

**A HELPFUL LIST OF WHO LEADS WHAT IN THE CHURCH  
(Current as at 27/03/2018)**

Contact details are available on Hughes Online or see the Church Office

Description	Who	Notes
Am service organisation	Church office + Krystle Siers	
Announcements planning	Geoff Harding and office	Please see Geoff re. announcements. So there's not too many we only do announcements that concern the whole church, not subset groups. We plan them out as best we can, so there's not too many in one service.
Baptism	See Interim Senior Pastor (Andy McConaghy Acting Church Secretary (Michael Perry)	It encourages the whole congregation when people declare their faith through Baptism. The Interim Senior Pastor or Acting Church Secretary will arrange for a Baptist Minister to assist people with believers' baptism.
Bible study groups evening congregation	Steve and Darryl-Anne Freeman	
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Board	Michael Perry (Acting Church Secretary) Rob Allen (Treasurer) Pui Cheung Alex Sivachtchenko Paul Hazell Jillian Harding	This church is run by congregational governance. The Board are subject to the members and operate within the church Constitution. The Board deals with the legal and financial obligations of the church, as well as overseeing church and ministry functioning guided by the yearly plan.
Boys' Brigade	Ron Van der Gugten	
Bubs and Us	Amy Allen	A ministry for parents/caregivers and babies. Is a community outreach and always needs helpers.
Budget	Rob Allen (Treasurer)	
Building extension	Dennis Barnes	For all other Facilities matters see Mike Swan (Facilities)
Calendar (Church bookings)	Samantha Junor	Internal and External organisations bookings. Make sure you book the church – we are a busy place!
Children's ministry	Jo Hazell	See "Lighthouse Kids"
Christian Education in Schools (CEIS)	Jo Hazell	A Canberra-wide ministry. Hughes particularly looks after Hughes Primary. <b>We would like to do more for Malkara. We'd like to expand into Garran Primary but need more helpers.</b>
Christianity Explored	David Cusack	
Church Directory	Elizabeth Harding	Is Digital and is called Hughes Online. Hard copies are available on request from the church office. To be listed in the directory fill in a consent form (church office)
Church Meetings Chair and planning	Church Secretary	See back page of Hughes News

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Communications [David Sibley] - website, social media	David Sibley	Mostly strategic, but also some practical. <b>If anyone has an interest in communications (social media, design work, advertising) and would like to help, please contact David Sibley.</b>
Counselling	Christine Hosking (Care worker) + Interim	Note, for serious life changing and impactful issues (marriage issues, mental health and wellness etc), the Pastor already refers people to professional counselling services. Christine will do the same. She will also find friendship support within the church, if required.
Crisis Visitation	Christine Hosking (Care Worker)	
Discipleship (Bible Study network)	<b>Steve and Darryl-Anne Freeman</b>	
Door stewards	Marinko Avramov	Is roster based – see Marinko or Church office to help out with welcoming people to our Church
Elders	Mike Perry, Mike Siers, Glendan Krause	Elders support the Pastor and the Board and Ministry Leaders, are available for spiritual guidance for individuals, and for help to overcome ministry difficulties.
Emergency care as needed	Christine Hosking (Care worker) + Interim	
Evangelism	David Cusack	Christianity explored courses
Evening Service meal coordinator and rosters coordinators	Clipboard system in foyer.	Evening Service Door stewards and welcoming; <b>family prayer, bible reading: We have a clipboard roster system where people sign up</b>
Facebook	David Sibley	
Facilities	<b>Mike Swan</b>	For building plans, repairs, church working bees
Faith and Bible questions	Andy McConaghy (Interim Pastor) + see Elders above	Please contact and they will make sure someone in the congregation with knowledge and wisdom helps you.
Finance Officer	Angela Ede	The Finance Officer is supported by the Treasurer (Rob Allen). Works in Church office.
Food bank	Liz Jarvis	Emergency meals as required
Funerals	Contact Mike Perry or church office (Andy McConaghy Interim Pastor)	
Girls' Brigade	Rachelle Laudenbach	
Hospital visitation	Christine Hosking (Care worker)	As per current. There are a number of church family who also help with this.

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Hughes online (digital directory, group coordination tool)	Elizabeth Harding	Church office
Kids Hope	Jo Hazell	One-on-One Ministry to the children in Hughes Primary School
Ladies Morning Tea Group	Marj Lane and Heather Johnson	Morning tea for ladies. Contact Marj for details of next morning tea.
Library	Vacant	The church has a library of Christian books you can borrow. It is an honour system. <b>We need someone to take over this ministry.</b>
Lighthouse Kids	Jo Hazell	A Sunday morning programme for the children to help them understand and grow in their faith. Held during the morning service.
Meetings with Interim Pastor	Elizabeth Harding	
Membership comings and goings	Mike Perry	In role as Acting Church Secretary
Missions	Susan Curbishley and team	Local, national and international
Morning Service After Service Prayer team coordinator	Trish McKay	
Morning Service bible readers and family prayer leaders, communion stewards	Geoff Harding	Roster system. See Geoff or the church office to volunteer.
Morning Tea Coordinator (morning service)	Liz Jarvis	See Liz to volunteer or Christine Hosking
Music teams (for services)	Krystle Siers	See also 'Worship'
Mystery Tour	Janet Sibley	Day mystery tours in local area once or twice a year
Office - For Office Support and Office Staff: Samantha Junor (Office Manager), Trish McKay (Office Assistant), Angela Ede (Finance Officer), Elizabeth Harding (Executive Assistant).		
Pastoral Search Committee	Paul Hazell (Chair)	Committee is Paul Hazell (Board rep); Ollie Aldric, Laurent Creteigny, Nick Maill, Janet Sibley, Rhonda Swan, Jim Wallace
Prayer	Trish McKay	
Preaching program	Interim Pastor (Andy McConaghy)	Interim Pastor (Andy McConaghy); sometimes others.
Rosters (morning service)	Church office (Sam Junor) and Geoff Harding	Prayer in AM service – Geoff Harding Bible reading in AM service – Geoff Harding Communion in AM service – Geoff Harding Lock Up – Sam Junor, Office

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		All other rosters as per ministry team in liaison with Sam Junor in the Church office.
Safe church (vulnerable people protection system)	David Chan (for coordination) and Mike Perry for related office admin)	Legal oversight from Interim Pastor. Administration by David Chan and office staff
Safe church Reporting officer	Interim Pastor	This is a legal requirement. Actual administration is run by David Chan. Any concerns should be referred to the interim Pastor or the Church Secretary.
Seniors Ministry in Nursing Homes	John Williams	Looking for some 'younger' than 80 years old people who are interested in this (with a view to succession planning for the future).
Sound and Video for Services (Worship Ministry)	Tim Siers	For both morning and evening services
Stations of the Cross annual event	Tim and Krystle Siers	Event
Support for Care Worker (Christine Hosking)	Mike Perry + Interim Pastor	
Troubleshooting for administration issues	Mike Perry	
Website	David Sibley	
Weddings	Interim Pastor or qualified minister of couple's choice (if from another church)	
Welcoming	Elizabeth Harding	Roster
Workplace Health and Safety	Mike Perry for related office admin)	Legal oversight from Church Secretary. Implementation by Facilities Ministry Leader and church office.
Worship [inc. music in services]	Krystle Siers	Morning services and evening services
Young Adults event nights	Joshua Cooper and Emily Brown	Events that are fun, grow a healthy community and encourage young adults in their faith in Jesus.
Youth—Edge (School years 6-9)		We are currently looking for a Youth Pastor. Edge is a community of young people who love adventure, hanging out and seeking the greatest thrill of all in following Jesus.
Youth—Thrive (School years 10-12)	Lisa and Tristan Duggan, Laura Brown	We are currently looking for a Youth Pastor. Thrive is a space for youth in years 10-12 to connect, chill, serve, share and explore God's word on a deeper level.