

The Church of the Covenant
Ministry Plans
2019



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Ministry Plan 2019-2020
Buildings and Grounds Committee
The Church of the Covenant, PCUSA
April, 2019

This committee takes charge of the Building and Grounds and attempts to provide a Christ like setting for the church to minister to the community. It is to be responsible for providing for the appropriate use of the facility. It will obtain property and liability insurance coverage to protect the facilities, its programs and officers, including members of session, staff and deacons. The Building and Grounds committee sees itself as a facilitator to enable the staff and other committees to advance God's plan for Church of the Covenant to its highest potential.

The Building and Grounds Committee works closely with the church's Building and Grounds Supervisor to:

- Determine the need for repairs or improvements which will enhance the appearance of the church building and grounds and to keep all systems functioning effectively.
- Manage and maintain other church owned properties.
- Negotiate contracts for services, purchase supplies, and installation of new equipment or repair of existing equipment.
- Coordinate with the staff, Pre School, and other organizations concerning their needs for use of the building.
- Negotiate a complete package of insurance coverage for the church.
- Take all actions necessary to insure the safety of the congregation, staff and all who use the church facilities.

During the 2018 year the Building and Grounds Committee tackled several major projects to include:

1. Installation of security cameras at all entrances
2. Wi-Fi access points throughout the church
3. New security measures for the commons doors
4. Exterior door re-keying
5. Oversee installation of new gas lines, meters for all remaining properties not completed in 2017
6. Completing Stained Glass restoration project at 98 % completion

The committee is looking to the future with great anticipation and improvements in some of the following areas:

1. Beginning the new statue project
2. Boiler system restorations Phase I
3. Beginning the parlor restoration project
4. Completing internal re-keying
5. Roof replacement between the old and new section of the building

The committee strives to be good stewards of the congregation's funds. Every effort is made to insure we get the most value in every way. Our goal is to maintain and restore this wonderful church so that we can continue to minister in the community and around the world. Thank You!

Prayerfully submitted,

Building and Grounds Committee: Ben Evans (chair), Connie Simons (second elder), John Artuso, Gerry Davison, Debbie Evans, Shirley Howe, Dennis Myers, Eric Meyers, Eric Saffell, Charlotte Heron and Ralph Farabee (B & G supervisor)

Ministry Plan 2019-2020
CE/RENO Committee
The Church of the Covenant, PCUSA
April, 2019

The purpose of the Christian Education Committee/RENO team is to know Christ and make him known to the next generation by nurturing the peoples' faith and knowledge of God and his son Jesus Christ. This will be accomplished by the programming coordinated by ordained and program staff, lay leadership, and volunteers. Opportunities will be provided for members to investigate, nurture, and deepen their Christian faith. Participants will put their faith and trust in Jesus Christ as their Lord and Savior. They will articulate their knowledge of Jesus and teach others about our Savior.

State Goals for 2019-2020

I. Volunteer Recruitment, Training, and Resourcing -

- a. There will be a Task group organized that is responsible for Recruitment and Training Volunteers. Job descriptions of all positions will be provided by CE staff and the RENO team.
 - i. The group will be responsible for assessing the needs (with guidance from CE Staff) of the Sunday School Staff, recruiting a Sunday School Superintendent to assist the Christian Ed Director, and at least 3 to 5 new teachers that will either teach or co-teach (as future teacher).
 - ii. The group will be responsible for assessing the needs of the Youth Ministry (with guidance from CE Staff) and recruiting up to 5 advisors for the 2019-2020 year.
 - iii. The group will be responsible for determining what training, certifications, etc. are required of the volunteers.
- b. There will be a Task group organized that is responsible for VBS recruitment and training.
 - i. The group will be responsible for recruiting a Director and Assistant Director.
 - ii. They will assess gaps in staffing needs and recruit as necessary.
 - iii. They will determine what training, certifications, etc. are required for volunteers.

II. Program Planning, Organization, Implementation –

- a. Establish a Christian Education program calendar.
 - i. This would be a yearly calendar that would be reviewed monthly for any changes.
- b. Attendance reporting
 - i. CE/RENO team will, with guidance from CE Staff establish targets for 2019-2020.
 - ii. Attendance of Children, Youth, and Adult Sunday School classes, as well as all Youth Group activities will be reported at each meeting.
 1. It will be the duties of the Sunday School Superintendent to Collect and report on data.
 2. Follow up with absenteeism and new families.
- c. Task Groups will be organized for specific projects as they occur.

III. Explore the idea of Changing the Sunday morning schedule

- a. Key project to accomplish this will be for the Adult Education Committee to establish and sustain a Young Adult/Young Couple class on Sunday mornings that is regularly attended by at least ten (10) to twenty (20) individuals for 2019-2020.

Ministry Plan 2019-2020
Christian Education Committee
The Church of the Covenant, PCUSA
April, 2019



Ministry Goals 2019

The Church of the Covenant Weekday Preschool believes that each child is a unique person created by God who will grow in his or her own special way. We seek to provide, in an informal learning environment, the kinds of experiences and activities that will contribute to each child's cognitive, physical, social, emotional and spiritual growth.

We want the children to feel loved and appreciated for who they are, rather than what they do. We encourage them to learn to live, work and play cooperatively in a comfortable social setting.

Through the use of stimulating materials, "hands on" experiences, opportunities for making choices, speaking and asking questions, interacting with adults and peers and freedom of creative expression, the children will explore and discover their world. By learning to care for their own physical needs and developing their bodies with good nutrition, proper rest, and exercise, we hope to foster an appreciation for health.

In all these ways, we will endeavor to ensure that each child has a feeling of self-worth as a special and loved child of God.

1. Little by little and step by step, we build a foundation of understanding for young children, helping them to catch a glimpse of the greatness of God. We present God in very simple words, through Bible stories and prayer. Children also have an opportunity to participate in singing songs of praise to God.
2. We want children to know God through His word, connect with Him in a personal way and love Him early and a lot!
3. Academically--continue to set curriculum to match public school expectations as well as containing a Christian avenue.
4. Continue to keep the open communication process from school to home and vice versa.
5. Continue to have the child to teacher ratio(15:2) (12:2) that will continue to enhance the better learning opportunities, nurturing, respect, and special relationships that occur within the classroom between student to student, families and teachers.
6. Continuing to provide scholarships to families who are in need via The Roger Johnson Scholarship Fund and endowments.

Respectfully Submitted by
Camille Braun-Preschool Director and The Preschool Board

Ministry Plan 2019-2020
Endowment Committee
The Church of the Covenant, PCUSA
April, 2019

1. Monitor annually and quarterly the endowment funds of the church and gifts to the Church, whether donor or session restricted or if permanent funds established by donors managed by outside concerns.
2. Prepare annual and quarterly (where appropriate) reports.
3. Follow the bylaws of the Endowment Committee regarding the Funds basic purpose, management and control.
4. To define the benchmarks to be used by the Endowment committee, select investment managers and ensure the managers are performing up to expectations.
5. Meet with the investment managers at least twice a year to review their performance, the fund's performance and the investment policy guidelines are being followed.
6. Supervise and schedule the annual endowment program for the Church, including a detailed report to be distributed to the congregation in connection with the annual donors meeting or at any other appropriate time, ensuring that all of the information that the session needs to deal with the endowment is provided and to include whether or not each endowment with restrictions has been spent accordingly.
7. Ensure that the restriction placed on the gifts by the donors are honored.
8. Present to the congregation a request for trust giving in addition to trusts used in estate planning:
 - a. As coordinated with Stewardship.
 - b. Have an endowment as part of our next capital campaign.
9. Notify Session what gifts are received by the Church and, where appropriate, the restrictions on those gifts, if any.

3/19/2019

Ministry Plan 2019-2020
Finance Committee
The Church of the Covenant, PCUSA
April, 2019

- I. Monitor the finances of the Church, including all restricted gifts and all aspects of the budget on a monthly basis.
- II. Aid our Committee Chairmen by providing the financial information they and their Committee Members need to monitor the Committee's income and expenditures.
- III. Coordinate with the Audit Committee and review the Committee's report.
 - a. Establish a more defined plan for external auditing including who is on the audit committee and what the protocol will be moving forward
- IV. Provide annual budget recommendations based upon historical and projected figures that maintains a balanced budget
- V. Enforce the need for Session vote on Committee budget changes that exceed the original annual budget.
- VI. Guide the Session concerning the budget process, review of the budget and all expenditures by the Committees.
- VII. Analyze the ways that money flows through the church and assess if changes are needed to provide better security
- VIII. Establish calendar of key finance duties and responsibilities that can be followed by current and future finance committee chairs

Ministry Plan 2019-2020
Membership and Fellowship Committee
The Church of the Covenant, PCUSA
April, 2019

The purpose of the Membership and Fellowship Committee is to recruit, encourage and involve new members into the life of the church and to provide opportunities for existing members to engage in fellowship and be active in programs and service to Christ.

Goals for 2019:

1. Make contact with new people, encouraging their membership and involvement in the life of the church
 - a. Develop and utilize the Ambassador Program effectively, integrating it with existing New Member Procedures to ensure coordinated outreach to prospective members.
 - b. Evaluate Ambassador Program
 - c. New Member Class – discuss current class - determine if change is needed
2. The Committee will organize social opportunities to foster Christian fellowship among current and potential members in order to strengthen meaningful relationships.
 - a. Host Come To The Table – small dinner groups for Christian Fellowship
 - i. Second Session to start in fall of 2019
3. The Committee will continue to sponsor programs designed to encourage fellowship and provide information about the church for prospective and current members
 - a. Welcome Center – coordinate committees to host
 - b. Social Hour – recruit and supervise volunteers and committees to assist
4. The Social Media Team – will develop social media policies and procedures in order to expand communication about the church with prospective and existing members.
5. The Committee will plan for "Get Involved Sunday" to be held in early 2020

Priority #1 – Establish a strategy to reach new people and incorporate them into the life of the church

Priority #2 – Attract young families with children and youth to our church

Priority #3 – Create opportunities for people to form meaningful relationships through things like small groups, fellowship opportunities nurtured friendships and shared meals

Priority #4 – Develop and implement a comprehensive strategy to introduce, encourage and involve membership in active service to the church.

The following programs fall under the Membership and Fellowship Committee for budgeting and coordinating purposes:

- a. Fellowship of Concern and the Maundy Thursday Prayer Vigil
- b. Ministry Team –
 - i. Prayer Summit
 - ii. Visitation
 - iii. In home communion
 - iv. Worship participation
- c. Media –
 - i. Radio Ministry
 - ii. Observer Reporter
 - iii. Yellow Pages
- d. Membership Photo Directory

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Ministry Plan 2019-2020
Mission Committee
The Church of the Covenant, PCUSA
April, 2019

GLORIFY GOD - SHINE HIS LIGHT - OUR NEIGHBORS WILL SEE

We have reviewed and evaluated the committee's work for 2018, including the "God in Action" groups and the mission teams which report to the committee. Striving to be good stewards of the resources allocated to us for use in our mission giving on local, national, and international levels, we submit the following ministry plan for 2019.

The mission committee goals for 2019 follow:

I. Ongoing Emphases

A. Mission Funding

1. Effect a change in pledged giving in order to raise mission budgeting from 7% to 10% in 2020.
2. Honor and utilize the existing endowment gifts and the new Neff Family Endowment gift.
3. Continue the quarterly release of mission funds in an even distribution across the year to assist the finance committee with consistent information.

B. Mission Awareness

1. Establish stronger, more persistent, and encouraging communication between the Mission Committee liaison and the God in Action groups.
2. Continue communications via the bulletin, newsletter and minute for mission.
3. Infuse new energy and design into our mission booklet and our mission displays for the annual Mission Weekend event to be held October 6, 2019.

II. New Initiatives

A. New Church Building in La Croix, Haiti

1. Complete our \$60,000 pledge, funded through the capital campaign, by the first quarter of 2020.
2. Do advance planning in 2019 for our on-site participation in the project.

B. Mission Teams

1. Recruit a mission team of approximately 10 people to travel to Haiti in 2020. This may include the pursuit of and facilitation of students from W&J and/or Waynesburg Colleges.
2. Provide support for two national mission trips in 2019 to Menaul, NM and Ronceverte, WV.

C. Non-Profit Partnership

1. Explore a non-profit partnership with a "Young Life" chapter in this area in conjunction with W&J and/or Waynesburg Colleges.

GLORIFY GOD – SHINE HIS LIGHT – OUR NEIGHBORS WILL SEE

"You are the light of the world. A town on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your heavenly Father." Matthew 5: 14-16 NIV

Ministry Plan 2019-2020
Personnel Committee
The Church of the Covenant, PCUSA
April, 2019

Accomplishments in 2018

1. Celebrated with the staff at our annual appreciation event in January.
2. Welcomed new members Kathy Teagarden and Leslie Zajdel.
3. Updated the job descriptions for Minister of Christian Education, Director of Christian Education, and Director of Youth Ministry in support of recommendations from the Ministry Architects. The job descriptions will remain fluid over the next two years as staff positions change and updates are received from the Ministry Architect team in 2019.
4. At the request of the APNC, the Associate Pastor job description was updated with language changes to reduce complexity and empower the person in that position.
5. Updated the Job Classification/Hours/Vacation document.
6. Began updates to the Personnel Manual.
7. Celebrated Anthony Nicolella's retirement.
8. Hired Kayla Goncalves as Director of Youth Ministry.
9. Hired Victoria Gregg as Financial Administrator.
10. Hired Tyler Stacy into a permanent position of music leadership.
11. Completed staff evaluations and reviews.
12. Incorporated Board of Pension changes into the budget.

Goals for 2019

GOAL #1: Staffing

1. Review and update the Comprehensive Staffing Plan, particularly during the transition period of Pastor Kay's departure and the arrival of an Associate Pastor. Ensure that Pastor Stu is not over functioning.
2. Develop a confidentiality plan for administration/staff/volunteers/ministry team.
3. Continue updates to job descriptions, particularly in light of Pastor Kay's departure and the anticipated arrival of an Associate Pastor.
 - a. Director of Christian Education
 - b. Director of Youth Ministry
 - c. Church Administrator
 - d. Administrative Assistant
4. Review and update the Job Classification/Hours/Vacation as necessary.
5. Review and update the Personnel Manual.
6. Evaluate the need for paid security in conjunction with recommendations from the newly formed Security team.

GOAL #2: Staff evaluation and review

1. Complete interim evaluations for Kayla and Victoria.
2. Late spring – Pastor Stu completes staff evaluations.
3. Early summer –informal conversations between Staff members and Personnel committee.

GOAL #3: Staff appreciation event.

GOAL #4: Study and make recommendations regarding any Board of Pensions increases and policy changes as required.

GOAL #5: Work with and provide support to the APNC as their work progresses.

Respectfully submitted by the Personnel Committee:

Sue Denmead, Chairperson, elder representative
John Artuso, elder representative
Pat Boyer
Cindy Garlisi
George Jones
Kathy Teagarden
Leslie Zajdel
Dr. Stu Broberg, Pastor/Head of Staff, staff liaison

Stewardship Committee
The Church of the Covenant
Ministry Plan-2019

The mission of the Stewardship Committee is to support the work, mission and ministry of the Church by seeking tangible support of the members through charitable gifts of every kind. The committee conducts an annual campaign to receive pledges for the Covenant Fund.

COVENANT FUND

The Covenant Fund is what drives the church. It provides the staff and facilities that impact our spiritual lives, our community and missions locally and far-reaching. We should continue to emphasize this to the congregation.

PLEDGES

The committee shall make a conscious effort to explain the impact the pledged amount has on the operation of the church. Past methods of solicitation include direct mailings, pew envelopes, lectern presentations, committee presentation and bulletin and Messenger notices. New initiatives for creating awareness could include social media, a video, website articles and other forms that may be presented.

GOALS-2019

- Increase the amount of giving to the Covenant Fund
- Increase the total amount pledged to \$625,000
- Increase the number of giving units that pledge over prior years' totals
- Restore the mission budget to 10%
- Recruit new members to the committee

The Church of the Covenant is so important to our community. Our members volunteer countless hours of service throughout the area. Our mission funds spreads this service throughout; locally, nationally and globally . These are God's hands at work. Our goal is to support and extend this effort.

Respectfully submitted by the Stewardship Committee.
Butch Richmond, Chair, Mark O'Donnell, 2nd Elder, Joel Braun, Emily Blose, Gordon Core, Dan Halulko, Connie Hornickel, Susan Kepler, David McCabe, Rachel Gladden, Debbie Knestrick, and Stu Broberg, Staff

Ministry Plan 2019-2020
Worship and Music Committee
The Church of the Covenant, PCUSA
April, 2019

Purpose of the Committee

Worship and Music is the committee of session responsible for making the necessary provisions for worship. The Book of Order states the session shall make provision for regular a. preaching of the word, b. celebration of the sacraments, c. corporate prayer, d. offering of praise in song. The session has authority e. to oversee and approve all public worship in the life of the church with the exception of those responsibilities delegated to the pastor alone, f. to determine occasions, days, times and places for worship. Session is responsible g. for space where worship is conducted, including its arrangement and furnishing, h. for the special appointments such as flowers, candles, banners, paraments, and other objects of art, i. for the overall program of music and other arts in the church, j. for those who lead worship through music, drama, dance, and other arts.

The committee working with the Pastor and the Director of Music Ministry plans, approves, and evaluates all aspects of the worship program. Special materials and services are funded through the Worship and Music budget.

Committee Make-up

The Worship and Music Committee currently has 14 members, including two ruling elders serving as chairperson and co-chairperson. The committee meets the third Monday of the month. Additionally, members may also serve on one of two task groups: the 8:30/11:00 task group or the 9:43 task group.

Goals for 2019 continued from 2018

- Analyze past successful services and apply learned techniques to enhance future services.
- Upgrade the physical spaces used for worship, working with the Building and Grounds Committee.
- We will endeavor to earmark special services throughout the year such as: Mothers' Day, Remembrance Sunday etc.
- We will continue to train our Ushering teams to be both helpful and welcoming to members and visitors.
- We will attempt to find new ways to have our youth more involved in our church services.

New Goals for 2019

- Media person to administer web page and video taping services and possible live streaming of services. (paid/unpaid?)
- More youth involvement in music.
- Special Sundays, possibly Grandparents Day, or a day to honor Sunday School Teachers, etc.
- Sundays where youth would do the prelude, call to worship, and youth announcements.
- Formal training and oversight of Acolytes, Crucifer, Beadle, and Flag Bearer.
- Endeavor to have a larger vision for our church and how to draw members.
- Consider a one service Sunday periodically.

Memorial Wish List

- Memorial Anthems
- Memorial plaques for Past Choir Members
- Descriptor plaques for Sanctuary windows (complete)
- Organ Maintenance Endowment Fund (established)
- Special Holiday Music Fund
- Promote Music Sunday

Approved by committee: March 18, 2019