

### Cicero Christian Church

### Team Cabinet & Service Ministry

###  Handbook

*For 2018 Service – for approval*

*Updated January 11, 2018*

**2017 Team Ministry Cabinet Officers**

Chairmen Mike Hutson

Secretary Jenni Roosa

Treasurer Sherry Strauss

**Elders**

Mike Hutson, Mike House, Dan Conder, Mark Fisher, Jay St. Peters, Keith Schoettmer

The leadership body of Cicero Christian Church is overseen by a men who have completed a mentoring program and volunteer their time, talents and treasure to teach Biblical truths (Acts 11:23, 26), Model Christ like behavior
(I Thessalonians 2:10-12), maintain doctrinal purity (Acts 20:30-31), discipline unruly believers (I Thessalonians 5:12-13), oversee financial matters (Acts 11:30, 1 Thessalonians 2:9, I Corinthians 16:3-4) and pray for the sick (James 5:13-16). The Elders assist with transitions when staff changes occur, accomplish pastoral and administrative tasks, participate in Team Ministry, visit the sick, provide counsel, increase knowledge through study, conferences, classes, retreats and seminars. Our Elders meet weekly on Sunday mornings at 7:30a and the fourth Monday monthly at 6:30p. In addition, they hold quarterly retreats and the administrative and pastoral Elders also meet when needed.

**Team Ministry Evaluation**

A yearly evaluation of Team Ministry is required by the Bylaws and Operations Handbook of Cicero Christian Church. A listing of proposed team ministry *Managers* and *Coaches* committed to serve for the following year is provided for congregational affirmation annually. Terms begin January 1 and last one year for Coaches and Managers. Elders serve three year terms.

Should there be an objection to a candidate, first try to resolve the conflict *directly* with the candidate as exemplified in Matthew 18:15. Once personal contact has been made and if the objection remains, the objection may be voiced personally to the Elders (list found at the end of this document), who will set a time for both the candidate and the concerned person to meet and discuss their differences in a scriptural and compassionate manner (Galatians 6:1-5). The Elders will determine if the candidate will continue seeking the ministry role. **Absence of any objection of a candidate will be considered the congregation’s affirmation of the candidate**.

Details of qualifications for Elders and Team Ministry Coaches and Managers are found in the *Operations Handbook*, a part of the *Bylaws* for Cicero Christian Church. Copies may be obtained from the church office, or you may view or print from our website at CiceroChristianChurch.org🡪Our Story🡪 Beliefs🡪 Constitution and Bylaws. The *Team Ministry Covenant* also outlines the specifics.

Team Ministry Managers and Coaches, in addition to the Cabinet Officers, comprise the governing body called *Team Ministry Cabinet*. A Chairman,
(or 2 Co-chairs), Secretary and Treasurer are selected for one year terms.

Team Identificationis through Centers and Team Ministry name. Teams with no current leaders are listed as OPEN. Coaches listed as “pending” are either 1) new to the position since the annual evaluation and have not yet been approved, 2) a team has been reinstated from inactive or rolled out of a larger team and have not yet been approved 3) have not placed church membership, which is a qualification for Team Ministry service, or 4) have never turned in a signed Covenant form. As part of the yearly evaluation, teams may be moved to another center, eliminated, incorporated into other teams, and new teams may be added. ***Some forms are still out and have not been updated, “+” will signify those areas.*** If you have an interest in serving, or in launching a new ministry, contact Team Ministry Administration Coach Jenni Roosa.

**Cabinet Officers:** 2018 officers are Chairman Mike Hutson & Mark Fisher, Secretary Jenni Roosa, and Treasurer Sherry Strauss.

**Eldership:**  Our elders who are ***currently*** serving in 2018 are Mike House, Dan Conder, and Mike Hutson, Mark Fisher, Jay St.Peters and Keith Schoettmer*.* Mike Jenkins, Elder Emterius.

# TEAM MINISTRY CABINET

 **Center #1** Mission Criticalmanager **Adam Colter** Senior Pastor

**Missions** – Coach: Mary Ringer

*Leadership Council:* Dan Conder, Mike Hutson,Rick Hahn, Warren Manchess, Ann Morris, Judy Settles, Mike Jenkins, Jonathan & Hannah Wier, Tony Bowman

Send individual and teams to the mission field. Provide awareness programming. Identify benevolence needs. Develop and inspire Timothy’s for the mission field. Identify one time gifts to missions. Maintain communications with current Timothy’s in the field and present them to church through various communications. Support missions across the globe. Provide awareness programming.

***Benevolence*** – Coach: Rick Hahn & Mike Hutson

*Leadership Council:* Rick Hahn,Mike Hutson, Barb Green and Amanda McKeon

The Missions Team sets aside 10% of their funds to support community benevolence requests. The Benevolence team members identify and qualify benevolent needs for assistance and education.

**Micro-Churches**– Coach: Jonathan Wier

 Our mission is to create discipleship focused communities that are real and authentic, centered around Christ in a home environment. Care-Meeting needs both in our groups and in the community. Connect – Connecting people to Christ other believers and the church. Challenge- Encouraging everyone to take their next step in their faith.

**Development Courses** – Coach: Adam Colter

 Developmental Courses (Adult Education Classes) on Sunday mornings are to educate believers and help the brethren at CCC to be transformed by the renewing of their minds. Courses will start new every quarter and last 12 weeks. Watch for the 2018 course catalog.

**Cicero Men’s Club** – Coach: Jay St. Peters

We want to build relationships with men who will be moved to take their position as Godly leaders in their home, community, and work to the Glory of God. By bringing their families to church, join a Micro Church, hold each other accountable, and fellowship with fellow believers.

 ***Men’s Breakfast*** – Coach: Chad Hartwick Breakfast is served each Friday morning at 6am. All men are invited for an hour of fellowship, prayer and study with other men as a springboard into accountability.

 **Center #2** Building Communitymanager **Mike Hutson** Elder

**Outreach (External)** – Coach: Jenni Roosa

We seek to care, connect and challenge our church family to reach our community through events outside of our building and property.

**Special Events (Internal)** – Coach: Amber Hawkins

We seek to care, connect and challenge our church family through church wide outreach and fellowship events.

**Women’s Ministry** –Coach:Diana Higginbotham; Asst. Coach: Jenni Roosa

 *Leadership Council:* Teresa House, Lynette Duvall, Nancy Hutson, Tia Vondersaar, Kerry Cooley, Teresa Stroop, Jennifer Peters

Care for….support women in their relationship with God through spiritual friendship, mentoring, modeling and teaching one another. Connect with and challenge women inside and outside the church through education offerings, special events, Bible studies and in hyouse siminars. Also offered is a handiworks group, a funeral dinners team, and a group that oversees the community garden.

Pages 13 & 14

**Soup, Salad & Scripture** – Coach: Judy Settles

*Tuesdays at 11:45a in the Gym* – Spiritual nourishment for seasoned Christians with lunch and Bible Study. Volunteers prepare the meal and desserts on a rotating schedule. Pitch-Ins are scheduled each 5th Tuesday. SSS does not meet in August. All are welcome.

 **Center #3** Shepherdingmanager **Dan Conder & Jay St. Peters** Elders

**Stephen Ministry** – Coach: JaNell Martz

The purpose of the Stephen Ministry Team is to provide distinctive Christian care to those in our church and community in their time of need. This team is made up of volunteers who have been trained to provide the care and listening support needed by those we serve. Peer group Supervision meets once a month.

**1st Impressions** – Co-Coaches: Sally Esbaum & Sara Colter

To promote friendly greeting on Sunday mornings to all. Serve visitors with ‘greeter’ information, gather appropriate contact information, and direction
to classrooms.

**Mephibosheth Ministries** – Coach: Pam Conder, Asst. Coach: Susan Egan

 Mephibosheth Ministries, Inc. provides the programming of Friends Unlimited, the Way Adult Day Program and is a ministry which is a living link mission of our church. The programming offered by Mephibosheth fosters a “church within a church” for this community and their caregivers through tight bonds established in *Friends Unlimited*, The Way, and annual summer overnight and day camps.

 *Friends Unlimited* Participants evening fellowship, worship, and Bible study serving individuals of various physical and mental abilities at 6:30pm Tuesday

 *The Way Adult Day Program*Participants, caregivers or volunteers, will take part in a variety of activities including cooking, gardening, crafts, learning, games, and more. And it's a free program.! Monday and Thursday 9:30am to 2pm.

 **Center #4** Worship & Creative Artsmanager **Dave Stroop** Worship Pastor

The Worship and Creative Arts ministry (WCA) addresses all worship components of ministry at Cicero Christian Church. This includes music teams (instruments and vocals), production teams (sound, lights and computer graphic and video) and worship room environments (stage design). The vision of the WCA is to craft and offer rich worship
experiences that engage people in order to equip them for good works
and acts of service.

**Music** - Coach: Dave Stroop; Assistant Coach: Zack Schuyler

 Includes vocal and instrumental musicians - a team of instrumentalists and vocalists who lead worship services on a weekly basis and for special events such as a Good Friday or Christmas service. The core of this team is made up of vocalists and these instruments: acoustic and electric guitars, keyboards, drums, bass and computer generated sounds. Occasionally additional instruments such as strings, brass and woodwinds are added. Also there are times when a larger group of vocalists are assembled to form a choir or large vocal ensemble. There is a place too for stringed instruments such as banjo, mandolin, ukulele as well as various percussion instruments as examples.

**Computer Graphics** - Coach: Dave Stroop; Assistant Coach: Zack Schuyler

 Computer Graphics (CG) team members display the images, words and video elements crafted for worship services from the tech booth through an iMac computer running Pro Presenter software. Team members are trained to employ basic editing techniques and can be trained even more deeply into the workings of the Pro Presenter software if desired.

**Audio** - Coach: Dave Stroop - Assistant Coach: Zack Schuyler

 Team members are trained to meet the audio needs for worship services, seasonal events and outside events such as weddings and funerals (they are paid for these).

**Video** - Coach: Dave Stroop; Assistant Coach: Zack Schuyler

 This team records on video all church services and sometimes events such as weddings and funerals. This team also creates DVDs that can be given to those who cannot attend services or for outreach. In the future team members may be offered the opportunity to be involved with the crafting of video expressions for worship services such as testimony videos, sermon bumpers, etc.

**Lighting -** Coach: Dave Stroop; Assistant Coach: Zack Schuyler These team members powerfully affect the worship experiences at CCC by working with the Worship Minister and CG team member in the operating of theatrical lighting as a tool to contribute to the desired “feel” at any given point in a worship service.

**Stage Design** - Coach: Dave Stroop; Assistant Coach: Zack Schuyler

 This team conceives and creates quarterly stage design looks for worship services and seasonal events at CCC.

**Ushers** – Coach: Ken Newcom*;* Assistant: Walter Morris

A group of servants in our congregation serve communion and collect offering during worship services, as well as aid attenders in finding seats at services.

 **Center #5**  Next Generation Ministry manager **Justin Pollock** Next Gen Pastor

**The Treehouse** (age birth - K) – Coach: Emma Roudebush

  Partner with parents as a consistent source of encouragement, strength and resources as they raise children to follow Jesus. To create a safe, welcoming environment on Sunday morning where children learn about Jesus. Noah’s Park is located on the east side of the building next to the sanctuary.

**The Clubhouse** (grades 1-5) – Coach: Amber Hawkins

 The Clubhouse offers small groups first service and a worship service second service. We believe families are better with Jesus. Our goal is to partner with parents and guardians to disciple their children.

**Student Ministry**– Coach: Justin Pollock; Assistant Coaches: Katie Smith, Sara Colter, Jay St.Peters, Shelley Felger, Paul & Tia Vondersaar, Becky Yoder

 Our goal is to create irresistible environments in which students encounter Jesus.

 *Middle School* students grade 6-8. 5th grade students move up in June, the first week after school gets out for the summer.

 *High School*students grade 9-12. 8th grade students move up in June.
 Graduated seniors stay through the summer.

***Team Ministry Managers and Coaches listed above,
in addition to the Cabinet Officers,
comprise the governing body called Team Ministry Cabinet.***

## INDIVIDUAL SERVICE MINISTRY DESCRIPTIONS AND CHURCH OPERATIONS

*For 2018 Service – for approval*

*Updated January 11, 2018*

 **Center #1** Mission Criticalmanager **Adam Colter** Senior Minister

**Senior Pastor Support Materials**
 Sermon and teaching materials. Includes banners and handouts for sermons

**Ministry Training** Conferences or seminars

**Marketing** (new budget line) Develop and extend name recognition and brand awareness for CCC. The budget line not for use by Outreach event that already have a budget.

**Center #3** Shepherdingmanager **Dan Conder & Jay St.Peters** Elders

**Library** – Coach: Marcia House

We accept donations of Christian books, videos, DVDs and reference materials in the basket in the library (mark “donation for library” please). Donated materials are checked for content and condition and prepared for circulation. Everyone can use our library!

**Funeral Dinners** – Coach: Judy Settles; Assistant: Jo Ellen Gentry

The purpose of this team is to provide comfort for grieving families through funeral dinners and fellowship. Volunteers provide and serve at our church after a funeral service (or we can provide a meat tray during a visitation) at the request of the family. To be added to the list of volunteers who prepare food or serve on the day of the dinner, contact the Judy or Jo Ellen.

**Wedding Coordination** – Coach: Renee Kinder

We are blessed to host numerous weddings and have the opportunity to minister to many in the community with this ministry.

**The Café** – Coach:Kevin & Lynne Gioe

We provide pastries, coffee, and juice in the Café (entrance 5) each Sunday morning to kick off a great day of worship and fellowship.

**Heart & Hands Handiworks** – Coach: Rebecca Simpson

 Our purpose is to meet the needs of people by giving the works we create with our hands; sewing , knitting, crocheting, crafts, etc. and the love in our hearts for others, inspires us . We encourage each other in fellowship as we meet every 1st and 3rd Wednesday of the month from 9-11:30a in rooms 116/117.

**Center #4** Worship & Creative Artsmanager **Dave Stroop** Worship Minister

**Communion** – Coach: Jenni Roosa

Our church observes the Lord’s Supper every Sunday, and we seek volunteers to come in to the church during the week and prepare the juice and the bread for Sunday service. We also offer communion to our homebound, and those in the hospital as requested through the ministry staff or Elders.

 **Center #5** Next Generation Ministrymanager **Justin Pollock** Next Gen Pastor

**The Ark Christian Ministries (Rainbow Christian Camp) Scholarships**

Camp scholarships, church pays half tuition for one session per camper per season.

**Cicero Christian School** (Child Care and Preschool)–Interim Director: Renee Kinder, Asst. Director: Alicyn Truemper *School* *Board:* Coach-Renee Kinder (pres.), Mike Hutson, Ann Morris, Mike Jenkins, Angie Leming and Justin Pollock

Cicero Christian school strives to provide a safe and secure learning environment for children 6 weeks through age 12. Children experience developmentally appropriate learning activities in a loving Christian environment. Cicero Christian school offers two options—full time child care and part time preschool—managed by a Board, which reports to the Elders as a ministry team of Cicero Christian Church and oversees the operation of the school. The board meetings are the third Monday of the month.

***Cicero Christian School*** strives to provide a safe and secure environment for children 6 weeks through age 12. The school is open Monday through Friday from 6am-6pm. Before- and after-school care is available for school age children. Children experience developmentally appropriate learning activities in a loving Christian environment. We strive to care for the whole family in our church and community. CCS participates in the state food program (CACFP) and is approved as a facility that will accept CCDF Vouchers (a program for low income families through the state of Indiana). We have achieved level 3 and are working toward completion of level 4 of a four part certification program with Paths to QUALITY, a rating system that promotes quality in childcare programs. *Our school was established as Jesus and Me Child Care in 1998.*

***Cicero Christian Preschool***educates children about God and provides skills children need to enter Kindergarten. Classes are offered for children ages three through five with sessions in the morning and afternoon (Monday through Friday) from August through May. Children who are preparing to enter kindergarten the coming year will be included in our Excel class. Other students participate in the Beginner program. Children rotate through targeted specialties, including practical life, language, science and math. The preschool was created in the early 90s.

 **Center #6** manager **Mike House** Elder

**HomeTouch** – Coach: Marcia House

Weekly mailing information to those unable to attend church because of health or location. If you would like to assist in this ministry, especially in making home personal contact, or if you know of someone who permanently or temporarily needs this service, contact Marcia House or the church office.

**Moving** – Coach: Mark Fisher

 Our mission is to assist families who cannot afford professional movers, transport their belonging from one local home to another in a safe and timely manner. Volunteers with trucks and trailers are a big help. If you are able to help, let Mark know.

**Kitchen** Coach: Eric Roosa

The kitchen is a tool available to our ministries for fellowship as well as outside ministries and the community. The team makes sure the kitchen is clean and all equipment is in good working order. We also make sure it is well stocked with items needed to serve.

**Community Garden** – Coach:Suzi Fisher

 The Community Garden was launched in the spring of 2009 to provide free produce to our church family and local community. A loop of irrigation with a pump system supplies free water from our pond. The garden has 3000 square feet with room for expansion.

**Food Pantry Liaison** – Coach:John Swanson

The ministry is been devoted to helping outside of our building. We work with Angel’s Attic in Arcadia, Good Samaritans, Hamilton County Harvest Food Bank and any other food pantries we can work with to help our community. The position is a liaison between CCC and Angel's Attic. Carry messages between the two organizations, takes any donations that are received at CCC. This person volunteers as much as possible at the pantry to keep up to date on policies, procedures, and events.

 **Health & Wellness** – Coach: Jana Swanson

Blood pressure checks are offered the last Sunday monthly in the north sanctuary hallway. Our church also sponsors as a living link mission the
 *Hope Family Care Center*, which is located at 270 West Jackson for the underserved and underinsured of Hamilton County through free health clinics 4 times monthly on the first and third Saturday at 9a and the second and fourth Tuesday evening at 6p. ([www.hopefamilycare.org](http://www.hopefamilycare.org)).

**Center #7** Church Administration Operationsmanager **Adam Colter** Senior Minister

**Elders** – Coach: Mike Hutson

 The Elders are the biblical overseers of the local congregation. Its organizational model is modeled after the Apostle Paul’s model and is outlined in the CCC documents under the “Biblical model for governance at CCC”. There are six designated duties for the eldership including Shepherding the local flock.

 **Legal** – Coach: Mike Hutson

 This team wishes to provide CCC with quality legal advice / services specific to our non-profit status. We seek to provide legal protection for CCC and all the activities that operate under our 501© 3 status and align with the biblical mandate in Romans 13:5.

**Requests & Reminders** (prayer chain email)– Coach: Sherry Strauss

Requests and praises (and all-church announcements and reminders) made known to us via phone calls, email, or through the bulletin tear-off are sent through our email prayer chain a couple of times a week. They are also printed out for pickup on Sunday mornings at the Connect wall. An online-based service, MailChimp, is used.

**Computer / Web** – Coaches: Dave Stroop

The computer team supports the computer and networking needs of our staff and on-site ministries. We currently have a wired and wireless network with more than 40 computers serving our ministry and support staff, Christian School, and Mephibosheth Ministries.

 CCC communicates digitally with our congregation through our website at www.CiceroChristianChurch.org. We provide regular updates via an email contact list.

**Team Ministry Administration** – Coach: Adam Colter, Asst. Coach: Jenni Roosa

Coordinates the annual evaluation and budgeting process, and coordinates communication with the coaches and managers.

**Church Office** – Coach: Amber Hawkins

 Includes: Administration Supplies (094), Postage (095), Printers/Copiers (098)

Our goal is to provide service and support to the ministers, elders, team ministry and our congregation. Our staff is trained to assist or provide services with the black and white and color copiers, guillotine paper cutter, large laminator, fax machine, office computers (standardized on Microsoft office suite), and the phone system. Our office staff oversees the weekly bulletin, announcement slides, the church websites, foyer displays, office supplies, music organization, internet access, facility and calendar scheduling, accounts payable, processing the weekly offerings, monitoring finances, and production of lesson materials, among other things. Our staff includes a financial secretary and three administrative assistants.

**Center #8** Financemanagers **Mark Fisher** Financial Secretary

**Church Financial Operations** – Coach: Sherry Strauss.

 *Includes:* Financial Supplies and Services (023); Insurance (071); Payroll –Ministerial (016), Secretarial/Support/Interns (018), Custodial (022), Bonus (007); Utilities –Telephone (035), Electricity (036), Natural Gas (038), Water & Sewage (044); Mortgage/Extra Principal Payment (057); Crop (032); Farm Property Taxes (118)

 Our finance teams use Biblical stewardship principals to make sensible choices concerning the gifts and offerings which keep this building open and the ministries operating. As the economy continues to impact our congregation negatively, we are sensitive to the need to tighten our belts while improving and increasing our reach, teach and serve.

 We use a purchase order system and follow a budget for expenditures, and are continually looking for ways to be better stewards. Our financial reports, including weekly offerings, the current and former budgets and budget spending reports, can be found on our website.

**Center #9** Propertymanagers **Mike House & Keith Schoettmer** Elders

**Maintenance & Replacement** – Coach: Dave Gillam

Provide funds for maintenance and replacements within and outside of the church (ex. Air conditioning units, refrigerator, new carpet, etc.)

**Property Management** – Coach: Dave Gillam

We strive to maintain the property to the best of our ability while under budgetary and manpower restraints. If you have a specialized skill — plumbing, electrical, HVAC, painting and such — and are willing to assist our team, please see our property manager.

**Grounds** – Coaches: David Gillam

With more than fifteen acres of lawn to be maintained — including numerous flower beds, a large parking lot, trees, bushes, memorial garden, community garden and Picnic Shelter. We care for the grounds as best as we can with what is available to us.

 *Memorial Garden*We have a memorial garden, centered by a gazebo, on the south side of our property. This is now paired with grounds. This spot can be enjoyed by many as a quiet place of reflection, or for small group activities.

**Housekeeping** – Coach: David Gillam

In addition to our serving our congregation on a Sunday morning, during the school year the facility has more than 100 people on site daily. Our custodial team keeps busy – with the recurring tasks of emptying trash, vacuuming, setups, mopping, waxing, cleaning carpets, and stocking supplies; to special projects like painting, changing light bulbs on 40-foot ladders, remodeling projects and much more. Our team includes support on a part-time basis in weekday mornings, weekend afternoons and evening School room preparation.

**Safety & Security System** – Coach: David Gillam, Asst. Coach: Jenni Roosa

To maintain the security system to the best of our ability with available funds given. This is an automatic lock, fob systems that is controlled from a computer in the office. There are also video cameras that record 24/7.

**Pastorial Staff**

Senior Pastor Adam Colter

Worship Pastor Dave Stroop

Associate Worship Pastor Zack Schuyler

Next Generation Director & High School Pastor Justin Pollock

Middle School Pastor Katie Smith

Children’s Pastor & Admin. Assistant Amber Hawkins

**Support Staff**

Financial Secretary Sherry Strauss

Senior & Associate Pastor Admin. Assistant Jenni Roosa

Nursery Coordinator Emma Roudebush

Administrative Assistant Lisa Jamison

Administrative Assistant Holly Eldredge

Property Manager/Head Custodian David Gillam

Custodians Daniel Zell (morning), Steve Murray (weekend),
 Charles Lugenbeal (school)

**On-Site Missions & Ministries**

Cicero Christian School Interim Director Renee Kinder

Cicero Christian School Asst. Director Alicyn Truemper

Mephibosheth Ministries, Inc. Director Becky Moore

Christian Counselor Charley Gerber