



Playbook, 2023 edition

Welcome. Encourage. Serve.



Melissa UMC is a community of faith who lives out Christ's command of love for all (Matthew 22:36-40).

Table of Contents

A Quick Glimpse in our History	page 3
Why we do what we do as individuals and as a church?	page 4
How? Core Values, established 2014.....	page 5
What do you need to do to live life to the fullest? Discipleship pathway.....	page 6
Statement of Generosity.....	page 7
Structure and Organization of Melissa UMC.....	page 8
What’s the difference? Teams, Groups, and Classes.....	page 9
Evaluating Teams and Membership	page 10
A Guide for Team Meetings	page 11
Playbook FAQs.....	page 12
What to do with a new idea?.....	page 13
Goal planning worksheet	page 14
2023 Organizational Chart	page 15
2023 Melissa UMC Ministry Area Teams	page 16

These documents are available for use within the church and community. Contact jocelyn@melissaumc.com to reserve the latest copy.

- Building Usage Policy
- Procedures for counting offering
- Safety & Security Policy
- Marriage & Wedding Policy
- Memorial & Funeral Policy
- Benevolence Form
- Connections Coffee, Inc. by-laws and formation documents

A Quick Glimpse into our History

Melissa UMC was born in 2011 as a vision of First UMC McKinney and the North Texas Conference. Our founding pastor, Rev. Alan Hitt, started building relationships in Melissa and surrounding communities and a church was born. Weekly worship began on September 2, 2012 at McKillop Elementary. God planted a vision for a United Methodist congregation in Melissa, Texas where all would be welcome, encouraged to grow and find a place to serve. “After some time, it became clear that things weren’t going as planned,” says Rev. Alan Hitt, “but we never let go of our belief that God was building a United Methodist Church in Melissa, Texas.”

Our story is one of perseverance and believing in God’s possibilities. Rev. Stacey Piyakhun became lead pastor of Melissa UMC in January 2014. Melissa UMC members and guests began to reach out to our community and God used those moments to transform lives! By welcoming all people for who they were and where they were on their faith journey, God began to transform our hearts to listen and love more deeply. By supplying snacks for students who had no food to bring from home, providing peanut butter and jelly for Melissa Community Outreach (our local food pantry), adopting Melissa Christmas angels, and working on a Habitat for Humanity home, God began to raise a level of curiosity about a group of people who have a dream that together, through us, God can transform the world.

God speaks to Abraham under a night sky full of stars and makes this promise, “Look toward heaven and count the stars, if you are able to count them... so shall your descendants be” (Genesis 15:5). Melissa, Texas is just far enough out in the country that, for now, we see many stars at night. We are blessed to be connected to First UMC McKinney and the North Texas Conference who offer us the gift of hope in believing what they cannot see (yet). We are blessed to be connected to our community where lives are transformed by the love of God that shines through our church community. The bright night sky reminds us that God’s work in our church is not done as we seek to share the heart of Jesus by welcoming, encouraging, and serving our friends.

Melissa United Methodist Church is connected to both the North Texas Conference and First United Methodist Church of McKinney. During 2020 when in person events were cancelled, Melissa UMC moved to facilities in McKinney for worship services. The prayerful and financial support of these organizations have been a key factor in the success of our young church. Our first physical building opened on April 25, 2021. This building meets two missional needs in our community... sacred spaces & community gathering places. Buildings are never the totality of what it means to be the church, but this is a helpful tool in continuing in our mission of sharing God’s love with those around us. The year 2022 marked the 10th birthday of Melissa UMC and a call to remember who we are and what makes our church unique in sharing God’s love with our community.

What will this year hold?

Where is God calling us to go?

Where Christ is needed in our community?

How will we get there one faithful step at a time?

God has great things in store for Melissa UMC!

You are encouraged to be a part of the journey!

Why do we do what we do as individuals & the church?

Why follow Jesus? Why be a part of a church?
Why choose to live in a different way than others around you?

Everyone wants to live a life that matters & makes a difference in the world.

It is difficult to find someone who would disagree with this statement. However, what many people do not realize is that this desire to live a life that matters and make a difference finds its roots in the promises of Jesus Christ.

Jesus said, “I came that they may have life – indeed, so that they could live life to the fullest.” John 10:10 CEB

God makes promises to you in Jesus of a life full of contentment and fulfillment. You cannot achieve this goal of living life to the fullest with material possessions, fun activities, or even hard work. You only find this level of fulfillment through a relationship with God and with other people. You only answer your big ‘why’ for life by fulfillment the greatest commandment.

“You must love the Lord your God with all your heart, with all your being, and with all your mind. This is the first and greatest commandment. And the second is like it: You must love your neighbor as you love yourself.”

Matthew 22:37-38 CEB

These relationships... a relationship with God and relationships with other people are our driving force at Melissa UMC. We do what we do because God has promised “life lived to its fullest” by living out the greatest commandments.



How? Core Values, est. Spring 2014

WELCOME

Don't neglect to open up your homes to guests, because by doing this some have been hosts to angels without knowing it. Hebrews 13:2

Every person is a person of sacred worth whom bears the image of God. Therefore, we seek to offer a community where all people are welcome.

... loving you for who you are and where you are in your journey

ENCOURAGE

So continue encouraging each other and building each other up, just like you are doing already. 1 Thessalonians 5:11

Remember the cowardly lion in The Wizard of Oz? He knows that he needs courage and the wizard provides a heart. The word 'encourage' might be understood to mean 'to put the heart in.' Therefore, we care for one another and grow through worship and study so that we may encourage each other.

... building up and cheering on those around us

SERVE

You will love your neighbor as yourself. Mark 12:31

Jesus is clear about the greatest commandments. First, love God. Then, love your neighbor. Therefore, we share God's love by providing food, praying for each other, fixing houses, teaching children to read, offering students a place to belong, and more so that we might serve our neighbors.

... allowing God to use us to help with others

What do you need to do to live life to the fullest?

If you are reading this playbook, then chances are that you are a follower of Jesus Christ. The term use to define someone who follows Jesus is **disciple**. The process of growing as a disciple is **discipleship**.

The journey of discipleship or growing as a follower of God is one that is **cumulative** and **holistic**. Each discipleship step leads you to a new place in your faith with new challenges and opportunities. Discipleship is not just about attending worship or Bible study. Discipleship is a growing relationship with God that builds over time and involves every area of your life.

These dimensions are often more or less feasible during various stages of our lives. You may be living fully in the *GIVE GENEROUSLY* and *GROW IN FAITH* areas of your life while really struggling to make *WORSHIP GOD* a priority due to family commitments and time schedules. Or... *BUILD FRIENDSHIPS* and *LOVE EACH OTHER* might come easily but seeing how those relationships *TRANSFORM the world* remains more of a challenge. There is no right or wrong way to travel on a journey of discipleship. The important thing is that we look deeply at our own life and relationship with Jesus Christ and that we be willing to take **responsibility** toward the fullness of life Jesus promises.

- **WORSHIP GOD** in worship experiences and in daily life
- **BUILD FRIENDSHIPS** in church and in community
- **GROW IN FAITH** on your own and with others
- **LOVE EACH OTHER** in church and in community
- **GIVE GENEROUSLY** towards a tithe and beyond a tithe
- **TRANSFORM THE WORLD** through a place a church and a place in the community

This is hard work! While God's gifts of love and grace are freely given to us, a life of a disciple requires something of us. We reorder our priorities. We set God first in all things. We give of ourselves for God and others. We lose our lives for Jesus' sake so that we might find life to the fullest.

Then Jesus told his disciples, "If any want to become my followers, let them deny themselves and take up their cross and follow me. For those who want to save their life will lose it, and those who lose their life for my sake will find it." Matthew 16:24-26

Melissa UMC leadership takes an inventory of our growth in each of these areas as a representation of the church. This helps us to identify the 2 or 3 areas in which we would like to focus on in the coming year. We encourage all Melissa UMC members to spend time reflecting on their own path of discipleship, to set goals and make a plan that will help them to grow in the coming year.



Melissa UMC Statement of Generosity

Jesus said, "I came that they may have life - indeed, so that they could live life to the fullest." John 10:10

Sometimes we think lives that are full are full of stuff. But the kind of life Jesus was talking about is different than that. Living fully and living a life that matters has much to do with how we use what we have been given and what we earn. The difference we make in the world around is impacted by our desire to hang on to our resources (money, time, energy, talents, etc.) or to GIVE GENEROUSLY to those around us.

Giving generously is not about giving away tons of money (unless you have a ton of money). Giving generously is about adopting a lifestyle of living in a way that shares what God has given to you with the world.

In each of our lives, there are people who have invested generously in us. Maybe a parent or grandparent helped to pay for your tuition. Maybe a boss or co-worker invested money in training you for a new skill to help you grow. Maybe a pastor or friend believed in you during a tough time and found a way to help make ends meet. Maybe you have invested financially in someone because you believed what was possible and felt God stirring something inside of you to give generously.

Generosity has a Biblical foundation that leads us to offer regular and intentional gifts to the church. At Melissa UMC, we have regularly prayed Jacob's words in Genesis 28:20-22: "*Jacob made a solemn promise: 'If God is with me and protects me on this trip I'm taking and gives me bread to eat and clothes to wear, and I return safely to my father's household, then the LORD will be my God. This stone that I've set up as a sacred pillar will be God's house, and of everything you give me I will give a tenth back to you.'*" Genesis 28:20-22.

Tithing is a Biblical concept of giving 10% of everything you have been given to God's work through the church. The concept of tithing comes with many questions. Do you tithe 10% from your gross or net income? What if you care about and give to a charitable cause outside the church? Does this count towards God's 10%? You can ask a million questions about tithing in the church, but the heart of the matter might be summarized in these two statements:

- **The Bible teaches us to tithe, just like Jacob.**
- **You determine when and how to grow in your giving.**

When determining when and how to grow in your giving, the steps to the right are a great tool.

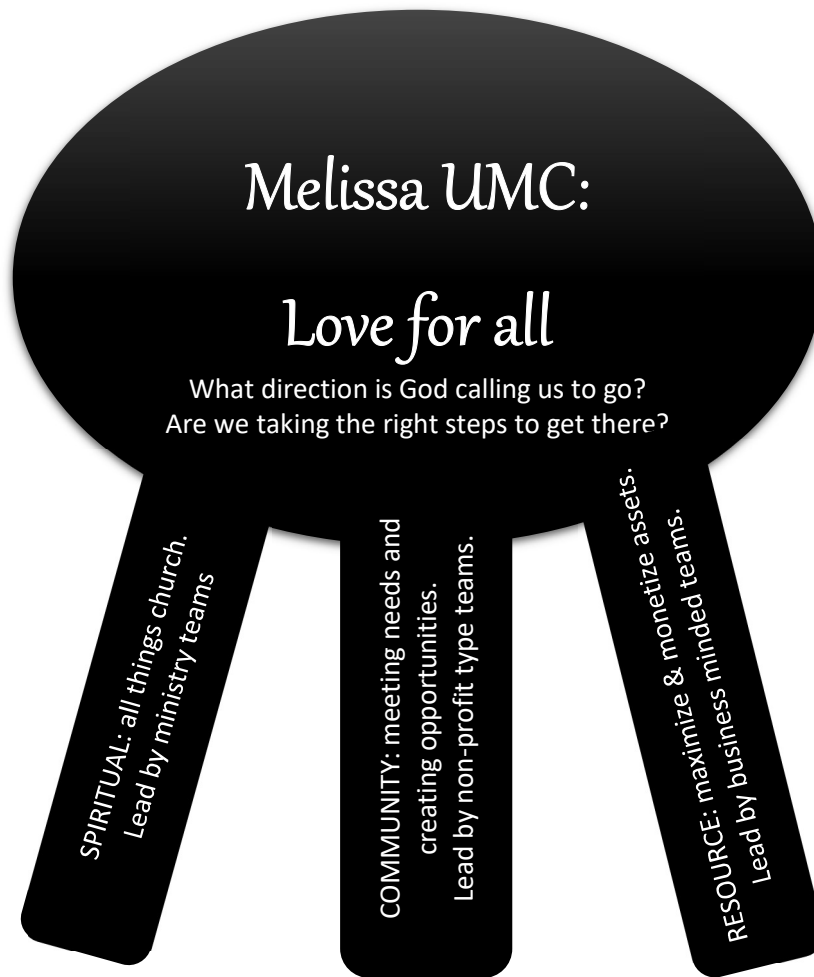
www.melissaumc.com/giving

	GIVE	A REGULAR & INTENTIONAL GIFT TO THE CHURCH
	COMMIT	TO GIVING A SPECIFIC PERCENTAGE OF YOUR INCOME
	PRACTICE	TITHING 10% OF YOUR INCOME FOR 6 MONTHS OR INCREASE BY 1% OR MORE OF YOUR INCOME
	TITHE	10% OF YOUR INCOME & CONSIDER SHARING YOUR STORY
	SURPRISE	YOURSELF BY GIVING AWAY MORE THAN 10% OF YOUR INCOME. MORE THAN YOU THOUGHT YOU COULD

Structure and Organization of Melissa UMC

Melissa UMC is clear about our vision to share God's LOVE FOR ALL. This happens in a variety of ways and it is necessary for us to provide a sustainable pathway forward to continue this important work. Using the image of a three-legged stool, we have four function area teams that provide vision (30,000 foot view) and resources (supportive roots) to teams that work as the hands & feet of Jesus (at ground level) within our church and community.

Melissa UMC teams (including 4 function area teams) consist of 2 team leaders, 4-6 members, and 1-2 staff people. If you were to serve dinner at a meeting, you should be able to feed the team with two or three pizzas.



The **Spiritual Team** lives into our core value of **WELCOME** by growing the ministry of the church. This team curates sacred worship spaces.

The **Community Team** lives into our core value of **ENCOURAGE** by meeting needs of our communities. This team curates community gathering places.

The **Resource Team** lives into our core value of **SERVE** by creating sustainable pathways with finances, personnel, & property. This team curates financial sustainability.

What's the difference? Teams, Groups and Classes

You will hear three different terms for gathering people within Melissa UMC. It isn't complicated, but it might take some getting used to as you discover your place in each of these types of gatherings.

TEAMS: Teams gather to do the work of the church. We meet with a purpose and seek to engage others in programs and ministries within our church and our community. Teams are formed annually, and we are always seeking people who feel gifted and called to serve in these areas. There are teams that are applicable to each CORE VALUE (page 5) and each DISCIPLESHIP PATHWAY (page 6).

GROUPS: Groups gather to share life together. They meet weekly to develop and maintain a connection to one another and to God through fun activities, Bible study, prayer and more. We encourage every person who regularly attends Melissa UMC to be connected to a group. Groups fit in the core value ENCOURAGE (page 5) and the discipleship area GROW IN FAITH (page 6).

CLASSES: Classes meet with the intention of learning something. Yes, you are going to meet other people and connect but the primary purpose of a class is for you to grow or learn something that is new to you. Classes fit in the core value ENCOURAGE (page 5) and correlate to various discipleship areas including GROW IN FAITH and GIVE GENEROUSLY (page 6).

Evaluating Teams and Membership

Trimming, Pruning and Growth

Jesus said, "I am the true vine, and my Father is the vineyard keeper. He removes any of my branches that don't produce fruit, and he trims any branch that produces fruit so that it will produce even more fruit." John 15:1-2

The Vision Team works with the staff of Melissa UMC to form and re-form teams for the coming year. When a new area of ministry or need has arisen, a team may be formed for the coming year to prayerfully guide the ministry as it evolves. When ministry needs have changed or decreased, teams may be celebrated and closed for the coming year or combined with other teams as needed. This is a process of prayerful discernment that seeks to evaluate where there is fruit in the ministry of Melissa UMC and makes changes to our ministries or structure based on proven and potential fruit.

Pruning, or removing branches, can be painful. This is delicate work that is necessary and modeled after the words of Jesus in John 15.

Team members also can revisit where there is fruit in their involvement at Melissa UMC. Current team members are asked this question: *Are you ready for another year of service or are you ready for a break?* New team members are prayerfully considered and added to each team. After a period of 2-3 years, each team member is asked to take a year away from leadership to rest, worship, and serve.



A Guide for Team Meetings

While this format may be most application in 'Ground Level' team meetings, it can be adapted and changed to fit a variety of scenarios at Melissa UMC.

Welcome (5 minutes)

- Open with prayer and a brief devotional (scripture reading, devotional reading, or story).
- Team members are encouraged to rotate responsibility for this section of the meeting.
- Nominate a note-taker for each meeting. This responsibility can rotate if desired.

Encourage (20-30 minutes)

This section contains several ideas to get you started, but there are many ways to spend this time in your meeting. How can you best build up and cheer on God's work in your team's area?

- Celebrate what is going well in the work your team is doing. Where do you see God's fruit?
- Tell stories about moments when your eyes have been opened to God at work.
- Bring in a resource for learning more about your common work together.
- Share a book that your team can read and explore which might help with your work.
- Learn about our community & seek new information about how to accomplish your team goals.
- Invite a guest speaker to come share information related to the direction of your ministry.

Serve (15-20 minutes)

Develop greater clarity:

- What is God calling you to do in your work together?
- Why is God calling you to do this? Define the purpose for programs and ministries.
- Identify team goals that you would like to accomplish, integrate, or develop in the next year.
- Prioritize these goals and start with one or two. Keep the other ideas to move them up once you have completed your top priorities. Take your time! God has been building the church for centuries so we have plenty of time to complete what God puts in front of us.
- Put a plan together for how to accomplish goals. What, when, where, and how... Who are the point people to keep things moving forward? This might mean calendaring events, developing guidelines for ministry, or making connections to build relationships in church or community.

Wrap it up (5 minutes)

- Make a list of tasks to be completed before the next meeting, including who is completing them.
- Email minutes to your staff person to keep within a few days after the meeting.
- Set your next meeting date.
- Pray.

Playbook FAQs

Where do we hold team meetings? Locations for team meetings may vary for each team. You are always welcome to meet at on our main campus (3851 McKinney Street). You can schedule a meeting through your staff person or by visiting <https://melissaumc.com/campus> for our building usage form. You might also think about meeting at a local restaurant or nearby park. Your meeting locations may vary based on the work of your team and your need for a different atmosphere. There is no right or wrong place for your team to meet. You can feel free to pick what feels best to you.

What resources are available to teams? Melissa UMC is a daughter congregation of First United Methodist Church of McKinney. Because of this connection, we always have a series of partners in ministry to consult in various ministry areas. We are also connected to the North Texas Conference of the United Methodist Church and have friends across the Dallas area who can provide words of wisdom for your ministry area. To help find the right person to contact, talk with your staff person or Pastor Stacey.

There are also written resources that may be helpful in learning about our United Methodist polity or about what is means to be United Methodist. You can ask Pastor Stacey to learn more about the [Book of Discipline](#), our official book of doctrines and policies. You may also pick up a copy of [John Wesley for the Armchair Theologian](#) (William Abraham) to learn more about our United Methodist history.

What to do if things are not going well? Bad things don't get better with time. Therefore, if things are not going well for your team, please ask for help as soon as you feel it is needed!

Pray and sleep on it. Allow God to clear your mind, so you can think clearly about what is going on. We do not accomplish much by blaming others when things are not going well. You may ask yourself questions like these... Is this a recurring or new problem? Has there been opportunity for things to be different? Is this a personality conflict or a ministry problem? What are the next steps to achieve resolution?

Each team has a staff person and support staff person to help when things get a little rough. Their job is primarily to assist and resource the team and/or chairperson. However, if things are not going well, please contact your staff person or support staff to talk more about next steps. If the problem exists with the staff person or support staff, please make an appointment to talk with Pastor Stacey.

What to do with a new idea?

God, our Creator, calls us to continue to dream, vision and create new opportunities. God is working all the time to create places where people can experience God's love and grace. We are each gifted differently to meet needs of our community.

When you see a need within our community that you feel compelled to meet, this worksheet is designed to help you form a plan for ministry to be presented to the corresponding team and to see how our church might help support this new idea.

STEP 1: Pray about and reflect on the following questions.

There are 3 key questions that form the basis of the ministry of the church. These questions have been used to develop our new building concepts, our small group emphasis and more.

1. What are your strengths and those of our church?
2. What is the need within the community?
3. Where do our strengths meet this need?

STEP 2: Prepare a written document with answers to these questions.

This document becomes the basis of your presentation to the Vision Team for further development of your ministry idea.

- What is the need or opportunity that we are not currently meeting?
- What are the gifts or skills within our congregation or community that might meet this need?
- What is the vision you have for this new opportunity?
- Who else is involved?
- What is the longevity or life span for this opportunity?
- Which core value and discipleship area does this opportunity fall within?
- What is the timeline for the opportunity?
- What resources are needed?
- How will this be promoted or celebrated within our church and community?
- Whom will it reach outside of Melissa UMC?
- What is the vision for how it might ramp up as it grows?
- What is the vision for how it might wind down as the need is met?

STEP 3: Contact the chair of the Vision Team to schedule a time to present your idea.

The Vision Team will review your idea with you and help you create a plan for implementation.



Start with questions & conversation. Pick one or talk about them all until you find focus:

- Where is God calling?
- Where is Christ needed?
- Where is injustice found?
- Where are hearts broken?

What if this year was a series of 4-6 week steps to living into who God has called us to be?

What's the need or hope you are addressing? Why? If you could only do one thing in the next 4-6 weeks to feel successful, what would it be? What's the goal? *You can use this chart to keep track of your journey...*

By spring break (3/1)	By Easter (April-ish)	By summer (6/1)	By back to school (8/1)	By mid-fall (10/15)	By Christmas (12/1)

Putting your plan together:

	What's the next step?	Who are your partners? Who's on first?	What is your timeline?
1			
2			
3			
4			
5			

Where, when, and how will you share the success of where God is work?



Organizational Chart 2023

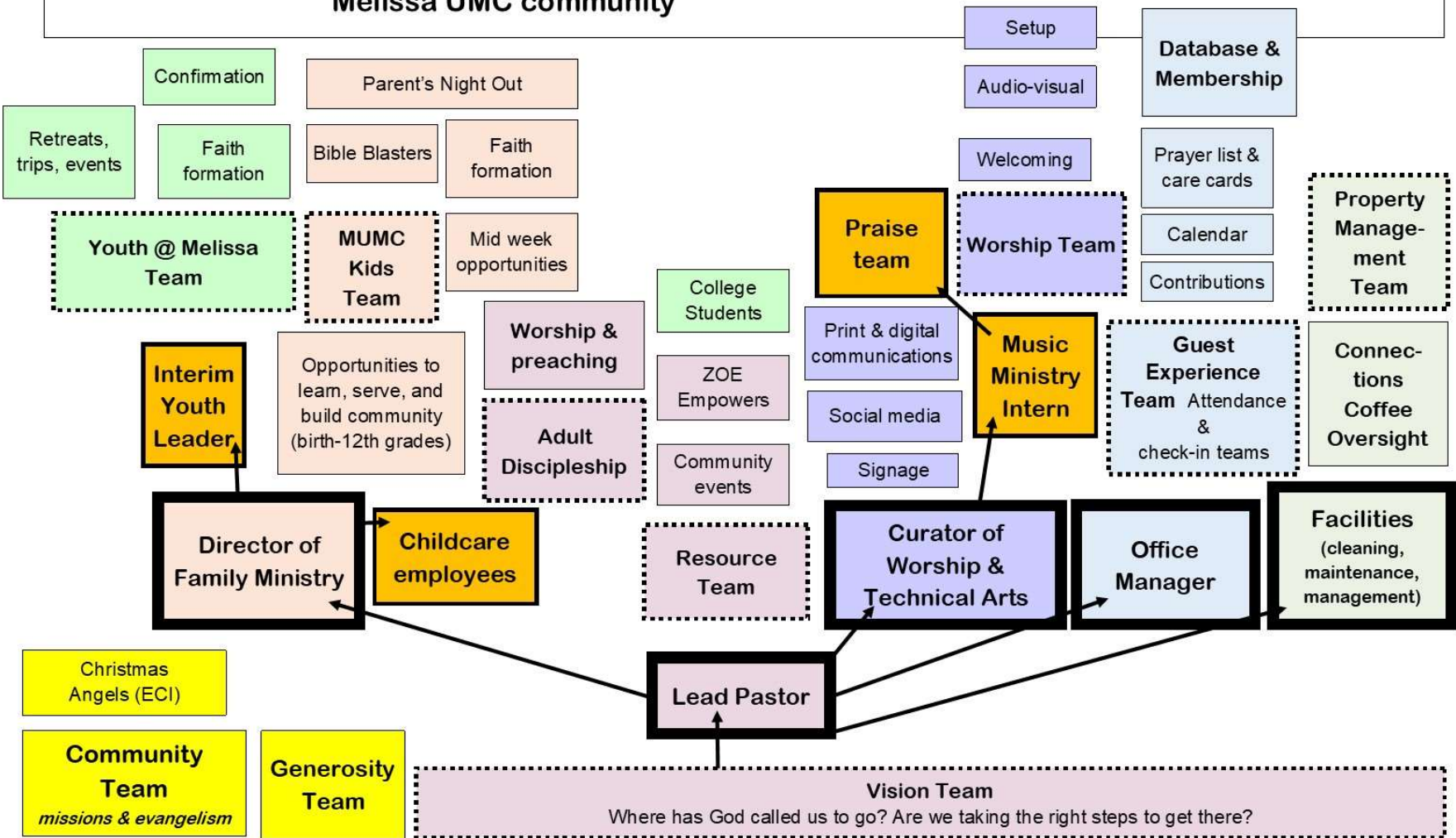
Salary positions

Contract positions

Leadership Teams formed annually

Those who don't know Jesus (yet) in our community and around the world

Melissa UMC community



Teams for 2023	Vision Team (also nominations)	Resource Team	Property Management Team	Guest Experience Team	Worship Team	Adult Discipleship Team (group leaders)	Youth @ Melissa Team	MUMCKids Team	Members of Annual Conference
1: Chair	Cheryl Vaughan (23-25)			Dana Montalvo (22-24)	Nicole Donawho (22-24)	Mark Federmeier (23)	Ashley Shuma (22-24)		Tracey Croissant
2	Hillary Croissant (21-23)	Rob Branson (21-23)	Scott Chambers (22-24)	Debi Crawford (21-23)	Keith Piyakhun, av (22-24)	Dana Montalvo (23)	Keith Piyakhun (21-23)	Hillary Croissant (22-24)	2021. Cheryl Vaughan
3	Tracey Croissant (21-23)	Lawrence Silver (22-24)	Mark Federmeier (22-24)	Judy Dobbs (22-24)	Judy Dobbs, communion (22-24)	Keith Piyakhun (23)	Steve Shuma (22-24)	Natalie Hernandez (22-24)	2021. Judy Dobbs
4	Debi Crawford (21-23)	Kim Basham (22-24)	Lawrence Silver (22-24)	Lawrence Silver (22-24)	Dana Conklin, communion (23-25)	Cheryl Vaughan (23)	Ben, Amber & Zander Pirillo (22-24)	Megan Ellis (22-24)	2021. Dana Conklin
5	Laura Longmire (22-24)	Tom Longmire (22-24)	Roger Shuma (23-25)	Laura Longmire (22-24)	Megan Ellis, music librarian (23-25)	Scott Chambers (23)	Debby & Sadie Johnson (22-24)	Misti Kusano (22-24)	2021. Lawrence Silver
6	Johnny Maberry (22-24)	Brad Crawford (22-24)	Kirsten & Claire Shaffer (23-25)	Tom Longmire (22-24)	Philip, Melody & Noelle Baker, praise team (23-25)	Yvonne England (23)	Stacy Thompson (23-25)	Jon Vanderlaan (23-25)	
7	Thomas Probst (23-25)	Barbara Probst (23-25)	Michael Whaley (22-24)	Susan Dowling (22-24)	Roger Shuma, av & chairs (23-25)	Jessica Battcher (23)	Maddie Fulenchek, yth (22-24)	Jessica Wright (23-25)	
8	Scott Chambers (23-25)	Katy Bartlett (23-25)		Thomas Probst (23-25)	Alana Shuma (23-25)	Emma Piyakhun (23)	Nathan Bodnar, yth (22-24)		
9	Dan Coley (23-25)	Jessica Battcher (23-25)		Barbara Probst (23-25)	John Prevo, chairs & praise team (23-25)	Brad Crawford (23)			
10		Lauren Vanderlaan (23-25)			Mark Federmeier, av & chairs (23-25)				
Staff	Rev. Stacey Piyakhun	Rev. Stacey Piyakhun	Dana Conklin	Jocelyn Ashley	Baylee Davis & Emma Piyakhun	Rev. Stacey Piyakhun	Lindsay Cayford	Lindsay Cayford	Rev. Stacey Piyakhun