

# **OUTREACH TEAM GUIDELINES**

**The Outreach Team exists to advance the gospel and support disciple-making primarily among reached peoples with special emphasis on our village, county, state, then country through proclamation of the Word and deeds of mercy.**

**Faith Reformed Church  
of Cedar Grove, WI**

**(Team formed 2015)**

**(Guidelines drafted January, 2019 - Revised August 28th, 2019)**

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## II. PURPOSE

### A. Mission Team Guidelines

1. Purpose
  - a. Guide Faith Reformed Church's outreach endeavors;
  - b. Provide guidelines for making important decisions;
  - c. Maintain continuity as Outreach Team membership changes;
  - d. Insure good stewardship in the allocation of outreach funds and resources.
2. Exceptions
 

These Guidelines are statements of principles, not a rigid set of rules. Occasionally, exceptions will need to be made as approved by the Outreach Team as a whole.
3. Revisions
 

The Outreach Guidelines shall be reviewed and revised as often as needed.

### B. Definition of Outreach

Faith Reformed Church defines outreach as any endeavor to proclaim the Gospel of Christ through the proclamation of the Word and deeds of mercy within our community and "Reached" areas.

- Definition of "Unreached Peoples" vs "Reached Peoples"
  - JoshuaProject.net defines an unreached people as a people group among which there is no indigenous community of believing Christians with adequate numbers (more than 2% evangelical christians) and resources to evangelize this people group without outside assistance.
  - Reached peoples therefore DO have access to an indigenous community of believing Christians with over 2% evangelical Christians and resources. Almost all of the United States is classified as "reached".

## III. THE OUTREACH TEAM

### A. Purpose Statement of the Outreach Team

The purpose of the Outreach Team is to lead (*inform, educate, and challenge*) FRC in fulfilling its ministry with respect to outreach.

Here are the responsibilities of the Outreach team according to the Church Bylaws:

The Outreach Team exists to advance the gospel within Cedar Grove and neighboring communities through the proclamation of the Word and deeds of mercy: by coordinating advertising and promotion of the church, oversee the church's website and keep it up-to-date, providing guidelines for emergency assistance requests, supporting other local ministries, assisting the congregation in exploring and engaging in ways to develop relationships with local unchurched residents, and keeping the congregation informed with the Team's activities and supported ministries.

### **Biblical passages/Belief statements that guide our team and mission**

We believe righteousness comes from transformed hearts in response to Jesus' proclamation of the kingdom, as evidenced by our compassion for the least of these, not because of the compassionate work.

- **Matthew 25:31-40**

- **31** "When the Son of Man comes in his glory, and all the angels with him, he will sit on his glorious throne. **32** All the nations will be gathered before him, and he will separate the people one from another as a shepherd separates the sheep from the goats. **33** He will put the sheep on his right and the goats on his left.
- **34** "Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. **35** For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, **36** I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.'
- **37** "Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink?**38** When did we see you a stranger and invite you in, or needing clothes and clothe you? **39** When did we see you sick or in prison and go to visit you?'
- **40** "The King will reply, 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.'
- **Prolife/Elderly/Orphans 1 Tim 5:1-8; Psalm 71:9; James 1:27; Psalm 127:3-5**
- **Church plant Acts 14:21-23**
- **Substance Abuse Gal 5:19-21**
- **Mental health John 16: 33**
- **Evangelism 1Peter 3:15; 2 Tim 2:15**

#### B. Size, Selection, and Terms of Office

1. The Outreach Team shall consist of approximately five to ten members, including an Elder and Deacon.
2. Each member is encouraged to participate for a minimum of three years, with a mentorship/apprenticeship occurring on the third year to pass off the role to another person and avoid burnout.

#### C. Job Descriptions for the Officers and Members of the Outreach Team

1. Implementing Coordinators:
  - a. Chairperson – oversees the general responsibilities of the Team, call and facilitate meetings, and assure implementation of practices in accordance with these Guidelines. This is usually an Elder or Deacon. Makes sure items in Section D below are taken care of (either work together as a team, delegate to a team member, or take care of it yourself)
  - b. Elder – assures that the work of the Team is carried out in cooperation with the church leadership in an efficient and harmonious manner. This person is in charge of presenting any emergency assistance requests.
  - c. Deacon - works with the Church Treasurer in administering outreach funds. Maintains a history of FRC supported organizations and activities. Organizes an annual evaluation of currently supported causes. Typically also fills another role on the team based on the deacon's skillset/interests.

- d. Outreach Ministries and Partnerships Liaison - facilitates communications between congregation/Outreach Team with our supported organizations. This person will make sure the Outreach Team is updated about the following organizations, including prayer requests (goal - quarterly). The liaison does not need to do all of the communications themselves, but makes sure that someone from the team has contact with each ministry and is able to report back at meetings or through email.

**OUTREACH MINISTRIES**

**BUDGETED PARTNERSHIPS**

- |                                  |                 |
|----------------------------------|-----------------|
| 1. *Love INC                     |                 |
| 2. *Community ACTS               | *River Rock     |
| 3. *Cedar Grove Area Food Pantry | *Pine Haven     |
| 4. *FirstHope Community Meal     | *Love INC       |
| 5. *Care Connection              | *Anchor of Hope |
| 6. *KMCI                         |                 |
| 7. *Mary's Room                  |                 |

- e. Advertising Chair & Social Media Coordinator(s) - this person(s) is in charge of making our presence known in the community through various resources. This could include Lakeshore Weekly entries for Youth Ministry events, Outreach activities, etc; perhaps an ad in the high school yearbook. This person is in charge of updating the church website at least quarterly (event pages being updated monthly) and scheduling regular correspondence on the church's Social Media page(s) to be reviewed and approved by the elder and deacon. Posting events and making minor changes on the website can be done at any time, but changes to major content (beliefs, bi-laws, doctrine, etc) should be done in coordination with the Pastor/Leadership)
- f. Outreach Education - This person organizes at least one opportunity annually for the congregation to be enriched with outreach training. This may be teaching an adult Sunday School class, bringing in a speaker (like Mission Revolution), or otherwise. This person is also charged with organizing an annual Cedar Grove community outreach opportunity. This could be service oriented, or purely evangelistic. This could also include making articles for the monthly newsletter, quick videos to play during service, that will help assist the congregation in exploring and engaging in ways to develop relationships with local unchurched residents.
- g. Prayer Coordinator - This person is in charge of organizing a spring and a fall prayer outreach. This could be the 24-hour prayer event, a prayer walk, lenten prayer stations, etc. This person is also focused on making sure the team is regularly praying for each of the supported organizations/causes.
- h. Bulletin Board Coordinator (possibly) - This person is responsible for updating the Bulletin Board (across from the mailboxes)

D. Responsibilities

1. The Team as a whole will be involved in:
  - a. Prayer - To make intercession for our supported organization/causes and to encourage the congregation to do the same.

- b. Education - The Team shall promote Evangelism education for our entire congregation.
- c. Outreach Budget Preparation - The Team shall prepare and present the annual budget for consideration and adoption by the church.
- d. Recommending Support - Make recommendations to the Board of Deacons for additions to, or deletions from, the support list, which includes local projects, and organizations.
- e. Representing - Serve as a liaison between the church and its local ministries (see list of organizations in Part III Section C - d)
  - 1. Create a rotation of organizations to highlight monthly in the newsletter and worship service.
  - 2. Organize a document that shows which congregation member is engaged in each supported organization. Report to the committee what needs each organization has and assure that the committee works to recruit volunteers and/or special offerings where needed.
  - 3. Try to communicate with Budgeted Partnerships quarterly (at least twice a year)
- f. Update guidelines when changes are to be made.

2. Individual Team Members are expected to:

- a. Attend Team meetings,
- b. Serve on sub teams as assigned,
- c. Take an active role in the decision-making process,
- d. Continue to learn more about evangelism
- e. Assume a specific role on the team, and allocate sufficient time to serve effectively.

#### IV. STRATEGIES

##### A. Goals

###### 1. Annual Goals

The Outreach Team shall seek to establish short and long-range goals *annually* in dependence on the Holy Spirit which support our Faith Church vision statement.

These goals shall be provided to the Congregation.

###### 2. To Support Evangelism efforts of the Congregation

We believe that each member of the Congregation should be sharing their faith with others in their everyday contexts according to the Holy Spirit's guidance. We want to provide support to this effort, but do not want to lead evangelism efforts so that they do not have to. We will mobilize, educate, and remind the congregation of their Biblical command to make disciples.

###### 3. To Support Existing Ministries

The Outreach team wants to support existing local ministries that meet the goals of the Outreach Team (listed above). Budgeted Partnerships will be supported financially, and Outreach Ministries will be supported by recruiting people to help them, and they might also be supported financially.

##### B. Support Guidelines

1. How to handle when people approach the church for emergency assistance:
  - a. When people come into church asking for money, we will offer to give them food, and refer other requests to Love INC.
  - b. We want to be compassionate, but do not want to be taken advantage of either. We feel Love Inc should be able to verify requests and help accordingly. Office staff making the referral to Love INC. should obtain the person-in-need contact information and notify the committee Elder. The elder should follow-up after one week to see if there are any snags preventing them from obtaining needed assistance.
2. What to do if a worthy need presents itself (connect with Fire Department, they are aware of needs).
  - a. Any member of the outreach team can present the team with a need (email or during a meeting)
  - b. Team decides if they should refer to Love INC or help directly.
    - i. Care connection helps in small ways (\$25-\$50 gift cards, etc)
    - ii. A majority of the team members must approve of helping in order to help directly. Deacon should check the budget, see if funds are available. If needed, ask the consistory for guidance.
    - iii. Gift cards are preferred over giving cash
    - iv. When helping, attempt to help the situation without solving the problem for them or giving a handout. Help alongside them (contact Love Inc or read "When Helping Hurts" for more information about this.
  - c. For bigger needs for community members (fire, accident, etc), the following are guidelines for how to proceed
3. How to handle ministry/organizational support requests:
  - a. When our congregation members are involved in the organization
    - i. These will be considered Outreach Ministries.
    - ii. Congregation members should present a written request annually with support needs for the following year by the first Sunday in October. Consider the request based on how well this fits into our desired support areas, then evaluate the need, and how it fits our target amount (below).
  - b. When nobody from our congregation is directly involved or the type of ministry does not allow for general congregational involvement.
    - i. These will be considered Budgeted Partnerships
    - ii. Budget allocations will be determined based on the targeted giving percentage chart. Target % goals can be modified by the Outreach team and are strictly a guide.

<b><u>Budget Categories</u></b>	<b>2019 Budget %</b>	<b>% Target Goal</b>	<b>Ministries supported 2019</b>	<b>Ideas for future support</b>
Elderly Care	30%	25.00%	Pine Haven	
Emergency Assistance	33%	25.00%	Love Inc, First Hope Meal, CG Food Pantry	
Church Plants	15%	15.00%	A local church plant	Other Church plants, PCA, others...

Prison Ministry	1%	5.00%	Resources for a local prison ministry	Other prison ministries
Substance Abuse/ Prevention <i>Mental Health/ Human traffic prev.</i>	0%	7.00%	None	Samaritans Hand A mental health organization?
Pro-life (foster, adopt, Anchor of Hope, etc)	7%	8.00%	Anchor of Hope	Foster, adoption support?
Evangelism	7%	10.00%	Outreach team event, training materials	Community Garden, other events
Advertising	6%	5.00%	Holland Guild, other advertising	
<b>Total</b>	100.00%	100.00%		

Note: We do not currently support anything involving mental health, but focusing on mental health would most likely decrease substance abuse, emergency assistance need, and need for prison ministries.

### C. Funding Goals

It is our desire that, over a period of years, the Evangelism portion of the budget will approach 20%. As of 2019 it is around 10% (Mission Team budget was 8%, Outreach Team budget was 2%).

1. Target percentages for several categories are found above in the chart.
2. After analyzing the percentage spent on each category, we found the majority was spent on Elderly assistance and Emergency Care (Food pantry, ect). Based on the scripture verses highlighted earlier in the document, priority should be to cover a wider scope, such as prison ministry and helping widows and the poor.

## V. FINANCIAL RESPONSIBILITIES

### A. Annual Budget

The Outreach Team shall prepare an annual budget and approve it by 2/3 majority of the Outreach Team members at minimum, but seek to reach consensus for the vote prior to presenting to consistory.

### B. Monetary Support

Financial support for a ministry shall be scheduled by the church treasurer. Work with the Mission Team chair to review the schedule before the beginning of a new year.

### C. Ministry Evaluation

Each ministry will be evaluated annually in light of the Goals and Priorities established by this Policy.

### D. Changes

If there is a major change for one of our ministries in their ministry objectives, organization, location or if the supported missionary joins a different agency, then the Outreach Team

will immediately reevaluate its commitment to this ministry.

#### F. Ministry Support Reassignment

Termination of financial support for a ministry will be at the discretion of Faith Reformed Church. However, before it is implemented, both the Outreach Team and the Board of Deacons will need to be in favor of the decision.

#### G. Special Appeals for Non-Supported Individuals or Agencies

When special appeals for help are received, they shall be considered and evaluated carefully by the Team in the light of the accepted policies and available funds, and a recommendation shall be presented to the Board of Deacons. If funds are not on hand, they shall consider the feasibility of a special appeal to the congregation. All appeals not from a currently supported ministry shall require Board of Deacons approval in accordance with the Constitution.

## **VI - Appendix:**

### VI. Documents

1. 2019 Outreach/Missions Payment Schedule
2. 2018-19 Announcements schedule (shared with worship team)

### VIII. Outreach team History

1. Document from 2016 (updated early 2018)
2. *Outreach Budget*