

## Ministries/ Departments Action Plan 2024 事工/部門計劃書

*Turn the yearly theme (the vision) to reality.*

< Church Theme 2024 教會主題 >

**回歸上帝、委身神家**

*~隨時禱告、天天讀經、參與事奉、緊密相連~*

**Awaken to God's Love, Arise for His Church**

*~Pray anytime, Scripture every day, Serve any way, Connect every way~*

### **English Ministry 英文事工**

EM Worship

EM Discipleship

EM Fellowship

EM Community Time

### **Children's Ministry 兒童事工**

Children Worship

Children Sunday School

Kid's Club

### **Chinese Ministry 中文事工**

CM Worship Department 崇拜部

CM Music Department 音樂部
CM Discipleship Department 門訓部
CM Fellowship Department 團契部
CM Caring Department 關顧部
CM Evangelistic Department 傳道部

<b><u>General Department 綜合部門</u></b>
Mission Department 差傳部
Audio-Visual Department 影音部
IT Department 資訊科技部
*House Maintenance Team 維修小組

<b>Church Calendar 2024 教會行事曆</b>
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## **Department Action Plan 2024 (English Ministry)**

How your department could bring the yearly theme from slogan to reality.

### **The Five Key Elements for a successful plan**

- 1) **WHY** (goal/ purpose: turn the yearly theme (the vision) to reality)
  - Church can't move forward when every group is going in a different direction.
- 2) **HOW** (the strategy to achieve the "WHY")
  - Be creative, think outside the box.
  - Not bounded by current ways to do things if it is no longer effective.
  - Can be very simple, nothing fancy.
- 3) **WHO** (the right person/ team to execute the "HOW")
  - Find only the person with the suitable gifts and passion. Do not just find anyone to fill the spot.
  - If there is no suitable person, then rethink the "HOW".
  - OR find and train people to be suitable. In this case, Mentor is a "MUST" who could follow up closely with the trainee to provide support and encouragement.
- 4) **WHEN** (when do you start, end, and evaluate the "HOW/ WHO")
  - Clearly define when to start and end, both idea itself and people who serve (term of commitment)
  - When to evaluate. Few times a year always better than only once a year
- 5) **WHAT** (what is the key result to measure the effectiveness of the "HOW")
  - Key results must be measurable (e.g. participation#, survey score, achievement, completion %...etc.

***\*If any key element is missing. The program or idea should be on hold (or discontinue).  
Spend energy and resources only on those well thought program or idea.***

***On Dec 17, 2023, The EM Ministry conducted an EM Ministry Sharing Meeting.***

***2023年12月17日英文部安排了一個英文事工分享會***

***We pondered upon three main questions - as group reflection.***

***一齊探討了三個問題***

***We divided the EM Ministry into 4 Ministry Teams 事工分為四組:***

- Worship Ministry (including AV) 崇拜組(包括A/V)
- Discipleship Ministry (including Sunday School) 門訓組 (包括主日學)
- Fellowship Ministry (including Trek, Ark and Small Groups) 團契組 (包括Trek, Ark, 小組)
- Community Time Ministry (including Soup and Bread) 社群聯繫 (包括輕便午餐時間)

***The three questions asked are 探討的三個問題:***

- 1) How do we encourage the church to walk with God in this ministry? What small tweaks can we incorporate (i.e. how do we encourage prayer which is a gesture of turning to God)  
***如何在事工中推動教會與神同行? 需要有甚麼要校正? (如何鼓勵禱告回歸神)***

2) How do we as a church increase ownership of brothers and sisters in different age groups in each part of "church" right now? (i.e. small group, ark) How do we more intentionally connect with each other?

如何增加不同年齡組別(如小組、團契)的弟兄姊妹對教會的歸屬感,如何刻意地接連大家?

3) How do we welcome new people? (What happens when a newcomer comes; how do we get them connected; how do we disciple someone who is in our midst?)

如何接待新朋友?(如何連繫新來賓,如何去栽培在我們中間的?)

In responding to each question, we asked ourselves:

回應以上問題,我們也問自己:

-Why is it important for us to have this focus? 這個目標對我們有何重要

-What are the obstacles right now for us to do this? 有甚麼障礙令我們不能做到

-How can we achieve it? 如何去達成

-Where are you in this? 現在我們在那裡

## I) Action Plan (1) Worship Ministry 崇拜事工

<p><b>WHY</b></p>	<p>We cultivate our hearts and postures of worship because it is at the core of who God has created us to be. As His creation, our worship is both for God and for us, for it is through worship that we affirm who our Creator God is and affirms our relationship with our Creator, and through that affirmation, God's Spirit fills and transforms, informs, and reforms us by His will, in His ways, for His work.</p> <p>要栽培崇拜的心靈和姿態,因創造我們的神是我們敬拜的中心</p> <p>Turn the yearly theme (the vision) to reality.</p> <p><b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b></p>
<p><b>HOW</b></p>	<p><b>Planning &amp; Preparing:</b> Using a worship planning guide, the team prepares the Sunday song set by listening for God's guidance through scripture-reading, reflecting inward and upward, and responding in our song choices.</p> <p>計劃和預備: 採用崇拜計劃指引,團隊透過讀經、反省及回應預備崇拜的詩歌組合</p> <p><b>Practicing:</b> Each individual in the team practices before the Wednesday and Thursday team practice to learn unfamiliar songs, introductions and interludes and determine the right key for each song in the set.</p> <p>練習: 敬拜組成員個別於週三前先練習,於週四晚一齊練習,及學習新的詩歌</p>

	<p><b>Partnering:</b> Each first Sunday of the month (12-1pm), the worship team and youths watch and discuss a 30-minute teaching video about worship ministry from the <a href="#">“Worship Matters”</a> course. As we work through the content together, we seek to grow as a community and walk alongside younger brothers and sisters in Christ in their faith journey.</p> <p>伙伴: 每月第一個星期日 ( 12:00-1:00 PM) 敬拜組和英文部少年一同收看一個 30 分鐘, “Worship Matters”課程的短片</p>
<b>WHO</b>	<p>Worship Ministry Leader 崇拜事工領袖:</p> <p>Angie Au  Esther Tsang  Freeman Lam  Keefe Wong  Kirstie Bearinger  Martin Leung  Stephanie Feng</p> <p>Currently mentoring through “Worship Matters”現受輔導:</p> <p>Boaz Chui  Charaine Lai  Grace Kong  Joelle Chui  Kaitlyn Ngai</p>
<b>WHEN</b>	<p>Annual commitment, unless otherwise communicated based off of individuals needs (ie. change in school or work commitments)</p> <p>一年的參與</p> <p>Quarterly review with the worship team members to see how they are doing, and whether changes need to be made.</p> <p>對成員有季度估評以了解他們的進展和改變需要</p>

<b>WHAT</b>	<p>The key result to measure the effectiveness of our how is, whether or not we as a team and congregation are able to encounter God through the corporate time of worship. Worship team members are encouraged to speak with fellow sisters and brothers to hear how God has been speaking through the time of Sunday Worship.</p> <p>最重要的指標為探討與會眾一同在整體崇拜中與神相遇的成效, 鼓勵敬拜組成員聽取其他會眾在主日敬拜中與與神目遇的回應經歷或意見</p>
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**Action Plan (2) - Discipleship Ministry 門訓事工**

<b>WHY</b>	<p>The goal of the Discipleship Ministry is to 門訓事工的目標</p> <ol style="list-style-type: none"> <li>1. Create a clear spiritual pathway for believers to come to God 幫助信徒建立一條親近神的屬靈道路</li> <li>2. Through Biblical education and Biblical teaching, equip and support brothers and sisters to navigate and grow in their spiritual journey as we mature together in 籍聖經教道、裝備支持弟兄姊妹在屬靈旅程中確定方向,一同在以下長進       <ol style="list-style-type: none"> <li>a. our relationship with Jesus Christ 與耶穌基督的關係</li> <li>b. our faith in God 在主裡的信心</li> <li>c. our Christ-like character 與基督相似的性情</li> </ol> </li> <li>3. Equip individuals to live out their faith in the world so that spirituality connects with life and makes changes in the world around us 裝備大家在生活和世界轉變中活出信仰</li> <li>4. Nurture spiritual disciplines, make committed followers of Christ who are actively involved in His mission, and make disciples themselves. 幫助熱心參與事奉的弟兄姊妹能在屬靈中被扶助培養至獨立節制的信徒</li> </ol> <p>The goal of Sunday School teaching is to increase brothers and sisters' interest and knowledge in reading the Bible, deepen their understanding of God's words, and be able to apply them in daily life.</p> <p>主日學的目的為增加弟兄姊妹對聖經的興趣,進一步認識神的話,以致能在生活中實踐</p> <p><i>"Keep this Book of the Law always on your lips; meditate on it day and night, so that you may be careful to do everything written in it. Then you will be prosperous and successful."</i> (Joshua 1:8)</p> <p>Turn the yearly theme (the vision) to reality.</p> <p><b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b></p>
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<p><b>HOW</b></p>	<p>Through studying God’s word (exegesis), we hope to bring reflection of self and enlightenment of God’s holiness and greatness into our daily life, as God speaks to us through HIS words. We will continue to focus on prayers to start the year, especially in this transition time.</p> <p>透過理解神的話,希望能作出自省,在日常生活中啟發神的偉大和聖潔,我們仍會集中於禱告,特別在這過渡時期</p> <p><b>1. In the EM Sunday School (Community Time at 11:30-12:45)主日學(社群相聚時間)</b>  We will study: OT Prayers (Jan to March); and Church History (April to June)  Lectio Divina to be scheduled into the Community Time</p> <p>舊約中的禱告 (1-3 月) 、 教會歷史 (4-6 月) 、 Lectio Divina (社群相聚時間)</p> <p>Moreover, the EM Sunday school will be now open to all (for now from Jan to June 2024 as a trial)  英文主日學開放給所有人參加 (1-6 月作嘗試)</p> <p><b>2. Discipleship Ministry Team 門訓事工組</b>  A discipleship Ministry Team is formed, to map out a discipleship pipeline, planning of the Sunday School curriculum, and other discipleship pathways.</p> <p>成立一門訓事工組,規劃門訓路線,計劃主日學教材,及其他門訓渠道</p> <p><b>3. Church wide “2024 Reading Through the New Testament in a Year”</b>  2024 全教會閱讀新約  Encourage, promote and support the EM congregation to read through the New Testament in a year in 2024.</p> <p>鼓勵推動英文會眾參與 2024 年讀完整本新約福音</p> <p><b>4. Discipleship Pathways 門訓渠道</b>  Create a discipleship Pathway</p> <p>創立門訓渠道</p>
<p><b>WHO</b></p>	<p>Discipleship Team Members: 門訓組成員  Pastor Enoch , Valerie Lai, Andrew Yeung, Angus Leung, Timothy Au</p>

	Sunday School Teachers:主日學老師 Valerie Lai, Cecilia Wong, (additional teachers TBC)
<b>WHEN</b>	EM Sunday School: Sunday 11:30-12:45 at Community Time (Gym) 主日學及社群相聚時間 11:30-12:45 (副堂)
<b>WHAT</b>	Feedback/sharing from b/s about Sunday School and their spiritual journey NT Reading Sharing Discipleship Team meet  肢體對主日學/屬靈旅程中的分享回應  新約閱讀分享  門訓組聚會

### **Action Plan (3) - Fellowship Ministry 團契事工**

<b>WHY</b>	Turn the yearly theme (the vision) to reality.  <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	Through fellowship time, we would like to serve together (through soup and bread time), learn together (through book or Bible studies) and grow together (through sharing & prayer).  透過團契時間,可以一同事奉(主日學後社群相聚時間),一同學習(學習聖經),一同成長(分享和代禱)  We will try to encourage everyone to join at least one small group or fellowship.  鼓勵每人最少參加一小組或團契
<b>WHO</b>	Leaders to model, community members to be active participants.  組長及社群相聚時間的成員為活躍參與者  Small group co-ordinators/leaders: Angelina Mah, Jeffrey Tso, Alan Li, Briony, Kirstie & Zack  小組聯絡/組長: Angelina Mah, Jeffrey Tso, Alan Li, Briony, Kirstie & Zack  Ark leaders 方舟團組長: Jeneen, Keefe, Steve



	Trek 組長: Mitchell, Stephanie, Amina
<b>WHEN</b>	Tue, Fri, Sat night, Sunday school time and Sunday afternoon (Sep to Jun) 週二、五、六晚, 主日學時間及星期日下午 (9-6 月)
<b>WHAT</b>	Have deep conversations with leaders (and members of our community) regarding spiritual growth and stagnation. Do they see brothers and sisters who are supportive, walk alongside each other in their faith journeys and encourage each other to develop their relationship with God? Are they experiencing this themselves? 組長與小組成員及社群相聚時間的參加者,在屬靈長成或呆滯上能有深入對話,了解能否得到弟兄姊妹間的支持、與神關係等情況

#### **Action Plan (4) - Community Time Ministry 社群相聚事工**

<b>WHY</b>	Turn the yearly theme (the vision) to reality. <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b> <b>Vision: to create an engaging safe space to build a spiritual relationship</b> 異象: 創造一個建立屬靈關係的安全互動環境
<b>HOW</b>	Every first Sunday of the month during community time (11:15 am-12:30 pm): By serving soup and bread and facilitating the discussions across the tables, we want to create a welcoming space and opportunities for brothers and sisters of different age groups to connect and build spiritual friendships with one another. 每月第一星期日的社群相聚時間(11:15 am-12:30 pm )內,透過輕便午餐時製造一個輕鬆機會讓不同年紀的弟兄姊妹連繫,彼此建立屬靈友誼 Action Steps 行動步驟: <ul style="list-style-type: none"> <li>- encourage only using the phone as tools to engage with one another 鼓勵只用電話作為互動的用具</li> <li>- ask discussion questions to reflect on the sermon together 發問有關講道信息問題作反省</li> <li>- invite friends and newcomers 邀請新來賓朋友</li> <li>- assign people to tables with a different prompt every time (i.e. sit with those who share the same birthday month as you)</li> </ul>

	在某些情況,刻意安排坐位 (讓同一月生日的人坐同一枱)
<b>WHO</b>	The whole EM (all fellowships) and others we intentionally invite into the community 邀請所有英文團契及會眾參與社群相聚時間  Ministry Leads working with small group/fellowship leaders for the community time content, small group in charge of soup and bread that week will be responsible for cooking and facilitating discussions.  帶領事工的領袖及小組組長負責安排社群相聚時間的內容; 小組輪流負責食物排及協助討論
<b>WHEN</b>	By June  6 月
<b>WHAT</b>	Asking b/s for feedback (i.e. especially those who chose to be in the community time group in our Dec. 17 planning meeting)  詢問弟兄姊妹的反應 (特別是那些在 2 月 17 日分享會選擇團契時間的人)

**\*FOCUS your energy and resources on fewer plans. Recommend no more than three.**

**II) Other Work Tasks 其它工作**

\*Be brief, discuss in more detail with your team and overseeing deacon

1. EM Pastoral Search 尋找英文部牧者
- 2.
- 3.

**III) Program Schedules.活動時間**

1. Soup and Bread 1st Sunday of the month (except summer and December)  
團聚午餐時間: 每月第一個星期日(暑假及 12 月除外)
2. Fellowship/small group time on Tues, Fri, Sat night, Sunday community time and Sunday afternoon  
團契/小組時間: 星期二、五、六晚,及星期日社群相聚時間及下午
3. Sunday school during community time  
主日學: 星期日社群相聚時間內
- 4.

**IV) Special Events Date.特別活動日期**

1. Annual Small Group Year-end celebration June 2, 2024

- 年度小組慶祝: 6月2日
2. Annual Transition Sunday June 30, 2024  
主日學過渡至崇拜主日: 6月30日
  3. Christmas Celebration December 15, 2024  
聖誕慶祝: 12月15日
  4. Transit Rally 運聯遊樂日 (TBC)
  5. Prayer Walk 祈禱行(TBC)

### Budget (財政預算)

	Item (項目)	Budget (預算)
A	Community Building 團隊建設	2600
B	Connection Team /Outreach 外展 / Hospitality 款待	600
C	Christian Education & Discipleship 基教及門訓	1000
D	Subsidy for EM Training 訓練支助	4400
E	EM Music Resources 音樂資源	500
F	Song License and Subscription Fee 詩歌版權	1400
G	Youth Ministry 青年事工	3850
H	Ark Fellowship 方舟團	600
I	EM Small Groups 英文小組	1600
J	New Ministry Initiatives Fund 新事工基金	2100
K	Leaders Retreat / Appreciation 領袖致謝	950
L	Miscellaneous Needs 雜項	500
M	Transition Day 過渡主日	400
	Subtotal (總預算):	20500

**For church main budget, please budget at least \$7,500 for EM Honorarium and \$1,000**

**Hiring expenses. If not, we need to add to above budget.**

**備註: 請為英文部預留 7,000 元講員費; 及 1000 元聘請支出**

## Department Action Plan 2024 (Children Department 兒童部)

How your department could bring the yearly theme from slogan to reality.

### The Five Key Elements for a successful plan

- 1) **WHY** (goal/ purpose: turn the yearly theme (the vision) to reality)
  - Church can't move forward when every group is going to different direction.
- 2) **HOW** (the strategy to achieve the "WHY")
  - Be creative, think outside the box.
  - Not bounded by current way to do things if it is no longer effective.
  - Can be very simple, nothing fancy.
- 3) **WHO** (the right person/ team to execute the "HOW")
  - Find only the person with the suitable gifts and passion. Do not just find anyone to fill the spot.
  - If there is no suitable person, then rethink the "HOW".
  - OR find and train people to be suitable. In this case, Mentor is a "MUST" who could follow up closely with the trainee to provide support and encouragement.
- 4) **WHEN** (when do you start, end, and evaluate the "HOW/ WHO")
  - Clearly define when to start and end, both idea itself and people who serve (term of commitment)
  - When to evaluate. Few times a year always better than only once a year
- 5) **WHAT** (what is the key result to measure the effectiveness of the "HOW")
  - Key results must be measurable (e.g. participation#, survey score, achievement, completion %...etc.

*\*If any key element is missing. The program or idea should be on hold (or discontinue).*

*Spend energy and resources only on those well thought program or idea.*

### 1) Action Plan (1)

<b>WHY</b>	Turn the yearly theme (the vision) to reality.  <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	Build up stronger bonding and friendship among serving teams of the Children's Department.  為兒童部服侍團隊建立更堅固的聯系和友誼  Hold two different lunch or dinner gatherings with sharing time (personal experience, ups & downs in life), songs & games, etc, a chance to get to know more of each team member, build up friendship, and grow faith in our Lord.  安排兩次不同的晚餐和午餐,讓有機會大家分享遊戲,彼此認識和建立友誼,在主裡成長  It's important to serve happily and in harmony.

	<p>能快樂和諧地事奉是非常重要的</p> <p>May also invite a few potential helpers and parents who are willing to serve with us.</p> <p>將邀請有機會和願意參與的新事奉人員和家長</p>
<b>WHO</b>	<p>Pastor Ruth &amp; Connie Wong to coordinate and invite.</p> <p>Pastor Ruth 和 Connie Wong 邀請</p> <p>Group one: Kids Club leaders &amp; helpers</p> <p>第一組: Kids Club 事奉人員</p> <p>Group two: Children Department Committee and Sunday School teachers</p> <p>第二組: 兒童部職員及主日學老師</p>
<b>WHEN</b>	<p>Group one: Mar 23 Saturday - Hot Pot Dinner &amp; gathering at Connie's place (\$5)</p> <p>第一組: 3 月 23 日(六) :晚餐</p> <p>Group two: April 07 Sunday - Lunch gathering at church (\$10)</p> <p>第一組: 4 月 7 日(日) 午餐</p>
<b>WHAT</b>	<p>Will gather again during July/August (Appreciation Luncheon for Kids Club leaders/helpers and Sunday School teachers) to share their opinions &amp; feelings in serving, hoping to keep their spirits high and maintain good teamwork.</p> <p>7/8 月有另一次聚會(致謝午餐),事奉中的分享,期望能維繫團隊和提升士氣</p> <p>So far, we have enough leaders for the Kids Club. Just want to recruit 3 to 4 helpers, especially for the 10:00 am Junior service and nursery room on Sunday. Also to encourage more volunteers for VBS in August if we were to increase the number of attendants to over 30 (also consider offering a full day camp instead of ½ day).</p> <p>現時 Kids Club 人手足夠</p> <p>希望為早上 10 時的幼兒崇拜及嬰兒室招募 3-4 位幫手</p> <p>8 月 VBS 如要增加參加人數至 30 人,便要鼓勵更多人參與事奉</p>

## Action Plan (2)

<b>WHY</b>	Turn the yearly theme (the vision) to reality. <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	Better communication and understanding of the needs & expectations of parents (& children) through family visitation, phone calls, and small group luncheon after church on Sunday. 透過家訪、電話聯絡、或星期日小組聚餐與家長建立更好的溝通以了解他們和兒童們的需要和期望 Hope the parents can partner with church leaders to help the children to walk with God and to grow in Christ. 希望家長能與教會領袖伙伴幫助兒童與神同行和在主裡成長
<b>WHO</b>	Pastor Ruth & Connie Wong to coordinate and make appointments for visits/calls/lunch Pastor Ruth 和 Connie Wong 會安排探訪/電聯/午餐 - Start with families with new-born babies and then other families in the Children's Department 先由有新的成員的家庭開始,而至其他兒童部家庭
<b>WHEN</b>	Schedule visits to families with new-born babies starting in Jan and Feb 1,2 月開始安排探訪有新成員的家庭 Then reach out to other families by visit, phone calls, or group lunch throughout the years. 在年內延至其它家庭
<b>WHAT</b>	Build up friendships and bonding among parents and children. Know their needs & expectations from the Ministry. Encourage parents to bring children to church consistently, especially to increase the attendance for 10 am Sunday School. Want to invite 2 more volunteers to help with Sunday's 10 am service and 2 more for the nursery room as we will have 3 newborn babies this year. 與父母及兒童建立聯系和友誼,了解他們對兒童部的期望,並鼓勵家長帶子女穩定地參加教會,尤其是希望增加星期日早上 10 時的兒童崇拜出席及嬰兒室使用

**Commented [1]:** New Families:  
Yuki & Ben KONG (Family of seven with new born)  
Yaya & Michael HA (family of six with new born)  
Mike & Shanna

**Commented [2]:** Other families:  
Kinson & Mandy  
Dickson & Helen  
Eveline & Ricky  
Stephanie & Patrick  
Debbie & Richard  
Gailie & Joshua  
Pancy & Hyman

### Action Plan (3)

<b>WHY</b>	Turn the yearly theme (the vision) to reality. <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	Help Grade 6 children to have a smooth transition from Children Department to English Worship and attend their services & activities. Building up good friendships among their grade 6 group and getting support from their parents, and youth leaders.  (it's a bit challenging this year as we don't have a replacement for Pastor to lead English Ministry, youth leaders will have heavy shoulders)  幫助 6 年級的兒童順利地過渡到英文崇拜及其它活動,建立他們彼此間的聯系,及父母及英文領袖們的支援  (因缺乏英文牧者,故英文部領袖的責任今年會較重)
<b>WHO</b>	Pastor Ruth & Connie to invite <b>Grade 6 children &amp; their parents</b>  Pastor Ruth 和 Connie Wong 邀請 6 年級的兒童及其家長  Also, some youth leaders to join on May 11 to make friends.  一些英文部領袖會參與 5 月 11 日母親節晚餐接觸 6 年級的兒童
<b>WHEN</b>	May 11 Mother's Day Dinner gathering at church for above children & their parents, 5:30 to 6:30 pm (before Kids Club starts at 6:30 pm).  5 月 11 日大 Kids Club 前 5:30 為他們安排晚餐聚會, OR 或  Another plan is to do this earlier in April/May by arranging lunch gatherings or family visitation (with few families together) so that children can interact more in a comfortable home setting,  令一計劃是 4/5 月安排午餐聚會或家訪,讓在家長兒童們在輕鬆的處境下有更多交往
<b>WHAT</b>	Help children to build up bonding with other children & their families. Also, strengthen their sense of belonging to our church with the help of our youth leaders.  幫助兒童與兒童、與其他家庭之間建立聯繫,加強他們對教會的歸屬感

**Commented [3]:** Amos, Matthew, Carson, Lydia, Wanita, Elyse

**\*FOCUS your energy and resources on fewer plans. Recommend no more than three.**

## II) Other Work Tasks 其它工作

\*Be brief, discuss in more detail with your team and overseeing deacon

1. Continue with the STEM program in BPGC Kids Club (now over 40 children, hope to reach more)  
在 Kids Club 中繼續 STEM 活動(現有 40 人,希望能接觸更多)
2. Visit and follow up with new families with children coming to our church  
探訪及跟進參加教會的新家庭
3. VBS (Aug 19-23) hopes to attract more children (over 30) to learn about the gospel & build up friendship  
夏令營(8 月 19-23 日)望能吸引更多兒童(超過)認識福音及建立友誼
4. Prayers Wall in the hallway give children a way to express their thoughts & spiritual growth in God  
走廊的禱告牆讓兒童舒發他們의思想和屬靈的成長
5. Mother Goose (collaboration with PIRS), 8 weeks gathering at church/outdoor (Feb to Mar) invite other families & their babies (0-18 months). Our church has three newborn babies, hope they can participate, and this is a good outreach opportunity to invite other families to join our church  
鵝媽媽(與 PIRS 合作),2 至 3 月 8 星期在教會/戶外進行,對象 0-18 個月幼兒家庭,是一非常好的外展渠道

## III) Program Schedules.活動時間

1. Jan continues till June 22, starts again Sep to Dec 2024 BPGC Kids Club  
Kids Club: 1 月至 6 月 22 日,秋季 9 月至 12 月
2. Feb to March (or May to June) Mother Goose  
鵝媽媽: 2 至 3 月 (或 5-6 月)
3. March 23 Kids Club Dinner (at Connie's home)  
3 月 23 日 Kids Club 晚餐
4. March 30 Kids Club Easter celebration  
3 月 30 日 Kids Club 復活節慶祝
5. April 07 Lunch gathering with Committee, Sunday School teachers & helpers of nursery  
4 月 7 日兒童部職員,主日學老師,助教,嬰兒室看管午餐聚餐
6. May 11 Mother's Day celebration with Grade 6 children & their parents & some youth leaders  
5 月 11 日與 6 年級及其家長、英文部領袖一起的母親節慶祝
7. Aug 19-23 VBS summer camp  
8 月 19-23 日夏令營
8. Dec 14 Christmas celebration with all children & parents (during Kids Club gathering)  
12 月 14 日 Kids Club 時段所有兒童家長一起的聖誕慶祝

## IV) Special Events Date.特別事項日期

1. Jan 28 Earthquake Drill at church at 12:40 pm  
1 月 28 日地震演習:下午 12:40
2. Feb 25 Lock Down Drill at church at 12:40 pm  
2 月 25 日封鎖演習:下午 12:40



## Budget 2024 (財政預算 2024)

	Item (項目)	Budget (預算)
A	Teaching Material for Sunday School/Worship 教材	2,500
B	Stationery and craft supplies 文具及手工材料	400
C	Snacks 零食	600
D	Teachers Training Subsidy & Workshop Honorarium 講員費	500
E	Appreciation Luncheon/dinner 致謝午餐/晚餐	1,700
F	Christmas gifts for children, teachers and helpers of Children Ministry 聖誕禮物	1,000
G	Expenses for Mother Goose and Cameray's children and family services 鵝媽媽及 Cameray 兒童家庭服務	1,000
H	Summer Activities (include VBS)夏令營	800
I	Children's Skirt & Costume 服裝道具	200
J	Miscellaneous 雜項	500
	Subtotal 共計	9,200
K	Kids Club (STEM program)	2,800
L	Kids Club Banquet expenses 聚餐	1,000
	Total (總預算):	<b>13,000</b>

## Department Action Plan 2024 (CM Worship Department 崇拜部)

How your department could bring the yearly theme from slogan to reality.

### The Five Key Elements for a successful plan

- 1) **WHY** (goal/ purpose: turn the yearly theme (the vision) to reality)
  - Church can't move forward when every group is going to different direction.
- 2) **HOW** (the strategy to achieve the "WHY")
  - Be creative, think outside the box.
  - Not bounded by current way to do things if it is no longer effective.
  - Can be very simple, nothing fancy.
- 3) **WHO** (the right person/ team to execute the "HOW")
  - Find only the person with the suitable gifts and passion. Do not just find anyone to fill the spot.
  - If there is no suitable person, then rethink the "HOW".
  - OR find and train people to be suitable. In this case, Mentor is a "MUST" who could follow up closely with the trainee to provide support and encouragement.
- 4) **WHEN** (when do you start, end, and evaluate the "HOW/ WHO")
  - Clearly define when to start and end, both idea itself and people who serve (term of commitment)
  - When to evaluate. Few times a year always better than only once a year
- 5) **WHAT** (what is the key result to measure the effectiveness of the "HOW")
  - Key results must be measurable (e.g. participation#, survey score, achievement, completion %...etc.

*\*If any key element is missing. The program or idea should be on hold (or discontinue).*

*Spend energy and resources only on those well thought program or idea.*

### I) Action Plan (1)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Encourage usher to serve according to department guideline 鼓勵司事按事奉崗位的指引去事奉 a) Distribute the guideline to every existing or new usher 將司事手則派發各司事及新司事 b) Department to remind usher about the duty stated in the guideline 部長員負責提醒各司事「手則」裏的有關責任
WHO	Department head 部長
WHEN	
WHAT	

### Action Plan (2)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Add more usher in afternoon worship 增加午堂司事 Welcome fellowship to recommend suitable person to department 歡迎各團契推薦合適人選
WHO	Fellowship chairperson/coorindator 各團契團長
WHEN	
WHAT	

### Action Plan (3)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Seat Arrangement for afternoon worship 午堂座位安排 Use ribbon to block up last four rows in both sides and encourage people to at the front 午堂崇拜前,會用繩攔起左右兩邊後面四行坐位,並鼓勵會家坐在前面,
WHO	Department head & usher 部長,司事
WHEN	
WHAT	

**Commented [SC4]:** For the operation of the new AV system in the gym, we may want to organize a training session for all CM and EM AV operators.

**Commented [KKWP5R4]:** The contractor is expected to provide an informal training.

### Action Plan (4)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Fire/Earthquake Drill 火警/地震演習 Contact usher and review the procedure two weeks before the drill so as to ensure we can help congregation to leave the building calmly, quickly and orderly 火警/地震演習前的兩星期,會與司事重溫演習程序,確保會眾能保持冷靜,快捷及依次序在最接近教會各出入通道,盡快離開建築物
WHO	Department and ushers 部長,司事
WHEN	
WHAT	

**Commented [SC6]:** For the operation of the new AV system in the gym, we may want to organize a training session for all CM and EM AV operators.

**Commented [KKWP7R6]:** The contractor is expected to provide an informal training.

**\*FOCUS your energy and resources on fewer plans. Recommend no more than three.**

## II) Other Work Tasks

\*Be brief, discuss in more detail with your team and overseeing deacon

1. Appreciation cards, gifts to ushers, flower and communion arrangement helpers

致謝禮物卡: 致謝禮物卡, 送給司事, 插花姊妹及預備聖餐的事奉人員

- 2.
- 3.
- 4.

**III) Program Schedules.**

- 1.
- 2.
- 3.

**IV) Special Events Date.**

- 1.
- 2.
- 3.
- 4.
- 5.

**Budget (財政預算)**

	Item (項目)	Budget (預算)
A	Offering Envelopes 奉獻封	\$250.00
B	Sanitizing Supplies 消毒用品	\$300.00
C	Stationary, misc. supplies 文具雜物	\$100.00
D	Worship flower arrangement 主日插花	\$1,820.00
E	Communion supplies 聖餐用品	\$300.00
F	Appreciation Gifts 致謝禮物	\$300.00
G		
H		
I		
	Subtotal (總預算):	<b>\$3,070.00</b>

## Department Action Plan 2024 (CM Music Department 音樂部)

How your department could bring the yearly theme from slogan to reality.

The 2024 yearly theme: 回歸上帝、委身神家 Love God wholeheartedly, Engage in God's House vigorously!

在這個團隊裏大家繼續維持同心協力把每一個事工做好，坦誠相對，互相分擔，以我們神的家大前提為重心目標；同時竭力追求靈命上的進步。比如：鼓勵參加相關的訓練課程，做好裝備。

Maintain team unity to finish the task, share whole-heartly. Put God's family as our main focus. Strive for spiritual advancement and be equipped by joining relating training

### The Five Key Elements for a successful plan

- 1) **WHY** (goal/ purpose: turn the yearly theme (the vision) to reality)
  - Church can't move forward when every group is going to different direction.
- 2) **HOW** (the strategy to achieve the "WHY")
  - Be creative, think outside the box.
  - Not bounded by current way to do things if it is no longer effective.
  - Can be very simple, nothing fancy.
- 3) **WHO** (the right person/ team to execute the "HOW")
  - Find only the person with the suitable gifts and passion. Do not just find anyone to fill the spot.
  - If there is no suitable person, then rethink the "HOW".
  - OR find and train people to be suitable. In this case, Mentor is a "MUST" who could follow up closely with the trainee to provide support and encouragement.
- 4) **WHEN** (when do you start, end, and evaluate the "HOW/ WHO")
  - Clearly define when to start and end, both idea itself and people who serve (term of commitment)
  - When to evaluate. Few times a year always better than only once a year
- 5) **WHAT** (what is the key result to measure the effectiveness of the "HOW")
  - Key results must be measurable (e.g. participation#, survey score, achievement, completion %...etc.

*\*If any key element is missing. The program or idea should be on hold (or discontinue).*

*Spend energy and resources only on those well thought program or idea.*

### 1) Action Plan (1)

<b>WHY</b>	Turn the yearly theme (the vision) to reality.  <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	We will organize a 聖樂主日 on Feb 25 to engage more brothers and sisters to participate in the Music ministry.  安排 2 月 25 日聖樂主日動員更多弟兄姊妹參與音樂事工

	<p>We will encourage serving members to attend training courses/certificate program to equip ourselves.</p> <p>鼓勵事奉人員參加訓練或證書課程裝備自己</p> <p>Personal growth coaching, sharing and prayer within teams.</p> <p>個人成長輔導, 團隊間分享和代禱</p>
<b>WHO</b>	Angel, Amina, Mandy, Vivian
<b>WHEN</b>	Core team meeting every 1.5 month 核心團隊每 1.5 月會面一次
<b>WHAT</b>	<p>To encourage more brothers/sisters to participate in this spiritual family through serving together.</p> <p>鼓勵更多肢體透過事奉參與這屬靈家庭</p>

### **Action Plan (2)**

<b>WHY</b>	<p>Turn the yearly theme (the vision) to reality.</p> <p><b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b></p>
<b>HOW</b>	<p>Worship team meets monthly, lead worship every 2 months.</p> <p>敬拜小組每月聚會一次, 每兩月領詩一次</p> <p>Practice, sharing and prayer within the team.</p> <p>練習, 分享及代禱</p>
<b>WHO</b>	Angel, Amina, Vivian, Cecil, Susan, Maggie
<b>WHEN</b>	Practice monthly, lead hymns every 2 months. 每月練習一次, 每兩月領詩一次
<b>WHAT</b>	<p>Increase congregational participation in worship through enhanced worship music.</p> <p>透過提升敬拜音樂增加會眾敬拜參與</p>

### **Action Plan (3)**

<b>WHY</b>	<p>Turn the yearly theme (the vision) to reality.</p> <p><b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b></p>
<b>HOW</b>	<p>We will organize an annual retreat and an appreciation luncheon.</p> <p>將安排一年度退修及一致謝午餐</p>
<b>WHO</b>	<p>Chairpersons, AV, IT, music serving members.</p> <p>主席, 影音控制、資訊、音樂事奉成員</p>
<b>WHEN</b>	<p>Date TBD.</p> <p>日期代定</p>
<b>WHAT</b>	<p>To make God's love alive in serving members. 讓神的愛在事奉成員中活現</p>

**\*FOCUS your energy and resources on fewer plans. Recommend no more than three.**

**II) Other Work Tasks**

\*Be brief, discuss in more detail with your team and overseeing deacon

- 1.
- 2.
- 3.
- 4.

**III) Program Schedules**

- 1.
- 2.
- 3.
- 4.

**IV) Special Events Date. 特別活動日期**

1. Church Music Sunday Feb 25, 2024 聖樂主: 2 月 25 日
2. Retreat date tentatively Sep 30, 2024 退修會暫定 9 月 30 日
3. Appreciation luncheon Tentatively Apr 21/28, 2024 致謝午餐暫定 4 月 21 或 28
- 4.
- 5.

**Budget (財政預算)**

	Item (項目)	Budget (預算)
A	版權費 Licenses	1200
B	聖樂部員致謝午餐 Appreciation luncheon + small gifts	350
C	聖樂訓練 Music Training	200
D	聖樂部員退修 Retreat	225
E	鋼琴調音 Pianos tuning	300
F	購買電子琴 Purchase of keyboard	1500
G	購買樂譜 Purchase of music scores	50
H		
I		
J		
K		
L		
	Subtotal (總預算):	3825

## Department Action Plan 2024 (CM Discipleship 門訓部)

How your department could bring the yearly theme from slogan to reality.

### The Five Key Elements for a successful plan

- 6) **WHY** (goal/ purpose: turn the yearly theme (the vision) to reality)
  - Church can't move forward when every group is going to different direction.
- 7) **HOW** (the strategy to achieve the "WHY")
  - Be creative, think outside the box.
  - Not bounded by current way to do things if it is no longer effective.
  - Can be very simple, nothing fancy.
- 8) **WHO** (the right person/ team to execute the "HOW")
  - Find only the person with the suitable gifts and passion. Do not just find anyone to fill the spot.
  - If there is no suitable person, then rethink the "HOW".
  - OR find and train people to be suitable. In this case, Mentor is a "MUST" who could follow up closely with the trainee to provide support and encouragement.
- 9) **WHEN** (when do you start, end, and evaluate the "HOW/ WHO")
  - Clearly define when to start and end, both idea itself and people who serve (term of commitment)
  - When to evaluate. Few times a year always better than only once a year
- 10) **WHAT** (what is the key result to measure the effectiveness of the "HOW")
  - Key results must be measurable (e.g. participation#, survey score, achievement, completion %...etc.

*\*If any key element is missing. The program or idea should be on hold (or discontinue).*

*Spend energy and resources only on those well thought program or idea.*

### V) Action Plan (1)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	New Discipleship Program "Life Path" (1 year term) 新門訓課程「Life Path」(為期一年) Direction for the discipleship program 課程方向 <ul style="list-style-type: none"><li>- Coaching (more personal, not one size fit all) 個別輔導</li><li>- Focus on Christ 以基督為焦點</li><li>- Self-awareness 自我認知</li><li>- Discover a personal calling from God 發掘神給個別的呼召</li><li>- Live out the life according to the personal calling 活出與呼召相符的生命</li><li>- Ongoing supporting group 持續支援隊伍</li></ul>
WHO	Jason Siu, Lawrence Lo, Vivian Chui
WHEN	TBC (after "Life Path" leader training date is scheduled) 待定 (待組長訓練之後)
WHAT	100% of the participant should be able to draft his/her personal mission statement after completing the program 所參加者完成課程之後將能起草個人的使命宣言



### Action Plan (2)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Communicates with Sunday school teachers to incorporate additional sharing, encouragement, and prayer activities within the class 與主日學老師溝通,在課堂注入更多分享、鼓勵和禱告元素 e.g. Encourage the teacher to allocate 15-20% of the Sunday school session time for small group sharing on the class material, if applicable 如: 如課堂內容合適, 鼓勵老師分配 15-20%時間為作小組討論分享 Evaluation will be done for the participating classes (format to be confirmed, e.g. survey) 對參與的課程作出評估
WHO	Sam Lai, Sunday School Teachers Sam Lai, 主日學老師
WHEN	Q2-Q4 2024 2024 年第二-四季
WHAT	At least 2 courses in 2024 will include the student group sharing 2024 年最少 2 個課程包含有小組討論 After collecting feedback from the class(es), the Sunday school department head will proceed to summarize and review the results with the teachers 收集回應後,部長會總結和與老師檢討結果

### Action Plan (3)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	For Sunday School, other than teacher. We also create some small commitment roles to engage more brothers and sisters to serve the church. 在主日學,除老師外,亦建立一些職務小組以動員弟兄姊妹參與教 A) One coordinator will collaborate with the team to organize and prepare drinks, snacks, and food for Sunday school. (Q1: Jason Siu, Q2-Q4: TBD) A) 一位統籌人與小組協調為主日學預備茶點 (第一季: Jason Siu, 其它待定) B) Two roles each month per class 每班每月兩位 1) Food provider: they could make or buy food/ drinks. 食物預備: 購買預備茶點 2) Food server: set up all the food/ drinks on the table and pack up after. 食物招待: 在主日學前擺放茶點及事後清理 Total: 6 spots each class per term 每季共 6 個崗位
WHO	Coordinator, brothers and sisters who attend Sunday school and like to serve food to other. 統籌人, 任何參加主日學並有興趣以食物服侍他人
WHEN	Q1- Q4/ commitment: one month term (can be renew)/ Evaluate quarterly. 每月一任期,季度估評
WHAT	All 12 spots, in two main classes, are filled by students each term. 12 空缺都能填滿

**\*FOCUS your energy and resources on fewer plans. Recommend no more than three.**

**VI) Other Work Tasks**

\*Be brief, discuss in more detail with your team and overseeing deacon

1. Encourage brothers and sisters to attend leadership/ theology/ biblical courses  
鼓勵弟兄姊妹參加領袖/神學/聖經學習課程
2. Personal coaching (Coaches: Pastor Enoch, Lawrence Lo, Jason Siu, Vivian Chu)  
個人輔導(輔導員: Pastor Enoch, Lawrence Lo, Jason Siu, Vivian Chu)
3. Team training course 2 years term (by Evangel Seminary)  
為期 2 年的訓練(播道神學院)
4. Evaluate the existing basic courses - "fundamental belief" (evangelical), "Christ's life", "Christian daily life" (new believer followup) and prepare the new course materials/curriculum  
評估現時的基礎課程:「真理班」(慕道)、「基督生平」,「基督徒生活」(初信者),及預備新課程的資料
5. Recruit church members to support SS AV 招募肢體協助主日學影音
6. Evaluate the 2025 daily devotion book/materials ordering plan  
評估 2025 年每日靈修/讀經釋義訂購計劃

**VII) Program Schedules.**

1. CM Sunday School: 10am-11am 中文主日學: 早上 10-11 時
2. Personal Coaching: by appointment 個別輔導: 個別安排
3. Team training course: Mar. 2024- Nov. 2025 (mostly online)  
組長訓練: 3-11 月,2025 年(網上)
- 4.
- 5.

**VIII) Special Events Date.**

1. Sept 29: Appreciation lunch (all the teachers, coaches, helpers)  
致謝午餐: 9 月 29 日(所有老師、輔導、協助)
- 2.
- 3.

## Budget (財政預算)

	Item (項目)	Budget (預算)
A	SS guest speaker honorarium on Bible and topical courses (2 speakers) (\$130/class x 13 classes = \$1690; \$1690 x 2 speakers) 主日學外來講員費(2位)	\$3380.00
B	Training subsidies (\$300 x 10 ppl) 訓練資助 (\$300 X 10 人)	\$3000.00
C	GFPF coaching subsidies 性格分析資助	\$2500.00
D	Reference books subsidies and digital subscription 參考書籍及網上資料	\$800.00
E	Appreciation (lunch and gifts) 致謝午餐或禮物	\$1800.00
F	Promotional materials, photocopying notes 推廣,影印	\$100.00
G	Church devotion books/materials 每日讀經釋義訂購 (\$10.5x10copiesx4books + \$12.5x60x4)	\$3420.00
H		
I		
J		
	Subtotal (總預算):	\$15000.00

## Department Action Plan 2024 (CM Caring Department 關顧部)

How your department could bring the yearly theme from slogan to reality.

### The Five Key Elements for a successful plan

- 6) **WHY** (goal/ purpose: turn the yearly theme (the vision) to reality)
  - Church can't move forward when every group is going to different direction.
- 7) **HOW** (the strategy to achieve the "WHY")
  - Be creative, think outside the box.
  - Not bounded by current way to do things if it is no longer effective.
  - Can be very simple, nothing fancy.
- 8) **WHO** (the right person/ team to execute the "HOW")
  - Find only the person with the suitable gifts and passion. Do not just find anyone to fill the spot.
  - If there is no suitable person, then rethink the "HOW".
  - OR find and train people to be suitable. In this case, Mentor is a "MUST" who could follow up closely with the trainee to provide support and encouragement.
- 9) **WHEN** (when do you start, end, and evaluate the "HOW/ WHO")
  - Clearly define when to start and end, both idea itself and people who serve (term of commitment)
  - When to evaluate. Few times a year always better than only once a year
- 10) **WHAT** (what is the key result to measure the effectiveness of the "HOW")
  - Key results must be measurable (e.g. participation#, survey score, achievement, completion %...etc.

*\*If any key element is missing. The program or idea should be on hold (or discontinue).*

*Spend energy and resources only on those well thought program or idea.*

### V) Action Plan (1)

<b>WHY</b>	Turn the yearly theme (the vision) to reality.  <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	Divide the task into few small jobs, brothers and sisters can pick to serve in one time or few times, these jobs include:  把一些工作分成多個小任務,弟兄姊妹可以一次或多次參與,工作包括:  1. Use words or pictures to show welcome to new comers, with signatures from pastors  用文字或圖畫表達歡迎新來賓,再加上牧師簽名  2. To produce short video clips to introduce our church to new comers  拍攝影片介紹教會給新來賓

	<p>3. To hand-made or buy souvenirs as gifts to new comers</p> <p>購買或製造紀念品給新來賓</p>
<b>WHO</b>	<p>1. Those who have passion to use wording to welcome new friends</p> <p>有心用文字表達歡迎新來賓</p> <p>2. Those who have some basic skill on video recording and with passion to use the skill to promote and introduce the church</p> <p>有基本拍攝影片技巧,有心用這技能來宣傳和介紹教會</p> <p>3. Those who has passion and creation to use gifts to express the love from church</p> <p>有心思及創意以送紀念品/禮物來達教會的愛</p>
<b>WHEN</b>	<p>Start from Feb of 2024/evaluate half yearly</p> <p>2024 年二月開始/每半年檢討一次計劃/</p> <p>Half year term for (1)事奉任期為半年(</p> <p>One time task for (2), (3);</p> <p>(2)及(3) 為單次任務</p>
<b>WHAT</b>	<p>a. At least two members participate in (1)</p> <p>最少有兩位弟兄姊妹參與(1);</p> <p>b. (2) Can successfully produce 5 short video clips</p> <p>(2) 成功製作五段短片</p> <p>c. (3) Deacon will evaluate/compare the souvenirs with previous gifts, give additional 3 points to the one with passion and creativity</p> <p>讓執事會成員評分比較過往的紀念品/禮物,心思及創意的分數增加最少三分</p>

### Action Plan (2)

<b>WHY</b>	Turn the yearly theme (the vision) to reality. <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	Let those brothers and sisters with caring gift be developed and used. No only can reach out to more members in church, also to lift up some burden of pastors  讓有關顧恩賜的弟兄姊妹得以發揮,在可以接觸到更多教會弟兄姊妹同時,並分擔師們的工作
<b>WHO</b>	Pastor Enoch, Pastor Eliza, Albert Wong , Regina Kam, Lucinda Kwong, Doris Yu
<b>WHEN</b>	Start from January, 2023/ Evaluate visitation arrangement half yearly/ Half yearly serving term  2024 年一月開始/每半年檢討探訪安排/事奉任期為半年
<b>WHAT</b>	Will three-fold the number of members cared in church than the past  接觸及關顧到的弟兄姊妹比去年增加三倍

### Action Plan (3)

<b>WHY</b>	Turn the yearly theme (the vision) to reality. <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	
<b>WHO</b>	
<b>WHEN</b>	
<b>WHAT</b>	

**\*FOCUS your energy and resources on fewer plans. Recommend no more than three.**

**VI) Other Work Tasks**

\*Be brief, discuss in more detail with your team and overseeing deacon

1. Through telephone calling, text message or meal together, can make contact and follow up with new comers/friends in order to help them participate in church or fellowship  
透過通電話、短訊或一同用餐,接觸和跟進新來賓,藉此幫助新人投入教會聚會和團契
- 2.
- 3.
- 4.

**VII) Program Schedules**

- 1.
- 2.
- 3.
- 4.
- 5.

**VIII) Special Events Date. 特別活動日期**

- 1.
- 2.
- 3.
- 4.

**Budget (財政預算)**

	Item (項目)	Budget (預算)
A	Welcoming Gifts 迎新禮物	\$500.00
B	Mother's/Father's Day gifts 母/父親節禮物	\$1,200.00
C	Funeral Flowers/Visitation gifts 弔事花圈/探訪禮物	\$1,000.00
D		
E		
F		
	Subtotal (總預算):	<b>\$2,700.00</b>

## Department Action Plan 2024 (CM Evangelistic 傳道部)

How your department could bring the yearly theme from slogan to reality.

### The Five Key Elements for a successful plan

- 11) **WHY** (goal/ purpose: turn the yearly theme (the vision) to reality)
  - Church can't move forward when every group is going to different direction.
- 12) **HOW** (the strategy to achieve the "WHY")
  - Be creative, think outside the box.
  - Not bounded by current way to do things if it is no longer effective.
  - Can be very simple, nothing fancy.
- 13) **WHO** (the right person/ team to execute the "HOW")
  - Find only the person with the suitable gifts and passion. Do not just find anyone to fill the spot.
  - If there is no suitable person, then rethink the "HOW".
  - OR find and train people to be suitable. In this case, Mentor is a "MUST" who could follow up closely with the trainee to provide support and encouragement.
- 14) **WHEN** (when do you start, end, and evaluate the "HOW/ WHO")
  - Clearly define when to start and end, both idea itself and people who serve (term of commitment)
  - When to evaluate. Few times a year always better than only once a year
- 15) **WHAT** (what is the key result to measure the effectiveness of the "HOW")
  - Key results must be measurable (e.g. participation#, survey score, achievement, completion %...etc.

*\*If any key element is missing. The program or idea should be on hold (or discontinue).*

*Spend energy and resources only on those well thought program or idea.*

### IX) Action Plan (1): Visitation 探訪

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Visitation 探訪組: a. 探訪教會未信主的來賓和初信者, 並鼓勵和安排參加基要真理班或初信栽培. Visit new comer or new believers, encourage them join follow up or Sunday school b. 配合關顧部探訪未信主的來賓,除電話關顧外,定期或特別探訪: 如患病, 住院, 慕道者或家庭探訪等. Teaming up with the Caring Dept to visit newcomers regularly. Arrange special visits to those in sickness, in hospital or those who are interested in gospel.
WHO	組長 Tony Lam, Alan Choi 及教牧 Tony Lam, Alan Choi and pastor
WHEN	定期或特別探訪: 如患病, 住院, 慕道者或家庭探訪等. Regular visit or special visit to sickness, hospitalized, gospel seekers, families, etc
WHAT	



### Action Plan (2) Senior Homes 老人院探訪

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Senior Homes Visitation 老人院組: 透過詩歌,信息及見證分享和個人佈道; 並節日如復活節, 聖誕節贈送小禮物, 以表關懷和將福音帶給他們。 To encourage the seniors by singing, a short message, festival gifts, and personal conversations. Arrange funeral or water baptism for the senior homer's seniors c. 安排義工同樂日, 彼此分享和鼓勵。 Group gathering day to encourage and support group members. d. 如有需要,安排老人院義工訓練。 Arrange training for volunteer, or senior home visitation ministry if required.
WHO	組長 Ricky Chu, 組員及其他教會義工 Ricky Chu(leader) & volunteers from other churches
WHEN	Monday, 10am: <b>Villa Cathay Care Home</b> 逢星期一: 早上 10 時華宮安老院。 Wednesday, 10am 逢星期三: 早上 10 時半: <b>Royal Ascot senior home</b> , Wednesday, 2pm 下午 2 時: <b>Royal City Manor</b> . Thursday, 10:15 am 逢星期四: 早上 10 時 15 分 : <b>Dania Home senior home</b> , Thursday, 1:30 pm 下午 1 時半: <b>Germany Canadian</b> Totally five senior homes 共事奉五間老人院, 終年無休, 每星期聚會。
WHAT	

### Action Plan (3) Gospel Outreach 福音聚會

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Gospel meetings 福音園地組: Arrange evangelistic meetings to establish friendship and share gospel with non-believers. 安排福音佈道聚會, 讓弟兄姊妹邀請未信主的親戚朋友參加, 透過聚會建立友誼和分享信仰的見證。 a.. Gospel Sunday: June 9 & Nov 24 福音主日分別在 6 月 9 日及 11 月 24 日(主日)舉行。 b.. Gospel Picnic: Aug 17(Sat)福音旅行在 8 月 17 日(週六全日)舉行。 c. Gospel Music Meeting: Sept 21 (Sat) 音樂佈道會在 9 月 21 日(週六晚上邀請頌恩旋律)舉行。
WHO	組長 Alan Choi 及傳道部職員 Alan Choi & other department members
WHEN	
WHAT	

#### **Action Plan (4): PingPong Outreach 乒乓球**

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	PingPong Team 乒乓球組: Table tennis activity on Sunday afternoon. Establish friendship through the activity to encourage participants to join church activities. 週日下午透過乒乓球活動,以運動彼此建立友誼,從而帶領他們加參團契,崇拜或其他聚會。 - As more people are joining, considering to add one more session during the week 由於參加者增加,將計劃每週多一次活動。
WHO	組長 Wai Hung Cheng 及組員
WHEN	
WHAT	

#### **Action Plan (5): Lighthouse Visitation 燈塔探訪**

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Lighthouse Visitation Team 燈塔事工組: a. To express caring and share gospel with sailors through visitation to the Lighthouse center about once every month. Program includes singing hymns, gospel messages and individual evangelism. 每月一次探訪燈塔海員中心與海員接觸;透過詩歌,福音信息,個人佈道去接觸/關懷海員,領人歸主。 b. Give a USB with gospel content to gospel seekers as gift 贈送福音單張及 USB 福音禮物給慕道者。 c. Coordinate with the staff in Lighthouse ministry to assist in different needs, such as retreat, prepare cookies & other gifts to the sailors 與海員中心負責同工聯絡,配合他們其他事工的需要:如聯誼/檢討退修活動;安排編織冷帽,焗制曲奇餅等送贈船員。
WHO	Leader 組長: Joseph Tso
WHEN	Monthly visit 每月一次探訪
WHAT	

#### **Action Plan (6): 讚美操**

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	讚美操組:

	<p>a. Outreach to non-believing newcomers and bring them to know God. Partnership with Canada Praise Dance Association and dance on every Tuesday from 11:00 am - 12:15 pm 透過舞蹈讚美神,引領新朋友認識神. 於週二上午 11:00 舉行活動和分享見證.</p> <p>b. Arranging few times of “BPGC Tea Gathering” to care for newcomers. 計劃一年數次舉辦頌恩閒情小聚,可以關顧新朋友</p> <p>c. Let Praise Dance Association use the church for training leaders to lead the dance. 借用教會場地給讚美操協會訓練領袖去服侍帶領事工</p> <p>d. Encourage new friends to join in Praise Dance and come to church meetings/activities, or Praise Dance Association’s sharing meeting. 鼓勵學員及新朋友參加教會聚會或出席讚美操協會分享活動。</p>
WHO	組長 Stella Kann 及組員 Leader: Stella Kann & team
WHEN	Tuesday 11:00 am 週二上午 11:00
WHAT	

### Action Plan (7) Immigrant Ministry 香港移民事工

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God’s Love, Arise for His Church
HOW	<p>‘HK Friends in Canada’ Ministry 移加有朋友(香港新移民)組:</p> <p>a. Offer assistance and support to new immigrants from Hong Kong (for instance, airport pick up, provide information for applying necessary documents. Help new immigrants to settle down in Canada, help in different daily needs, such as job finding, rental finding, doctor, driver learning, furniture, etc 藉着電話和探訪,關心他們在移民路上的障礙和憂慮,轉介一些資訊協助他們: 如介紹工作; 尋找租住/傢俬/學車/家庭醫生等問題. 甚至協助機場接送和如何適應本地日常生活等.</p> <p>b. Arrange several hiking outings to build up friendship and trust, share our faith 如往年一樣繼續舉辦多次 “伴你同行” 行山樂, 藉着活動更多機會建立友誼和分享信仰.</p> <p>c. Arrange some helpful immigrant workshops and encourage them to join the workshops or church fellowships 在教會推動一些新移民活動和講座,介紹教會團契引導和鼓勵他們參與.</p> <p>d. Introduce other organizations with immigrant services to them, such as CCM, Vancouver Short-Term Mission, etc 介紹其他機構的新移民活動信息: 如中信中心,號角,短宣中心活動.</p>
WHO	Leader Alan Choi & team 組長: Alan Choi 及組員
WHEN	
WHAT	

### **Action Plan (8): International Student Outreach 國際留學生**

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Focus Club Ministry 國際留學生組: Since after COVID and regulation, will send meals to students of Douglas College to let them feel the care and love from church, hoping to reach out to them to join church's activity 自疫情完結後及因食物衛生規則, 只安排每月送餐到 Douglas College 學生家中, 讓他們得到教會的關愛, 也讓他們能接觸教會其他活動.
WHO	組長 Herbert Shum
WHEN	Monthly 每月
WHAT	

### **Action Plan (9) : Tai Chi Outreach 太極班**

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Tai Chi Class 太極組: a. Three 3 sessions (Tues, Thurs, Fri) at 9:30 am, enable different people to enter into church and build up friendship 透過運動每週三次 (逢二, 四及五) 上午 9:30 舉行, 分別讓不同的新朋友踏入教會, 建立友誼. b. 每月一次茶聚, 分享生活和信仰. Monthly dimsum gathering, enable sharing of faith and daily lives
WHO	組長 Andrew Wong
WHEN	1. Three times weekly (Tues, Thurs, Fri) at 9:30 am 每週三次上午 9:30 2. Monthly dimsum gathering 每月一次茶聚
WHAT	

### **Action Plan (10) : Other Meetings 其它聚會**

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Other meetings 其他聚會: Organized by department members, invite pastors or other gospel organization to assist. 傳道部職員負責, 邀請教牧及福音機構協助. a. Fellowship luncheon on April 28 (Sun) afternoon for fellowship, sharing, encouragement among leaders and members 聯誼午餐分享會在 4 月 28 日(主日)下午舉行, 讓所有組長/組員及義工們藉着活動互相分享和勵勉, 彼此激發傳福音的心志, 也會邀請對福音服侍有興趣的肢體一同參加.

	b. Invite pastor or outside organization to offer training 計劃邀請福音機構或牧者主領訓練。
WHO	Department members 傳道部職員負責
WHEN	Fellowship luncheon on April 28(Sun) afternoon 聯誼午餐分享會在 4 月 28 日(主日)下午
WHAT	

**\*FOCUS your energy and resources on fewer plans. Recommend no more than three.**

**X) Other Work Tasks 其它工作**

\*Be brief, discuss in more detail with your team and overseeing deacon

1. 派單張組: 組長 Alan Choi 及組員 Susanna Choi & Joseph Tso.  
Gospet tracts distributioin: Leade: Alan Choi, members: Susanna Choi & Joseph Tso  
- 配合教會福音佈道聚會, 只往鄰舍及商場的餐館張貼宣傳海報.  
Coordinate with church gospel meetings, distribute posters in nearby malls and restaurants

**XI) Program Schedules 活動時間**

1. Senior Home Visits 老人院探訪 :
  - Monday 10am : Villa Cathay Care Home 逢星期一: 早上 10:華宮安老院.
  - Wednesday 10:30: Royal Ascot senior home; 2:00 pm: Royal City Manor  
逢星期三: 早上 10 時半 Royal Ascot senior home,下午 2 時 Royal City Manor.
  - Thursday 10:15 am: Dania Home Senior Home; 1:30 pm: Germany Canadian  
逢星期四: 早上 10 時 15 分 Dania Home senior home,下午 1 時半 Germany Canadian
2. Table Tennis: Every Sunday afternoon 乒乓球: 每主日下午
3. Lighthouse Visit: monthly 燈塔探訪: 每月一次
4. Focsu Club: Monthly Focus Club:每月一次
5. ChinesePraise Dance: Tues 11:00am – 12:15 pm 讚美操: 每週二早上 11:00-12:15
6. Tai Chi class: Tues, Thurs, Fri 9:30 am 太極班: 週二、四、五早上 9:30

**XII) Special Events Date 特別活動日期**

1. Gospel Meetings 福音聚會:
  - a. Gospel Sundays June 09, Nov 24 福音主日: 6 月 9 日及 11 月 24 日(主日)
  - b. Gospel Picnic: Aug 17 (Sat) 福音旅行: 8 月 17 日(週六全日)
  - c. Gospel Music Meeting: Sept 21 (Sat) 音樂佈道會: 9 月 21 日(週六晚)
2. Department Gathering Luncheon: April 28 (Sun)afternoon 聯誼午餐分享會: 4 月 28 日(主日)下午

## 2023 Budget 財政預算

	Item 項目	Budget 預算
A	Gospel Evangelism Meeting 福音佈道會	1,500.00
B	Material and tool for Evangelism/gospel sharing 佈道工具及小禮物 Free tickets to non-believers 福音聚會門票免費致送新朋友	400.00
C	Promotion and refreshment for Evangelistic Meeting 福音園地宣傳及聚會茶點招待	600.00
D	Subsidy to short-term or evangelistic training 資助短宣學員或傳福音訓練	1,500.00
E	Printing and Supply 影印及文具	100.00
F	Evangelistic department fellowship luncheon 聯誼分享聚會	600.00
G	Small gifts to seniors in 5 senior homes and refreshment 禮品致送給五間老人院各院友及茶點開支	700.00
H	Subsidy to leaders to get training from Praise Dance Association and certificate application, offering to support Canada Praise Dance Association (Metro Vancouver Praise Dance Association) 支助讚美操、雜費, 捐助加拿大讚美操協會運作開支	500.00
I	“BPGC Tea Gathering” refreshment “頌恩閒情小聚”茶點開支	300.00
J	HK Friends in Canada 「移加有朋友」組開支	1,500.00
K	Gospel Picnic (August 17) 福音旅行(8月17日)	1,000.00
L	Lighthouse Ministry Visitation & memory sticks 燈塔事工探訪及福音禮物	400.00
	<b>共預算 total</b>	<b><u>9,100.00</u></b>

## **Department Action Plan 2024 (CM/ EM/ Children & which department)**

How your department could bring the yearly theme from slogan to reality.

### **The Five Key Elements for a successful plan**

1. **WHY** (goal/ purpose: turn the yearly theme (the vision) to reality)
  - Church can't move forward when every group is going to different direction.
2. **HOW** (the strategy to achieve the "WHY")
  - Be creative, think outside the box.
  - Not bounded by current way to do things if it is no longer effective.
  - Can be very simple, nothing fancy.
3. **WHO** (the right person/ team to execute the "HOW")
  - Find only the person with the suitable gifts and passion. Do not just find anyone to fill the spot.
  - If there is no suitable person, then rethink the "HOW".
  - OR find and train people to be suitable. In this case, Mentor is a "MUST" who could follow up closely with the trainee to provide support and encouragement.
4. **WHEN** (when do you start, end, and evaluate the "HOW/ WHO")
  - Clearly define when to start and end, both idea itself and people who serve (term of commitment)
  - When to evaluate. Few times a year always better than only once a year
5. **WHAT** (what is the key result to measure the effectiveness of the "HOW")
  - Key results must be measurable (e.g. participation#, survey score, achievement, completion %...etc.

*\*If any key element is missing. The program or idea should be on hold (or discontinue).*

*Spend energy and resources only on those well thought program or idea.*

### **I. Action Plan (1)**

<b>WHY</b>	Turn the yearly theme (the vision) to reality. <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	Missionaries Caring: Engage members through fellowship adopting a missionary and pray with them. Missions board will send the missionary's latest newsletter and updates to the fellowship.
<b>WHO</b>	Ivy Li Poon and rest of Mission board support
<b>WHEN</b>	Continued action.
<b>WHAT</b>	Follow up before and receive updates during Board meetings.

### **Action Plan (2)**

<b>WHY</b>	Turn the yearly theme (the vision) to reality. <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	Future meeting (joint venture with all MB Chinese churches) with Multiply from MB mission to understand their new structure. The Mission board would like to learn of opportunities to engage with missionaries in the organization. <ul style="list-style-type: none"> <li>• After initial meeting, invite chair of Multiply to give sermon on mission Sunday, perhaps during mission month in November.</li> </ul>

<b>WHO</b>	Pastor Enoch, Jocyline Ho, Daniel Li and other board members
<b>WHEN</b>	TBA
<b>WHAT</b>	Schedule initial meeting first and go from there.

**Action Plan (3)**

<b>WHY</b>	Turn the yearly theme (the vision) to reality. <b>回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church</b>
<b>HOW</b>	<ol style="list-style-type: none"> <li>1. Adopt new missionaries Jacky and Yessica to focus on youth missions in Panama and new mission organization Fountain Theatre</li> <li>2. Derek from Multiply may do a sermon or sharing on an upcoming Sunday.</li> <li>3. Will invite some missionaries to share either in person or online by video clips.</li> </ol>
<b>WHO</b>	Jocyline Ho / Daniel Li
<b>WHEN</b>	Plan 1 already in place. Plan 2 hopefully by summer 2024
<b>WHAT</b>	Receive updates from Jacky and Yessica and share to congregation via video (Hopefully). Chat with Derek to see when he can do the sermon or sharing.

**II. Special Events Date.**

1. Mission month to continue in November 2024
- 2.
- 3.



2024年1月1日至12月31日差傳預算案 Mission Budget for the year of 2024

Budget 預算

REVENUE 收入

EXPENSES 支出

Mission Field 福音工場:

- Avant : Noel & Caleb Ng (Southeast Asia ministry 東南亞事工)	\$ 2,000	
- CCM 中信 : Ricky Wong (Local youth ministry 本地青年事工)	4,000	
- CCM 中信差會 : Matthew Yau 雅歌 (Asia ministry 亞洲事工)	2,000	
- Christar 國際宣教中心: Sam & Colleen Yim 嚴鳳山夫婦 (Muslim ministry 穆斯林群體事工)	3,000	
- CIM : Caleb Nasalla (West Africa Ghana ministry - local staff 非洲本土工人事工)	1,000	
- CIM : Isaac Quan (Africa & Europe church planting ministry 非洲及歐洲發展事工)	1,000	
- CIM: Pastor Zhenja (Roma ministry in Ukraine at Ruski Komarovci 烏克蘭羅姆人事工)	1,000	
- CIM: Relief ministry (Ukraine warfare)	2,000	
- EFCM 北美播道差會: Larry & Bella Mori 森昇,佩虞 (Japan ministry 日本事工)	3,000	
- GO International 華傳 : Eric & Ping Huang (Cambodia ministry 柬埔寨事工)	500	
- GO International 華傳 : Janice Lo 盧潔香 (Cambodia ministry 柬埔寨事工)	2,500	
- GO International 華傳: Keith & Wendy Kwan 關海山, 黍詠婷 (Mexico ministry 墨西哥事工)	1,000	
- GO International 華傳: Rev. & Mrs. Wilson Lu 呂偉青牧師夫婦 (Panama ministry 巴拿馬事工)	1,000	
- GO International 華傳: Jacky & Yessica Chan (Panama Youth ministry 巴拿馬事工)	2,000	
- Harvest of Hope Society (10/40 window ministry) 10/40 之窗事工	2,000	
- Hope2Offer : Bert & Heather Kamphuis (International Student Ministry Canada 國際學生事工) PT	1,000	
- AFC : Jillian Chong (Student Ministry Canada 學生事工)	3,000	
- MB Multiply: Derek Parenteau (First Nations ministry 原住民事工)	3,000	
- MB Multiply: Europe & Central Asia 歐洲及中亞事工 (Project C0586)	1,000	
- MB Multiply : India ministry (Project C0026 - one national evangelist) 印度事工	1,500	
- OM Canada: Hummingbird Family 蜂鳥家庭 (Middle East ministry 中東事工)	1,000	
- OM Canada: Chris & Joo Ping Teo (Middle East / Asia / Africa ministry)	3,000	
- Multi-Cultural Ministries: India ministry (Two native India pastors 印度本土工人事工)	1,000	
- Partners International : Johurlal Pahan (Bangladesh ministry - local staff 孟加拉本土事工)	2,400	
- Partners International : Raul Camilo Castillo (Peru ministry - local staff - 秘魯本土事工)	2,400	
- Pioneers : Marie Ng (Local Muslim ministry 本地穆斯林群體事工)	2,000	
- BC / SASK InterVarsity Christian Fellowship: Justin Yuen (校園事工)	1,500	
- SFU InterVarsity Christian Fellowship: Janice Agustin (SFU 校園事工)	1,500	
- YWAM Tokyo : Mosese Dibi (Youth ministry in Japan 日本青年事工)	2,000	
- YWAM Hokkaido : Kyle Leung (Youth ministry in Japan 日本青年事工)	4,000	
- Mission to the World : Jorum Mugari (East Africa Zimbabwe ministry 非洲本土工人事工)	2,000	
- ISMC : Yosef & Jessica (International Student Ministry Canada 國際學生事工)	3,000	\$ 63,300

**Mission Organization 宣教機構:**

- Breakthrough Missions Canada 突破宣道	1,000	
- CCCOWE Canada 華福宣教大會	1,000	
- CCM (加拿大中國信徒佈道會)	1,000	
- Herald Monthly (號角)	500	
- ISMC : International Student Ministry (Focus Club meals support 支持國際學生團契膳食)	1,000	
- Lighthouse Harbour Ministries (燈塔海員事工)	1,000	
- MB Bible Seminary 聖經學院	1,000	
- Potter's Place (土著/露宿者事工)	1,000	
- Truth Monthly (真理報)	500	8,000

**Training 工人裝備:**

- Seminary student subsidy 神學生助學金: \$450 X 12 mos.	5,400	
- Short-term mission 短期宣教	1,000	6,400

**Mission Education 差傳教育:**

- Mission Education 差傳教育	400	
- Mission month & Conference 差傳年會	200	600

**Administration 行政費:**

- Admin. & secretarial support 行政秘書	-	
- Admin. & Misc. 行政/聯絡費/接待及雜用	1,300	1,300

**Total Expenses 總支出: \$ 79,600**

## Department Action Plan 2024 (CM & EM AV Department 影音部)

How your department could bring the yearly theme from slogan to reality.

### The Five Key Elements for a successful plan

- 16) **WHY** (goal/ purpose: turn the yearly theme (the vision) to reality)
- Church can't move forward when every group is going to different direction.
- 17) **HOW** (the strategy to achieve the "WHY")
- Be creative, think outside the box.
  - Not bounded by current way to do things if it is no longer effective.
  - Can be very simple, nothing fancy.
- 18) **WHO** (the right person/ team to execute the "HOW")
- Find only the person with the suitable gifts and passion. Do not just find anyone to fill the spot.
  - If there is no suitable person, then rethink the "HOW".
  - OR find and train people to be suitable. In this case, Mentor is a "MUST" who could follow up closely with the trainee to provide support and encouragement.
- 19) **WHEN** (when do you start, end, and evaluate the "HOW/ WHO")
- Clearly define when to start and end, both idea itself and people who serve (term of commitment)
  - When to evaluate. Few times a year always better than only once a year
- 20) **WHAT** (what is the key result to measure the effectiveness of the "HOW")
- Key results must be measurable (e.g. participation#, survey score, achievement, completion %...etc.

*\*If any key element is missing. The program or idea should be on hold (or discontinue).  
Spend energy and resources only on those well thought program or idea.*

### XIII) Action Plan (1)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Maintain CM/EM AV Roster to setup and operate computer and AV equipment during CM/EM Sunday services to allow congregation to worship God together. 維持中文/英文崇拜影音控制輪值表 Arrange AV operators for special events. 安排特別活動時影音控制人員 Recruit new operators, primarily by personal invitation 招募新血,主要透過個別邀請 Provide AV training by pairing existing and new operators. 透過新舊人配搭提供訓練
WHO	Existing AV operators and potential AV operators who would like to be trained to serve in this role. We need 2 operators for every shift to operate a) OBS/Powerpoint, b) AV Equipment 現任及願意接受訓練的潛在影音控制員,每次需要兩位:幻燈及影音設備 Joseph and Nathaniel to maintain the AV Rosters. Joseph 及 Nathaniel 繼續編排輪值表

WHEN	Every Sunday in 2024, ideally there are sufficient operators to rotate so no operators need to be on duty more than twice a month. 理想地每星期都有足夠人手,無人需要月內當值超過兩次
WHAT	Able to recruit 3 new operators from both CM and EM sides 希望為中文及英文崇拜招募到三位新血

**Commented [SC8]:** Not sure if we have identified anyone to be the potential operators that we should approach? Or we should continue to make announcement during worship for the recruitment? Just want to see if we can have more solid plan for recruitment.

**Commented [KKWP9R8]:** None identified yet. So far it's by invitation from Joseph or Nathaniel. Sunday's recruitment announcement is not effective. I think we can take advantage of the AV training for the new AV system in gym to try to recruit more people.

### Action Plan (2)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Perform an inventory and inspection of AV equipment, identify any faulty equipment, and arrange for repairs or replenishment. 為設備作一次盤點及檢查,為有損壞的安排修理
WHO	More experienced AV team members such as Joseph, Nathaniel, Edward, York 影音團隊中比較資深的成員,包括 Joseph, Nathaniel, Edward, York
WHEN	Annually, in first half of 2024. 年內一次,2024 上半年
WHAT	An updated AV equipment inventory, including any new or replenished equipment. Disposal of non-repairable faulty AV equipment. 一份最新的設備清單,包括新的或重修的設備,拋棄損壞的

### Action Plan (3)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	Support the installation, configuration, verification, and user training of the new AV and lighting system to be introduced in the renovation of the gym. 協助副堂裝修後影音系統的安裝、調整、試用及使用訓練 The contractor is expected to provide an informal training. We'll invite all the existing AV operators and make use this opportunity to recruit new operators. 承建商會提供訓練,邀請所有影音團隊成員參加,並藉此機會招募新成員
WHO	More experienced AV team members such as Joseph, Nathaniel, Edward, York 影音團隊中比較資深的成員,包括 Joseph, Nathaniel, Edward, York
WHEN	First half of 2024, subject to gym renovation schedule 2024 上半年,但取決於裝修時間表
WHAT	AV team able to operate, configure, maintain, and upgrade the new AV and lighting system in the gym. 影音團隊能夠運作、調校、保養、及更新副堂新裝的影音及燈音系統

**Commented [SC10]:** For the operation of the new AV system in the gym, we may want to organize a training session for all CM and EM AV operators.

**Commented [KKWP11R10]:** The contractor is expected to provide an informal training.

Standard operating and troubleshooting procedures, block and connection diagrams, and equipment user manuals are available. 標準的運作及故障分析步驟、連接圖表、設備操作手冊
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**\*FOCUS your energy and resources on fewer plans. Recommend no more than three.**

**XIV) Other Work Tasks 其它工作**

\*Be brief, discuss in more detail with your team and overseeing deacon

- a. Try to recruit more AV operators, especially younger generation, as gym renovation updates are being made. The new AV system will employ newer technology.  
希望招募到更多年輕一代加入,副堂新系統會採用較先進的新科技
- b. Research compatible In-Ear Monitor (IEM) system (~\$3000) for worship team use in the Sanctuary, likely similar model as proposed for gym renovation. This will improve sound quality in the narrow House of Worship and allow customization of what each person can hear  
搜尋合適的入耳式監聽系統(約 3,000 元)給敬拜小組於禮堂使用,改善在狹窄禮堂的音色,容許個人的控制

**XV) Program Schedules.**

1. 3 Sunday services every week 每星期三個崇拜

**XVI) Special Events Date.**

- 1.
- 2.
- 3.
- 4.

**Budget (財政預算)**

	Item (項目)	Budget (預算)
A	Equipment maintenance and replenishment 器材維修和補充	\$1500.00
B	Consumables: batteries, floodlights, etc 耗材和雜項如電池,射燈泡	\$400.00
C	AV cables and adapters 影音電線和接駁器	\$500.00
D	Removable media for Baptism photo/video distribution 浸禮錄影器材	\$200.00
E	Team Appreciation Lunch (AV & IT) 團隊致謝	\$400.00
F		
G		
H		
I		
	Subtotal (總預算):	<b>\$3,000.00</b>

Note: To be budgeted under Fixed Assets: In-Ear Monitor (IEM) system - \$3,000

備註: 入耳式監聽系統(約 3,000 元)撥入固定資產項目內

## Department Action Plan 2024 (IT department 資訊科技部)

How your department could bring the yearly theme from slogan to reality.

### The Five Key Elements for a successful plan

- 21) **WHY** (goal/ purpose: turn the yearly theme (the vision) to reality)
- Church can't move forward when every group is going to different direction.
- 22) **HOW** (the strategy to achieve the "WHY")
- Be creative, think outside the box.
  - Not bounded by current way to do things if it is no longer effective.
  - Can be very simple, nothing fancy.
- 23) **WHO** (the right person/ team to execute the "HOW")
- Find only the person with the suitable gifts and passion. Do not just find anyone to fill the spot.
  - If there is no suitable person, then rethink the "HOW".
  - OR find and train people to be suitable. In this case, Mentor is a "MUST" who could follow up closely with the trainee to provide support and encouragement.
- 24) **WHEN** (when do you start, end, and evaluate the "HOW/ WHO")
- Clearly define when to start and end, both idea itself and people who serve (term of commitment)
  - When to evaluate. Few times a year always better than only once a year
- 25) **WHAT** (what is the key result to measure the effectiveness of the "HOW")
- Key results must be measurable (e.g. participation#, survey score, achievement, completion %...etc.

***\*If any key element is missing. The program or idea should be on hold (or discontinue).***

***Spend energy and resources only on those well thought program or idea.***

### XVII) Action Plan (1)

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	<ul style="list-style-type: none"><li>- Upgrade hardware (computers, servers, networking equipment) as needed. 按需要提升硬件(電腦, 主機, 網絡設備)</li><li>- Develop documentation and FAQs for common tech issues and solutions. 設立常見問題及解決方法的手冊指引</li><li>- Provide responsive IT support to staff 給予同工資訊科技支援</li></ul>
WHO	Richard, Edward
WHEN	Q2 – Q4; 3 months term/evaluate quarterly 季度評估
WHAT	<ul style="list-style-type: none"><li>- Establish clear communication channels for support 建立清楚的支援渠道</li><li>- Schedule quarterly reviews to assess progress against goals 安排季度檢討與目標作出評估</li></ul>

## **Action Plan (2)**

WHY	Turn the yearly theme (the vision) to reality. 回歸上帝、委身神家/ Awaken to God's Love, Arise for His Church
HOW	<ul style="list-style-type: none"><li>- Recruit more brothers/sisters to serve in IT dept 召募更多人手加入資訊部事奉</li><li>- BPGC church website re-design 重新設計教會網頁</li><li>- Provide training sessions for staff and volunteers on using IT systems effectively. 提供訓練給同工及事奉人員</li><li>- Improve and/or enhance church's image with appropriate use of social media 改善教會在資訊媒體使用上的形象</li></ul>
WHO	Richard, Angela
WHEN	Q2 – Q4; 3 months term/evaluate quarterly 季度評估
WHAT	Allocate funds for hardware/software procurement, and training programs. 分配資源於硬件/軟件的採購,及訓練方案

**\*FOCUS your energy and resources on fewer plans. Recommend no more than three.**

### **XVIII) Other Work Tasks**

\*Be brief, discuss in more detail with your team and overseeing deacon

- a.
- b.
- c.
- d.
- e.

### **XIX) Program Schedules.**

- 1.
- 2.
- 3.
- 4.
- 5.

### **XX) Special Events Date.**

- 1.
- 2.

## Budget (財政預算)

	Item (項目)	Budget (預算)
A	Computer Maintenance and Update 電腦保養及更新	\$3,000.00
B	Church Website Re-design 教會網站重新設計	\$2,000.00
C	Software Purchase 購買軟件	\$1,000.00
D	Dreamhost Renewal + Cloud Services (\$15/month)	\$350.00
E	IT Support Outsourcing 外來協助資源	\$600.00
F	Zoom Subscriptions Zoom 帳戶	\$900.00
G	Proclaim - Renew License 續牌照費	\$300.00
H		
I		
J		
K		
L		
	Subtotal (總預算):	\$8,150.00



## House Maintenance Team 2024 保養維修組

### 2024 House Maintenance Budget (Breakdown)

	項目 Item	預算 Budget
A	Church janitorial service 外聘公司清潔教會	\$16,500
B	Garbage bin rental and garbage removal 垃圾箱租賃及垃圾清理	\$980
D	Fire alarm annual check-up 火警系統檢查/後備更新	\$1,400
E	Annual alarm monitor fee 每年警報監控費	\$250
G	Handicapped lift license 續傷殘電梯省府牌照費	\$150
H	Lawn Mowing 剪草公司協助剪草地及松樹	\$500
I	Maintenance supplies: light tubes, light bulbs, shelves, paints, pipe and tape, blinds, air-fan. 維修保養用料: 包括光管,燈膽,煙電燈膽,加漆儲物架,柜,安裝照明燈,修補牆壁油漆用品,更換漏水喉及閘掣,安裝窗簾,抽氣扇用料等	\$1,500
J	Maintenance supplies: light tubes, light bulbs, shelves, paints, pipe and tape, blinds, air-fan. 維修保養用料: 包括光管,燈膽,煙電燈膽,加漆儲物架,柜,安裝照明燈,修補牆壁油漆用品,更換漏水喉及閘掣,安裝窗簾,抽氣扇用料等	\$1,500
M	Purchase kitchen supplies (paper plates, forks, paper towel, toilet paper & equipment upgrade) 購買廚房用具(紙杯碟,刀叉垃圾袋,抹手紙,廁紙、餐具、垃圾袋等)	\$1,500
N	Gardening supplies, snow melter, snow shovels, tools. etc. 園藝用料(花肥,花泥,草種,環保垃圾袋及工具), 浴雪鹽、雪鏟及其他工具	\$850
O	Miscellaneous 雜項	\$1,870
	共預算 Subtotal	<b><u>\$27,000</u></b>

## 二零二四年本立比頌恩堂行事曆 Year Calendar for 2024

**主題: 回歸上帝、委身神家**

~隨時禱告、天天讀經、參與事奉、緊密相連~

**Awaken to God's Love, Arise for His Church**

~Pray anytime, Scripture every day, Serve any way, Connect every way~

月份 Month		特別聚會/事工 Program Arrangement		備註 Remarks
		中文 CM	英文 EM	
Jan				
一月	• 28 (Sun,日)	Children Earthquake Drill		12:40 pm
Feb	•			
二月	•			
	• 25(Sun,日)	CM Scared Music Sunday 聖樂主日		
	• 25(Sun,日)	Children Dept Lockdown Drill		12:40 pm
Mar				
三月	• 29 日 (Fri 五)	門諾弟兄華聯會聯合受苦節崇拜 CM Joint Good Friday Service	EM Good Friday Service	7:30 PM
	• 30	Kids Club Easter Celebration		
	• 31(Sun,日)	復活節崇拜 Easter Sunday Service		10:00 AM
Apr	• 7 日 (Sun 日)	Children Dept lunch gathering w/teacher, helpers of nurse		
四月	• 21/28(Sun 日)?	CM Music Dept Appreciation Luncheon 音樂部致謝午餐		

	•28(Sun 日)	CM Evangelistic Dept Fellowship Luncheon 傳道部聯誼午餐		
	•	會友大會 AGM (online)		
May 五月	•11 (Sun 日)	Mother's Day Celebration w/Grade 6 children & parents & youth leaders		
Jun 六月	•2 (Sun 日)		EM Annual Small Group Celebration	
	•9 (Sun 日)	CM Gospel Sunday 福音主日		
	•30 (Sun 日)		EM Transition Sunday	
Jul 七月	•	火警演習 Fire Drill		
	•29 (Fri)			
Aug 八月				
	•19 (Mon) - 23 (Fri)	兒童暑期聖經班 VBS		
	•17 (Sat 六)	CM Gospel picnic 福音旅行		

Sept				
九月	•21 (Sat 六)	CM Gospel music meeting 福音音佈道會		
	•29 (日 Sun)	CM Sunday School Teacher Appreciation Luncheon 訓練學部老師/教練致謝午餐		
	•30 (日 Sun) ?	CM Music Dept Retreat 音樂部退修會		
Oct	• 13 日 (日 Sun)	感恩節崇拜 Thanksgiving Sunday Service		10:00 AM
十月	• (日 Sun)	執事選舉 Deacon Election		
Nov		差傳月 Mission Month		
	•			
	•			
	•	執事部長年終檢討會 Deacon/Dept Heads Year-end Evaluation Meeting		9:00 AM - 12:30 PM
	•24 (Sun 日)	CM Gospel Sunday 福音主日		
Dec	•	執事部長計劃會議 Deacon/Dept Heads Planning Meeting		9:00 AM - 12:30 PM
十二月				
	• 14 日(Sat 六)	Kid Club 兒童聖誕節崇拜 Kid Club Christmas celebration		
	•15 (Sun 日)		EM Christmas Celebration	



