



NCD HEALTH TEAM ACTION PLAN

PROPOSED TIME LINE

1. Document Roles and Responsibilities

- a. Develop a “Discipleship Guidebook” to describe the various ministries of the Church and each supporting committee’s focus and initiatives. The document will be available to members and visitors. A Leadership Chart addendum with contact information for all committees and committee chairs will be included. This document will be helpful to members who are considering serving the Church as a member of one of its various committees. The Discipleship Guidebook will be a “living” document for which revisions are collected from the committee chairs and submitted to the Church office administrative assistant for each new annual publication.
- b. Each leader/committee chair should have a current job description that is created by the ministry/committee and reviewed annually by the Lay Leadership Committee and the Church Council Chair. The job descriptions will be maintained by the Church office administrative assistant who will facilitate an annual review and revision process that coincides with the Charge Conference. The job descriptions and annual revisions will be prepared by the committee chairs and should include a statement of duties required to fulfill that mission and a description of resources available to assist in execution of the committee’s mission.
- c. The job description should outline how the individual ministry or committee contributes to the accomplishment of the mission of the Church: “ *The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world*” and supports the Kingswood credo: “*A personal Church in an impersonal world.*”

UMC Discipline
Required
Committees
October 2008

Kingswood
Church
Committees
December 2008

2. Identify Staff Liaison

- a. A Staff Liaison will be appointed by the Senior Pastor for each Disciplinary-required Committee, and the Staff Liaison will assume an active role for support of and participation in that group’s activities and leadership development.

September 2008

3. Implement Succession Plan

- a. The Lay Leadership Committee will identify potential leaders from the congregation based on individual and congregational interaction, and make appointments based on spiritual gifts, passionate interests, talents and experience identified.
- b. The Lay Leadership Committee will identify potential new leaders via an annual survey of the congregation to understand congregants’ interests, spiritual gifts and passions (level of commitment) in order to align the people with areas where they would like to serve.

October 2008

- c. Each leader or committee chair should have a successor (i.e. Vice Chair) who is willing to serve in the leadership role at the end of the term of the current chair. The successor will be identified by the Lay Leadership Committee with the advice and counsel of the current chair. That person would be mentored and coached by the current chair during the last year of their term of office, and by the Staff Liaison. A practice should be adopted whereby an outgoing chair would remain on the committee and be expected to serve in an advisory role for the first year of the new chair's term.
- d. Develop a communications plan that informs the congregation regarding the details of the NCD action plans and the proposed time frame for implementation.

4. Develop Orientation, Training and Development

November 2008

- a. Kingswood should adopt the practice of taking full advantage of all AROS (Atlanta-Roswell) District and North Georgia Conference training events that are offered for local Church leaders and Committee members.
- b. Training materials, print and video, that are available from Cokesbury Publishing House and Discipleship Resources should be ordered and an inventory of these training materials should be maintained in the Church Office.
- c. The Senior Minister will appoint a church staff member to serve as a "Training Coordinator." The responsibility of this position would include facilitating the annual Leadership Conference for all leaders prior to the beginning of their term of office. The specific subject matter is to be determined, but should include NCD "growth forces" to ensure alignment with NCD. A sample training seminar agenda is attached.
- d. Each leader should have access to the specific written resources for guidance as needed, for example, "The Book of Discipline" and "Guidelines for Leading Your Congregation." The leader would also attend designated District and North Georgia Conference events that pertain to the growth and development of their specific ministry/committee.
- e. A service of consecration will be conducted for the dedication of newly elected and returning church leaders to the service and ministry of the Church as the Body of Christ. This service will be scheduled shortly after the annual Charge Conference.
- f. The communications committee will prepare a video presentation for presentation in a church service and also be included on the church web site to give the members of the congregation an opportunity to see their newly elected leaders and hear a little of their passion for their committee's ministry. The video will be available for periodic "rebroadcast" in the Welcome Center.
- g. Contact information on all newly elected committee members will be included in an updated version of the Kingswood Ministries Brochure.

5. Staff Communication

September 2008

- a. Dates and times for twice monthly Staff meetings will be established by the Senior Pastor to increase interaction and synergy among staff members.
- b. As deemed appropriate by the Senior Pastor, committee chairs may be invited to attend a staff meeting to provide information pertinent to their committee's ministry activities.

6. Church Leadership Communication

September 2008

- a. To ensure continued focus on NCD Growth Forces, committee chairs will be invited to participate with the NCD Health Team in quarterly meetings to share ideas, concerns and opportunities.
- b. Major committees/ministries that meet monthly should set their meeting date on the same day of every month to establish consistency and regularity in an effort to increase and improve membership participation. The chair of each committee should assume responsibility for publishing the dates of committee meetings. An "open invitation" to the membership of the congregation to attend committee/ministry meetings will be communicated and posted on documents and venues that advertise the meetings.

7. Communication to Members and Visitors

September and Ongoing

- a. Determine location for and post a bulletin board dedicated to a "leadership chart" that identifies each committee and sub-committee, Chairpersons and Staff Liaisons.
- b. Establish additional means for communicating with members of the congregation individually. Options to be considered may include the purchase of automated phone services for select (pre-determined) notices and events (i.e. funeral services, church wide meetings or "closed building" notices), and volunteer phone trees based on individual preference to join a "tree." The method(s) selected must maintain the Kingswood credo "A personal church in an impersonal world."
- c. An annual survey of the congregation will be conducted to understand congregants' interests, spiritual gifts and passions (level of commitment) in order to align the people with areas where they would like to serve.
- d. Include in the church bulletin all programs and activities available at the Church.
- e. In the spirit of protecting the sanctity of the worship service experience, the leadership involved in planning and implementing the worship services will consider acknowledging from the pulpit those announcements made available for consideration no later than the Wednesday prior to the Sunday of the announcement. Guidelines for selection should be pre-determined to ensure the necessity and fairness given for consideration of items to be announced from the pulpit.

- f. The Senior Pastor will ensure the congregation has a means of communicating with the staff in cases of emergency after “regular” church operating hours. This may include publication of an emergency mobile phone number or other methods deemed appropriate by the Senior Pastor.
- g. The Church Administrative Assistant should prepare and update annually an informal document to be known as the Kingswood Operational Guide. The purpose of this document should be to provide direction and guidance on operational matters to the volunteer workers and others involved in the ministry activities of our Church. Examples of the type information recommended to be included are:
 - Van reservations: how to get the key and requirements for use
 - How to obtain the alarm code for access to the buildings after normal hours
 - Air Conditioning/Heat systems: how to turn on
 - Preschool doors: how to get them turned off
 - Who does set up or clean-up after an event
 - How to get items included in the Cross Talk/Bulletin/added to the Church Calendar
 - How to order supplies for the execution of church work
 - How to schedule time with the staff or Pastor
 - Who to call when there is a plumbing or bathroom problem
 - How to request that an expense item be added to the Budget for Church Events
 - How to schedule an event (on site and off site): approval/notice required
 - Room reservations: form and procedure; areas available for general use; areas not available for general use
 - Facility Key policy: Procedure for identifying key holders; how temporary keys are assigned
 - Door key cards to Pre-school area: Policy and procedure for identifying key card holders; how temporary key cards are assigned
 - Reimbursement procedure
 - How to get checks written for vendors

8. Using Kingswood’s Web Site: kingswoodumc.org

- a. Develop a plan to increase usage by the congregation for event registration, distribution of Cross Talk, and room reservations. Publicize Committee and Sub-committee roles/responsibilities.

September and Ongoing



SAMPLE AGENDA

Leadership Conference

“The mission of the Church is to make disciples of Jesus Christ for the transformation of the world.”

Saturday, January 24, 2009	
8:30 am to 8:50 am Community Life Center	Registration and Continental Breakfast
8:50 am to 9:00 am Community Life Center	Conference Goals and Introductions Warren Turner, Chair, Church Council
9:00 am to 9:50 am Community Life Center	Keynote Presentation: “Leading With A Servant’s Heart” Rev. Chuck Savage, Senior Pastor, Kingswood United Methodist Church Understanding the responsibilities and characteristics of successful leaders in the ministry of Christ.
9:50 am to 10:00 am	Break
10:00 am to 10:45 am Room 212	“A People Called Methodist” Gary Fuller, Chair, Committee on Lay Leadership The organization, governance and connectionalism of The United Methodist Church and Kingswood United Methodist Church.
10:45 am to 11:15 am Room 212	Natural Church Development Process Dondra Davis, NCD Leader The principles and process that define the health and growth of the church.
11:15 am to 11:25 am	Break
11:30 am to 12:00 pm Room 212	Leading by Example: Stewardship <ul style="list-style-type: none"> • Giving of Time, Talents and Resources: Stewardship Chair and designated members of the Stewardship Committee • Overview of the Church Operating Budget: Finance Chair
12:00 pm to 12:50 pm Room 212	New Leader and Committee Member Orientation <ul style="list-style-type: none"> • Overview of Staff Liaison Roles and Responsibilities • Review of Discipleship Guidebook and Operational Guide • Review of Job Descriptions • Kingswood UMC Succession Plan • Distribution of New Leader’s Orientation Package
12:50 pm to 1:00 pm Room 212	Closing Prayer and Commission Rev. Chuck Savage, Senior Pastor, Kingswood United Methodist Church