

Director of Communications and Programming
2017 Program Ministry Report
2018 Goals

Oxford UMC, San Antonio

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Proverbs 3: 5-6 (NKJV)

*5 "Trust in the Lord with all your heart,
And lean not on your own understanding;
6 In all your ways acknowledge Him,
And He shall direct your paths."*

I have been serving on the Oxford staff for over 8 years. 2017 has definitely been a year of growth for me in the area of "growing in love" for the church and for our new Pastor and his family. It has been a privilege to now serve under Pastor Juan and to be part of his ministry and life of service. I chose the scripture Proverbs 3: 5-6 because I "wear so many hats" and serve in so many varied areas of the church that I so very often lean on God to direct my path!!!

Oxford's 60th. Anniversary was indeed a highlight for me this year. I was also immensely pleased with the success of the events I coordinated and led this year that were focused on children and young families. The Annual Easter Egg Hunt, Vacation Bible School, and The Party at the Patch "Trunk-or-Treat" events were all very well attended and intentionally outward focused. I also played a key role in the "Back Pack Ministry Back to School Bash" which was under the amazing direction of Oxford member Ana Davis. I was also deeply honored to represent the church as Oxford's Delegate to Annual Conference.

I handle day to day operations of the office and coordinate and train our Office Volunteers. They are angels to our staff from entering attendance, to typing up the weekly prayer list, to posting contributions, and helping keep the food pantry neat and stocked all while greeting and caring for all who enter our doors. I handle the ordering of all office supplies, children's bags supplies, and curriculum for all adult and children's classes, along with the Upper Room, and Pockets for kids. I work with the Sunday School teachers and Adult Class teachers to be sure all classes have materials and supplies. I provide all printed brochures, prayer cards, items for pew ministry, worship bulletins, monthly newsletters, calendars, and event posters both for online publication and in house use and display. I also ensure that our office machines and network are in working order. This is accomplished with the generous and high-level oversight of Oxford member Van Clegg. We are also greatly blessed to also have a Pastor with amazing technology and media skills. I consistently provide the church with a weekly "The Weekender" emails, Social Media postings, monthly newsletters and calendars, seasonal postal mailings, and "Call-em-All" phone messages as needed to keep communication flowing through the church.

My duties and preparations for Sunday worship include working closely with Worship Committee Chair Flo Jackson to ensure that ushers, greeters, and communion servers are providing service to our congregation. I also ensure that our media team covers our worship services. I send out a weekly "Sunday Servants" email listing who will be serving from the opening of the doors to the counting of the offering each Sunday.

My ministries of "LOVE" are the Wednesday Lunch Bunch for Seniors, Apartment Ministry, Shepherd Ministry, serving on the Worship Design team, sending out Prayer Alerts, participating in the United Methodist Women, occasional ministry to The Heights on Huebner, coordinating weekly Zumba for women of our church, and the best for last is – singing for The Lord on the Elevate Praise Team every Sunday.

2017 Report

January

- Helped coordinate Sunday School Class room changes to provide space for Children's Church.
- The Ladies Tea was coordinated by Oxford member Teri Boldt (Kristi Forister was staff liaison.)

February

- Coordinated the Shepherd Ministry Brunch with Marty Donohue

March

- Led the music with Pat Carey at the Wednesday night Lenten services
- Preached at the Wednesday Night Lenten Service on Feb. 22
- Coordinated weekly egg stuffing parties to prepare for the Easter Egg Hunt.
- The Women's Retreat was coordinated by Teri Boldt & Kristi Forister
- Began working on the 60th. Anniversary Task Force

April

- Contacting of past clergy and their families to invite them for 60th. Anniversary
- Led music with Pat Carey for Holy Week Foot Washing Service
- Decorating for The Easter Egg Hunt
- Coordination, advertising, and serving at the Annual Easter Egg Hunt (Kristi Forister coordinated kitchen staff and youth participation.)

May

- Preparing for 60th Anniversary (decorations, etc.)
- Oxford's 60th. Anniversary Jubilee Worship and Dinner

June

- VBS & Back Pack Ministry planning & coordination meetings

July

- Coordinated "Christmas in July" Program Meeting
- Coordination of Oxford's first ever evening Family Vacation Bible School "Camp Out"
 - Craft Night
 - Mission Night
 - Outdoor Games Night
 - Cook-Out and Closing

August

- Back Pack Ministry Back to School Bash
- Begin preparations for Trunk-or-Treat event (inflatables, prizes, giveaways, etc.)

September

- Stewardship mailings

- Sunday School Luau to kick-off New Sunday School Year

October

- Kicked off Children's Sunday School Rotation Model
- NEW Sunday School Class "C.E.O.'s" began
- Coordination, advertising, and serving The Party at the Patch Trunk-or-Treat
- Begin seeking donors for Thanksgiving Basket Food Drive

November

- Coordinate sign-up for Thanksgiving baskets at food pantry
- Charge Conference
- Assist with Mother's Day Out / Youth Thanksgiving Dinner
- Work with Pastor and Flo at Usher "Refresher" Training
- Coordinate and lead Thanksgiving Lunch for Lunch Bunch
- Oversee communications for Thanksgiving Baskets giveaway
- Serve with Elevate Team at Wednesday Night Thanksgiving Worship Service
- Serve with Worship Committee at The Hanging of the Greens
- Serve as needed with Wednesday Night Advent Study
- Poinsettia sale begins (Kristi Forister organizes list of dedications.)

December

- Assist with Tamalada & Silent Auction
- Elevate / PM SOUL Christmas Concert – Dec. 18
- Assist with Drive-Thru Nativity
- Christmas Eve Morning Worship
- Assist with Candlelight Service
- Lead music with Elevate Team at Christmas Day Worship

2018 Goals

Communication Goals are to work with Pastor, leaders, and Staff to:

- Increase a positive sense of belonging and connection for members through the communications of Oxford
- Have church members opt in for "Text-em-All" messages
- Increase Members' participation in Realm by upgrading to the Realm App (if funds are available)
- Add new Social Media platforms "Instagram" and "Twitter"
- Find new ways to reach the community around us
- Increase the frequency of mailings to the Homebound to provide a ministry of healing
- Increase participation in weekly prayer chain
- Improve contact of first time visitors
- Improve or re-design the church website (if funds are available)
- Improve the Welcome Center in narthex to include a screen with scrolling announcements and a more inviting feel with improved seating to promote fellowship (if funds are available)
- Upgrade display boards in Education Building and Narthex (if funds are available)
- Consider new bulletin and newsletter designs
- Oxford Pictorial Directory (if funds are available)

Programming Goals are to work with Pastor, leaders, and Staff to:

- Grow new ministry leaders and teachers
- Increase a positive sense of belonging and connection for members through the programs of the church
- Grow participation in Sunday School and Adult Classes
- Instill a core value in our church that Worship is our greatest purpose
- Find leaders and implement a Spanish language Sunday School class
- Find leaders and implement an Oxford Indian Community Sunday School class
- Find leaders and implement a College Ministry
- Encourage our Missions, Fellowship, and Evangelism Chairs to form Teams that regularly meet with the intention of engaging all members and guests in the ministries of Oxford
- New Member Dinners
- “Seniors Prom”
- Valentine’s Day Dinner (Feb. 14 is a Wednesday)
- Increase member participation and “cast an even wider net” for our outward-focused events - Easter Egg Hunt, VBS, Trunk-or-Treat, Back Pack Ministry, Thanksgiving Baskets, Drive-Thru Nativity, Elevate Christmas Concert