

Education Director Annual Report

Brooke Dozark – January 2011- December 2011

Part-time position involving approximately 15-20 hours per week depending upon need.

Primary functions of position are:

- Development of Church wide adult education.
- Recruit and train teachers, substitute as needed.
- Inventory and control of adult education supplies.
- Research and develop adult educational materials.
- Liaison with radio and print media.
- Coordinator for Women's Ministry.
 - Non-voting board member
 - Attend Women's Ministry Board meetings.
 - Contact person for Women's Ministry teams.
 - Research and develop Women's Ministry ideas.
- Assistant Worship Leader
 - Copy and prepare all music for piano players, vocalists and band.
 - Schedule all piano players, prelude, offertory and special music.
 - Coordinator for Guitar Band, Praise Band, Praise Choir participants when directed by the Worship Leader.
 - Liaison between Worship Leader, staff and volunteers.
 - Set up for rehearsals on Thursday evenings.

January

Most of January was spent preparing for the Women's Retreat a lot of hours were spent going over the material being used, "Return to the Garden" by Kay Arthur, watching videos, lining up women to lead small groups. Another Sunday School class was started, Couples/Singles in their 30's. We had 12 couples sign up and it will begin in February.

1. The women's retreat was held January 28 & 29, 2011 at Horsefeather's Lodge in Pierre.
 - a. Approximately 25 women attended the retreat.
 - b. It was very well liked and a Bible Study is going to be started in the Spring as a follow-up to the retreat. It was also discussed having a small group study of this material for the summer months for high school girls.
2. Attended the Women's Ministry meeting
 - a. A lot of discussion about the women's retreat and the Valentine's Dinner was discussed.
 - b. The ladies are talking about having a ladies night out once every 2 months starting in the spring.
 - c. Also discussed was the start of beginning Saturday morning walks in April.

February

I spent time helping the men plan their Men's Retreat that is being held March 18 & 19. . Reviewed material to be used for small group Sunday School Class. Planned a dessert night for anyone new to CBC within the past 2 years to have a meet & greet with the Elder & Deacon Boards along with Women's Ministry board and staff.

1. New Sunday School class was started, Couples/Singles.
 - a. The material used was "Outlive Your Life" by Max Lucado.
 - b. We had 12 people signed up for the study.
2. Attended the Women's Ministry meeting
 - a. Reported on the Women's Retreat.
 - b. Discussed the upcoming Valentine's Dinner on February 24, 2011.
3. Invited all individuals who were new to CBC in the past 2 years to a dessert night on February 17, 2011
 - a. Each board member brought a dessert to share.
 - b. It was not well attended so it was a night of brainstorming as a group as to how we can get people more involved & plugged into CBC.

March

Spent time brainstorming ideas on how to get new individuals at CBC more involved as a follow up to the Dessert night in February. Spent time helping the men get things ready for their retreat; began looking at the "Art of Marriage" material that will be used starting in April.

1. We moved the Welcome Center to the front of the Fellowship Hall; this will make our greeters up front as people are entering the Church and be more noticeable for newcomers.
2. Spoke with Ken Korkow regarding the men's retreat, worked on getting salads/desserts lined up for the men.
3. The "Art of Marriage" material is going to be used as a 6 week study beginning April 3 on Sunday nights, sign up sheets are out and so far they are filling up fast!
4. Attended the Women's Ministry meeting
 - a. Valentine's Dinner went great, Dave & Denette Becker were the speakers.
 - b. Men's retreat had 20 men signed up as of March 1
 - i. The retreat had 36 men attending total and was very well received.
 - c. LeAnn Haskins & Leonore Friez went off the board; new members were going to be asked to join.
 - d. Kitchen Committee was discussed, I will be working with them on how we can continue to keep the kitchen clean & ready for every group to use.
 - e. Saturday walks will begin on April 23
 - f. We are going to be having a vote to change some wording of the WM constitution. I began working on the revision of this.

April

Spent time going over the Kitchen Committees purpose and new ideas to get women involved with this group; worked on the WM Constitution and the changing of wording that will be voted on in May. I contacted Bill & Laurie Bicker in Eagle Butte & reserved their lodge for a Couples Retreat September 29 – October 2, 2011 as well as the Women's Retreat for January 27 & 28, 2012.

1. Sat down with Nita Redden and discussed the kitchen committee and new ways to make sure the kitchen is clean & ready for use for every group that uses it. Contacted the ladies on this committee and asked for their input as well.
 - a. It was decided that Nita would like to step down as Chairwoman of this committee.
 - b. We started looking for a new chairwoman as well as more ladies to join this committee.
 - c. We will be putting together a schedule for cleaning; each lady on the committee will have a week, as of right now there are 7 ladies on the committee so they will clean every 7 weeks.

2. The Constitution of the WM board will be up for a vote on May 22, 2011. The announcement will be in the bulletin on May 8. We will also be voting on adding a new section to Article V.
3. Working on getting a Church wide cleaning going for after VBS. It will run for 2 weeks from June 11 – June 25.
4. Began working on a Women’s Bible Study for the summer months
 - a. Decided to use Beth Moore’s “When Godly People Do UnGodly Things.” Starting June 1 – August 3.
5. Began looking at materials to be used for the 20’s something group to begin May 29, 2011.
 - a. Opening the group to anyone who graduated high school in 2011 – the age of 39.
 - b. Decided to expand the group to involve more as space is limited to make more than 1 group throughout the summer.
6. Attended the Women’s Ministry Meeting
 - a. I asked Jenni Bauer to join the board and she accepted.
 - b. Discussed the constitution changes.
 - c. Spoke on the kitchen committee and explained what was going on there.
 - d. Women’s Retreat was discussed for 2012; we will begin looking at material to be used.
 - e. Mother’s Day Tea will be May 7.

May

Spent time putting together the guidelines for the women’s ministry Kitchen team as well as putting together a schedule for cleaning the FLC kitchen for the committee. The WM board proposed changes to the constitution in April and the vote was on May 22. It was voted on too not change the wording to Article V – Board members but too add the Section A. on the pastors’ wives to be ex-officio members. Also spent a considerable amount of time working with Virginia preparing for the Eagle Butte Taco Feed.

1. Spent time with Mary Scharnweber discussing the guidelines for the kitchen committee, Mary is the new chairwoman for the Kitchen committee.
2. Worked on getting ballots ready for the WM vote on May 22.
3. The 20’s something group that was to begin in May was postponed due to lack of interest as well as due to the flood, we ran out of rooms to hold the class!
4. Worked with Taco John’s to get our taco shells, cheese and taco sauce for the taco feed. Helped to coordinate the taco feed and to keep costs low we chose to ask for meat donations: we had 190 lbs of meat donated for the taco feed! Amazing! We also asked each family who was attending the Eagle Butte mission trip to bring in an item for the taco feed...the feed was a great success and I enjoyed so much helping to plan this wonderful event!
5. Attended the Women’s Ministry Meeting:
 - a. Lauren Speaks was present as she will have the opportunity to serve on the team as she is a pastor’s wife.
 - b. Mother’s Day luncheon expected 90 ladies.
 - c. Women’s Saturday morning walks were off to a slow start due to weather conditions this spring.

June

The first week of June was spent sandbagging, as was most people’s first week of June! I spent time working with Amanda Brown working on a new bible study to start in the fall. “Made to Crave” by Lysa Terkeurst. Also spent time going through the books/bible studies in my office and clearing some out to make room for new! We will be having a book drive in July for the books that are no longer being used. Started talking with the movie theater about bringing the movie “Courageous” to Pierre. It was Ok’d by the theater manager!

1. "When Godly People Do UnGodly Things" by Beth Moore started on June 8, we had over 40 women signed up, many not from CBC.
2. Watched the videos for "Made to Crave" and brainstormed ideas on how to incorporate new ideas for women.
3. Began the study "Don't Waste Your Life" by John Piper, would like to start this study this fall.

July

Continued working along with Amanda Brown to get "Made to Crave" ready to go for the fall. Worked on going through my office and getting rid of books that we are no longer using and cleaning the office up! Attended the Women's Ministry meeting. Continued working with the producers of the movie "Courageous".

1. Father/Daughter Date night was set for August 27, 2011.
2. We discussed a church building clean up, this was postponed.
3. Courageous movie tickets went on sale.

August

Began working on the fall women's bible study, the study chosen was "Me, Myself and Lies" by Jennifer Rothschild. Continued work on the movie "Courageous".

1. Bibles were ordered for the police and fire departments for Pierre & Ft Pierre along with bibles for the National Guard here in Pierre.
2. Worked with the heads of each of those departments to get bibles ready for all of their employees.

September

Spent time distributing bibles to the above mentioned groups as well as a free movie ticket for each member of service in the police/fire/national guard as well as DCI and Social Services departments for the State employees here in Pierre. "Courageous" began September 30, 2011 and was held over for 2 weeks! We had a great turnout and a lot of positive feedback from the movie! Women's fall bible study began on September 11 with roughly 40 women attending. Also started a new role as Assistant Worship Leader, copied and got all music ready for the month as well as scheduled piano players for the month of October.

October

Began looking at a women's retreat for January 2012, this was put on hold as we did not have anyone to help coordinate the retreat. Brainstorming ideas as to how we can get more women involved in the Women's Ministry activities. Women's Ministry team signups will begin at the beginning of October, so time was spent putting together sign up sheets. Helped to prepare for "Walk Through the Bible" set for November 5, 2011. Attended "Women of Faith" in Minneapolis. Copied and got all music ready for the month of October as well as scheduled piano players for the month of November and scheduled guitar band for the month of November.

November

We hosted “Walk through the Bible” on November 5 with a great turnout of both adults as well as children ages K-5th grade! Women’s Ministry sign ups began and we did not have a good turnout, again thinking of ideas to get women more involved. Began looking at the new study of “James” by Beth Moore, this will be starting in January. Copied and got all music ready for the month of November as well as scheduled piano players for the month of December and scheduled singers for Praise Choir.

December

Below are the numbers for the Women’s Ministry sign up held this fall:

Women’s Ministry Core Teams:

FUNERAL – 12

KITCHEN – 3

FOOD – 2

NURSERY – 0

Women’s Ministry Event Teams:

COLLEGE CARE PACKAGES – 8

OPERATION CHRISTMAS CHILD – 8

VALENTINE’S BANQUET – 4

MOTHER’S DAY TEA – 3

CHRISTMAS DINNER – 3

FATHER/DAUGHTER DATE NIGHT – 2

It was decided that Christmas/Easter flowers would be taken over by the church staff, Women’s Retreat committee will be done by the Women’s Ministry team and this can & will include things such as “Women of Faith”. Tickets were again purchased for this event for October 2012 in Minneapolis. It was also decided that there would no longer be a Father/Daughter date night as we did not have enough ladies signed up to help. Copied and got all music ready for the month of December as well as scheduled piano players for the month of January.