

Presbyterian Church in America
Ministry Opportunity Form

Job Title Solo Pastor

Contact Info

Church Name Harbor Church

Website www.harborchurch.org

Presbytery Central Carolina

Address 433 Williamson Road

City Mooreville

State NC Zip 28117

Contact Name Carl Larson

Telephone 704-258-8496 (cell) Email pastorsearch@harborchurch.org

Search Committee Chairman Carl Larson

Job Description

Please see attached Church Profile Form and Information Packet

For church use only: Once completed please email to pastorsearch@pcanet.org

Revised November 2009

Presbyterian Church in America

Office of the Stated Clerk
1700 North Brown Road, Suite 105, Lawrenceville, GA 30045
Phone 678-825-1000 Fax 678-825-1001 Email: pastorsearch@pcanet.org

1. NAME OF CHURCH: Harbor Church (PCA)

ADDRESS: 433 Williamson Rd., Mooresville, NC 28117

TELEPHONE: (704) 662-6540

PRESBYTERY: Central Carolina Presbytery

2. NAME OF PULPIT COMMITTEE CONTACT PERSON: Carl Larson

MAILING ADDRESS FOR DATA FORMS: Same as address listed above

TELEPHONE: (704) 258-8496

EMAIL: pastorsearch@harborchurch.org

3. TYPE OF COMMUNITY

Inner City	—
Urban (Downtown)	—
Urban (Residential)	—
Suburban	<input checked="" type="checkbox"/>
Small Town	—
Rural	—
College	—
Retirement	—
Resort/Recreational	—
Agriculture	—

4. TYPE OF CHURCH

Church with Multiple Staff	—
Church with Solo Pastor	<input checked="" type="checkbox"/>
Mission Church	—
Non-PCA Church	—
Overseas Church	—

5. SIZE CHURCH

Under 100 members	<input checked="" type="checkbox"/>
101-250 members	—
251-500 members	—
501-800 members	—
801-1,000 members	—
1,001-1,600 members	—
Over 1,600 members	—

6. TYPE OF POSITION VACANT

Pastor (Solo)	<input checked="" type="checkbox"/>
Senior Pastor	<input type="checkbox"/>
Associate Pastor	<input type="checkbox"/>
Assistant Pastor	<input type="checkbox"/>
Interim or Supply	<input type="checkbox"/>
Lay Professional (e. Musician)	<input type="checkbox"/>
Pastoral Counselor	<input type="checkbox"/>

7. CONGREGATIONAL INFORMATION

Average Attendance	<u>100</u>
# of Adults over 65	<u>15</u>
# of Adults under 65	<u>40</u>
# of Teens	<u>10-12</u>
Number of Children	<u>30</u>

8. FINANCIAL INFORMATION

Total Income	<u>\$284,590</u>
Benevolent Disbursements	<u>\$15,504</u>
Church Expenses	<u>\$216,847</u>
Minister's Compensation Package	<u>Commensurate with experience</u>

9. PROGRAMS AND OUTREACH:

Refer to church information packet

PART II -- PASTOR CRITERIA DESIRED
(Check all that apply)

A. Age

Under 30	<input type="checkbox"/>
30-39	<input checked="" type="checkbox"/>
40-49	<input checked="" type="checkbox"/>
50-59	<input type="checkbox"/>
60 and over	<input type="checkbox"/>
No preference	<input type="checkbox"/>

B. Marital Status:

Single	<input type="checkbox"/>
Married	<input type="checkbox"/>
No preference	<input checked="" type="checkbox"/>

C. Personal Lifestyle:

Task Oriented	<input type="checkbox"/>
People Oriented	<input type="checkbox"/>
Both	<input checked="" type="checkbox"/>

PART III -- CONGREGATIONAL PRIORITIES

THE CONGREGATION PLACES PRIORITIES FOR THEIR MINISTER ON THE FOLLOWING: [Circle 4 for highest priority on the activity; Circle 0 for lowest priority on the activity. Circle 2 or 3 for intermediate priorities. Choose not less than four (4) or more than six (6) of the activities on which you place highest priority.]

- | | | | | | |
|---|---|---|---|---|---|
| 1. WORSHIP LEADERSHIP (Pastor and Session work to develop a rich worship life, educating the congregation for meaningful participation.) | 0 | 1 | 2 | 3 | 4 |
| 2. PROCLAMATION OF THE WORD (The word of God is preached with urgency and conviction, bringing it to bear on the changing needs of individuals, the community, and the world. High priority of pastor's time placed on sermon preparation.) | 0 | 1 | 2 | 3 | 4 |
| 3. SPIRITUAL DEVELOPMENT OF MEMBERS (Pastor shares members' struggles regarding the Christian faith, with opportunity provided for individuals and groups to reflect on beliefs, concerns, doubts regarding Christian understanding of the spiritual dimensions of life.) | 0 | 1 | 2 | 3 | 4 |
| 4. CONGREGATIONAL VISITATION (Church officers and pastor develop and carry out a systematic plan for visitation of the entire congregation with special attention to prospective members and those with special needs.) | 0 | 1 | 2 | 3 | 4 |
| 5. HOSPITAL OR EMERGENCY VISITATION (Those in hospitals or emergency situations are regularly visited; network developed to keep pastor and others informed of crisis situations; needs of ill or bereaved are met.) | 0 | 1 | 2 | 3 | 4 |
| 6. CONGREGATIONAL FELLOWSHIP (Emphasis placed in developing fellowship, helping members to know one another; groups encouraged which give members the opportunity to love and support one another.) | 0 | 1 | 2 | 3 | 4 |
| 7. COUNSELING SERVICES (A counseling program initiated for assisting those in and outside the Church; appropriate referrals made when needed.) | 0 | 1 | 2 | 3 | 4 |
| 8. EVANGELISM (Pastor and congregation share faith in Christ as personal Savior in total lifestyle; seek to lead others within and outside the Church to accept Jesus Christ: congregation is informed, trained, helped to establish effective evangelism programs for the church.) | 0 | 1 | 2 | 3 | 4 |
| 9. DISCIPLESHIP TRAINING | 0 | 1 | 2 | 3 | 4 |
| 10. ENCOURAGING THE MINISTRY OF THE LAITY (Creative ideas and directions developed together with the Session; many persons with appropriate skills stimulated to become involved in services.) | 0 | 1 | 2 | 3 | 4 |
| 11. MISSION BEYOND THE LOCAL COMMUNITY (Awareness of the Church's worldwide mission and opportunities for corporate and individual involvement; specific projects identified; persons challenged to support, study and/or visit mission programs on six continents.) | 0 | 1 | 2 | 3 | 4 |

- | | | | | | |
|---|---|---|---|---|---|
| 12. DEVELOPMENT AND SUPPORT OF EDUCATION AND TRAINING PROGRAM (Session and pastor identify the educational needs of persons of all ages and backgrounds, developing programs to meet needs; church education supported; educational goals are congruent with the total mission of the Church.) | 0 | 1 | 2 | 3 | 4 |
| 13. TEACHING RESPONSIBILITY (Pastor accepts an active teaching role, interpreting and teaching the Scriptures, theological concepts, history of the Church and current events; provides instruction for Church Officers; educational leaders, confirmands and new members.) | 0 | 1 | 2 | 3 | 4 |
| 14. INVOLVEMENT IN LOCAL COMMUNITY PROBLEMS AND ACTIVITIES (Concern for identifying social problems in the community; work done with groups seeking solutions. Time and skills committed to community groups. Information and encouragement provided which enable members to become informed and involved.) | 0 | 1 | 2 | 3 | 4 |
| 15. ECUMENICAL AND INTERFAITH ACTIVITIES (Involvement with other congregations and the denominations in the community in presenting a united Christian witness in the community.) | 0 | 1 | 2 | 3 | 4 |
| 16. CONGREGATIONAL COMMUNICATION (Two-way communication encouraged, information gathered and shared that will assist problem solving and decision making; varying opinions elicited and all encouraged to listen to opposing points of view.) | 0 | 1 | 2 | 3 | 4 |
| 17. ADMINISTRATIVE LEADERSHIP (Pastor accepts appropriate administrative responsibilities, in climate of delegated tasks and shared leadership; volunteers and professional staff encouraged to use their ideas and skills. Work done on developing accountability.) | 0 | 1 | 2 | 3 | 4 |
| 18. STEWARDSHIP AND COMMITMENT PROGRAMS (Session and pastor develop a planned stewardship education program to communicate the financial needs of the local church and mission beyond the local church; congregation challenged to commitment to Church's work.) | 0 | 1 | 2 | 3 | 4 |
| 19. EVALUATION OF PROGRAM AND STAFF (Systematic procedures used to evaluate programs and staff performance in accord with goals and objectives. Others trained to use these skills. Regular assessment and evaluation.) | 0 | 1 | 2 | 3 | 4 |
| 20. CONGREGATIONAL AND DENOMINATIONAL RESPONSIBILITY (Value placed on balance between local church and Assembly responsibilities. Congregation and Session know and are involved in the work of the denomination.) | 0 | 1 | 2 | 3 | 4 |
| 21. DIACONAL MINISTRIES (Ministering to the needs of those inside and outside of the Church.) | 0 | 1 | 2 | 3 | 4 |

PART IV. -- PASTORAL STRENGTHS DESIRED

On a scale of 1 to 7, evaluate your priorities for the ministry of your pastor. [Circle 7 for the areas of greatest priority and circle 1 for the least priority.]

	Very Strong	Strong	Slightly Strong	Avg.	Slightly Weak	Weak	Very Weak
Preaching	7	6	5	4	3	2	1
Teaching	7	6	5	4	3	2	1
Evangelism	7	6	5	4	3	2	1
Discipleship	7	6	5	4	3	2	1
Worship Leadership	7	6	5	4	3	2	1
Church Administration	7	6	5	4	3	2	1
Team Work	7	6	5	4	3	2	1
Counseling	7	6	5	4	3	2	1
Leadership Training	7	6	5	4	3	2	1
Christian Education	7	6	5	4	3	2	1
Pastoral Visitation	7	6	5	4	3	2	1
Stewardship Ministry	7	6	5	4	3	2	1
Diaconal Ministry	7	6	5	4	3	2	1
Youth Work	7	6	5	4	3	2	1
College & Career Ministry	7	6	5	4	3	2	1
Ministry to Senior Citizens	7	6	5	4	3	2	1
Singles Ministry	7	6	5	4	3	2	1
Recreational Activities	7	6	5	4	3	2	1
Presbytery/General	7	6	5	4	3	2	1
Assembly Involvement	7	6	5	4	3	2	1
Community Service	7	6	5	4	3	2	1
Other _____	7	6	5	4	3	2	1



Church Profile and Information Packet

1.1. - CONGREGATIONAL PROFILE

Average Worship Attendance: 104
 Average Sunday School Attendance: 69

	Members	Regular Attenders	Total
Total	99	45	143
Adults (Married)	59	28	87
Adults (Single)	8	6	14
Youth (7th-12th Grade)	8	2	10
Children (<7th Grade)	24	9	33
Family Units	37	22	59

Member by Covenant Baptism (25) Member by Profession of Faith (14)
 Member by Affirmation of Faith (17) Transfer of Membership (43)

1.2. - BRIEF CHURCH HISTORY

A group of 33 individuals who had recently left a local church over church leadership started meeting at the Lake Norman Lion’s Club Meeting Center in Mooresville, NC. The group had the desire to plant a new reformed church that would have within its fabric a true dedication to love the Lord with all our heart, soul, mind and strength and to love one another as ourselves. The first Sunday Service was held on October 2, 1994, with Reverend Jerry Currin presiding. The church operated under the name Norman Harbor Church at this time.

On April 19, 1995, representatives from the Presbyterian Church in America (“PCA”) met with the group to discuss the theology of the PCA and answer any questions the group had regarding becoming a church plant. In June 1995, the group decided to become a church plant under the MNA sponsored by Christ Covenant Church in Charlotte, NC while Harry Reeder was the Senior Pastor. The church then began to operate under the name Norman Harbor Presbyterian Church. Shortly thereafter, in October 1995, our first Pastor, Bill Heard, was called to be our full time pastor.

In November 1995, an existing home and adjacent land was purchased to allow for weekly Corporate Worship in a permanent location as the church was renting space at Brawley Middle School at this time. The home underwent several renovations over time to allow for Corporate Worship and growth.

On March 14, 2004, Harbor Church broke ground for the construction of a new Worship Center with the first service being held on December 12, 2004.

Pastor Bill Heard remained at Harbor Church as our only Pastor until his resignation and calling to the Mission Field in Ecuador in December 2009.

1.3. - COMMUNITY PROFILE

Mooresville is a big city suburb of 22,000 situated 20 miles Northwest of Charlotte, NC. Mooresville is scenically located on the east shore of Lake Norman and is easily reached using Interstate 77. Mooresville carries the nickname "Race City USA" and claims the title of being the home to NASCAR. The town is also the home of Lowe's Home Improvement's corporate headquarters and located only a few miles from Davidson College. Mooresville is an eclectic mix of lake living, big business and family fun. Residents get to participate in the best of Charlotte while enjoying the benefits of small town living.

1.4. - GOALS AND PURPOSE STATEMENT

Our Mission - At Harbor Church, we are providing the communities surrounding Lake Norman a church which is devoted to teaching the scriptures. We are striving to become a church that has the following essentials:

- The inerrancy of Scripture and its reliability for all areas of life, faith, and practice.
- The primacy of worship in the life of the church.
- The importance of preaching and teaching the Word of God.
- The need for evangelism and discipleship.
- The necessity of private and corporate prayer.
- The key role that fellowship, encouragement, and visitation play in the life of the church.

Our Calling - *To Love God and Others* - "The Greatest Commandment" - Mark 12:28-31 (NIV)

The Means God Has Given Us to Fulfill Our Calling:

- | | | |
|---------------------------------------|---------------------------------------|---|
| 1) Worship (Upward Face) | 3) Christian Education (Inward Face) | 5) Evangelism (Outward Face) |
| a) Corporate Worship | a) Personal Bible Study and Devotions | a) Evangelism Training |
| b) The Sacraments | b) Sunday School | b) Bridge Building |
| c) Private and Family Worship | c) Home Bible Studies | c) Sharing the Gospel |
| 2) Prayer (Upward Face) | d) Corporate Worship | d) Supporting Local, National, and Foreign Missions |
| a) Corporate Worship | e) Children's and Youth Ministries | e) Mission Trips |
| b) Personal Bible Study and Devotions | f) Evangelism Training | f) Mercy Ministries |
| c) Home Bible Studies | 4) Fellowship (Inward Face) | g) Social Concerns |
| d) Ministry Teams | a) Home Bible Studies | h) Community Service |
| | b) Special Events | i) Corporate Worship |
| | c) Sunday School | j) Home Bible Studies |
| | d) Corporate Worship | |

Things We Must Strive to Be

- An Equipping Church
- A Shepherding Church
- A Church that is Always Mindful of the Lost and Unchurched
- A Church that Reaches Out, Welcomes and Includes
- A Church that is Quick to Appreciate and Slow to Criticize

Things We Believe We Should Strive to Be

- A Regional Church
- A Resource Church
- A Church Planting Church
- A Church that is Contemporary and Appreciates Good Church Tradition
- A Church whose Facility is Highly Used and Well Maintained

Three Important Areas of Participation

- Large Groups (15+)
 - Corporate Worship, Sunday School, & Special Events
- Small Groups (3-15)
 - Home Bible Studies
- Ministry Teams
- One to One
 - Relationships with less mature, more mature, and similarly mature Christians.

Three Important Roles - "Every Member is a Messenger, Minister, and Manager"

- Messenger (Prophet)
- Proclaiming the message of the Gospel.
- Minister (Priest) - Ministering to the needs of believers and unbelievers.
- Manager (King) - Managing for God's glory all He has given you - abilities, resources, etc.

Our Ministries

In obedience to scripture, we encourage you to jump in and find a ministry or ministries in which you and your loved ones can be involved. Participating will bring joyful fellowship with others as your ministry blesses and you are blessed by it. We encourage you to pursue one of the following ministries or tell us your heart to start a new one. We are always looking for the spirit to lead.

Evangelism
Helps/Visitation

Outreach
Foreign Missions
Children's Ministries

Prayer Groups
Mercy ministries
Women's Ministries ("WIC")

Hospitality
Retreats/Sabaticals

Women's Ministry

Women's ministry at Harbor Church exists as a specific means to care for and enfold the women of Harbor into the life of the church. This ministry involves women caring for one another through prayer, discipleship, training, teaching, outreach, retreats, service opportunities, social gatherings and supporting one another's physical needs. Our goal is that every woman know Christ personally and be committed to extending His kingdom in her life, home, church, & community, and throughout the world.

Children's Ministry Vision

Harbor is a church that seeks to love God and others and to share that love with those in Mooresville, the surrounding area and around the world. Each of our ministries at Harbor is called to reflect this vision. In the context of Children's Ministry, the goal of our church is to help our covenant children love God and others and know the full life found in Jesus Christ. Here at Harbor we encourage the entire body of believers to assist in the spiritual development of our children.

Sunday Morning we welcome and encourage all ages to participate as we worship Christ together. We believe that children also can benefit from teaching and experiencing worship in an age appropriate environment. Thus, Nursery, Children's Church and Sunday School Classes are provided by loving teachers and caregivers for children of all ages.

Children are welcome in the sanctuary during worship which begins at 9:30 a.m. If the parent prefers, infants through age 3 may be placed in nursery. Safety, security and hygiene are monitored carefully in these rooms. Children age 4 through 2nd grade may be dismissed midway through the service for Children's Church once a month. This class is designed to teach children how to worship the Lord Jesus Christ in an age-appropriate atmosphere. Singing, Bible teaching and prayer are included.

11:00 to 11:50 a.m. is Sunday School. Nursery is provided for infants and toddlers. Bible classes are offered for children ages 2 and up. Loving teachers share the gospel with our children in a way that is both relevant to age and engaging to hearts and minds. Teachers offer a variety of exercises aimed at the child's cognitive and social development, exercises that teach Christian truths and the application of that knowledge. We use the Great Commission Publications "Show Me Jesus" curriculum in all of our Sunday School classes. It emphasizes prayer and challenges children to develop a personal relationship with Jesus.

1.5 - WORSHIP SERVICES

- Sunday Morning Worship - 9:30 am (contemporary traditional blend)
- Sunday School - 11:00 am (Sunday school classes include: Nursery; Toddler; K-2nd; 3rd-5th; 6th-12th and two adult classes)

1.6 - MAJOR CHURCH PROGRAMS AND COMMITTEES

- Session
- Diaconate
- Men's Bible Studies/Prayer Time
- Women's Bible Studies/Prayer Time
- Women's Book Club
- Sunday School
- Nursery
- Children's Church (2nd Sunday of Month)
- Fellowship Time
- Quarterly First Sunday Lunch
- Harbor Music Team
- Harbor Choir
- Adult Hand bells
- Children's Choir
- Visitor Card Ministry
- Mooresville Soup Kitchen Ministry
- Mooresville Crisis Pregnancy Ministry
- Home Fellowship Groups
- Nursing home ministries
- Joint youth ministry with local ARP church

1.7 - SESSION AND DIACONATE PROFILES

Church Leadership

Jesus Christ, upon whose shoulders the government rests, whose name is called Wonderful, Counselor, the Mighty God, the Everlasting Father, the Prince of Peace, is the head of the Church.

Harbor Church's leadership includes our Pastor (Teaching Elder), our Session (Ruling Elders) and our Board of Deacons.

Our Pastor and Session are responsible for diligently watching over and praying for the flock, governing the church, teaching sound doctrine that exhorts and convinces, and evangelism.

The Board of Deacons is an office of sympathy and service. Deacons minister to those in need, to the sick, to the friendless, and to any who may be in distress. Deacons also develop liberality in the members of the church through collection of tithes. In addition, Deacons care for the property of the church. In the discharge of their duties, the Deacons are under the supervision and authority of the Session.

Pastor

- Currently Open

Session

- Alf Mahan
- Clark Moore
- Allen Nielsen
- Bill Thoel (Clerk of Session)

Board of Deacons

- Curt Groen
- Patrick Nielsen
- Pat Soutullo (Chairman)
- Rick Wildeman

1.8 - CHURCH FINANCIAL STATEMENTS

Please refer to Attachments A & B for current balance sheet and income statement.

1.9 - EXPLANATION OF CURRENT PULPIT VACANCY

Harbor Church PCA is currently seeking a Head Pastor. The previous pastor was the founding pastor of Harbor Church and served for fourteen years. He left in good standing after receiving a call to move to the mission field in Ecuador.

1.10 - PULPIT NOMINATING COMMITTEE MEMBERS

Carl Larson (Committee Chairman) – Elder on sabbatical
Rick Wildeman (Committee Vice-Chairman) - Deacon
Patrick Nielsen (Committee Secretary) - Deacon
Clark Moore - Elder
Alf Mahan - Elder
Fran Christenbury
Gayle Groen
Justin Leonard (Committee Alternate)
John Shand (Committee Alternate) - Deacon on sabbatical

2.1 - PASTOR'S JOB DESCRIPTION

Job Description - Senior Pastor Harbor Church, Mooresville, North Carolina

"It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." Ephesians 4:11-13 (NIV)

1) **Expectation:** The Senior Pastor position should fulfill the following roles:

- a) Will be accountable to the Session and the Presbytery
- b) Shepherd the flock through the ministry of God's word and by setting a godly example in family affairs, ministry and in his personal walk. He should lead God's people to offer themselves up to Him in total devotion of worship and service.
- c) Model a loving family lifestyle by providing spiritual leadership for his family, and maintaining a close loving relationship with his wife and children.
- d) Provide spiritual leadership for the leaders and congregation of the church through example, knowledge, and experience.
- e) Maintain Biblical and theological standards in keeping with the PCA's constitution, the Westminster Confession of Faith, and the Book of Church Order.
- f) Set a tone of hope, faith and concern for others, which enhances and inspires church growth.
- g) Provide high standards of teaching and instruction for both leadership and congregation that foster an atmosphere of spiritual growth.
- h) Conform his ministry to Paul's charge in 2 Timothy 4:2 to "preach the Word; be prepared in season and out of season; correct, rebuke and encourage—with great patience and careful instruction." ³ For the time will come when men will not put up with sound doctrine. Instead, to suit their own desires, they will gather around them a great number of teachers to say what their itching ears want to hear. ⁴ They will turn their ears away from the truth and turn aside to myths. ⁵ But you, keep your head in all situations, endure hardship, do the work of an evangelist, discharge all the duties of your ministry. (NIV)

2) Teaching / Preaching

- a) Provide sound, practical, expositional preaching for the Sunday worship celebration.
- b) Preaching and teaching will necessitate that reading and study are a priority.
- c) Teach /lead the Pastor's (Explorers) Class at least twice annually.
- d) Teach/lead Officer's Training.
- e) Teach/lead elective Adult Education classes as often as the education program allows.
- f) Teach/lead Bible studies, adult education classes, or other Christian educational programs at least twice weekly in addition to preaching in the Sunday worship service.

3) Shepherding

Help maintain (along with the ruling elders) a viable shepherding ministry.

- a) Seek to strengthen the weak, bring back the stray and search for the lost. (Ezekiel 34).
- b) Help exercise loving church discipline when necessary.
- c) Provide member counseling and discipleship.
- d) Make daily time in prayer for the church and for her members and ministries.

4) Administration

- a) Oversee the order and organization of the Sunday worship service, bulletin and announcements.
- b) Coordinate the various aspects of worship, i.e., worship leadership, music, special music, prayer, themes, special services (Baptism, Communion, Ordinations, etc.).
- c) Maintain regular contact with staff, Elders, Deacons and volunteer leaders; and assist in vision setting, implementation of programs, idea sharing and problem solving.
- d) Oversee and give direction to Church Staff (Church Secretary, Worship Leader, etc.) and church leadership (Elders and Deacons).
- e) Focus on the "planning" for the church especially in the five "Ministry" areas of the church: worship, fellowship, discipleship, evangelism, and service.

5) Leadership

- a) Focus on the spiritual development and maintenance of the church leadership (Elders and Deacons).
- b) Focus on future leadership potential and development.
- c) Plan and moderate Session meetings and loosely oversee diaconal meetings.
- d) Maintain involvement in the larger church through both Presbytery and General Assembly activity, as well as through other ministry opportunities, as appropriate.

6) Outreach

- a) Teach and preach evangelistically from the Scriptures.
- b) Model evangelism in life and ministry.
- c) Organizing the congregation for evangelistic thrusts into the community.
- d) Focus on reaching new (primarily unchurched) families and individuals to be brought into the church.
- e) Encourage members and regular attendees to build relationships and invite contacts to various church functions and ministries; must enjoy people, "set the pace" and inspire others to do the same.
- f) Be in charge of implementing outreach/evangelism training and education in the church (lifestyle evangelism, hospitality, small groups, etc.).
- g) Plan (in conjunction with the Elder in charge of outreach) events, concerts, speakers, etc. designed to reach out to the community.
- h) Oversee the Children's ministries in order to direct these efforts toward outreach.
- i) Exercise hospitality monthly for new attendees at pastor's home.

7) Other Ministry Responsibilities

- a) Provide member discipleship.
- b) Provide marriage counseling for couples to be married at Harbor Church.
- c) Conduct marriage and funeral services.

2.2 - STAFF - TITLES AND RESPONSIBILITIES

Peggy Strand - Church Secretary (Part-time)

Basic responsibilities include: depositing of tithes and offerings; payment of bills, management of web site, publication of church bulletin, Pastor's administrative assistant

Andy Pichette-Malenke - Worship Leader (Part-time)

Basic responsibilities include: leading worship team on Wednesdays and Sundays, selecting music for worship services

2.3 - ROLE OF WOMEN IN THE CHURCH

(At this time, there are no committee chairs but these functions are still occurring)

Active Women's Ministries

Christian Growth

- S. School Teachers & Children's Church
- Children's Music Ministry

Hospitality

- Coordinate dinners, lunches, receptions for church
- Sunday morning refreshments
- Oversee kitchen and supplies

Fellowship

- Special events planning
- Welcoming guest & encourage visitors
- Small Groups - Bible Studies and Book Club
- WIC women's retreat

Greeting

- Name tags for worship service

Prayer

- Encourage small groups
- Organize prayer partners
- Prayer groups

Missions

- Encourage evangelism support
- Operation Christmas Child yearly

Mercy

- Visitation to ill, home-bound, hospital
- Coordinate meals (after birth, illness, etc.)

Nursery

- Administration and scheduling

Community Service

- Needy, elderly care, etc
- Soup Kitchen (Once a month)
- Community Pregnancy Center

Decorating

- Special events (Christmas, Easter, etc.)

Historian

- Record history of HPC

Active in past but inactive at this time:

WIC Board

- President
 - Run meetings
 - Coordinate with Session and Pastor
 - Contact with Presbytery WIC
- Vice-President
 - Preside absence of president
- Secretary
 - Minutes
 - Correspondence
- Treasurer
 - Receipts, disbursements
 - Financial report
- Historian
 - Record history of HPC

Committee Chairmen

- Nominating
 - Submit names for WIC officers
 - Provide job description for WIC officers

Christian Growth

- Coordinating study material and selection of teachers
- Recommend books/taps for spiritual growth

Prayer

- Telephone chain

Missions

- Encourage support of MTW & MNA
- Share community needs

Outreach

- Visitor Bags
- Delivery Coordination

Fellowship

- Christmas Progressive Dinner
- Fall Festival

Community Service

- Food Pantry, clothing closet

ATTACHMENT A - BALANCE SHEET

	Dec-2007	Dec-2008	Dec-2009
Assets			
Checking			
Harbor Christian Academy	5,598.24	20,621.15	0.00
Operating Account	20,644.79	15,335.49	41,620.67
Building Account	0.00	0.00	0.00
Harbor Preschool	3,273.51	4,698.13	10,640.48
Petty Cash	33.40	33.40	33.40
Short Term Investments	0.00	0.00	0.00
Total Cash	29,549.94	40,688.17	52,294.55
Other Assets			
Accounts Receivable	0.00	0.00	0.00
Church	367,072.06	367,072.06	367,072.06
Church - Worship Center	1,177,992.48	1,177,992.48	1,177,992.48
Furniture & Fixtures	7,290.00	7,290.00	7,290.00
Total Other Assets	1,552,354.54	1,552,354.54	1,552,354.54
Total Assets	1,581,804.48	1,593,042.71	1,604,649.09
Liabilities			
Mortgage	712,810.67	674,763.05	646,606.43
First Charter VISA	0.00	0.00	0.00
Other Payables	2,430.00	0.00	0.00
Federal Withholdings	0.00	0.00	0.00
FICA Withholdings	0.00	0.00	0.00
Pastor 403(b) Withholdings	0.00	0.00	600.00
NC State Withholdings	0.00	0.00	0.00
Total Liabilities	715,240.67	674,763.05	647,206.43
Net Worth	866,563.81	918,279.66	957,442.66
Fund Schedule			
Fund Balance			
Building Fund	0.00	0.00	0.00
Foreign Missions Fund	14,024.58	0.00	0.00
HCA School Fund	0.00	17,046.14	0.00
Preschool Fund	0.00	1,832.41	6,736.45
Youth Fund	0.00	3,900.00	14,400.00
Deacon Fund	2,310.90	2,062.19	2,106.95
Missions Fund	8,293.46	9,371.55	20,736.84
Women in the Church Fund	0.00	0.00	0.00
Memorial Fund	1,905.00	1,635.74	1,885.74
Operating Fund	586.00	4,840.14	5,828.57
Total Fund Balance	27,119.94	40,688.17	51,694.55

ATTACHMENT B - INCOME STATEMENT

	FY 2007	FY2008	FY2009
Income			
Building Fund	11,795.60	6,230.00	6,560.00
For God & Others Mission Fund	0.00	0.00	0.00
HCA School Fund	64,188.76	83,352.66	22,453.94
Preschool Fund	21,430.98	61,332.46	54,794.57
Youth Fund		3,900.00	10,500.00
Deacon's Fund	7,990.00	261.00	300.00
Missions Fund	2,800.00	963.50	20.00
Women in the Church Fund	0.00	0.00	0.00
Memorial Fund	710.00	300.00	250.00
Rental Income (Operating)	0.00	0.00	0.00
Operating Fund	275,679.79	278,284.82	266,959.54
Total Income	384,595.13	434,624.44	361,838.05
Total Income (excluding HCA & HCP)	298,975.39	289,939.32	284,589.54
Expense			
Christian Education			
Library	0.00	0.00	0.00
Nursery	0.00	523.66	912.41
Children's Church	0.00	349.05	447.38
Sunday School			
Adult	2,064.34	845.54	1,330.77
Children and Youth	3,083.88	2,057.02	1,924.23
College	0.00	0.00	0.00
Special Events	0.00	120.02	837.01
HCA School Expense	79,539.98	78,987.03	40,433.11
Preschool Expense	26,665.84	63,462.88	49,890.53
Women In the Church	2,985.70	0.00	77.50
Youth Ministry			0.00
Events	374.85	287.86	28.03
Supplies	0.00	0.00	0.00
Travel	0.00	0.00	0.00
<i>subtotal</i>	114,714.59	146,633.06	95,880.97
<i>subtotal (excluding HCA & HCP)</i>	8,508.77	4,183.15	5,557.33
Evangelism			
Advertising	666.50	0.00	0.00
Evangelism	0.00	63.48	0.00
For God and Others Missions	0.00	0.00	0.00
Missions			
Foreign	0.00	0.00	0.00
National	30,979.30	27,713.91	15,350.69
Contingency	0.00	0.00	0.00
Missions Conference	0.00	0.00	0.00
Outreach	30.85	0.00	153.49
<i>subtotal</i>	31,676.65	27,777.39	15,504.18
Fellowship			
Events	70.07	90.58	143.40
Fellowship Groups	0.00	0.00	0.00
Supplies			
Kitchen	572.99	581.71	1,172.51
General	113.91	0.00	244.94
<i>subtotal</i>	756.97	672.29	1,560.85

ATTACHMENT B - INCOME STATEMENT

	FY 2007	FY2008	FY2009
Stewardship			
Bank fees	46.91	442.55	1,184.74
Building Maintenance			
Building	17,112.34	14,060.85	18,770.01
Landscape	7,435.00	6,444.00	5,700.00
Supplies	1,170.14	559.02	1,414.07
Gifts	62.00	0.00	0.00
Insurance			
Health			
Bill	11,500.00	11,092.72	13,751.82
Yarby	0.00	0.00	0.00
Liability	5,208.66	4,687.00	2,310.02
Mercy			
Benevolence	140.48	534.38	472.75
Congregation	(122.57)	898.57	266.63
Deacon's Fund	5,914.41	509.71	255.24
Mortgage Interest/Rent	56,857.04	39,352.38	40,168.16
Office			
Salary	9,771.53	10,957.88	13,125.29
Supplies	3,490.37	3,645.97	2,479.15
Equipment	1,908.47	1,569.72	465.41
Postage	1,505.18	915.00	1,183.28
Payroll Servicing	2,180.22	823.15	920.58
Payroll Taxes	771.69	838.34	1,004.12
Pastor's Expenses			
Books and Subscriptions	246.94	286.15	159.40
Mileage	0.00	525.62	318.50
Education	(50.00)	0.00	0.00
Other	1,178.68	1,215.57	1,720.28
Salary, Housing, and Annuity			
Bill	68,000.00	70,000.00	65,295.66
Utilities	21,251.18	21,940.70	21,208.18
<i>subtotal</i>	215,578.67	191,299.28	192,173.29
Worship			
Flowers	376.00	166.03	325.63
Music			
Salary	11,269.60	13,607.02	13,499.36
Supplies	1,382.81	1,309.21	1,478.60
Communion	151.02	0.00	31.97
Pulpit Substitute	1,020.00	1,080.00	1,615.00
Supplies	225.14	464.31	605.20
<i>subtotal</i>	14,424.57	16,626.57	17,555.76
Total Expense	377,151.45	383,008.59	322,675.05
Total Expense (excluding HCA & HCP)	270,945.63	240,558.68	232,351.41
Net Income	7,443.68	51,615.85	39,163.00
Net Income (excluding HCA & HCP)	28,029.76	49,380.64	52,238.13