

First Congregational Church of Kingston, NH

Our Shared Vision

We are a congregational church called by God through the Holy Spirit to be disciples of Jesus Christ.



Discipleship Event Form (DEF)

This form is to assist facilitators of discipleship events in identifying their goals for the event as well as necessary resources. The church leadership will use this form to connect church attendees to appropriate events within our system of discipleship. Please submit this form to the church office in accordance with the protocol outlined on page 3. This form is to be completed 4 weeks prior to the event. The facilitator of the event assumes responsibility for coordinating all resources and advertising the event.

Please print

Form submitted by: _____ Date form submitted: ____/____/____

Event Title _____

Date(s) of event: ____/____/____ to ____/____/____

Is this a new initiative? Yes No

Facilitator's contact information: Name _____

Address _____

Phone _____ Email _____

Is the facilitator a member of the church? Yes No

Overview or purpose of the event: _____

The Discipleship Event should contribute to our shared vision and mission. Which discipleship category will your event best fit into? Please check and explain.

Proclaim the Good News of Jesus Christ _____

Teach the ways of the Lord _____

Reach a lost and hurting world _____

Which ministry does this event come under? Please check.

Worship

Education

Caring

Operations

Are the materials and leaders qualified and consistent with our beliefs? Please explain. _____

How will your event be evaluated? _____

Materials needed Yes No _____

Resources needed Yes No _____

Technology needed Yes No _____

Childcare offered Yes No _____

Where will the participants get the materials? _____

What areas in the church facilities will be needed?

Kingston

Sanctuary Rent Fellowship Hall Kitchen

Sunday School Rooms (check all that apply)

Room 2 Library Nursery Pre-school

Room 6 Room 8 Music Room Room 5 (small chairs)

or Newton

Sanctuary Kitchen Basement Back Room (former office)

How will this event be advertised?

Bulletin

Announcements

Email News

Other _____

Please write a brief description of this event to be used in the advertising of this event.

For Office Use Only:

Action

Date

Deacon's Initials

Comments for leadership team only

Discipleship Event Form (DEF) Protocol

Purpose: The DEF is designed to help congregants who have good ideas put them into action. It also helps church leadership be knowledgeable about the events and activities taking place throughout the church. Ultimately, this protocol seeks to facilitate events that will contribute in a healthy way to the spiritual well-being of folks in our church according to FCC's Congregational Way (i.e. discipleship path: *Worship – Care – Serve – Share*).

1. DEFs are available online at <http://www.kingstonfcc.org/log-in/forms>.
2. Submit your handwritten form to the church office. Depending on the type of event, office staff will furnish copies of the DEF to appropriate church leaders* for timely review and response, aiming for reply within 10 days of submission. DEFs specific to Small Groups are copied and sent both to the Deacon of Christian Education and to the Volunteer Coordinator of Small Groups Ministry, and follow special guidelines described below.

DEF submissions are vital for small group leaders in any or all of the following situations:

- i. Starting a new group*
- ii. Publishing changes to an existing group:*
 - 1. Updating curriculum (i.e. changing to a different author/publisher, study guide, book of the Bible, etc.)*
 - 2. Change in small group leaders*
 - 3. Change from a full to an open group, or vice versa*

* Church leaders involved in the process function at varying levels of input according to roles and responsibilities described by the acronym R.A.C.I. (i.e. Responsible, Accountable, Consulted, and Informed). DEFs will generally be reviewed (but not in all cases) by the Volunteer Coordinator of Small Groups, the Pastor(s), the Deacon of the appropriate ministry area (i.e. Worship, Christian Education, Caring, Operations), and the Board of Elders.

3. The Deacon of the appropriate ministry area assumes responsibility for communicating the results of the DEF review to the church office and the applicant.
4. The DEF applicant is responsible for coordinating all resources and advertising for the event. Reference the *Church Office Promotions Triage* (p.4) for guidelines on encouraging active participation by the church family in your event. The DEF applicant is encouraged to consult with the church office for help with communication.

CHURCH OFFICE PROMOTIONS TRIAGE

The First Congregational Church Office serves as a hub for communication to the entire congregation, seeking to stream line promotional material according to best practices. Our goal is to help you to communicate with your intended audience in such a way that it facilitates events which support the discipleship of people on FCC’s Congregational Way (i.e. discipleship path: *Worship – Care – Serve – Share*).

This chart gives guidelines for what gets communicated and when. Rather than a case-by-case basis, the following framework is shaped by the church’s mission and vision statements.

| LARGE IMPACT EVENTS | MEDIUM IMPACT EVENTS | SMALL IMPACT EVENTS |
|---|--|---|
| Message series, Christmas/Easter Events, Church wide book study, Membership Class, Baptism Class and event, small group Bible Study | Mission Event, need for volunteers and events that are supported by but not necessarily connected to FCC | Youth group activities and gatherings, offsite concerts, community activities that would benefit from FCC presence and support. |
| Applicable to 80% of the congregation | Applicable to 50% of the congregation | Applicable to 20% or less of the congregation Sorted by: locale, life-stage or niche |
| Communication is the primary purpose; creative crafting of the advertisement with input from FCC Office and the event chair/leader. | Communication is the primary purpose; inventive, creative and updated advertisement with input for FCC Office and event coordinator. | The ministry/event leader champions promotions and drives the event with support, coaching and tools from FCC office communication. |

| ADVERTIZING MEDIUM | LARGE IMPACT EVENT | MEDIUM IMPACT EVENT | SMALL IMPACT EVENT |
|-----------------------------|--------------------|---------------------|--------------------|
| Web Homepage | X | | |
| Web Event page | X | X | X |
| Video | X | | |
| Pre/post service Slide loop | X | X | |
| Bulletin | X | | |
| Lakeside Spire ENews | X | X | |
| In service announcement | X | | |
| Banners/Signage | X | X | |
| Social Media/FCC Facebook | X | X | X |
| Invite postcard | X | X | |
| Ministry Group Leader | X | X | X |