

Becoming Mission West: A Beginning

Mission West is a partnership, an association of Areas, made up of the Tres Rios, Central and Hi Plains Area churches. Its purpose is to enrich, renew, and expand each congregation's response to God's call to mission in its context by the sharing of resources, personnel and inspiration. What the congregations and Areas do together is more than can be done separately.

Mission West will:

- Offer counsel for existing and new congregations in securing clergy leadership (search and call).
- Equip lay and clergy leaders for effective ministry through fellowship, education, mission opportunities, and leadership development training.
- Develop the ministry of Mission West Elders, volunteers who provide contact and care on behalf of Mission West, extending the personal reach of Mission West ministry.
- Provide camps, retreats, and shared events for Christian education and formation.
- Develop a communication and sharing network among congregations to empower fellowship and mission.
- Create and identify resources to build and maintain dynamic and healthy relationships within and between congregations.

Governance for Mission West will be through a Common Mission Board (CMB) comprised of nine members, three from each Area. The CMB's key duties:

- Discern and articulate Mission West's mission and purposes
- Select the Lead Minister and other staff through an appropriate process
- Provide ongoing support and guidance for the Lead Minister and review his/her performance
- Ensure effective Mission West planning
- Ensure adequate resources
- Manage resources effectively (the buck stops with the CMB, ultimately)
- Determine, monitor, and evaluate Mission West's ministries and programs
- Communicate Mission West's purpose and ministry to all member churches and participants and meet with each Area's Council/Board for dialogue
- Assess its own performance

The CMB will meet as necessary. A quorum will be six, two from each Area.

Each Area will:

- Continue as a legal entity retaining responsibility for all assets and liabilities of the Area.
- Contribute financially to a Common Mission Fund for Mission West.
- Maintain its present governance.
- Continue representation on the CCSW Regional Council and RCOM.
- Appoint three representatives to the Common Mission Board of Mission West.

For administrative purposes, the Lead Minister, and all other staff for Mission West, will be employees of the Hi Plains Area until legal incorporation of Mission West can be

accomplished. The Lead Minister will be the legal Area Minister for Hi Plains, Central and Tres Rios Areas.

The Hi Plains Area will initially:

- Be legal employer of Mission West staff.
- Provide a physical location for the office including room for storing documents.
- Provide office equipment, copier, computer, etc. for Mission West work.
- Administer finances for Mission West.
- Maintain financial records for Mission West.
- Provide a car for a Mission West ministerial staff person.
- Make financial contributions to the Common Mission Fund.
- Appoint representatives to the CMB.

The Central Area will initially:

- Make financial contributions to the Common Mission Fund.
- Appoint representatives to the CMB.

The Tres Rios Area will initially:

- Make financial contributions to the Common Mission Fund.
- Appoint representatives to the CMB.

Mission West Staff

Lead Minister

- Sets Mission West mission and vision priorities for ministry with Common Mission Board, and is responsible to assure that Mission West ministry follows those priorities.
- Serves as head of staff - coaches, supervises all Mission West staff. Provides oversight of geographic and specialty ministries of all staff.
- Develops, trains and oversees Mission West Elder program for increased presence, relationship and connection with pastors and congregations.
- Provides consultation and training for congregations and pastors for the development of missional ministries, emergent ministries, and healthy congregational systems.
- Oversees Area Committees on Ministry for commissioned minister standing and planning of all clergy education and spiritual nurture events.
- Develops and works with New Church strategies and projects.
- Hires and supervises administrative/office staff with advice from CMB. Works with CMB Search Committee to call ministerial staff.
- Works with CMB for responsible governance.
- Works with CMB for accountable financial management and fund raising.
- Represents the Areas to the CCSW, contributing to the over-all CCSW mission.
- Reports to and is responsible to Mission West Common Mission Board.

Geographic Responsibilities

- Develops pastoral relationships with pastors and congregations for support of healthy and vibrant ministry.
- Nurtures and encourages cluster relationships and collaborative ministry among pastors and congregations.
- Assists and supports congregational search and call.
- Supports Area governance.

Minister for Youth and Young Adults

- Works with Children and Youth Committees/Outdoor Ministry Committees.
- Coordinates and resources Mission West summer camps and retreats.
- Recruits and secures training of adult leaders for Mission West faith formation activities.
- Helps develop camp curriculum.
- Assists in coordinating Mission West participation in Regional youth ministries.
- Develops and maintains, with Minister of Communication, youth pages on Mission West website, especially publicity and registration materials for camping events, mission opportunities, Regional and General Youth activities and youth leadership development.
- Provides pastoral care for Mission West adult leaders of youth.
- Reports to and is responsible to Common Mission Board and Lead Minister.
- Performs other duties assigned by the Lead Minister.

Geographic Responsibilities

- Develops pastoral relationships with pastors and congregations for support of healthy and vibrant ministry.
- Nurtures and encourages cluster relationships and collaborative ministry among pastors and congregations.
- Assists and supports congregational search and call.
- Supports Area governance.

Minister of Communication

- Develops and maintains vital, up-to-date, multi-faceted communication with all Mission West pastors and congregations, as well as the Regional, General and ecumenical church.
- Fosters church-to-church and pastor-to-pastor sharing of resources, ideas and communications.
- Reports to and is responsible to Common Mission Board and Lead Minister.
- Performs other duties assigned by the Lead Minister.

Geographic Responsibilities

- Develops pastoral relationships with pastors and congregations for support of healthy and vibrant ministry.
- Nurtures and encourages cluster relationships and collaborative ministry among pastors and congregations.
- Assists and supports congregational search and call.
- Supports Area governance.

Administrative Assistant

- Maintains File System.
- Assists with preparations for all meetings.
- Maintains and continually updates Search and Call listings.
- Assists in updating and maintaining Mission West web site.
- Maintains Mission West and Area congregation and clergy directories.
- Maintains member/participant lists for committees, camps, retreats, etc.
- Coordinates and maintains Mission West even registrations.
- Maintains Mission West calendar.
- Assists and supports Mission West publicity and communication.
- Reports to and is responsible to Common Mission Board and Lead Minister.
- Performs others duties as assigned by the Lead Minister.

Financial Secretary

- Is responsible for:
 - Accounts Payable/Receivable.
 - Payroll.
 - Financial Reporting.
 - Account Reconciliation – checking, investments, permanent funds.
 - Event Reconciliation – tracking of fees and expenses for Mission West events.
 - Correspondence regarding financial matters.
- Reports to and is responsible to Common Mission Board and Lead Minister.
- Performs others duties as assigned by the Lead Minister.

To be developed at a later date, as budget allows:

Minister of Clergy and Leadership Development

- Holds primary responsibility for developing and executing the Mission West Commissioned Minister Training Program in accordance with CCSW Educational Program for the Commissioned Ministry.
- Develops opportunities for education and nurture of clergy and leaders.
- Oversees Area Committees on Ministry.
- Helps congregations to recognize and nurture potential candidates for ministry.
- Reports to and is responsible to Common Mission Board and Lead Minister.
- Performs others duties as assigned by the Lead Minister.

Geographic Responsibilities

- Develops pastoral relationships with pastors and congregations for support of healthy and vibrant ministry.
- Nurtures and encourages cluster relationships and collaborative ministry among pastors and congregations.
- Assists and supports congregational search and call.
- Supports Area governance.

Recommended Staff by CMB

Because the current staff knows the people, churches, and work needed and to provide quick start up of Mission West, the CMB has recommended they be employed as initial Mission West staff members.

Lead Minister – Rev. Charlotte J Hoppe, Albuquerque, NM

Minister for Youth and Young Adults/Minister of Communication – Rev. Karakay
Kovaly, Spearman, TX

Administrative Assistant – Angeline Martinez, Amarillo, TX

Financial Secretary – Deborah Gifford, Amarillo, TX

Recommended Actions by Area Boards/Councils

Approve this Mission West proposal and proposed Mission West budget, committing listed Area contribution – to begin June 1, 2014.

Send to Area Assembly for appropriate discussion and action.