This makes our approach to evangelism and discipleship participatory and not simply declarative.

What to look for:

- And emphasis upon participational apologetics vs. just declarative apologetics.
- Non-Christians participating in the life of the church and worship.
- Worship that both, and at the same time, is a participation in the mystery of Christ's transcendent otherness yet is accessed through the incarnate presence of Christ with local mannerisms.
- A willingness to suffer all things for the sake of the "elect" – both unchurched and churched – no false dichotomies.
- A confidence in the outward means of grace as a missionary strategy to our world (preaching, sacraments, community, prayers).
- A church that assumes a missionary mentality both locally and globally.

1.5 Sacramental

We desire an emphasis on sacramental spirituality wherein Christ our Priest is "fleshed out" in a carefully designed four movement worship service that follows the four movements of the gospel and culminates every week in a participation in eucharistic communion with Christ as "fleshed out" in cultural styles specific to each local community (1 Cor. 10:14-17, Hebrews 12:22-24, Revelation 4-5)!

What to look for:

- An awareness of divine presence and a temple spirituality in worship.
- Worship that is characterized by the full range of emotions fitting an encounter with the living God (yearning, wonder, joyfulness, sadness, resoluteness, humbleness, etc.).

- An assurance of divine presence that results in a culture of anticipation and expectancy in worship and life.
- The sacramental mystery of local presence that transforms the meaning of menial, local, social-cultural mannerisms by Christ's mediated presence.
- A church that can distinguish the word based elements in worship from the socio-cultural based forms that the elements must assume in order to transact God's living presence.
- A church that practices a four-movement, temple-style worship service that does the gospel in Christ's presence vs. the revival style service that gets a person to Christ and the gospel.

Section 2: Spiritual Qualifications of a Leader

2.1 Overview

“A low view of the functions of the ministry will naturally carry with it a low conception of the training necessary for it... A high view of the functions of the ministry on evangelical lines inevitably produces a high conception of the training which is needed to prepare men for the exercise of these high functions...for here we have, of course, an infinitely higher conception - as merely an enthusiastic Christian eager to do work for Christ...we might as well seek recruits for the ministry among the capable young fellows about town, zeal their highest spiritual attainment.” – B. B. Warfield

If you would like to pursue a leadership role at CPC, please initiate the process by emailing admin@cpcnewhaven.org to schedule a meeting with a pastor.

2.2 Small Group Facilitators

Qualifications:

- 1) Must be a committed member of CPC and generally supportive of our theology, values and goals.
- 2) Must be willing to receive facilitator training at CPC.
- 3) Willingness to be examined by the session in a) willingness to serve without compulsion, b) Christian character, c) basic beliefs.
- 4) Must be willing to meet the requirements of the Teacher/Leader Diploma within 3 years of initiation.

Duties:

- 1) The Facilitator is not so much a “teacher” as a person who is willing to present and facilitate a discussion using the “user friendly” curriculum approved by CPC session.
- 2) The Facilitator will seek to balance worship, Bible study, mutual sharing, prayer, and service directed both within the group and to the greater CPC body.
- 3) Each Facilitator will meet with group at least twice a month throughout the academic year of September through May. (Approx 13-15 meetings)
- 4) Each facilitator will report to and be supported by an assigned CPC elder.
- 5) Each Facilitator will be committed to multiplying groups that have less than 12 participants and developing new leadership through apprenticeships.

2.3 Teachers (Sunday School)

Qualifications:

- 1) Must be a committed member of CPC and generally supportive of our theology, values and goals.
- 2) Has completed the Teacher/Leader Diploma requirements.
- 3) Has sustained an exam by the Session in a) willingness to serve without compulsion, b) Christian character, c) basic beliefs.
- 4) Willingness to participate in Annual Teacher Training/Planning event (perhaps coupled with other leadership training event).

Duties:

- 1) Work with “co-teacher” in teaching weekly Sunday School classes using CPC approved curriculum.
- 2) For grades pre-k-4th, assist with Kids Assembly for catechism training.
- 3) View the role within context of “child discipleship” along with parents.

2.4 Servant Leader Board Members

Qualifications:

- 1) Committed Member of CPC.
- 2) Willingness to participate in a SLB Training Weekend and committed to ongoing theological training.
- 3) Willingness to be examined by the session in a) willingness to serve without compulsion, b) Christian character, c) basic beliefs.

Duties:

General: To encourage and facilitate the communion of saints at CPC for the glory of Christ and the progress of the gospel.

- 1) Mutual encouragement one with another as co-leaders at CPC.
- 2) General oversight and leadership regarding our Servant teams and servant team organization.
- 3) Working with session on the development of an annual ministry plan,
- 4) Submission to the CPC session of an annual recommended church calendar and budget.
- 5) Handling various issues and challenges as per the communion of saints.
- 6) Prayer for the church and church members.
- 7) Attend monthly SLB meetings during the academic year.

2.5 Women Leadership Board Members

Biblical Mission of WLB:

To assist the elders in shepherding the flock of God as Christ’s under-shepherds (2 Peter 5:1ff), with special attention to the women, in such a way that the family of God at CPC can more and more experience the Total Christ (Five Mark) presence of Christ and for his glory in the world (Col.1:18).

So I exhort the elders among you, as a fellow elder and a witness of the sufferings of Christ, as well as a partaker in the glory that is going to be revealed: shepherd the flock of God that is

among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock. And when the chief Shepherd appears, you will receive the unfading crown of glory. 1Pet. 5:1-4

And Christ is the head of the body, the church. He is the beginning, the firstborn from the dead, that in everything he might be preeminent. Col. 1:18

General Duties:

In general, all those duties which private Christians are bound to discharge by the law of love are especially incumbent upon WLB by way of a godly example. It also belongs to the WLB to assist the elders and pastors in making disciples of Christ through active involvement in life on life discipleship of women at CPC together with being responsible for the planning and execution of organized activities for women as needed. They should pray with and for the women of the church, being careful and diligent in seeking the fruit of the preached Word among the flock.

The WLB will serve as an advisory sub-committee of the CPC session such as to regularly advise and report to the Session concerning:

- 1) A sense as to the general "state of church"
- 2) A sense as to the general "state of women in the church"
- 3) An annual plan to session concerning ministry to women at CPC

Qualifications (from 1 Timothy 3:11ff & Titus 2:3ff):

Members of the Women Leadership Board (WLB) must generally be women of strong faith, gospel centered, dignified, not slanderers, but sober-minded, faithful in all things, reverent in behavior, not slanderers or slaves to much wine. They must be able to teach what is good, and so train the young women to love their husbands and children, to be self-controlled, pure, working on behalf of their home, kind, and submissive to their own husbands, that the word of God may not be reviled. Each prospective WLB member should be an active member who meets the qualifications set forth in 1 Timothy 3 and Titus 2 (above). The prospective women shall also be nominated by members of CPC and examined by CPC session in:

- 1) Her Christian experience
- 2) Her beliefs regarding CPC's system of doctrine (WCF)
- 3) And in her willingness to assume the duties of the position at CPC to which she has been nominated

2.6 Elders

Scriptural Context:

- Acts 20:17-38
- 1 Thess 2:1-19
- 1 Peter 5

Biblical Mission of the Elder:

To Shepherd the Flock of God as Christ's under-shepherds (2 Peter 5:1ff) in such a way that the family of God at CPC can more and more experience the Total Christ (Five Mark) presence of Christ and for his glory in the world (Col.1:18).

So I exhort the elders among you, as a fellow elder and a witness of the sufferings of Christ, as well as a partaker in the glory that is going to be revealed: shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock. And when the chief Shepherd appears, you will receive the unfading crown of glory. 1Pet. 5:1-4

And Christ is the head of the body, the church. He is the beginning, the firstborn from the dead, that in everything he might be preeminent. Col. 1:18

Purpose of Job Description:

- 1) To contextualize our church's "elemental" consensus per BCO 8.3 (c.f. 12.5) into CPC, New Haven wherein the shepherding duties are "fleshed out" within our own local context as informed by the light of nature and circumstances common to our situation.
- 2) To assist those aspiring to the office of overseer discern a call, or not, to become an elder at CPC .
- 3) To provide a concrete basis for those who serve in managing their time and priorities as then a basis for discerning contentment in "job well done" in this context.

General Job Description:

It belongs to those in the office of elder, both severally and jointly, to watch diligently over the flock committed to his charge, that no corruption of doctrine or of morals enter therein. They must exercise government and discipline, and take oversight not only of the spiritual interests of the particular church, but also the Church generally when called thereunto. They should visit the people at their homes, especially the sick. They should instruct the ignorant, comfort the mourner, nourish and guard the children of the Church. They should set a worthy example to the flock entrusted to their care by their zeal to evangelize the unconverted and make disciples. All those duties which private Christians are bound to discharge by the law of love are especially incumbent upon them by divine vocation, and are to be discharged as official duties. They should pray with and for the people, being careful and diligent in seeking the fruit of the preached Word among the flock. BCO 8-3.

Specific Duties:

- 1) Each shepherding elder must commit himself to being actively involved in the ministry of life on life discipleship within a particular congregation. A shepherding plan must be approved annually by the CPC NH session.
- 2) For each elder to be the key shepherd leader (facilitator/mentor) of a CPC small group. A shepherding plan must be approved annually by the CPC NH session (e.g., small group facilitator/leader, Sunday School lead teacher, leader of a men's discipleship group, regular key leader mentoring/coaching, etc.).
- 3) For each elder to be specifically assigned to the men that God has "allotted to his charge" as assigned to his small group for spiritual leadership and caregiving (following the small group assignments) as needed. (First level of mentoring, discipleship, prayer, and counsel.)

- 4) For each elder to conduct a regular elder visitation schedule for all the family units (single/couples/families) of those God has “allotted to his charge” and to pray for the publically in corporate worship per the pastoral prayer on a rotational schedule.
- 5) To be available to participate in at least 7 of 9 (75%) per year stated Shepherding Committee meetings.
- 6) To participate in at least 1 CPC session subcommittee.
- 7) To participate as able in membership exams.
- 8) To be available to participate in at least 1 of 3 per year presbytery meetings.
- 9) To work on attending the maximal number of events, but at least a majority of the events.

Qualifications For Becoming an Elder (from 1 Timothy 3:1-7 9, c.f. Titus 1:5b-9):

The saying is trustworthy: If anyone aspires to the office of overseer, he desires a noble task. Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, for if someone does not know how to manage his own household, how will he care for God's church? He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.

Examined Qualification:

Each prospective officer should be an active male member who meets the qualifications set forth in 1 Timothy 3 and Titus 1. The prospective officer shall be examined in:

- 1) His Christian experience
- 2) His knowledge of the system of doctrine, government, discipline
- 3) The duties of the office to which he has been nominated
- 4) His willingness to give assent to the questions required for ordination

The Session shall examine those nominated and then report to the congregation before election day those eligible for election. (Book of Church Order, 24-1)

Section 3: School of Discipleship

3.1 Overview

In the Great Commission (Matt. 28:18-20), Jesus calls the church to more than evangelism; He commissions her to make disciples. CPC's School of Discipleship provides a full curriculum for every disciple of Christ. The diploma program encourages our call to ongoing discipleship and keeps track of our training. There is one general diploma and two diplomas offered for leadership roles at CPC. You may earn each diploma individually. For a full listing of courses in each level refer to the School of Discipleship course catalogue.

3.2 Discipleship Diploma

This diploma program is designed for every Christian. It offers a balanced spiritual diet of courses over a four or five year period. The goal of this degree is not to complete your discipleship, but rather to guide your discipleship over the course of several years.

Requirements:

- Church History: Turning Points
- Total Christ Spirituality
- Confessional Theology
- Bible Interpretation
- Evangelism/Apologetics
- 2 electives
- Gospel Christianity III (Biblical Character)
- Biblical Theology: trajectories in redemptive-history (prerequisite: Bible Interpretation)
- Sonship

3.3 Teacher/Leader Certificate

We believe the call to lead and teach is a high calling and one that requires significant training. The teacher/leader diploma is required for any team leader, SLB member, community group leader, and Sunday school teacher. The requirements also include an examination of views by the session. *Requirements:*

- Confessional Theology
- Introduction to Spiritual Leadership
- *Strongly recommend working towards discipleship diploma*
- *Session exam required to become a teacher*

3.3 Elder/WLB Certificate

This is an in-depth program for those aspiring to the role of elder or WLB member. It also requires an examination of views by the session. *Requirements:*

- Shepherd Leader Training I & II
- Bible Interpretation
- Confessional Theology
- Introduction to Spiritual Leadership
- Lay Counseling
- *Apprenticeship, exam, and election required to serve as Elder/WLB*

Section 4: Expectations of a Leader

4.1. Life and Doctrine

“Keep a close watch on your life and doctrine” 1 Timothy 4:16 (See material in Intro to Spiritual Leadership Training for qualities of a leader).

- You should be an example in godliness and proficient in understanding orthodox Christianity.
- You aren’t perfect in life or doctrine, but your whole life (even failings) should demonstrate a reliance on the gospel of repentance and faith.

4.2. Commitment Level

James 3:1 “not many of you should presume to be teachers, my brothers, because you know that those who teach will be judged more strictly.” The description of the qualifications of elders and deacons in the Pastoral Epistles reminds us that one should not enter into leadership lightly. The high calling takes ministry seriously and believes it is worthy of our best effort and highest priority. While this always means sacrifice, it also means blessing (1 Timothy 5:17). You will grow far more through serving Christ’s body as a leader than you will standing on the sidelines.

4.3. Serving the Overall Mission of the Church

Leaders are not just committed to their particular area of service, but to support the overall mission of the church. Part of what this means is working with other leaders and being attentive to the greater body. This will impact scheduling, recruiting, and problem solving, just to name a few.

4.4. Attending Key Events

A big part of leadership is just showing up. It encourages leaders; it legitimizes the program or event; it makes visitors comfortable and welcome; and, we trust, the event or program has value in itself.

4.5. Transitions

Please plan a transition strategy now! We hope you love your leadership position and feel called to it, but your call can change. As a small church it is very difficult for pastors to spend

time trying to fill last minute vacancies. Each leader should be training an apprentice even when he or she isn't intending to leave the position. Also, please discuss transitions at the first sign of fatigue or change of call. Be wary of leaving leadership all together. Life tends to fill all voids rather quickly, and it is difficult for leaders to be motivated to come back once they pull out entirely.

4.6. Communication

Church Community Builder (CCB), or other church management software, is not perfect, but it is a big help in facilitating ministry. Its usefulness really relies on leaders actively using it for ministry. Please use it to communicate with your groups, keep records of policies/procedures/mission statements, and an accurate roll of your team members.

Section 5: Church Community Builder

5.1. Benefits of Using CCB

- Find contact information for anyone (phone, email, address)
- View a full roster of your team and designate leaders
- Host files for your team's policies, procedures, and mission statement
- Communicate quickly with your team
- Schedule your team

5.2 Login and Navigation

If you have never logged in to CCB contact admin@cpcnewhaven.org for an activation email, or to reset your password. Login at cpcnewhaven.ccbchurch.com. You can select a group that you are part of from a list on the right hand side (if you do not see your group contact admin@cpcnewhaven.org so that it can be created and you can be made a leader of it). Once you click on your group you will be able to do and view many things from the top navigation bar. Use the "Group Actions" tab in the upper right hand corner to access actions you can take as a Main Leader or Assistant Leader of the group.

5.3 Edit Group Settings

Use this action to fill in pertinent information about your group (such as when and where it meets), to upload a group photo, to modify group member privileges and communication defaults, to set group visibility, and to decide how members can interact.

5.4 Edit Participant List

As a Main Leader or Assistant Leader you are able to make others Assistant Leaders or remove them from the group. Simply select the person whose status you would like to change and select the action from the drop-down menu and hit "OK." In order to add people to the group, select "Add or Invite New People" under the "Actions" heading on the right hand side of the screen. Then select "People by Name" and begin typing their name. This will open a drop down list from which you can select the person you would like to add. If you do not see their name appear it is because a person must first have a profile inside of CCB in order to be on the list. Email admin@cpcnewhaven.org if you would like to add someone to your group who is not already in CCB.

5.5 Send Participant Logins

Sometimes members do not have access to their login information or have not yet been sent an activation email. Select this option to send an activation email to your team.

5.6 Messages Tab

Use this function to send messages to your entire group, to just the leaders, or selected individuals. You can select an option for people to respond directly to you or to reply all, and choose whether or not to allow comments, which are stored with the message thread in this section.

5.7 Calendar Tab

If there are events that pertain solely to your group you may use this function to schedule them. Church wide events will be officially hosted at cpcnewhaven.org/calendar. This calendar section is for your group's internal usage only.

5.8 Files Tab

You are expected to upload files for your group that cover the following: Mission Statement, Job Descriptions for all Roles/Positions, and all policies and procedures required to do the duties of your team as needed.

5.9 Needs Tab

Mercy Coordinators may utilize this aspect of CCB to help communicate and keep track of needs within their group, and team leaders may use it to communicate items that are needed or positions that need to be filled.

Section 6: Guidelines for Scripture Readers

6.1. Reading

Thank you for serving in this important ministry. Your participation helps others to see you as a leader at CPC and helps them identify with a “non-staff person” who is playing a key role in the service. (Isaiah 40:8)

- **Use ESV:** All readings are to be done from the ESV. Please do not use another translation. If your personal Bible is not ESV, use the lectern Bible or print off a copy of the ESV from esvbible.org.
- **Use the Lectern:** All Bible reading in the morning service should be done from the lectern (opposite the pulpit).
- **Come up promptly:** Readers should automatically make their way to the lectern when the liturgist says, “Now be seated for the hearing of God’s word.”
- **Read the Old Testament reading first**, then the New Testament (note: only the sermon text is printed in full in the bulletin).
- **Do not add additional comments** to the reading.
 - Don’t say the section headings, like “Jesus Feeds Five Thousand”
 - Don’t point out that it is a short or long reading
 - Avoid commenting on points in the passage
- **Try to speak clearly:** There are a few people who have difficulty hearing and the sanctuary isn’t acoustically perfect. The more you can help the better.
- **Dramatic readings:** Don’t feel compelled to be overly dramatic in your reading. A simple reading is fine. Readers may put emphasis in the wrong places and skew the reading. This isn’t to discourage dramatic readings. Feel free to use appropriate emotion, but just be careful that it doesn’t dominate.
- **Conclude each reading with: “This is the Word of the Lord!”** Wait for the response from the congregation: “Thanks be to God.” Then take your seat.

6.2 Microphone/Lectern

- The microphone only picks up sound that goes directly into it. Please adjust the mic prior to speaking.
- You do not need to turn off the reading light.

6.3 Helpful Hints

- Practice reading prior to Sunday, texts are sent out in the CPC Weekly email.
- If you are uncertain about pronunciation, listen to the audio reading by a professional reader on the esvbible.org website prior to Sunday.
- Ask for feedback and be willing to hear constructive criticism.

Section 7: Mercy Ministry Policies

7.1. Overview

It is the vision of CPC's Mercy Ministry to mediate the mercy of Christ in the church through various aspects of "one-anothering" (food, travel, general assistance, and financial assistance).

7.2. General Non-Financial Assistance

The primary and first level of mercy assistance begins at the small group level where needs are most readily discerned and the individual dynamics understood in coordination with the small group coordinator. Prayer needs are shared with Mercy Coordinators and pastors after each small group meeting.

When assistance exceeds the ability of the small group, then the small group coordinator contacts the CPC Mercy Coordinator who will consult with the Sr. Pastor and develop a plan for addressing the need, this may or may not involve following the Process for Financial Assistance as described below.

7.3. Financial Assistance

In cases where financial assistance is required, there are two CPC Mercy Funds with respective coordinators:

- **CPC Congregation Mercy Fund:** targets just the needs of each specific congregation of CPC. For example, the CPC fund specific to the New Haven congregation is coordinated by the CPC New Haven Mercy Coordinator with the CPC New Haven Mercy Fund Team that consist of both regular members and, as needed, ad hoc members that utilizes a list of volunteers with various skills that may be useful in the assessment and/or implementation of a carefully designed plan for holistic assistance and empowerment.
- **CPC Southern CT Mercy Fund:** is a collaborative fund for the multi-congregational churches of CPC. The CPC New Haven Sr. Pastor is the coordinator of this fund and is responsible to work with a team that consist of all the Mercy Coordinators of the CPC congregations.

Financial mercy is strategically applied both in cases of crisis (where immediate assistance is needed) and empowerment (where chronic issues need to be addressed such as to illuminate the factors that create crisis). Therefore, each of CPC's Mercy Funds are carefully managed as to distinguish crisis related financial assistance and chronic related financial needs in order to be empowerment vs. enablement focused.

7.4. Process for Financial Assistance

- 1) Financial requests may involve the small group coordinator with permission of the potential recipient.
- 2) The first step is to fill out a Financial Assistance application located in the New Haven church office copy room and “Mercy” mailbox.
- 3) Application is presented to the appropriate fund coordinator (a specific congregation mercy coordinator, or CPC Southern CT) who in turn works with his/her Mercy Fund Team in assessment making a recommendation to the CPC session through the session moderator for approval.
- 4) Once the financial assistance is approved, the Mercy Fund Team assigned to that specific person is responsible for developing a plan, as needed, for the fund to be executed if more than a one-time gift.

7.5. Hospitality Grant

Rom. 12:13

“Contribute to the needs of the saints and seek to show hospitality.”

Heb. 13:2

“Do not neglect to show hospitality to strangers, for thereby some have entertained angels unawares.”

The Hospitality Grant is a non-member category for Mercy assistance. Candidates are vetted in the same way as members through the Mercy Fund Application with the following requirements:

- 1) That applicant commit to regular attendance at CPC and becoming an “Associate Member” in short-term, potential full member in the long-term.
- 2) That applicant be assigned a service in the church along the lines of what a member would be expected to do.

7.6. Mercy Team

The purpose of the Mercy Team is to help drive out the darkness and feeling of being bound without options, and help usher in the love, light, freedom, and hope of Christ. The Mercy Team does so by intentionally caring for one another, especially when a member of the body is going through a time of significant challenge. Relationships within the Community Groups are central to the work of the Mercy Team, and to our building up one another in the Body of Christ.

The Mercy Team strives to facilitate the meeting of mercy needs within the congregation on behalf of the Servant Leader Board. The Mercy Team consists of Community Group Mercy Coordinators and a Team Leader and works with the Pastoral Liaison to assist in meeting the mercy needs of all those participating in the life of the church. Applications for financial mercy

needs are submitted to and reviewed by the Mercy Fund Sub-committee and approved by the Session.

7.7. Mercy Team Leader Responsibilities

- Examining quarterly small group membership reports as they pertain to mercy needs.
- Keeping in contact with small group mercy coordinators about what mercy needs have come up in their group and how they're being met.
- Assisting small group mercy coordinators in finding help to meet mercy needs if the resources of the group are insufficient.
- Meeting at least twice a year with the small group mercy coordinators to discuss the role, how it's going, and what more might be done to facilitate one-anothering in the church.
- Providing reports to the Servant Leader Board (on request, as needed, or at least twice a year) about the state of mercy needs in the church and how they're being met.
- Receiving and handling mercy requests that do not come in through the small group route.
- Getting pastoral approval to send prayer requests to the church e-mail list as appropriate and asking coordinating with the administrator to send them if once approved.
- Seeking help from the SLB as needed.

7.8. Community Group Mercy Coordinator Responsibilities

- Soliciting and keeping track of mercy needs within their groups (both those who attend the group and those who are assigned to it). For Example:
 - Intentionally inquiring at each meeting what each community group participant's challenges, wrestlings, needs, and prayer concerns are.
 - Checking in with each community group participant who is not present at the meeting as to what their challenge, wrestlings, needs, and prayer concerns are. If the Coordinator knows a participant has a pretty regular conflict with taking the time out for a meeting such as work or children needing mom's oversight, still check in with them in an appropriate way to help them know they are missed. Also encourage the group to pray for them with the challenges they are encountering.
 - Recording these prayer concerns in such a way that it maintains confidentiality and sending a summary of them back to the community participants inviting them to keep these concerns in their prayers.
- Trying to meet those needs first from the group's resources.
- Keeping the Mercy Team leader and pastoral staff apprised of the group's prayer concerns and needs. For Example:
 - If a person has a specific request from a pastor (such as spiritual guidance or counseling), encourage the person to make that request directly to one of the pastors. If the person seems to need assistance in making that contact, offer to make the call to the pastor for them, share with the pastor that their assistance

is needed and then hand the phone to the person so they can make the request of the pastor in their own words.

- Calling on the Mercy Team leader for help when the needs go beyond help the group can provide, and discuss with the Mercy Team Leader what the Community Group is doing, what more is desired, and plan with the Mercy Team Leader what further assistance is desired. Where a request for assistance from the other Community Groups needs to be made, the Mercy Team Leader will make that request.
- Helping the Mercy Team Leader be aware of the resources (time, expertise, skill, tools) that are available within the group that may be of assistance to the needs in other Community Groups.
- When needs are financial, giving the person a Mercy Fund Application form (available from the Mercy Team Leader) and encouraging/helping them fill it out and submit it in a timely fashion.
- Attending bi-annual meetings of the Community Group Mercy Coordinators.

7.9. Empowerment Based Ministry (Summary, Values, Key Points, Bibliography)

Summary: Church Based Witness:

The church, just being the church as Christ envisioned it upon the foundation of the apostles, is a transformational presence of holistic restoration in the world. In his *The Politics of Jesus* (1972), John Howard Yoder once re-examined the slogan of the 1948 Amsterdam Assembly “let the church be the church.” Yoder was arguing for the “centrality of the church” as a “social strategy.” According to Yoder, to the degree that the church becomes a “restored society,” it does so *for the sake* of an authentic witness in the greater society. He notes:

The church must be a sample of the kind of humanity which, for example, economic and racial differences are surmounted. Only then will it have anything to say to the society that surrounds it about how those difference must be dealt with.¹

Key Points: (from *When Helping Hurts...* Fikkert & Corbett)

Defining poverty is not simply an academic exercise, for the way we define poverty – either implicitly or explicitly – plays a major role in determining the solutions we use in our attempts to alleviate that poverty. If we believe the primary cause of poverty is A, then we will primarily try to B.

- A) A lack of knowledge – B) Educate the Poor
- A) Oppression by Powerful People – B) Work for Social Justice
- A) The Personal Sins of the Poor – B) Evangelize and Disciple the Poor
- A) A lack of Material Resources – B) Give Material Resources to the Poor

The Poverty of Relationships too often neglected strategically, but is the most critical toward an empowerment based result. Being made in God’s image, human beings are inherently relational. God designed humans to be a certain thing and to operate in a certain way in all of these relationships. Each of these relationships are a vital aspect of a holistic empowerment effort and must target the “poverty” that might be relevant to each of these relationships.

¹ Yoder, John Howard, *The Politics of Jesus*, 2nd Edition (Eerdmans: Grand Rapids, Michigan, (1972), p. 150-152.

- A) *Relationship with God* – This is our primary relationship, the other three relationships flowing out of this one.— e.g. *poverty of spiritual relationship with God*.
- B) *Relationship with Self* – People are uniquely created in the image of God and thus have inherent worth and dignity—e.g. *a poverty of being*.
- C) *Relationship with Others* – God created us to live in loving relationship with one another. We are not islands!- e.g. a poverty of relationships (family, church, neighborhoods)
- D) *Relationship with the Rest of Creation* – The ‘cultural mandate’ of Genesis 1:28-30 teaches that God created us to be stewards, people who understand, subdue, and manage the world that God has created in order to produce bounty.-- E.g. A poverty of stewardship and vocation.

Not all Poverty is created equal. A helpful first step in thinking about working with the poor is any context whether the situation calls for *relief, rehabilitation, or development*. In fact, the failure to distinguish among these situations is one of the most common reasons that poverty-alleviation efforts often do harm the *design and implementation exacerbates the poverty of being of the economically poor – their feelings of inferiority and shame*.

- *Relief*’ can be defined as the urgent and temporary provision of emergency aid to reduce immediate suffering from a natural or man-made crisis. The key feature of relief is a provider-receiver dynamic in which the provider gives assistance – often material – to the receiver, who is largely incapable of helping himself at that time.
- *Rehabilitation*’ begins as soon as the bleeding stops; it seeks to restore people and their communities to the positive elements of their pre-crisis conditions. The key feature of rehabilitation is a dynamic of working *with* the tsunami victims as they participate in their own recovery, moving from rehabilitation to “development.”
- *Development*’ is a process of ongoing change that moves all the people involved – both the ‘helper’ and the ‘helped’ – closer to being in right relationship with God, self, others, and the rest of creation. In particular, they are better able to fulfill their calling of glorifying God by working and supporting themselves and their families with the fruits of that work. Development is not done **to** people or **for** people but **with** people.

One of the biggest mistakes that North American churches make – by far- is in applying relief in situations in which rehabilitation or development is the appropriate intervention. Avoid the poison of paternalism/maternalism. *Do not do things for people that they can do for themselves*. Paternalism comes in a variety of forms: resource paternalism, spiritual paternalism, knowledge paternalism, labor paternalism, managerial paternalism.

Four Crucial Steps:

- Identify and mobilize the capabilities, skills, and resources of the individual or community. See people and communities as full of possibilities, given to them by God.
- As much as possible, look for resources and solutions to come from within the individual or community, not from the outside. Prioritize helping them help themselves.
- Seek to build and rebuild the relationships among local individuals, associations, churches, businesses, schools, government, etc. God intended for the various individuals and institutions in communities to be interconnected and complementary. Work the concentric circle of relationships starting from individual family to extended family, local church, extended church, etc. .

- Only bring in outside resources when local resources are insufficient to solve pressing needs. Be careful about bringing in resources that are too much or too early. Do this in a manner that does not undermine local capacity or initiative.

Bibliography:

Bob Lupton:

- *Theirs Is The Kingdom*, Celebrating the Gospel in Urban America
- *Toxic Charity*, How The Church Hurts Those That They Help And How To Reverse It
- *Charity Detox*, What Charity Would Look Like IF We Cared About Results
- *Neighborhood Mapping: How To Make Your Church Invaluable To The Community*

Brian Fikkert & Steve Corbett,

- *When Helping Hurts: How To Alleviate Poverty Without Hurting the Poor... and Yourself*
- *Helping Without Hurting In Church Benevolence* (an all out guide)

Brian Fikkert,

- *From Dependence To Dignity: How To Alleviate Poverty Through Church*

Wayne Gordon,

- *Making Neighborhoods Whole: A Handbook For Christian Community Development*

John Perkins,

- *Let Justice Roll Down* (an autobiography of racial reconciliation and Community Development- introduction of the “3 R’s”—Reconciliation, Relocation, Reallocation (or Person, Place, Power).
- *With Justice For All: A Strategy For Community Development* (3 R’s expanded)
- *Beyond Charity: The Call To Christian Community Development*
- *Restoring At-Risk Communities: Doing it Together And Doing It Right*

Bryant Myers,

- *Walking With the Poor: Principles and Practice of Transformational Development*, 2nd Edition (2011) Orbis Books and World Vision,

Section 8: Operational Policies

8.1. Building Use

We allow members to use the New Haven building informally upon request. If you would like to use the building to host a team meeting during normal office hours or on a Sunday after service, contact admin@cpcnewhaven.org to coordinate. If your meeting takes place outside of normal office hours there must be someone present with both a key and alarm code to unlock and lock up the building (this could be yourself). This should be coordinated by emailing admin@cpcnewhaven.org if you are not an alarm and key holder. All other uses of the building for members and non-members must be requested through our Building Use Form found online at cpcnewhaven.org/forms-and-handbooks. We are not equipped to allow open access to our building during the day for non-church-members.

Southern CT staff may also reference the CPC New Haven church calendar and staff calendar, which can be used to reserve available rooms for meetings. If you have a building key and alarm code you will be expected to handle the opening and closing of the building.

8.2. Van Use

You must be officially approved in order to drive the CPC New Haven church van. A van sign out sheet is available for approved drivers and must be filled out when using the van. Contact admin@cpcnewhaven.org if you wish to begin the process of becoming an approved driver or for access to the sign out sheet.

Our van is considered a commercial vehicle because it holds 16 passengers including the driver. Any approved driver may drive adults over the age of 18. In order to drive children, or “school aged” children in high school, even if they are 18, you need a special State Endorsement called a “Public Passenger Endorsement.” This endorsement can be obtained by testing for it at the DMV (<http://www.ct.gov/dmv/cwp/view.asp?a=805&q=244782&dvmPNavCtr=%7C#44630>).

8.3. Reimbursement

In order to be reimbursed for a church expense that you paid for with personal funds, you must fill out a Reimbursement Form, attach all necessary receipts, and submit it to the bookkeeper. The Reimbursement Form is located in the copy room or can be obtained by emailing admin@cpcnewhaven.org.

8.4. Direct Expense

If you require CPC to provide money for an expense up-front you must submit a Direct Expense Form which is available in the copy room or by emailing admin@cpcnewhaven.org. If you are requesting funds over \$600 then a W9 must also be obtained from the service provider and submitted to the bookkeeper along with your form.

8.5. Tax Exemption

We are a tax-exempt organization and as such are not subject to state taxes. When making purchases on behalf of the church, please date and use the CPC Tax-Exempt Cert-119 with companies and service providers when making purchases that may incur a tax. Copies of the Cert-119 are available in the copy room or by contacting admin@cpcnewhaven.org. CPC has exempt accounts set up at Staples, BJ's, and Amazon.

8.6. W-9 Collection

Collection of W-9 forms are needed from *all* new small business owners/vendors.

8.7. Who to Contact

As per the organizational Ministry Map published annually, your first point of contact regarding your team is the staff member liaison designated in parentheses. If you are seeking help regarding a spiritual concern you may contact an elder, and if you need administrative help then contact the CPC administrator.

8.8. Announcements

If you would like to have a written announcement in the bulletin, or to have your announcement included in the Friday CPC Weekly, or to make a verbal announcement on Sunday morning, please send your request to admin@cpcnewhaven.org by Wednesday morning of that week. You may not stand up to give a verbal announcement on Sunday morning unless it has been arranged previously.

8.9. Promotions

We encourage you to be creative in the promotion of your team or ministry. If you would like help from our administrative staff or graphic designer please send a request as far ahead in

advance as possible so that it may be discussed and determined how to proceed given other responsibilities at the time.

8.10. A/V Use in Sanctuary at CPC New Haven

Using the Projector:

1. Turn Projector Power Switch On
2. Press Power on the remote
3. Plug the VGA cord with adapter on end into computer
4. Open the PowerPoint file you would like to use
5. Choose Presenter Tools in the View menu
6. Use down arrow to progress the slides

Recording the sermon:

1. On the desktop computer, open Audacity
2. Press Record at the beginning of the sermon and Stop at the end
3. Save Project As . . . today's date in the Audio>Sermon Files>Goatville or Whitney folder
4. Export and save as today's date in the same folder. You will be prompted to input the date, sermon title, and preacher.

8.11. Worship and Event Cancellation/Snow Policy

In the event of the need to cancel or delay a worship service at CPC New Haven, the call will be made at least 1.5 hours in advance of the service by the Sr. Pastor. He will alert the Administrator, who will update the voicemail message and send an email to the congregation if possible. He will also update the website slider and post information about the delay or cancellation. Others to be notified include the Worship Director, Pastors, Welcome Team, and the Café Team regarding the time of catering.

In the event of the need to cancel or delay an event the call will be made with as much notice as possible by the Sr. Pastor. The Communications Director will update with website if necessary and send an email to the congregation.

8.12. Funeral Representation

If an immediate member of a church member's or staff's family passes away, we want CPC to be present vicariously at the funeral, typically through flowers, as a condolence. This will be enacted by CPC staff or a Team Leader, and does not fall in the category of Mercy Ministry. An email of notice will also be sent to the congregation with a link to leave digital condolences and requesting prayer for the remaining family.

8.13. Member Shepherding

Each member of CPC is assigned to (or chooses) a community group. This member will be prayed for on a rotating basis by the elder who is responsible for oversight of that community group.

8.14. Annual Ministry Planning Schedule

- 1) Congregational Meeting (mid-April)
- 2) Joint Boards Planning Meeting (SLB, Session, WLB) (mid/late April)
- 3) One Day Pastoral Retreat
- 4) Board Committees (SLB/WLB/Session) draft proposals for next board meeting (May)
- 5) Staff Planning Retreat (May/June)
- 6) Session/WLB Retreat (June and July)

8.15. Small Group Curriculum and Formation

At the beginning of the term, or transition, all small group and discipleship facilitators should submit their curriculum for session approval to the session moderator via the Administrator at admin@cpcnewhaven.org. Ideas for new small groups should be vetted through the WLB (women) and session (men) for final approval by session.

8.16. Shower Policy

1. The small groups are encouraged to celebrate the upcoming marriage, birth or adoption of a first baby, of its members through hosting a shower. Showers can be for just the woman or for the couple. They are not whole church events, although members or attendees beyond the small group can be invited.
2. Monetary gifts are discouraged.
3. Showers for children who have grown up in the church but no longer attend shall be private events.
4. The WLB shall monitor who is getting married or having a baby to make sure no one is “falling through the cracks.”
5. The WLB is available to provide assistance and recruit help if the small groups feel they need it.
6. Notice of a shower can be through the small groups or personal invitation. Showers will not be announced in the bulletin or at the end of the service.

Part 2: 2017-2018 Ministry Year

Section 1: Ministry Map

Contact information for “Our Team,” including all leaders listed below, is available on our website under “About.”

STAFF

Preston Graham, Senior Pastor
Kevin Nelson, Associate Pastor
Craig Luekens, Assistant Pastor
Aaron Rathbun, Director of Youth Ministries
Emily Boyer, Co-Director of Worship
Trevor Babb, Co-Director of Worship
Colin Meyer, Graphic Designer and Director of Goatville Worship
Annie McHugh, Coordinator of Operations and Director of Communications
Matthew Kumm, Assistant Administrator
Jane Meditz, Liturgical Intern
Arnie Monahan, Building Manager
Janine Lempke, Bookkeeper

SESSION

Preston Graham (<i>co-moderator</i>)	Rick Olson	Alan Phillips
Kevin Nelson (<i>co-moderator</i>)	Rob Hawkes	George Levesque
Doug Bruce (<i>clerk</i>)	David Taylor (<i>apprentice</i>)	Alan Tweed (<i>apprentice</i>)

WOMEN’S LEADERSHIP BOARD

Diane Miller (<i>moderator</i>)	JoAnn Kupiec	Peggy Keabian
Lisa Hawkes	Lisa Graham	Julie Bruce (<i>apprentice</i>)
Jennifer Cheng (<i>apprentice</i>)		

SERVANT LEADERSHIP BOARD

Kevin Nelson, <i>co-moderator</i>	Gary Wininger	Tara Brown
Evan Finch, <i>co-moderator</i>	David Boyer	Heather Woolbert
Meg Bogue	Patty Gantenbein	Rog Huitink
Cameron Costen	Arnie Monahan	Brad Conant
Stacy Roney	Amy Rathbun	Josh Keabian
Faith Ham		

SERVANT LEADER TEAMS (SLB oversight, pastoral contact in parentheses)

Building: Arnie Monahan (Kevin)

Nursery: Tara Brown (Kevin)

Café: Cameron Costen (Kevin)

Welcome: Stacy Roney/Meg Bogue (Kevin)

Integration: Amy Rathbun

Audio/Visual: Gary Wininger (Kevin)

Fellowship and Special Events: Patty Gantenbein/Faith Ham (Kevin)

Mercy: Rog Huitink (Preston, session)

Worship Administration: Evan Finch (Kevin)

Tech Team:* Chris Batista (Preston, staff)

Library:* Robert Leishman (Kevin)

Décor:* Elisa Billings (Preston, staff)

Cleaning:* Paul Wildey (Kevin)

Van:* Paul Wildey (Kevin)

Special Projects Coordinator:* Brad Conant (Kevin)

Graduate and Professionals Ministry Liaison: Josh Kebabian

**These are ad hoc teams accountable to the SLB.*

MINISTRY LEADERS (session oversight)

Music Team: Emily Boyer/Trevor Babb

Men's Ministry: Alan Phillips

Women's Ministry: Diane Miller

Children's Ministry: Heather Woolbert

Youth Ministry: Aaron Rathbun

College Ministry: Craig Luekens

Graduate/Young Professionals Ministry: Kevin Nelson

Young Family Coordinator: Julie Bruce

Community Group Leaders: Kevin Nelson

FINANCE TEAM

Finance Team Leader: Alan Phillips (Preston, session)

Treasurer: Joshua Bird (under Finance Team)

Bookkeeper: Janine Lempke (Preston, session)

GOATVILLE COORDINATORS

Senior Pastor: Rev. Preston Graham

Lead Pastor: Rev. Craig Luekens

Worship Director: Colin Meyer

Nursery and Kids: Enoch Chang

Interns: Sean Bland

Well: Tyler Rice

Audio/Visual: Sean Bland

Welcome/Hospitality: Jessica Hernandez

Sanctuary Set-Up: Jessica Hernandez

Social Chair: Rachel Glodo, Enoch Chang (assistant)

SUNDAY SCHOOL TEACHERS

2-3's Class

Reading room off of Fellowship Hall, basement

Teachers: Laura Smith and Fran Onofrio

4's-K Class

Basement of Study Center, Suite #1

Teachers: Sheila Tarantino and Elena Gerard

1st-2nd Grade Class

Conference Room, 2nd floor Study Center

Teachers: Whitney Hancock and Bill Phinney

3rd-4th Grade Class

Lecture Room, 1st floor Study Center

Teachers: Caroline Misarski and Julie Walker

5th-6th Grade Class

Middle Room, 2nd floor Study Center

Teachers: Hannah Chen and Kathy Jennings

7th-8th Grade Class

Senior Pastor's Reading Room, 2nd floor Study Center

Teachers: Peggy Keabian and Patrick Kelly

High School Class

High School Room, 2nd floor of Study Center

Teachers: Katie Levesque and Aaron Rathbun

Section 2: Community Groups

HAMDEN/CESHIRE

Facilitator: Rick Graca
Outreach Coordinator: Betty Graca
Mercy Coordinator: Rog Huitink
Elder: Rob Hawkes
Meets: 2nd Sundays 1:30pm

EAST ROCK (NEW)

Facilitator: Trey Billings
Outreach Coordinator: TBD
Mercy Coordinator: TBD
Elder: George Levesque
Meets: TBD

TRUMBULL

Facilitator: Alan Phillips, Rob Hawkes
Outreach Coordinator: Heather Woolbert
Mercy Coordinator: Ruth Phillips
Elder: Rob Hawkes
Meets: 2nd Sundays 5:00pm

SHORELINE SATURDAY

Facilitator: Cliff Bogue
Outreach Coordinator: Suzanne Olcott
Mercy Coordinator: Lisa Tweed
Elder: Alan Phillips
Meets: 2nd Saturdays 4:30pm

WESTVILLE

Facilitator: Jeff Hutchinson
Outreach Coordinator: Amy Rathbun
Mercy Coordinator: Megan Paek
Elder: Rick Olson
Meets: 2nd Saturdays 5:30pm

COLLEGE

Facilitator: Craig Luekens
Elder: George Levesque
Meets: Fridays 11:00am

NORTH HAVEN/HAMDEN

Facilitator: Patrick Kelly
Outreach Coordinator: Whitney Hancock
Mercy Coordinator: Cammie Fausey
Elder: George Levesque
Meets: 2nd/4th Sundays 4:00pm

WALLINGFORD (NEW)

Facilitator: Mike Brunjes (church planter)
Outreach Coordinator: TBD
Mercy Coordinator: TBD
Elder: George Levesque
Meets: TBD

WEST SHORE

Facilitator: David Taylor
Outreach Coordinator: Cyndi Taylor
Mercy Coordinator: Brad Conant
Elder: Rick Olson
Meets: 2nd Fridays 6:30pm

SHORELINE SUNDAY

Facilitator: Jennifer Cheng
Outreach Coordinator: Joanne Donovan
Mercy Coordinator: Bill/Sally Sprague
Elder: Alan Phillips
Meets: 2nd Sundays 1:30pm

GRAD/PRO

Facilitator: Kevin Nelson
Outreach Coordinator: Marney Walker
Mercy Coordinator: Marney Walker
Elder: Doug Bruce
Meets: Mondays 7pm

Section 3: Event Calendar

September

9	Sat	Grad/Pro Open House
10	Sun	BOH Prayer Service
10	Sun	Community Group Kick Off Week
10	Sun	Welcome Picnic
15	Thu	Young Life Family Weekend
17	Sun	Sunday School Begins
23	Sat	Men's B-3
24	Sun	Congregational Meeting
30	Sat	BOH Road Race
30	Sat	Women's Event

October

7	Sat	Newcomer's Reception
8	Sun	25th Anniversary Celebration
14	Sat	Fall Fellowship Dance
14	Sat	Kid's Harvest Party
20-22	Fri	Church Wide Retreat
29	Sun	S. CT Reformation/Ascension Service

November

4	Sat	Visitor Brunch
10	Fri	Artstravaganza
11	Sat	Mercy Training
12	Sun	New Member Joining
23	Thu	Thanksgiving Fellowship Meals

December

3	Sat	Work Day and Decor Set-Up
9	Sat	Hill Christmas Store (tentative)
15	Fri	Christmas Service

January

6	Sat	Decor Take-Down
7	Sun	Winter Convocation Begins
14	Sun	Unity Sunday
19	Fri	unSAD Party
27	Sat	Young Life NYC Youth Summit

February

3	Sat	Visitor Brunch
10	Sat	Kid's Valentine's Party
11	Sun	Missions Sunday
15	Thu	Healing Service
24	Sat	Fellowship Bowling

March

10	Sat	Women's Event
23	Fri	Youth Overnight Lock-In
24	Sat	Work Day
30	Fri	Good Friday
31	Sat	Kid's Easter Party

April

1	Sun	Easter Fellowship Meals
7	Sat	Visitor Brunch
13	Fri	Intro to Spiritual Leadership Conference
22	Sun	Congregational Meeting
23	Mon	Key Leadership Meeting

May

8	Tue	MA Annual Collaborative Bloomington, IN
30	Thu	Staff Planning Retreat

June

2	Sat	I <3 New Haven Day (tentative)
3	Sun	CPC Leadership Celebration
10	Sun	Graduation Sunday
11	Mon	General Assembly Atlanta, GA
21	Thu	Session Planning Retreat
23	Sat	Impact Week
24	Sun	Unity Service (Metro New Haven)

July

5	Thu	Summer Series Begins
21	Sat	Women's Event
28	Sat	Session Budget Retreat

August

4	Sat	Visitor Brunch
11	Sat	Day Retreat
18	Sat	Men's B-3 BBQ

Section 4: Key Leader Events

We believe it is not only important, but a privilege, for all key leaders to attend certain events in the life of the church. At CPC these events include the annual Welcome Picnic, all special worship services throughout the year, work days, retreats, men/women events, the annual Congregational Meetings, Joint Leadership Meetings, and to regularly attend a community group. 2017-2018 dates are as follows (subject to change, please check cpcnewhaven.org/calendar):

8/30	Key Leader Kick-Off Event
9/10	Welcome Picnic
9/23	Men's Event
9/24	Congregational Meeting
9/30	Women's Event
10/7	Newcomer's Reception
10/8	25 th Anniversary Celebration
10/20	Church Wide Retreat Weekend
10/29	Southern CT Reformation/Ascension Service
12/3	Work Day
12/15	Christmas Service
2/15	Healing Service
3/10	Women's Event
3/24	Work Day
3/30	Good Friday Service
4/1	Easter Service
4/22	Congregational Meeting
4/23	Joint Leadership Meeting
6/3	CPC Leadership Celebration
6/24	Unity Service (Metro New Haven Congregations)
7/21	Women's Event
8/18	Men's Event

Section 5: Team Budgets

INCOME

16000 Sunday Collection

16001 Whitney	\$917,000.00
16002 Goatville	\$25,000.00

Total 16000 Sunday Collection \$942,000.00

17000 Undesignated Outside \$5,000.00

18000 Designated Inside

18010 Haiti Relief Fund	\$5,000.00
18150 Christmas Offering	\$56,000.00
18400 Short Term Missions Projects	\$10,000.00

Total 18000 Designated Inside \$71,000.00

19000 Designated Outside

19350 Grad Ministry	\$7,000.00
19550 CPC College / AIA Ministry	\$45,000.00

Total 19000 Designated Outside \$52,000.00

30000 Rental Income

30050 Parking Rental	\$14,400.00
30150 Building Rental	\$400.00

Total 30000 Rental Income \$14,800.00

40000 Other Receipts

40500 Interest / Dividend	\$1,000.00
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Total 40000 Other Receipts \$1,000.00

Total Income \$1,085,800.00

EXPENSES

50000 Worship

50100 Musicians	\$5,800.00
50130 Piano Tuning	\$1,000.00
50150 Choir Music	\$300.00
50170 Worship Music	\$350.00
50190 Sound Equipment	\$900.00
50210 Copyrights	\$650.00
50230 Pulpit Supply	\$600.00
50290 Special Services	\$200.00
50310 Visual Arts	\$500.00
50350 Communion Supplies	\$1,335.00
50370 Sacred Aesthetics	\$250.00
50400 Goatville Music	\$1,000.00
50500 Goatville Worship	\$1,200.00

Total 50000 Worship \$14,285.00

55000 Target Ministries	
55100 Men's Ministry	\$1,000.00
55130 Women's Ministry	\$6,000.00
55140 Second Half Ministry	\$200.00
55145 Young Families Ministry	\$600.00
55150 Graduate Ministries	\$1,000.00
55190 Youth	\$6,550.00
55210 Children	\$3,000.00
55230 Nursery	\$1,300.00
Total 55000 Target Ministries	\$19,650.00
60000 Training & Discipleship	
60100 Training & Discipleship	\$500.00
60130 Library	\$100.00
60180 Leadership Development	\$500.00
60210 Bookstore	\$900.00
60230 Leadership Events	
60231 General Assembly	\$6,000.00
60232 SNEP	\$1,000.00
60233 Staff	\$3,500.00
60235 Session	\$1,000.00
60236 WLB	\$200.00
60237 SLB	\$300.00
60239 Other	\$500.00
Total 60230 Leadership Events	\$12,500.00
Total 60000 Training & Discipleship	\$14,500.00
65000 Community Life	
65100 Church Wide Retreat(s)	\$16,800.00
65101 Receipts	(\$6,000.00)
Total 65100 Retreats	\$10,800.00
65120 Special Events /Catering	\$2,640.00
65150 CPC Cafe	
65151 Meals	\$12,000.00
65152 Receipts	(\$5,000.00)
Total 65151 Meals	\$7,000.00
Total 65150 CPC Cafe	\$7,000.00
65170 Refreshments	\$1,030.00
65180 Goatville Well	\$2,000.00
65190 Consumable Dining Supplies	\$1,009.00
65220 Welcome/Assimilation Team	\$1,500.00
65230 Kitchen Miscellaneous	\$260.00
Total 65000 Community Life	\$26,239.00
70000 Mercy Fund	
70100 Congregational Mercy	\$7,500.00

70150 CPC S. CT Mercy Cooperative	\$7,500.00
Total 70000 Mercy Fund	\$15,000.00
75000 Missions	
75100 General Assembly	\$5,000.00
75110 SNEP	\$12,000.00
75122 Nelson Jennings	\$6,000.00
75123 Mel Sensenig	\$1,000.00
75124 Colleen McCormack	\$6,000.00
75130 New Haven Outreach	\$3,500.00
75145 Short Term Missions	\$20,000.00
75150 Bridges of Hope	\$12,000.00
75290 MA	\$130,000.00
Total 75000 Missions	\$195,500.00
78000 Communications	
78130 Publishing	\$3,500.00
78150 Internet/Email	\$1,800.00
78200 Telephone	\$2,550.00
78300 Computers	\$500.00
78350 IT Equipment	\$500.00
Total 78000 Communications	\$8,850.00
80000 General Operating	
80030 Insurance	\$12,200.00
80050 Office Expenses	
80051 Copier	\$2,500.00
80052 Office Supplies	\$1,800.00
80053 Postage	\$200.00
Total 80050 Office Expenses	\$4,500.00
Total 80000 General Operating	\$19,688.00
80100 Vehicle	
80110 Fuel	\$800.00
80120 Insurance	\$1,080.00
80130 Repairs & Maintenance	\$1,068.00
80140 Registrations	\$40.00
Total 80100 Vehicle	\$2,988.00
80300 Central Services	
80300 Total Central Services	\$38,086.91
85000 Building/Facilities	
85010 Utilities	
85011 Gas	\$5,506.00
85012 Electric	\$15,376.00
85013 Water/Sewer	\$2,487.00
85014 Trash	\$1,395.00
Total 85010 Utilities	\$24,764.00

85020 Snowplowing	\$14,000.00
85030 Maintenance & Repairs	
85031 Maintenance Agreements	\$7,340.00
85032 General Repairs	\$5,000.00
85033 Landscaping	\$1,850.00
Total 85030 Maintenance & Repairs	\$14,190.00
85040 Security	\$1,500.00
85050 Miscellaneous	\$15,500.00
85070 Decor	\$4,800.00
85080 Cleaning	
85081 Maintenance Cleaning	\$2,500.00
85082 Supplies	\$1,000.00
85083 Equipment	\$500.00
Total 85080 Cleaning	\$4,000.00
Total 85000 Building/Facilities	\$78,754.00
Total 90000 Staff Packages	\$611,144.74
Total Expenses	\$1,044,685.65
Net Operating Income	\$41,114.35

Section 6: Ministry Plan

6.1. Missional

1. Outreach Oriented Events

- Reformation Sunday
- Christmas Service
- UnSad
- Healing Service
- Good Friday Service
- Summer Picnic Series
- Holistic Health Outreach Conference/Event (Fall 2018)

2. Neighborhood (Community Group Hosted) Socials

- Neighborhood Kits:
 - “Movie on the Lawn” (projector supplied)
 - “Driveway Happy Hour” (cornhole, firepit supplied)

3. Target Ministry Outreach

- Children/Young Family
 - Harvest Party
 - Valentine’s Party
 - Easter Party
- Youth
 - Campus (Hopkins) Visitation (lunch and after school club)
 - Youth Videogame Outreach (weekly video game gathering)
 - Summer Service/Impact (Camp Counselor/Mercy)
 - Biweekly Outreach (Young Life club, 1st and 3rd Fridays)
 - YL Summer Camp (annual)
 - YL Family Camp weekend retreat (Sept.)
 - YL Winter Weekend Retreat (early Dec)
 - YL Middle School Weekend Retreat (Mar)
 - Crossroads Youth Group (monthly)
 - Fall Harvest Event (Oct)
 - Christmas Sleepover (Dec)
 - Overnight lock-in at CPC (Feb/Mar)
 - Spring Break event (Sleeping Giant, ropes course, etc.)(April)
 - Brownstone Water Park June)
- College

- Yale:
 - Freshman Outreach Program: “Church during College: Are you Serious?! Laid-back discussion of FAQ with local pastor”
 - Theology Club (theological debates, style like Yale Political Union)
 - SCSU and UNH:
 - “Searching for Meaning in Film and Literature”
 - Grad/Pro
 - Think+Drink™/Theology Pub
 - Social Outings/Meals
 - Thursday Lunches
 - August Sunday Lunches
 - Ultimate Frisbee: East Rock Sunday afternoon
 - Men
 - 2 B-3s
 - Fall Tailgate- Sept 23, Cornell (Graham’s)
 - August BBQ (Lake)
 - 2 additional sports events
 - Hockey
 - B’Ball
 - Spring Baseball
 - Women
 - 3 Socials
 - September 30, 2017 – focused on welcoming new attendees
 - March 10, 2018 – outreach orientated art experience
 - July 21, 2018– outreach orientated
 - Yoga: Weekly women’s yoga at the church with intentionality to build relationships with the neighborhood.
 - Goatville
 - Monthly Thursday “Hangout” in city pub

4. Communications

- Use more video in Announcements/Prayer to showcase Total Christ Vision
- Develop Training Material (bible studies, courses from CPC sources)

6.2. Confessional

1. School of Discipleship

- Revised School of Discipleship Diploma Program and Catalogue

2. Sunday Studies

- Fall:
 - 3 week Life @ CPC: An Introduction
 - Life at CPC: Ebb and Flow
 - We are a High-Gospel Church
 - We are a High-Church Church
 - Church History: Reformation (video) (8 week) - 500th year of the Reformation
- Spring:
 - Convocation: Lay Counseling (5 weeks, men/women groups)
 - Biblical Theology class (13 weeks): how to read your Bible holistically (Reading the Bible Backwards and Forwards)

3. Trainings

- Intro to Spiritual Leadership Conference
- Confessional Theology through online facilitation
- Leadership Kick-Off (includes Mercy Training)

4. Discipleship Groups

- “Sonship” universal curriculum for all discipleship groups
- Men
 - 2 men’s discipleship groups:
 - Doug leads one Thursday evening (bi-weekly)
 - Kevin leads one Thursday morning (bi-weekly)
 - 3 or 4 discipleship breakfasts (felt need, themes from retreat)
- Women
 - 2 women’s discipleship groups:
 1. Wednesday morning group (bi-weekly)
 2. A weekday evening group (tbd)

5. Leadership Development

- Community Group Leadership
 - Facilitator: Quarterly “Lesson/Prayer/Planning Meeting” for Small Group Leader/Community Group Facilitator (incl. creating a church culture that “celebrates singleness”)
 - Mercy Coordinator (and those interested): Twice-Yearly Small Group Mercy Coordinator trainings (incl. creating a church culture that “celebrates singleness”)
- Goatville Leadership Team

- 1/Mo. Thur. Happy Hr/Lesson/Planning/Prayer at Preston's (5-7pm)
- CPC SCT Staff
 - Monthly Staff Get Togethers
 - End of Year Celebration Party
 - Lunch Vocational Collaborative 1/quarter
- Pastor/Church Planter
 - Weekly Tuesday AM Prayer
 - Monthly MA Local Collaborative
 - Joint Church Planter Training (MA 1st yr curriculum) (Chip, Curran, Mike)
 - Individual Planter-Coach Meetings 1/mo (Andrew, Chip, Curran, Mike)
- SLB
 - Social Event
- Session
 - Monthly:
 - 1st Thursday 6:30-10 (business)
 - 3rd Wednesdays 8-9 (prayer, followed by Compline)
 - Commission/Committee meetings in addition every other month

6. Target Ministries

- Children
 - Sunday School
- Youth
 - Youth Retreat with other SNE PCA churches
 - College Mentor coop (c.f. Youth Plan "Student Partnership")
 - SS curriculum and "Ask an Elder" rotation
 - One-on-one discipleship
- College
 - Internship Training
 - RUF Conferences
 - Yale: Athletes in Action
 - SCSU and UNH: Discipleship Meetings (one-on-one; group)
- Grad/Pro
 - Weekly Study with prayer and monthly social get-together

6.3. Communal

1. Retreats

- Church Wide Overnight Retreat
- Summer Day Retreat

2. Mercy

- Community Groups
 - Mercy Coordinators Meeting (at Leadership Kick-Off)
 - List of events/circumstances to look for and respond to
 - Training for Mercy Coordinators and any others interested (fall)
 - Front-end (i.e. preemptive rather than reactive) Teaching/training to provide gospel-centered approach (sermons, SS, etc.)
- Revisions to Mercy Team Guidelines (reflected in policy book)

3. Special Events

- 25th Anniversary Party post-worship Oct. 8th

4. Community Group Shuffle

- 2 crossover unified social events
- Hamden/North Haven become two groups
 - Patrick Kelly lead original group
 - Layne Hancock and Jon Fausey lead second group
- Wallingford becomes two groups
 - Wallingford group led by Mike Brunjes, focus on new plant but open to all
 - East Rock group for those closer to New Haven

5. Servant Leader Board - see calendar for dates

- Fellowship
 - Combine Fellowship Team and Special Events Coordination
 - Welcome Picnic
 - Fall Dance
 - Bowling
 - Game night (2nd level event in summer)
- Facilities
 - Work Day, Christmas Décor
 - Decor Take-Down
 - Work Day, Spring Clean up
- Welcome Team
 - Visitor Brunch (4 seasonally)
 - Newcomer Reception (fall)

6.4. Sacramental

1. Revised Sunday Schedule

- 9:30am: Whitney
- 11:00am: Children's Assembly/Announcements/Fellowship Time
- 11:15am: SS (shared)
- 12:00pm: Cafe (shared)
- 12:25pm: Goatville
- 1:45pm: Well

2. Sunday Worship

- CPC 135
 - Music Team workshop with Johann Buis
 - Development of Choir to facilitate corporate worship participation
 - Choir
- CPC Goatville
 - New Music Collaboration
- Sermon Interaction via Text Messaging (with or w/o sermon discussion)
- Back Speakers for Sanctuary
- Elder/WLB prayer after Sunday Worship

3. Special Services:

- Christmas: Lessons and Carols
- Good Friday: Tenebrae or Biola Lent format
- Healing Service
- Prayer Service (less promotionally, more pastoral/missional)
 - September (utilize BOH's Night of Worship)
 - October (S. CT Reformation Praise and Prayer Service)
 - February (Healing Service)
- Arts Celebration Event (Artstravaganza)

4. Wednesday Night "Compline" Service (time 9:30pm - pending SOM classes)

- Include communion

5. Southern CT

- Unity Pulpit swap (MLK weekend in Jan.) (S.CT)
- Joint Prayer and Praise Service, (Impact Week Sunday Evening) (Metro New Haven: CPC 135, Hill, Wallingford, Milford?)
- Mission of the Church/Ascension (Reformation Sunday Evening) (S.CT)
- Joint Impact Week Excursion Event (and invite other churches to host)

