



**OUTREACH MINISTRY
STRUCTURE AND FUNCTION**

A Comprehensive Look at the Organization and Operation of the Calvary UMC Outreach Committee and Outreach Finance Subcommittee:

Background

The mission of Calvary United Methodist Church is to make disciples of Jesus Christ for the transformation of the world.

We accomplish this by Connecting with God, Connecting with Each Other, and Connecting with Our World.

One major 2011 strategy listed within that mission and vision statement includes:

Serving Outside Our Walls: To identify, communicate, and support opportunities for local, national, and international service thereby enabling the Calvary family to better connect with our world through our prayers, our actions, and the giving of our financial resources.

The 2011 Goals tracking back to the strategic statement are as follows:

- Act as an outreach ministry resource for groups and individuals within Calvary.
 - Provide information regarding local service ops that meet physical needs or serve with a ministry-focus.
 - Provide assistance in coordinating Outreach projects 'owned' by groups within Calvary as needed.
- Investigate the possibility of forming an international missions team within Calvary.
- Continue to investigate national outreach opportunities for possible engagement.
- Form a committee to self-sustain, or take full ownership of, the Starbucks Food Share ministry.
- Coordinate opportunities to serve our community, including serving at the Midwest Food Bank and East Bay Camp.
- Investigate the possibility of recombining the 2 outreach groups and reestablish a unified Outreach Committee.
- Work with the church staff to clearly define the purpose of the Outreach Committee.

The standing mission of the outreach committee as articulated in requests for funds is as follows:

The Outreach Ministry Team has traditionally been responsible for inspiring and educating our congregation about the mission outreach of our church, and for providing prayer, financial and service support for outreach projects. Calvary's Outreach Ministry area selects missionaries and projects to support, and priority is given to those that have a connection with the General Board of Global Ministries of the United Methodist Church. Also considered are those which are of special interest or which have a link to our members.

According to our committee leadership pamphlet, the Outreach Committee oversees financial giving to missions and community organizations and organizes hands-on community service and mission trips.

Assessment

From a perspective of sheer functionality, the outreach committee fulfills two significant congregational needs:

1. The Outreach Committee connects individuals and groups with meaningful opportunities to serve in ways that match gifts, talents, passions, areas of spiritual growth and skills with needs in our community and world.
2. The Outreach Committee's financial subcommittee prioritizes and distributes Calvary's tithe in ways that reflect good stewardship while fostering the mission, vision, strategies and goals of Calvary UMC.

Until recently, these two functions were taking place in separate committees bound by consistent communication. Through recent restructuring, those decisions are being made by a newly rejoined Outreach Committee.

Function #1 – Facilitating Service

The Outreach Ministry will assist to connect the Calvary congregation, interested individuals and small groups with opportunities for meaningful service to advance the Four Areas of Focus of the General Board of Global Ministries of the United Methodist Church. These include:

- Engaging in Ministry with the Poor
- Stamping Out the Killer Diseases of Poverty by Improving Health Globally
- Creating New Places for New People and Renewing Existing Congregations
- Developing Principled Christian Leaders for the Church and the World

These would be held in correlation with Four Mission Goals of the GBGM:

- Make Disciples of Jesus Christ
- Strengthen, Develop and Renew Christian Congregations and Communities
- Alleviate Human Suffering
- Seek Justice, Freedom and Peace

With consultation from ministry staff, and utilizing the breadth of communication planning resources made available to the ministry leaders of Calvary, the outreach committee would strive to provide the congregation as a whole an invitation to participate in a meaningful service opportunity that connects with the priorities of the church as set forth in the preached messages. These opportunities would ideally be available once a quarter, and seek to engage the presence and active participation of the people of God to accomplish goals that are equal to our congregation's gifts and the God we serve. Invitations and requests would tend not to be financial in nature.

Outreach would also communicate and share smaller scale service opportunities for individuals and small groups to adopt that align with the stated missional goals. These would be communicated through the ministry connecting point (calvaryoutreach.wordpress.com) and utilizing the small group communication tools. Outreach would facilitate the connections to ministry, but the outreach committee would not take nor be held responsible for fulfilling specific ministry tasks.

Function #2 – Finance:

Calvary utilizes the following formula to determine the amount of our tithe – money that will necessarily be spent in service to those beyond the walls of Calvary. In essence, we first determine the sum of pledged and non-pledged income from Nov 1 to Oct 31. Calvary's tithe is 10% of that amount. That number, less the cost of conference claims and apportionments is the discretionary sum available for distribution by the Outreach committee. The following utilizes 2011 numbers for example.

1. Determine the total amount that was received by the general fund (both pledged and non-pledged offerings) for the period from November 1 of last year until October 31 of the current year. By doing this we are measuring actual results for an entire 12-month period. This number is 1,486,582.98
 2. Take that number and multiply it by 10% - the resulting number is our tithe to Outreach type programs because we are setting aside 10% of our "income" (general fund offerings) and using it elsewhere. times 10% = \$148,658.30
 3. Take the resulting number – our tithe – and subtract out the portion of conference claims/apportionments that is mandated by the conference but goes toward Outreach-type programs (I can't remember the name – maybe connectional ministries or something like that – you will need to verify this number from the conference). minus \$43,404.00
 4. The final resulting number is what we budgeted for our Outreach account for the following year. equals \$105,254.30.
- For 2011, the Outreach budget amount will be \$105,254.30.

Ideally, the finance aspect is to be discussed and considered in subcommittee, and subsequent recommendations (and rationale) will be brought before the plenary outreach committee for approval. The subcommittee would prioritize financial distribution using the same Areas of Focus and Mission Goals as set forth by the GBGM. On a quarterly basis, it will be helpful to be in conversation with Calvary's pastors and administrative director so that all might be able to help prioritize and allocate Calvary's tithe in ways that align with Calvary's discerned missional priorities both internal and external (conference/denomination) in nature. The outreach committee has attempted to uphold a guideline of distributing approximately 50% of designated resources to local needs, 25% to national needs and 25% to international needs.

Based on Calvary's income trends, the outreach finance subcommittee is invited to keep in mind a helpful level of expense. This essentially means a pattern of expense that resembles: Q1-26%; Q2-26%; Q3-26%; Q4-22%.

It is helpful for the finance subcommittee to determine anticipated quarterly expenses based on both missional priority of expense and available quarterly balance. This helps ensure that expected/recurring/priority missional requests are fulfilled, and helps the committee to know what types of funds are truly available from Calvary's tithe for making *ad hoc* gifts as additional requests occur throughout the year.

Five Star Church Status

It is the goal of Calvary to be recognized as a Five Star Church on an annual basis, and the Outreach Ministry strives to accomplish that goal. The requirements for Five Star status are:

FIVE STAR CATEGORIES

- ★ PAY CONFERENCE APPORTIONMENTS IN FULL
- ★★ BE IN COVENANT RELATIONSHIP WITH A GBGM MISSIONARY
- ★★★ DONATE TO A GENERAL ADVANCE SPECIAL OF GBGM
- ★★★★ DONATE TO AN UMCOR ADVANCE SPECIAL
- ★★★★★ DONATE TO AN IGRC ADVANCE SPECIAL

Greater detail on Five Star Church status is available at:

http://www.igrc.org/console/files/oForms_YJ7JB6/2011FiveStarBook_9HMT5YXG.docx

Offices/Roles of Calvary Outreach Ministry

Chairperson: _____

Runs meetings, primary committee contact for the church office and external solicitors.

Financial Recorder: _____

Maintains financial records.

Secretary: _____

Records monthly meeting minutes and distributes to members.

Notes of Appreciation coordinator: _____

(Creates and) Maintains a display book to share notes of appreciation and correspondence from our Missionaries. To be published through the Connecting Point and kept at church for all members to enjoy.

Communications- Opportunities: _____

Maintains and publishes the list of opportunities including contact information and types of work needed. Provides church office with quarterly updates for publication of upcoming events.

Quarterly Checkpoint coordinator: _____

*Provides an overview of past quarter events and financial support to the church office for publication.

Liaisons: (4 - 6 needed to work in teams of 2):

1) Meet with small groups to discuss various opportunities for service. NO SOLICITING.

Help small groups identify their passions and connect them with a one-time or ongoing service opportunity.

2) Maintain contact with small groups and their ongoing projects} provide a link between the small groups and the Missions committee.

Financial Subcommittee: (2-3 needed): Meets to prioritize financial distribution of Calvary's tithe using the documented Outreach goals. Subcommittee will present recommendations with rationale to the whole committee for approval.

All: Review, evaluate and act upon recommendations from the finance subcommittee.