

Mission Committee

TABLE OF CONTENTS

Purpose and Responsibilities.....	MS-2
Monthly Agenda Items.....	MS-3
Subcommittee Coordinators	MS-9
Guilford Park Guys.....	MS-9
Greensboro Urban Ministry.....	MS-13
Interactive Resource Center	MS-21
RedCross/Blood Connection.....	MS-22
Special Offerings Presbyterian Church (U. S. A.).....	MS-24
Benevolences Process.....	MS-25
CROP Walk	MS-26
Honor Card Sales.....	MS-26
Mission Dessert Fundraiser.....	MS-27
Mission Trip Coordinator.....	MS-28
Presbyterian Church (U. S. A.) Mission Giving	MS-29
Refugee Support Coordinator.....	MS-30
Missionary Support Coordinator.....	MS-30
The Giving Tree Coordinator.....	MS-30
Angel Tree Ministry Coordinator.....	MS-31
Representative for Massanetta Board of Directors.....	MS-31
Representative for Presbyterian Counseling Center Board of Directors.....	MS-32
The Renaissance Project.....	MS-32

MISSION COMMITTEE PURPOSE & RESPONSIBILITIES

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 the 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. Interactive Resource Center – Lunches
 - d. Benevolence Giving
 - e. PCUSA Mission Giving
 - f. The Renaissance Project (formally The Village Mentors)
 - g. Refugee Support
 - h. Missionary Support
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 (2023 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 (2023 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 (2023 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 (2023 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.

Share information from Session

Review and evaluate on-going mission activities.

Ensure preparation for upcoming activities from the Mission Calendar (2023 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities

May- Mission Fundraiser may serve as May Meeting, determined by committee

Share information from Session

Review and evaluate on-going mission activities.

Ensure preparation for upcoming activities from the Mission Calendar (2023 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.

Share information from Session

Review and evaluate on-going mission activities.

Ensure preparation for upcoming activities from the Mission Calendar (2023 example Mission Calendar follows below)

Consider new mission opportunities or changes to existing activities.

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 (2023 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 - No meeting is typically held.

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 (2023 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

Share information from Session.

Review proposed annual budget and benevolent spending recommendation for Session

Review and evaluate on-going mission activities.

Ensure preparation for upcoming activities from the Mission Calendar (2023 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

Finalize the proposed benevolent giving gift list.

Review and evaluate on-going mission activities.

Ensure preparation for upcoming activities from the Mission Calendar (2023 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 (2023 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 (2023 example Mission Calendar follows below)
Consider new mission opportunities or changes to existing activities.
Election of new members for Board of Directors – Massanetta Conference Center and Presbyterian Counseling Center – Terms are 3 to 6 years.

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

2023 GPPC Mission Calendar



Micah 6:8 God has called us, His church, to be the hands and feet of Jesus to take His justice and mercy into the world, to minister to the lost, the poor and the broken.

August

8.3.2023 Guilford Guys
 8.9.2023 August Mission Meeting
 8.10.2023 Guilford Guys
 8.15.2022 IRC Lunch
 8.17.2023 Guilford Guys
 8.23.2023 GUM Dinner - 5:45 pm
 8.24.2023 Guilford Guys
 8.23 or 24.202 Team Captain Kick Off Event - CROP Walk
 8.31.2023 Guilford Guys

September

9.7.2023 Guilford Guys
 9.13.2023 September Mission Meeting
 9.14.2023 Guilford Guys
 9.19.2022 IRC Lunch
 9.21.2023 Guilford Guys
 9.23.2023 12th Annual Groove Jam for GUM
 9.28.2023 Guilford Guys

Deadlines Reminder

Bulletin Monday, 5 PM
 eNews Wednesday, 5 pm
 Guidepost 15th of each month

October

10.5.2023 Guilford Guys
 10.8.2023 43rd Annual CROP Hunger Walk -1:30, Greensboro Coliseum
 10.11.2023 October Mission Meeting
 10.12.2023 Guilford Guys
 10.16.2023 IRC Lunch
 10.19.2023 Guilford Guys
 10.25.2023 GUM Dinner - 5:45 pm
 10.26.2023 Guilford Guys
 10.29.2023 Trunk-Or-Treats (Collection items to be determined)

November

11.2.2023 Guilford Guys
 11.8.2023 November Mission Meeting
 11.9.2023 Guilford Guys
 11.16.2023 32nd Annual Feast of Caring for GUM
 10.16.2023 Guilford Guys
 11.20.2023 IRC Lunch
 11.22.2023 GUM Dinner - 5:45 pm
 11.30.2023 Guilford Guys

December

All Honor Cards
 12.7.2023 Guilford Guys
 12.13.2023 December Mission Meeting
 12.14.2023 Guilford Guys
 12.18.2023 IRC Lunch
 12.21.2023 Guilford Guys
 12.27.2023 GUM Dinner - 5:45 pm
 12.28.2023 Guilford Guys

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 in June 2012.
- 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

- ·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

1. (in consultation/cooperation with program leaders)
2. Pray for your student; and pray for the program
3. Build active, appropriate relationships with your student, helping and encouraging them in their studies and activities.
4. Actively listen without judgment to the student.
5. 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.
5. A sense of being a part of something extremely significant in the lives of your students.
6. 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
2. 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. 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?
What do you think success is?
4. What do you think about NFL behavior?
5. Is it good to be popular?
6. Race – Is it fair? How do you feel you are perceived?
7. Where do you go for help?
8. What are your plans for the future?
9. Who are you responsible for?
10. What is the scariest thing you have ever done?
11. What is stereotype?
12. What scares you about the future?
13. When have you had to turn your back on something that you believe in? What is your dream vacation?
14. What is slang language? What are some slang words or phrases?
15. What is a commitment?
16. Have you ever done something that you regret?
17. What is your favorite month and why?
18. What month do you dislike the most and why?
19. Do you think it is bad to break a relationship through a text?
20. What is your dream job?
21. 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 – TBD

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

1. Recipe for breakfast casserole below.
2. GUM supplies- breakfast- plates, napkins and spork, salt, pepper, cups for coffee and orange juice, sugar for coffee.
3. GPPC supplies – breakfast casserole, cereal, bowls for cereal, biscuits, butter, jelly, coffee, orange juice, milk for cereal and coffee.
4. 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.
5. Breakfast shopping list attached.
6. Coordinator or volunteer cooks biscuits on Saturday before Sunday breakfast.
7. Publicize sign-up sheet for volunteers along with recipe for breakfast casserole. Note in Guidepost the month before (See below).
8. Note in Worship Bulletin.
9. Note in E-News.
10. 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 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 the dining area for guests 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 guests 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 guests 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 guests know that we will have a system for serving and ask them to abide by this system.

(See below)

16. Inform guests 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. 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 will be 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 TBD after contact with GUM on number of Guests)

Hamburger Goulash

1 16oz box elbow Macaroni – boil and drain

1.5 lb Hamburger – cook and scramble (onions/peppers optional)

2 Large cans diced tomatoes – do not drain

2 to 3 cups shredded cheddar cheese

Mix cooked macaroni, hamburger, tomatoes and half of the cheddar cheese. Put in a 9X13 foil casserole pan, cover with remaining cheddar cheese. Bake 30 minutes at 350 degrees

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 prior to 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 iced tea or other beverages in serving cups and place at table.
2. Put bowl of butter for dinner rolls on each table
3. Put bowl of salad dressing for salad on each table.
4. 2 people heat dinner casseroles and dinner rolls in oven and bring to volunteers to plate as needed.
5. 2 volunteers to prepare salad in large container.
6. Put napkin and spork at each place on table.
7. 4 people to plate dinner casseroles, fruit, salad, rolls.
8. 2 people to prepare ice cream in bowls or serve dessert (Serve chocolate sauce at table).
9. All volunteers will wear gloves provided by GUM.
10. Make sure trash cans are in the 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 the dining room.
14. Coordinator or volunteer will pray for food and guests before checking in.
15. Tell guests 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. GUM staff person will direct guests to table.
17. Inform guests that once everybody has been served then we will let all know if there is enough food for seconds.
18. Serving order by volunteers.
19. 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 or fruit, salad, roll.
2. Ice cream and chocolate sauce or dessert.
3. Continue to serve beverages to guests as needed.
4. Coordinator will be available for questions and making sure everything is flowing and will make decision if enough food is left for second helpings for the guests.
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. 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.

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 Connection- Blood Drive Coordinator

1. About a week or so prior to a blood drive you will receive a letter from the Red Cross/Blood Connection 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, church administrator, and Red Cross/Blood Connection 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 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 Red Cross/Blood Connection 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.
6. **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!
7. 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/Blood Connection 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.
8. 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 these tables.
9. Bring a printed 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 softtouch, 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.

10. 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!
11. 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.
12. 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.
13. All tables and chairs must be returned to the closet. Assist Red Cross/Blood Connection 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.
14. 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/Blood Connection
15. Give report at the next Mission Committee meeting.

Note: Above instructions could change if we are able to get a Blood Collection Bus to come to gravel parking lot.

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

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 and instructions for the offerings in time for them to be available.

The brochures are inserted in bulletins prior to or on 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

The Mission Committee is responsible for making Benevolent Gifts on behalf of the congregation. The Committee makes charitable gifts to a wide range of nonprofits that are working to improve conditions of hunger, healthcare, education, housing, disaster relief, human relations, and other issues of importance to GPPC. Gifts are typically made to local nonprofit organizations but are occasionally made to national or international organizations.

There are 3 ways in which benevolent gifts are paid:

1. The 510-510 line in the church budget account is the account from which many of our recurring benevolent 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.
2. 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).
3. 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.

Early in the Summer of each year, the benevolence coordinator should request from the Mission Committee input as 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 and if further research is needed, then the committee can review again in October. 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 walkers collect sponsor money before the actual walk.
5. Meet with and coordinate with Director of Christian Education to get church Youth to walk at the event.
6. Collect signup sheets on day of walk prior to start of the walk.
7. 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 their 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 next to 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 a 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 the Financial Secretary as required to be sent to respective nonprofits.
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 dessert auction.
2. Secure the fellowship hall for the event.
3. Communicate with the congregation the date and details for the auction.
4. Promote the mission auction 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 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. Paper dessert plates are available for members that would like to share their winning dessert. Plastic cups are used for serving the drinks (water and lemonade)
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.

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 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 a necessary linkage in our connectional system. Each presbytery is responsible for the timely payment of per capita for the current year.

Coordinator for Refugee Support

Guilford Park works with the African Services Coalition agency for assignment of refugee family. The sponsors attend weekly meetings with the ASC to learn how to navigate this journey. A case worker to help us understand how we can help the refugee family with housing, obtaining SS# 's, setting up utilities, transportation and Medicare. Our church family raised money that we could use for supplies, furniture, food, etc. We have been able to provide housing for some families in the rental property owned by Guilford Park Lawndale Drive until permanent housing is obtained. Groups from the church have helped families move to safe housing and assist in job searches and most importantly develop lasting relationships/friendships.

Coordinator for Missionary Support

The Coordinator (s) for Missionary Support are responsible for researching Missionaries to see what projects and missions are supported by the Missionary and to make sure that matches the missions of GPPC. Once the Missionary teams are chosen, an annual donation is sent from our Benevolence fund to be used as needed. The amount of donation should be determined at the beginning of the year during the Mission Planning Retreat.

The Coordinator should also be in direct contact with the Missionary to coordinate visits when they are in the US and arrange for church visits.

Coordinator for The Giving Tree

The Giving Tree is located on the Mission Bulletin board and is our way of directly giving back to the community. The Coordinator for this project will choose a local organization for a 2 month collection period and will reach out to the organization to see what objects are needed. Once organization has been chosen a notice is written up and given to Church Administrator for enews and Guidepost with a list of objects currently needed. A notice is also placed on the bulletin board with a collection box placed on the floor. Donated products are also placed on the hangers on the board to allow for congregation to see examples of products being collected during the time period. The coordinator is responsible for arranging the delivery of collected products.

Coordinator for The Prison Fellowship Angel Tree

Angel Tree Christmas™ equips churches and other organizations to restore and strengthen relationships between incarcerated parents and their children and families. Every Christmas, Angel Tree mobilizes local churches and organizations to minister to hundreds of thousands of children by delivering a gift, the Gospel message, and a personal message of love on behalf of their mom or dad behind bars. In addition, many of our partner churches meet the physical, emotional, and spiritual needs of prisoners' families by enfolded them in the day-to-day life of the church, helping children attend summer camp, and facilitating mentorship.

The Angel Tree Party is held every Christmas by our Middle and High School Youth groups. It is a party for children of incarcerated person(s) providing dinner, games, and a visit from Santa Claus handing out gifts.

Coordinator contacts Angel Tree Christmas organization to receive a list of children that have been signed up for this program. A list of children and requested gifts is received and placed on a Christmas tree for the congregation to choose from. Once the gifts are bought and wrapped, they are returned to the coordinator. Gifts are checked against the list to make sure we do not leave anyone out. The gifts are distributed during the Angel Tree Party, or the coordinator works with the family to get presents delivered to the child.

Notice for enews, bulletin and Guidepost are to be given to Church Admin in a timely manner.

Representative for Massanetta Board of Directors

Massanetta Springs Conference Center is a place where all people can experience God in a serene, welcoming environment. Since the early 1900's, our staff and facilities have served tens of thousands of people each year with consistent and heartfelt hospitality. We are proudly a National Historic District anchored around the original Springhouse and the 1910 Historic Hotel. Serving all individuals, organizations and groups, Massanetta springs is the perfect place for your next group event or meeting, and a great place to begin or continue your child's camp experience and spiritual growth. Our Middle School Youth group attends Massanetta Springs camp every year.

Guilford Park supports Massanetta Springs Conference center by providing/electing Board members. Board members are asked to serve at least one three-year term but not limited to this time frame. They are required to serve on a committee meeting and help with Spring Cleaning and yearly fundraiser events. Board meetings are held quarterly, committee meetings are held monthly, and an update is provided to the Mission Committee.

Representative for Presbyterian Counseling Center Board of Directors

Presbyterian Counseling Center, Greensboro NC is a **nonsectarian** counseling center and warmly welcome people from all faith traditions and respect the spirituality of each individual. We provide a safe and confidential setting for people to heal emotionally and spiritually through affordable competent psychotherapy. Our counseling center focuses on the whole person integrating counseling, spirituality and when needed medication management.

The Presbyterian Counseling Center provides both in-person and Telehealth appointments for your convenience.

Members from Guilford Park Presbyterian were on the staff when the counseling center was opened. We still support the center by providing/electing Board members. Board members are asked to serve at least one three year term but not limited to this time frame. Meetings are held quarterly and the Mission Committee is updated with needs of the center.

The Renaissance Project

The Renaissance Project was originally started as Village Mentoring and creates a solid foundation of stability and emotional support within the community of young men through advocacy, action and direction. The team is led by A&T students, they use the GPPC fellowship hall to hold their training sessions and team meetings. A representative from GPPC is at the church to open, close and attend the meetings.