



# Ministries Manual

## Activities Center Preparation

*And day by day, attending the temple together and breaking bread in their homes, they received their food with glad and generous hearts, praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved (Acts 2:46-47).*

### **Purpose:**

To ensure that the activities center is ready and supplied for events being planned.

### **Coordinators:**

**Elder Contact: Bill Reiboldt**

### **Objectives and Duties:**

- Keep inventories of supplies well stocked and ready when needed.
- Ensure the building is clean and well arranged for the events planned.
- Ensure that equipment stays in proper working order.
- Contact the hostess groups coordinator so that those groups can fulfill their functions as needed.

### **Opportunities for Members to Serve:**

- Move tables, chairs, etc. as appropriate for the occasion.
- Provide maintenance and repair for kitchen equipment.
- Clean the activities center.

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## Benevolence

*So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith (Galatians 6:10).*

### **Purpose:**

To assist in the best way possible Christians and others who are in circumstances that cause financial hardship.

**Coordinating Deacon: Barry Flint**

**Coordinators for Every One Counts:**

**Jennifer Daniels, Natalie McInturff**

**Elder contact: Mike Kidwell**

### **Objectives and Duties:**

- Limit our help to the necessities of food, clothing and shelter (1 Tm 6:8).
- Make Hillcrest known in the community as a caring group of people.
- Involve members in helping their neighbors.
- Create opportunities to help people in a spiritual way.
- Avoid enabling those bent on taking advantage Christian care and generosity. (Keep an updated database on those we have helped.)
- Avoid cumbersome demands on our workers by asking those who want help to come to us for an interview at a time of our choosing.
- Keep a disaster response room stocked with necessary items and be ready to respond to disasters.
- Send assistance to brethren in other places when feasible.
- Serve someone's needs every week through "Every One Counts".

### **Opportunities for Members to Serve:**

- Serve on benevolent committee to assist with responses or interviews.
- Keep the records updated for the benevolent cases we have helped.
- Help with disaster response.
- Distribute hygiene, baby and clean-up kits.
- Respond when called by the benevolence deacon to help during a disaster.
- Provide items in stocking all the rooms as needed.
- Do follow up visits on those assisted.
- Give an extra dollar on Sundays for specific help of individuals in need through Every One Counts.
- Identify people who could use financial help through the Every One Counts contribution.

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## Bible School Program

*But as for you, continue in what you have learned and have firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work (2 Timothy 3:14-17).*

### **Purpose:**

To teach the Word of God in age-appropriate ways so that students may understand it, handle it right, learn to live by it, and grow closer to God.

**Coordinating Deacon: Matt Hayes**

**Elder contact: Tim Murray**

### **Objectives and Duties:**

- Make sure students learn...
  - The truth of God's existence and His role as Creator.
  - That the Bible is God's inspired, inerrant Word.
  - That Jesus is the Son of God who died for our sins and rose from the dead.
  - How to become a Christian.
  - The distinct nature of the New Testament church.
  - How to live a faithful Christian life.
  - A thorough overview of the Bible.
- Provide good teachers for every class.
- Visit each classroom Sunday morning and Wednesday evening to ensure that teachers are present.
- Plan annual teacher appreciation banquets or other appreciation activities.
- Encourage as many members as possible to become involved in the Bible school teaching program.
- Provide training opportunities (workshops, seminars, etc.).
- Provide materials.
- Carla Murray coordinates supply rooms.
- Place new teachers in classes with experienced teachers before the new teacher is on his/her own.
- Help keep teachers fresh and enthusiastic.
- Provide breaks from teaching as teachers need them.
- See that Bible class attendance is counted.

### **Opportunities for Members to Serve:**

- Teach.
- Assist a teacher.
- Maintain teacher supply rooms.
- Make decorations and teaching aids.

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## Budget and Finance

*The point is this: whoever sows sparingly will also reap sparingly, and whoever sows bountifully will also reap bountifully. Each one must give as he has decided in his heart, not reluctantly or under compulsion, for God loves a cheerful giver. And God is able to make all grace abound to you, so that having all sufficiency in all things at all times, you may abound in every good work (2 Corinthians 9:6-8).*

### **Purpose:**

To wisely handle and accurately account for funds contributed for the work of the church.

**Coordinator/Elder contact: Bill Reiboldt**

**Assisting Deacons: Carl Cobb, Matt Hayes**

**Other Assistants: Alec Fehring, Coralee Risley, Danielle Dill**

### **Objectives and Duties:**

- Count the contribution each Sunday and deposit it into the bank.
- Keep account of the contribution contained in the envelopes each Sunday.
- Provide annual contribution statements to members for tax purposes.
- Provide statements to members who have made contributions of more than \$250.00.
- Assist in providing financial statements to the elders and members.

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## Bulletin Boards

*But the one who looks into the perfect law, the law of liberty, and perseveres, being no hearer who forgets but a doer who acts, he will be blessed in his doing (James 1:25).*

### **Purpose:**

To create visual interest in our hallways and to encourage and convict with application of God's Word.

**Coordinator: Amanda Flint**

**Elder contact: Benny Haught**

### **Objectives and Duties:**

- Use bulletin boards to reinforce Scriptural teaching.
- Use bulletin boards to promote upcoming activities.
- Change the content of each bulletin board at least quarterly.

### **Opportunities for Members to Serve:**

- Decorate a bulletin board.
- Share ideas with bulletin board decorators.
- Work with Lads to Leaders bulletin board participants.

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## Community Presence

*You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven (Matthew 5:14-16).*

### **Purpose:**

To ensure that the Hillcrest church is a good, visible neighbor in Neosho.

**Coordinator/Elder Contact: Josh King**

**Assisting Deacon: Carl Cobb**

### **Objectives and Duties:**

- Identify ways that Christians or the congregation can be helpful in the community.
- Keep the community informed of activities and good works done by the Hillcrest church (mission trips, benevolent efforts, community projects, Singing in the Park, etc.).
- Organize events that put the congregation in a good light in the community.
- Alert our media outreach coordinators in order to maximize the good accomplished.
- Coordinate with coordinators of other Hillcrest ministries in order to fulfill these objectives.

### **Opportunities for Members to Serve:**

- Back-to-school meal for teachers.
- Chamber of Commerce activities.
- Neosho Bright Futures efforts.
- Neosho Fall Festival

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# Ministries Manual

## Congregational Communication

*May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus, that together you may with one voice glorify the God and Father of our Lord Jesus Christ. Therefore welcome one another as Christ has welcomed you (Romans 15:5-7).*

### **Purpose:**

To keep up with each other, encourage each other, and to stay aware of activities and opportunities in the congregation.

**Elder contact: Josh King**

### **Objectives and Duties:**

- Produce and distribute the weekly bulletin.
- Coordinator: Coralee Risley
- Generate and display PowerPoint announcements.
- Coordinator: Danny Boggs
- Organize spoken announcements at assemblies.
- Coordinator: Coralee Risley
- Communicate announcements by email.
- Coordinator: Coralee Risley
- Send reminders and alerts via text messages.
- Coordinator: Danny Boggs
- Post needs, encouragement and more on Hillcrest Members' Board on Facebook.
- Coordinator: Caleb Boggs
- Post needs, encouragement and more on Hillcrest Ladies' Facebook page.
- Coordinator:

### **Opportunities for Members to Serve:**

- Share good news and make needs known.
- Be sure you are receiving communication.

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# Ministries Manual

## Fellowship Activities

*And day by day, attending the temple together and breaking bread in their homes, they received their food with glad and generous hearts, praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved (Acts 2:46-47).*

### **Purpose:**

To promote brotherly love and fellowship.

**Coordinator:** Carl Cobb

**Assisting:** Hostess Group Leaders

**Elder Contact:** Bill Reiboldt

### **Objectives and Duties:**

- Plan frequent gatherings beyond our worship assemblies and Bible classes.
- Work with leaders of hostess groups, youth, seniors, outreach, new member orientation and other groups to encourage activities that draw people together.
- Plan activities that will cause members to feel a part of the congregation.
- Plan activities to promote members inviting friends, neighbors, and others to become acquainted with Hillcrest.
- Plan the annual Thanksgiving dinner.
- Consult the hostess groups coordinator so that those groups will be involved in carrying out events.

### **Opportunities for Members to Serve:**

- Advertise and encourage participation in existing opportunities to be together.
- Initiate new fellowship gatherings among the membership, some may be age specific (youth, seniors, etc.)
- Solicit members to offer rides for those who are unable to ride the van.

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# Ministries Manual

## Fellowship Room Preparation

*And day by day, attending the temple together and breaking bread in their homes, they received their food with glad and generous hearts, praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved (Acts 2:46-47).*

### **Purpose:**

To ensure that the fellowship room is ready and supplied for events being planned.

**Coordinator:** Nancy Kidwell

**Elder Contact:** Mike Kidwell

### **Objectives and Duties:**

- Keep inventories of supplies well stocked and ready when needed.
- Ensure room building is clean and well arranged for the events planned.
- Ensure that equipment stays in proper working order.
- Contact the hostess groups coordinator so that those groups can fulfill their functions as needed.

### **Opportunities for Members to Serve:**

- Move tables, chairs, etc. as appropriate for the occasion.
- Provide maintenance and repair for kitchen equipment.

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# Ministries Manual

## Five-Year Recognitions

*Give...honor to whom honor is owed (Romans 13:7).*

**Purpose:**

To formally show appreciation to elders and deacons as they reach multiples of five years in service.

**Coordinator/Elder contact: Josh King**

**Objectives and Duties:**

- Maintain a list of elders and deacons with the amount of time served.
- Plan activities to express appreciation. If they involve food and the fellowship room or activities center, consult the hostess groups coordinator so that those groups can fulfill their purposes.

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## Foreign Missions

*And He said to them, "Go into all the world and proclaim the gospel to the whole creation. Whoever believes and is baptized will be saved, but whoever does not believe will be condemned" (Mark 16:15-16).*

### **Purpose:**

To reach lost souls in other countries with the gospel, to help supported churches develop and mature to the point of having elders, to provide Hillcrest members the opportunity to travel and participate directly in the Great Commission.

**Coordinating Elder for Honduras and Philippines: John Deffenbaugh**

**Coordinating Elder for India and Malawi: Tim Murray**

**Childhaven: Tim Murray**

### **Objectives and Duties:**

- Be diverse in supporting various good mission efforts, including mission efforts taking place through good websites.
- Be good stewards of God's money.
- Keep the local membership informed and supportive by:
  - Keeping up a current bulletin board of the works we support.
  - Keeping them apprised of ongoing changes.
  - Informing of works added or dropped.
- Be "on the ground" as much as practical to oversee supported works.

### **Opportunities for Members to Serve:**

- Give money to support the efforts.
- Take part; go on a campaign.
- Write or email notes of encouragement to those we support.

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# Ministries Manual

## Funeral Dinners

*Blessed be the God and Father of our Lord Jesus Christ, the Father of mercies and God of all comfort, who comforts us in all our affliction, so that we may be able to comfort those who are in any affliction, with the comfort with which we ourselves are comforted by God (2 Corinthians 1:3-4).*

### **Purpose:**

To show love and compassion to the families of Hillcrest members who have passed away.

**Coordinator:** Brenda Kimbrough

**Elder Contact:** Mike Kidwell

### **Objectives and Duties:**

- Provide a meal in the fellowship room or activities center to the family before or after a funeral service when a member has died.
- Be the good face of Hillcrest to those family members who are not Christians.

### **Opportunities for Members to Serve:**

- Help serve the meal.
- Drop off a dish for the meal.

Brenda Kimbrough and Kathleen Reiboldt call those on a list of volunteers to bring food items needed for the dinner.

Kristy Deffenbaugh, Karen Honeycutt, Kathaleen Miller and Nancy Kidwell help with serving and clean-up. Kristy and Karen have the call list to call if Brenda and Kathleen are not available.

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# Ministries Manual

## Gospel Meetings and Seminars

*Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you. And behold, I am with you always, to the end of the age (Matthew 28:19-20).*

### **Purpose:**

To reach lost souls in Neosho and to provide special opportunities for Christians to grow in faith.

**Coordinator:** Danny Boggs

### **Objectives and Duties:**

- Plan gospel meetings and seminars.
- Secure good speakers for meetings and seminars.
- Involve as many members in the promotion and undertaking of the events as possible.
- Coordinate with the media outreach coordinator to promote the events via website, print media, House to House publication, Facebook, etc.
- Consult hostess groups coordinator if meals are involved.
- Provide list of recent guests to be contacted by members to invite to events.

### **Opportunities for Members to Serve:**

- Suggest speakers.
- Suggest topics.
- Invite friends, family, and other contacts.
  - Make visits.
  - Make phone calls.
  - Help with door-knocking.
- Decorate to help create a special atmosphere for the special activities.
- Help plan innovative and effective events.

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# Ministries Manual

## Hostess Groups

*Show hospitality to one another without grumbling. As each has received a gift, use it to serve one another, as good stewards of God's varied grace: whoever speaks, as one who speaks oracles of God; whoever serves, as one who serves by the strength God supplies—in order that in everything God may be glorified through Jesus Christ. To him belong glory and dominion forever and ever. Amen (1 Peter 4:9-11).*

### **Purpose:**

To facilitate church wide and smaller events where food is served and to ensure that all women get a turn and no one is overburdened.

**Coordinator:** Molly Cobb

**Elder Contact:** Benny Haught

### **Objectives and Duties:**

- Plan and coordinate meals the whole church or smaller groups in the church eat together.
- Set up, serve and clean up at such activities.
- Host wedding showers, baby showers and other celebrations.

### **Opportunities for Members to Serve:**

- Be an active member of a hostess group.
- Lead a hostess group.

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# Ministries Manual

## Ladies' Retreat

*But you, beloved, building yourselves up in your most holy faith and praying in the Holy Spirit, keep yourselves in the love of God, waiting for the mercy of our Lord Jesus Christ that leads to eternal life (Jude 20-21).*

### **Purpose:**

To provide an annual opportunity for women to get away together to build stronger faith in God and stronger relationships with each other.

**Coordinator:** Heather Flint

**Elder Contact:** Josh King

### **Objectives and Duties:**

- Locate and secure a retreat site.
- Build stronger relationships.
- Study the Bible together.
- Pray together.
- Worship together.

### **Opportunities for Members to Serve:**

- Help plan the retreat.
- Do assigned tasks on the retreat.

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# Ministries Manual

## Ladies' Seminar

*Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age. (Matthew 28:19-20)*

### **Purpose:**

To provide an annual opportunity for women to grow in faith together and to invite outsiders to hear Biblical messages aimed especially at women's spiritual needs.

**Coordinator:** Karen Honeycutt

**Elder Contact:** Benny Haught

### **Objectives and Duties:**

- Contact and schedule speakers.
- Collaborate with women of the church to choose topics.
- Arrange transportation, lodging, gift bags.
- Design fliers.
- Mail fliers at least a month before the seminar.
- Provide opportunities for women to do the welcome and prayers at the seminar.
- Provide sign-up sheets to bring food items.

### **Opportunities for Members to Serve:**

- Girls in Lads to Leaders are given opportunities to lead singing.
- Encourage different ladies each year to take leading roles.
- Provide Christian books for women and men to purchase.
- Provide opportunities for ladies from surrounding congregations to come.
- Encouragement to younger Christian ladies to serve.
- Every effort is made to make this event a group activity.
- Give ladies a chance to step out of their box to do things they wouldn't do before.
- Arrange for books to be provided to be purchased as the seminar.
- Encourage each female member to come to the seminar and invite others.
- Provide lessons or Scripture readings by girls in Lads to Leaders.
- Online announcements on Facebook and church website.

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# Ministries Manual

## Lads to Leaders

*Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity (1 Timothy 4:12).*

### **Purpose:**

To train young people to be spiritually mature leaders.

**Coordinating Deacon: Casey Flint**

**Assisting: Caleb Boggs**

**Elder Contact: John Deffenbaugh**

### **Objectives and Duties:**

- Encourage the youth of the congregation to become involved in the program.
- Conduct training.
- Recruit adults to help with training.
- Organize and promote attendance at the annual convention.

### **Opportunities for Members to Serve:**

- Coordinate and lead individual categories, such as song leading, speech, Providers, Keepers, etc.
- Provide service opportunities for Good Samaritan, such as visiting shut-ins, making cards or cookies, raking leaves, etc.
- Encourage and support the young people as they participate in the program.
- Find opportunities for participants to practice their skills, such as Bible reading, giving a speech, leading a song, etc.
- Participate in Bible Bowl by studying the current book(s) of the Bible and challenging the youth.

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# Ministries Manual

## Library

*When you come bring...the books, and above all the parchments (2 Timothy 4:13).*

### **Purpose:**

To provide members easy access to books and media that will help to deepen understanding of the Bible and how to apply it.

**Elder Contact: Bill Reiboldt**

### **Objectives and Duties:**

- Maintain card catalog.
- Track items on loan and returned.
- Promote the use of the library.
- Review with elders from time to time the need to purchase new material suggested for the library.
- Attach spine labels, card pockets, and property stamps in order to prepare items for use.

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# Ministries Manual

## Made in Six

*Then children were brought to him that he might lay his hands on them and pray. The disciples rebuked the people, but Jesus said, "Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven." (Matthew 19:13-14)*

### **Purpose:**

To plant in the hearts and minds of children the evidence of God's existence, love and plan; to reach the children of those parents with the gospel

**Coordinator:** Sarah Giebler  
**Elder contact:** Jason Giebler

### **Objectives and Duties:**

- Outreach into the community through teaching young people

### **Opportunities for Members to Serve:**

- Help teach
- Help with crafts

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# Ministries Manual

## Maintenance

*...Let all things be done for building up...All things should be done decently and in order (1 Corinthians 14:26,40).*

### **Purpose:**

To provide a safe, healthy, comfortable, and inviting environment for worship, study, service and fellowship.

**Coordinating Deacons Inside: Barry Flint, Darren Pierce, Randy Kidd**

**Coordinating Deacon Outside: Bryan Reiboldt**

**Elder Contact: Benny Haught**

### **Objectives and Duties:**

- Perform maintenance tasks that are beyond the scope of the janitor's weekly cleaning activities.
- Maintain sufficient lighting.
- Tim Murray replaces air filters as needed.
- Keep the property looking attractive and inviting from the outside in order to make a good impression on potential visitors.
- Remove snow from the parking lot and around the doors when doing so would allow us to have worship services or Bible classes.
- Casey Flint programs thermostats in order to provide a comfortable environment in which to study and worship.
- Bryan Reiboldt will keep the baptistery and supplies ready for baptisms.
  - Water clean and warm.
  - Clothing and towels available.
  - Clothing and towels washed after baptisms.
- Coordinate property work days.

### **Opportunities for Members to Serve:**

- Participate in work days.
- Volunteer your maintenance and construction skills.
- Open and close the building before and after services and other events.

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# Ministries Manual

## Marriage Ministry

*He answered, "Have you not read that he who created them from the beginning made them male and female, and said, 'Therefore a man shall leave his father and his mother and hold fast to his wife, and the two shall become one flesh'? So they are no longer two but one flesh. What therefore God has joined together, let not man separate" (Matthew 19:4-6).*

### **Purpose:**

To build and strengthen good, Biblical marriages.

**Coordinator:** Danny Boggs

**Elder contact:** Jason Bryan

### **Objectives and Duties:**

- Provide members and others with resources that will help strengthen unions God has made.
- Provide counsel for people in troubled relationships.
- Provide premarital counseling.

### **Opportunities for Members to Serve:**

- Participate as mentors or mentees in 12 Conversations marriage mentoring.
- Attend and help plan and couples' retreats.
- Attend and help plan and marriage seminars.
- Suggest helpful resources..

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# Ministries Manual

## Meal Deliveries

*"Bear one another's burdens, and so fulfill the law of Christ" (Galatians 6:2).*

### **Purpose:**

To provide meals to individuals (and their household) who are returning home from hospitalizations for surgery, birth of a child, illness, etc.

**Coordinator: Heather Flint**

**Elder Contact: John Deffenbaugh**

### **Objectives and Duties:**

- Ease the burden of individuals returning home from hospitalization and their caregivers.
- Do good for others, especially those in the church (Galatians 6:10).
- Encourage and build each other up (I Thessalonians 5:11).
- Build relationships between church members.

### **Opportunities for Members to Serve:**

- Inform the coordinator of individuals/families needing meal deliveries.
- Sign up to deliver meals by contacting the coordinator or signing up via the Take Them A Meal link that will be posted on the Hillcrest Facebook groups.
- Deliver meals to individuals/families.

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# Ministries Manual

## Media Outreach

*And He said to them, "Go into all the world and proclaim the gospel to the whole creation. Whoever believes and is baptized will be saved, but whoever does not believe will be condemned" (Mark 16:15-16).*

### **Purpose:**

To reach the community and the world with the gospel of Jesus Christ via various forms of media.

**Coordinating Elder: Josh King**

**Assistants: Caleb Boggs, Danny Boggs**

### **Objectives and Duties:**

- Provide an informative, attractive and up to date website.
- Engage outsiders with social media.
- Maintain an attractive, useful selection of tracts in the foyer.
- Constantly be thinking of how we can utilize new technology in the transmission of the gospel.

### **Opportunities for Members to Serve:**

- Use your expertise to aid in spreading the truth.
- Utilize your social networking account to act as a Christian should, to promote what's happening at Hillcrest, and to stand up for the truth and Christ's church.
- Be creative and share your good ideas on how we can spread the good news of Christ.

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# Ministries Manual

## Men's Ministry

*Be watchful, stand firm in the faith, act like men, be strong. Let all that you do be done in love (1 Corinthians 16:13-14).*

### **Purpose:**

To provide men opportunities for fellowship, service and growth together.

**Coordinating Deacon: Casey Flint**

**Elder Contact: Jason Giebler**

### **Objectives and Duties:**

- Provide opportunities for young men to learn from older men.
- Encourage and build stronger relationships between Christian men.

### **Opportunities for Members to Serve:**

- Plan and help with men's activities (men's breakfast, men's retreat, service activities, camping trips, etc.).
- Provide assistance to those who need help with moving.
- Work with Lads to Leaders participants in "Providers" (a program teaching boys to do the helpful things men typically do at home) and find opportunities for them to serve.

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# Ministries Manual

## Member Orientation/Involvement

*For as in one body we have many members, and the members do not all have the same function, so we, though many, are one body in Christ, and individually members one of another (Romans 12:4-5).*

### **Purpose:**

To integrate new members, helping them to feel a part of the Hillcrest family and to get involved in the work..

**Coordinating Deacon: Randy Kidd, Matt Hayes**

**Elder contact: John Deffenbaugh**

### **Objectives and Duties:**

- Inform the congregation of new members and introduce new members to congregation.
- Encourage membership to welcome new members into the congregation.
- Inform new members of special activities of the congregation and encourage them to participate. Encourage present members to help get new members involved.
- Provide each new member an involvement questionnaire, see that it is completed and returned, and try to find the new member places of service.
- Run a program where new members are:
  - Invited to multiple activities (five) by various members in the first eight weeks.
  - Given a sponsor group (minimum three families) for six months to make sure they stay connected.
- Have at least three contacts from various elders, deacons, ministers and Bible class teachers to those who have been baptized or restored or who place membership.

### **Opportunities for Members to Serve:**

- Adopt a newcomer.
- Study with new Christians from (utilizing tracts, workbooks, and especially *The Beginning of Our Confidence*).
- Host a meal or activity for new members.
- Call, text, drop a not, or make a visit to encourage newer members (especially after missing services).

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# Ministries Manual

## Outreach and Evangelism

*And He said to them, "Go into all the world and proclaim the gospel to the whole creation. Whoever believes and is baptized will be saved, but whoever does not believe will be condemned" (Mark 16:15-16).*

### **Purpose:**

To save lost souls and to provide members resources and special opportunities to invite friends to hear the gospel and to get to know the church.

**Coordinating Deacon: Darren Pierce**

**WBS Coordinator: Linda Haught**

**School Teacher Snack Ministry Coordinator: Heather Reiboldt**

**Elder contacts: Jason Bryan, Tim Murray**

### **Objectives and Duties:**

- Encourage and train members to make the best evangelistic impact with guests at Hillcrest.
- Involve members in inviting friends and neighbors to Hillcrest functions.
- Promote the growth of the congregation and spread the good news.
- Provide personal work training to members.
- Engage the lost in Bible study through World Bible School.
- Utilize the House to House, Heart to Heart publication.
- Plan outreach events and work with those already coordinating such activities:
  - Crowder College outreach
  - Made in Six assistance.
  - Local school "Snack Ministry"
  - Vehicle maintenance ministry for single mothers/widows.
  - Singing in the Park.
  - Gran Villa ministry.
  - Senior Saints ministry.
  - Booths at Autumnfest (Neosho) and Missouri State Fair
  - Friends Days
- Encourage members to attend edifying seminars, such as Affirming the Faith, Polishing the Pulpit, FHU Lectureship
- Generate new ideas for evangelistic outreach.

### **Opportunities for Members to Serve:**

- Teach World Bible School courses.
- Participate in any of these outreach efforts.
- Lead or assist in personal evangelistic Bible studies.
- Provide childcare during outreach activities.
- Deliver information and gifts to assembly guests in coordination with the Guest Involvement Group.
- Participate in the 4:45 p.m Prayer Meeting before Sunday evening services to pray for recent guests.

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# Ministries Manual

## Safety and Security

*"Now concerning brotherly love, you have no need for anyone to write to you, for you yourselves have been taught by God to love one another" (1 Thessalonians 4:9).*

### **Purpose:**

To ensure the safety of members and guests from threats of nature and man during our assemblies and other church activities.

**Coordinating Deacon: Barry Flint**

**Elder Contact: John Deffenbaugh**

### **Objectives and Duties:**

- Stay updated on weather conditions.
- Maintain an updated roster and schedule for security staff.
- Barry Flint locks and secures the building after services.

### **Opportunities for Members to Serve:**

- Be alert and aware of surrounding conditions.
- Report any suspicious activity.

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## Senior Care

*"Religion that is pure and undefiled before God, the Father, is this to visit orphans and widows in their affliction, and to keep oneself unstained from the world" (James 1:27).*

### **Purpose:**

To effectively meet the special needs of senior members and to build closer relationships with them and among them.

**Coordinator/Elder contact: Mike Kidwell**

**Assistants: Miles Wolgamott, Harold Speir**

### **Objectives and Duties:**

- Maintain consistent contact with senior members and awareness of their physical and spiritual needs.
- Meet all the needs possible.
- Inform the elders of special needs.
- Provide transportation for medical needs when feasible.
- Contact van coordinator when transportation to services is needed.
- Provide fellowship and service opportunities for senior members.
- Promote intergenerational relationships.
- Outreach to senior citizens who are not members.

### **Opportunities for Members to Serve:**

- Participate in a call list for seniors who should be checked upon often.
- Help plan and carry out a Senior Day Sunday to honor our seniors.
- Invite seniors to your visitation group meetings or other fellowship activities.
- Participate in senior saints lunches.
- Participate in senior saints trips.
- Participate in monthly devotionals at Gran Villas Assisted Living
- Participate in Gospel Tract International (GTI) work days

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# Ministries Manual

## Stateside Missions

*And He said to them, "Go into all the world and proclaim the gospel to the whole creation. Whoever believes and is baptized will be saved, but whoever does not believe will be condemned" (Mark 16:15-16).*

### **Purpose:**

To save lost souls in stateside locations away from Neosho, coordinate our support of mission points, and keep the church informed of those works and their needs.

**Coordinator/Elder contact: Jason Giebler**

### **Objectives and Duties:**

- Keep in contact with mission points we support.
- Keep informed of any needs or changes.
- Evaluate requests for new mission support.
- Help with the preparation of the stateside missions budget.
- Inform elders and congregation of progress of mission points.
- Coordinate ways for members to be involved in stateside missions activities.
- Identify potential preaching school students to support.

### **Opportunities for Members to Serve:**

- Participate in stateside mission trips.
- Send encouraging mail or messages to people in mission points.

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# Ministries Manual

## Technical Equipment

*"...Let all things be done for building up...All things should be done decently and in order" (1 Corinthians 14:26,40).*

### **Purpose:**

To make leaders and speakers in worship, weddings, funerals and other special events easily heard and their visual aids effectively seen.

**Coordinator: Tony Flint**

**Elder Contact: Josh King**

### **Objectives and Duties:**

- Install and maintain computers, projectors, sound systems and recorders.
- Train and organize staff for operation of the equipment.
- Insure operators are present when needed.
- Record sermons for audio distribution via CDs and website.
- Research new equipment and uses.
- Keep the elders informed of needs concerning technical equipment.

### **Opportunities for Members to Serve:**

- Assist in technical equipment installation.
- Assist in operation of technical equipment.

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# Ministries Manual

## Transportation

*And the King will answer them, "Truly, I say to you, as you did it to one of the least of these my brothers, you did it to Me" (Matthew 25:40).*

### **Purpose:**

To organize and provide transportation as needed for various activities of the church.

**Coordinating Deacons:** Bryan Reiboldt, Taylor Keith, Randy Kidd  
**Elder Contact:** Bill Reiboldt

### **Objectives and Duties:**

- Maintain the church buses for safe operation.
- Communicate about expensive maintenance problems with the contact elder.
- Provide transportation to Bible class and/or worship services.
- Provide safe drivers for organized outings.

### **Opportunities for Members to Serve:**

- Transport members and prospects to and from services.
- Drive youth to activities.

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# Ministries Manual

## Vacation Bible School

*But Jesus said, "Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven" (Matthew 19:14).*

### **Purpose:**

To provide an annual learning experience especially for children that will accurately teach them the Bible, get them excited about church, and give them a special opportunity to invite friends.

**Coordinators: Alec and Madison Fehring**

**Elder Contact: Bill Reiboldt**

### **Objectives and Duties:**

- Select dates and program of study.
- Recruit teachers and other helpers.
- Provide materials to teachers.
- Involve as many members as possible as workers.
- Coordinate with media outreach coordinator for advertising.
- Provide material for children and adults to use in inviting others.

### **Opportunities for Members to Serve:**

- Teach.
- Help with registration.
- Plan and carry out games.
- Plan and carry out crafts.
- Invite people.
- Bring snacks.
- Contribute new ideas.
- Decorate.
- Guide kids to their classes and activities.
- Plan and participate in skits.

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# Ministries Manual

## Visitation

*Bear one another's burdens, and so fulfill the law of Christ (Galatians 6:2).*

### **Purpose:**

To visit and assist those physically unable to attend services or whose spiritual lethargy has kept them away from services.

**Coordinator:** Glen Honeycutt

**Elder contact:** Jason Bryan

### **Objectives and Duties:**

- Develop a core group of individuals who are concerned with the faithfulness of the congregation's members and with the special physical needs of the membership.
- Encourage visitation teams to meet regularly in homes in order to build fellowship and to work as a team.
- Visit and encourage those unable to attend services and suffering from illness.
- Visit and encourage those who may be suffering from lethargy.
- Inform the elders when helpful information is garnered or needs are identified.
- Communicate with senior care coordinators regularly in order to keep an up-to-date roster of people who need visits.

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# Ministries Manual

## Worship

*God is spirit, and those who worship Him must worship in spirit and truth (John 4:24).*

### Purpose:

To worship God as He wishes and to ensure that leaders and necessary items are in place to help the congregation do so.

**Coordinator/Elder contact: Jason Giebler**

**Assisting Deacons: Casey Flint, Darren Pierce, Bryan Reiboldt, Taylor Keith**

### Objectives and Duties:

- Involve all men of the congregation that are willing to serve in some capacity.
- Office staff assigns:
  - Sunday morning and/or evening:
    - Welcome giver.
    - Communion leaders and servants.
    - Scripture reading.
    - Scripture reader.
    - Prayer leaders.
    - Boys who pick up attendance cards.
    - Greeters.
  - Wednesday night:
    - Announcement maker.
    - Prayer leaders.
- Song leader.
- Invitation giver.
- Assign Sunday song leaders.
- Coordinate greeters.
  - Training will be provided for everyone who serves as a greeter.
  - Greeters will:
    - Give a friendly welcome to everyone who comes through the doors.
    - Assist guests in finding their way around the building.
    - Put helpful information about the church in the hands of visitors.
- Ensure that assigned leaders and servants are in place on Sundays and find replacements if not.
- Count worship attendance on Sunday mornings and Sunday nights.
- Collect Bible class attendance sheets on Sundays.
- Ring the bell at the beginning of class, when five minutes are left, and at the end of class on Sunday mornings.
- Assure that assigned leaders and servants are in place on Wednesdays or find replacements for them.
- Collect Bible class attendance sheets on Wednesdays.
- Ring the bell at the beginning of class, when five minutes are left, and at the end of class on Wednesday nights.
- When someone indicates a desire to no longer serve, please notify the office staff so that they will no longer be assigned.
- Coordinate communion preparation.
- Recruit men to fill the pulpit in the absence of the preacher.

### Opportunities for Members to Serve:

- Lead singing.
- Lead prayer.
- Serve the Lord's Supper and collect the contribution.
- Collect attendance cards.
- Preach.
- Give a short devotional talk.
- Care for babies and toddlers in the nursery.
- Serve as a greeter.

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# Ministries Manual

## Young Adult Ministry

*Let no one despise you for your youth, but see the believers an example in speech, in conduct, in love, in faith, in purity (1 Timothy 4:12).*

### **Purpose:**

To nurture a faithful, evangelistic group of young adults who may set an example for all members.

**Coordinating Elder: Jason Giebler**

### **Objectives and Duties:**

- Provide regular spiritual and social gatherings for fellowship.
- Plan at least one retreat or similar event annually.
- Encourage interest and involvement in the lives of one another in the age group.
- Build interest and involvement in the lives of other members outside the age group.

### **Opportunities for Members to Serve:**

- Host young adults in your home.
- Connect non-members with Hillcrest's young adults.

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# Ministries Manual

## Youth Ministry

*And Jesus increased in wisdom and in stature and in favor with God and men (Luke 2:52).*

### **Purpose:**

To promote spiritual growth and Godly relationships in 7th-12th graders.

**Coordinator:** Caleb Boggs

**Assisting Deacon:** Casey Flint

**Elder Contact:** Josh King

### **Objectives and Duties:**

- Provide regular devotionals for youth to worship and fellowship.
- Plan at least one local activity per month, balancing service, educational, and social opportunities.
- Plan and promote week 2 at Green Valley Bible Camp every summer.
- Plan trips to youth rallies such as Challenge Youth Conference.
- Provide transportation to Tri-State Youth Series events.
- Provide Devo and Donuts before school on Tuesday mornings.
- Encourage involvement and evangelism for young people and their families.

### **Opportunities for Members to Serve:**

- Host devotionals in your home.
- Chaperon youth trips and activities.
- Drive a bus for trips and activities.
- Build and model godly relationships with 7th-12th graders.
- Find ways to encourage interaction between all generations in the church body.

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