Teresa Sullivan

Small Groups Director, Marriage Ministry & Database Manager

##### Job Description

Why are small groups important to the life of FCC?

This is where life happens. People are in each other’s homes, their kids are playing together, the adults can ask questions, dig into the Bible, fellowship over snacks, help each other with life events. Some of the best friends I have are a result of small groups, so I am a walking testimony to their importance.

Small Groups

* Organize and implement new small groups each fall. Contact leaders to ask for information or provide encouragement, provide lists of potential group members to leaders, find appropriate groups for potential members, order curriculum.

Why does FCC have a marriage ministry?

Because Fairfield County has a miserable track record when it comes to the number of divorces each year compared to the number of marriages (somewhere around 70 divorces per 100 marriages). And if we can do anything to mitigate that awful statistic to save those people that heartache, to keep those kids from having to go through custody battles… if we can equip those two adults with tools so they can be Christ like to one another, their marriages may be one of the strongest witnesses to the love of Christ that can be portrayed.

Pre-Marriage and Marriage Ministries

* Coordinate mentors with engaged couples or married couples in crisis. Arrange for mentor training.
* Promote healthy marriages annually during National Marriage Week (Feb. 7-14).
* Serve as liaison between Mike Milby and the HMI (Healthy Marriage Initiative) churches and mentors. Organize and take registrations for HMI events. Update contact lists, promote events, contact pastors at HMI churches, etc.

I thought the church was about ministry, not tracking addresses.

Ministry happens through and because of the church database. We can target specific groups with information about a class, volunteer opportunity or event that might speak to their point of need. We can stay connected with our members. And when there are staff changes, the new staff person can use the database to find out some history so all the knowledge of our church body doesn’t leave when the ex-staff person does.

Knowing how to use our software helps us to get work done efficiently, so we can do more in a day.

Database Management and Software Support

* Set up and maintain ACS.
* Build ACS structure for ministry areas and classes.
* Update and export lists, perform searches, merge labels, produce reports, etc.
* Offer training on ACS.

Database Management and Software Support-*continued*

* Help staff with Constant Contact mass e-mails.
* Serve as “help desk” for software questions.

Adult Education (assisting Mark Barbee)

* Provide some oversight and handle administrative details for midweek evening classes: Publicity, room assignments, troubleshooting, updating web page, creating and distributing attendance folders, communication with custodial staff about room usage, contacting teachers to see if they want to teach again the next quarter.
* Tend to administrative details for Adult Bible Fellowships: Attendance binders, troubleshooting, room changes, Saturday set-up reminders, web page updates.

Deacons and Ushers (assisting Bill Lavely)

* Process search for new deacons each fall and communicate with nominees throughout the process into their ordination in the spring. Build new teams and assign serving dates for the following year. Coordinate deacon communion visits with shut-ins.

Other

* Plan and complete Dad & Daughter Dessert Night every other year. Includes finding speakers, publicity, recruiting volunteers, decoration, guest registration, etc. (This does not fall under my job description but it’s something God landed in my lap and it has been a tremendous blessing to me and a fun outing for many.)
* Serve as back-up for scheduling, electronic sign changes, and bulletin production.
* Update church’s Facebook page and my areas of the church’s website.