

## **MISSION STATEMENT**

*To be a sanctuary for all as we strive to be the hands, feet and heart of Jesus in our neighborhood and the world.*

## **CORE VALUES**

**Worship:** To be a source of healing the body, mind and spirit through liturgical worship.

**Formation:** To enrich spiritual growth by offering Bible studies, speakers and classes for all ages.

**Fellowship:** To strengthen relationships through parish events and gatherings in an atmosphere open to all.

**Service:** To be Christ's hands and feet in the world by reaching out to those in need physically and spiritually.

**Hospitality:** To welcome all who enter our doors.

## **VISION (Strategic Priorities)**

### **WORSHIP:**

St. Stephen's offers varied services enhanced by liturgy that brings people closer to God.

### **FORMATION:**

St. Stephen's recognizes Christian formation as essential for all ages. We encourage each other to enrich our faith through worship and study.

### **SERVICE:**

St. Stephen's becomes a center for outreach, providing services and supplies where needed.

## **PARISHIONER CARE AND INVOLVEMENT**

St. Stephen's provides compassionate care to meet the needs of our members. We encourage participation in church ministries leading to deeper Christian commitments and relationships.

### **YOUTH:**

St. Stephen's youth ministry is a safe community where young people can develop into disciples of Jesus.

### **STEWARDSHIP:**

St. Stephen's recognizes the importance of sharing time, talents and treasures as a part of being the hands, feet and heart of Jesus in our neighborhood and the world.

**Worship (W) 2016 Goals & Objectives**

| Goals  | 2016 Objectives   | Expected Results  | Goal Liaison(s) | Goal Owner(s) Ministry Map Contacts  |
|--|---|---|-----------------|--|
| <p><u><b>Worship</b></u></p> <p><b>W 1 - An additional Worship service</b></p> <p>Develop an additional Worship service to reach a broader demographic</p> | W 1.1: Revamp format of Sunday 5pm Service                                    | <input type="checkbox"/> Increased attendance and more diverse participation<br><input type="checkbox"/> Retention of youth<br><input type="checkbox"/> Participation and connection with youth | Larry Kiker     | <p><b>Committee</b> to explore options (including time/style/format] (i.e., Band) <b>led by Rector</b> – Mark Forbes</p> |
|  | W 1.2: Special service for Band outside of worship service (special programs) |   |                 | <p><b>Youth Director</b> – Catherine Poellnitz</p>   |
|  | W 1.3: Develop contemporary worship services                                  |   |                 | <p><b>Vestry Liaisons</b> – Belinda Greenaway, Jeanne Shearer</p>  |

**Formation (F) 2016 Goals & Objectives**

| Goals   | 2016 Objectives   | Expected Results   | Goal Liaison(s)               | Goal Owner(s) Ministry Map Contacts   |
|---|---|--|-------------------------------|---|
| <p><u><b>Formation</b></u></p> <p><b>F 1- Bible Study</b></p> <p>Provide an annual adult formation plan that develops spiritual understanding and provides multiple offerings with flexible times</p> | F 1.1: Develop leadership team with responsibility for adult formation strategy | <input type="checkbox"/> Increased attendance<br><input type="checkbox"/> Increased knowledge<br><input type="checkbox"/> More small group activities<br><input type="checkbox"/> Deeper faith | Jess Garrison<br>Sam Johnston | <b>Clergy</b> – Donna Gerold  |
|   | F 1.2: Provide more opportunities for small group Bible study                   |  |                               | <b>Adult Formation Chair</b> – Georganne Perrine                            |
|   | F 1.3: Provide multiple adult formation offerings on Sunday                     |  |                               | <b>Vestry Liaisons</b> – Joan Short, Mary Yancey, Chris Eagan, Jerry Norman |
|   | F 1.4: Involve more lay people to lead the formation offerings                  |  |                               |   |
|   | F 1.5: Continue Lecture series  |  |                               |   |
|   | F 1.6: Better communication of offerings  |  |                               |   |

## **Formation Updates: 11/10/16**

F1.1: Adult Formation Committee, chaired by Georganne Perrine, comprises of approximately 12 members with 8 backups. Members are asked to serve 1 year with a rotation of 3 or 4 new members on and current members off each year.

- Theme for fall 2016 is “The Joy is in the Journey”
- We have seen an increase in attendance. 75 attendees on the first Sunday of fall formation!
- Goal liaisons will obtain feedback from the committee
- December 2016 – Deadline for spring formation plan

F1.2, 1.3, & 1.6: Objectives will be addressed as part of formation strategy (F1.1).

F1.4: All four adult offerings this fall are Lay led.

F1.5: Proposal for formation of an official “Lecture Series Committee” was approved by Mission and Vision Committee. It will be presented to vestry for approval. Suggested structure...

- Parishioner Chair
- Vestry liaison
- Staff contact
- Clergy contact
- 3-4 parishioners as committee members

F1.6: **COMPLETE**

**Service (S) 2016 Goals & Objectives**

| Goals   | 2016 Objectives  | Expected Results   | Goal Liaison(s)                       | Goal Owner(s) Ministry Map Contacts   |
|---|--|--|---------------------------------------|---|
| <p><u>Serving</u></p> <p><b>S 1- Neighborhood Outreach</b></p> <p>Increase our service to our local community</p> | <p>S 1.1: Increase involvement in community for drug and alcohol addiction prevention and treatment programs</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Increased local membership</li> <li><input type="checkbox"/> Better connection with community</li> <li><input type="checkbox"/> Uniform message for outreach</li> <li><input type="checkbox"/> Increased focus on Who Is Our Neighbor</li> </ul> | <p>Jane Pounds<br/>Kathryn Dorlon</p> | <p><b>Clergy</b> – Donna Gerold</p>   |
|   | <p>S 1.2: Increase involvement in community schools</p>  |  |                                       | <p><b>Outreach Committee Chair</b> – Fiona Watts</p>  |
|   | <p>S 1.3: Identify needs of Cahaba Heights and put plan in motion</p>  |  |                                       | <p><b>Vestry Liaisons</b> – Lisa Rutherford, David Turner, Wes Pierce, Mindy Strickland</p> |
|   | <p>S 1.4: Strengthen active participation in Outreach agencies, i.e., Board membership</p>                       |  |                                       |   |
|   | <p>S 1.5: Better communication of how members can get involved (Binder, announcements, etc.)</p>                 |  |                                       |   |
|   | <p>S 1.6: Community dinner for neighbors</p>   |  |                                       |   |

## Service Updates: 11/10/16

S1.1: We hosted the “Day of Recovery: The Journey” diocesan event on 10/15/16. Over 100 people from across the dioceses attended. We plan to publicize the next event to the community.

Hope to host another community breakfast sponsored by the Addiction Prevention Coalition in the spring of 2017. The one held in May of 2016 was very successful. It was geared towards high school students and parents. Members of the DEA, Vestavia Police department, and other first responders shared their experiences treating substance abuse cases in our community.

S1.2: We are a PIE (Partners in Education) member of Cahaba Heights Elementary (VHECH) School. We will continue the Snowflake Christmas tree ministry again this year. It benefits children in need from Cahaba Heights Elementary.

S1.3: The church hosted a forum for the candidates running for election to the Vestavia Hills city council. It was well attended by the Vestavia Hills community, and moderated by our very own Aaron and Ashley Kuntz. Ideas of a recycling event, building of a Little Free Library, working with Cahaba Heights fire department and New Merkle Senior Center are being discussed during the Outreach Committee meetings.

- Recycling Event – Melville Newman graciously agreed to coordinate.
- Little Free Library – It is a great way to provide free books to our community. The idea is you take a book, leave a book, and/or return the book you took. It will be maintained by members of the Outreach committee. Scott Cochran built a beautiful replica of St. Stephen’s to house the books for this ministry. It will be installed on the Overton Road side of our property.
- CH Fire Department – We will discuss possibilities with Xan Glover. We would like to determine how St. Stephen’s can help with needs identified by the fire department. Are smoke detectors, fans, and heaters needed by those in our community?
- New Merkle – Susan McAllister will contact to see how St. Stephen’s can be of service.

The idea of St. Stephen’s becoming a polling location for our local community was discussed. Kathryn will talk to Mark about the possibility.

S1.5: **COMPLETE**

S1.6: Hoping to host community dinner in spring 2017.

**Parishioner Care and Involvement (PCI) 2016 Goals & Objectives**

| Goals   | 2016 Objectives   | Expected Results  | Goal Liaison(s)  | Goal Owner(s)<br>Ministry Map Contacts                      |
|---|---|---|--|---|
| <p><i>Serving and Seeking</i></p> <p><b>PCI 1 – Parishioner Care and Involvement</b></p> <p>Provide a ministry that supports the needs of all members and increases the involvement and fellowship of all members</p> | PCI 1.1: Develop a volunteer led ministry for our senior members                              | <input type="checkbox"/> Increased member involvement<br><input type="checkbox"/> Spiritual development<br><input type="checkbox"/> Increased fellowship<br><input type="checkbox"/> Increased attendance and participation | PCI 1.1 – Wes Pierce   | <b>Clergy</b> –Donna Gerold                                 |
|   | PCI 1.2: Identify intergenerational fellowship opportunities                                  |   | PCI 1.2 & 1.3 – Jessica Garrison, Charlie Lorant, and Kathryn Dorlon | <b>Pastoral Care Committee</b> – Kathryn Dorlon             |
|   | PCI 1.3: Identify ways to increase awareness and activities of newcomer/shepherding committee |   | PCI 1.4 – Kathryn Dorlon and Donna Gerold                            | <b>Parish Life Committee</b> – Kathryn Dorlon               |
|   | PCI 1.4: Introduce Invite, Welcome, Connect training to church leaders                        |   |  | <b>Director of Ministry and Membership</b> – Kathryn Dorlon |
|   |   |   |  | <b>Newcomer Committee</b> – Kathryn Dorlon                  |

**Parishioner Care & Involvement Updates: 11/10/16**

PCI1.1: Van Chaplin agreed to become the first Lay leader of the “Boomers”. He hit the ground running this summer, and is doing a great job!

PCI1.2: Parish wide activities continued this summer. Great prizes were given away during this year’s bingo and family game nights. Fun was had by all. The Boomers hosted the Middlers for a Thanksgiving Feast on November 4<sup>th</sup> at 6pm. Dinner and drinks were enjoyed on the patio outside the parish hall. It was a wonderful time of fellowship. We hope to have 3 events like this a year, with different group involvement.

PCI1.3: New Rally Day format was a huge success. Parishioners collected ministry flags, dressed up for fun photo booth pictures, enjoyed breakfast together, and entered for a chance to win a free week at the beach. Congratulations to Nick Parmer and his family!

PCI1.4: First training was successfully held in February 2016, and may be held again in spring 2017. Kathryn Dorlon was able to attend the national conference as well.



**Lay Leadership Development (L) 2016 Goals and Objectives**

| Goals   | 2016 Objectives  | Expected Results   | Goal Liaison(s)            | Goal Owner(s)<br>Ministry Map Contacts   |
|---|--|--|----------------------------|--|
| <p><u>Serving</u></p> <p><b>L 1 – Leadership Development</b></p> <p>Identify and develop lay leadership</p> | L 1.1: Develop a plan for the rotation of leadership roles         | <input type="checkbox"/> Increased pool of leaders<br><input type="checkbox"/> Heightened sense of ownership in the church’s mission | Donna Gerold<br>Wes Pierce | Clergy – Donna Gerold  |
|   | L 1.2: Develop a program to identify and recruit potential leaders | <input type="checkbox"/> Spiritual growth through common goals   |                            | <p>Vestry – All members</p> <p><b>Ministry Leaders</b> – Mission and Vision (Wes Pierce), Adult Formation (Georganne Perrine), Congregational Health (Lisa Beatty)</p> |

### **Lay Leadership Development Updates: 11/10/16**

L1.1: Donna and Wes met and discussed a possible plan for the rotation of leadership roles based on previous conversations with existing ministry leaders. Decision was made to base rotation plan on the Cursillo/Kairos leadership model. The leadership model was approved by the Vestry in June 2016. The Mission and Vision committee will follow this model beginning January 2017. Wes Pierce will be the Advising Chair, Jessica Garrison Chair, and Chuck Jones Observing Chair.

- Suggested Leadership Model
  - Advising Chair
  - Chair
  - Observing Chair

L1.2: Include as part of leadership onboarding in fall. Listening to fellow parishioners' interests in ministry is an important role of current leaders.

**Youth (Y) 2016 Goals & Objectives**

| Goals   | 2016 Objectives  | Expected Results   | Goal Liaison(s)                        | Goal Owner(s)<br>Ministry Map Contacts  |
|---|--|--|--|---|
| <p><u>Youth</u></p> <p><b>Y 1 – Youth Integration</b></p> <p>Integrate the youth into the wider church family programming and planning.</p> | Y 1.1: Identify new ways the youth and church can support each other | <ul style="list-style-type: none"> <li><input type="checkbox"/> Heightened sense of ownership in the church’s mission</li> <li><input type="checkbox"/> Community in relationships</li> <li><input type="checkbox"/> Grow and retain youth membership</li> </ul> | <p>Charlie Lorant<br/>Frank Holmes</p> | <p><b>Clergy</b> – Donna Gerold</p>   |
|   | Y1.2: Fill empty youth director position                             |  |  | <p><b>Youth Council Chair(s)</b> –<br/>Danielle Dunbar &amp; Rocco Calamusa</p> |

## **Youth Updates: 11/10/16**

Discussion needed between the Mission and Vision Committee chair, liaison, clergy, Youth Council chairs, and Youth Director.

- Are there ways the church can support the youth program that is not already being done?
  - Videography of how the program has effected the lives of our youth, in their own words and images. Post on St. Stephen's social media.
- How can the youth stay connected to the church as a whole?
  - Youth led Wednesday night formation program for all a few times a year
- How do we incorporate the youth into everyday church activities?
  - Acolytes
  - Mentor pairing for greeters and ushers
  - Habitat for Humanity
  - Family outreach opportunities

**Stewardship (G) 2016 Goals & Objectives**

| Goals   | 2016 Objectives  | Expected Results  | Goal Liaison(s)           | Goal Owner(s)<br>Ministry Map Contacts                  |
|---|--|---|---------------------------|---|
| <p><u><b>Giving</b></u></p> <p><b>G 1 – Stewardship</b></p> <p>Establish a coordinated education program that provides spiritual development of being good stewards</p> | G 1.1: Create a spiritual understanding of stewardship | <ul style="list-style-type: none"> <li><input type="checkbox"/> Spiritual development</li> <li><input type="checkbox"/> Increased resources for internal and external church programs</li> <li><input type="checkbox"/> Expansion of our ministry in the community and the world</li> </ul> | Ray Brooks<br>Larry Kiker | <b>Rector</b> – Mark Forbes                             |
|   | G 1.2: Increase desire to share time and talents       |   |                           | <b>Sr. Warden</b> – Jeff Kuehr                          |
|   | G 1.3: Increase desire to tithe                        |   |                           | <b>Jr. Warden</b> – Larry Kiker                         |
|   |  |   |                           | <b>Stewardship Committee Chair</b> – Phillip Passafiume |

## **Stewardship Updates: 11/10/16**

G1.1: Have periodic sermons about stewardship throughout the calendar year and not just during stewardship season. Formation offerings dealing with the spiritual side of stewardship. How do we “Live It”?

G1.2: Provide time and talent pledge cards along with financial pledge cards. Parishioners could volunteer to serve in one or more of the church ministries through this pledge card.

G1.3: More visibility and communication about St. Stephen’s endowment. Include financial updates through the monthly newsletter. Possible visible representation of how the church determines its budget like we do our households. Could ask ministry leaders to remind their groups about the endowment.

**Foundational (FD) 2016 Goals & Objectives**

| Goals  | 2016 Objectives  | Expected Results   | Goal Liaison(s)                             | Goal Owner(s)<br>Ministry Map Contacts          |
|--|--|--|---|---|
| <p><b><u>Foundational</u></b></p> <p><b>FD 1 – Care and Maintenance of the Facility and Kitchen</b></p> <p>Ensure that our facilities are regularly cleaned and that the structures, grounds and equipment are properly maintained</p> | FD 1.1: Establish “deep” cleaning schedules for buildings                      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Cleaner facilities</li> <li><input type="checkbox"/> Secure facilities</li> <li><input type="checkbox"/> Meeting support</li> <li><input type="checkbox"/> Reduced inventory cost</li> <li><input type="checkbox"/> Possible need for additional staff</li> </ul>                                    | Charlie Lorant<br>Ray Brooks<br>Larry Kiker | <b>Parish Administrator</b> – Jen Manning       |
|  | FD 1.2: Establish equipment maintenance schedule                               |  |   | <b>Rector</b> – Mark Forbes                     |
|  | FD 1.3: Schedule timely volunteer grounds clean-up days                        |  |   | <b>Kitchen Committee Chair</b> – Tom Robertshaw |
|  | FD 1.4: Ensure that building and grounds are secure                            |  |   | <b>Grounds</b> – Steve Smith/Jane Pounds        |
|  | FD 1.5: Ensure staff or volunteer is available whenever buildings are occupied |  |   |   |
|  | FD 1.6: Effective use of kitchen facilities and equipment                      |  |   |   |
|  | FD 1.7: Effective inventory management for kitchen                             |  |   |   |
| <p><b><u>Foundational</u></b></p> <p><b>FD 2 – Administration of Church</b></p> <p>Ensure that the administrative activities are carried out in the most effective and efficient way</p>   | FD 2.1: Provide a comprehensive communication plan                             | <ul style="list-style-type: none"> <li><input type="checkbox"/> Consistency in all forms of communication</li> <li><input type="checkbox"/> Effective greeting of visitors to the church office</li> <li><input type="checkbox"/> Reduced need for voice mail and reduced lost calls</li> <li><input type="checkbox"/> Possible need for additional staff</li> </ul> | Kathryn Dorlon<br>Frank Holmes              | <b>Parish Administrator</b> – Jen Manning       |
|  | FD 2.2: Provide staffing for reception desk during normal office hours         |  |   | <b>Rector</b> – Mark Forbes                     |
|  | FD 2.3 Provide office support for clergy and staff                             |  |   |   |

## **Foundational Updates: 11/10/16**

FD1.1 & 1.2: Kitchen committee is reviewing. The kitchen received a contracted deep cleaning in August.

FD1.3: More volunteer grounds cleanup days scheduled for fall and spring.

FD1.4: Joel is currently handling this on a daily basis.

FD1.5: This is a WIP. Audio visual is the main issue for last minute requests.

- Larry Kiker talked to Charlotte Langley about adding submission deadlines and fee schedule to the Event Planner form.
- There is a need for a full-time or multiple part-time sextons who can also handle the audio visual needs for events. There have been discussions with the Personnel Committee.
  - This will have to be addressed during 2017 budget discussions

FD1.6: All kitchen committee members have passed food handling certification.

FD1.7: An effective system is now in place. **COMPLETE**

FD2.1: Melissa Daniels is working on a comprehensive communication plan.

FD2.2: Normal business hours are 8:30 am to 4:30 pm. Thanks to the continued efforts of Jane Pounds, the reception desk is now fully staffed with volunteers from 9 am to 4 pm Monday through Friday.

- There is a need for a full-time receptionist.
  - This will have to be addressed during 2017 budget discussions

FD2.3: Jess Garrison is volunteering 1 day a week.



