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| **Rob,**Thank you so much for building and supporting this team. Here are a few updates:**TEAM MEMBERS**-Gretchen Roberts-Johann Sonntag-Beth Means -Shelly Johnson**POSITONS**-Clerk: Beth Means-Recording Clerk: Shelly Johnson **MEETINGS**-Occur regularly.  Monthly when content requires it. Some meetings are held via Google Hangouts when action items require a meeting but schedules limit in-person availability. -Minutes: Shelly will be sure to include Arden, Rob and Tami in future minutes communications. **PROJECTS**-VBS: Has been the major content of recent meetings. We consider this project complete and a success. Future meetings will include early planning for next year and appointing of a VBS steering committee. -ADULT SUNDAY SCHOOL: We have recognized and appreciated Jamie Skinner's work in this area and are thankful this is a satisfier for him. -CHILDREN'S SUNDAY SCHOOL: We consider recruiting efforts successful and will continue training new volunteers and managing the calendar. Curriculum has been secured and is been shared with volunteers. The [kidssundayschool.com](http://kidssundayschool.com/) program we purchased has been successful three Sundays in a row.  Three of our volunteers were able to shadow this curriculum in action and reported they feel more equipped to lead.https://ssl.gstatic.com/ui/v1/icons/mail/images/cleardot.gif-SAFETY: Thanks to Sandi Wooley and other church members' efforts, current and new volunteers are completing the ChildSafe training program. We are now in compliance with NWYM child and youth program requirements. We consider this one of our team's most important accomplishments. POSITION DESCRIPTION-We will review the description you sent as well as our mission statement at the next meeting, confirm alignment and use it to inform future project planning. Thank you,-ShellyOn Sun, Jul 2, 2017 at 3:32 PM, Toni and Rob <brad.cat@earthlink.net> wrote: |

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Dear Christian Education Ministry Team:

Thank you each and everyone for volunteering your time and efforts for Cherry Grove Church.  As Presiding Clerk of the Meeting (a highfalutin title, I agree…), one of my duties is to make sure the various ministry teams are organized for the year.  From a couple bits of feedback, I may have fallen down on that this past year, so this is my attempt to do a little better this year.

Your team has a general area it is to function in, as described by the Faith and Practice of the Yearly Meeting, and I’ve attached the description of your team to this note.  Please do not be intimidated by the lists from Faith and Practice – there are items on that list that we may not be active on, but need to be aware of if something arises.  We do what we can with what God has called us to do.

Organization – Each ministry team needs to have a Clerk and a Recording Clerk, and hold regular meetings.

* ·        The Clerk is the team leader, making sure things don’t get forgotten between team meetings and generally keeping the group on track to meet its goals.  They don’t necessarily have to be the person who gets up at business meetings to talk, as other team members may be better at that (and it may even vary by what may need to be presented).  Clerks need to officially be members of Cherry Grove, not just regular attenders.
* ·        The Recording Clerk makes sure information from the team is is saved appropriately for future reference and communicated to the congregation.  They usually take minutes at each team meeting, sending the minutes out to the team following the meeting as well as sending a copy to Arden and me (Pastors and Presiding Clerks are members of each team, in a supporting role), and Tami Goodman (who is the Recording Clerk of the Meeting – among her other duties she gathers the minutes from the various teams and distributes them to the congregation).
* ·        You should have a regular schedule for meetings.  I recommend monthly, as that allows time for tasks to get done, but isn’t so long as to forget what was going on.  I’ve seen teams hold their meetings before church, after church, during the week, morning, evening, etc.  Whatever works for you.
* ·        One of the first tasks at your first meeting as a new team will be determining these three items – who is your Clerk, your Recording Clerk, and your meeting schedule

Tasks/goals – You can see from the Faith and Practice reference what the general area for your team is.  Within that, you’re welcome to act in any way that benefits the congregation.  That may mean doing things differently than they’ve been done before, or it may mean doing the same things.  There may be ideas you have that require assistance from another ministry team – please connect and work with them, as nothing prevents this at all.  If you want help identifying possible goals, feel free to contact myself or Arden.  Personally, I love helping think through and creating organization around goals – I’d be more than happy to help and I see it as one of the duties of my role as Presiding Clerk.

Connecting with the Congregation – There are two main ways to communicate with the congregation.

* ·        The most effective for spreading information is probably announcements during service.  You will reach the largest audience this way – it’s a great way to get out information for events, ask for volunteers, etc.  When you have the need to do this, you might want to contact the church office beforehand, as that can also get information into the bulletin.
* ·        The most effective for getting feedback and approval from the congregation is at the monthly business meeting.  It is a time and place made for dialog and decision-making.

        In all my years at Cherry Grove, I have never seen a ministry team over-communicate.  Announcements often need to be repeated since not everyone associated with Cherry Grove is in the sanctuary and listening every Sunday.  Your team may have been working and praying over something for months, but it may be brand new to most of the folks sitting in the business meeting and a proper decision will require.  Always try to communicate more.

One final note – We’ve taken the last year in two sermon series:  Encouraging and Equipping.   Use these to the benefit of your team, and invite and assist members of the congregation to join you in your work, especially those who have similar gifting and passions to your team.  Find all the help you can.  It is not the job of each team to do everything under its area of responsibility – It’s the team’s job to make sure that things get done.  I have seen many teams burn themselves out trying to do it all.

Rob

From NWYM Faith and Practice:**Education**

The Education Committee … initiates and supervises the education of children, youth, and adults. Its concerns include Sunday school, day school, Friends Youth, vacation Bible school, clubs, camping and retreats, and the church library. With subcommittees or individuals appointed for special areas, the Committee carries these responsibilities:

1. Coordinate church education ministries, to avoid overlap and conflict either in schedule or personnel, and provide leadership training.
2. Appoint personnel involved in these ministries and nominate to the church the general superintendent of the Sunday school.
3. Cooperate with the elders in calling and appointing youth ministers or directors.
4. Select suitable curricula for all educational activities, using approved Yearly Meeting or Evangelical Friends International programs.
5. Recommend improvements in physical facilities and equipment.
6. Make sure that Friends beliefs are understood and taught.
7. Provide for nursery care and children’s worship.
8. Encourage the youth of the church to attend a Friends school or college; admonish all, especially those who attend secular schools, to maintain a consistent Christian witness.
9. Promote individual and church support for the schools sponsored by Northwest Yearly Meeting, such as George Fox University and local church-sponsored schools such as Greenleaf Friends Academy.
10. Encourage members to participate in local school organizations.