



## TIME & TALENT BOOKLET 2025

*But just as you excel in everything -- in faith, in speech, in knowledge, in complete earnestness, and your love for us— see that you also excel in this grace of giving. -II Corinthians 8:7*

**[www.littlechapel.org](http://www.littlechapel.org)**

2 W. Fayetteville St. Wrightsville Beach, NC 28480 (910)256-9819

We are called to be good stewards of the Kingdom of God here at Little Chapel. We celebrate being one body in Jesus Christ and recognize that all of us have something to share as members of this body.

The Stewardship Committee presents this booklet as an expression of our understanding of God's grace and the ways we can invite you to participate in the life of this congregation. Enjoy!

Christine McKirachan  
*Stewardship Committee Moderator*

The Rev. Caroline Jinkins  
*Pastor*

## Christian Education

**Miriam Smith**

**Mission:** The Christian Education Committee is responsible to tell God's Story about living in Christ's Kingdom. Christian Education isn't just for children but for all Christians curious about God's teachings.

- Provide Sunday School for children.
- Provide Christian Education classes for adults.
- Oversee the staffing of the Nursery on Sundays.
- Provide Vacation Bible School.
- Coordinate special events such as the Easter Egg Hunt.
- Maintain a Puppet Ministry.

## Communications and Marketing Committee

**Jordan Davis**

**Mission:** To provide current, accurate, and relevant church-related information using various platforms and methods of communication which are readily and easily accessible to current and future members as well as the general public. Energetic, creative persons, this is the place for you!

- Operating the soundboard and livestream at the traditional service. Provide sound support for the beach service.
- Contribute to the monthly newsletter and update the website.
- Keep the video screen images in the Narthex and Fellowship Hall up to date with interesting slides.
- Teaching helpers to use the sound and visual equipment.
- Maintaining social media posts and exterior signage.

## Congregational Care Committee

**Betty Woodard**

**Mission:** The Congregational Care Committee serves the church family by addressing the needs of those members desiring practical, emotional, or spiritual comfort, aid and support.

- Oversee the weekly prayer group.
- Track care needs: meals, rides, trips to doctors' appointments, etc.
- Coordinate visitation teams and shepherding program.
- Address spiritual needs of the congregation and provide resources.
- Offer training in CPR and use of the defibrillator.
- Plan educational events (local retirement communities, etc.)
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## **Food and Fellowship**

**Brenda Parker**

**Mission:** To provide fellowship for our congregation with or without food at breakfast and other times. We welcome suggestions and/or ideas for gathering our congregation together.

- Provide our monthly breakfast on the fourth Sunday of the month (September-April) at 9:30am in the Fellowship Hall.
- Plan and oversee Fellowship events.
- Coordinate food needs with other committees' events.

## **Finance Committee**

**Dickson Bridger**

**Mission:** The Finance Committee is responsible for supervising the financial affairs of the church and overseeing the Endowment Fund.

- Prepare the Annual Budget.
- Oversee expenditures.
- Review of the previous year's budget.

## **Mission Committee**

**Janice Willetts**

**Mission:** To provide people the opportunity to share Christ's unconditional love as they serve others to reach out with care and concern. Most importantly, missions encourage each of us as Christians to look after our neighbors so they may enjoy the life God has given them.

- Coordinating and implementing the Meals on Wheels program the 4<sup>th</sup> Saturday of each month and Christmas Day.
- Overseeing special offerings and collections: Joy Offering, Blanket, One Great Hour of Sharing, Mother's Day, Christmas Shoe boxes, Christmas stockings, Nourish NC, Feed the Pig.
- Working with Eden Village and helping sponsor a resident there.
- Overseeing the various missions supported by Little Chapel.



**Matthew House** is a facility dedicated to hosting Mission Teams desiring to do mission work within our community.

- Maintaining the schedule of visiting groups.
- Keeping the Matthew House in good condition for visitors.
- Greeting the Mission Team when they arrive and praying for the Mission Team when they are serving on the grounds.
- Asking volunteers to make desserts for visiting Mission Teams.

### **Membership/Growth Committee**

**Lynn McIver**

**Mission:** To make sure that Little Chapel is friendly and inviting to visitors and prospective members. To stay in contact with existing members and help to encourage to remain so. To encourage those who have become inactive to reactivate if possible.

- Greeting people in the narthex before and after worship.
- Hand out gift bags from visitors' table and follow up with visitors.
- Check, refill pew pad sheets, and contact members not attending.
- Help with prospective members' classes and new member lunch.
- Help with special events, planning, food, set-up and clean-up.
- Keep the membership rolls up to date.
- Oversee creating updated membership directories.

### **Personnel and Planning Committee**

**Abe Walston**

**Mission:** To work with the major organizations of Little Chapel and the church staff to plan, coordinate and administer the work of the church.

- Coordinate, with the pastor, the organization of the Nominating Committee and Annual Meeting of the congregation.
- Supervise annual review of the church manual and staff job descriptions. Recommend to the Session changes with church staff and evaluate the need for additional staff.
- Screen and interview prospective staff (aside from clergy) and make recommendations to Session.
- Help congregation recognize and appreciate church staff.
- Make recommendations to the Session concerning the purchase of non-budgeted items of equipment for the church office.

### **Property Committee**

**Gene Auvil and Jay Baker**

**Mission:** The Property Committee is responsible for taking care of the buildings and grounds of the church property and keep them in proper repair and appearance – and for the physical safety and security of our members and guests.

- Maintenance of property including coordinating work parties.
- Work with contractors for building maintenance.
- Coordinate maintenance needs with the custodian.

### **Stewardship Committee**

**Chris McKirchan**

**Mission:** The Stewardship Committee equips the congregation to focus on the spiritual gift of generosity and how to share this gift.

- Implementing the annual pledge campaign.
- Coordinating the Time and Talent Fair.
- Educating the congregation on the merits of pledging and how stewardship works in their lives and in the church.

### **Endowment Committee** **ggischel@gmail.com**

**Gary Gischel**  
**(910) 612-7199**

**Mission:** The Endowment Fund was established in 2016 to support the mission and ministry of LCOB. It represents our Christian commitment and faithful stewardship in response to the providence of God. Since

inception, LCOB has awarded over \$215,000 to Local Charities. The Committee manages the investments of The Endowment Fund and ensures its adherence to the Fund's Guidelines.

- Receives grant applications from local non-profits in conjunction with the Mission Committee. Discerns and awards grant recipients.
- Supports, on a limited basis, Capital Improvements and funding to cover our Deductible Insurance needs for LCOB.
- Meetings are quarterly.

### **Worship Committee**

**Terry Paterson**

**Mission:** The Worship Committee is responsible for planning and implementing most aspects of worship in a manner that supports Little Chapel on the Boardwalk's Vision and according to the Book of Order of The Presbyterian Church (USA).

- Oversee the weekly Traditional, Arise and Beach Services (sub-committee).
- Prepare, clean up, and serve communion elements.
- Handle flower donations for worship services.
- Schedule liturgists, usher teams, and captains for worship.
- Help with special services and events; arrange for guest preachers.
- Change the sanctuary paraments according to the liturgical calendar.
- Oversee the music ministry and its budget.
- Decorate and undecorate the church for Christmas and Easter.
- Supervise weddings, funerals and baptisms.

### **Music Ministry**

**Dr. Bettsy Curtis**

Chancel Choir meets prior to Worship on Sunday at 9:00am in the Choir Room. Other ensembles - Handbells, Bell Quartet, meet on Thursdays at 10am in the Sanctuary.

