

# 2009

LRC Mission Statement

Prepared by:  
**Consistory Members**



## **Mission Statement**

THE MISSION OF LYNNWOOD REFORMED CHURCH (LRC) IS TO GLORIFY GOD BY BRINGING PEOPLE TO JESUS CHRIST IN AN ATMOSPHERE OF LOVE THROUGH INVOLVEMENT IN OUR COMMUNITY OF WORSHIP, EDUCATION, FELLOWSHIP AND MISSION.

# **LYNNWOOD REFORMED CHURCH – MINISTRY TEAMS AND COMMITTEES**

[The mission and vision of our teams and committees]

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## VII. Building and Property Committee

(Revised February, 2009)

### **Mission Statement**

The mission of the Building and Property Committee is to glorify God by bringing people to Jesus Christ in an atmosphere of love by maintaining and improving the buildings and grounds of LRC in a way that communicates to the congregation and community our appreciation to God in Christ for being called to this location.

### **Vision Statement**

- A. The Building and Property Committee shall be composed of at least one Consistory member and other members of the congregation.
  
- B. Duties of the committee shall include:
  1. Providing for the maintenance of the buildings and grounds.
    - a. Exercising advisory oversight of the custodian.
    - b. Regularly examining the Church Property.
    - c. Arranging for all necessary repairs and maintenance.
  
  2. Studying buildings and grounds needs and making recommendations to the Consistory.
    - a. Studying possibilities for property improvement.
    - b. Studying needs and possibilities for future expansion.
  
  3. Maintaining the buildings and grounds for all meetings
    - a. Keeping the building in order.
    - b. Arranging for snow removal from parking lot and entrances.
  
  4. Providing for the maintenance of the parsonage.
    - a. Annually examining the parsonage and grounds to identify needs and necessary improvements.
    - b. Arranging for all necessary repairs.
    - c. Performing regularly scheduled maintenance, including snow removal and lawn care.
  
  5. Overseeing the activities of the Building Superintendent and the Watch Captain Coordinator.

Subsidiary of the Building and Property Committee is the Technology Coordination Team.

Technology Coordination Team  
(Revised February 2009)

**Mission Statement**

The mission of the Technology Coordination Team is to glorify God by bringing people to Jesus Christ in an atmosphere of love by overseeing all aspects of the technological needs of the church.

**Vision Statement**

- A. The Technology Team (TCT) shall be composed of no less than three (3) members, two (2) of whom shall be from the congregation, and led by an individual appointed by the consistory.
- B. In general, TCT will oversee any and all technically oriented needs of the church. These shall include, but are not limited to computers, copiers, fax machines, telephone, audio and video equipment, hearing assistance systems, alarms, etc.
- C. The Technology Coordination Team shall carry out their responsibilities by:
  - 1. Developing long-range needs assessments and administer the necessary equipment replacement plans (including budgetary considerations) based on various obsolescence estimates.
  - 2. Keeping abreast of current technological trends and standards, and reviewing equipment specifications and evaluating same against Lynnwood's needs as they arise.
  - 3. Advising and assisting Consistory and other church administrators in the planning and selection of equipment necessary for the operations of the Lynnwood Church and its various ministries.
  - 4. Overseeing the procurement, receipt, and installation of new equipment.
  - 5. Providing basic operational support for the equipment or programs, and assisting in obtaining advanced technical assistance if necessary.
  - 6. Reviewing all equipment purchase requests and proposed gift directives (budgeted and non- budgeted) pertaining to technical equipment as described above. The committee shall make appropriate purchase recommendations to the Consistory via the Building & Property Committee Consistory representative.

In urgent circumstances, calls for service and/or repairs can be placed by either the church secretary, pastor, building superintendent, or Building & Property chairperson. Planned obsolescences or scheduled service needs should be discussed with the TCT ahead of time in order to determine the appropriate course of action. The church secretary shall be informed of any service or repairs to equipment. Service and/or repairs will be entered into a *Service/Repair Log* by the church secretary.

Memorial and Endowment Committee  
(Revised February 2009)

**Mission Statement**

The mission of the Memorial and Endowment Committee is to glorify God by bringing people to Jesus Christ in an atmosphere of love by overseeing all gifts to the Memorial and Endowment Funds on behalf of the congregation and Consistory.

**Vision Statement**

- A. The Memorial and Endowment Committee shall consist of at least three members of the Lynnwood Reformed Church (non Consistory members) elected by the congregation at its annual meeting.
  - 1. The term of office shall be three years with a portion of the Committee elected each year. A committee member may serve two consecutive terms but may not serve more than six years. One year must elapse before a member who has served more than one term may be re-elected.
  - 2. The second year Memorial and Endowment Committee person shall be a part of the Consistory Nominating Committee for the purpose of nominating future members of the Memorial Fund and Endowment Committee.
  - 3. The committee will elect a chairperson who will be responsible for calling meetings, preparing agendas, and conducting meetings.
  - 4. The committee will elect a secretary who will keep minutes of the meeting of the committee and distribute them to the members and Consistory in a timely fashion. The secretary will also, in collaboration with the Committee, prepare an annual report to the congregation.
  
- B. The committee is charged with receiving and managing bequests and gifts to the Memorial and Endowment Funds.
  
- C. Meetings of the committee shall be held at least quarterly.
  
- D. Duties of the committee shall include:
  - 1. Endowment Fund
    - a. The committee is responsible for developing an investment policy for gifts and bequests and to present that policy to the congregation for approval.
    - b. The committee shall receive and invest monies received as bequests and planned gifts.
    - c. The committee is responsible for investing and administering the Endowment Fund of the Lynnwood Reformed Church.

- d. The committee will report annually to the congregation of its activities and the state of its investments. In addition it will report at least quarterly to the Consistory any major gifts and bequests and the status of the Endowment Fund.
- e. The committee is responsible for promoting bequests and planned gifts within the Lynnwood Reformed Church.
- f. When the Endowment Fund earns income, a plan for its use will be presented to Consistory for approval through the Stewardship Committee. Consistent with the Incorporating Resolution of the Endowment Fund, its income shall be distributed to missions (a minimum of 10 percent), special programs and/or major capital improvements. Alternately, the Consistory may direct that income be reinvested in the Fund, but such income will not become a part of the principal of the Fund.

2. Memorial Fund

- a. Maintain record of persons memorialized, amount given to fund in his/her name as obtained from the Deacons. Record how the money was used.
- b. Maintain an up to date list of possible appropriate memorial gifts as suggested by members of the congregation and reflecting the needs of the church.
- c. Work as liaison between Consistory and family of deceased; contacting family about how they would like to see the fund used and making suggestions of items that Consistory deems most appropriate and needed at the time.
- d. Obtain approval of Consistory before any purchases or use of the fund is made.
- e. Have memorial properly inscribed in the Memorial Book after consulting with family about wording.
- f. As far as possible, carry out all of the above within one year of the date of death of the memorialized person. An exception to this would be gifts received as a continuing memorial or undesignated gifts.

XI. Personnel Committee  
(Revised February, 2009)

**Mission Statement**

The mission of the Personnel Committee is to glorify God by bringing people to Jesus Christ in an atmosphere of love through hiring and oversight of support staff and annual review of job descriptions and performance.

**Vision Statement**

A. Membership

1. The Committee shall consist of four (4) members of the Lynnwood Reformed Church, made up of one Elder, one Deacon, one from the Congregation at large, and the Business Manager.
2. The Elder and the Deacon committee members shall be appointed by the Consistory and serve as long as their Consistory terms last.
3. Terms of the Congregation-at-large members shall continue for three (3) years, with one member to be appointed annually by the Consistory. Congregation-at-large membership shall be limited to two consecutive terms.
4. The committee chairperson shall be appointed annually by the Consistory. The Business Manager is not eligible to chair the committee.

B. Meetings of the committee shall be held at least quarterly

A. The committee shall perform or provide as follows:

1. The committee is responsible for duties related to personnel administration associated with all employees of the church.
2. Assess staff needs and recommend staff positions to the Consistory.
3. In conjunction with the administrators responsible for the salaried positions, develop and revise job descriptions for all staff. See Section XIV. Personnel Administration
4. In conjunction with the administrators responsible for the salaried position, develop and revise staff performance evaluation guides.
5. By June of each year receive and review performance evaluation reports from the administrators responsible for salaried positions.
6. Recommend to Consistory policy relative to salary increases.
7. By October of each year recommend compensation schedules to Consistory for the following calendar year.
8. Recommend candidates for staff positions to Consistory except for pastor.
9. Resolve outstanding staff concerns not resolved by administrators and make recommendations to Consistory.
10. Report at least quarterly to the Consistory of its activities.
11. Screen candidates for salaried positions according to the latest Child Protection Policy and Guidelines.
12. Screen all those who will be working with youth according to the latest Child Protection Policy and Guidelines.

## VIII. Christian Education Team

(Revised February, 2009)

### **Mission Statement**

The mission of Christian Education Team is to glorify God by bringing people to Jesus Christ in an atmosphere of love through educational opportunities.

### **Vision Statement**

- B. The Christian Education Team shall consist of at least one Consistory member, the Christian Education Director, who may act as chair, and at least four members of the congregation.
- C. The Team shall work for improved and meaningful ways of involving the church in Christian education and growth.
- D. The team shall perform or provide as follows:
  - 1. Exercising recruitment and advisory oversight of church school teachers and staff, and youth leaders.
  - 2. Acting as liaison between the Consistory and Christian Education Coordinator for:
    - a. Church School
    - b. Adult Education
    - c. Youth Fellowships
    - d. Vacation Bible School
  - 3. Promoting :
    - a. Camp Fowler ministries
    - b. Albany Synod (RCA) educational opportunities
    - c. RCA Colleges and Seminaries
    - d. Involvement in total church ministries
    - e. Capital Region Theological Center opportunities
  - 4. Exercising responsibility for:
    - a. Congregational retreats
    - b. Home and family enrichment
    - c. Library
    - d. Recruitment of Lay Leaders

IX. Fellowship Team  
(Revised February 2009)

**Mission Statement**

The mission of the Fellowship Team is to glorify God by bringing people to Jesus Christ in an atmosphere of love through fellowship opportunities.

**Vision Statement**

- A. The team shall consist of at least one Consistory member and members of the congregation.
- B. The team shall perform or provide as follows:
  - 1. Provide oversight and organization for “Coffee Time” on Sunday mornings.
  - 2. Organizing new member receptions.
  - 3. Promoting social activities for couples, singles, senior citizens, etc.
  - 4. Promote intergenerational events.
  - 5. Promoting a welcoming atmosphere for all who enter our church LRC activities.
  - 6. Providing greeters at the narthex door on Sunday.

Mission Team  
(Revised February, 2009)

**Mission Statement**

The mission of the Mission Team is to glorify God by bringing people to Jesus Christ in an atmosphere of love by providing oversight and coordination in a church wide mission.

**Vision Statement**

- A. The Mission Team shall consist of at least one Consistory member, one representative of the Women's Group and other members of the congregation.
- B. To provide oversight and coordination for church wide mission giving.
- C. The team shall:
  - 1. Review and select local and world missions for inclusion in the LRC annual budget.
  - 2. Review and provide guidance to LRC church groups interested in supporting missions.
  - 3. Provide the congregation with information about mission projects.
  - 4. Document mission projects of various church groups throughout the year.
  - 5. Oversee all fund raising activities for purpose of planning and communicating.

X. Outreach Team  
(Revised February 2009)

**Mission Statement**

The mission of the Outreach Team is to glorify God by bringing people to Jesus Christ in an atmosphere of love through outreach initiatives that connect LRC to the community and empower the Lynnwood congregation to serve beyond its doors.

**Vision Statement**

- A. The Outreach Team shall consist of at least one Consistory member and members of the congregation.
- B. The team shall perform or provide as follows:
  - 1. Continually evaluate outreach initiatives.
  - 2. Communicate the ministry of LRC to the community.
  - 3. Planning and coordinating special outreach activities, i.e. blood drive, defensive driving class, Adopt-a-Highway.
  - 4. Seeking out and ministering to the community through various media and activities.
  - 5. Organizing child care during worship services.
  - 6. Overseeing sport outreach ministries such as softball & tennis.
  - 7. Coordinating publicity for church events, i.e. publicity road sign, newspaper, multi-media.

## XII. Stewardship and Finance Team

(Revised February, 2009)

### **Mission Statement**

The mission of the Stewardship team is to glorify God by bringing people to Jesus Christ in an atmosphere of love through education and training in stewardship principles. The team shall provide financial oversight and communication to the Consistory and congregation.

### **Vision Statement**

- A. The Stewardship Team shall consist of at least one Consistory member and other members of the congregation.
  
- B. The team shall:
  - 1. Promote a stewardship lifestyle in the church.
  - 2. Conduct stewardship campaigns.
  - 3. Prepare the annual budget.
  - 4. Exercise oversight of the disbursement of funds, making recommendations concerning any proposed expenditures beyond the budget.
  - 5. Prepare reports of giving and disbursements to the Consistory and the congregation.
  - 6. Maintain financial records and membership giving.

XIII. Worship Team  
(Revised February, 2009)

**Mission Statement**

The mission of the Worship Team is to glorify God by bringing people to Jesus Christ in an atmosphere of love through meaningful worship experiences for all ages.

**Vision Statement**

- A. The Worship team shall consist of at least one current Consistory member, the organist/choir director, pastor, and a minimum of three other members of the congregation, which one shall be an Elder.
  
- B. The design & organization of the worship service is ultimately the responsibility of the pastor. The team will provide assistance and support as requested by the Pastor. It will provide leadership in developing worship experiences and opportunities for the Lynnwood congregation and the community.
  
- C. The team shall:
  - 1. Integrate music and worship to provide a meaningful worship experience.
  - 2. Promote a ministry of music in which persons of all ages may participate.
  - 3. Select music as needed or requested.
  - 4. Recruit and schedule lay leadership (i.e. Children's Story and Scripture reading, etc...).
  - 5. See that a team of individuals is trained in the use of our sound equipment for availability in assisting as "sound technicians" during worship. Refer training to the Technology Team.
  - 6. Procure and maintain worship supplies (i.e. candles, communion cups, bulletins, children's bulletins, hymnals, etc.).
  - 7. Actively gather ideas and seek talents and resources to enrich and/or expand the worship experience for the Lynnwood congregation and community, within or in addition to our current Sunday morning structure. Ideas and resources may be found within the church, from the RCA denomination, and within the greater faith community.
  - 8. Coordinate with the Vice President of Consistory for pulpit supply.

Decor Team  
(Revised February 2009)

**Mission Statement**

The mission of the Decor Team is to glorify God by bringing people to Jesus Christ in an atmosphere of love by overseeing all aspects of the things that enhance the beauty and seasonal celebration of church ministries.

**Vision Statement**

- A. The Decor Team shall consist of members from the Congregation. The Décor Team shall be under the umbrella of the Worship Team and be funded by the Lynnwood Women's budget.
  
- B. Purpose Statement: The purpose of the Décor Team is to ensure that sanctuary furnishings and décor, main entrance displays, seasonal decorations, and other elements of church décor are maintained.
  
- C. The team shall:
  - 1. Place banners, Communion runners, and pulpit scarves in the sanctuary throughout the church year.
  - 2. Coordinate attractive displays at the main entrance during both the calendar and liturgical seasons i.e. Easter, Advent, fall, etc.
  - 3. Arrange for special arrangements on the Communion table throughout the year.
  - 4. Decorate and “undecorate” for Christmas with the assistance of the congregation.
  - 5. The team will work with the Pastor in an attempt to make décor coordinate with the focus of worship, the liturgical calendar, and other activities.
  - 6. Coordinate with the Flower Chairperson and assist with the placement of plants for Easter and Christmas.
  - 7. Ensure the placement of flowers in the sanctuary on Sunday mornings.
  - 8. Ensure the distribution of flowers to shut-ins if the donor does not want them for themselves.

**Care Ministry Team**  
(June 2009)

**Mission Statement**

The mission of the Care Ministry Team is to glorify God by caring for the members, adherents and extended families of the Lynnwood Reformed Church through a ministry of compassion.

**Vision Statement**

A. The Care Ministry Team shall consist of members of the Lynnwood congregation and others as recognized by the team and as presented to the Consistory for membership.

B. The Team shall:

1. Contact those unable to attend worship by:
  - a. visitation
  - b. phone calls
  - c. cards
  - d. Sunday bulletin distribution
  - e. each member of the CMT reporting to the coordinator - preferably monthly but at least quarterly - their activity of personal visits, phone calls, cards, etc.
  - f. report any special needs to appropriate Team / Committee
2. Be attentive to persons on "Folks needing our attention" listing under the category of TLC (tender loving care)
  - a. through conversation at church
  - b. phone calls
3. Contact those serving in the Armed Forces / Reserves
  - a. cards
  - b. care packages
  - c. prayer concerns
  - d. keep congregation apprised of active service person's status per "Visitor" / Sunday bulletin / community bulletin board.
4. Worship Service - Bulletin Ministry
  - a. work with Tech Coordinating Committee with regard to recording Sunday worship services.
  - b. distribute recorded worship service / CDs to shut-ins.
  - c. Concern Chart (on north hall bulletin board)  
Church Secretary with direction from Pastor and Team members will keep listing up to date.
  - d. make use of Sunday bulletins and "The Visitor" newsletter for communications with the congregation.
5. Maintain Sunday Home Touch Ministry
  - a. send a note of explanation and solicitation of desire to receive to all new shut-ins.
  - b. include Sunday worship service bulletin in mailing.
  - c. communicate to Deacons the cost of HTM subscription and postage to be included in annual budget.