



**Annual Ministry Teams Report
Church Conference – November 28, 2011**

Administrative Teams:

Church Council:

This year's Church Council discerned more focused direction for 2012 in three key areas:

- a.) ministries with families with children
- b.) engagement with the community
- c.) spiritual growth for all ages

In addition, the Council worked on learning about best practices in church leadership, focusing on striving for fruitful leadership, personally and corporately, in the areas of righteousness, justice, and expansion of God's reign.

Darcy Lees, Outgoing Chair

Lay Leader:

While I strived to attend each BPUMC Ministry Team at least once this year, I was unable to meet with them all. I did attend Church Council, Nominations/Leadership Development, Trustees, Staff Parish, Finance, Missions, Small Groups and FaithGroups gatherings. The other Ministry Teams didn't meet on a regular basis and it was a challenge to coordinate my busy schedule with their meetings. Regardless, of the Team meetings I was able to attend, all were gatherings of Christ's disciples with care for each other, prayer together, focus on projects/decisions and carrying out God's ministries within our church and community. We are very blessed to have so many dedicated volunteers that willingly share their time and talents to deepen their faith journeys and the Church's missions.

Another 2011 goal was to help lead the formation of FaithGroups within our Church. I met Pastor Elizabeth and others passionate about faith based "small" groups to vision and create three FaithGroups this fall. All have been very successful, and the one that Jerome and I facilitated, based on videos and discussions on World Religions, has had up to 16 others participating weekly. It has been a wonderful experience as Jerome and I have not stretched in this way before and we have truly enjoyed getting to know others in our congregation, sharing enlightening conversations and learning more about God's children all over our world. We realize that while we try to "box" God into our own beliefs, we can't even creatively imagine His (not our) Vision for our world!

I was a very active member in Nominations/Leadership Development team meetings this year. Our mission, with Elizabeth's guidance, was to focus on each person's passion for their time and talents and provide opportunities for members to stretch and grow in their leadership and membership roles. We received feedback, though limited, from the Servant Role Inventory to help discern people's interests in all the ministry teams of our church. This provided the base as conversations continued with our membership in the fall. As an indication of the excitement and energy now surrounding our ministries, most people responded "yes" when asked to serve on a

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particular ministry team, while others responded "no, but I would like to serve on.....!" I am often surprised by how the Holy Spirit moves among us and so humbly grateful to be part of this Church.

After serving four years as the Lay Leader, I can only say that I did as best that I could. Yes, I could have done better, but God seemed to know the right balance to guide me on my continuing faith journey with all of you. Thanks for allowing me the privilege of representing this congregation as Lay Leader! I am focusing on the future with you and His continuing ministries for our Church.

Mary Robbins, Outgoing Lay Leader

Finance:

Key Accomplishments of the Finance Team in 2011 include:

- a.) Implemented monthly Executive Summary of financial results for the Finance Team and Church Council. This greatly improved the transparency of finances and enabled easier identification of any material differences versus year-to-date budget.
- b.) Transitioned new people into the Finance Ministry Team (Chair position, and entire Money Counting sub-Team)
- c.) Collaborated with the Trustees in planning and executing a successful Capital Campaign to complete the work on the church's new front entry.
- d.) Improved the budgeting process for 2012, encouraging Team Leaders to "Dream Big" and submit explanations as to how requested funds would move their ministries forward for the overall mission of the church.
- e.) Obtained credit cards for BPUMC, with personal limits established by Church Council. This will improve our payment processing for certain church personnel with higher volumes of transactions with vendors. (All charges are to be paid off each month.)

Steve Dawson, Continuing Chair

Staff-Parish Relations:

Staff Parish Relations has worked to do the following during 2011:

- a.) Set professional goals with the paid staff at BPUMC.
- b.) Review and rewrite the church's Safe Church policy.
- c.) Meet with staff for year-end evaluations and discussions about how SPR can support them in the future.
- d.) Establish guidelines for background checks for those volunteers and staff working with young people.

For 2012, some hopes and goals that the Staff Parish Relations Committee has are:

- a.) Explore options in order to hire a part-time Director of Ministries with Children and Youth.
- b.) Increase awareness in the church about the role of the SPRC
- c.) Educate the congregation about the Safe Church Policy.

Pat Long, Outgoing Chair

Trustees:

This year has been a successful year for our board. We have endeavored to complete complex long term projects, maintain our current infrastructures, manage our assets, stay within our budget, improve our organization, address current maintenance priorities and set new goals and priorities

for the coming year. We have done all of this with great cooperation and participation within our board and the support of the congregation, who generously donate time, money and labor on an ongoing basis. We work in a cooperative and communicative group atmosphere: each of our meetings begins with prayer and sharing.

Church Property:

Church wide monthly service Saturdays were established to address interior and exterior maintenance and improvements including:

- a.) painting and organizing the furnace room,
- b.) cleaning, pressure-washing roof cleaning
- c.) trimming, pruning, weeding, leaf clean up, planting,
- d.) plant and tree foliage/debris removal and disposal.
- e.) building a small outbuilding for storage.
- f.) installing new gravel and railroad ties in the church parking lot.
- g.) obtaining the services of an expert arborist to remove dead and overgrown trees that were threatening damage to the church building or driveway
- h.) installing grout in the tiled area in the upstairs kitchen; additional grout has been purchased and will be installed in the newer tiled entry area.
- i.) obtained bids for 12 aging, drafty windows in both church offices and the area adjacent to the sanctuary, targeting installation/completion by the end of 2011.
- j.) obtaining bid for roof replacement to be submitted for 2012 budget.

Front entrance:

- a.) obtaining and evaluating plans (new and revised drawings) and bids on the completion of the front entrance project (ramp, railing, Trex decking and benches
- b.) submitting applications for new building permits and electrical permits
- c.) doing concrete work has been done.

We are very close to final inspection and completion.

Parsonage:

- a.) managing rental of parsonage and accompanying maintenance/repair.
- b.) purchasing and installing carbon monoxide detectors

We received notification of our pastor-renter moving out in October, then completed cleaning and repairs in preparation for a property anagement company to market and manage rental of the parsonage.

- c.) Obtained bid for roof replacement; submitted for 2012 budget.

Miscellany:

Areas of discussion and projected action have included an upgrade of the sanctuary sound system, exterior maintenance schedule, responsible use of environmentally-friendly herbicides in the church parking area to effectively control weeds, plans to upgrade the plantings in and around the front entrance of the church, and selection of light fixtures to accompany the front entrance completion. The trustees also regularly respond to general maintenance needs, such as mowing, replacement/repair of faulty plumbing/light fixtures, maintaining the phone system, cleaning of the front entrance area for special occasions (eg weddings), etc. We have reviewed the current budget and projected our numbers for the coming year based on our history, needs and goals.

Congregational and pastoral input is regularly solicited and received. We communicate with the congregation via church newsletters, emails, announcements, and special presentations. The Trustees hold monthly meetings with an open door, circulate information and/or bids on a weekly basis, touch base with each other by phone and/or in person as needed to keep all our priorities aligned and projects moving forward with purpose and consensus.

Bob Mager, Continuing Chair

Program Ministry Teams:

Communications:

While there has not been an official communications team in 2011, much work has been done to further good communication, both internally and externally, at BPUMC, including the following:

- a.) continued updating of our website to make it user-friendly and full of helpful information, including:
 - i. a real-time, up-to-date master calendar
 - ii. sign-ups for our small group program, FaithGroups
 - iii. regular announcements
 - iv. directions to worship
 - b.) use of a new e-newsletter system through Constant Contact, which allows more user-friendly sending of the weekly e-news, maintenance of the email list, and sharing of information with friends and family
 - c.) direct mail strategies to 5000 of our closest neighbors, targeting the biggest worship services (Christmas and Easter)
 - d.) signage for special events hung at neighborhood public locations, including coffee houses
 - e.) regular invitations to church events via the reader-board sign on Browns Point Boulevard
- A more formal team is being recruited for 2012, so communication can only improve!

Rev. Elizabeth Ingram Schindler, Continuing Chair

Missions and Outreach:

The Missions and Outreach team continued many of its past traditions throughout the year and endeavored to try a few new things. We continued our monthly support of My Sisters Pantry. Each month a volunteer purchases and delivers groceries to the pantry. A number of folks in the congregation have also volunteered time at the pantry to help distribute food. We organized another team for the Hunger Walk and will again be assisting with Christmas House at the Steel Lake Presbyterian Church.

During the season of Lent we again offered opportunities for folks in the congregation to offer their time, in addition to their money. We organized a lunch to feed college students working for Habitat for Humanity in Tacoma. We put together a group of volunteers to serve homeless people at Nativity House. We gathered a small group to participate in the cleanup of a local park in honor of Earth Day. And we encouraged greater participation with volunteering at My Sisters Pantry. Prior to each of these events, the primary sponsor gave a Mission Moment during the Sunday service, to not only announce the opportunity, but to provide some thoughts for reflection.

Although the Lenten Offering this year did not garner as many donations as in past years, the money was still put to good use. Much of it was set aside to fund the monthly grocery purchases for

My Sisters Pantry. The rest of it was distributed to Nativity House and Three Cedars AIDS Housing in Tacoma and the Multi-Service Center in Federal Way. The Sunday School children also donated \$1,000 from their Change for Children to Heifer International, Mary Bridge Children's Hospital in Tacoma, famine relief efforts in the Horn of Africa, and UMCOR's New Life Program in Uganda. The Sunday School

Looking forward, there is ample opportunity for a new leader and staff of team members. One idea that we'd considered in the past, but elected not to participate in at the time is the Federal Way Reach Out program. Initially they were looking for a commitment too large for our church, though now it sounds as though there may be opportunities with a smaller commitment. It would be good, and fairly simple, to continue past activities such as My Sisters Pantry, Christmas House and the Hunger Walk, though I don't think that any of those are sacred cows if there is more interest in other equally beneficial opportunities. In the past two years the implementation of service opportunities during Lent has been fairly well received and it would seem very appropriate to continue this tradition, though each year the service opportunities could be different. These are usually quite easy, because they are one-of events. It would be nice to not have to organize and try and promote the Lenten offering every year, but this is dependent on whether or not there is budget to fund Missions without it.

There are also multiple opportunities for this team to lead the congregation in engaging the community, as we strive to get to know our neighborhood better and meet some of the needs of those closest to us.

Tom Giese, Outgoing Chair

Small Groups:

This year, several small groups that have been meeting for many years continued, and those groups provide much-needed fellowship and support for their members. We also launched a supper group program that has been quite successful in letting people get to know each other in the relaxed atmosphere of a shared meal. Perhaps the greatest endeavor in small groups this year was the launch of our new small groups system, FaithGroups. This program launched in September with 3 groups and 30 members. Each group meets weekly in someone's home, focused on a different topic but with the same structure, including prayer, Scripture-reading, fellowship, and sharing. Small Groups have the potential not only to improve our spiritual lives, but also to continue contributing to the vitality of our congregation.

We Care:

Our mission is to provide and facilitate a lay ministry of "care" that is loving, respectful and helpful to the needs of our people when facing illness, death of family members or friends, or other personal crises and stresses.

In the year 2011, the team has organized meals for at least four families in need. We have kept in supportive contact, through phone calls and personal visits, with those who are away from our church community, for whatever reason. We have sent out approximately 200 personalized cards of sympathy and concern to those who have expressed a need. The prayer chain, which is E-mailed weekly and on an "as needed" basis, enables our congregation to pray for those who have expressed a need as well as those expressing gratitude for God's blessings. Additionally, in asking our congregation to join us in this ministry, we have provided a tangible means by which they can demonstrate their "love for their neighbor".

One goal for 2012 is to make our congregation, which includes many new members, more aware of and engaged in our ministry.

Dorothy Swanberg, Outgoing Chair

Worship Arts:

2011 has been an awesome year for worship. The worship team works well as individuals and as a team. The team tries new things as well as old, more comfortable things. The team meets before worship to discuss what will occur in worship and prays together as a group. The team also meets for planning according to the church calendar. In worship, there is communion at the first service; once a month there is communion for both services and an oil blessing on the forehead by the pastor.

As a worship team we have other roles. Darrell Pelley is the Choir Director as well as liturgist team leader; Andrew Larson is our accompanist who help organize not only worship music but helps with special music. For this year we have included the ushers and greeters under worship, believing that worship begins as soon as someone comes through our door. It is encouraging to have several members come forward wanting to serve as ushers. Also, many talented folks came forward for a summer musical program when the choir took the summer off. We thank one all for the gifts that they share with us.

The two other lay members of worship are Sharon Peterson, who is presently making new paraments, and Sharon Meeds who has many talents: loves to decorate, is a quilter, and musician.

This has been a learning experience for the worship team chair, but it has been a wonderful blessing when so many people come forward and ask, "How can I help?" God is ever present when others are needed.

Our church conference is November 28, but we have many thing on our calendar through December.

1. Children's program December 4, 2011
2. A Cantata of 30 people will sing; 3 narrators; and musical instruments the next week
3. The Longest Night on December 21
4. Christmas Eve and Christmas Day Worship services

Next year there are plans for a liturgist training program and further coordination of the ushers and greeters.

Beverley Parsons, Continuing Chair

Christian Education:

Children's Ministry:

- a.) In 2011, we have had an average attendance of 13 children each week at Sunday School, and an average attendance of 17 children since our fall kick-off on September 11. We currently are offering Sunday School classes for children ages 4 through middle school.
- b.) Bibles were distributed to five 3rd graders in November. Pastor Elizabeth is offering a "What Do I Do With This Book?" class after church three Sundays in November and four children are attending the class.
- c.) The Children's Education team also organized a back to school fall kickoff carnival in September, a Halloween Bingo night in October, and a children's Christmas pageant is planned for December.

- d.) Our long term goal is to hire a part time Family Ministries staff-person to coordinate and support existing programs and reach out to families in the community in a more intentional way.

Family Life:

- a.) In 2011, the Family Life team organized a summer all church potluck at the park behind the Norpoint Center and an all church brunch in October. Both events were well attended and received many positive comments. The team also hosted a Family Advent Festival at the end of November.
- b.) Family Life hopes to organize an all church retreat for 2012.

Adult Education:

- a.) In spring of 2011, a Fearless study group met after church to further discuss the book and sermon series. (Some adult education also happens through small groups.)

Youth Group:

- a.) In 2011, the average attendance at youth group was 10-13 Junior and Senior High youth. This fall, the youth group is using a curriculum (re:form) to address basic Christian ideas in a fun way. The youth group also provides service opportunities throughout the year. In November, they will be helping at My Sister's Pantry.
- b.) The big event for the youth in 2011 was a week long summer mission trip to Oregon. The youth worked in organizations that serve people living in poverty, including a food bank and community garden. They did several fund raising activities throughout the year, raising around \$2700 for their trip. This fall, the youth group held a spaghetti dinner where they shared about their mission trip experience.
- c.) The long term goal for the youth group is to regularly (either annually or bi-annually) offer a mission trip experience. The trip was an opportunity for the youth to grow in faith and Christian experience and was very popular with the youth who attended.

Melinda Giese, Outgoing Chair