

**2018-2019** LEADERSHIP

**Christ Presbyterian Church**



Dear CPC Key Leaders,

This year at CPC you will often encounter the phrase “where heaven meets earth.” What do you think about when you hear “heaven to earth?” I suspect our first thought is to envision something akin to a serene, peaceful, restful place (lush landscape and flowing streams perhaps?) accompanied by harmonious communion with those we most cherish. And yes, it’s a biblical hope fulfilled when heaven IS earth (just read Is. 25:6ff, or Rev. 21). But what about now? Is there a heaven on earth? The answer is yes! But then again, what would it look like?

It’s true, heaven meets earth now will contain some rare moments of salvific serenity. One thinks of many of our church gatherings and worship, and family gatherings especially with those who we share a love of Christ with. But mostly, heaven meets earth now is characterized in scripture by heavenly intrusions into our time and space with great salvific power and redeeming wisdom (Eph. 1:16-20). Such intrusions are quite precisely described as originating from the ascended flesh of Christ in heaven into and through the kingdom epicenter of the temple church on earth. In the words of Paul in Eph. 1:20-23,4:10:

*that he worked in Christ when he raised him from the dead and seated him at his right hand in the heavenly places, far above all rule and authority and power and dominion, and above every name that is named... And he put all things under his feet and gave him as head over all things to the church, which is his body, the fullness of him who fills all in all... He who descended is the one who also ascended far above all the heavens, that he might fill all things. (c.f. Eph. 2:19ff and Mt. 16:18ff)*

Heaven meets earth? Do we really wake up with a holy anticipation by faith of such heavenly intrusions into the times and places of our lives on earth? And especially, do we anticipate, even expect, such intrusions in, with, and through the God appointed methods and services that are uniquely given to the temple church? How would it change our priorities concerning the church if we really believed in the ascension power of Christ? And for the clincher, what does our prayer life tell us about our conception of heaven meets earth, more specifically, our conception of the one in whose name we pray? It’s true, we pray to one who *was* the suffering and humbled servant such as can empathize with our suffering. But make no mistake about it, we pray now to a glorified and ascended king, one more powerful and with greater authority than any on earth such as is capable of accomplishing anything according to his will in so far as it really *is* heaven to earth, and all that this implies!

Christian key leader, as we anticipate a new ministry year, may I encourage us to pray “heaven meets earth.” And as we pray, let us pray in the name of our ascended Christ believing that in this new day of prayer informed by the ascension, we are encouraged to “ask away!” *Everyone who asks receives. The one who seeks will find. To the one who knocks it will be opened* (Luke 11:9-13). Jesus repeats the promise, again and again, “*if you ask me anything in my name I will do it!*” (John 14:13,14; 15:6,7; 16:26).

Please join me in praying for bold and effective witness, for gospel conversions and Christ encountering life transformations. And let’s pray for our worship services each Sunday, that the spirit of our ascension Lord would dominate our songs, prayers, and proclamations such as to result in energetic and God glorifying worship. And then again, let’s find ourselves living in anticipation of all that we pray for in a way wherein our bodies on earth are mystically united to Christ’s by the Holy Spirit such as to be caught up in the power and wisdom of heaven ourselves within our various times and places! Amen?

In anticipation,

Rev. Preston Graham Jr.  
Sr. Pastor



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# Part 1: Key Leader Handbook

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# Section 1: The Total Christ Vision

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## 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 5<sup>th</sup> 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

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## 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](mailto: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

#### Process for WLB Membership

1. Nomination from the congregation
2. Pastoral consultation
3. Apprenticeship period
4. Written examination
5. Final congregational commissioning

## **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)

#### Process for Session Membership

1. Nomination from the congregation
2. Pastoral consultation
3. Apprenticeship period
4. Written examination
5. Final congregational commissioning

# Section 3: School of Discipleship

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## 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 certificates offered for leadership roles at CPC. You may earn each diploma/certificate 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 certificate 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

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## 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

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## 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](mailto:admin@cpcnewhaven.org) for an activation email, or to reset your password. Login at [cpcnewhaven.ccbchurch.com](http://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](mailto: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](mailto: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](http://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

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## 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](http://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](http://esvbible.org) website prior to Sunday.
- Ask for feedback and be willing to hear constructive criticism.

# Section 7: Mercy Ministry Policies

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## 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. The pastor of a respective congregation is notified at the time of submission to the mercy fund and all senior pastors of MA congregations are ex officio members (non-voting) in the S. CT Cooperative Mercy Fund.

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.<sup>1</sup>

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

**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

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

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.

- 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*, 2<sup>nd</sup> Edition (2011) Orbis Books and World Vision,

# Section 8: Guidelines for Community Group Facilitators

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## 8.1. Overview

Community groups are a vital ministry in the life of CPC. Thank you for serving as a facilitator. You really are doing some wonderful front-lines ministry in the lives of our church family.

1. Twice annual planning meetings
2. Mercy Coordinator training (at least twice yearly)

## 8.2. The Community Group Is a Community

Just as a reminder, the group is ***more than the meeting***. Try to build and maintain community outside of regular meetings. This can be done through prayer requests, social events, individual meetings, fulfilling mercy needs, etc.

1. Groups to meet on the 2nd and 4th weeks of the month (check church calendar for dates; for determining 2<sup>nd</sup> or 4<sup>th</sup> weeks, we begin counting the week on Monday.
2. Twice a year community group mixers: Two groups combine socially. This helps break up cliques and builds unity.

## 8.3. Content of the Meeting

1. The five movements of our worship service follow the movements of the gospel.
  - a. We encourage groups to structure their meeting to include: praise, confession of sin, renewal through Christ, thanksgiving and celebration.
  - b. You might also find the acronym ACTS helpful: Adoration, Confession, Thanksgiving, Supplication.
2. Style of meeting is up to you: prepared liturgy, music, meal, time/frequency.
3. Groups should have a high level of participation that is expressed through prayers, sharing, fellowship, and mercy both in meeting together formally and informally in our ongoing “one-anothering.”
  - a. Team building is essential to healthy groups
    - i. Outreach Coordinators, use CCB
    - ii. Mercy Coordinators
    - iii. Facilitator (must be approved teacher)
    - iv. Host, it is helpful if this person is not the facilitator
4. Scripture: Not a traditional Bible Study
  - a. Avoid creating an environment that promotes a subjective interpretation of scripture: “what do you think it means?” types of questions.
  - b. Avoid doing the interpretative work on your own: use an approved resource.

- c. Focus on application. If a resource can provide the interpretation, then the group is freed up to get to application and not spend time debating what a passage means.

## 8.4. Planning for Growth

Groups that are too big are not welcoming and become a hindrance to community.

- Ideal group is 8-12 people
- The unintended consequence of not dividing is telling new people or visitors, “go form your own group.”
- Multiplication cannot happen without intentional leadership. A group that sets a goal to ‘plant’ another group and prays regularly for God to raise up enough people to ‘plant’ another group will rejoice when it is time to divide into two groups.

## 8.5. Distinguish Between Small Groups and Discipleship Groups

- Community groups function as church in the small. They facilitate mercy, have elder oversight, and can include the entire family.
- Discipleship groups are gender-specific groups with a more focused purpose of discipleship.
- You can participate in both and both should be open to visitors.

## 8.6. Resources

We want to avoid putting you in a position to have to interpret and apply scripture on your own. These resources are intended to do that work for you so that you can get to the task of discussion and application. Things often go wrong when you debate meaning and never get to application.

Resources for Study

- Tim Keller studies ([Gospelinlife.com](http://Gospelinlife.com))
  - Gospel Christianity 1, Gospel & the Heart
  - Gospel Christianity 2, Gospel & World
  - Gospel Christianity 3, Gospel & Community
  - 1 John (7 lessons on Christian holiness and love)
  - 2 Timothy (5 lessons)
  - Prodigal God DVD, \$25 at Amazon
  - Or, other Redeemer Studies
- Any Paul Tripp book study or video study
- J.I. Packer *Growing in Christ*: This book really hits the nail on the head. Packer designed it to be for a group like this. These are short studies; the ones on the commandments or prayer could be very good.

- Kevin, DeYoung's *The Good News We almost Forgot*: A study of Heidelberg Catechism that doesn't get very technical
- "Let's Study" Banner of Truth book studies
- J.C. Ryle Matthew, Mark, Luke, John study commentary
- Bryan Chappel, *Holiness by Grace*

OR create your own study using:

- Westminster Larger Catechism or Shorter Catechism on
  - 10 Commandments
  - Lord's Prayer
- Heidelberg Catechism

Resources for Prayer/Reflection/Confession of sin

- Daily Lectionary, found on CPC website homepage
- Valley of Vision, Arthur Bennett

As always, you can find your own resources. Please get them approved by a pastor before using.

# Section 9: Operational Policies

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## 9.1. 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](mailto: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](mailto: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](http://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.

## 9.2. 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](mailto: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&dmvPNavCtr=%7C#44630>).

## 9.3. 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](mailto:admin@cpcnewhaven.org).

## 9.4. 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](mailto: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.

## 9.5. 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](mailto:admin@cpcnewhaven.org). CPC has exempt accounts set up at Staples, BJ's, and Amazon.

## 9.6. W-9 Collection

Collection of W-9 forms are needed from *all* new small business owners/vendors. Due to IRS reporting requirements via an annual 1099 (1096 to the IRS), a W-9 is needed from any vendor who is a sole proprietor or a partnership. Unless it part of their business name, there is no way to know a business is a sole proprietor or partnership until they send us their W-9. Collecting a W-9 from *any* small(er) business would be preferred. Organizations such as Stop & Shop and most gas stations are going to be a corporation or a limited liability corporation (LLC) and will be outside the reporting requirements.

## 9.7. 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.

## 9.8. 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](mailto: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.

## 9.9. 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.

## 9.10. 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.

## 9.11. 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.

## 9.12. 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.

### **9.13. 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.

### **9.14. 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)

### **9.15. 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](mailto:admin@cpcnewhaven.org). Ideas for new small groups should be vetted through the WLB (women) and session (men) for final approval by session.

### **9.16. Nursery Provision**

Nursery will be provided during Sunday worship service, Sunday Studies, and meetings called by the Session for the entire membership, provided such meetings shall end by 7:30pm. For events that run later in the evening, or for other events held at the church, it is the responsibility of parents and/or the organizer of the event to coordinate nursery/childcare.

### **9.17. 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.

## 9.18. Life Event Support Initiative

### **The Vision:**

As the body of Christ, we desire to support members during major life transitions or events in ways consistent with being the family of God. Showering members with prayer in contexts of communal celebrations or grieving can be a great blessing, witness, and support to members in a way that makes tangible Christ’s promise “I will never leave you nor forsake you” (Heb.13:5). During Christ’s ascension ministry, we know that this promise is no less true given Christ’s presence as mediated through the body of Christ on earth that renders the words of Christ in Matthew just prior to his ascension all the more realistic, “Behold, I am with you until the end of the age” (Mt 28:20).

### **Supporting Observations:**

- Celebrating or grieving the changes in a person’s life is important and one of the special ways the body of Christ can minister to its members. Such celebration events for communal prayer and celebration might include getting married, the birth of a child, purchasing a home, career advancements, retirement or other major life events worthy of celebration. On the other hand, events to be grieved communally might include the death of a loved one or the loss of any of the conditions that were once celebrated.
- It should be noted that this ministry recognizes the all too often tendency for the church to properly recognize such life events that are related to the “traditional” family (weddings, marriage and baby showers for instance) but sadly has not recognized other significant events that are unrelated to the traditional family such as getting ones first “stable” job, the purchase or perhaps rental of a “destination” home, retirement, etc. This has a hurtful effect of some people feeling “invisible.” This is all the more significant in a situation where the “family of God” must be all the more active to those who are presently called to a life of singleness (however this is by God’s providence the case). In short, the church recognizes that there are a myriad of life events other than those that celebrate the “traditional family” that should also be honored and wishes to extend this “showering of prayer” in the context of communal celebration or grieving to all its members.
- In a church our size, we recognize that all members do not know each other such that to support one another in these life events as a whole church may be impractical or uncomfortable in many instances. The sheer number of these events in a given year coupled with our ambitious church calendar prohibits celebrating each one as a whole church. And in some instances, the physical space needed to accommodate these events is limited.

- It is also a concern that such events ought not to be biased in a way that makes it more comfortable or feasible for those who by God’s providence who are in a more comfortable financial situation to participate than those who are in a more challenging financial situation.
- We desire to cater to as many members as possible in as many life stages as possible. To do this, we adopt a “divide and conquer” strategy by necessity lest we limit the amount of events we could sponsor as a church by principle “for everyone.”

**Strategy:**

1. Community groups and various other ministries/discipleship groups and various other ad hoc teams (single ad hoc support team, young family support team, women’s ministry, men’s ministry, etc.) are encouraged to communally support such “life events” of their members as might be occasions for celebration or grieving (upcoming marriage, birth or adoption of a first baby (showers), new home purchase (house warming party), retirement (retirement party) on the one hand, or death of a loved one (post-funeral dinners, other), loss of job (dinner and prayer), etc.
2. The community group/ministry team can choose to place an announcement in the bulletin inviting all the women, men, or members of CPC to attend the event, it can utilize the church communication system to invite a select number of church members, or utilize some other personal method of contact. This is at the discretion of the community group/ministry team and the person being honored. These celebrations will not be announced in church verbally.
3. In the case of events wherein gifts are encouraged, the community group or ministry team may give a \$150 gift from the church to the person in lieu of asking each invited person to bring a gift. The CPC Mercy Fund can be utilized for this purchase. A higher amount may be requested to the mercy fund for approval by Session (per its ordinary protocol). Otherwise, CPC members are always free to give additional gifts should they so choose, as well as encouraged to contribute directly to the Mercy Fund, but the focus of the event is to be on prayer, and community, not opening gifts.
4. Events for children who have grown up in the church but no longer attend shall be private events.
5. Regardless of the CPC group desiring to host an event, the group leader is asked to contact the CPC operations coordinator, *and* (if other than the mercy coordinator of a community group assigned to recipient) to contact and, as deemed appropriate, coordinate with, the mercy coordinator of that community group assigned to the recipient member (Note: All CPC members are assigned to a community group whether they regularly attend or not). The CPC Operations Coordinator can help facilitate contact with assigned mercy coordinators as needed. These two contacts are important to make sure there is a concerted effort as needed to meet the needs of the body of Christ.

**9.19. Security Policy**

CPC is in the process of solidifying a Security Policy and strategy to increase the safety of our building and attendees on Sunday mornings and throughout the week. Our current security measures on a Sunday morning consist of:

1. **Everyone:** All congregants are encouraged to assume a posture of “see something, say something.”
2. **Manage Entry Points:** Diligence to keep all doors locked during Sunday worship and maintain one point of entry at the front.
3. **Interdiction:** Welcome Team member, or other such welcoming presence, in the foyer throughout the entire service sitting next to the door to welcome anyone who enters during the service.
4. **Security Team:** Establish a team to consist of 3-4 men who would agree to sit towards the back of the Sanctuary, and in the event of a situation be able to physically restrain an intruder.
5. **Evacuation Plan:** Police/fire/ambulance contacts posted, to include an annual fire drill with a place to meet and child pick up at the Counseling Center next door on Bradley Street.

## Part 2: 2018-2019 Ministry Year

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# Section 1: Ministry Map

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

## 1.1. Leadership Boards

### **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 Co-Director of 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  
Paul Wildey, Sexton

### **CPC S. CT SESSION**

Preston Graham ( <i>Moderator</i> )	Rick Olson	Alan Phillips
Kevin Nelson ( <i>135 co-moderator</i> )	Rob Hawkes	George Levesque
Doug Bruce ( <i>clerk</i> )	Alan Tweed	David Taylor ( <i>apprentice</i> )

### **WOMEN’S LEADERSHIP BOARD**

Lisa Hawkes ( <i>moderator</i> )	Peggy Keabian	Diane Miller
Julie Bruce ( <i>apprentice</i> )	Jennifer Cheng ( <i>apprentice</i> )	Meg Bogue ( <i>apprentice</i> )
Stacy Roney ( <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		

## 1.2 Ministry Team Leaders

### **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 Winingar (Kevin)

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

**Mercy:** Rog Huitink (Preston, session)

**Worship Administration:** Evan Finch (Kevin)

**Graduate and Professionals Ministry Liaison:** Josh Keabian (Kevin)

**Tech Team:**\* Chris Battista (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)

**Prayer Team:**\* Preston Graham (*interim*)

**Security Team:**\* Preston Graham (*interim*)

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

### **MINISTRY LEADERS** (pastoral contact in parentheses)

**Music Team/Worship:** Emily Boyer/Trevor Babb (Preston)

**Men's Ministry:** David Boyer (Preston)

**Women's Ministry:** Lisa Hawkes (Kevin)

**Children's Ministry:** Heather Woolbert (Kevin)

**Youth Ministry:** Aaron Rathbun

**College Ministry:** Craig Luekens

**Graduate/Young Professionals Ministry:** Kevin Nelson

**Young Family Coordinator:** Julie Bruce (Kevin)

**Community Group Leaders:** Kevin Nelson

**School of Discipleship:** Kevin Nelson

### **FINANCE TEAM** (pastoral contact in parentheses)

**Finance Team Leader:** Alan Phillips (Preston, session)

**Treasurer:** Joshua Bird (under Finance Team)

**Bookkeeper:** Janine Lempke (Preston, session)

## **SUNDAY SCHOOL TEACHERS**

### **2 ½ - 4's Class**

*Reading room off of Fellowship Hall, basement*

Teachers: Laura Smith and TBD

### **Pre K - K Class**

*Basement of Study Center, Suite #1*

Teachers: Sheila Tarantino and Elena Gerard

### **1<sup>st</sup> - 2<sup>nd</sup> Grade Class**

*Conference Room, 2<sup>nd</sup> floor Study Center*

Teachers: Bill Phinney and Lisa Tweed

### **3<sup>rd</sup> - 4<sup>th</sup> Grade Class**

*Lecture Room, 1<sup>st</sup> floor Study Center*

Teachers: Caroline Misarski and Julie Walker

### **5<sup>th</sup> - 6<sup>th</sup> Grade Class**

*Middle Room, 2<sup>nd</sup> floor Study Center*

Teachers: Hannah Chen and Christie Nelson

### **7<sup>th</sup> - 8<sup>th</sup> Grade Class**

*Senior Pastor's Reading Room, 2<sup>nd</sup> floor Study Center*

Teachers: Cliff Bogue and Josh Kebabian

### **High School Class**

*High School Room, 2<sup>nd</sup> floor of Study Center*

Teachers: Katie Levesque and Aaron Rathbun

# Section 2: Small Groups

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Contact information for small group facilitators and meetings times can be found on our website at [cpcnewhaven.org/community-groups](http://cpcnewhaven.org/community-groups) and [cpcnewhaven.org/discipleship-groups](http://cpcnewhaven.org/discipleship-groups).

## 2.1. Community Groups

### **HAMDEN/CESHIRE**

Facilitator: Fred Walker  
Outreach Coordinator: Betty Graca  
Mercy Coordinator: Rog Huitink  
Elder: Rob Hawkes

### **NORTH HAVEN/HAMDEN**

Facilitator: Dave H. Taylor  
Outreach Coordinator: Von Jessee  
Mercy Coordinator: Stephanie Walker  
Elder: Alan Phillips

### **EAST ROCK**

Facilitator: Trey Billings  
Outreach Coordinator: Bennie Finch  
Mercy Coordinator: Christie Nelson  
Elder: George Levesque

### **WALLINGFORD (Core Group)**

Facilitator: Mike Brunjes (church planter)  
Outreach Coordinator: Mike Brunjes  
Mercy Coordinator: Mike Brunjes  
Elder: Mike Brunjes

### **TRUMBULL**

Facilitator: Alan Phillips, Rob Hawkes  
Outreach Coordinator: Heather Woolbert  
Mercy Coordinator: Ruth Phillips  
Elder: Alan Phillips

### **WEST SHORE**

Facilitator: David Taylor  
Outreach Coordinator: Cyndi Taylor  
Mercy Coordinator: Martha Olson  
Elder: Rick Olson

### **SHORELINE SATURDAY**

Facilitator: Cliff Bogue  
Outreach Coordinator: Suzanne Olcott  
Mercy Coordinator: Lisa Tweed  
Elder: Alan Tweed

### **SHORELINE SUNDAY**

Facilitator: Jennifer Cheng  
Outreach Coordinator: Joanne Donovan  
Mercy Coordinator: Bill/Sally Sprague  
Elder: Alan Tweed

### **WESTVILLE**

Facilitator: Jeff Hutchinson  
Outreach Coordinator: Amy Rathbun  
Mercy Coordinator: Megan Paek  
Elder: Doug Bruce

## 2.2. Ministry Groups

### **COLLEGE**

Facilitator: Craig Luekens

Elder: George Levesque

### **YOUTH**

Facilitator: Aaron Rathbun

Elder: George Levesque

### **GRAD/PRO**

Facilitator: Kevin Nelson

Outreach Coordinator: Marney Walker

Mercy Coordinator: Tyler Rice

Elder: George Levesque

## 2.3. Prayer Societies

### **NEW HAVEN**

Facilitator: Elena Gerard

### **GUILFORD**

Facilitator: Jennifer Cheng

## 2.4. Discipleship Groups

### **TBD MEN'S GROUP**

Facilitator: Preston Graham

### **MEN THURSDAY PM**

Facilitator: Doug Bruce

### **WOMEN WEDNESDAY AM**

Facilitator: JoAnn Kupiec and Lisa Hawkes

### **WOMEN WEDNESDAY PM**

Facilitator: Peggy Keabian

### **WOMEN TUESDAY PM**

Facilitator: Diane Miller and Lisa Graham

# Section 3: Event Calendar

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## September

- 5 Wed School of Discipleship Begins
- 5 Wed Compline Resumes
- 7 Fri Community Group Kick Off Weekend
- 8 Sat Grad/Pro Open House
- 9 Sun Welcome Brunch/Ministry Fair
- 16 Sun Sunday School Begins
- 23 Sun Congregational Meeting
- 29 Sat Women's Event

## October

- 5 Fri Men's Event
- 6 Sat Fall Fellowship Dance
- 6 Sat Kid's Fall Festival
- 14 Sun BOH Night of Worship
- 20 Sat Newcomer's Brunch
- 28 Sun S. CT Ascension Service

## November

- 2-3 Fri-Sat Parenting Conference
- 18 Sun New Member Joining
- 22 Thu Thanksgiving Fellowship Meals

## December

- 1 Sat Work Day and Decor Set-Up
- 8 Sat Hill Christmas Store
- 14 Fri Christmas Service

## January

- 5 Sat Decor Take-Down
- 6 Sun Winter Convocation Begins
- 19 Sat Presbytery at CPC
- 23 Wed Healing Service

## February

- 1-2 Fri-Sat Intro to Spiritual Leadership Conference
- 9 Sat Kid's Valentine's Party
- 10 Sun Missions Sunday
- 16 Sat Fellowship Bowling

## March

- 2 Sat Newcomer's Brunch
- 15-16 Fri-Sat Youth Overnight Lock-In
- 29-30 Fri-Sat Women's Retreat
- 31 Sun Congregational Meeting

## April

- 1 Mon Key Leadership Meeting
- 6 Sat Work Day
- 13 Sat Holistic Health Conference
- 19 Fri Good Friday
- 20 Sat Kid's Easter Party
- 20 Sat Easter Vigil
- 21 Sun Easter Fellowship Meals

## May

- 2-3 Thu 135 Commission/Session Planning Retreat
- 7-9 Tue MA Annual Collaborative Cleveland, OH

## June

- 1 Sat S. CT/MA Commission Budget Retreat
- 2 Sun Graduation Sunday
- 9 Sun CPC Leadership Celebration
- 27 Thu GA Recruitment Breakfast

## July

- TBA TBA Impact Week
- 11 Thu Summer Picnic Series

## August

- 3 Sat Newcomer's Brunch
- 4 Sun Men's Event
- 17 Sat Summer Day Retreat
- 29 Wed Key Leader Kick-Off

# Section 4: Key Leader Events

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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. 2018-2019 dates are as follows (subject to change, please check [cpcnewhaven.org/calendar](http://cpcnewhaven.org/calendar)):

9/9	Welcome Brunch and Ministry Fair
9/23	Congregational Meeting
9/29	Women's Event
10/5	Men's Event
10/28	Southern CT Ascension Service
12/1	Work Day
12/14	Christmas Service
1/23	Healing Service
3/29	Women's Retreat
3/31	Congregational Meeting
4/1	Key Leadership Meeting
4/6	Work Day
4/19	Good Friday Service
4/21	Easter Service
6/9	CPC Leadership Celebration
8/4	Men's Event
8/17	Church-Wide Day Retreat
8/29	Key Leader Kick-Off

# Section 5: Team Budgets

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## INCOME

### Sunday Collection

Congregation 792,000

**Total** **792,000**

### Undesignated Outside

Undesignated Outside 2,500

**Total** **2,500**

### Designated Inside

Mercy Fund 15,000

Emergency Relief -

Mission Anabaino 15,000

Bridges of Hope 2,000

Scholarships 10,000

Special Offering 23,000

**Total** **65,000**

### Designated Outside

Pastors 55,000

Interns 2,000

**Total** **57,000**

### Rental Income

Parking Rental 11,880

Building Rental 500

**Total** **12,380**

### Other Income

Interest/dividends 2,000

**Total** **2,000**

**Total Income** **930,880**

## EXPENSES

### Worship

Ad Hoc Assistants 4,600

Music 2,200

Sound Equipment 3,585

Communion Supplies 1,670

**Total** **12,055**

<b>Ministries</b>	
Women	2,500
Men	1,000
Nursery	1,800
Children	3,650
Youth	6,550
Undergraduate	7,000
Graduate	500
Other	<u>900</u>
<b>Total</b>	<b>23,900</b>
<b>Discipleship</b>	
Christian Discipleship	500
Library/Bookstore	1,000
Staff	1,900
Boards	2,500
Leadership Development	1,000
PCA Events	<u>7,500</u>
<b>Total</b>	<b>14,400</b>
<b>Community</b>	
Church Wide Retreats	600
Special Events	1,475
Recurring Meals	3,880
Dining Supplies	4,000
Welcome/Assimilation	<u>1,500</u>
<b>Total</b>	<b>11,455</b>
<b>Mercy</b>	
Congregational Mercy Fund	7,500
S. CT Mercy Cooperative Fund	7,500
City Service Events	<u>5,000</u>
<b>Total</b>	<b>20,000</b>
<b>Missions</b>	
Mission Anabaino	60,000
PCA Giving	17,000
Organizations	12,000
Missionaries	8,000
Outreach Events	1,500
Short Term Missions	<u>20,000</u>
<b>Total</b>	<b>118,500</b>
<b>Communications</b>	
Marketing	1,000
Publishing	5,000

IT Service Providers	4,350
IT Equipment	1,000
Software Subscriptions	<u>550</u>
<b>Total</b>	<b>11,900</b>
<b>Operations</b>	
Office Expenses	6,000
Central Services	53,234
Pastoral Discretionary	<u>3,000</u>
<b>Total</b>	<b>62,234</b>
<b>Facilities</b>	
Utilities	25,000
Maintenance	46,160
Security	3,000
Cleaning	1,000
Vehicle	4,600
Decor	<u>2,000</u>
<b>Total</b>	<b>81,760</b>
<b>Staff Packages</b>	
Salary & Housing	541,350
Retirement	40,975
Employee Insurances	5,995
Payroll Taxes	16,453
Professional Expenses	4,610
Cell Phone Reimbursement	<u>1,680</u>
<b>Total</b>	<b><u>611,063</u></b>
<b>Total Expenses</b>	<b><u>967,267</u></b>
<b>Net Surplus/(Deficit)</b>	<b>(36,387)</b>

# Section 6: Ministry Plan

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## 6.1. MINISTRY YEAR RHYTHM

<p><b><u>WORSHIP</u></b> <i>weekly</i></p>	<p><b>Sunday Worship Schedule</b></p> <ul style="list-style-type: none"> <li>• <b>9:00am-10:15am:</b> 1st Service</li> <li>• <b>10:30am-11:15am:</b> Sunday School/Studies (once per month Sunday Brunch)</li> <li>• <b>11:30am-12:45pm:</b> 2nd Service</li> <li>• <b>12:45pm:</b> Well</li> </ul>
<p><b><u>SMALL GROUPS</u></b> <i>twice monthly</i></p>	<p><b>Community Groups</b></p> <ul style="list-style-type: none"> <li>• These groups are our way of doing church in the small with all sorts of people engaged in prayer, teaching, fellowship and care.</li> <li>• Groups meet monthly on the <b>2nd and 4th weeks</b> (see precise weeks at <a href="http://cpcnewhaven.org/calendar">cpcnewhaven.org/calendar</a>).</li> <li>• Visit <a href="http://cpcnewhaven.org/community-groups">cpcnewhaven.org/community-groups</a> to find a group near you.</li> </ul> <p><b>Discipleship Groups</b></p> <ul style="list-style-type: none"> <li>• These groups offer men's or women's studies and accountability.</li> <li>• Groups generally meet twice per month.</li> <li>• Visit <a href="http://cpcnewhaven.org/discipleship-groups">cpcnewhaven.org/discipleship-groups</a> for all group options/times.</li> </ul> <p><i>*Many people participate in both a community group and a discipleship group.</i></p>
<p><b><u>CHURCH WIDE DISCIPLESHIP</u></b> <i>twice monthly</i></p>	<p><b>Wednesday School of Discipleship</b></p> <ul style="list-style-type: none"> <li>• <b>5:30pm-6:00pm:</b> Bring Your Own Meal</li> <li>• <b>6:00pm-8:00pm:</b> School of Discipleship (2 fall class options “Confessional Theology” and “Missionary Encounters with Neighbors”)</li> <li>• <b>8:00pm-8:45pm:</b> Compline</li> </ul> <p><i>*Meets twice monthly with exceptions some months due to holidays.</i></p>

## 6.2. LEADERSHIP

<b><u>MEETINGS</u></b>	<p><b>Congregational Meetings</b></p> <ul style="list-style-type: none"> <li>• Fall Vision Casting Meeting</li> <li>• Spring Planning Meeting</li> </ul> <p><b>Key Leader Meetings</b></p> <ul style="list-style-type: none"> <li>• Fall Key Leader Kick-Off Event</li> <li>• Spring Joint Leadership Planning Meeting</li> </ul>
<b><u>BOARDS</u></b>	<p><b>Servant Leader Board</b></p> <ul style="list-style-type: none"> <li>• Schedule TBA</li> </ul> <p><b>Session/Women’s Leadership Board</b></p> <ul style="list-style-type: none"> <li>• CPC New Haven Commission meets monthly</li> <li>• Southern CT Session/MA Commission meets every other month</li> </ul>
<b><u>PLANNING</u></b>	<p><b>Annual Planning Schedule</b></p> <ul style="list-style-type: none"> <li>• Staff Planning Retreat</li> <li>• Session/WLB Ministry Planning Retreat</li> <li>• Session Budget Planning Retreat</li> </ul>

## 6.3. SCHOOL OF DISCIPLESHIP

<b><u>SUNDAY STUDIES</u></b>	<p><b>Fall Classes</b></p> <ul style="list-style-type: none"> <li>• Christian Basics I: Apostles Creed</li> <li>• “Good News for Anxious Christians” based on a book of the same name by Phillip Cary</li> </ul> <p><b>Winter Convocation</b></p> <ul style="list-style-type: none"> <li>• Men’s Study (led by Elders)</li> <li>• Women’s Study (led by WLB)</li> </ul> <p><b>Spring Classes</b></p> <ul style="list-style-type: none"> <li>• Christian Basics II: Applying Christian Beliefs to Life</li> <li>• “You Are What You Love” based on a book of the same name by J. K. A. Smith</li> </ul>
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<p><b><u>TRAININGS</u></b></p>	<p><b>Wednesday School of Discipleship Options</b></p> <ul style="list-style-type: none"> <li>• All Year: Confessional Theology</li> <li>• Fall: Missionary Encounters with Neighbors</li> <li>• Spring: Heresies and Errors</li> </ul> <p><b>Conferences</b></p> <ul style="list-style-type: none"> <li>• Intro to Spiritual Leadership Conference (with S. CT congregations)</li> <li>• Parenting Conference</li> </ul>
<p><b><u>GROUPS</u></b></p>	<p><b>Common Topic of Study for Discipleship Groups</b></p> <ul style="list-style-type: none"> <li>• “The Practice of Godliness” by Jerry Bridges</li> <li>• “Sonship” curriculum from the previous year</li> </ul> <p><b>Men’s Discipleship Groups (twice monthly):</b></p> <ul style="list-style-type: none"> <li>• Thursday Evening led by Doug Bruce</li> <li>• TBD Group led by Preston Graham</li> </ul> <p><b>Women’s Discipleship Groups (twice monthly):</b></p> <ul style="list-style-type: none"> <li>• Wednesday Morning led by Lisa Hawkes and JoAnn Kupiec</li> <li>• Tuesday Evening led by Diane Miller and Lisa Graham</li> <li>• Wednesday Evening led by Peggy Keabian</li> <li>• TBD outreach group in the Orange Street area following the Fall Kid’s Festival with the topic “Intro to Christianity”</li> </ul>
<p><b><u>ONLINE</u></b></p>	<p><b>Recorded</b></p> <p><i>Meet with a pastor every 3/4 sessions for credit.</i></p> <ul style="list-style-type: none"> <li>• Church History: Early Years 2009</li> <li>• Church History: Turning Points 2016</li> <li>• Intro to Spiritual Leadership 2016</li> <li>• Confessional Theology 2016</li> <li>• Shepherd Leader Training 2016</li> <li>• Bible Interpretation 2016</li> <li>• Biblical Theology 2018</li> <li>• Confessional Theology 2018 (uploaded throughout the year)</li> </ul> <p>Courses are available at <a href="http://www.cpcnewhaven.org/all-classes">www.cpcnewhaven.org/all-classes</a>.</p>

## 6.4. WORSHIP

<b><u>SUNDAY WORSHIP</u></b>	<ul style="list-style-type: none"> <li>• Two services at <b>9:00am</b> and <b>11:30am</b> with Sunday School/Adult Sundays at <b>10:30am</b> and one Cafe Brunch per month</li> <li>• Continue Sermon Interaction via Text Messaging each week</li> <li>• Create a unified music team to serve at both services</li> </ul>
<b><u>COMPLINE</u></b>	<ul style="list-style-type: none"> <li>• Wednesday Evenings at <b>8pm</b></li> <li>• Follows the college academic year and holiday breaks</li> </ul>
<b><u>SPECIAL SERVICES</u></b>	<ul style="list-style-type: none"> <li>• <b>Ascension Sunday/Mission of the Church:</b> S. CT Congregations</li> <li>• <b>Christmas:</b> Lessons and Carols, children’s drama, choir, clear presentation of gospel, “artstravaganza-like” feel</li> <li>• <b>Healing Service:</b> Takes the place of one of the Compline services</li> <li>• <b>Good Friday:</b> Tenebrae or Biola Lent format</li> <li>• <b>Easter Vigil:</b> Compline style, austere aesthetic, ending at midnight</li> <li>• <b>Leadership Celebration:</b> Testimonies, praise, and honoring of our Key Leaders</li> </ul>
<b><u>MUSIC TEAM</u></b>	<ul style="list-style-type: none"> <li>• <b>Rehearsal</b> mid-week with short sound check Sunday</li> <li>• <b>Music Workshop</b> to build improvisation skills</li> <li>• <b>Lay music empowerment</b> workshops to develop more comfort and confidence to participate amongst congregation</li> <li>• <b>Song catalogue expansion</b></li> <li>• <b>Choir development</b> to facilitate corporate worship participation</li> <li>• <b>YouTube link</b> to worship song in CPC Weekly email</li> </ul>

## 6.5. TARGET MINISTRIES

<b><u>CHILDREN &amp; YOUNG FAMILIES</u></b>	<p><b>Discipleship</b></p> <ul style="list-style-type: none"> <li>• Sunday School includes a revised curriculum (see children’s table in the foyer), a time of Catechism, and a snack provided by the church</li> <li>• Kids should stay in the service during announcements and then go to Sunday School</li> <li>• “Move Up” Sunday in September for children to get acquainted with their new teachers and classrooms</li> <li>• 1-2x per semester elementary children have Sunday School Get Togethers organized by teachers</li> </ul>
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	<p><b>Outreach</b></p> <ul style="list-style-type: none"> <li>• Harvest Party</li> <li>• Valentine’s Party</li> <li>• Easter Party</li> </ul> <p><b>Children’s Participation</b></p> <ul style="list-style-type: none"> <li>• Invitation to Young Life Family Camp weekend retreat in September through Youth Pastor</li> <li>• Childcare is available during Wednesday Morning Discipleship Group</li> <li>• Children are invited to attend all Community Groups</li> </ul>
<p><b><u>YOUTH</u></b></p>	<p><b>Discipleship</b></p> <ul style="list-style-type: none"> <li>• Weekly Sunday School studies with revised curriculum</li> <li>• Crossroads Youth Group</li> <li>• Daily Group-Text fellowship chat together,</li> <li>• Weekly youth lunch fellowship gathering</li> <li>• Bimonthly “Ask an Elder and WLB” rotation to get to know elders, hear testimonies, build rapport</li> <li>• One-on-one discipleship</li> </ul> <p><b>Outreach</b></p> <ul style="list-style-type: none"> <li>• Broaden on-campus visitations (Hopkins, CHS, etc.)</li> <li>• Summer Theology Camp</li> <li>• Fall Harvest Event</li> <li>• Youth Christmas Party Overnight</li> <li>• Lock-in Overnight at CPC</li> <li>• Brownstone Water Park</li> <li>• Videogame outreach gatherings for community</li> </ul> <p><b>College Mentor Cooperative</b></p> <ul style="list-style-type: none"> <li>• College students plug into community groups with a family and work with a youth</li> <li>• When high school students transition to college, the Youth Pastor “hands-off” the student to the College Ministry and helps covenant kids returning home in summer to connect with the College Ministry</li> </ul> <p><b>Young Life Partnership</b></p> <ul style="list-style-type: none"> <li>• Biweekly Outreach meetings (Young Life Club)</li> <li>• Young Life Summer Camp</li> </ul>
<p><b><u>COLLEGE</u></b></p>	<p><b>Discipleship</b></p> <ul style="list-style-type: none"> <li>• CPC Student Internship Program</li> </ul>

	<ul style="list-style-type: none"> <li>• Summer Bible Study</li> <li>• Athletes in Action partnership at Yale</li> <li>• One-on-one discipleship</li> <li>• Monthly Sunday college hangout after second service to include social and discipleship discussion.</li> </ul> <p><b>Outreach at Yale</b></p> <ul style="list-style-type: none"> <li>• Launch Theology Club (theological debates, style like Yale Political Union), with help of other campus ministries, and focus the discussion on ecclesiology and life after college</li> <li>• Outreach Gathering centered around “Being a Christian in....”</li> </ul> <p><b>Outreach at Southern CT State University</b></p> <ul style="list-style-type: none"> <li>• Theological development study</li> <li>• Outreach on behalf of CPC, with the goal of forming a distinct campus group</li> </ul> <p><b>“Adopt-a-Student”</b></p> <ul style="list-style-type: none"> <li>• Assign willing college students to a mentee parent to help improve the success of this program (parents support student by attending concert/game/etc., take them to lunch in New Haven, bring them to community group meetings)</li> <li>• The student in turn adopts a high school student</li> </ul>
<p><b><u>GRADUATE STUDENTS &amp; PROFESSIONALS</u></b></p>	<p><b>Discipleship</b></p> <ul style="list-style-type: none"> <li>• Weekly large group meetings</li> <li>• Guy/girl prayer times after study</li> <li>• Once per month meal together</li> </ul> <p><b>Outreach</b></p> <ul style="list-style-type: none"> <li>• Social Outings/Meals</li> <li>• Thursday Lunches on campus 1 per month</li> <li>• August Sunday Lunches</li> <li>• Summer Ultimate Frisbee: East Rock Sunday afternoon</li> </ul> <p><b>Social Events</b></p> <ul style="list-style-type: none"> <li>• Grad/Pro Open House with cookout at CPC</li> <li>• Mixer with other community groups</li> <li>• 2-3 per semester social get-togethers</li> </ul>
<p><b><u>MEN’S MINISTRY</u></b></p>	<p><b>Discipleship</b></p> <ul style="list-style-type: none"> <li>• Focus on life on life through men’s discipleship groups (see “School of</li> </ul>

	<p>Discipleship”)</p> <p><b>Outreach</b></p> <ul style="list-style-type: none"> <li>• October Social Event</li> <li>• August BBQ</li> </ul> <p><b>Social Events</b></p> <ul style="list-style-type: none"> <li>• Spontaneous outings publicized through the men’s email list such as a brewing event, hiking, and weeknight hangouts</li> </ul>
<b><u>WOMEN’S MINISTRY</u></b>	<p><b>Discipleship</b></p> <ul style="list-style-type: none"> <li>• Focus on life on life through women’s discipleship groups (see “School of Discipleship”)</li> <li>• Multi-congregational women’s retreat in March at the Guest House in Chester</li> </ul> <p><b>Outreach</b></p> <ul style="list-style-type: none"> <li>• September Social Event</li> <li>• Summer four week evening book study aimed at women with school age children</li> </ul>

## 6.6. Community

<b><u>OUTREACH EVENTS</u></b>	<p><b>City Focused Outreach</b></p> <ul style="list-style-type: none"> <li>• Christmas Store in Hill</li> <li>• Impact Week</li> <li>• Holistic Health Outreach Conference</li> <li>• UNSad parties hosted by community groups (who may partner together) at a local brewery within their community, with the church continuing to purchase the first beer.</li> </ul>
<b><u>SOCIAL EVENTS</u></b>	<p><b>Welcome Events</b></p> <ul style="list-style-type: none"> <li>• Ice Cream Welcome</li> <li>• Welcome Picnic</li> </ul> <p><b>Integration Events</b></p> <ul style="list-style-type: none"> <li>• Newcomer Brunches (October, March, August)</li> <li>• Twice a year “conversational dinners” for “unengaged” people– to enable members of the congregation to better get to know one another.</li> </ul>

	<p><b>Fellowship Team Sponsored Events</b></p> <ul style="list-style-type: none"> <li>• Fall Dance</li> <li>• Bowling</li> <li>• Summer Picnic Series 2019</li> <li>• Day Retreat</li> </ul> <p><b>Work Days</b></p> <ul style="list-style-type: none"> <li>• Fall Work Day (Leaf pick up and Christmas Decorating)</li> <li>• Spring Work Day</li> </ul> <p><b>Hangouts</b></p> <ul style="list-style-type: none"> <li>• Monthly “Hangout” in city pub (more robust “think and drink” style with an open invitation)</li> <li>• Develop CPC communications for spontaneous hangouts utilizing a “text to join” group for people to opt in to notifications/texts</li> </ul>
<p><b><u>CONTACT</u></b></p>	<p><b>Calendar</b></p> <ul style="list-style-type: none"> <li>• Church Calendar maintained at <a href="http://cpcnewhaven.org/calendar">cpcnewhaven.org/calendar</a></li> <li>• Church Calendar events posted on the New Haven, Yale, Gateway, Southern CT (SCSU), University of New Haven calendars</li> </ul> <p><b>Group Communication</b></p> <p>Church Community Builder hosts a messaging platform for all community groups and discipleship groups, with administrative privileges given to the Main Leader and Assistant Leaders</p> <ul style="list-style-type: none"> <li>• Mens and Womens email lists are accessed by the WLB and Men’s Ministry/Session</li> </ul> <p><b>Weekly Emails</b></p> <p><i>Subscribe or manage your settings at <a href="http://cpcnewhaven.org/newsletter">cpcnewhaven.org/newsletter</a>.</i></p> <ul style="list-style-type: none"> <li>• Sermon Second Look (Tuesday)</li> <li>• Congregational Prayers (Wednesday)</li> <li>• Compline Reminder (Wednesday)</li> <li>• CPC Weekly (Friday)</li> </ul> <p><b>Publications</b></p> <p><i>A variety of brochures, flyers, and training material are published each year, including:</i></p> <ul style="list-style-type: none"> <li>• Seasonal Calendar Publication</li> <li>• Annual Report</li> <li>• Missions Sunday Report</li> <li>• Pastoral Folders (Membership, Baptism, Death, etc.)</li> <li>• Booklets (The Marriage Calling, A Baptism That Saves, etc.)</li> </ul>

<b><u>PRAYER SOCIETIES</u></b>	<b>Weekly Gatherings</b> <ul style="list-style-type: none"> <li>• Friday mornings led by Jennifer Cheng</li> <li>• Sunday afternoons led by Elena Gerard</li> </ul>
<b><u>COMMUNITY GROUPS</u></b>	<b>Twice-Monthly Gatherings</b> <ul style="list-style-type: none"> <li>• Groups meet on the <b>2nd and 4th weeks of the month</b> (weeks start on Monday, see <a href="http://cpcnewhaven.org/calendar">cpcnewhaven.org/calendar</a> for precise community group weeks, around which the rest of the church calendar is planned).</li> <li>• Groups are recommended to organize themselves for group mixers once per semester (mixers should take into account matching older and younger groups for natural mentor relationships to develop).</li> <li>• A full list of community groups (including the facilitators, outreach coordinators, mercy coordinators, and elder oversight) can be found in the “Ministry Map” section.</li> </ul>

## 6.7. Mission Anabaino

<b><u>LEADERSHIP</u></b>	<b>Executive Team</b> <ul style="list-style-type: none"> <li>• Staff <ul style="list-style-type: none"> <li>○ Executive Director: Preston Graham</li> <li>○ Coordinator of MA Development: Jeff Hutchinson</li> <li>○ Operations Coordinator: Annie McHugh</li> </ul> </li> <li>• Local <ul style="list-style-type: none"> <li>○ Recruitment: Andrew Holbrook</li> <li>○ Collaboratives: Jeff Hutchinson</li> </ul> </li> <li>• Global <ul style="list-style-type: none"> <li>○ Recruitment: Jon Talley</li> <li>○ Collaboratives: Kyle Hackmann</li> </ul> </li> </ul> <b>Executive Board Meetings</b> <ul style="list-style-type: none"> <li>• Quarterly video conferences on the 2nd Tuesday at 11:30am EST.</li> </ul> <b>MA Commission (of the CPC Session) Meetings</b> <ul style="list-style-type: none"> <li>• Every other month on the 3rd Monday at 6:30pm.</li> </ul>
<b><u>COLLABORATIVE</u></b>	<b>Local (S. CT) Collaboratives</b> <ul style="list-style-type: none"> <li>• Monthly on the 1st Tuesday at 10am EST.</li> </ul>

	<p><b>Global Collaboratives</b></p> <ul style="list-style-type: none"> <li>• Every other month on the 2nd Thursday at 11:30am EST.</li> </ul> <p><b>Annual Collaborative</b></p> <ul style="list-style-type: none"> <li>• May 7th-10<sup>th</sup> 2019 in Cleveland, OH with MA planter Mark Robertson</li> </ul>
<p><b><u>SOUTHERN CT</u></b></p>	<p><b>Joint Events</b></p> <ul style="list-style-type: none"> <li>• <b>Ascension Sunday:</b> Last Sunday in October annually, joint event to look forward (reveal mission trip, etc.).</li> <li>• <b>Joint Training:</b> First weekend in February, alternate years with ISLC and Evangelism (2019 will be ISLC).</li> <li>• <b>Musician Collaborative:</b> musicians from each congregation will meet three times per year to collaborate on the 3rd Tuesdays at 9:30am (pending availability), and will share resources together including liturgies and special services: <ul style="list-style-type: none"> <li>○ <b>October:</b> share new music &amp; brainstorm Christmas</li> <li>○ <b>January:</b> share new music &amp; brainstorm Easter</li> <li>○ <b>April:</b> share new music &amp; brainstorm next year's ministry planning</li> </ul> </li> <li>• <b>Healing Service:</b> liturgy will be shared from CPC New Haven and scheduled with each congregation to ensure elder availability and participation (Jan/Feb).</li> </ul> <p><b>Retreats</b></p> <ul style="list-style-type: none"> <li>• MA Local Church Planter Half Day Retreat in October (prayer/support/execution)</li> <li>• MA Local Church Planter Half Day Retreat in March (pre-planning)</li> </ul> <p><b>Workshops</b></p> <ul style="list-style-type: none"> <li>• Marriage Workshop for MA Church Planters and Wives (half day)</li> </ul>
<p><b><u>MATERIALS</u></b></p>	<p><b>Newsletters/MA Updates</b></p> <p><i>Three times a year with one short feature and a note from the Executive Director.</i></p> <ul style="list-style-type: none"> <li>• August/September: New Year Vision/Prayers</li> <li>• December: Giving/Anchor Churches</li> <li>• May/June: Annual Collaborative Recap with Video</li> </ul> <p><b>Training Material to Develop</b></p>

	<ul style="list-style-type: none"> <li>• Apprentice training/Total Christ Curriculum- PG</li> <li>• How to Host a Local Collaborative- JH</li> <li>• Ephesians Bible Study for core group development- PG/AM/?</li> </ul> <p><b>Publications</b></p> <ul style="list-style-type: none"> <li>• Fundraising Brochure Update (December)</li> <li>• Intro Brochure Update (April)</li> <li>• MA Blog</li> <li>• Annual MA Journal (Vision Anabaino: A Journal of Practicing Missional Ecclesiologists)</li> <li>• MA Poster for all Mission Churches</li> <li>• 3 Annual Reports (3-5 minutes) on MA Mission Churches during Prayer Time of Worship Service (Fall, Winter, Spring) <ul style="list-style-type: none"> <li>○ Video and/or video selfie interview</li> <li>○ Prayer Card</li> <li>○ Distributed to all Global and Local and Anchor Churches for their use as well.</li> </ul> </li> </ul>
<p><b><u>CHURCHES</u></b></p>	<p><b>Global MA Churches</b></p> <ul style="list-style-type: none"> <li>• Spokane, WA: Coram Deo Presbyterian Church, Rev. Kyle Parker</li> <li>• San Francisco, CA: First Presbyterian Church, San Francisco, Rev. Christopher Robins</li> <li>• Bloomington, Indiana: Hope Presbyterian Church, Rev. Dan Herron</li> <li>• Mirebalais, Haiti: New Hope Presbyterian Church Haiti, Rev. Marcel Baptiste</li> <li>• Milwaukee, WI: Christ Church Milwaukee, Rev. Jon Talley</li> <li>• South Bend, Indiana: New City Presbyterian Church, Rev. Luke Potter</li> <li>• Cleveland, OH: Turning Point Church, Rev. Bill Powis</li> <li>• Shaker Heights, OH: The Heights Presbyterian Church, Rev. Mark Robertson</li> <li>• Ndola, Zambia: Renewal Fellowship Church, Rev. Lawrence Temfwe</li> <li>• Columbus, OH: New City Presbyterian Church, Rev. James Kessler</li> <li>• Toronto, Canada: Christ Church Toronto, Rev. Kyle Hackmann</li> <li>• Madison, WI: Resurrection Madison, Rev. Matt Grimsley</li> </ul> <p><b>Local (S. CT) MA Churches</b></p> <ul style="list-style-type: none"> <li>• New Haven, CT: CPC in the Hill, Pastor Chip Anderson</li> <li>• Danbury, CT: Christ the Shepherd Danbury, Rev. David Hutchinson</li> <li>• Suffield, CT: Trinity Grace Church, Rev. Joe Fisher</li> <li>• Fairfield, CT: CPC Fairfield, Rev. Andrew Holbrook</li> <li>• Wallingford, CT: CPC Wallingford, Rev. Mike Brunjes</li> </ul>

- Milford: Rev. Curran Bishop, coming soon!

**Church Planter Recruitment**

- Southern CT Job Postings
- Recruitment Breakfast at General Assembly

**Development**

- Anchor Church Recruitment (14% / 86% ratio for undesignated gifts)
- Local Collaborative participants askings (3k/church)
- MA mission churches getting organized askings (3k?)
- Staff Support Development
- CPC Christmas Offering
- Seminary Visit (GCTS / RTS-NYC / WTS / RTS-Orlando)



