

Mission Committee

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MISSION COMMITTEE PURPOSE & RESPONSIBILITIES

Revised by Session: mm/dd/yyyy

Purpose:

To encourage and lead the congregation in Christian service in the local, national, and world communities.

Responsibilities:

1. Fulfill the responsibilities set forth in the General Guidelines for All Standing Committees.
2. Identify, evaluate, present, and recommend to the congregation local, national, and international mission opportunities and activities, especially those identified by governing bodies of the Presbyterian Church (U.S.A.).
3. Recruit, enlist, and train people to participate in service opportunities.
4. Plan and administer special mission projects throughout the year which will provide opportunities for people to put their faith into action and help those in need.
5. Evaluate requests for support from all outside organizations and:
 - a. Determine benevolent giving within the Mission Committee budget, and
 - b. Recommend to Session benevolent giving outside of the Mission Committee's budget.
6. Distribute available income from Endowment Fund as appropriate, report to session.
7. Promote and supervise our church's participation in local mission, including but not limited to:
 - a. Guilford Park Guys
 - b. Greensboro Urban Ministry - Food drives, meal preparation and serving
 - c. Hot Dish and Hope
 - d. Interactive Resource Center – Lunches
 - e. Red Cross Blood Drives
 - f. CROP Walk
 - g. Honor Card sales
 - f. Angel Tree ministry
8. Promote and solicit special offerings, including but not limited to, One Great Hour of Sharing, Pentecost, Peacemaking, and Christmas Joy.
9. Promote and oversee fundraising efforts for mission.
10. Educate and inform the congregation of our mission efforts through the Mission Calendar, promotional materials, Guidepost and e-news articles, bulletin boards, "Minute for Mission" presentations, etc.
11. Act as liaison between GPPC and the missionaries GPPC supports.
12. Coordinate with the pastor/s to provide an annual Mission Sunday.

13. Upon request, provide input to the Personnel Committee concerning the work of the Pastors and Staff, in order to facilitate the annual evaluation of the Pastors and Staff.
14. Evaluate regularly all work, activities, events, programs, and materials for which the committee is responsible, looking to further strengthen successful ministries and eliminate or change those that are judged not successful. Make time to envision new ministries and new ways of approaching committee responsibilities.

MONTHLY AGENDA ITEMS

JANUARY

Our January meeting is typically our Mission Retreat, an extended meeting to address normal monthly activities plus our annual planning session.

Monthly activities:

Share information from Session

Review and evaluate on-going mission activities

Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

Communications

Review correspondence

Review and update Mission Calendar

Plan for communication activities to be deployed

Determine requests or information to be provided to Session

Annual planning activities:

Review and refine our list of Mission Activities

Develop annual Mission Calendar

Appoint coordinators for Mission Activities

Plan for annual adult Mission Trips

Plan Special Offerings for the year

Discuss plans for annual mission fundraiser event and set date.

Set date for Mission Sunday.

Develop annual goals/direction for Mission Committee

Appoint vice-chair and secretary

Acquaint committee with its Purpose and Responsibilities

Acquaint committee with General Guidelines for All Standing Committees.

Acquaint committee with Responsibilities of Chairpersons and Committee Members.

Review budget for the year.

Review the committee's Annual Report of the previous year.

Review any ideas for committee from Session Retreat.

Review annual Church Calendar.

Discuss recommendation to Session on allocating funds from the income of the Permanent Reserve Fund.

FEBRUARY

Share information from Session

Review and evaluate on-going mission activities

Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

Communications

Review correspondence

Review and update Mission Calendar

Plan for communication activities to be deployed

Determine requests or information to be provided to Session

MARCH

Share information from Session

Review and evaluate on-going mission activities

Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

Communications

Review correspondence

Review and update Mission Calendar

Plan for communication activities to be deployed

Determine requests or information to be provided to Session

APRIL

Share information from Session

Review and evaluate on-going mission activities

Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

Communications

Review correspondence

Review and update Mission Calendar

Plan for communication activities to be deployed

Determine requests or information to be provided to Session

MAY

Share information from Session

Review and evaluate on-going mission activities

Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

Communications

Review correspondence

Review and update Mission Calendar

Plan for communication activities to be deployed

Determine requests or information to be provided to Session

JUNE

Determine whether to meet during July

Share information from Session

Review and evaluate on-going mission activities

Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

Communications

Review correspondence

Review and update Mission Calendar

Plan for communication activities to be deployed

Determine requests or information to be provided to Session

JULY

Share information from Session

Review and evaluate on-going mission activities

Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

Communications

Review correspondence

Review and update Mission Calendar

Plan for communication activities to be deployed

Determine requests or information to be provided to Session

AUGUST

Begin annual planning for budget by reviewing current benevolent giving and discussing preliminary budget for following year

Share information from Session

Review and evaluate on-going mission activities

Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

Communications

Review correspondence

Review and update Mission Calendar

Plan for communication activities to be deployed

Determine requests or information to be provided to Session

SEPTEMBER

Complete annual budget and benevolent spending recommendation for Session

Share information from Session

Review and evaluate on-going mission activities

Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

Communications

Review correspondence

Review and update Mission Calendar

Plan for communication activities to be deployed

Determine requests or information to be provided to Session

OCTOBER

Share information from Session

Review and evaluate on-going mission activities

Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

Communications

Review correspondence
Review and update Mission Calendar
Plan for communication activities to be deployed
Determine requests or information to be provided to Session

NOVEMBER

Share information from Session
Review and evaluate on-going mission activities
Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)
Consider new mission opportunities or changes to existing activities

Communications

Review correspondence
Review and update Mission Calendar
Plan for communication activities to be deployed
Determine requests or information to be provided to Session

DECEMBER

Share information from Session
Review and evaluate on-going mission activities
Ensure preparation for upcoming activities from the Mission Calendar (2015 example Mission Calendar follows below)
Consider new mission opportunities or changes to existing activities

Communications

Review correspondence
Review and update Mission Calendar
Plan for communication activities to be deployed
Determine requests or information to be provided to Session

EXAMPLE OF MISSION CALENDAR

January
1/11 – GUM Breakfast
1/13 – Hot Dish & Hope
1/20 – IRC Lunch
1/24 – Mission Cmte Retreat

February
2/5 – Guilford Park Guys ^{BB*}
2/9 – GUM Dinner
2/10 – Hot Dish & Hope
2/11 – Mission Cmte Meeting
2/12 – Guilford Park Guys ^{SG*}
2/17 – IRC Lunch
2/19 – Guilford Park Guys ^{BB*}
2/26 – Guilford Park Guys ^{SG*}

March
3/5 – Red Cross Blood Drive
3/5 – Guilford Park Guys ^{BB*}
3/11 – Mission Cmte Meeting
3/10 – Hot Dish & Hope
3/12 – Guilford Park Guys ^{SG*}
3/17 – IRC Lunch
3/19 – Guilford Park Guys ^{BB*}
3/26 – Guilford Park Guys ^{SG}

April
4/2 – Guilford Park Guys ^{BB*}
4/5 – One Great Hour of Sharing Offering
4/8 – Mission Cmte Meeting
4/9 – No GPGs – Spring vacation
4/10-11 – GUM Food Drive at H Teeter
4/12 – GUM Breakfast
4/14 – Hot Dish & Hope
4/16 – Guilford Park Guys ^{BB*}
4/21 – IRC Lunch
4/23 – Guilford Park Guys ^{SG*}
4/24-26 – Massanetta Adult Mission Trip
4/30 – Guilford Park Guys ^{BB*}

May
5/6 – Mission Dinner
5/7 – Guilford Park Guys ^{BB*}
5/10 – GUM Breakfast
5/12 – Hot Dish & Hope
5/13 – Mission Cmte Meeting
5/14 – Guilford Park Guys ^{SG*}
5/17 – Bread for the World – Offering of Letters
5/19 – IRC Lunch
5/21 – Guilford Park Guys ^{BB*}
5/24 – Pentecost Offering
5/28 – Guilford Park Guys ^{SG*}

June
6/4 – Guilford Park Guys ^{BB*}
6/8 – Hot Dish & Hope
6/10 – Mission Cmte Mtg
6/11 – Guilford Park Guys ^{SG*}
6/16 – IRC Lunch

July
7/8 – Mission Cmte Meeting
7/12 – GUM Breakfast
7/14 – Hot Dish & Hope
7/21 – IRC Lunch
7/23 – Red Cross Blood Drive
7/30 – FAI Stranger to Neighbor dialogue

August
8/11 – Hot Dish & Hope
8/12 – Mission Cmte Meeting
8/18 – IRC Lunch

September
9/8 – Hot Dish & Hope
9/9 – Mission Cmte Meeting
9/13 – GUM Breakfast (Youth)
9/15 – IRC Lunch

October
10/4 – Mission Sunday
10/10 – GUM Food Drive at H Teeter
10/13 – Hot Dish & Hope
10/14 – Mission Cmte Meeting
10/18 – CROP walk
10/20 – IRC Lunch
TBD – Red Cross Blood Drive

November
11/4-8 – Washington Adult Mission Trip
11/9 – GUM Dinner
11/11 – Mission Cmte Meeting
11/10 – Hot Dish & Hope
11/17 – IRC Lunch
TBD – Hot Dish & Hope Gift bag collection

December
TBD – Angel Tree Party
TBD – Hot Dish & Hope Gift bag collection
12/8 – Hot Dish & Hope
12/9 – Mission Cmte Meeting
12/13 – GUM Breakfast (Youth)
12/15 – IRC Lunch
12/20 – Joy Offering

***Key for Guilford Park Guys: BB=Basketball only; SG=Basketball, Dinner and Support Group Meeting.**

2nd half 2015 GPG dates TBD.

PROCEDURES FOR MISSION ACTIVITIES

The following are guidelines only - provided by current coordinators to facilitate continuation by others who may coordinate these activities in the future. These represent the current practices but are certainly subject to continual review and improvement.

Guilford Park Guys - Mission Statement

Program is open to both current and former residents of Partnership Village presently enrolled in the 8-12th grades.

To foster, promote, and encourage the young men of Partnership Village to reach their full potential through sharing God's love, mentoring with kindness, and helping them strive toward a focused path to success. We will nurture academic excellence, assist in overcoming adversity, incite personal growth, and provide community lifelines of support.

Guilford Park Guys

- Formed in June 2012 and approved by Guilford Park Presbyterian Church Session for boys grades 8 through 12 and residents of Partnership Village to play basketball in the GP gym.
- With approval of the GPPC Session the Guilford Park Guys Mentoring Program formed and met for the first time on March 6, 2014.
- GP Guys Program operates under the Mission Committee of GPPC.
- Partnership Village is transitional housing that is managed and operated by Greensboro Urban Ministry
- Contact person at PV is Ann Morelli . Phone: 336.286.6401 ext 204. Email: morelli@guministry.org
- Schedule for GP Guys activities are through GPPC administrator.
- Ann Morelli at PV supplies GP Guy coordinator a list of participants that includes their parent phone number and apartment number.

Guilford Park Guys Meetings & Information

- 1st, 3rd and 5th Thursday. Basketball only which begins at 6:00 pm and ends at 7:30 pm.
- 2nd and 4th Thursday. Basketball from 6:00 pm to 6:30 pm. Dinner from 6:30 to 7:00 pm. Support group meeting from 6:30 pm to 7:30 pm.
- Dinner is provided by Circles and individuals.
- Support groups are led by GP Guys Mentors.
- Attached is a list of topics that could be discussed at Support Groups. Prayer and Faith is always on the agenda.
- Kim Row is the trainer of the mentors for GPPC Children's Safety Policy. Each mentor must sign off on the policy and training is annual.
- Code of Conduct is below .Parent and participate must sign off annually. Misconduct is not tolerated and mentors decide on possible discipline issues.
- GPPC bus or van is used to transport participates to and from PV to GPPC.
- Driver / van driver logs mileage and noted to Mission Committee budget. Safety is stressed to participates while be transported such as buckle seatbelts.

Guilford Park Guys Mentor Job Description

Purpose

To form a mentoring relationship with a student in the Guilford Park Guys program

Accountability

To the leaders of the Guilford Park Guys program and the church Mission Committee

Relationships

Guilford Park Guys, occasionally parents of students, other leader/mentors

Time Frame

A mentor shall actively serve in this capacity for the length of the school year. Mentors are encouraged to recommit to the program each year.

Responsibilities

(in consultation/cooperation with program leaders)

1. Pray for your student; and pray for the program
2. Build active, appropriate relationship with your student, helping and encouraging them in their studies and activities.
3. Actively listen without judgment to the student.
4. Have a current, signed Sexual Misconduct Information Form on file with the church

Needed Talents

Love of youth, flexibility, leadership abilities, listening skills, respect for individuals, an open mind, ability to advise, and a love for the Lord.

You Will Receive

1. Opportunity to get to know the youth of GPG.
 2. A schedule of activities.
 3. Prayerful support from the program leaders.
 4. A feeling of contributing to the kingdom of God through the love and care of God's people and
 - a. being a part of the work of ministry.
1. A sense of being a part of something extremely significant in the lives of your students.
 2. The joy of serving God through the mission and ministry of GPPC.

Evaluation

The Guilford Park Guys program will be evaluated annually by the leaders and the Mission Committee.

Guilford Park Guys Code of Conduct

Guilford Park Guys Play by the Rules

This code of conduct has been developed to ensure a safe and respectful place for the Guilford Park Guys, their mentors, and all other volunteers to gather in the spirit of cooperation, friendly competition, and personal reflection.

We give our word to abide by the following conditions during our participation in the mentoring program at Guilford Park Presbyterian Church, knowing that our failure to do so may result in disciplinary actions such as suspension. Therefore, by signing below, we hereby agree:

1. To respect ourselves, our fellow participants, and all others involved in the program. This respect is demonstrated through appropriate dress, treating others fairly, use of proper language, and limited cell phone use. Fighting, bullying, or physical confrontation of any kind will not be tolerated.
2. To respect all property of Guilford Park Presbyterian Church, the set schedule of events, and the usage of Church transportation. All passengers must be ready for prompt arrival/departure times and are required to ride round trip on the bus unless prior written approval by a Parent/Guardian has been obtained.
3. To remain on Church property and specifically in our designated space while participating in all activities.
4. To honor our commitment to the program, the mentors, each other, and all other volunteers with attentiveness, consideration, and diligence.
5. To participate with good sportsmanship, have fun, and give thanks to those who support the program.
6. To listen with openness, reserve judgment, and hold in confidence all thoughts, feelings, or personal experiences that are willingly shared by program participants.
7. To celebrate our goodness and the goodness of others by giving back to the community.
8. To conduct ourselves in a manner that creates an environment that is reflective of good moral character and illustrates that we are capable of enforcing rules upon ourselves with honesty, commitment, and personal responsibility.

Signatures

Participant & Date:

Parent/Guardian & Date:

Guilford Park Presbyterian Church Representative & Date:

Guilford Park Guys - Talking Points

1. What is cheating?
2. What is bullying?
3. What happens or what are the consequences if you drink at ball game? Before ball game? Drive?
4. What do you think success is?
5. What do you think about NFL behavior?
6. Is it good to be popular?
7. Race – Is it fair? How do you feel you are perceived?
8. Where do you go for help?
9. What are your plans for the future?
10. Who are you responsible for?
11. What is the scariest thing you have ever done?
12. What is stereotype?
13. What scares you about the future?
14. When have you had to turn your back on something that you believe in?
15. What is your dream vacation?
16. What is slang language? What are some slang words or phrases?
17. What is a commitment?
18. Have you ever done something that you regret?
19. What is your favorite month and why?
20. What month do you dislike the most and why?
21. Do you think it is bad to break a relationship through a text?
22. What is your dream job?
23. Who is/are your best friend(s) and what qualities or characteristics do you like in them?

Programs for the Guilford Park Guys

1. Car Care- how to change a tire, check oil, check air pressure, etc.
2. How to manage a credit card and money.
3. How to apply for a job and job references.

Greensboro Urban Ministry

Breakfast Coordinator

GUM contact: Gail Gore-Lewis.:336.553.2642 or lewis@guministry.org

Current Schedule

Breakfast – 2nd Sundays in Jan, April, May, Jul, Sept, December.

Breakfast served at 7:30 am... volunteers arrive at 7:00 am to set up.

1. GPPC Youth serve breakfast in Sept and Dec. (Coordinate with Kim Row).
2. Recipe for breakfast casserole below.
3. GUM supplies- breakfast- plates, napkins and spork, salt, pepper, cups for coffee and orange juice, sugar for coffee.
4. GPPC supplies – breakfast casserole, cereal , bowls for cereal, biscuits, butter, jelly, coffee, orange juice, milk for cereal and coffee.
5. Shop at Sam’s (Church membership card). Coordinator or volunteer purchases food and can charge the purchase on the church card, it is a credit card, or pay for it and get reimbursed by Church.
6. Breakfast shopping list attached.
7. Coordinator or volunteer cooks biscuits on Saturday before Sunday breakfast.
8. Publicize sign-up sheet for volunteers along with recipe for breakfast casserole.
9. Note in Guidepost the month before (See below).
10. Note in Worship Bulletin.
11. Note in E-News.
12. Contact volunteers by phone or email. This is very important because we can’t run short of food and servers.

Breakfast casserole recipe- baked sausage and eggs

1 lb. sausage

9 eggs, slightly beaten

3 c. milk

1 tsp. dry mustard

1 tsp. salt

3 slices white bread, cubed ¼”

1 ½ c. grated mild cheddar cheese

Brown sausage; drain well. Mix eggs, milk, mustard and salt. Stir in bread, sausage and cheese. Pour into a 9 x 13-inch greased pan. Cover. Let set at least 8 hours. Bake uncovered, for 1 hour at 350 degrees. (This casserole can be baked right away without sitting for 8 hours).

Breakfast shopping list

- 7 gallons orange juice
- 6 gallons 2% milk
- 4 large boxes Kellogs cereal
- 5 packages of frozen biscuits (40 biscuits to a pack = 200 total biscuits)
- 1 large container of butter or margarine
- 2 jellies (2 packs) = 4 jars at 30 oz each jar)
- 13 casseroles (including 1 meatless) volunteers prepare
- Styrofoam cereal bowls (12 oz)
- Coffee
- Aluminum pans for biscuits (takes about 6 pans per time, size 20.75 in x 12.81in x 3.18in)

Example of Note Guidepost, eNews and Worship Bulletin

GPPC will be serving Breakfast to the homeless at Greensboro Urban Ministry on Sunday, July 13. We will need volunteers to help prepare, serve, clean up and make a breakfast casserole. The recipe for the casserole and a sign up sheet are posted on the mission committee bulletin board. For those going to serve, we will meet at GUM at 7:00 am. All newcomers are welcomed. If you have any questions, please contact Mike Sasser at 708-0062 or sassers3@aol.com.

Example of Signup sheet for Volunteers

Greensboro Urban Ministry Breakfast
 Sunday, April 12, 2015
 Please sign up below to help...
 Questions. Mike Sasser 708-0062 or sassers3@aol.com

Help Serve (be at GUM at 7:00 AM) _____

_____ add additional rows below _____

Casseroles (need 13) _____

_____ add additional rows below _____

Coordinator Duties

1. Put sign-up sheet and recipe for breakfast casserole recipe on Mission bulletin board.
2. Check sign up sheet to make sure we have volunteers for serving and making casseroles.
3. Check with Church administrator for notice in Guidepost, eNews and worship bulletin.
4. Call or email volunteers that have signed up 4 days in advance of serving day. Get confirmation on email people. This is important so that we have enough food and servers.
5. On the day before of the serving day, go to Sam's to purchase list. Store food in Church fridge that needs to cold.
6. Pick up food at Church that is in fridge on the serving day and take to GUM. Some volunteers that made the breakfast casserole will leave in Church fridge. Note this so that coordinator can account for casseroles. Have people put names on casseroles that are left in Church fridge.

On Serving Day

1. Pick up food in Church fridge.
2. Arrive at GUM BY 6:45 AM.
3. Get serving volunteers organized by forming a circle.
4. In circle – tell volunteers the duties that have been assigned.
5. Volunteer introductions.
6. Prayer.
7. Assign volunteers the following duties:
 - 3 people to make coffee and put milk and sugar on tables for coffee and serve guest.
 - 2 people to prepare OJ in serving cups and serve guest.
 - Put bowl of butter and jelly on each table for biscuits.
 - 2 people to heat breakfast casseroles and biscuits in oven and bring to volunteers to plate as needed.
 - Put napkin and spork at each place on table.
 - 3 people to plate breakfast casseroles and put cereal in bowls w/ milk
8. All volunteers will wear gloves provided by GUM.
9. Make sure trash cans are in dining area for guest to take their trash after eating.
10. When Coordinator feels that breakfast is ready then invite guest to come in.
11. Coordinator will ask guest to sit at any table and inform guest that all drink and food will be brought to them.
12. Coordinator will make sure security guard to ready and in dining room.
13. Coordinator or volunteer will have a short devotion such as asking guest – what have we to celebrate today and ask for concerns that we need to pray for. Ask guest if they would like to bless the food and us. If no one wants to do this then coordinator or volunteer will pray.
14. Tell guest that we are from GPPC and welcome anyone to worship with us at 9:00 am or 11:00am. Give address and inform guest that GPPC is on the bus route.

15. Let guest know that we will have a system for serving and ask them to abide by this system. (See below)
16. Inform guest that once everybody has been served then we will let all know if there is enough food for seconds.

Serving Order By Volunteers

1st table to be served is the table in the Northwest corner. We will serve that row, then the middle row and then the last row.

Serve In This Order

1. coffee
2. orange juice
3. cereal with milk already in cereal
4. breakfast casserole and biscuits

Coordinator will be available for questions and making sure everything is flowing and then make a decision if seconds can be served.

Coordinator will work with security guard to invite other guest in that are not residents of GUM.

Clean-up

1. Tables
2. Cooking pans, trays, etc
3. Chairs are to be left on the floor.
4. Inform GUM management of any food left over and where it is stored.
5. Coordinator takes supplies that belong to GPPC such as cereal bowls, biscuit containers.
6. Thank all volunteers.

Greensboro Urban Ministry Dinner Coordinator

GUM contact - Gail Gore-Lewis 336.553.2642 or lewis@guministry.org

Current Dinner Schedule

2nd Mondays in February and November

Dinner served at 6:45 pm

Volunteers arrive at 6:00 pm to set up

Recipe for dinner casserole below

GUM Supplies For Dinner

Plates, napkins and spork, salt, pepper, cups for ice tea or other beverage. If tea is served, it will already be prepared by GUM.

GPPC Supplies For Dinner

Casserole, and other food listed below in shopping list .

1. Shop at Sam's (Church membership card). Coordinator or volunteer purchases food and gets reimbursed by Church. Dinner shopping list below.
2. Publicize sign-up sheet for volunteers along with recipe for dinner casserole
3. Note in Guidepost the month before (attached)
4. Note in Worship Bulletin
5. Note in E-News
6. Contact volunteers by phone or email. This is very important because we can't run short of food and servers.

Dinner Casserole Recipe (need 13)

Chicken Tetrazini

4 chicken breasts, cooked & cut into bite-sized pieces
1 stick butter or margarine, melted
1 Tbsp. parsley flakes
2 cans cream of mushroom soup
16 oz. sour cream
12 oz. vermicelli
Parmesan cheese

Melt butter. Stir in chicken pieces and parsley. Let sit 10 minutes.

Cook vermicelli.

Combine soup, sour cream, cooked vermicelli with chicken mixture. Toss until well mixed. Add salt and pepper to taste.

Spread in buttered 9 x 13 dish.

Top with Parmesan cheese.

Bake 30 minutes at 300°

Dinner Shopping List (for 110 people)

5 large cans of a vegetable (green beans, corn, etc)
Bag salad
Italian salad dressing
200 dinner rolls
Large butter or margarine for rolls
Ice cream and chocolate sauce

Example of Note for Guidepost, e-News and Worship Bulletin

GPPC will be serving Dinner to the homeless at Greensboro Urban Ministry on Monday, August 10, 2015. We will need volunteers to help prepare, serve, cleanup and make a dinner casserole. The recipe for the casserole and a sign-up sheet are posted on the mission committee bulletin board. For those going to serve, we will meet at GUM at 6:00 pm. All newcomers are welcomed. If you have any questions, please contact Mike Sasser at 708-0062 or sassers3@aol.com

Example of Sign-up Sheet for Volunteers



Greensboro Urban Ministry Dinner
Monday, February 9, 2015

Please sign up below to help...Questions. Mike Sasser 336.708..0062 or sassers3@aol.com

Help Serve (be at GUM at 6 PM) _____
_____add additional rows below _____

Prepare a CHICKEN TETRAZINI casserole _____
_____add additional rows below _____

Coordinator duties

1. Put sign-up sheet and recipe for dinner casserole recipe on Mission bulletin board.
2. Check sign-up sheet to make sure we have volunteers for serving and making casseroles.
3. Check with Church administrator for notice in Guidepost, ENews and worship bulletin.
4. Call or email volunteers that have signed up 4 days in advance of serving day. Get confirmation on email people. This is important so that we have enough food and servers.
5. On the day before of the serving day, go to Sams to purchase list.
6. Store food in Church fridge that needs to cold.
7. Pick up food at Church that is in fridge on the serving day and take to GUM.

(Some volunteers that made the breakfast casserole will leave in Church fridge. Note this so that coordinator can account for casseroles. Have people put names on casseroles that are left in Church fridge.)

On Serving Day

1. Pick up food in Church fridge.
2. Arrive at GUM by 5:45 pm.
3. Get serving volunteers organized by forming a circle.
4. In circle – tell volunteers the duties that have been assigned.
5. Volunteer introductions.
6. Prayer.

Assign Volunteers the Following Duties

1. 2 people to prepare ice tea or other beverage in serving cups and serve guest.
2. put bowl of butter on each table for dinner rolls.
3. 2 people to heat dinner casseroles and dinner rolls in oven and bring to volunteers to plate as needed.
4. 2 volunteers to heat vegetable (green beans, corn, etc.).
5. 2 volunteers to prepare salad in large container. Put salad dressing on salad.
6. Put napkin and spork at each place on table.
7. 4 people to plate dinner casseroles, vegetable, salad, rolls.
8. 2 people to prepare ice cream in bowls. (Serve chocolate sauce at table).
9. All volunteers will wear gloves provided by GUM.
10. Make sure trash cans are in dining area for guest to take their trash after eating.
11. When Coordinator feels that dinner is ready then invite guest to come in.
12. Guest will come in door and they will be checked-in by GUM staff person.
13. Coordinator will make sure security guard to be ready and in dining room.

14. Coordinator or volunteer will pray for food and guest before checking in.
15. Tell guest that we are from GPPC and welcome anyone to worship with us at 9:00 am or 11:00am. Give address and inform guest that GPPC is on bus route.
16. Guest will pick up ice tea or other beverage at window after checking in.
17. GUM staff person will direct guest to table.
18. Inform guest that once everybody has been served then we will let all know if there is enough food for seconds.
19. Serving order by volunteers.
20. 1st table to be served is the table in the Northwest corner. We will serve that row, then the middle row and then the last row.

Serve In This Order

1. Dinner casserole, vegetable, salad , roll.
2. Ice cream and chocolate sauce.
3. Continue to serve beverage to guest as needed.
4. Coordinator will be available for questions and making sure everything is flowing and then makes a decision if seconds can be served.
5. Coordinator will work with security guard to invite other guest in that are not residents of GUM.

Clean-up

1. Tables.
2. Cooking pans, trays, etc.
3. Chairs are to be stacked on tables. Floor will be cleaned by GUM staff.
4. Inform GUM management of any food left over and where it is stored.
5. Thank all volunteers.

Hot Dish & Hope

Coordinator Responsibilities

5:00 p.m.

1. Arrive, remove storage containers and bring to dining room; set up volunteer sign in area.
2. Bring assignment schedule sheet or be prepared to assign duties in “circle.”

5:00-5:15 p.m.

1. Assign or guide volunteers for table setting. Gather needed materials, supplies, etc.
2. Assign someone to wrap cookies, cut cake or serve dessert as needed.
3. Roll cart outside that contains water, hot cocoa for arriving guests.
4. Set up volunteer sign-in table with sign-in sheet, plain name tags, etc.
5. Post volunteer work assignments at volunteer table and on kitchen/dining door.
6. Place bicycle check in tags on table with big sign.
7. Place sign outside.
8. Place Children’s Table sign.
9. Find counter, get out gel, assemble clipboards for outside name tags.
10. Get pitchers from kitchen, ice scoops, ice bowls and set up beverage table.

5:15-5:30 p.m.

1. Turn on sound and other systems, lower stage screen, open Hot Dish sign for screen.
2. Greet volunteers and direct as they arrive.
3. Near 5:30, have someone start filling cups with ice.
4. 5:30-5:45 p.m.
5. Place ice filled cups on tables (5 or 6 per table).
6. Fill pitchers with lemonade and water.
7. Monitor and check on status of all areas of set-up.

5:45-6:00 p.m. Circle Time

1. Gather group of volunteers for circle, brief reflection, prayer, announcements, assignment review, last minute things to remember for the night.
2. Check and make sure message/devotion person present.
3. Assign a person to count at door.
4. Have everyone take positions for serving.
5. You are the official “open the door” person when you are sure everyone is ready.

6:00-6:30 p.m. Serving ends at 6:30.

1. Monitor count from door and let kitchen leader know. Work out communication system for this.
2. Give signal for when message is to start; if person is too long winded, signal them to wind up.
3. Guide and coordinate serving of plates in dining room...follow table order beginning with #1.
4. Monitor and count if additional plates need to be prepared. You are responsible for informing kitchen so that numerous people do not give a count and confuse the kitchen.
5. Be sure red buckets for cleaning are available for volunteers to clean tables and chairs.
6. Try to be available to tell guests good night, etc.
7. Put everything away and shut down sound system.

Notes

1. Sheron Sumner is the main contact at First Presbyterian. Her e-mail is sksumnr@bellsouth.net. Feel free to contact her with any questions or concerns.
2. Each month after GPPC's night to serve, ask Lisa Boxley to post the new sign up sheet at church. Sometimes she needs reminding. You may want to add your contact information at the bottom of the sign up sheet.
3. Each month you will need to have music and someone to give a short devotional message.
4. Generally, the Yes! Ensemble and the men's chorus rotate providing music every month.

Interactive Resource Center Lunches

GPPC prepares lunch for IRC on the 3rd Monday of every month for their Lunch and Learn Program with GTTC.

50 bag lunches are prepared in GPPC's kitchen and delivered to IRC.

A sign-up sheet is placed on the Mission board (We need 2 helpers and 1 driver).

Purchase at Sam's Club:

1. 4 loaves bread (check freezer first)
2. 50 slices of cheese (Buy the 160 pack and seal it at home to use the next month)
3. 50 slices turkey (Buy the double pack of 40 slices and freeze the rest for next month)
4. 50 chips
5. 50 cookies

Place these in the bags plus mustard, mayonnaise (purchased in bulk every few months) and a napkin (from the church).

Boxes used to transport the lunches are in the kitchen island. Return them to the church.

If the church credit card isn't used turn in a reimbursement form in the office

Red Cross Blood Drive Coordinator

1. About a week or so prior to a blood drive you will receive a letter from Lauren, Red Cross office, about the dates available for the next blood drive. Check the church calendar and mission calendar for conflicts and confirm date desired with both Lisa Boxley, church administrator, and Lauren, Red Cross Coordinator.
2. **5 weeks before a drive**, email Church Administrator with the date of the drive and that the sign up for donors as well as food, drink, and workers in on the Mission Board.
3. Contact the Pastor(s) and Church Administrator for a minute for mission during both services sometime prior to the event. Also coordinate with mission committee communications for publicity.
4. **4 weeks out**, be sure the sign up is on the bulletin board so when the announcement goes out, it is on the Mission board. 2 sign-up sheets. Sign up for donors will come from Lauren as it has times available for donation. Coordinator makes the sheet for food, drinks, workers needed for the actual drive.
5. Because donors can sign up for an appointment on-line and on our board, the coordinator will need to check the board each Sunday, take a pic, and then go online and enter those appointments. The mission board should then be updated with the appointments scheduled on the online sign up. If someone from outside our church already has the time slot that a church member desires, write down the appointment on your master list appointment sheet. It means duplicate appointments, but appointments from outside of our church sadly often are no shows. If they do show, there is always enough time to fit someone in. Any appointment that a church member wants is given first priority because they are more likely to show up.

Example: If there are 35 available appointments and you end up with 45 because of duplicates, don't worry! They will not all show and if they do wouldn't that be AWESOME!
6. Day of event; if you don't have a key to the kitchen closet, borrow one from the Church Administrator. Arrive by 1:15 to have an hour to get tables and chairs out following the printed layout of how the Red Cross needs things set up. Please follow the set-up instructions carefully. The Red Cross arrives between 2 and 2:30 to unload. Help them with unloading. It's nice if there are at least two extra people to assist.
7. The canteen table should have a bowl of ice, cups, napkins, and drinks. Place all the snacks in baskets on the table in the canteen area where everyone sits to recover after donating. We don't waste plates for snacks, just use napkins. It's nice to put a tablecloth on both of these tables.
8. Bring a printed a final appointment sheet off the online registration, adding any duplicate appointments from our church. Red and Green Stickers will be provided. Red is for repeat donors and green is for first time donors. The stickers give the nurses a heads up that they need to use a soft touch, and they also tend to explain more for first timers. Write the time of the donor's arrival on the sticker. ALWAYS give everyone a bottle of water for hydration....helps with process. Have donors sit in order of time from the far left chair towards the right. The nurse will take the next donor on the left.

9. If someone comes really early or really late to an appointment, and there are more than 4 donors waiting, seat the new arrival at the end of that line, not in the middle where their appointment time is.....it is based on arrival time!
10. Watch the individuals at the recovery table closely. If anyone starts to have a problem, ALWAYS get a nurse first. Nurse will usually request a coke and assist them with getting the person's feet elevated.
11. At the end of the evening our totals are given: total attempted donations and total successful donations. Pin this up on the mission board before leaving, along with the thank you note that the Red Cross staff signs.
12. All tables and chairs must be returned to the closet. Assist Red Cross staff with loading their vehicle. Turn off lights before leaving and ALWAYS check to be sure the kitchen closet is shut and locked. Trash does not have to be taken out.
13. Next day send a THANK You note for the Guidepost, eNews, etc. to the Church Administrator. Include the results given to you by the Red Cross.
14. Give report at the next Mission Committee meeting.
15. AND DO IT ALL OVER AGAIN !

Special Offerings Presbyterian Church (U.S.A.)

The Session has approved four recurring special offerings to be collected each year. They are listed with their normal collection date:

- One Great Hour of Sharing – Easter Sunday
- Pentecost – Pentecost Sunday
- Peacemaking – 1st Sunday in October or Mission Sunday
- Joy – last Sunday before Christmas

The office is notified when envelopes and brochures are available for free from Louisville offices and these supplies are either sent automatically to us or we can order them for these special offerings. The special offerings coordinator makes sure that the office has the materials for the offerings in time for them to be available.

The brochures are inserted in bulletins prior to or on the collection Sunday as information and the envelopes are made available on the Sunday of collection. The left over envelopes are removed after the service in order to avoid late donations. Effort is made to write only one check to the receiving agency.

A follow-up report to the congregation is made either in the Guidepost or a later weekly bulletin as to the amount of money received for the special offering.

Benevolences Process

There are 2 accounts where variable benevolence gifts are paid from:

The 510-510 account is the account from which many of our recurring benevolence gifts are paid. This account is a “use it or lose it” account where the money must be paid out by the end of the year or it’s gone forever. This account is funded through the budget.

The 210-521 account is where special gifts are paid from that (a) may or may not be one-time gifts, or (b) may be a one-time gift this year and will move to a budgeted gift in following years, or (c) to partially fund mission trips by youth and adults. This account is funded through interest from the benevolence investment fund and through the mission committee fund-raising (normally the mission dinner and dessert auction held the 1st Wednesday in May of each year).

In addition to these benevolences, there are several regular benevolences that are budgeted as separate line items in the Mission Committee budget and may be paid in multiple payments during the budgeted year. These items do not require a check requisition form from the benevolence coordinator.

Early in the Summer of each year, the benevolence coordinator should request from the Mission Committee input to benevolences consideration for Fall distribution. Prior to the September Mission Committee meeting, the benevolence coordinator should prepare a list of what agencies and what donations are proposed. These are presented to the Mission Committee in its September meeting for approval. Once approved by the Mission Committee, the benevolence coordinator prepares the check requisitions for each of the agencies to receive donation from the 510-510 and 210-521 accounts and turns into the church treasurer for payment.

Any new agency distribution requires a mailing address for the check.

CROP Walk

Duties of the Coordinator Include the Following

1. Serve as a liaison and contact person for the Church with the local CROP WALK Organizers. It may be good to have another church or committee member to assist as well.
2. Attend meetings as required for organizing and starting the recruitment of walkers for Event. Normally, the annual CROP Walk in Greensboro is held on a Sunday afternoon during the month of October.
3. Recruit walkers and manage sponsor sheets for walkers. Normally, the recruitment starts on the first Sunday after Labor Day. A table with displays, brochures and tee shirts is set up in the hallway opposite the church office between the 9 am and 11 am services.
4. Have Clergy speak about the event during the services.
5. Emphasize to walk walkers to try to collect sponsor money before the actual walk.
6. Meet with and coordinate with Director of Christian Education to get church Youth to walk at the event.
7. Collect signup sheets on day of walk prior to start of the walk.
8. Try to report total money collected after walk for Mission Committee.

Honor Card Sales

Duties of the Coordinator Include the Following

1. Serve as liaison and contact person for the Church with various non-profit organizations that the Missions Committee supports and approves of that offer Honor Cards.
2. Attend meetings as required for organizing and starting the Honor Card offerings for the upcoming Advent/Christmas Holidays as required.
3. Keep and check inventory of existing Honor Cards from prior Holidays that are stored in the Old Kitchen off the hallway beside of the entrance to the Fellowship Hall. They are usually place in the Missions Committee Closet.
4. Establish the schedule for various committee or church members to set up table with displays and oversee the offering of Honor Cards during the Advent and Christmas Season. This activity usually starts on the first Sunday after the Thanksgiving Holiday.
5. Collect a minimum of \$5 per card by way of check or debit card, with the money collected going directly to the particular organization.
6. Securely store and submit money to Financial Secretary as required to be sent to respective non-profits.
7. Report total money collected for each organization for which Honor Cards were offered.

Mission Dinner Coordinator

Purpose

Fundraiser event to help fund the upcoming adult and youth mission trips.

Accountability

Accountable to the Mission Committee. Goal is to keep costs down for participants on the mission trips.

Relationships

Working with Children and Youth Committee to provide food service during the event and serving the members of the congregation.

Responsibilities

1. With Mission Committee input, determine dates and themes for mission dinner.
2. Secure the fellowship hall for the event.
3. Communicate with the congregation the date and details for the dinner.
4. Promote the mission dinner through all available means in GPPC advertising – Minute for Mission, Guidepost (March), Bulletin Inserts, post information on Mission Board.
5. Place sign-up sheet of the board for donation of desserts to be auctioned.
6. Secure auctioneer for the event.
7. Work with Director of Children and Youth to secure casseroles and to line up the youth workers for the event.
8. Day of event – set up tables (need 13 – 8 chairs each) and decorate. Also need to be available to take in dessert donations and begin heating up the casseroles. Real silverware and glass plates are used to serve the dinner. Plastic cups are used for serving the drinks. **Note small paper dessert plates and plastic forks are left out for those wanting to share desserts purchased.
9. Assist with evaluation of mission dinner.
10. Assist the committee with training the next coordinator.

Needed

Talent, Skill, and Knowledge

Benefits

The joy of serving God through the mission and ministry of your church.

Evaluation

The program or activity will be evaluated at least annually by the committee.

Mission Trip Coordinator

Purpose

To provide for the coordination of adult mission teams from Guilford Park to serve in mission trips/opportunities approved by the Mission Committee.

Accountability

Accountable to the Mission Committee.

Relationships

Working with interested adults in the congregations and outside sources to seek mission opportunities.

Responsibilities

1. With Mission Committee input, determine dates and themes for mission trips/opportunities for the upcoming year.
2. Secure sponsoring organization to work in planning mission trip.
3. Communicate with the sponsoring organization concerning the details of the trip, including cost, transportation, housing, and mission project.
4. With Mission Committee, help plan and facilitate annual Mission Fundraiser to help fund the upcoming adult and youth mission trips.
5. Promote mission trips through all available means in GPPC advertising – Minute for Mission, Guidepost, Bulletin Inserts, post information on Mission Board.
6. Assist with evaluation of mission trips.
7. Assist the committee with training the next coordinator.

Needed Talent, Skill, and Knowledge

Benefits

The joy of serving God through the mission and ministry of your church.

Evaluation

The program or activity will be evaluated at least annually by the committee.

Fall Adult DC Mission Trip

Purpose

To plan the Fall Adult DC Mission Trip

Accountability

Accountable to the Mission Committee.

Relationships

Working with coordinator in DC to set up meaningful mission opportunities to interested adults in the congregations.

Responsibilities

January

1. Present dates for Fall Mission trip to Committee for approval at Mission Retreat. Trip is typically scheduled for the first week in November. The Mission team leaves Greensboro on Wednesday and returns on Sunday.
2. After Mission Retreat: The decision whether a DC mission trip will be supported by GPPC is usually confirmed during the annual Mission Committee planning retreat early each year. After it is decided to make the trip:
3. Make reservations with The Pilgrimage on their website – the pilgrimage.org. An email is usually sent as follow up to the Pilgrimage Manager at “Pilgrimage Manager (email: thepilgrimage@churchofthepilgrims.org)”
4. The Pilgrimage will email an invoice to confirm reservations. Pilgrimage Cost = 140.00 per person for 4 nights stay at The Pilgrimage plus \$350.00 Programming fee. The invoice will indicate the date the deposit is due and the total amount. Invoice is forwarded to Mission Committee chairman and submitted to finance for payment.
5. Mission team members typically pay \$75.00 for trip and the church pays for balance of cost.
6. Reserve the church bus for trip.

August

Sign-up sheet goes up on the bulletin board. Write up for trip should be sent to church secretary to go in Guide Post.

September

1. Reservations must be confirmed by September. The Pilgrimage has room for 40 people and space is shared unless we take make reservations for 40 people.
2. Work with Pilgrimage Manager to select worksites for trip. The team will be scheduled to work all day Thursday and Friday and a half day on Saturday, usually 5 different organizations are chosen for us. We can be scheduled for night mission work but that is typically on a volunteer basis. Saturday afternoon is free time and can be used to tour the sights of Washington.

October

1. Work with GPPC Pastor to pick a Sunday for commissioning travelers.
2. Group should be confirmed and names given to GPPC pastor for commissioning prior to that Sunday.
3. Get with PW Coordinator to get 3 Prayer Shawls to take on Mission Trip.
Email sent to Mission Team with details of trip, what to pack and type of mission work we will be performing.

November

1. Email group with final details – departure time and any special needs.
2. Coordinator contacts Property Committee to make sure church bus is in good running order.
3. Water and breakfast items are purchased by the church but each individual is responsible for lunch and dinner costs. Each team member is encouraged to bring a snack to share with the group and a reusable water bottle.
4. Coordinator usually borrows Church Credit Card to pay for gas and Metro Travel fees.
5. Church has purchased re-loadable Metro Cards for the team. The church will pay for travel fees associated with the job sites but team members are responsible for any additional fees to sightsee.

Needed Talent, Skill, and Knowledge

Benefits

The joy of serving God through the mission and ministry of your church.

Evaluation

The Mission team members get together after trip to evaluate the trip and make suggestions for following year.

PRESBYTERIAN CHURCH (U.S.A.) MISSION GIVING

The Mission Budget

It is through the kind and generous contributions of individuals, congregations, presbyteries and synods that the Presbyterian Church (U.S.A.) is able to provide monies for mission programs such as evangelism, church development and redevelopment, women's, youth and racial ethnic ministries, social concerns, educations and leadership training.

Through commitments from their adopted budget each congregation contributes to support the basic mission of the whole church. Basic mission support includes both

Shared, or unrestricted gifts, which are used where needed to fund the church's total mission adequately, and

Directed gifts by which Presbyterians restrict the use of their money to particular programs.

From Albuquerque to Zimbabwe and in all 50 states and 66 countries in between, your basic mission support dollars provide missionaries, theological education and resources and services.

The Per Capita Budget

The payment of the per capita apportionment can be seen as a sign of healthy relationships within the church, giving tangible witness to the unity and wholeness promised to us in Jesus Christ, and is a way of sharing the costs that equitably belong to the whole Presbyterian Church community expressing the essential unity of the church.

It has been said that per capita apportionment is like a utility bill. Just as we pay for heat, light, water, and telephone in order to remain connected to the utility systems and benefit from the services provided, we also pay per capita so that the Presbyterian system can function on behalf of all of us. It is the necessary linkage in our connectional system. Each presbytery is responsible for the timely payment of per capita for the current year.