

SENIOR PASTOR SEARCH

PULPIT COMMITTEE (2008)



LAKE OSBORNE PRESBYTERIAN CHURCH
2101 6th Avenue South, Lake Worth, FL 33461

PROFILE AND INFORMATION

BOOKLET

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Acknowledgements

This booklet was created from various church documents, including but not limited to:

50th anniversary celebration

Church documents created for a “Fan The Flame” renewal program

Church records

Research records and documents

For additional information and updates on activities see our web site at: <http://www.lopca.org>

This work effort was catalogued by a Pulpit Committee organized to find a replacement for the resigned Senior Pastor July 2008. The expressed purpose was to inform any interested potential candidate for that office.

Created by:

- Ron Backus, Chairman
- Jay Myers, Vice Chairman
- Dick Miller, Secretary
- Carl Ashley
- Joe Brown
- Becky Forester
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LOPC Church Profile and Information

Booklet

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Congregational Profile



General Information Section

Church Personality survey

Lynn and I were asked by a PCA minister at a church “up north” to assist him in his doctoral studies about “Church Personalities.” He chose LOPC as one of several churches that have been involved in an “Embers to a Flame” revitalization ministry. In addition to extensive interviews with the two of us, he asked us (as one of several churches he was studying) to have key people complete this survey. Here are the results from LOPC members who participated.

The survey is based on materials developed by Dr. Phil Douglass, for many years professor of church planting and growth at Covenant Seminary. He is the one who developed the description of the eight different church personalities, and he also designed the little survey tool to find out how people viewed the personality of their own church.

At the heart of Phil’s work is the proposition that a church’s health is far more complex than simply correct doctrine and quality programs. His studies have shown that since a church is made up of people, relationships have a powerful effect on church health and morale, and that over a period of time a church develops an overall personality. That personality is not easy to change, and efforts to change it too dramatically and rapidly can damage a church for a generation or more.

The first part of Phil’s book, which includes (in chapter four) a brief description of the eight church personalities he has identified over the years in his work as a church planter:

- | | |
|-----------------------------|-------------------------|
| 1. Fellowship churches | 5. Strategizer churches |
| 2. Inspirational churches | 6. Organizer churches |
| 3. Relational churches | 7. Adventurous churches |
| 4. Entrepreneurial churches | 8. Expressive churches |

In addition, he explains the three different pairs of dynamics within those eight:

1. Practical or Innovative
2. Analytical or Connection
3. Structured or Flexible

Here is the raw data about the way our members perceive LOPC.

Practical-Analytical-Structured.....10
 Practical-Analytical-Flexible.....4
 Practical-Connectional-Flexible6
 Practical-Connectional-Structured5

Each of these requires further interpretation to understand the significance attached to it:

1. All but one scored LOPC VERY high on the Practical side
2. Only one placed LOPC on the Innovative side
3. The largest number scored LOPC “Practical-Analytical-Structured”
4. We were viewed as slightly more Analytical than Connectional
5. We were viewed as slightly more Structured than Flexible

There is much more that can be gleaned from this, but I’ll simply pass unanalyzed material on to you to consider as you see fit.

Yours, in Christ,

Larry Roff (Associate Pastor)

Congregational Profile

Current information indicates, the membership of the church is listed at 388 (As a result of this attention to data, the Session has ordered a thorough analysis of membership, purging and correcting member status. The breakdown does not equal the rolls (244 to 388) due to inadequate tracking detail of member activities.

The Worship services attendance the first 6 months of 2008 averaged 178. (Worship services means 10:30 am regular church service)

Age profile of membership:

Preschoolers:.....	35
Ages 6 - 24:	24
Ages 25 - 40:	24
Ages 41 - 64:	29
65 and over:	62
Singles (mostly widows):	70



Church History



General Information Section

Church History

Lake Osborne Presbyterian Church (LOPC) began as a local mission project of the Church Extension Committee of Memorial Presbyterian Church (MPC) in West Palm Beach, FL. Originally called Lake Osborne Presbyterian Chapel, it started Thursday evening services in an old residence at 615 Sunset Drive on July 5, 1956. Subsequently meetings were held throughout July and August.

A young pastor, Rev. John McCrea was approached by the pastor of MPC, Rev. Dr. Ryan T. Wood, to consider pastoring the mission church. He was a Columbia Seminary graduate and accepted the call to be the first pastor of the fledgling Chapel in Aug, 1956.

A permanent site was soon purchased on the corner of Sunset Drive at Sixth Avenue

South, Lake Worth, FL. It contained a two-story house and was known as the Hill House. This house served for Sunday worship until the Fellowship Hall was built. On Sunday, Feb 5, 1961, a Ground-breaking Service was held marking the beginning of construction of the Fellowship Hall, classrooms and offices. After its completion the Fellowship Hall served as the Sanctuary until 1985.

The Hill House continued to be a hub of activity for the youth from 1968 through 1971. It housed the Inscape Coffee House, a meeting place for the neighborhood teenagers

and was open on Saturday evenings. It attracted one hundred to two hundred youth each week. Many of them made professions of faith as a result of their attendance. The Hill House also was used for Sunday school and other church related activities. The Hill House was demolished in 1984 to make room for the present day Sanctuary.

The Chapel Council with the advice and support of MPC decided to submit a petition that the LOPC be constituted as a regular church at the spring meeting of the Presbytery on April 16, 1957. In response a commission was appointed to organize the chapel as a Presbyterian Church.

The first regular Sunday worship service was held on Sep 30, 1956, with Rev. John McCrea officiating.

Members of the commission appointed by the Presbytery met Sunday afternoon

May 5, 1957, and an Organizational Service was held making us Lake Osborne Presbyterian Church. Rev. Dr. Ryan T. Wood officiated. Rev. John McCrea read the letter from the MPC transferring thirty-six of its members.

Sept 7, 1962 LOPC purchased the Rev. John McCrea property to be used as a manse. Rev. McCrea and his wife helped design this house which has served as a manse for almost fifty years. Rev. Russell Toms and his family and later Rev. Lynn Downing and his family lived in this house. Rev. Dr. Larry Roff and his wife purchased the house in 2004 and live there now.

On Apr 1, 1962, LOPC called Rev. Russell Toms, Assistant Pastor of MPC, to be the pastor. He accepted and served until January 5, 1971.

The recent pastor Rev. Richard Lynn Downing was called during 1971 and was installed on Mar 21, 1971. He was previously with Men of Action.

Many conservative churches separated from the Presbyterian Church in the United States in opposition to long developing liberalism.

The Presbyterian Church in America:

During 1973 a new plan to unite the Northern and Southern mainline Presbyterian churches was taking shape.

LOPC was one of the two hundred sixty churches who participated in the First General Assembly of what was to become the Presbyterian Church in America (PCA). The assembly convened in Birmingham, AL, and organized the National Presbyterian Church which later was renamed the Presbyterian Church in America. Our congregation unanimously voted to join with it.

The Reverend R. Lynn Downing, pastor of LOPC, was a signatory to the founding documents.

SANCTUARY BUILDING: When membership had reached three hundred ten, with anticipation of reaching five hundred, it was time to move ahead with building a sanctuary. This was vital in order to help accomplish the goal of making disciples through worship, evangelism, Christian education and service.

In 1984, LOPC saw the groundbreaking for the new sanctuary, which soon became a beautiful reality. A mission conference was held the week preceding the dedication. Rev. Frank Barker of Briarwood Presbyterian Church in Birmingham, AL led the conference. This emphasized missions as an important reason for expansion of facilities.

The inspiring Dedication Ceremony on Mar 17, 1985, had Rev. Stephen Brown, pastor of Key Biscayne Presbyterian Church in Miami as the speaker. The dedication of the sanctuary was truly a memorable event in the history of our church.

STEEPLE: The steeple became a beacon in the Lake Worth area. It is easily seen from I-95 and serves as a landmark for giving directions. In one instance a suicidal woman saw the steeple and came seeking help. After talking to our pastor she trusted in Christ.

Hurricane Wilma destroyed the steeple on Oct 24, 2005. There were those who were not sure that replacing it was a good idea, due to the expense. The congregation voted to replace the steeple with one that could withstand 140 mph winds. It was erected on Jan 5, 2007. The sanctuary was whole once more.

CHURCH PLANTING AND OUTREACH: When Rev. Downing arrived in 1971 the church was struggling. In 1973, with his encouragement, the church began mission conferences. As well as attracting many visitors, these conferences sparked an interest in outreach at

LOPC. In 1977, LOPC planted a Wellington Church. Another church was started in Jupiter on May 1983, and Jupiter Presbyterian Church became a particular church. After that the Palm Beach Gardens Mission was started. In addition, we had significant participation in church plants at Sebring, Florida and Stuart, Florida. A church extension and outreach project was started in the Atlantis community. Early Sunday morning church services were held in a private home and continued for several years. The attendance reached an average of forty and on one occasion attendance peaked to ninety. Eventually most of those worshipping there were integrated into the LOPC congregation.

MISSIONS: Missions have long been a priority with Lake Osborne Presbyterian Church. A significant amount of the church's growth is probably attributable to its strong emphasis on missions. On the average ninety-five to one hundred thousand dollars is

Today the **LOPC provides support** to fourteen different missionaries and mission projects, locally, nationally and worldwide.

contributed annually by members of LOPC. Since 1973 over thirty individuals from our church have been called to and devoted significant portions of their lives to full time ministry or to the mission field. This is a blessing that continues today. Presently there are three young men from our church who are at some stage of progress toward ordination to the ministry or serving in other full

time ministry positions.

MINISTRIES: Recently there is a fresh wind of The Spirit moving in our congregation. God is blessing the ministry to youth and children so that the young people themselves are not only very receptive, but inviting friends to join them. Shepherd-ing Groups under the leadership of our elders and deacons are helping

The recent 50th Anniversary

Celebration of LOPC was not about what we as individuals have accomplished. It was however, about what God has done orchestrating and guiding us each step of the way.

members to feel that there is always someone for them to call on at any-time. The Lord's blessing is on the many Home Bible Studies as more people have a hunger for growth in the knowledge and understanding of His Scripture.

The choir is singing with new enthusiasm and it is a blessing to the morning worship service. There are additional programs, including the home school children, that attract people who might not otherwise attend church.

WOMEN'S ENCOURAGEMENT: The Women's Encouragement Group started around 1999. This group of ladies meets weekly for fellowship, Bible Study, prayer and to encourage shut-ins. Their prayer time focuses on needs of the church as well as individuals. Each member has approximately eight individuals or families that they pray for that month. They

also encourage the church family by sending out birthday cards. They often take refreshments and celebrate birthdays of shut-ins or for those ninety or over. A couple times a year they bring those who are able to the church for a social gathering. They are a loving, caring group of ladies who feel they are serving the Lord as well as meeting needs of the church family.

CONCLUSION: This overview of LOPC history doesn't permit mentioning by name all of those who played a part in its organization and continuation. Many have been involved in numerous roles and it is impossible to give each credit for their efforts.

Pastors and Associate Pastors

Reverend John Thomas McCrea:

Ordination 1949. Installed 1957. Senior Pastor at Lake Osborne Presbyterian Church. Accepted a call to First Presbyterian Church in Galveston, Texas on November 15, 1961. Received his training at Columbia Seminary.

Reverend Russell D. Toms:

Ordination 1951. Installed 1962. Senior Pastor at Lake Osborne Presbyterian Church. Accepted a call to First Presbyterian Church in Wauchula, Florida 1971. Received his seminary training at Columbia Seminary.

Reverend Richard Lynn Downing:

Ordained 1969. Installed 1971. Senior Pastor at Lake Osborne Presbyterian Church. Seminary training at Columbia Seminary and Reformed Theological Seminary. Called to Embers to Flame ministry at Briarwood, AL.

Reverend Steven E. Jones:

Ordination 1984. Installed Assistant Pastor 1990, and as Associate Pastor 2000 at LOPC. Accepted a call to be Senior Pastor in Valdosta, Georgia in 2001. Received his seminary training at Reformed Theological Seminary.

Reverend Dr. Lawrence Roff:

Ordained 1972. Music director at Lake Osborne Presbyterian Church since 2001. Installed as Associate Pastor 2004. Received his training at Reformed Theological Seminary, Princeton Theological Seminary, and Westminster Theological Seminary. Currently in his role as Associate Pastor and providing pastoral leadership during the interim Sr. Pastor search.

Assistant Pastors and Youth Leaders

Reverend David George Shoemaker:

Our first Assistant Pastor and Director of Youth Ministries in the mid seventies.

Reverend Richard L. Jennings:

Ordained 1977. Installed 1977 Assistant Pastor until called to First Presbyterian Church in Louisville, Kentucky as Senior Pastor in August, 1980.

Reverend Donald M. Seltzer, Jr:

Ordained 1977. Installed 1979 Assistant Pastor of LOPC for the purpose of planting the church in Wellington.

Reverend Richard Lee Gillen:

Ordained 1979. Installed 1979 Assistant Pastor at LOPC for the organizing of the church in Jupiter.

Mr. Malcolm King:

Music and Director of Youth Ministries

Reverend Donas Watkins:

Director of Youth Ministries

Reverend Mark Christopher Ehlers:

Ordained 1979. Installed 1981 Assistant Pastor until his call to Westminster Presbyterian Church in SC in Jan 1992.

Reverend Wayne W. Zaepfel:

Ordained 1982. Installed 1982 Assistant Pastor until his call to be Senior Pastor at Bethany PCA in Ft. Lauderdale 1986.

Mr. Jeff Rathgeb:

Director of Youth Ministries

Mr. Paul Harder:

Director of Youth Ministries 1988 to 1993 left for Ligonier Ministries.

Mr. Bob Cassamasina:

Director of youth ministries 1993 to 1996.

Reverend Craig Branson:

Ordained 1983. Installed 1983 Assistant Pastor under the oversight of LOPC for to organize a church in Palm Beach Gardens.

Reverend Kevin R. Collins:

Youth Intern summer, 1998. Director of Adult Discipleship until Sep 1999. Went to Kirk O' the Isles Church in Savannah, GA.

Reverend Stephen Van Roekel:

Youth Ministry Intern in 1999. Ordained 2001. Served as Assistant Pastor until August, 2004 when he was called as pastor of Germantown Presbyterian Church in Chancellor, SD.

Mr. John Panico:

Youth Ministry Intern 2006 to present. Student at Columbia International University. (Initial seminary studies at Knox)



COMMUNITY PROFILE



General Information Section

Community Profile

Population Statistics for a 10 mile radius from LOPC, (Ministry Area Profile)

Population of defined area:

Currently there are 605,526 persons living in the defined area. This represents an increase of 159,718 or 35.8% increase since 1990. In the same time period the U.S. as a whole grew 15.3%.

It is significant to point out that the defined area, like South Florida has a large vacation population, referred to as “snow-birds” who come to the area during the winter snows of the north. Likewise, there is a growing element of “permanent” residents who flee to the mountains of the Carolinas during the hot summers. Together this group causes a dramatic drop in active church participation during the months of May through September.

Population growth projection:




Over the next 5 years the population is projected to increase 11.0% or 66,532 additional persons. During the same time period the U.S. is projected to grow by 4.8%

Lifestyle Diversity:

The lifestyle diversity in the area is extremely high with a considerable 43 of the 50 U.S. lifestyles segments represented. The top individual segment is in the 29-40 year old range representing 11.2% of all households.

Racial/Ethnic groups contribution to diversity:

Based on the total number of different groups present (2000), the racial/ethnic diversity in the area is extremely high, as follows:

- Anglos..... 60.7%, down3.3%
- Hispanic/Latinos..... 19.3%, up.....2.1% 
- African American 15.8%, up.....0.9% 
- Asian/Other (non-Hisp)..... 4.2%, up.....0.4% 

Increases or decreases in % are compared to prior census 1990.

Major Generational Groups:

The generational group numbers are:

- Boomers (age45-64) comprised of 145,750 persons or 24.1%
- Builders (75 and up) make up 12.7%
(Compared to the national average of 5.9% makes them the most over-represented group in the area.)

% given are of the total population in the area.

Family Structures:

The area can be described as somewhat non-traditional due to the below average presence of married persons and two-parent families. The following is listed in respect to the national average.

- Married with children, below 7.4%
- Single females with children,above 11.4%
- Single males with children,above 29.8%

Education:

Based on number of years completed and college enrollment, the over all education level in the area is slightly below the national average.

- While 80.5% of the population 25 and over have graduated from High School compared to the national average of 80.4%,
- College graduates account for 22.8% of those in the area compared to the national average 24.4%.

Household Concerns:

Concerns which are likely to exceed the national average include:

- Better Quality Healthcare
- Neighborhood Crime and Safety
- Adequate Food,
- Finding Companionship,
- Racial/Ethnic Prejudice
- Finding Life Direction.

Faith Receptivity:

Overall, the likely faith involvement level and preference for historic Christian religious affiliations is about average when compared to national averages.

Likely Giving Potential:

Based on the average household income of \$77,055 per year and the likely contribution behavior in the area, the overall giving potential can be described as about average.



Vision and Mission



General Information Section

Church Vision

Here’s a bulleted list of the “goals” described in the LOPC Vision Narrative. (Their order of presentation simply reflects when the item appears in the “story” and are not meant to imply any sort of ranking.)

Item created 2006

Current Status (2008)

- Radio-broadcasted sermons.....Audio taped, avail on the Internet
- A new steeple New steeple erected in 2007
- A well-landscaped campus..... Property fairly well landscaped–more to follow
- Parking lot attendantsDeacons patrol during services and valet elderly
- Shepherding group luncheons Held annually since 2006
- Nursery various aged rooms, secured entrances, aprons, hand-held “alerts”
- Youth ministerEmployed ministry student
- Sunday School classes of 50+ attendance.....Average 25
- Retreats Choir & Officers
- Home bible studies Several, but not too well geographically located
- A bus (for the elderly, special events, etc.)
- 20-something Greeters and Ushers..... Weekly assignments to members
- Wall mountingsMany items displayed, focus on Missions
- Welcome Center in narthex fledgling center started in 2008
- New CFO9/08
- College and Career Group Under discussion currently
- Music both traditional and contemporary Used in all services
- New senior pastor Searching
- Average attendance 150-to-175
- Evangelism Explosion Current sermons leading to beginning in Sep 08
- Annual events (e.g., barbecue, etc.) Did several during 07 & 08.
- Fliers announcing events..... Intenet web site engaged here.

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It must be noted that the Vision Statement is in narrative format and is extensive, hence not repeated here. The narrative is available in print at the church.

Worship Services



General Information Section

WORSHIP SERVICES

Philosophy / definition

We believe that worship is ...

Giving honor to God,
We gather together to exalt His name. We do not come together for what we will receive, but for what we will give to Him. Worship should convey a powerful and accurate demonstration of His royal majesty. It is distinct from evangelism and discipleship, though it strengthens these dynamics of Christian ministry. Worship succeeds where God is magnified, and when people interact with Him.

In His presence,
We gather together in the confidence that He is in our midst. Worship is not talking about Him; it is listening to Him in scripture and sermon, and responding to Him in song, creed, and prayer. Worship should be filled with both reverence before His awesome transcendence and celebration before His gracious immanence. People should be more aware of His presence than that of others around them.

According to His word,
We gather together because His word tells us it pleases Him, and we seek to do those things He has instructed us to do in His word, in the way that He has told us to carry them out, and to steadfastly reject the addition of elements of worship He has not authorized. Because worship is not natural to our fallen condition, people regularly need to be taught by the church from the word how to worship rightly.

Through Christ,
We gather together and find access to His throne only because of the mediatorial work of Christ. His person and work should be made known in all preaching, and be the conscious center of all that is done in worship. While evangelism is not the goal of worship, it should be one of the results because of the way Christ's person and work are made abundantly evident in what is said and done.

In the power of the Holy Spirit.
We gather together not by our own will but because of the regenerating work of the Holy Spirit. He gives us the ability as well as the desire to worship God. We reject efforts to manipulate human emotions in worship. But we recognize that where the Holy Spirit is at work, minds will be awakened to

God's truth, hearts will rejoice in God's glory, and wills will delight to respond in joyful obedience.

There is no greater or loftier dimension in the Christian's life or in the church's mission than that of enabling, equipping, and engaging people in the worship of God.

Distinctives / values

We believe that worship should be ...

Centered in God

It should enable people to know Him more correctly, completely, and personally in all of His divine beauty. It should be seeker-driven only in the sense that He is seeking worshippers.

Focused on the Gospel

It should show people their sin and need of a Savior, what Christ has done to atone for sin, and how to embrace Him by faith. This comes through hymns, prayers, and rubrics as well as by sermon.

Filled with Scripture

It should enable people to hear His word read and explained. Multiple scripture readings should be used through the service in a variety of ways, not merely as a brief text for the sermon.

Geared toward participation

It should engage people in active participation in prayer, song, profession, and offering. It should not be allowed to become merely a thing watched by spectators in the pews.

Structured theologically

It should include all of the Biblical elements of worship in a structure that reflects logical flow and sequence, including the placement of those elements as well as selections of Scriptures and hymns.

Rooted in the past

It should incorporate dimensions of historic Christian worship that have become traditional in the best sense of the word, with rubrics that make them appreciated and effective in modern use.

Connected to the present

It should be expressed in ways that engage the attention and understanding of those in today's culture, not to simplify by "dumbing-down" but to capture the imagination of even the unchurched.

Filled with joy

It should give ample opportunity to celebrate the goodness of the good news, both in musical style and in the manner in which the service is led. The mood should be that of joy in the Lord.

Dominated by reverence

It should demonstrate that joy at the same time it is characterized by a humble reverence appropriate for sinners entering the presence of a holy God who is both love and also consuming fire.

Helpful to the worshipper

It should move believers closer to God as a result of having been a part of corporate worship.

Intelligible to the unchurched

It should make sense to the thoughtful observer, even if there is not spiritual understanding.

Pleasing to the Lord

The applause from heaven (the true audience) rather than from the pews is the goal.

Music

We believe that music must be ...

Edifying, not merely entertaining

Biblical, not merely popular

Textually significant, not merely free from heresy

Excellent, never satisfied with mediocrity

Varied, not merely favorite style

Participatory, not left to the professionals

Pastoral, giving people the opportunity to use their gifts

Prepared, not carelessly performed

Purposeful, not merely familiar

Current Practice

- Sunday Service: 10:30 to noon, with 40 minutes for preaching
- Song: mostly hymns with some contemporary choruses and modern hymns each week
- Instruments: organ, along with piano and occasional digital keyboard, occasional orchestral instruments
- Participants: choir each week, occasional soloists, and occasional praise ensemble
- Structure: modeled after Isaiah 6 (Adoration, Confession, Dedication, Exposition, Commission)
- Style: personable leadership with explanatory rubrics
- Leadership: all ministers participate in leadership, along with one elder on rotation each week
- Greeting: announcements accomplished at beginning of service, between prelude and doxology
- Media: slides projected for choruses and for sermon notes and quotes

Special worship events

- Sunday evenings: 6:00 pm more informal, with favorite hymn requests, catechism study, prayer requests, and Bible exposition
- Christmas: Cantata, Lessons and Carols, Christmas Eve
- Easter: Maundy Thursday Tenebrae Communion, Easter Cantata
- Reformation Sunday: host for Presbytery Sunday evening festival service
- Communion: monthly (alternating between morning one month and evening the next)
- Occasional non-ticketed concerts of various kinds

Examples & Current Practice

The following are all available on the church web site: www.lopc.org.

- Recent worship bulletin & Sermon printed outline and audio tapes (also available at church)
- Current bulletin, and weekly activities available on LOPC web site:
- Pastor's blog



Church Programs



General Information Section

Programs and Committees/Teams

Program	Team/Committee Leader
Children's Church	Lisa Lennon
Communications (newsletter, website, etc.)	Bill Campbell
Encouragement Group	Carolyn Kullmar
Evangelism Explosion	Don Hair
Faithful and True	Babe Ruth
Fanning the Flame*	David Livanec
Historian	Kathy Eubanks
Keenagers	Jane Burhans
Knit-Wits	Carolyn Kullmar
Library	Dean Barbieri
Media, Projection, Audio & Record	John Stelter
Men of the Covenant**	Bob Lee/David Wade
Missions Committee (conf & trips)	Dick Miller
Music (choir, concerts, weddings)	Larry Roff
New Member Assimilation	Babe Ruth
Nursery	Gemma Kibben
Outreach Team	Jay Myers
Prayer Chain	Larry Roff
Prayer Clusters	Gemma Kibben/Anne Minnema
Prayer Group, Wed. Night	Phil Elder
Pulpit Committee	Ron Backus
Saturday Morning Prayer Group	Dennis Clark
Shepherding	Don Hair, David Livanec
Summer Fun Club	Lisa Lennon
Sunday School	Larry Roff
Wednesday dinner	Larry Roff
Bible study	Larry Roff
Ladies study group	Debbie Tate
Prayer group	Phil Elder
Thursday Home Bible Study Groups	Larry Roff
Thursday Men's Breakfast	Larry Roff
Vacation Bible School	Lisa Lennon
Web site	David Livanec
Women in the Church***	Jennifer Wade, Becky Forester
Women's Discipleship	Nancy Lee
Worship and Music	Jim Forester

Youth Group, Sun Night, Discipleship	John Panico
Youth Group, Wed Night, 1-5	Lisa Lennon
Youth Group, Wed Night, 6-12	John Panico

Others uses of the Facilities and Campus

Monday Night Bible Study Fellowship –Women’s Ministry
 Homeowners Association Meetings –As events occur.
 PEC (Parents Educating Children) Meetings
 Homeschool Choir Rehearsals
 Spanish River Pres. Counseling Center Extension
 Guatamalan (Immigrants/Spanish) Church services –weekly

* Fanning the Flame, program

Concept

“Embers to a Flame is a ministry of Briarwood Presbyterian Church in Birmingham, Alabama. We exist to equip the leadership of congregations of Christ’s church to understand and implement biblical strategies that nurture church vitality.”

Dr. Harry Reeder, Senior Pastor
 Rev. Lynn Downing, Pastor of Church Revitalization (Most recent Senior pastor LOPC)

Process

A church must first attended an Embers to a Flame* Conference.

Fanning the Flame (FTF) is a 14-month process that provides a coach to mentor them through a highly focused and Spirit-led season of:

- Listening

What would God have us do to be the church He wants us to be?

- Planning

How would God have us accomplish what He is calling us to do?

- Doing

Mobilizing to embrace the transformation God would have in our church and our community. This is a “training ground” for the church, to continually seek after authentic biblical church health long after the FTF process has been completed.

The four main objectives are:

1. 10 strategies for biblical church health
2. Focus on prayer as the most critical and essential element in the church.
3. Work on factors from a church health survey.
4. Prepare a leadership team to work after the FTF experience.

LOPC involvement

LOPC is in the 3rd year of a 5 year plan its ministry.

**** MEN OF THE COVENENT:**

The LOPC Men's Ministry is an outreach ministry to all men of our church, their friends and visitors. The purpose of our monthly meeting is for men to gather together for food, fellowship, prayer and encouragement in an informal environment.

The men meet on the 2nd Monday of the month at 6:30pm on the grassy parking area for an outdoor cookout. Monthly, various informational topics are offered by our Pastors and discussion is encouraged. Sharing of prayer requests and choosing prayer partners wrap up the evening.

***** WOMEN IN THE CHURCH:**

The women of LOPC were organized into the "Women in the Church" (WIC) officially in May 1957 after having operated as Circle 14 of MPC of West Palm Beach. By the end of 1957 three circles were formed with a membership of thirty-seven women. They were off to a good start and filled their role as "helpmates" to the activities of the church.

Through the first thirty years the WIC was organized under the direction of the church's elders and the area Presbytery, and nationally from the WIC Headquarters in Atlanta. Each year there was an election of local officers. Several times a year general meetings were held with special speakers and music along with an opportunity to raise funds to support special projects such as Ridge Haven, WIC Headquarters, and Belhaven College.

Women's retreats were popular for several years. Mother's Morning Out,

ministry of WIC, started in 1978 and continued off and on for many years. It was a vital women's ministry reaching out to young mothers. In 1987 the look of the Women in the Church began to change. The focus of WIC at LOPC now is to help educate women in the areas of Gen.2:18, that women are created to be helpers; Gen 3:20, that women are called to be life-givers, and in Ps. 144:2 they are to be supporting pillars. The women have become more intentional in planning studies and events to communicate this and have become prayer warriors.

Session & Diaconate



General Information Section

CHURCH OFFICERS

Elders - ministry leadership and oversight, pastoral care, discipline, spiritual health.

TEACHING ELDERS

Senior Pastor- Moderator of Session
Associate Pastor Larry Roff

RULING ELDERS

Don Hair.....2008	Jim Forester2010
Jay Myers.....2008	Babe Ruth.....2010
Joe Brown.....2009	Buddy Tate2010
David Livanec.....2009	David Wade2010
	John Brandt2010

RULING ELDERS PROFILE

1. **Don Hair – 2008**
 - a. 20 year LOPC member
 - b. 18 years on Session
 - c. Outreach Committee
 - d. Home Bible Study
2. **Jay Myers – 2008**
 - a. 14 years LOPC member
 - b. 10 years on Session
 - c. Outreach Committee, leader
 - d. Pulpit Committee
 - e. Fan the Flame Team
 - f. Usher
3. **Joe Brown – 2009**
 - a. 17 year member
 - b. 2 years on Session
 - c. Mission Committee
 - d. Pulpit Committee
 - e. Choir
4. **David Livanec – 2009**
 - a. 10 Year LOPC member
 - b. 2 years on Session
 - c. Shepherding Ministry
 - d. Home Bible study
 - e. Admin Oversight Comm
5. **Jim Forester – 2010**
 - a. 30 year LOPC member
 - b. 6 years on Session
 - c. Worship Committee
 - d. WIC Liason
6. **Babe Ruth – 2010**
 - a. 15 year LOPC member
 - b. 15 years on Session
 - c. Fan The Flame Team
7. **Buddy Tate – 2010**
 - a. 20 year LOPC member
 - b. 18 years on Session
 - c. No committees
 - d. Sunday School Teacher
8. **David Wade – 2010**
 - a. 10 year LOPC member
 - b. 2 years on Session
 - c. Men’s Ministry
 - d. Fan The Flame Team
9. **John Brandt – 2010**
 - a. 2 year LOPC member
 - b. 1 year on Session
 - c. Management of the office
 - d. Admin Oversight Comm
 - e. Sunday School Teacher

Deacons - mercy ministries (elderly/widows), collection of finances, facility security and upkeep, officer training, election process, training, retreats.

DIACONATE

Ron Backus	2008	Bryan Backus	2010
John Farley	2009	Henri Dietlin	2010
Chris Kibben	2009	Thomas Kauper	2010
Pascal Amouzou.....	2010	Bob Lee	2010
		John Stelter	2010

DIACONATE PROFILE

1. **Ron Backus 2008**
 - a. 9 Year LOPC member
 - b. 6 Years Deacon
 - c. Immediate past chairman
 - d. Pulpit committee
 - e. Admin Oversight Comm.
2. **John Farley**
 - a. 10 Year LOPC member
 - b. 4 years Deacon
 - c. Mercy Ministry '09
3. **Chris Kibben 2009**
 - a. 6 Year LOPC member
 - b. 5 year Deacon
 - c. No committees
4. **Pascal Amouzou 2010**
 - a. 2 Year LOPC member
 - b. 1 year Deacon
5. **Bryan Backus 2010**
 - a. 3 Year LOPC member
 - b. 1 year Deacon
 - c. Outreach committee
6. **Henri Dietlin 2010**
 - a. 8 years LOPC member
 - b. 1 year Deacon
 - c. No committees
7. **Thomas Kauper 2010**
 - a. 8 Year LOPC member
 - b. 1 year Deacon
 - c. No committees
8. **Bob Lee 2010**
 - a. 26 year LOPC member
 - b. 9 year Deacon
 - c. Men's Ministry Committee
9. **John Stelter 2010**
 - a. 11 Year LOPC Member
 - b. Deacon
 - c. Manages A/V systems

ORGANIZATIONAL ELEMENTS

Administrative Oversight Committee

- Elder John Brandt (Chair)
- Elder David Livanec (Comm)
- Deacon Pascal Amouzou (Fin)
- Deacon Charlie Gauger (Faci)
- Deacon Ron Backus (Pulpit)

Ministry Teams/Committees:

- Missions Dick Miller
- Outreach Jay Myers
- Worship/Music Jim Forester
- Pulpit Ron Bacus

ADMINISTRATIVE OVERSIGHT COMMITTEE (AOC)

The AOC is currently composed of two elders and two deacons plus the chairman of the pulpit committee. The pastor and church administrator are non-voting ex-officio members. This committee is given significant freedom to act on behalf of the elders and deacons on administrative matters that are in conformity with policies previously agreed upon by the session and diaconate, and which do not require full board action. Their actions are reported to the next meetings of session and diaconate.

The committee also provides counsel to the pastor on matters of concern to the health and well-being of the church's life. This committee oversees staff, finances, communication, and property matters on behalf of the full session and diaconate.

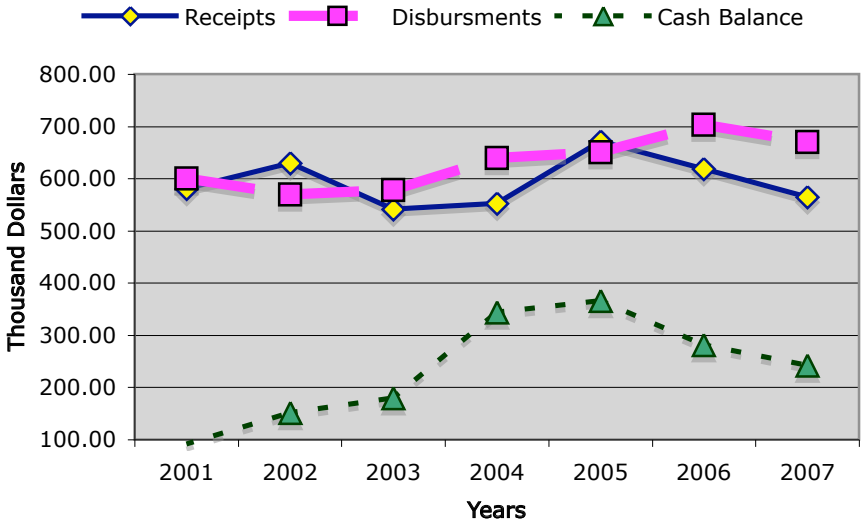
Financial & Membership



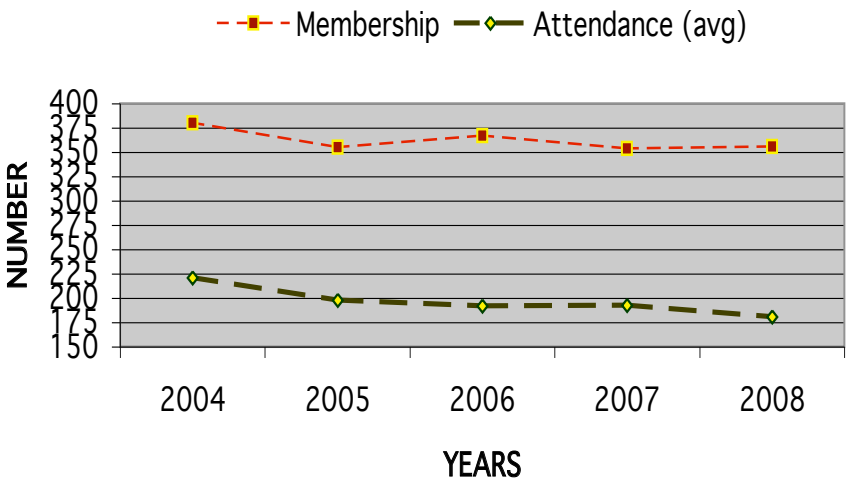
General Information Section

Financial and Membership Statistics

Receipts & Disbursements



Membership & Ave. Attendance



Pulpit Vacancy



General Information Section

Pulpit Vacancy

It is our understanding that Rev. Downing has been called by God to a new work in His kingdom. He is answering that call even though he has already served our God as our pastor for over 30 years!

Rev. R. Lynn Downing left LOPC after an extensive tenure to a calling to a position that will allow him to work with church leaders all over the world that need support and encouragement to lift their ministry to new life and vitality, (bring their “Embers to a Flame*.”) His extensive experience in successfully pastoring a congregation for 37 years added to his God given skill of ministering. Having worked with many people in various circumstances equips him to provide valuable skills and talents to a leadership position guiding other churches to new heights of worship.

He left a deeply dedicated and grateful congregation who were comfortable and pleased with his ministering. They will miss his skills facilitating them for many years, through their many and varied problems.

His Christian demeanor and joy of working for the Lord was exemplary. The congregation, built on his ministry, is saddened to lose him, but happy for his opportunity to leverage his ministry and skills to many churches and congregations throughout the world. It has been a difficult separation for most church members.

All look forward to what God has in store for them in the future. We believe our new pastor was born to come here at this time and lead us to even higher levels of commitment to Jesus Christ.

A new pastor will have a powerful position to fill, but a congregation prepared for the ministry of a dedicated man of God.

By the LOPC Pulpit Committee

We present Rev. Downing’s resignation letter on the following page to confirm the circumstances of his leaving:

Resignation Letter, July 2007:

Dear Members, Participants, and Friends in the LOPC Family,

After thirty-six years, the time has come for me to inform you that in July of 2008, unless God directs to the contrary, I will leave a long and wonderful relationship with you as your Pastor.

There are no words available to describe the sense of privilege and honor which Dianne and I have experienced in our years with you. You are our true friends and family members in our Lord. You have been home to us and our children for all these years. We have worshiped and studied and laughed and struggled and trusted and rejoiced together with you. Now it is time to prepare for transition.

I believe that the best years of ministry for LOPC lie in the future and not in the past. It will actually be a credit to God's work through my ministry if in fact LOPC moves forward into greater service. It will be a rich delight to Dianne and me to see you growing under new leadership when the time comes.

You may be wondering why I am announcing this a whole year early. Transitions such as this are difficult at best, and even more so when the departing Pastor has had a long term relationship with the congregation. At times like this we can be unusually vulnerable to discouragement and division. With that in mind I believe it is my responsibility, along with the Elders, to lead you in some spiritual and strategic preparations for change of leadership. There is truth in the old adage, "an ounce of prevention is worth a pound of cure."

That being the case, the Elders and I will, by September 1, publish a Schedule of Steps for Preparation for Senior Pastor Transition. There are two events which will have already taken place before that schedule is published. First, I will have announced my intentions in the morning service on July 1, and will have addressed some of the pertinent spiritual issues during the sermon on that day. Those of you not present at that time may obtain a tape or CD recording of the sermon or listen to it on the LOPC website. Your doing so will provide for this letter not having to be too extensive in details. Second, I will have offered two question and answer discussion sessions for any who want to attend them. One will have been Sunday Evening, July 1. The other will be some Sunday Evening in August.

I fully assure you that this decision is not motivated by anything of a negative or complicated nature. Dianne and I have always known that this time would come. I believe that, in the providence of God, it has arrived.

Sincerely yours in the love of Christ,

(Signed, Lynn and Dianne Downing)



Pulpit Committee Profile



General Information Section

Pulpit Committee Members Profile

Dr. Carl Philip Ashley

Married to Marie Ashley, no children
Began attending September 2003
Member of LOPC since 2004;
Volunteer Choir Director and Song Leader
Faithful and True Men's Study
Worship Team

Ron Backus, Chairman

DOB Mar 15, 1946
Married to Vickie 1976
2 children: Brian & Amanda
Joined LOPC 1999
Deacon
Administrative oversight committee
Usher
Hosts Thursday Bible Study Group

Joseph Brown, Sr.

Member of LOPC Since Sept. 1990.
Date of Birth: Nov. 28, 1940
Ruling Elder
Session Contact for Mission Committee
Member of Thursday Morning "Sonrise" group
Choir Member
Shepherding Group
Usher

Becky Forester

Member LOPC since 1977
DOB 8/22/58
Married to Jim Forester 1978
3 children
Former Mission Committee
Former Sunday School teacher
CO-Pres WIC
Attend Wednesday Night activities (dinner and studies)
Co-teacher for Wed. Night Study
Hospitality coordinator

Carolyn Kullmar

Encouragement Group Leader
Host a home Bible Study
Mission Committee
Women's Bible study
Sunday School class
Prayer group Keen-Agers
Wed. night activities
Write the lead article for newsletter
If I represent any segment it would be the OLD FOLKS.

Robert S. Lee

Birth: 1949
Married to Nancy Lee, 9/21/74
2 married sons: Jason (Cherie) Lee and Jeffrey (Jenny) Lee
Member of LOPC since 1982
Member of the Diaconate: 6 years
Treasurer of the Diaconate: 2 years
Usher
LOPC Men's Ministry Co-Chairman
Attend Wednesday Night activities
Thursday Evening Bible Study Group

Richard Miller, Secretary

Member LOPC 2003
DOB 1934, DOR 2003
Married to Lois Miller 1958
2 children, 3 grandchildren
Chairman of the Mission's Committee
Attend Wednesday Night activities (dinner and studies)
Member of Thursday Morning "Sonrise" group.
Thursday evening Bible Study Group.

(Pulpit Committee, continued)

Jay Myers, Vice Chairman

Married with three children ages 20, 18, and 15

Member of LOPC since August 1994

Deacon (former)

Ruling Elder

Fanning the Flame

Outreach Team Leader

AWANA

Deborah (Debbie) Tate

Married Boyce 1974

3 Children (One married)

Born 1955

Born again 1973

Member of LOPC since 1988

Women's Bible study teacher

Member of WIC (Spiritual Growth)

Member of Women's Discipleship Committee

Newsletter contributor

Sr. Pastor Job Description



Additional Information

Senior Pastor

I. Guiding Principles:

The Pastor is to be primarily concerned with prayer, and with the preaching and teaching of God's Word. His relational pastoral duties, while biblically important, are to be carried out, not according to traditional cultural expectation, but with faithful co-participation by Elders and Deacons, so that the Pastor is not unnecessarily diverted from the importance of his spiritual, mental, and organizational preparation for delivering God's Truth.

1. Recognizing the primacy in the paragraph above, the Pastor must do his best to truly know his people, and to be approachable so that they have no question but that he loves them in the name of Christ and has their welfare at heart.
2. The Pastor must communicate the biblical truth that while Christ is the personal Savior of each one who believes in Him, the individual is saved for belonging and function in the Body/ Church in submission to Christ as Head of that Body, and that there is no biblical allowance for belonging to Christ separately from His Body/ Church.
3. The Pastor must not let administrative matters preempt the priorities described above, but must delegatively train and trust elders and deacons and other leaders to care for the details of applied ministry.

II. General duties:

1. Be responsible, in conjunction with the Session and/or those designated by the Session, for establishing, clarifying, promoting, and applying specific biblical vision for the local church. (At LOPC this is synonymous with the Fanning the Flame process.) This is to the end that both personal and corporate worship, outreach, and discipleship will be healthy in the church.

III. Specific duties:

1. Engage in a biblical prayer life and train others to do the same.
2. Engage in biblical study of The Bible and train others to do the same.
3. Administer the sacraments.
4. Moderate Session and congregational meetings.
5. Recommend to the Session the names of non Elder members of committees established by the Session for the Session's approval.
6. Recommend names of paid and volunteer church staff for Session approval and/or hiring.
7. Lead, or appoint someone to lead, staff meetings.
8. Supervise, and/or delegate a staff member to supervise, staff responsibilities and accountability.
9. Participate responsibly in Presbytery and General Assembly matters and functions.



Staff Profiles



Additional Information

Rev. Dr. Larry Roff

Part time Director of Music/Worship Sep 1, 2001

Full time Associate Pastor Sep 1, 2004

Interim Senior Pastor Aug 1, 2008

JOB TITLE: DIRECTOR OF MINISTRIES

1. Worship / Music

- a. Preparing content and layout of Sunday bulletin
- b. Designing and leading weekly worship (including worship chorus slides)
- c. Preparing choir, soloists, and instrumentalists
- d. Maintaining music library
- e. Planning special seasonal services (Christmas, Easter, etc.)
- f. Organizing occasional concerts, cantatas, etc.

2. Preaching

- a. Sunday morning & evening sermons

3. Teaching

- a. Adult Sunday School class
- b. Home Bible Study
- c. Wednesday evening adult study
- d. Tuesday morning at local retirement community
- e. Thursday morning men's breakfast

4. Discipleship

- a. Home Bible Studies (study guides, recruitment of leaders and participants)
- b. Conducting officer training
- c. Planning annual Spiritual Life Conference
- d. Helping children's ministries (Wed. Awana, VBS, Summer Fun Club, etc.)
- e. Promoting (conferences like Ligonier, resources like ESV study Bible)
- f. Evangelism
- g. Follow-up with Sunday morning visitors
- h. Leading Evangelism Explosion training
- i. Planning Evangelism Explosion visitation

6. Leadership motivation

- a. Session agenda
- b. Diaconate mercy needs
- c. Overseeing church events calendar
- d. Assisting committees / teams (outreach, Fan the Flame, music/worship, youth, etc.)
- e. Gathering materials for monthly church newsletter
- f. Follow-up on cases of church discipline

7. Pastoral Care

- a. Counseling
- b. General member and crisis visits
- c. Hospital visitation
- d. New member prospects
- e. E-mail prayer chain
- f. Coordinating counseling ministry of Spanish River Counseling Center

8. Staff Oversight

- a. Youth Director
- b. Children's ministry director
- c. Office Staff
- d. Maintenance Staff
- e. Volunteer Staff (children, SS, men, WIC)
- f. Liaison with Guatemalan congregation

9. Missions (assisting missions committee with ...)

- a. Annual Missions Conference
- b. Missions-mindedness among members
- c. Developing ESL program
- d. Mission trips to Ukraine
- e. Mission trips to Ecuador

10. Administrative

- a. Long-range planning
- b. Phone
- c. E-mail

11. Denomination

- a. Presbytery (examinations committee)
- b. General Assembly

12. Personal

- a. Continuing Education

William Campbell (1987...)

JOB TITLE: ADMINISTRATOR

The administrator is responsible for the business management of the church, financial planning, supervision of the non ministerial staff, and for relieving the senior pastor of administrative duties.

DUTIES AND RESPONSIBILITIES

Facilities Management

1. Schedule and supervise the maintenance of church buildings, equipment, and grounds. Contracts for services that can't be handled by church employees.
2. Manage the use of church facilities. Schedule rooms for meetings, classes, and special events. This includes church related functions or other activities such as weddings, and use by outside organizations.
3. Work with the deacons to see that security is provided for buildings and equipment.

Financial Management

1. Serve as chief financial officer for the church, oversee bookkeeping, manage funds, and provide financial reports. Keep the pastor and the officers informed of the financial condition of the church.
2. Coordinate preparation of the annual budget, and monitor expenditures as applied to the budget.
3. Direct the purchase and acquisition of supplies and equipment.
4. Administer insurance plans, employee benefits, and the payroll.
5. Approve all expenditures. (Get officers approval for unusual items or unbudgeted capital items)
6. Assist the Diaconate in the stewardship programs.
7. Provide stewardship statements.

Personnel Management

1. Supervise, evaluate, and train the non ministerial staff.
2. Make salary recommendations to the Session for all the church staff, after consulting with the pastor and Finance Committee.

Policy. Procedure. and Demographics

1. Establish a file of member's abilities and areas of interest. Help direct them into church activities in which they can serve most effectively.
2. Administer the Shepherding Program. Maintain records of special needs members have. Work with the ministers and officers to meet these needs.
3. Serve as reference person for church policy regarding facilities, equipment, and vehicle use.
4. Maintain a calendar of all scheduled activities involving the church. Work out any conflicts in schedule.
5. Edit Would You Believe?, the church newsletter.
6. Officer training and bulletin responsibility was transferred to the associate pastor.
7. Responsibility for computers and software. This includes preparing spreadsheets and the database for each new year. Assists with server and web-site related problems.
8. Updates the web site weekly.
9. Automate accounting work.
10. Check for criminal records of workers, and driving records of persons driving for church functions.
11. Assure that insurance policy liability requirements are followed.

Accountability

The administrator should be present at all meetings of the diaconate and session. He makes policy recommendations to these boards, and is responsible for seeing that the policies they establish are carried out. No major policy is to be initiated without the approval of the board responsible for that particular aspect of the church's operation.

The chairman of the board of deacons will act as his liaison with that body, and the pastor will appoint an elder to act as liaison with the session. His supervisor is the senior pastor, who will do regular performance appraisals.

John Panico (2006...)

JOB TITLE: YOUTH MINISTRY INTERN

Leader in this area works with youth ranging from 6th-12th grade with exceptions made based on available church resources (i.e, college age students if needed).

DUTIES AND RESPONSIBILITIES

1. prayerfully seeks God's leading as a vision for the ministry.
2. spend time with the youth, getting to know them.
3. pray for and engage a balance of male and female workers.
4. pray for the discernment to recognize those with a heart for youth work, (discipling and mentoring)
5. teaching them the truths of God's Word.
6. have a sensitivity to the needs of the youth, and their families.
7. understand factors and trends in worship that may contribute to both legalistic and liberal behavior.
8. be held accountable by the pastors, session, and fellow leaders.
9. be ready and able to be involved with them outside of church functions.
10. be a listener.
11. point them to God's Word and pray with them in times of personal crisis.
12. be willing to assist in other areas of ministry and available with consideration for scholastic, familial, and vocational responsibilities.
13. have weekly youth meetings geared towards feeding upon God's Word, fellowship, and fun.
14. meet with other leaders monthly for prayer, praise, and planning.
15. working with other leaders to coach, disciple, mentor via phone calls, visits (home, work place, football games, dramas, etc.).
16. meeting with pastor(s) monthly for accountability and communication.
17. establish ministries based on needs and talents presented within the youth group (i.e, if many interested in drama, there would be a drama program, on the other hand, there will not be a chess team established for the sake of establishing a chess team if there is no one interested in chess)

Judy Smiley (1986...)

ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for keeping accounting records accurate and up to date. The Administrative Assistant also assists with clerical work if required. She reports to the church administrator, but accepts work assignments from the pastoral staff.

DUTIES AND RESPONSIBILITIES

1. Pay bills on time, and enter payments into the computer.
2. Issue paychecks to staff and enter into the computer.
3. Keep Deacon's Fund records and issue checks on proper request.
4. Maintain a filing system of transactions, so that the history can be traced.
5. Fill out, and file, all required government forms on time.
6. Count the weekly offering along with a trained assistant.
7. Notify the church administrator of any unusual (non-budgeted) requests for disbursements or invoices, or any changes in contracted services.
8. Print out and distribute the monthly financial statements.
9. Assist in secretarial tasks when required, such as preparing letters and the news letter for mailing, answering the telephone, and typing letters.
10. Keep the computer software updated with changes in payroll etc..
11. Monitor accuracy of the computer accounting software, and notify the administrator if repairs are needed.
12. Balance bank statements with financial records.
13. Make bank deposits and check post office box regularly.
14. Perform other duties as assigned by the pastors or administrator.

Peggy Sprinkle (2000...)

CHURCH SECRETARY

The secretary performs duties assigned by the administrator. The secretary reports to the administrator, and to the administrative assistant for record keeping and accounting methods. The administrator must be notified of requests, by staff, for large non-routine tasks before they are performed, and all requests by non-staff members.

DUTIES AND RESPONSIBILITIES (Secretary, continued)

Secretarial

1. Answer telephone and act as receptionist
2. Open and distribute mail
3. Make blue card summary each week
4. Keep Session records and type officer's minutes
5. Assemble Sunday bulletin information and prepare draft copies.
6. Print Sunday bulletins and inserts, and mail Sunday bulletins to out-of-state members
7. Type letters for staff
8. Send letters to first-time visitors
9. Pass out Use of Facility and Event requests to those requesting them.
10. Keep event calendar of approved events and enter on the computer.
11. Keep weekly staff schedule
12. Update membership information and attendance records.
13. Make copies on the duplicating machines upon request by staff members.
14. Run off and mail nursery schedule (Every two months)
15. Compile sign-up lists for Sunday School and other events

Shepherding

16. Update shepherding records
17. Call shepherding assignments to officers
18. Follow-up on shepherding assignments and keep Administrator informed of results

Newsletter

1. Follow-up to support WYB newsletter
2. Accumulate articles and retype when required
3. Prepare prayer and activity calendars for WYB
4. Make copies and prepare for mailing
5. See that the office, old office and work room are kept clean and neat
6. Maintenance Work Orders
7. Coordinate handling of work orders between those requesting work, the administrator, and maintenance personnel

Note: This is a general list and does not include all of the tasks required.

Phil Elder (2006...)

MAINTENANCE MANAGER:

Perform electrical, carpentry, painting, and plumbing repairs. Supervise repair work of outside contractors, and part time workers. Prepare church facilities for activities. Take care of cleaning and grounds maintenance not handled by outside contractors. The maintenance manager reports to the church administrator, and keeps him informed regarding all maintenance activities.

DUTIES AND RESPONSIBILITIES

Perform the following duties or supervising others performing them.

1. Inspect facilities to determine maintenance requirements.
2. Work out a preventative maintenance schedule.
3. Replace light bulbs, A/C filters, and paper towels, soap, and tissue.
4. Care for movable plants.
5. Keep plants and grass watered, and sprinkler system in repair.
6. Keep paved surfaces clean.
7. Empty waste-baskets and remove trash from buildings.
8. Pickup and straighten up throughout buildings (except in offices).
9. Vacuum carpeted areas. Keep uncarpeted floors clean and polished.
10. Keep the sanctuary ready for services after weddings and special events.
11. Handle special projects as assigned.

Lake Osborne Presbyterian Church
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The Reverend Dr. Larry Roff – Associate Pastor
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