

**First Congregational Church of Wakefield, UCC**  
**Wakefield, New Hampshire**

*To each is given the manifestation of the Spirit for the common good. 1 Cor. 12:7*

September 22, 2013

Dear Members & Friends,

Our Ministries Matrix 2013-2014 is attached to this letter.

Thanks to Donna Ackerman for creating this format. Thanks to each officer and coordinator for providing the specific information about his/her ministry.

Our Ministry Fair was very successful this year. If you were not present or missed opportunities to volunteer for a ministry, please consider doing so. **How?** Review this document. Prayerfully consider your spiritual gifts, calls to service, interest and available time. Contact individuals who are responsible for the ministry/ministries that interest you.

Our church organization is vital and evolving. It will continue to change. We pray for openness of Spirit as we continue to Hear God's Call - Growing in Love & Care.

Thank you for carefully considering this extensive information.

Please refer your questions to Calling & Discernment Ministry members: Donna Ackerman, George Ackerman & Jan Fairchild.

With Appreciation & Blessings,

Jan Fairchild, Coordinator  
Calling & Discernment

***God, lead me to greater understanding of my unique spiritual gifts and lead me to sharing them within and beyond the church.  
May I find new energy and passion in expressing myself through my gifts and in doing so – may I call forth the gifts of others. Amen.***

## FCCW UCC Ministries Matrix 2013-2014

Ministry	Events	Descriptions	Time Frame
<p>Moderator George Ackerman</p>		<p>Writes an annual report Serve as a temporary chair of any team in need Run church meetings Chair the Church Council Member of all teams, without vote, except Diaconate Active member of the Personnel Team Active member of the Calling and Discernment Team</p>	
<p>Clerk Patricia Golden</p>		<p>Ongoing history of the people of the church: birth, marriage, death and where people go when they move Information should be in such a form that anyone new to the position or outside the position can understand the data. Minutes of leadership minutes written so as to be objective not subjective (no opinions only facts). Keeps copies or original papers of events happening in the church, e.g., Steeple Views, anniversary bulletins, special event flyers, Strafford-Carroll County UCC minutes, monthly treasurer reports, all ministry reports, etc.</p>	
<p>Treasurer Jan Brejwo</p>		<p>Oversees the day-to-day financial operations and cash management of income and expenditures. Keeps accurate, complete records and supporting documentation of all church fiscal transactions (budget, non-budget, restricted accounts) to provide clear audit trail. Maintains church bank accounts, assists with budget preparation, prepares monthly and annual reports, fulfills NHUCC and government reporting requirements. Works with Assistant Treasurer and ministry coordinators. Works on Church budget</p>	

Assistant Treasurer Pam Frazier		Works on Church Budget Gathers offerings and other donations Keeps accounting records and makes bank deposits Reports all banking activities to the treasurer Works with treasurer in a checks and balance relationship Reports all monies received from donors on an annual basis for tax purposes and quarterly basis for pledges Writes thank you notes to donors Receives accounts for Capital Campaign donations and reports findings to appropriate personnel	
<b>Christian Outreach</b> <b>5 for 5</b> <b>and more</b> <b>Donna V</b> <b>Ackerman</b>  <b>Wider Church</b> <b>Connie Littlefield</b>	One Great Hour of Sharing	Channels resources for international programs in health, education and agricultural development, emergency relief, refugee ministries, and both international and domestic disaster response, administered by Wider Church Ministries, Global Sharing of Resources.	
	Neighbors in Need	Supports ministries of justice and compassion throughout the United States, including the Council of American Indian Ministries (CAIM), Justice and advocacy, and direct service projects supported by Justice and Witness Ministries.	
	Strengthen the Church	Grows the UCC's future by funding the Stillspeaking Ministry, new and renewing churches, youth and young adult ministries, and lay and pastoral leadership formation – especially among women and people of color; administered by your church's Conference, Local Church Ministries, and The Stillspeaking Ministry.	
	Christmas Fund	Helps provide pension and health premium supplementation to low income retired workers, emergency assistance to clergy families in need, and Christmas checks to hundreds of annuitants, as administered by the Pension Board.	Christmas Eve Service

	OCWM: Our Churches Wider Mission	Ongoing pledge of 5%	On Going
	Blanket +	For over 60 years, Church World Services (CWS) has worked in partnership with local communities to identify their needs and access the resources they need to build the foundation for a more viable future	Mother's Day
	Crop Walk	CROP Hunger Walks are community-wide events sponsored by CWS and organized by local congregations or groups to raise funds to end hunger at home and around the world.	Autumn
	Shepherd Program	Provides rides to medical appointments for those who cannot drive themselves due to age or a medically related issue, and who have no other means of transportation.	On Going
	Fellowship Cafe	Promotes sales of fair trade coffee, tea, chocolate and other products to assist small farmers live sustainable lives while improving our global environment.	Ongoing
	CityReach	CityReach is an overnight urban outreach program begun in March 1996 for youth (with accompanying adults), young adults, and college students from churches of any denomination. The program gives these young people the opportunity to learn firsthand about homelessness from people who have experienced it. During the 20 hour session, participants join CityReach staff in street ministry and offer hospitality, food and clothing. This is followed by times of sharing and reflection.	Spring
	Z-Team	The Zimbabwe Team is a mission team of the First Congregational Church which facilitates the Ukama partnership and the sister church relationship with Rufumiso UCCZ, begun in 1998. The ZTeam coordinates the sponsorship of children through Friends of Orphan Trust, the rebuilding of Dzika Primary School, a humanitarian shipping container, and other specialty projects, including providing electricity and a safe water supply for the	On Going

		Dzika community. The Z Team promotes a greater understanding of life in the UCCZ and is dedicated to the empowerment of children in Zimbabwe. Fundraising activities involved!	
	Heifer International	Heifer International's mission is to work with communities to end hunger and poverty and care for the Earth.	December
	New Hampshire Conference	Dissemination of information on statewide initiatives and activities with emphasis on our connection to the NH Conference. The goal is to promote a greater understanding of what it means to be part of the United Church of Christ. Five lay delegates, with one recommended your delegate under age 25, are encouraged to attend the annual general meeting as representatives of the Wakefield Church.	
	Carroll Strafford Association	Dissemination of information on our local association initiatives and activities, including installations, ordinations and other events in the life of the churches within the association. Wider Church encourages attendance at meetings and events.	Fall & Spring
	National UCC	Dissemination of information on national initiatives and events. The National UCC gathers biannually at Synod. Wider Church brings an awareness of how the local church is connected to the national body of the United Church of Christ.	
Personnel Cathy Koukal		Performance Evaluation of Staff (Pastor, Administrative Assistant, Music Director) (Church School Director) Maintains & updates Personnel Policy Manual Provides Input to Budget Coordinates with Music Ministry and Diaconate for staff performance appraisals.	

<p>Communication Carol Jeffery</p>		<p>Produces and distributes Steeple Views, Steeple News (seasonal), coordinating with Administrative Assistant and Collating Team in production/distribution process. Maintains the Church Web Site; Contributes to Church Facebook Page. Coordinates with Martha Jo and Frank on tech issues. Administrative Assistant sends press releases</p>	
<p>Finance Investments and Memorial Gifts Bill Goodwin</p>		<p>Maintains financial well-being Managing investments based on their respective objectives Managing Capital Campaign efforts Managing memorial gifts</p>	
<p>Library Nancy Dee Linda Petkunas</p>		<p>Promotes library and encourages use Chooses relevant and meaningful materials Organize materials for easier use and location of materials Steward materials making sure they are returned</p>	
<p>Diaconate Titia Bozuwa, Jo Szirbik</p>		<p>Planning for special services (Christmas, Easter, Lent, Thanksgiving) Assist in Ecumenical efforts Facilitating the Spiritual Life of the Church Recommends to Personnel concerning Minister's salary, and Discretionary Fund Pulpit Supply: arrange a minister substitute when needed</p>	
<p>Christian Education Margie Galabrun  Church School Wendy Dee</p>		<p>Ensures that Christian educational opportunities are offered to the entire congregation; Support the Tuesday noon Bible Study; Work with Church School parents to ensure that a program of Church School is offered and maintained: Curriculum selection; Lesson Preparation; Teacher &amp; Volunteer scheduling; Envision studies or discussions that would be of interest to the congregation; perhaps a movie &amp; discussion, or a special presentation of a current topic. Query people as to their interests. Reach out to people who may be interested in leading discussions or studies. Watch for events occurring in the</p>	

		<p>surrounding area that may be of interest to people who may wish to carpool to attend.</p> <p>Envision offerings that might be of interest to the larger community.</p> <p>What might be of interest to young adults?</p> <p>Envision opportunities to help people grow in their faith.</p>	
<p>Archivist / Historian Patricia Golden</p>		<p>Gather records from the church, church members, NHUCC</p> <p>Keep entire history of the church (every nut and bolt) from electricity bills to pastor's sermons.</p> <p>Sorts material and decides what to discard.</p> <p>Enter descriptions of materials into computer database</p> <p>Store materials in fire-proof, humidity-proof storage units</p>	
<p>Theatrical and Musical Arts Jan Stanley Susie Goodwin</p>		<p>Endeavors to inspire people</p> <p>Represent the Word of God and the Holy Spirit through music and drama;</p> <p>Coordinate with choir director, bell choir, pastor and additional musicians;</p> <p>Enhancing and enriching our worship experience through music and dramatic offerings;</p> <p>Including variety and creativity through music and drama into worship in collaboration with our pastor.</p>	
<p>Visual and Decorative Arts Deb Smiley</p>		<p>Supports the use of flowers, plants and decorations for various church events and functions, including, but not limited to:</p> <p>Hanging of the Greens, Christmas poinsettias, Lenten decorations, Palm Sunday decorations, Easter flowers, Mother's Day flowers, Memorial Day flowers and decorations, Door wreathes and other decorations as requested.</p> <p>Creates opportunities for fund raising using flowers/plants when possible.</p> <p>Explores possibilities for outdoor flowers, plants and gardening.</p>	
<p>Calling and Discernment Jan Fairchild</p>		<p>Discernment of spiritual gifts leading to ministries in which people are called</p> <p>Promotes awareness of gifts as applied to</p>	

	Ministry Fair	<p>the call not dragged into the position Interaction of gifts within the ministries Shepherding the evaluation of the new structure Organizes the Ministry Fair Consults with other churches in the Conference concerning the workings of the New Structure, Ministry Fairs, and the role of Calling and Discernment within the church</p>	June
Fellowship Priscilla Frothingham		Coordinate Coffee Hours: organize volunteers to provide food, set up and clean up; Inform office of dates of Coffee Hours;	
Men's Alliance George Ackerman	Mother's Day Breakfast Easter Breakfast	<p>Support the general maintenance of the church: minor repair, Replacement &amp; cosmetic changes (as recommended by Building &amp; Grounds Coordinator) Organize/provide Mother's Day Breakfast Organize/assist Easter Breakfast</p>	Mother's Day Easter
Parish Helpers Ginny Schweitzer	Village Fair (Fundraiser) Treasure Shop	<p>Women's fellowship group of FCCW (church membership is not required). Purpose: cultivate the spirit of Christ in every area of human life beginning with our own lives and reaching out into our homes, our communities and the outermost parts of the world. Governed by officers and directors elected annually. Monthly meetings; Operate Treasure Shop ;Hold Annual Raffle Summer Village Fair; Provide &amp; serve refreshments for Memorial Services; Donate annual pledge to Church, to Church Flower, Music &amp; Camp Funds; Provide scholarships &amp; make donations to several local, state, global missions.</p>	Summer August
Building & Grounds Ann Bilodeau		<p>Schedule inspections: elevator, fire sprinkler, fire extinguishers, alarm system &amp; boiler. Obtain best prices: oil and gas contracts Septic System: communication with property owner; submit plans to State; send out bids. General Maintenance: INSIDE – All areas (hallways, sanctuary, closets, classrooms, kitchen, windows.) OUTSIDE: yard work; painting; repair &amp; painting fences; roof</p>	



		<p>repair; storm windows.</p> <p>CLEANING:</p> <p>Weekly: 3 Bathrooms; Sanctuary. Vacuum Hallways/stairs (adjacent to sanctuary, leading from parking lot –up &amp; down, classroom hallway, Parish Helper to Sanctuary hallway)</p> <p>Monthly: Vacuum Back stairway (end of drive way down to classrooms); Kitchen: Clean after each use – Wipe all counters, put everything away; clean out refrigerator.</p> <p>Occasional: 3-4 times per year – dust, vacuum, mop classrooms; Windows: Fall – vacuum inside sills and close storms; Spring – wash inside windows; Outside: Weed as needed; Spring – rake &amp; general cleanup.</p> <p>Winter: occasional shovel clean up (snow removal is hired out)</p>	
<p>Stewardship Carol Lundgren and Chris Feddern</p>		<p>Organize &amp; Guide annual Stewardship effort.</p> <p>Develops and manages an annual effort to educate members about the work of the church and the financial needs as they relate to the annual budget.</p> <p>Works with the Budget Ministry to understand expenses for the current year to date (one half of the fiscal year at the end of December) Evaluate areas that are on target to date, unexpected expenses, unplanned needs (e.g., repairs).</p> <p>Seeks input from each Ministry regarding their budget needs for the coming year.</p> <p>Continue to meet with Budget Ministry to evaluate and develop a “budget narrative” to present to the members.</p> <p>Presents draft budget to Leadership Council, discusses and seeks approval to present with Stewardship materials.</p> <p>Develops name for Stewardship Drive (“Intentional Giving” is one example used in recent years) Create cover letter, pledge card, a draft budget, budget narrative and visuals.</p> <p>Mails individual, personalized letters with supporting materials to members. Gives a suggested “return by” date.</p>	<p>Nov/Dec/Jan</p> <p>Dec/Jan</p> <p>Jan.</p> <p>Jan/Feb</p> <p>Mar/April</p> <p>Apr/May</p> <p>Early May May/June</p>

		Articles in Steeple Views, Stewardship Sermon and Stewardship Moments in worship. Dedication of Pledges. Reports to Leadership Council of total anticipated pledges for July 1-June 30, the next fiscal year.	
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