

# Outreach Mission

## Purpose, Policies, and Procedures

Holy Innocents' Episcopal Church

January, 2011

# Holy Innocents' Episcopal Church Mission Statement

*Extending the Radical Hospitality of  
Resurrected Life*

- *Remembering God's love in Christ*
- *Restoring body, mind and spirit, and*
- *Reconciling ourselves to one another and creation.*

## **HIEC Outreach Missions Purpose:**

One pillar of Holy Innocents' mission, "reconciling ourselves with one another and creation", is brought to life through our Outreach Missions. These Outreach Missions work to restore relationships with God's creation by tending to critical needs in our community, our nation, and the world.

"The two great sacraments given by Christ to his Church are Holy Baptism and the Holy Eucharist." [BCP p. 858] As Episcopalians, our response to the sacrament of Holy Baptism are our vows to "proclaim by word and example the Good News of God in Christ; seek and serve Christ in all persons; strive for justice and peace among all people; and respect the dignity of every human being." [BCP p. 417] In the Holy Eucharist, we are called to break bread together as members of the Living Body of Jesus Christ. But, when our fellow human beings stand hungry or in need while we ourselves are fed, our Eucharistic community is incomplete.

Our Outreach Missions provide vital opportunities to deepen our response to these Great Sacraments. Our personal involvement as the hands and feet of Christ in the world is critical to our spiritual growth as a parish and individuals; it is the testament to our life as part of the Living Body of Christ and through it we make a difference with each act of reaching out, no matter how large or small.

***"... let us love not in word or speech but in truth and action."  
[1. John 18]***

## **Outreach Mission Teams**

Outreach Mission Teams at Holy Innocents' provide structured opportunities for parishioners to work together to address needs identified in our community, our nation, or the world. These Mission Teams help Holy Innocents' to extend the radical hospitality of resurrected life into the larger community outside of our parish. Today, our mission teams assist an Episcopal community in Haiti, the English For Successful Living program, Emmaus House, Holy Comforter, Community Action Center, Habitat For Humanity, Church of the Common Ground, Nicholas House, Horizons, and others. Formation of new teams to support needs consistent with our mission is encouraged.

### **Getting involved with an Outreach Mission Team:**

There are many opportunities to contribute to the work of a Holy Innocents' Outreach Mission Team. Simply express your interest to learn more about our mission teams to a clergy, staff, or vestry member so you can be connected to a mission team leader who can explore ways for you to contribute.

## **Leading a sustainable Mission Team:**

Each team is organized and led to be a sustainable outreach mission:

- Clearly identifies a need in our local community or beyond to which the team will respond;
- Develops a plan of action to address that need, demonstrating knowledge of the culture to be served and presenting a proposed budget;
- Works collaboratively with already established groups inside and outside the parish such as coordinating events with the parish calendar;
- Involves the active interest and participation of at least five parishioners;
- Has an active Team Leader, clear organization, and a plan for leadership succession;
- Meets together and regularly consider, through prayer, study and reflection, how their faith is being put into action;
- Invites and welcomes new members;
- Annually reviews its plan and activities with the Outreach Leadership Team
- Mission Team Leader is an active member of the Outreach Leadership Team

## **Starting a new Outreach Mission Team:**

We welcome proposals from members of the parish that want to do work that will enlarge and deepen their commitment to follow Christ's command to love our neighbors as ourselves.

First, visit with Chris Lemley to discuss the outreach ministry you are interested in establishing a mission team around. Chris works to support leaders of mission teams at Holy Innocents' and can help you:

- Identify parishioners who may share your concern;
- Set up a first gathering;
- Identify other groups related to your area of concern. E.g. if your project involves work outside of the diocese of Atlanta, how do you work with the local Episcopal / Anglican diocese?
- Build a plan to gain approval and support as an Outreach Mission Team

## **Outreach Mission Leadership and Support:**

### **Outreach Leadership Team:**

Mission Team Leaders together with the Vestry Outreach Team form our Outreach Missions Leadership Team. This group meets quarterly to:

- Collaborate to support development and implementation of mission team plans
- Identify and plan for common mission team issues and opportunities
- Coordinate activities as needed among teams,
- Review and recommend applications for mission group status.

### **Vestry Outreach Team**

This team consists of four to six Vestry members appointed by the Rector and Vestry leadership. This group meets monthly to:

- Provide stewardship for our Outreach Mission Teams, investments, policies, and procedures toward fulfillment of Holy Innocents' Mission
- Recommend an Outreach Mission budget and allocations to the Vestry through the annual budgeting process
- Provide a liaison for each Mission Team Leader for guidance and support
- Develop new outreach missions and leadership
- Develop ways to connect and integrate outreach with our parish

### **Working with a Liaison:**

Each mission team is assigned a liaison from the Vestry Outreach Team. The mission team leader will meet with its liaison at regularly scheduled intervals throughout the year to discuss progress against the teams' plan, issues, and opportunities.

### **Money:**

Each mission team can petition for monies from Holy Innocents' allocated budget for outreach as part of their annual plan. Monies are granted to groups that demonstrate a strong sense of mission through member's commitments of time, energy, and resources. The funding may come from an allocation of our church operating budget, gifts designated for specific missions, or special offerings such as the Christmas, Easter, or Starfish (Haiti) offerings. Any external fundraising for a mission team must be coordinated with the Outreach Calendar and approved by the Assistant Rector for Outreach Missions.

The team's plan should identify how funds will be used. All funds, including those raised separately by the mission team, are held by the church until disbursed for planned expenses or grants.

Application for start-up money may be made to the Vestry Outreach Team, but mission team status is necessary for regular funding through Holy Innocents' outreach budget. Our goal is to increase our investment in outreach funding and participation each year.



# Outreach Mission Teams

Team	Role	Routines & Processes
<p><b>Vestry Outreach Mission Team</b> (4-6 vestry members and Asst Rector)</p>	<ul style="list-style-type: none"> <li>•Steward the progress of our outreach missions, investments, policies, &amp; procedures to achieve our HIEC Mission</li> <li>•Recommend an annual Outreach Mission budget and allocations to the vestry</li> <li>•Liaison with Mission Team Leaders for guidance and support</li> <li>•Develop new outreach teams and leadership</li> <li>•Develop ways to connect and integrate outreach with our parish</li> </ul>	<p>Meet monthly Recommend budget and allocations to vestry in alignment with the HIEC budget process Report annually to vestry on progress of Outreach Missions toward our goals</p>
<p><b>Outreach Mission Leadership Team</b> (Vestry team, Mission Team Leaders, Asst. Rector. 2011 team will include past chairman as transition support)</p>	<ul style="list-style-type: none"> <li>•Includes Vestry Outreach Team, Outreach Mission Team Leaders, and past chairman</li> <li>•Collaborate to support development of successful mission teams</li> <li>•Identify and plan for common mission team issues and opportunities</li> <li>•Coordinate calendar with other mission teams</li> </ul>	<p>Meet quarterly Present and discuss annual plans and budget requests for the coming year in the fall quarter meeting</p>
<p><b>Mission Team Leader and Team</b></p>	<ul style="list-style-type: none"> <li>•Develop team purpose, plan, and budget</li> <li>•Engage an active team of parishioners</li> <li>•Invite and welcome new members</li> <li>•Have a clear organization and succession plan</li> <li>•Liaison with a vestry team member to maintain communication and alignment with our overall outreach mission purpose</li> <li>•Annually review activities and plans with outreach leadership team</li> </ul>	<p>Prepare an annual plan and budget request for review and discussion with the Outreach Leadership Team Lead recruitment effort at Re-connection Sunday and other recruiting activities Team structure and activities should align with the particular requirements of each mission</p>
<p><b>Administrative Assistant</b></p>	<p>Support communications needs for outreach mission teams, leadership team, and vestry team Coordinate activities through a central calendar</p>	<p>Prepare meeting notices and reports, monthly calendar updates, Hi-Lights and bulletin announcements and stories</p>

# Holy Innocents' Outreach Mission Teams Organization

## Vestry Outreach Missions Team

- Steward the progress of our outreach missions, investments, policies, & procedures to achieve our HIEC Mission
- Recommend the outreach missions budget and allocations to the vestry
- Provide liaison for each Mission Team Leader for guidance and support
- Develop new outreach teams and leadership

## Outreach Missions Leadership Team

- Includes Vestry Outreach Team, Outreach Mission Team Leaders, and past chairman
- Collaborate to support development of and implementation of successful mission team plans
- Identify and plan for common mission team issues and opportunities
- Coordinate calendar with other mission teams
- Review and recommend applications for mission group status

## Outreach Mission Team Leaders and Teams

- Develop team purpose, plan, and budget
- Engage an active team of parishioners
- Invite and welcome new members
- Have a clear organization and succession plan
- Liaison with a vestry team member to maintain communication and alignment with our overall outreach mission purpose
- Annually review activities and plans with outreach leadership team

