



Organizational Directory

Fall, 2018

BPC Mission Statement

To be a family of believers engaging the community by sharing Christ's love.

BPC Vision

- **GATHER to Worship**
A Church that fully utilizes the gifts that the Lord has provided for His Glory
- **CONNECT within the Church fellowship**
Engaged with our community by offering worship and programs that are relevant and Biblically centered
- **SERVE the Church and others**
A family of Christ followers that loves, supports, encourages and strengthens all
- **GO into the world as Jesus commanded**
A Church that equips our members to bring others to know Christ Jesus

The following Sessional and Diaconate Committees and Sub-committees in this booklet are in place to carry out our Mission and Vision.

TABLE OF CONTENTS

Committee Structure Overview (Sessional).....	1
Committee Structure Overview (Diaconate)	2
<i>Committees and Sub-committees:</i>	
Alpha	3
Benevolence / Missions & Outreach	3
Bereavement	3
Celebrations.....	3
Children’s Ministry / Children’s Advisory	4
Church Development	4
Communications	4
Education / Spiritual Formation.....	5
Evangelism.....	5
Family Camp	5
Fellowship	5
Finance	6
Fun-Raising	6
Greeters.....	6
Historian	6
Long-range Planning	6
Members in Ministry	6
Men’s Ministry	6
Ministries of Compassion	7
Music Ministry	7
Natural Church Development.....	7
Office & Equipment	7
Personal Ministries	7
Personnel.....	7
Property	8
Sanctuary	8
Shepherds Ministry.....	8
Vision Ministry	8
Women’s Ministry	8
Worship	9
Youth Ministry / Youth Advisory	9
Appendix A - Responsibilities and Roles of Congregation	10
Appendix B - Responsibilities and Roles of Diaconate	10
Appendix C - Responsibilities and Roles of Session	11
Appendix D - Current Officers and Staff	12

KEY:
 [C] - Committee [SC] - Sub-committee [P] - Program
 [G] - Group [E] - Event [T] - Task

Committee Structure Overview

Sessional Committees [C] and Sub-committees [SC]:

[C] Benevolence / Missions & Outreach

[C] Education / Spiritual Formations

Children [SC]

Youth [SC]

[C] Evangelism

Alpha [SC]

Church Development [SC]

Greeter [SC]

[C] Finance

[C] Personnel

[C] Vision Ministry

Long-range Planning

Natural Church Development

[C] Worship

Music [SC]

Sanctuary [SC]

Diaconate Committees* [C] and Sub-committees* [SC]:
***Reports and Answers to Session**

[C] Communications

[C] Fellowship
Family Camp [SC]

[C] Members in Ministry

[C] Men's Ministry

[C] Personal Ministries
Ministries of Compassion [SC]
Shepherds [SC]

[C] Property
Office and Equipment [SC]

[C] Women's Ministries
Bereavement [SC]
Celebrations [SC]
College Outreach [SC]
Historian [SC]
Fun-Raising [SC]

Brainerd Presbyterian Church, EPC
Structures / Committees
As of July 2018

Committees - [C] and Sub-committees – [SC]
Listed in alphabetical order.

[SC] Alpha - under Evangelism Committee (Sessional)

(Jerry Griswold, Chair)

Purpose: To provide a practical introduction to the Christian faith in a fun, relaxed environment.

[P] Organize at least one (1) Alpha course per year.

[C] Benevolence/Missions & Outreach (Sessional)

(Alan Johns, Chair)

Carole Baker, Lynn Brindenstine, David Brindenstine, Tom Gardenhire, Bob McEuen, Katheryne McEuen, Jennifer Murphy

Purpose: To recommend benevolent causes to the Session for support from the 10% congregational “tithe” and to maintain communication with and prayer for those causes.

Current supported causes are:

The Betts	Uganda Children’s Project
The Dillards	Channels of Love
The Furr’s	Chattanooga Area Food Bank
Lance and Lisa Lawrence - EPC	Child Evangelism Fellowship
The Napier’s	Volunteers in Medicine
Emily Arndt	Youth for Christ
Jonah & Jennifer	Latin America Community Development (LACD)
Serving His Children	[E] Least Coin Offerings (2)
The Presbytery of the Southeast	[E] Nicaraguan Mission Trips
The EPC General Assembly	[P] Mission Trips

[SC] Bereavement Ministry / Food - under Women’s Ministries Committee (Diaconate)

(Marie Brooks & Jacki Geddes, Co-Chairs)

Purpose: To provide food and meals for families upon the passing of a church member.

[SC] Celebrations - under Women’s Ministries Committee (Diaconate)

(Marilyn Miller, Chair)

Purpose: To provide showers and other special events for church members.

[E] Baby Bassinets
[E] Receptions
[E] Wedding Gift Tables

[SC] Children's Advisory Committee - under Education Committee (Sessional)

(Michele Griswold, Chair)

Carole Baker, Teresa Byers, Misty Dobson, Sarah Hernandez, Kathie Hill, Carolyn Miller, Marilyn Miller, Tracy Nichols, Mari Ross

Purpose: To oversee children's class offerings and curriculum as well as special events and programs.

- [E] Children's Pre-communion Class
- [E] Easter Egg Hunt
- [E] Fall Festival
- [P] Infants - Child Care
- [G] Jr. Church - Kindergarten - 5th Grades
- [P] Keeping the Children's Library and Resource Room
- [G] Maintain Check-in Station
- [E] Mystery Tour - 3rd, 4th & 5th Grades
- [P] Sunday School - 2 & 3 year olds / Toddlers
- [P] Sunday School - Pre-Kindergarten, 4 & 5 year olds
- [P] Sunday School - Kindergarten, 1st & 2nd Grades
- [P] Sunday School - 3rd, 4th & 5th Grades
- [P] Tweens Group
- [E] VBS
- [G] Wed. Night Kids Club - Kindergarten - 5th Grades

[SC] Church Development (Sessional)

(Richard Wald, Chair)

Ademar Vasquez, Charles Miller, Jim Steele, Sara Wald

Purpose: To assist the Session in its oversight of BPC's establishment of new churches. Current congregations under development are:

Redimidos Ministry Group

[C] Communications (Diaconate)

(Candy Potts, Chair)

Lindsay Betts, Denise French, Karen Fulmer, Michele Griswold, Beth Johns, Tom Johnson, Terry Lawman, Katheryne McEuen, Deborah Miller, Sally Reid, Richard Wald

Purpose: To assist the Diaconate in facilitating the tools and methods of communications for the church.

- [P] Black Book and Visitor Rolls
- [P] Church Directories
- [G] Innovations Communication
(Lindsay Betts, Shawn Fox, Michele Griswold, Tom Johnson, Kathy Ridgeway)
- [P] The "Net"
- [P] The "Scoop"
- [P] The Sunday Morning Bulletin
- [P] The Website
- [P] Volunteers
- [E] Volunteer / Staff Christmas Luncheon

[C] Education / Spiritual Formations (Sessional)

(Mike Pierce, Chair)

Carole Baker, Denise French, Michele Griswold, Randy Nichols, Henry Paris, Richard Wald

Purpose: To assist the Session in its responsibility for overseeing the educational programs of the church as well as special events and programs.

Adult Class Offerings:

- [G] Brady / Friendship Sunday School Class
- [E] Christmas Party
- [G] Let's Talk About It Sunday School Class
- [G] Basic Theology Sunday School Class
- [G] The Way Sunday School Class
- [P] Keeping the Adult Library and Resource Room
- [E] Adult New Member Class (Tom Johnson)
- [E] Grief Study / Support Class (Vicki Hamlin)
- [E] Crown Financial Ministries Course
- [G] Senior Ministries (Candy Potts)
- [G] Wednesday Evening Study / Support Group
- [G] Los Redimidos Classes / Events

[C] Evangelism (Sessional)

(Richard Wald, Chair)

Jerry Griswold, Linda Griswold, Tom Johnson, Marilyn Miller, Sandy Miller, Lenora Perry, Cindy Smith

Purpose: To assist the Session in its ministry of Evangelism by equipping the church to carry out the task of reaching the lost with the good news of Jesus Christ and working to invite and to connect visitors / newcomers into BPC.

- [P] Encourage more teaching on evangelism throughout the church
- [P] Coordinate the Greeter Ministry
- [P] Design and maintain the Visitor Table and guest area in the foyer
- [P] Work with other appropriate groups or committees to connect and assimilate newcomers in BPC
- [P] Welcome / Ministries Folders
- [P] Photography of new members for board in foyer
- [P] Maintaining Visitors and Friends List and Rolls
- [P] Ritual of Friendship Registration Books
- [P] Recording visitors
- [P] Letters, calls, and / or emails to visitors
- [P] Prayer Walks

[SC] Family Camp - under Fellowship Committee (Diaconate)

(Sandy Harper, Carrie Harper, Co-Chairs)

Marilyn Miller, Sally Reid

Purpose: To provide a weekend of fellowship, fun, and learning for the church family.

[C] Fellowship (Diaconate)

(Sally Reid, Chair)

Tim Miller, Jim O'Connor, Steve Wilson

Purpose: To assist the Diaconate in its strengthening of the congregation's interpersonal relationships by providing opportunities for caring and fellowship.

- [P] Church on the Grounds
- [P] Church Picnics & Bonfires
- [P] Sunday Morning Snacks
- [P] Super Bowl Party
- [P] Other Special Activities

[C] Finance (Sessional)

(Jerry Griswold, Chair)

Myra Fox, Candy Potts, Susan Whelchel, John Workman

Purpose: To assist the Session in overseeing the finances of the church - including planning the budget.

- [P] Tracking all receipts and expenditures
- [P] Expense request approval
- [P] Budget preparation
- [P] Stewardship education
- [E] Nominating the Treasurer and Assistant Treasurer
- [G] Organize and Direct Count Teams *(Beth Soulje)*

[SC] Fun-Raising - under Women's Ministries (Diaconate)

(Carolyn Miller, Chair)

Women's Council

Purpose: Organize, plan, and conduct various fellowship and service activities throughout the year for all women of the church to participate in and enjoy.

- [E] Christmas Luncheon
- [E] Pigeon Forge Retreat
- [E] Samaritan's Purse
- [E] Assist with Interior Clean-up Days - Children's Wing/Kitchen
- [E] Chili Cook-off

[SC] Greeters - under Evangelism Committee (Sessional)

(Sandy Miller, Chair)

Carole Baker, Marie Brooks, Linda Griswold, Sandy Harper, Beth Johns, Elaine Larmer, Ann McMillin, Ben & Carolyn Miller, Mike & Glenda Moore, Sarah Newman, Randy Nichols, Martha Parker, Mike & Sharon Pierce, Ellen Smith, Adelia Soulje, David & Linda Spencer

Purpose: Provide welcoming environment before and after all Worship Services.

[SC] Historian - under Women's Ministries Committee (Diaconate)

(Lynne Hadvizak, Chair)

Purpose: To preserve the annual events and history of the church including pictures and newspaper articles.

[SC] Long-range Planning - under Vision Ministry (Sessional)

(Alan Johns, Chair)

Purpose: To assist the Session in its long-range planning of buildings and ministry objectives.

[C] Members in Ministry (Diaconate)

(Open, Chair)

Purpose: To assist the Session in providing opportunities for every member to be involved in a gift-oriented ministry.

[C] Men's Ministry - under Fellowship (Diaconate)

(Todd Dobson, Chair)

Purpose: To oversee Men's Discipleship Ministries: small groups, outings, special events.

- [G] Thursday Evening Men's Bible Study
- [E] Men's Trip and Outings
- [P] Outreach Service (i.e., raking leaves, painting)

[SC] Ministries of Compassion - under Personal Ministries (Diaconate)

(Ellen Smith, Chair)

Sara Wald, Steve Wilson

Purpose: To show compassion to needy members through visitation, prayer, mailings, and other avenues of personal contact.

[P] Hospital visitation

[P] Rest Home visitation *(Linda Johnson, Virginia Johnston, Carolyn Miller, Becky Newman, Martha Parker, Sharon Walters)*

[P] Prayer Chains (phone/email) *(June Ball, Tom Johnson)*

[P] Contact of inactive members

[P] Books to bereaved *(Vicki Hamlin)*

[P] Meeting of needs – food, sitters, etc. *(Linda Ross)*

[P] Crochet Group for the homeless, rest homes & Hospice *(Carole Baker, Virginia Johnston, Carolyn Miller, Martha Parker, Sharon Walters)*

[T] Transportation

[SC] Music - under Worship (Sessional)

Purpose: To provide a variety of music for Worship Services to turn the hearts of the worshippers towards God.

[G] Choir *(Tom Hammett)*

[G] Praise Team *(Lindsay Betts)*

[G] Sound Team *(Shawn Fox, Charlie Rhodes)*

[G] A/V Team *(Shawn Fox)*

[SC] Natural Church Development - under Vision Ministry (Sessional)

Purpose: To study the results of the most current EPC Church Health & Growth and/or Natural Church Development Assessment Surveys and make any necessary recommendations to the Session for action.

[SC] Office & Equipment - under Property (Diaconate)

(Candy Potts, Chair)

Jerry Griswold, Susan Whelchel

Purpose: To provide acquisition and maintenance of church office equipment and telecommunications.

[C] Personal Ministries (Diaconate)

(Ellen Smith, Chair)

June Ball, Sara Wald, Steve Wilson

Purpose: To assist the Diaconate in the fulfillment of its duty of overseeing the ministry of compassion of the congregation to the sick, friendless, bereaved, and those in any way distressed.

[C] Personnel (Sessional)

(Ben Miller, Chair)

Bill Cole, Gary Wakefield, Vision Team Members

Purpose: To assist the Session in the process of hiring staff and to assist the Pastor and Session in evaluating the ministry, performance and effectiveness of each non-clerical employee, and to recommend compensation, personnel policies, and procedures.

[C] Property (Diaconate)

(David Lawman, Chair)

Jerry Griswold, Bob Hill, Mike Moore, Jim O'Connor

Purpose: To assist the Diaconate in its ministry of maintaining the properties of the church.

[T] Building Upkeep

Church

Youth House

Storage Buildings

[T] Grounds Upkeep

[T] Lawn

[T] Shrubbery, Trees, and Flowers

[T] Parking Lots

[E] Spring and / or Fall Workdays

[P] Fund Raisers

Cans for Vans (aluminum cans)

For Building Fund (phones and large ink cartridges)

For the Kitchen (small ink cartridges - traded)

[SC] Sanctuary - Under Worship (Sessional)

(Karen Fulmer, Chair)

Purpose: To provide flowers / decorations for weekly Worship Services and special occasions.

[E] Easter decorations (Lilies)

[E] Christmas decorations (Poinsettias)

[E] Weekly candle lighting

[E] Weekly Flowers – sanctuary and / or foyer

[E] Family Advent Wreath Construction

[SC] Shepherds Ministry - under Personal Ministries (Diaconate)

(Mike & Glenda Moore, Co-Chairs)

12 Elders & 26 Leaders

Purpose: To provide personal contact and care for all BPC members.

[C] Vision Ministry (Sessional)

(Ben Miller, Chair)

Denise French, Michele Griswold, Carrie Harper, Tracy Nichols, Linda Ross

Purpose: To assist Session of BPC in transforming BPC into a great commission church by developing and assisting in implementation strategies which promote growth in discipleship, evangelism and community outreach to the unsaved.

[C] Women's Ministries (Diaconate)

(Beth Johns, Chair)

Marie Brooks, Jacki Geddes, Lynne Hadvizjak, Elaine Larmer, Carolyn Miller, Marilyn Miller, Tracy Nichols, Candy Potts (Secretary)

Purpose: To equip and encourage women in their faith through discipleship, leadership and community leadership.

[C] Worship (Sessional)

(Bob McEuen, Chair)

Carole Baker, Lindsay Betts, Shawn Fox, Karen Fulmer, Tom Hammett (ex-officio), Deborah Miller, Pastor (ex-officio), Candy Potts (ex-officio), Linda Ross, Abbey Wakefield

Purpose: To assist the Session and Pastor in their respective responsibilities concerning the Congregation's worship.

- [P] 9:00 a.m. Worship Service
- [P] 11:00 a.m. Worship Service
- [P] 10:30 a.m. Combined Worship Service
- [E] Maundy Thursday Service
- [E] Good Friday Service
- [E] Easter Sunrise Service
- [E] Thanksgiving Service
- [E] Christmas Eve Service
- [E] New Year's Eve Service
- [P] Communion Elements – preparation and clean-up
- [P] Providing Devotionals for individual and family worship
- [P] Bulletin and Worship materials mail-out to Shut-Ins
- [E] Children's Sermons
- [T] Recommend Pulpit Supply When Necessary
- [P] Moment for Missions

[SC] Youth Advisory Committee - under Education (Sessional)

(Open, Chair)

Lindsay Betts, Beth Johns, Bob McEuen, Tracy Nichols

Purpose: To oversee Youth class offerings and curriculum as well as special events and programs.

- [P] 6th – 12th Sunday School
- [P] 6th – 8th Boys Wed. Evening
- [P] 9th – 12th Boys Wed. Evening
- [P] 6th – 8th Girls Wed. Evening
- [P] 9th – 12th Girls Wed. Evening
- [P] Keeping Hub Area
- [E] Fundraiser: Easter Pancake Breakfast
- [E] Youth Communicants' Class
- [E] Summer Mission Trip(s)
- [E] Summer Spiritual Trip

APPENDIX A
Congregation Roles & Responsibilities

- Elects Pastor Search Committee
 Purpose: to recommend a Pastor to congregation
 Answers: to congregation

- Elects Trustees
 Purpose: to execute legal matters as directed by the Session and / or congregation
 Answers: to the body (congregation or Session) giving the task

- Elects the Pastor with approval of the Presbytery
 Purpose: to be a member and moderator of the Session and fulfill the pastoral role indicated by Scripture and the EPC Constitution
 Answers: to God, the Presbytery, and the congregation

- Elects the Associate Pastor(s) with approval of Presbytery
 Purpose: to fulfill the ministry tasks needed and indicated in the terms of call
 Answers: to God, the Presbytery, and the congregation

- Chooses the number of Elders to be on the Session and the number of Deacons on the Diaconate along with the terms of office for both

- Elects Elders to be on the Session
 Purpose: to fulfill the role indicated by Scripture and the EPC Constitution
 Answers: to God, the Session, the Presbytery, and the congregation

- Elects Deacons to be on the Board of Deacons (the Diaconate)
 Purpose: to fulfill the role indicated by Scripture and the EPC Constitution
 Answers: to God, the Session, and the congregation

- Instructs Trustees to buy or sell property

APPENDIX B
Diaconate Roles & Responsibilities

The Board of Deacons (The Diaconate)
(Paul Baker, Chair)

The duties of the Board of Deacons are as follows:

- A. To oversee the Ministry of Compassion of the congregation to the sick, friendless, bereaved, and those in any way distressed.
- B. To serve as ushers, to receive the offerings of the people, and to assist in preparing the facilities for use by the people.
- C. To fulfill all other duties assigned by the Session such as stewardship development, property maintenance, disbursement of funds according to an approved budget, and other related matters.

APPENDIX C
Session Roles & Responsibilities

- **Governs the entire worship and work of the congregation within the framework of the EPC Constitution. It has the duty to:**
 - A. Monitor the spiritual conduct of the members, and to take action when appropriate.**
 - B. Initiate the ministry of evangelism as the first business of the Church, and seek to lead persons to an acceptance of Jesus Christ as Lord and Savior.**
 - C. Remind parents of the responsibility of presenting their children for Baptism and provide instruction for them.**
 - D. Receive members.**
 - E. Keep the rolls of the church.**
 - F. Dismiss, restore, grant affiliation, or remove members.**
 - G. Determine the budget of the church and the benevolence objectives of the congregation.**
 - H. Oversee the educational program of the congregation; determine its literature and approve its teachers.**
 - I. Oversee the work of the Board of Deacons, review its minutes and call meetings of that board as necessary or desired.**
 - J. Fulfill the obligations to those elected as officers.**
 - K. Oversee the worship of the congregation including the time and place of worship, special services, the music program, and the celebration of the sacraments in every way that does not infringe on the responsibility of the Pastor in the selection of hymns, Scriptures, sermon, administration of sacraments, or other duties that are incumbent on the office of Pastor.**
 - L. Determine policies regarding the use of property and facilities.**
 - M. When there is no Pastor to convene the people for worship on the Lord's Day, and lead that worship.**
 - N. Organize itself for the advancement of the ministry of the church and the mission of that congregation.**
 - O. Overture Presbytery on matters it believes vital or helpful to the whole Church, and observe and carry out the injunctions and instructions of the Presbytery and General Assembly. It shall elect representatives to these courts of the church.**
 - P. Order special offerings, special days of prayer and fasting, special days of worship and other matters that benefit the spiritual life.**
 - Q. To do whatever else may be necessary for the spread of the Gospel, the edification of the members, the well-being of the church, the advancement of the Kingdom, and the growth in grace of all.**

BPC Clerk of Session (Bob McEuen)

Elected by the Session and is charged with:

- **Taking, keeping and protecting the official minutes of the Session and of the congregation.**
- **Forwarding the Sessional minutes to Presbytery for inspection.**
- **Securing and protecting the minutes of the Diaconate.**
- **Keeping the official rolls of the church (the "Red Book").**
- **Moderating the Session if no Pastor or Associate Pastor is present.**

APPENDIX D
Officers for 2018

ELDERS

CLASS OF 2018
Tom Johnson
Richard Wald
Paul Walters

CLASS OF 2019

CLASS OF 2020
Bob McEuen
Mike Pierce

DEACONS

CLASS OF 2018

CLASS OF 2019

CLASS OF 2020

Bob Hill
Randy Nichols
Sally Reid
Ellen Smith

Paul Baker
Todd Dobson
David Lawman
Sandy Miller
Clay Odom
Sara Wald
Bryan Weyler
Steve Wilson

TRUSTEES

Jerry Griswold
Tom Johnson
John Perry

STAFF

Rev. Dr. Tim RogersPastor (Transitional)
Henry ParisDirector of Youth Ministry
Lindsay BettsPraise Music Leader (Interim)
Dr. Tom HammettChoir Director
Candy PottsAdministrator of Office, Communications & E-Outreach
Michele GriswoldChildren's Ministry Director
Teresa ByersAssistant Administrator of Children's Ministry
Colleen LieberumBookkeeper