

Providence Forge Presbyterian Church

Community & Mission Responsibilities

Purpose of the Community & Mission Group:

For almost a century, Providence Forge Presbyterian Church has been a vital pillar of the New Kent community. In that time, our congregation has strived to continue Christ's mission and ministry through community events and service. The group serves as a liaison between the church, its members, and community. They coordinate with community leaders, organizations, and area churches. The group also works with church members and the community to serve those in need. This service includes financial assistance through Good Sam Funds and other support provided by the congregation.

Responsibilities of the Community & Mission Group:

1. Reviews the fund on an annual basis and presents recommended changes and budget allocations to Session for approval;
2. Plans and executes any community service projects;
3. Oversees disbursement of the Good Sam Fund – including financial assistance, as requested through calls or contact to the church. Help is typically requested for payment of rent, utility bills, food and emergencies. The Angel Fund is disbursed anonymously by Pastor recommendation;
4. Oversees and supports the efforts of the *In God's Hands Service Camp* team, which provides home improvement to low-income residents in community. The team will:
 - a. select dates and plan schedule; select theme and scripture; recruit campers and staff; develop budget; supply Policy & Personnel chair with adult staff members names to secure background checks; elect work sites where improvements will be made; estimate and purchase all materials; plan activities for the week, including devotions and meals; prepare the church property for the campers, if needed, collect tools, and prepare work plan for the worksites.
5. Coordinates with the congregation or outside organizations to identify opportunities to promote PFPC, sustain church comradery, and strengthen community collaboration;

6. Works with the New Kent-Charles City Chronicle to design and place any print ads;
7. Works when needed, with the Pastor and the Clerk of Session to coordinate any media communications;
8. Alongside the website team, oversees the design and maintenance of the church website;
9. Creates and maintain policies and procedures related to the use of church social media platforms. The group will be responsible for ensuring that information posted to the website and social media platforms is timely, accurate and appropriate;
10. Prepares and distribute information packets to potential new members.
11. Supports the ministry of Sunshine Nursery School. School leadership will keep the group and Session abreast of curriculum and activities.