

CCSM Ministries

Action-Oriented Teams: The Heart of CCSM's Ministry

At the heart of CCSM's ministry, are small, action-oriented teams that provide opportunities for us to contribute our personal gifts in meaningful ways, lead by leading, and grow our serving mindsets.

Each team is bound by a shared sense of purpose and by a shared sense of CCSM's larger mission and Guiding Principles. Flexible and dynamic, they are self-organizing and determine how best to convene and communicate for their particular purpose. No term minimums or limits for participation exist so we can contribute our gifts to one team or to many, in small ways or in large, knowing that we're making a positive impact.

Some of our teams may be longer term while other may be formed to organize a single, one-time event. Regardless of their duration, our teams all provide opportunity for rich connections and friendships.

Our team mix can and does change over time based on the needs of CCSM and the desires of our congregants, creating a flexible structure that allows for new opportunities and fresh ideas to emerge within our larger Ministry framework.

Our Ministries

Our ministries are the architecture that supports our more flexible, less-permanent teams.

Each individual ministry has a specific mission that, when taken in aggregate, represents the total ministry of CCSM. The Board approves any changes to our ministry structure so as to better achieve our priorities. These priorities will be communicated at our Council of Ministry meetings (see below) and will help to determine the composition of teams within each ministry area.

Below is a listing of our Ministries, their mission, and the teams they support.

Note to CCSM Members: The specific teams supported as well as the priorities/goals and specific mission for each ministry area will be further developed/refined at the Council of Ministries Meeting going forward.

CCSM Ministry Framework: 2019

BUILDING AND GROUNDS

Mission:

Our Building and Grounds Ministry exists so that our congregants and surrounding community can experience the beauty and peacefulness of our pristine campus.

Teams Supported:

- tbd: This ministry is new and teams will begin to be defined at our Council of Ministry meetings

CHILDREN, YOUTH AND FAMILY

Mission:

Our Children, Youth and Family Ministry exists so that children and youth are nurtured and raised in a faith community of love to be spiritually rich individuals and compassionate leaders in seeking justice and peace.

Teams Supported:

- Church School Assistants
- High School Youth
- Mid-High Youth
- Train Day Team
- Shrove Tuesday Pancake Dinner Team
- Christmas Pageant Team

Also, Affiliated with:

- Girl Scouts

COMMUNICATIONS

Mission:

Communications Ministry exists so that the San Francisco Peninsula Bay area and beyond has access to and hears a strong, organized voice for Progressive Christian Values.

Teams Supported:

- CCSM Historian
- Worship Audio and Video Team
- tbd: new ministry; but teams could include:
 - Marketing and Branding Team
 - Social Media Team
 - Photography Team
 - Internal Communications Team
 - ACS Team

CONGREGATIONAL CARE

Mission:

Our Congregational Care Ministry exists so that congregants can give and receive care and support in times of joy, sorrow and transition.

Teams Supported:

- Companion Ministry
- Memorial Receptions
- Holiday Flowers Team

FELLOWSHIP

Mission:

Our Fellowship Ministry exists so that CCSM congregants of diverse ages, backgrounds and cultures can discover and build relationships and connections with each other and find a spiritual home in this supportive and affirming community.

Teams Supported:

- Coffee Connections
- Church-wide Lunch and Dinner Teams
- Golf
- 20/30's
- Neighborhood Groups
- Pick-A-Party Team
- Music and Arts Circle
- Time Out For Lunch
- Tuesday Book Group
- Wise and Wonderful Ones

LATINO

Mission:

Our Latino Ministry exists so that CCSM can fulfill our Guiding Principle of inclusiveness by the intentional development of a relevant ministry to our Latino congregants and our surrounding community.

Teams Supported:

- tbd - new ministry; teams will begin to be developed at our Council of Ministries Meetings

LITURGICAL ARTS

Mission:

Our Liturgical Arts Ministry exists to enhance the worship experience for CCSM congregants through a wide range of artistic expression that illuminates our messages and cultivates beauty.

Teams Supported:

- tbd - new ministry; teams will begin to be developed at our Council of Ministries Meetings as necessary

MEMBER ENGAGEMENT

Mission:

Our Member Engagement Ministry exists so that congregants can find opportunities to lead by leading, develop serving mindsets and contribute their personal gifts to CCSM and the wider community in the spirit of our Congregational traditions.

Teams Supported:

- tbd - new ministry, teams will begin to be developed at our Council of Ministries Meetings. Examples include:
 - Recruitment Team
 - Volunteer Online Management Tea

MUSIC

Mission:

Our Music Ministry exists to create a rich musical environment that encourages and enables CCSM congregants to express their spirituality in all of its dimensions and to provide our larger San Francisco Peninsula community with the opportunity to experience the uplifting beauty and skill of high quality music performances.

Teams Supported:

- Chancel Choir
- Carillon Handbell Choir
- Chamber Choir
- Wednesday Night Gathering Instrumentalists --
- Joyful Noise Youth Choir
- Music Concert Series Team – Our purpose is to bring
- Annual Organ Recital Team – Our purpose is to provide

Also, affiliated with us:

- Organ Camp
- The Music School of San Mateo

SERVICE AND JUSTICE

Mission:

Our Ministry for Service and Justice exists so that CCSM congregants can fulfill our Progressive Christian values of social justice and community organizing and experience CCSM as an active and dynamic partner with our local communities in this work.

Teams Supported:

- Plate Offering Team
- Home and Hope
- Homework Central Tutors
- LGBTQ Social Justice
- Sanctuary Team
- Samaritan House Meals
- Wheels Team
- CCSM Justice Network
- Blanketeers
- Prayer Shawl

SPIRITUAL LIFE

Mission:

Our Spiritual Life Ministry exists so that congregants can experience a rich spiritual life that nurtures healing and inspires learning, growth, and transformation beyond our Sunday and Wednesday evening worship experiences.

Teams Supported:

- Spiritual Conversations
- Sisters in Spirit
- Band of Brothers
- Meditation Group

STEWARDSHIP

Mission:

Our Stewardship Ministry exists to provide congregants with tools and information to develop holistic stewardship practices in their own lives – health, time, money and energy – so that they can experience the joy and generosity of spirit that comes with active stewardship of our world.

Teams Supported:

- tbd - new ministry; teams will begin to be developed at our Council of Ministries Meetings. Examples include:
 - Time Mngt Team
 - Financial Planning Team
 - Health and Welfare Team
 - Earth Day Team
 - CCSM Stewardship Campaign Team

Ministry Leads

Ministry Leads are lay leaders who provide support for our smaller, action-oriented teams and work closely with CCSM's clergy and staff to ensure clear communication and alignment around priorities, resources and execution.

Ministry Leads are elected to one-year terms by the Congregation and may serve a total of six consecutive years as a Ministry Lead in one particular ministry.

While there is one "elected" Ministry Lead for a particular ministry, Ministry Leads develop their ministry composition at their discretion, which can include recruiting a vice/assistant lead to work closely with them and/or formulating a small team to facilitate planning and coordination.

Ministry Lead's specifically:

- Communicate their passion for their Ministry with the Congregation
- Invite and encourage participation within their Ministry area – for both existing teams and new programs
- Act as the point of contact for anyone who wants to start a new program or event within their Ministry
- Oversee the Ministry budgets
- Attend the Council of Ministries meetings and encourage attendance by everyone who is participating in a ministry area
- Establish effective communications with their Ministry's volunteers, which can include calling meetings and electronic communications as needed
- Generally interface directly with the Director of Operations, Administrator of Finance and Clergy and Staff on behalf of their volunteers
- Participate in transition meetings at the beginning and end of their term to ensure important topics and knowledge are transferred appropriately
- Participate in a New Lead orientation at the beginning of their term facilitated by the Senior Minister and Director of Operations
- Provide the Director of Operations with documentation of their area to be filed in CCSM's online storage system for institutional memory
- Prepare a brief Ministry report for CCSM's Annual Report

The Member Engagement Ministry is responsible for helping members

find meaningful ways to onboard into the life and ministry of CCSM and is an important resource for Ministry Leads for volunteer recruitment.

Additionally, the Board Governance Committee is responsible for nominating individuals to Ministry Lead positions to be voted on by the Congregation at the Annual Meeting.

Ministry Lead Orientation

Our Ministry leads participate in training to support them in their leadership roles, including the following topics:

- Ministry Leads at CCSM (Overview)
- Transition Session with Previous Leads
- Championing Your Ministry
 - Communication Methods
 - Defining Teams & Action-Based Volunteer Opportunities
 - Building and Equipping Teams
- Council of Ministries Meetings Overview
 - Dates
 - Format
 - Your Role
- Your Resources
 - Your Staff Liaison
 - CCSM Engagement Management Team
 - Volunteer Fairs
 - ACS – Calendar
 - Volunteer Management Software (ACS or other - tbd)
- Financials
 - Annual Budget
 - Annual Budgeting Process and Timeline
 - Understanding Your Budget
 - Managing Your Budget
 - Monthly Reporting
 - Fundraising Activities & Utilizing Ministry Funds Accounts
 - Cash Control Policies and Procedures

- Documentation
 - Box – Cloud File Share System
 - Annual Report

Council of Ministries Meetings

The Council of Ministries (COM) consists of Ministry Leads, a liaison(s) from the Board, the Senior Minister, clergy and staff. All Ministry volunteers and anyone seeking to play a role in CCSM's ministry are invited to attend Council of Ministry meetings and are encouraged to do so!

The Council of Ministries is responsible for developing the nature and makeup of CCSM's ministry in alignment with CCSM's mission, vision and Guiding Principles. The COM meets four times per year to plan for the year in coordination with worship themes developed by the Senior Minister, the liturgical calendar, and goals established by the Board and congregation and to provide a feedback mechanism as to what is working well and opportunities for improvement within the life of the church.

By design, this body is meant to be both inspirational and aspirational in nature, inviting everyone engaged in ministry to witness and experience CCSM's larger, collective ministry together.

The Senior Minister, with the support of the Director of Operations, is responsible for calendaring and facilitating the Council of Ministries meetings through out the year.