

# **Providence Forge Presbyterian Church**

## **Christian Life Responsibilities**

### **Purpose of the Christian Life Group:**

The Christian Life Group encompasses many aspects of life at Providence Forge Presbyterian Church. This group oversees programs of Christian Education in a nurturing environment for the adults, youth, and children of Providence Forge Presbyterian Church, with Pastor approval. This group also has the responsibility for coordinating and scheduling all services and activities occurring in the sanctuary. These include fulfilling pastoral needs, overseeing the music program, supervising the displaying of the paraments and decorations, and managing the care of the sanctuary. It seeks to provide a nurturing and social environment for the members and visitors of the church and to assist the pastor in meeting the needs of the congregation. All activities need to be placed on the church calendar upon approval by Session.

### **Responsibilities of the Christian Life Group:**

1. Plans strategically for Christian educational needs and to promote educational programming;
2. Oversees the Sunday School program, including research and recommendations for curriculum, to recruits and supports Sunday School teachers, and decorates the hallway and classrooms not used by Sunshine Nursery School, as needed;
3. Oversees the Children's Church program, including research and recommendations for lessons and recruitment and support of the Children's Church Adult Leader as needed;
4. Oversees the Children's Choir, including support of the Director;
5. Oversees the Vacation Bible School program, including the recruiting and support of the director(s), teachers, and helpers, selection the VBS curriculum, recommends the dates for VBS to Session, and to purchase the necessary materials for VBS as budgeted funds allow;
6. Oversees the Ministry to the Youth and their families, including recruiting and the support of the program leaders, help youth leaders obtain the necessary

materials and funds for programs, and recognize the graduating high school seniors in worship, including presentation of senior Bibles;

7. Collaborates with the Pastor to organize Confirmation/Commissioning Class, as needed, including recommending curriculum and identifying all eligible youth;
8. Assists the Pastor in planning for Adult Bible Studies and Youth and Young Adult Bible Studies, as needed, and to recruit and support the program leaders;
9. Oversees (by a Christian Life Team Leader) the adherence to the applicable requirements of the Children and Youth Protection Policy;
10. Reviews annually the provisions of the Children and Youth Protection Policy and suggest changes to the Policy and Personnel Chair for Session approval;
11. Prepares the Communion table and assist the Pastor in administering the at-home communion program;
12. Plans and coordinates the details of church social events, whether held on or off-site;
13. Collaborates with other committees in support of their projects that include opportunities for fellowship;
14. Reaches out to those grieving or dealing with serious personal or medical issues and offer assistance;
15. Coordinates bereavement receptions as requested by families and friends of PFPC church members;
16. Recommends an annual budget for the team and curriculum materials, supplies, worship materials, and supplies to meet the fellowship aspect of the team, as approved in the budget.