

2024 BI-MONTHLY MINISTRY SERIES



ORTHODOX
PARISH LEADERSHIP



- Ministry Effectiveness - Peter Panagis
- Welcome Ministry - George Ekizian

Monday, November 18, 2024

What We'll Discuss Tonight

1 Ministry Effectiveness

- ✓ Why focus on Ministry Effectiveness?
- ✓ Brief Overview of the “5P” Model
- ✓ Lessons Learned and Emerging Best Practices
- ✓ How We Can Help You Get Started

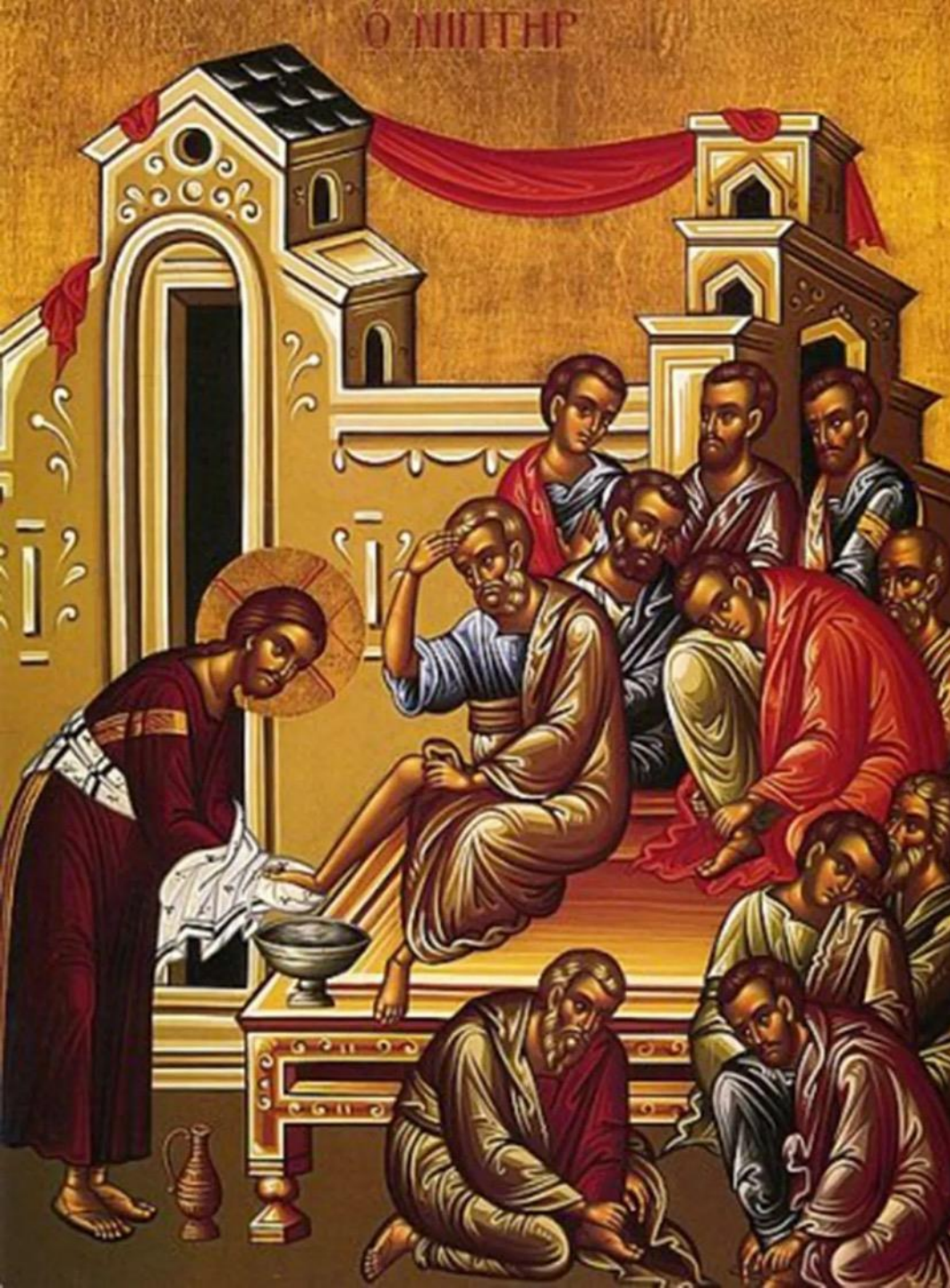
2 The Welcome Ministry

- ✓ Building the Welcome Ministry
- ✓ Greeting vs. Welcoming
- ✓ Managing the Ministry
- ✓ Practice Best Practices

Your Presenter...

Peter Panagis

- OPL Ministry Effectiveness Lead
- Planning & Development Ministry Leader for St. George Greek Orthodox Church, Prescott, AZ



5P MINISTRY EFFECTIVENESS

Peter Panagis

Planning & Development Ministry Leader

St. George Greek Orthodox Church – Prescott, AZ

“For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many.”

Mark 10:45



Discussion Outline

- Why focus on Ministry Effectiveness?
- Brief Overview of 5P
- Putting 5P into Action Our Experience to Date at St. George's – Current Status, Lessons Learned and Emerging Best Practices
- How We Can Help You Get Started
- Appendix – Taking 5P Further at St. George's (Extended Case Study)



Before We Go Further

How are you?



I'm fine,
thanks.





Why Focus on Ministry Effectiveness?

- Ministries serve as a valuable connection point between the church and the parish. They enable parishioner engagement and drive a strong sense of inclusion
- Much of the good work done within a church is completed through its ministries
- Depending upon parish size, ministry budgets can account for 10% to 15% of the total operating budget
- Everyone benefits when ministries effectively plan and efficiently complete their work

“Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received”



Assessment Results

All “2 x 2” Parishes

	No need	Low Importance	Moderate	Important	Very Important	Average
Leadership Development	2	7	41	79	73	4.06
Parish Council Effectiveness	7	11	52	67	65	3.85
Stewardship & Generosity	3	14	55	75	55	3.82
Ministry Effectiveness	7	11	55	70	59	3.81
Financial Health	4	12	63	66	57	3.79
3+ Year Strategic Plan	10	18	41	76	57	3.75
Welcome Ministry	6	19	60	64	53	3.69
Annual Parish Planning	7	19	60	74	42	3.62
Overall Parish Health	6	26	61	57	52	3.61
Capital Campaign Support	11	28	61	52	50	3.50
Planned (Estate) Giving	7	40	76	52	27	3.26

Your parishes already recognize the importance of Ministry Effectiveness



Brief Overview of the 5P Ministry Effectiveness Guide

Purpose (Why)	People (Team & Parish Alignment)	Plan (Long-Range and Annual Goals)	Presence (Awareness of Ministry)	Performance (Impact & Value)
Our “Why” is: • Written • Clear • Simple • Shared frequently • Understood by the parish	• Identified Ministry Lead • Good Leadership • Demonstrated Clergy & Parish Council support • Easy for volunteers to join • Enough members to deliver on the “Why”	• Annual plan • 3 year plan • Funding Plan - will parish provide financial support? Self-funded?	• Loving, Inclusive, & Engaged Behavior • Good presence on website & parish newsletters • Well defined “marketing” plan and delivery • Parish is aware of ministry • Ministry materials are readily available	• Deliver Quality • Humbly - & regularly - share “ministry impact examples & stories” • Annually recap ministry effectiveness transparently showing how parish funding was utilized

Doing well in this area OK, but could do better Needs improvement

This is meant to be used as a non-judgmental, self-assessment tool



5P Quick Reference to Aid in Completion of Effectiveness Guide

- Purpose** – Describe the “WHY” for this ministry. How does the ministry / committee support the church’s goals (aligned with our Mission and enabling our Vision of the future)? How does the ministry’s purpose support our parish’s efforts to bring people closer to Christ while fostering their connection with His Church?
- People** – Who are the co-leaders? Other members? Interested parishioners? Parish Council Liaison? Are we adequately staffed?
- Plan** – What are the near-to-medium term goals (next 12– 18 months and, ideally, presented in SMART format)? Timebound action lists for each goal? Required annual budget?



5P Quick Reference to Aid in Completion of Effectiveness Guide

Presence – Who are the key stakeholders and what is the detailed communication plan for those stakeholders? How will you update the parish on your ministry's work and progress? If you asked parishioners about the ministry, could they describe its purpose and what the ministry does. If not, would they know where to go to find out?

Performance – Is there a process for assessing the ongoing performance of the ministry against its goals? How often, and in what format, are regular status updates being provided on past, current and planned activity? Regular budget / spending updates?



Ministry Effectiveness “At-A-Glance”

PARISH NAME					
Sample Report Only					
Parish “5 P” Ministry Effectiveness 2024					
Ministries	Purpose (Why)	People (Team & Parish Alignment)	Plan (Long-Range and Annual Goals)	Presence (Awareness of Ministry)	Performance (Impact & Value)
Christian Education	●	●	●	●	●
Family & Parenting	●	●	●	●	●
Festival	●	●	●	●	●
Meals with Love	●	●	●	●	●
Outreach	●	●	●	●	●
Stewardship	●	●	●	●	●
Welcome Team	●	●	●	●	●
Young Adults	●	●	●	●	●
Youth Programs	●	●	●	●	●

● Doing well in this area

● OK, but could do better

● Needs improvement



Practical Application

"The plans of the diligent lead surely to abundance, but everyone who is hasty comes only to want."

Proverbs 21:5

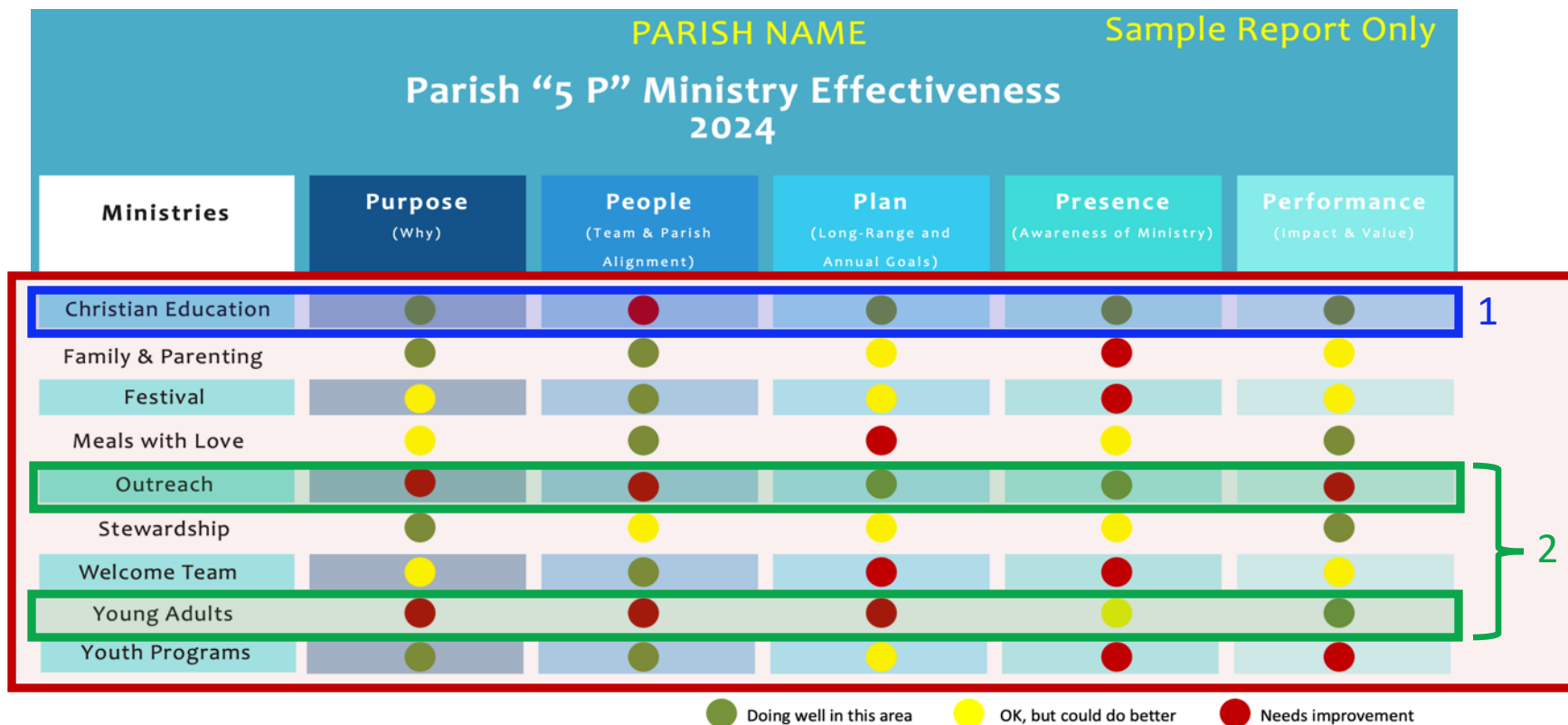


Putting 5P Into Action – Part 1

- Ensure you have the support and committed “buy-in” of Church Leadership, the Parish Council (PC) and PC - Ministry liaisons
- Create a small committee of one or more parishioners to support the ministries, as needed. Ideally, committee members will have project planning and execution skills / experience
- Have the committee schedule and hold short discussions with Ministry Co-leaders and their PC liaison. The focus, in this initial discussion, should be on ensuring your ministries have a solid understanding of why the parish is looking at ministry effectiveness
- Have each of your ministries complete the Ministry Effectiveness Guide; this can be done during the initial discussion. Once complete, combine the results and you will have the Ministry Effectiveness At-A-Glance report
- Using the At-A-Glance report, contact the ministries to determine if they are interested in addressing specific areas of their ministry effectiveness



Ministry Effectiveness “At-A-Glance”



1. Speak with the Christian Education ministry co-leaders to understand their “people” challenges
2. Speak with all ministry co-leaders who are struggling to identify the ministry’s purpose
3. Ask all ministry co-leaders if they want any kind of support from the ministry effectiveness committee

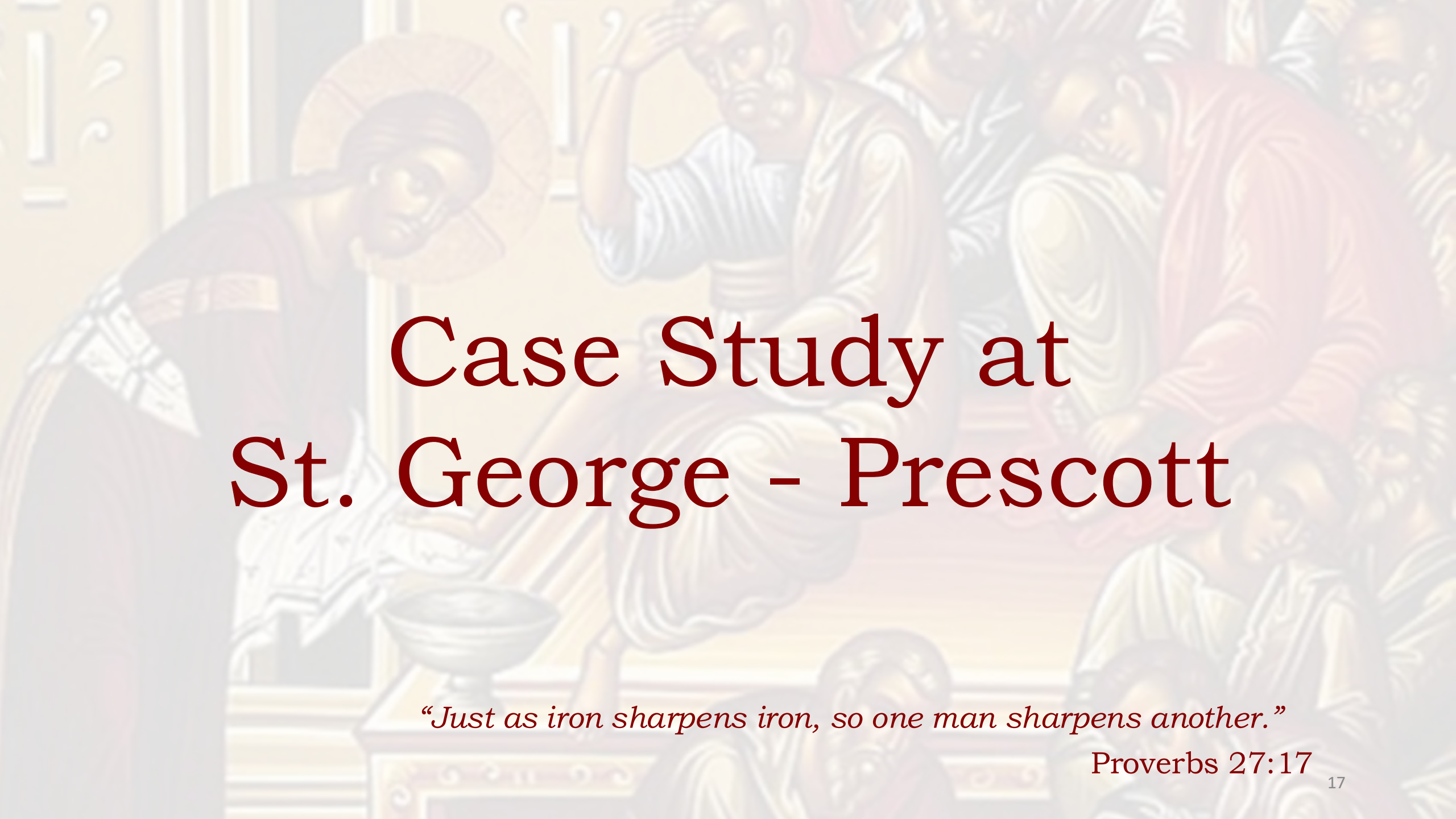


Putting 5P Into Action – Part 2

- This is not an “All or Nothing” process. Any and all progress will be beneficial to both the ministry and the parish as a whole
- While all 5 P’s are important, the recommendation is to move from left to right on the Ministry effectiveness guide



- The more ministries which have all of the following, the better:
 - A well-defined and unique purpose
 - The right number of members with the required skills and experience
 - Specific goals and simple action steps to achieve those goals
- Continue the journey to ministry communications (“Presence”) and assessing ministry impact and value (“Performance”) over time
- Ideally, the goals and action steps should be updated every year, in advance of the parish budgeting cycle

A faint, stylized illustration in the background depicts St. George on the left, kneeling in prayer with a halo. To his right, several other figures are shown in various poses of devotion and contemplation, some with halos. The scene is set in a room with architectural details like columns and a bowl on a table.

Case Study at St. George - Prescott

“Just as iron sharpens iron, so one man sharpens another.”

Proverbs 27:17



Lessons Learned and Emerging Best Practices at St. George's

We created the Ministry Effectiveness At-A-Glance report for our ministries at St. George's and presented the results to our PC. The following lessons learned emerged from that process:

- This is an assessment process and people can feel judged; a spirit of loving support is critical
- All ministries were initially asked to participate in the 5P process, but “one size does not fit all”. We did not make the 5P process mandatory for all ministries
- We assumed the process would be fully “self-service”, but ministries needed considerable help with the following:
 - Truly understanding the purpose of the 5P Process; many thought this was “one and done”
 - Capturing their “Why?”
 - Creating plans, even in the form of simple tasks (much less SMART Goals)
- Those ministries which were “early adopters” quickly became an important resource to the other ministries



Lessons Learned and Emerging Best Practices at St. George's

- The ministries which have adopted 5P are successfully completing their goals; generally on time and typically on budget
- The PC - Ministry Liaison role was not well-understood before instituting 5P, now it is tangible role with specified responsibilities in support of both the ministries and the PC
- Creating an opportunity for ministry co-leaders and their PC Liaisons to work together is further defining and strengthening that relationship, but it's been a slow process
- The level of clarity in “why” the individual ministries exist has improved considerably; identifying overlaps and gaps between ministries has been a natural outcome
- More cross-ministry communication and collaboration exists today
- We ultimately decided to create a Communications Team in support of our ministries
- The budgeting process for 2025 ministerial funding was more targeted, and the PC had more information about requested spending

We decided to go even further with the 5P Process at St. George – Prescott. Please see the Appendix section of this presentation for more information



How We Can Help You Get Started

- Provide advice on how to get started based on the specific needs of your parish.
- Attend and contribute to discussions with your PC to decide if Ministry Effectiveness is a priority
- Work with your parish to ensure there is a clear understanding of the scope of your current /desired ministry structure and whether your PC Liaisons are engaged
- Assist you with interpreting your Ministry Effectiveness At-A-Glance report and identifying ministry-specific action steps from that report.
- Consult with and mentor your 5P resource / committee to support the process with both the PC and the ministry co-leaders. Attend meetings between the 5P resource / committee and the individual ministries, if needed
- Provide sample written materials and instructions related to purpose statements, resource plans, action lists, SMART goals, communication plans and progress tracking
- Remember, if you start small and score some wins, future adoption will occur on its own



Contact Information

5P Ministry Effectiveness

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Appendix

Going Further with 5P



We Decided to Go Even Further with 5P at St. George's

- Our PC, ultimately, wanted to go further:
 - The PC decided to make the 5P process mandatory for targeted ministries
 - The PC wanted a recommended “ministry structure” based on the assessment
 - And, for those targeted ministries, the PC endorsed the creation of a written “5P Information Sheet”
- The criteria used to identify which ministries would be considered mandatory were:
 - Criticality of ministry’s activities in enabling and achieving the Parish Vision (and aligning with Mission)
 - Complexity of planned ministry activities – dependence upon other ministries
 - Budgetary spending projections (higher spend levels required consider more oversight)
- We identified some “willing” ministries to complete a 5P Information Sheet for the current fiscal year (1st Phase – 2024). We started with ministries which were known to be well-run and mature in their operation; yet would still benefit from the process
- Our Planning & Development ministry created a recommended ministry structure and worked with Phase 1 ministries to complete a 5P Information Sheet for PC approval



St. George Ministry Structure

Pillars	PC Liaison	Ministry Name
Worship	George R	1 Stewardship
		2 Altar Servers
	Mike N	3 Choir & Chanters
		4 Readers
		5 Ushers/Candles
Outreach	Kenny S	1 Evangelism
		2 Bookstore
		3 Greeters
		4 Mercy Ministry
Financial	Tami P.	1 Rental Management
		2 Financial Advisory Committee
		3 Treasurer
Education	Destiney S.	1 Teens
		2 Sunday School
		3 Catechumens
		4 Small Groups
		5 Adults
		6 Library
Administration	John W	1 Parish Council
		2 Communications
		3 Facilities/Accessibility
		4 P&D - EPA, 5 P, Strategic Plan
		5 Sustainable Growth
Fellowship	Linda C.	1 Sisterhood
		2 Brotherhood
		3 Agape Hour
		4 Charity Committee
		5 Meal Train
		6 Pass Meals
Liturgical Needs	Mike N	1 Prospora Bakers
		2 Temple Flower Decorating
		3 Temple Cleaners
		4 Prep for feasts



Pillars	PC Liaison	Ministry Name
Worship	George R	1 Stewardship
		2 Altar Servers
	Mike N	3 Choir, Chanters & Readers
		4 Ushers/Candles
		5 Liturgical Needs
Outreach / Evangelism	Kenny S	1 Evangelism
		2 Bookstore / Library
		3 Welcoming / Greeters
Education	Destiney S	1 Church School
		2 Catechumens
		3 Small Groups
		4 Adults
Administration & Accounting	John W	1 Parish Council
		2 Communications
	Tami P	3 Facilities
		4 Safety Team
		5 Financial Management
		6 Planning & Development
Philanthropy & Fellowship	Linda C	1 Philoptochos Society
		2 Brothers and Sisters in Fellowship

Before 5P (33 Ministries – 7 Pillars)

After 5P (20 Ministries – 5 Pillars)



St. George 5P Information Sheet

Church School

Church School Information Sheet - 2024 - 25

Current Ministries; Committees; Projects

Please use this form to define your ministry, committee, or project with language that will be used in publications, etc.

PLAN: Name of Ministry:
Church School

How does this Ministry, Committee, or Project support the St. George Church Vision & Mission*see P. 3
The mission of our program is to lead our children towards Christ and His church and to cultivate and nurture the Fruits of the Spirit that are within each of us through Orthodox worship and education.

PEOPLE: PC Liaison, Co-Leaders and Staff:
Co-Leaders: (Director) & (Assistant Director)
PC Liaison:

Members: Staff
Our teachers must be Orthodox with a comprehensive understanding of the faith, love teaching and passionate in developing a love of learning for our children. They must be dedicated and willing to give their time on Sundays, meetings and other education sessions, weekend events and weekly hours for prep.

Teachers and Assistants must be approved by Father Jeffrey and the Church School Director and complete the Youth Worker Registration Guide and Background Check through the Greek Orthodox Archdiocese of North America.

In addition, parent participation is essential to the success of our program in all areas. If involved, it is understood that anyone who works with the youth must complete the Youth Worker Registration Guide and Background Check through the Greek Orthodox Archdiocese of North America.

Staff: (See class breakdown for more information)
:— Principal and Pastor
— Director
— Assistant Director
:— Preschool & Kindergarten (5 Students)
— 1st, 2nd, and 3rd Grade (8 Students)
— 4th and 5th Grade (8 Students)
6th, 7th and 8th Grade (5 Students)
, Youth Forum / High School – (6 Students)

Substitutes:

St. John Chrysostom Oratorical Festival –

Planned Goals: (SMART)

Specific: What are its goals?

The goal is to help our youth from 3-years old through high school develop a strong foundation deeply rooted in Orthodoxy that sustains them as faithful stewards of the Church.

Measurable: How will success be defined?

Success will be defined with the continued growth and enrollment maintenance and keeping the enthusiasm of the teachers, parents and the children who attend with planned activities and reward system specifically for attendance. Church School operates each Sunday from 9am to 9:45am through the Ecclesiastical year from September through May, with the exception of Youth Forum that meets two Sundays a month and two Wednesdays a month from 5pm to 6pm for discussion and fellowship.

Activities and special events: (See attached Calendar for specifics)

1. Youth Choir – Practice is first 6-weeks of Church School
2. Youth Stewardship – all year (Stewardship Sunday is November 3 / Great Lent OCMC through Pascha)
3. Youth Retreats – Christmas December 14 and Pascha March 1
4. Christmas Holiday Program – December 22
5. St. John Chrysostom Oratorical Festival – Begin February 2. Parish Level Festival – March 10
6. Godparent Sunday – February 9 (*GOARCH customary practice is to celebrate Godparent Sunday on the Sunday after the Feast of the Presentation of Christ.*)
7. Clean Monday – Kite Flying – March 3 (*Depending on the weather*)
8. Lazarus Saturday Pancake Breakfast – April 12
9. Red Egg Dying for Pascha – April 18 (Good Friday)
10. Myrrh Bearers for Pascha – April 18 and April 19 (Pascha is on April 20)
11. Mother's Day Crafts for women in community – May 4 (during Church School)
12. Graduation Luncheon and Promotion Ceremony – May 18

At the end of the school year a survey will be sent out for each class with specific questions to measure its performance, along with questions about the Church School ministry and its leadership.

Achievable: Do you have everything you need to complete this Plan/Goal, etc.?
With the support of the Priest, Parish Council, and dedicated parents, along with a passionate director who cares about developing and maintaining an age appropriate program, St. George Church School will always have everything it needs to complete their established plan/goal.

Relevant: Why is this needed? How will it enhance the Vision & Mission of St. George Church?
The purpose of our program teaches children from preschool through high school all aspects of the Orthodox Christian life through liturgical services; the Commandments; Holy Commandments; and by sharing Christ's love through faith and service. It is needed to help our youth develop a strong foundation deeply rooted in Orthodoxy that sustains them as faithful stewards of the Orthodox Church and enhances the vision and mission of St. George Church with its own mission statement and set of planned goals.

Timely: Timelines for measuring progress or end of the project.
The teachers for each class create measured progress and the timelines. Age appropriate curriculum is followed and defined by the Greek Orthodox Archdiocese and supported by the Greek Orthodox Metropolis of San Francisco.

St. George Greek Orthodox Church School uses a scaffolding learning system where each year a child learns more about Orthodoxy that is built upon what has been learned the year before.

The director and/or assistant director mail weekly updates to the parents on classroom lessons and upcoming events allowing them to reply and ask questions. Teachers are encouraged to correspond directly with their students' parents to create an ongoing relationship and bond and the director is on hand to greet each child coming in, as well as being available for any parent who wants to talk and/or share any type of dialogue pertaining to the program.

When will you evaluate your progress? How often?
Quarterly staff meetings are scheduled throughout the ecclesiastical year allowing the teachers to give a status on their class and introducing additional tools to help them achieve their goals. However, the director is always available to help each staff member at any time to make them and their class be successful.

Every 2-3 years a survey will be sent to the parents for each class with specific questions to measure its performance, along with questions about the Church School ministry and its leadership.

Budget: Will funding be required to complete this? If so, how much?
Yes. Each year curriculum, workbooks, and craft supplies will have to be replenished. A realistic budge for this program is:
Total is based on 35 students and 10 teachers + substitutes
Student Breakdown
\$27 Curriculum / Certificates / Awards
\$25 Materials (Printing and Craft Materials)
\$10 Events / Luncheons
Total – \$62.00

Printing Costs (Church) – \$500
Promotion and Teacher Certificates through GOARCH – \$25 / St. John Chrysostom Medals (10) – \$60
St. John Chrysostom Oratorical Festival travel allowance – \$1,000 - \$1,500*
Curriculum (Preschool through High School) through GOARCH – \$875
Craft Materials – \$350
Retreats / Events / Luncheons – \$350
Total – \$3,160 - \$3,660
**This money will only be used if a child from St. George advances to Metropolis and/or National levels and covers the child only.*

PUBLICIZE: Communication method:
Report will be given at the Fall General Assembly and in church as needed.
Weekly Update Email, Flocknote, Weekly Bulletin, Newsletter, St. George's Private Community Page on Facebook

PROGRESS: Evaluation/Analysis/Critique and Dates of Review/Parent Survey
Staff Meetings: August 18; October 27; February 2; May 4
Parent Survey: June 1, 2025

Applicant(s):
Date submitted to Parish Council: **April 18, 2024 / Revised October 14, 2024**
Approved: _____
If not approved, why? _____
Blessing by _____
Budget Approved (if applicable) _____

Current Mission/Vision Statement for St. George Greek Orthodox Church of Prescott*
"The aims and purposes of the parish are to keep, practice and proclaim the Orthodox Christian Faith pure and undefiled."
"The diakonia (work, ministry, mission) of the parish will include proclaiming the Gospel in accordance with the Orthodox Faith, sanctifying the faithful through God's grace in worship, the Divine Liturgy and the other Sacraments and Devotional Services, enhancing their spiritual life, adding to their numbers by instructing others and receiving them into the Church through Baptism and/or Chrismation, catechizing them in the Orthodox Faith and in the ethos of the Church through the establishment of programs, schools and philanthropic activities, and implementing Christian ministries."



St. George 5P Information Sheet

Stewardship

2024 Stewardship Ministry 5P

PURPOSE:

Orthodox Christian Stewardship is a way of life, which acknowledges accountability, reverence, and responsibility before God. Becoming a Steward begins when we believe in God, to whom we give our love, loyalty and trust and act on those beliefs. As Stewards, we affirm that every aspect of our lives comes as a gift from Him. Stewardship calls on the faithful to cheerfully offer back to God all your gifts with which you have been blessed. (*Department of Stewardship - Greek Orthodox Archdiocese of America - Greek Orthodox Archdiocese of America (goarch.org)*)

The Stewardship Committee will **Educate**, **Facilitate** and **Encourage** individuals to offer their whole lives as living sacrifices unto God.

PEOPLE:

Co-Leaders:
Parish Council Liaison:

PLAN:

2024 Goals

1. We will continue a weekly/bi-weekly communication series, Stewardship Snippet, beginning January of 2024, in the Sunday bulletin and Flocknote. The messages will be focused on Soul-Centric living (from Money & Salvation) and the true meaning of Stewardship in our lives. Snippets will continue indefinitely.
2. We will continue a monthly communication series, Stewardship Illuminations, beginning January of 2024, for the Sunday bulletin, Flocknotes and the Monthly Newsletter. The messages will be mainly focused on Soul-Centric living and the true meaning of Stewardship in our lives. These will also accent feast days with special educational messages. Illuminations are different from Snippets in their length – they are longer, and lessons have slightly more depth. Stewardship Illuminations will be published the first week of each month and will continue indefinitely.
3. We will rewrite the Ministry Directory & Time and Talent Cards, to be included in the 2025 Stewardship Packet, by October of 2024. These will enable us to clearly communicate the different Ministries as well as connect our stewards to them via the Time & Talent Cards. All materials will be available on the Stewardship Page of the St. George website for the same period and updated as needed.
4. We will publish Stewardship participation (# of Stewards) and a Financial Dashboard monthly, beginning June 2024 (see Table 1). This data will be communicated to the parish in the Sunday Bulletin, Flocknote, Monthly Newsletter and on the Church Website.
5. We will offer a “Spiritual Gift Assessment” to parishioners, in July, to assess the areas where people are best suited to serve God, and what Ministries might best meet their needs. We will also capture parishioner’s ideas and thoughts around possible new ministries. We will take the results and work with individuals (if they would like) to find the best match for serving within St. George or in the community.
6. Youth Stewardship - We will facilitate stewardship projects and lessons throughout the year to increase youth knowledge and participation through their time, talent & treasures.

Goals 1 thru 6, combined, in addition to improvements on the Stewardship page of our church website, will lead to an increase in the number of Stewards by 10% and an increase in the number of parishioners participating in our Ministries by 15%. These performance indicators will be measured annually.

7. We will introduce the concept of Percentage Giving in our effort to become a tithing parish. Beginning in July, we will start communications in the Weekly Bulletin, monthly Newsletter and on the Stewardship Page of the Church Website. We will also support Father Jeffrey in this introduction at 3 Sunday Homilies during the remainder of 2024.

The Percentage Giving Goal is to have parishioners look at their current percentage giving, and to round up to the nearest whole number - if they are currently giving at 3.6%, they would round up to 4%. If that amount is comfortable for the year, then in 2026 we would encourage moving to 5%. The Stewardship Ministry and Parish Council will be asked to commit to the same as part of the 2025 Stewardship Campaign.

These small changes are steps to increasing parishioner’s active participation in Soul-Centric living and the Treasure portion of giving back. If all our stewards committed to increasing their % giving by an average 0.5% of their current income (using an estimated 2023 median US Orthodox Christian income of \$95,000), the annual Stewardship dollars collected would increase by approximately \$25,000 - \$35,000

8. We will begin the creation of a Planned Giving Program in the 3rd & 4th quarters of 2024 with the assistance of the Orthodox Parish Leadership group working with the Greek Orthodox Archdiocese of North America. This program will help fund the long-term vision of St. George Orthodox Church’s strategic plan. We will roll out the first related announcement at the General Assembly Meeting in 4th quarter of 2024.
9. Working closely with the treasurer, we will develop a quick, clear, and easy to use form of online giving. Introduction and rollout communications targeted for August 2024.

Budget

\$2,700 has been approved for 2024

- End-of-Year Packet: \$550
- Stewardship Sunday: \$1,400
- Books: \$200
- Printing: \$400
- In-Home Visitations: No Budget
- ‘Thank you’ gifts (pens, magnets, crosses, etc.): \$150

PUBLICIZE:

Stewardship communications will generally be handled as follows:

- The Weekly Bulletin - Stewardship Snippet, Stewardship Illumination, announcements, reminders, paper inserts (within the folded bulletin), updates regarding current activities
- Stewardship Flocknote - special stewardship events, parishioner educational information, announcing special opportunities to serve
- Monthly Newsletter – Stewardship Illumination, updates on stewardship successes, ministry updates, survey results, new stewardship book promotions (i.e., Money & Salvation)
- Announcements – testimonials

PERFORMANCE:

- Surveys taken in July and December 2024 (coordinated with SWOT Analysis Plus 1 and any other surveys being conducted in the parish) will capture if we are meeting parishioner’s needs within the current church ministries.
- We will encourage listening sessions – Ministry Leaders will reach out to their Ministry members to determine if needs are being met within the Ministry Group (as appropriate for each ministry), in November 2024.
- Increased participation/attendance in ministries, special events, service projects and weekly church services will be measured/assessed in December 2024 for end of the year counts.

Applicant(s): _____

Date submitted to Parish Council: 05/30/24

Approved: _____

If not approved, why? _____

Blessing by : _____

Budget Approved (if applicable): \$2,700

Table 1

YEAR Stewardship Financial Measures (All columns include only “month to date” numbers as of the end of the previous month)	Month & Year
Total Income*	
Total Stewardship Income	
Total Expenses	
Net Income or Loss	
% of Expenses Covered by Stewardship	
# of Stewards	
Median Stewardship Pledge (use median NOT average because larger donors skew averages, 50% above and 50% below)	
Added to Dashboard Quarterly	
Total Expenses invested in parish chosen charities and ministries	
% of Total Expenses invested in parish chosen charities and ministries	
Proxy Tithe % Analysis (Divide median stewardship contribution by \$98,000-tithe of median U.S. Orthodox income)	
% of stewardship income from top 10 stewards	
% of income from top 20 stewards	
% of stewardship income from top 20% of stewards	



St. George 5P Information Sheet

Safety Team

St George Orthodox Church The 5 “P” Plan Safety Ministry

1 - Purpose

The Safety Ministry's primary purpose is to protect the SGOC members, guests, church structures and grounds from sources of physical hazards including, but not limited to medical issues, fire, criminal activity and accidents.

2 - PEOPLE

Co-Leads :

Team Members: See attached Organization Chart

Board Liaison:

Spiritual Advisor:

Planning & Development:

Pillar: Facilities

3 - PLAN

The Safety Ministry will provide ongoing oversight and recommendations for the physical safety of the church members, guests, while they are present on the St. George Orthodox Church (SGOC) campus. Further, the Safety Team (the Team) plan includes the following:

1. Provide first response during emergency medical aid incidents at church services and activities.
2. Provide a safe and secure environment at SGOC in a discreet manner that is conducive to the non-exposure of staff and congregation to potential harm caused by criminal activity.
3. Monitor behavioral issues to prevent church service disruptions.
4. Prevent loss by reducing purposeful damage, undesired entry, and property crimes.
5. Give preventative attention to accident control, fire prevention, and general safety issues.
6. Provide special security protection details and assistance related to threat assessment cases.

4 – Presence

To enhance cross-ministry coordination and communications involving safety and security plans, concerns and issues with several of the existing SGOC ministries to include but not limited to the following: Liturgical, Greeters, Ushers, Sunday School, Facilities and Agape Meal. These and other ministries will communicate various safety policies and procedures to the parish and its members directly and on an as needed basis topics that include Safety topics. In addition, the parish at large will learn of both the Safety Ministries existence and policies via a “TBD” communications plan with the Communication's Ministry. The Safety Ministry will also plan to communicate and coordinate with local law enforcement, emergency responders and the fire department from time to time. When appropriate, a disclaimer will be added to certain Safety communications that may include the following: "The Safety Ministry is a volunteers group of individuals who may or may not be carry weapons via their AZ CCW

certifications and rights and in accordance with the national Good Samaritan laws. SGOC has not and does not condone the use of weapons.

5 – PERFORMANCE

The Safety Ministry will assess the Church Campus and make prioritized recommendations to the Parish Council regarding future safety and security measures to be implemented as the budget allows. The team will work with other ministry leaders, as needed, to improve the overall safety and security footprint at SGOC.

Overall Goals:

- To provide a safe environment for parishioners, families and guests while they attend worship activities at SGOC; ensure they can pursue spiritual growth in the Orthodox faith in a safe and a loving environment (prioritizing people, facility, equipment, automobile, other).
- Provide immediate response to medical incidents and incidents related to criminal assault occurring at SGOC Campus.
- Conduct quarterly team meetings to discuss agenda items, to include, coverage issues, updates to on-going projects, training scenarios, threat updates from the Department of Homeland Security (DHS) and local Police Liaison.
- Coordinate/Communicate with other ministries and leaders, as needed.
Examples include, but are not limited to:
 - The Usher and Greeting Ministries on Sunday morning before the Divine Liturgy
 - Sunday School and Altar Server Ministries (background checks)
 - Facilities Ministry (verification of fire extinguishers)
 - Coordinate specialized training (ie. CPR/AED training)

Financial Resources: See Attached Budget

SMART Goals:

- Grow the Safety team to approximately 6 members by September 1, 2024. Membership focus will be on finding retired first-responders (Fire/Police/EMS/Medical Health professionals and Military Veterans) for the team. Recruiting of members may require public parish announcements and/or private recruiting discussions with targeted individuals. All team members must pass the GoArch Youth Safety Platform before becoming official members of this Ministry.
- Establish a schedule by June 1, 2024 that will provide coverage from the Safety Team primarily during the Sunday morning Divine Liturgy, as that service has the greatest number of people attending. As the team grows, expand its presence at other Church activities and functions.
- Conduct "Walk-Through" tours of the Church campus with all team members to ensure familiarization with location of special equipment (wheelchair, AED, first aid kit, etc.) on or before June 1, 2024.
- Develop emergency protocols that deal with contingencies for church evacuation (ie. fire drill/fire incidents), medical assistance/ambulance, active shooter scenario, etc. on or before July 1, 2024. These protocols will be reviewed and approved by the Board for their June board meeting.
- Develop and gain approval for a process outlining the recruitment of new Safety Team members by no later than July 1, 2024. The process will be reviewed by

and approved by the Parish Council before any team members are added.

Before Services

- Team members will arrive 15 minutes before the Divine Liturgy begins.
- Team Leader will "check-in" with the Ushers and Greeters to see if they have any concerns.
- Expand safety coverage for other Sunday morning activities, when possible (ie. Catechumen training, Sunday School and Orthros worship).

During Services

- Team members will attend worship and provide safety and security from different places from within the Nave; there will be no set positioning of the team and it will vary from week to week.
- Team members will be identified to the congregation by a colored lanyard with their nametag attached.

After Service

- Continue to provide a safety and security posture during "Coffee Hour" in the Fellowship Hall and Courtyard and playground, as needed.

Special Events Coverage

- TBD on a case-by case basis

MEASURABLE:

- Improve the safety and security posture of the Church Campus by creating a building evacuation plan.
- Create a standard incident report format for use by the Safety & Security Team
- Keep a record log that tracks the number of incidents that occur and then review these with the Team, Board Liaisons and Parish Council on a regular basis.
- Enhance the physical security of the campus by adding video cameras in optimal locations, particularly on building entrances and the children's play area.
- The Safety and Security Team will submit a quarterly update to the Parish Council (via its Board Liaison). The update should include the current status of on-going projects and reported incidents during the quarter.

Exhibit A Check List

1. Wear the designated Safety & Security Team lanyard during Sunday Worship Service.
2. Make a quick inspection of the church facility to ensure areas are safe and without obstruction.



Current Status of the 5P Process at St. George's

St. George Greek Orthodox Church
Ministry Summary - Revised 10/1/24

Working Draft

Pillars	PC Liaison		Ministry Name	Function	Leader / Co-leader
Worship	George R Mike N	1	Stewardship		
		2	Altar Servers		
		3	Choir, Chanters & Readers		
		4	Ushers		
		5	Liturgical Needs		
Outreach / Evangelism	Kenny S	1	Evangelism		
		2	Bookstore / Library		
		3	Welcoming / Greeters		
Education	Destiney S	1	Church School		
		2	Catechumens		
		3	Small Groups		
		4	Adults		
Administration & Accounting	John W Tami P	1	Parish Council		
		2	Communications		
		3	Facilities		
		4	Safety Team	Safety and security of church members and facilities	
		5	Financial Management		
		6	Planning & Development		
Philanthropy & Fellowship	Linda C	1	Philoptochos Society		
		2	Brothers and Sisters in Fellowship	Women's, men's, new member and family fellowship activities	

	- Denotes SP Info Sheet is in place	Activities with No Ministerial Affiliation Pascha Picnic - Move to Brothers and Sisters in Fellowship Agape Hour
	- Denotes SP Info Sheet is optional based on ministry preference	
	- Denotes SP Info Sheet will be completed in early 2025	
	- Denotes SP Info Sheet is still required (2026)	



Lessons Learned from Going Further at St. George's

- A 5P Information Sheet is required for any new ministry seeking approval – in the past, most ministries were simply approved. The 5P process also provides the ability to assess the ongoing need for existing ministries
- We formed a Council of Ministries and hold quarterly meetings where ministry co-leaders share their progress against plan in the past 90 days, their plans for the next 90 days, as well as any challenges they are encountering
- Status reporting at our Council of Ministries meetings is creating a healthy competition for delivering results and is strengthening the spirit of comradery and loving support
- 5P information sheets are available to all interested parishioners. In addition, using those information sheets as the basis, we published a much more descriptive Ministry Handbook this year
- Despite the success of our Phase 1 launch, our identified Phase 2 ministries are concerned about the effort to create a 5P Information Sheet
- 5P Information Sheets should be updated annually, with primary focus on updating the “Plan” section, and the associated goals, for the upcoming year. Those updates should be completed just in advance of the Parish budgeting cycle

Your Presenter...

George Ekizian

- OPL Ministry Welcome Team Ministry Lead
- Former Parish Council President and current Welcome Team Ministry Lead for St. Paul's, Irvine, CA

Welcome Team Ministry

“Welcome one another, therefore, just as God has welcomed you, for the Glory of God” (Romans 15: 7)



GEORGE EKIZIAN
ORTHODOX PARISH LEADERSHIP
WELCOME MINISTRY LEAD



SHARING THE BLUEPRINT

WHO

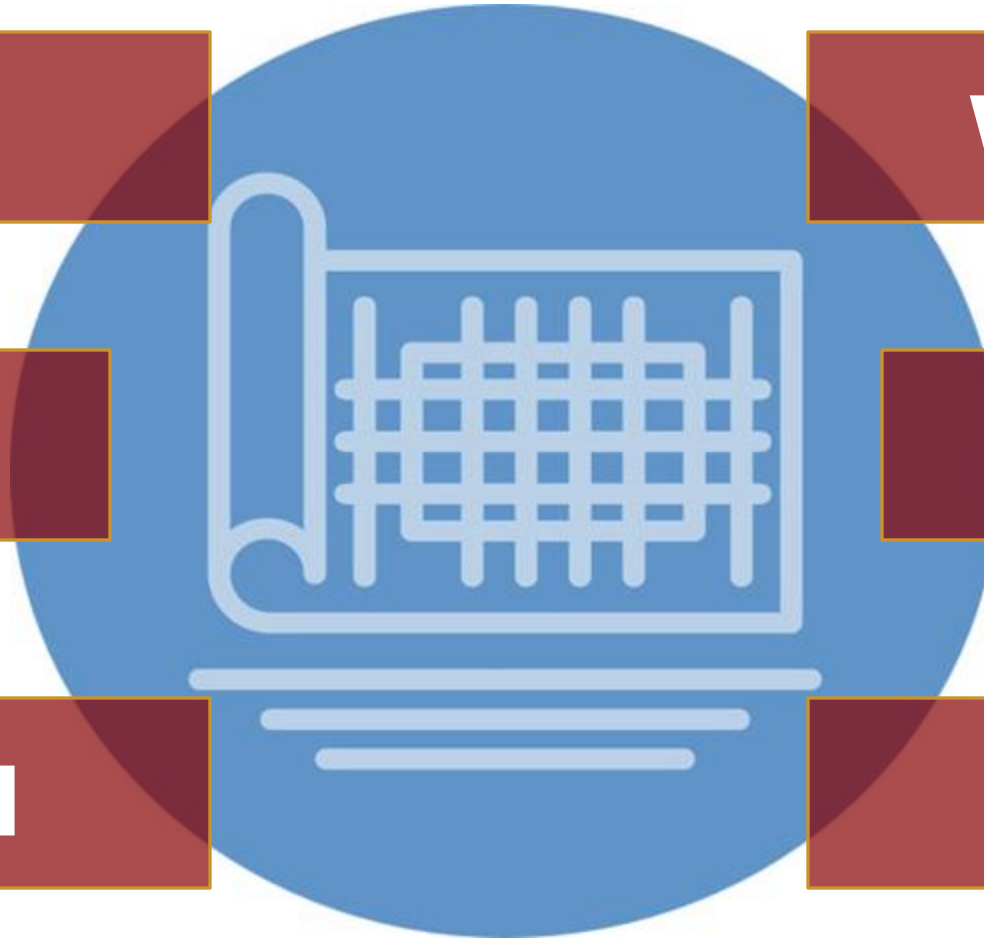
WHERE

WHAT

WHY

WHEN

HOW





GREETING VS. WELCOMING

Greeting

- Brief engagement
- Momentary connection
- Hello / Goodbye
- Virtually no social investment in one another

Welcoming

- Makes everyone feel special / creates immediate acceptance
- Lead with our hearts
- All about building relationships with everyone



WHO ARE WE

- 23 total Welcome Ministry Team members (all ages)
- 2 Welcome Team coordinators
- 4-6 team members serving each scheduled Sunday
- Engaging, accommodating, kind, outgoing personality, reliable
- Church members, regular attendees, and of Orthodox faith



WHAT WE DO

Welcome Team Coordinators

- Recruit members
- Hold annual planning meeting/training session
- Create annual greeter schedule
- Set-up greeter podium and registration kiosk
- Make up name badges
- Place bulletins on podium and in narthex
- Manage kiosk / assist with inputting information



WHAT WE DO

Welcome Team Coordinators

- Give non-orthodox visitors orientation and seat with Pew Pals
- Assign attendance counter (use clicker)
- Encourage team members to attend coffee hour and connect
- Coordinate Welcome Team coffee hours
- Confirm visitor follow-up emails sent by office staff
- Call all visitors by following Friday



WHAT WE DO

Welcome Team Members

- Faithful in attendance on scheduled Sundays / Church attire
- Contact guard or coordinator if security or first aid concerns
- Notify coordinator(s), in advance of absence
- Greet with smile and welcoming words (remember names)
- Hand out weekly bulletin



WHAT WE DO

Welcome Team Members (Welcoming New Visitors)

- Encourage visitors to fill out visitor information on registration kiosk (or complete for them)
- Offer Welcome Packet, including bulletin
- If new to Orthodoxy: refer to coordinator to give orientation
- Keep attendance counts / give attendee form to coordinator
- Invite to fellowship / introduce to church members



WHAT WE DO

Welcome Team Members (Welcoming New Visitors)

- Offer helpful information
 - If families: tell about Sunday School and give booklet / upcoming children activities / youth groups
 - If infants: inform of about nursery facilities
 - If young adults: tell about young adult ministry
 - If Seniors: share about Ambassadors Ministry / accessibility within church premises



WHEN WE WELCOME

- Coordinator(s) from 9:00-10:45 a.m.
- Team Members: Every assigned Sunday from 9:30-10:30 a.m.
- During Coffee hours
- Annual Greek Festival church tours
- Other church events (always on call)



WHERE WE WELCOME

- In Courtyard (not narthex)
- About 15'-20' from entrance of church





WHY WE WELCOME

- To treat attendees like family, giving reason to return
- To introduce Orthodoxy to non-orthodox visitors
- To set tone for entire experience at church
- To leave great first impression to newcomers
- To warm hearts of members/visitors before entering church
- To encourage attendees to get involved in church ministries
- To demonstrate our faith by "Making Love Our Aim"



HOW WE WELCOME

Before Liturgy

- It's great to see you!
- How are you doing?
- I don't think I've had the pleasure of meeting you. My name is ____.
- We are glad you are here.
- How did you find out about our parish?
- We've missed seeing you (if haven't attended recently)



HOW WE WELCOME

After Liturgy

- It was great to see you (or great to see you again).
- It was nice to have you join us.
- Have a great week.
- God Bless you.
- I hope to see you next Sunday!



HOW WE WELCOME

During Coffee Hour

- Did you come with someone?
- Do you know someone here?
- Are you from this area?
- Are you visiting?
- Have you visited here before?
- Have you been to an Orthodox Church before?



ST. PAUL'S WELCOME TEAM

