

# Ministries Catalog 2014

“Sharing Our God-given Gifts”

**St. John’s Episcopal Church**  
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*Grow in God, Act in Service, Witness in Love*

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## St. John’s Episcopal Church Ministries Catalog

Each person has a unique set of God-given gifts. God trusts us, as good stewards, to find ways that we can joyfully share our talents to do God’s work.

This catalog provides information about the opportunities for ministry at St. John’s. We hope you will give prayerful consideration to how and where God wants you to use your own gifts in ministry.

The catalog is organized by broad area of ministry. For more information about a specific ministry, you may contact the Vestry steward who is associated with its area of ministry. Vestry stewards’ names and contact information may be found in Sunday bulletins or on our website.

### Communications

The ways we listen to each other and tell each other what we need to know in common is crucial to our parish life. Communication at St. John’s is centered in our church office, where Parish Secretary Patti Means connects members with the clergy and staff, maintains the church calendar, and produces service bulletins and our parish newsletter *The Messenger*. We also share St. John’s news on our website and through the media.

#### Communications Committee

Join the newly-forming Communications Committee and add your creative input to communications at St. John’s. (Meets monthly.)

#### Reporter/Commentator

Write a press release or blog post about something newsworthy, as requested by or in coordination with Communications Chair.

#### Bulletin Board Manager

Assist with keeping the Parish Hall bulletin board up-to-date and eye-catching.

#### Office Phone Sub

Answer phone when the Parish Secretary is otherwise occupied (1-3 hours, pre-arranged).

#### Office Substitute

Answer office phone and perform other tasks in secretary’s absence (one or more days, pre-arranged).

#### Mailing Assistant

Assist with special mailings (for a few hours), as needed.

#### Publication Backup

Serve as a backup to the Parish Secretary for producing church bulletins and the Messenger. (Requires familiarity with Microsoft Publisher software.)

#### IT/Network Advisor

Advise and assist staff and volunteers about IT & network changes, as needed.

## Community

Listening to the voice of God in community, attending to hospitality and welcome, offering sympathy, encouragement and friendship is part of our purpose at St. John's. The Community ministries help us create a place of warmth and acceptance, binding us in membership, but also keeping us open to the stranger and newcomer.

### Coffee Hour

We gather after the 8:00 a.m. and 10:15 services (September through May) for fellowship and light refreshments. Various groups take turns making coffee, serving, and cleaning up.

### Coffee Hour (Summer)

Individuals and/or families make coffee, provide light refreshments (e.g., pastries/bagels/fruit), set up, serve, and clean up, approx. 8:45 to 10:00.

### Lemonade Time

A 'lite' version of our fellowship hours offered Sunday mornings at 11:30 a.m. during June, July and August. Make lemonade (using church supplies) – no coffee, provide other food (optional), set up, serve, clean up, approx. 11:00 – 12:00.

### Funeral Receptions

Assist with receptions (set up, serve, clean-up) held in the Parish Hall following burial or memorial services.

### Popcorn Theology

People come together at 7 p.m. on the second Friday of each month in the Parish Hall to watch a free, thought-provoking film (some classic, but mostly little-known), eat popcorn and other snacks, and then talk about what they've just seen.

### Episcopal Church Women (ECW)

All St. John's women are members of ECW and invited to participate in church hospitality (including funeral receptions, a Lenten luncheon, and a Bishop's luncheon), and special activities (like the United Thank Offering and Angel Tree).

### St. John's Moms

Moms of all ages gather for fun and fellowship. Childcare is provided.

### Voyagers

St. John's Voyagers is a group of seniors who meet in the parish hall once a month (usually the last Saturday morning) from September through May. Its purpose is to fill the need of an opportunity for older people to get together for fellowship and to share information pertinent to their needs. Announcements of each month's program are included in *The Messenger* and in the weekly bulletin. Parishioners 55 and older and their friends are cordially invited. If you are interested in joining us, please contact any member or call the church office.

## Education

Whether through the youthful exuberance of our Church School and Journey to Adulthood programs, the thoughtful examination of our Adult Education morning sessions, coffee hour presentations, or Lenten and Advent educational programs, members of all ages are stretching and growing.

### Nursery Volunteer during second service

Assist in the nursery one Sunday every 3 months (10:00 – 11:30)

### Nursery Volunteer during Sunday School

Assist in the nursery one Sunday every 3 months (9:00 – 10:00, Sep-May)

### Sunday School Teacher

Teach Sunday School (using provided curriculum) weekly (bi-weekly if co-teaching), Sep-May.

### Sunday School Assistant Teacher

Assist a Sunday School teacher, weekly (bi-weekly if co-teaching), Sep-May.

### Sunday School Substitute Teacher/Assistant

Substitute for a teacher or assistant as needed, Sep-May

### J2A Celebration Team

We always need extra hands to help organize our one-time celebrations like Rite 13 and confirmation receptions.

### J2A Special Events Crew

We're always looking for fun things to do. Would you like to help us plan a creative event like a progressive dinner, a scavenger hunt...?

### J2A Transport & Chaperone for Events

When we go bowling or on a trip we are always looking for fun adults to travel with us and lend a helping hand. Would you like to go too?

### J2A Special Event Facility Host

We are always looking for fun places to go. Do you have a beach house or cabin we might use for a retreat? Do you have a pool where you could host a summer party? Would you grill hamburgers and hotdogs for our group at your house?

### J2A Fundraising Organizer

We are always looking for fun, creative ways to raise money. Would you be willing to organize a bake sale or car wash? Could you help us organize a larger event like a silent action? Do you have other ideas?

### J2A Prayer Team Member

Here is our most important volunteer opportunity. We need people who consistently and diligently hold us in their specific prayers as we become what God intends for us to become. If you make this commitment, we will send you a list of our teenagers and teachers and ask that you pray for us by name on a regular basis.

### J2A Food Donor

Donate food for lock-in's and other events we host.

### **Adult Education Coordinator**

Coordinate the offerings of session leaders, promote the program, and attend Ministries Council meetings (1<sup>st</sup> Monday of month).

### **Adult Ed Session Leader**

Adult Education designs and presents programs for folks from high school age on up. Time commitment can range from presenting one 45-minute program on a Sunday, to serving on a committee to plan and present the six-week Lenten evening programs. A great opportunity to participate is to just attend some of the AFED sessions.

### **VBS Teacher**

VBS runs daily for one week in summer; a few planning sessions are scheduled during the months preceding it.

### **VBS Station Leader**

VBS has several stations (crafts, Bible stories, games, etc.) and each station needs a leader.

### **Picnic Helper**

Parish picnics are held on Education Sunday (early fall) and Parish Picnic Sunday (late spring).

### **Advent Event Station Leader**

Our parish Advent Event has several stations – Advent wreaths, cooking decorating, college care packages, etc. – and each station needs a leader to direct the activities at that station.

### **Christmas Pageant Helper**

Assist during the practice (usually the Sunday before Christmas) and Christmas Eve pageant.

## **Evangelism**

Evangelism is our ministry of welcoming, and includes greeters at Sunday services and semi-annual Welcome Brunches when those new to St. John's are welcomed by the Vestry. In addition, the clergy make calls every week to newcomers and visitors.

### **Evangelism Team**

The team's mission is to invite, greet, orient, incorporate and involve newcomers in ministry so that St. John's can more fully live out its mission.

### **Greeter**

Welcome visitors, encourage them to sign the guest book, and escort them to Parish Hall.

## **Finance**

Finance is the ministry of managing our funds, with faith, to support our diverse ministries.

### **Finance Committee**

Oversees the management of our funds to support all of our diverse ministries.

### **Offering Counter**

Count and record offering from Sunday worship services. Four crews take turns – fifth crew does fifth Monday when required. Crew members count receipts and a two-person crew drops the deposit at the bank.

### **Statement Mailing Assistant**

Help assemble pledge statement mailings: Monday or Tuesday once a quarter plus two additional year-end mailings.

### **Financial Secretary's Assistant/Substitute**

Learn general procedures performed by financial secretary and be available to help fulfill tasks in his/her absence. Training: weekly (8 hr) for a month and then review once a quarter. Occasionally needed two days / week.

## **Outreach**

Outreach ministries at St. John's are a deep-rooted tradition of the heart and hand, united in faith practice. Our parish dedication to Jubilee Ministries, to providing for refugees, and to supporting local, national and international efforts to relieve suffering and meet emergency needs is a source of spiritual strength, as well as a light for those who want to serve.

### **Betty Finney AIDS Memorial Garden**

This garden, located in Northwest Linear Park on W. Lemon St. in Lancaster, honors the more than 454 Lancaster residents lost to HIV/AIDS and their courageous caregivers. We are partners in this endeavor with the Dream Ride, City of Lancaster, Lancaster Arts Hotel and neighbors. Volunteers do general gardening work as individuals or small groups: planting, weeding, watering, spring thru summer. We also help plan, implement, and attend community vigil / memorial activities in May and December.

### **Community Breakfast**

The St. John's community prepares and serves a hot breakfast for more than 200 people from the community at First Reformed Church, E. Orange St., Lancaster, on the third Saturday of each month. Dining room, serving, kitchen and clean-up help from 8:00 to 11:00 a.m. is always appreciated. This can be a great family service project which is church-sponsored.

### **ALERT (All-Lancaster Emergency Response Team)**

An assembly of churches within our convocation, recently formed to respond to local, national and global disaster. Opportunities for participation in relief efforts unfold as needed. Volunteers are needed for painting (exterior, interior, ladder work), dry wall, carpentry (hand and power tools), electrical, HVAC, plumbing, home roofing and siding, spouting, masonry, and landscaping.

### **Grocery Card Sales**

The sales of these cards, from six major food markets in Lancaster, help fund the many programs sponsored by the Jubilee Committee. St. John's Jubilee Committee receives 5% of the total sales. Volunteers are needed to sell these cards on Sunday mornings.

### **Martha's Ministry**

Knitters make and give out knitted items to mothers and children, prayer shawls to the elderly and pocket prayer shawls to military personnel. They also sell some items, using proceeds to support other ministries. New members are welcome. The knitters meet on Sunday mornings between services and Tuesday afternoons from 2-4 p.m.

### **Millennium Development Goals Committee**

In 2000, the United Nations, with an objective of eliminating extreme poverty, defined eight measurable goals for combating hunger, disease, illiteracy, environmental degradation and discrimination against women. The Episcopal Church established these goals as a mission priority. Led by the Millennium Development Committee, St. John's focuses on a different goal each year; this year's goal is to achieve universal primary education. In previous years we have purchased solar cookers for Darfur families and wells for Malawi and Tanzania. During Holy Week each year, we collect hundreds of pairs of shoes to be sent to Africa through Soles for Souls.

### **Eagle's Nest After-School Program**

St. John's volunteers mentor 25 fourth and fifth graders from Robert Fulton School academically and in food service. The group meets on Wednesday afternoons during the school year. For 10 years, this program has been a favorite after-school program. Regular attendance of volunteers is essential, although a substitute list is helpful. (Volunteers must first be screened through the Safeguarding God's Children or Safe Church process.)

### **Fulton School Partnership**

Support is given to the school staff and as needed. We host a staff meeting in August and parent meals in October and January. Additional volunteers launder and mend school uniforms and support school fundraisers.

### **Food Pantry**

Each week donations are received from parishioners, and volunteers handle each step in the process of getting that food to our neighbors:

1. Organize the food, place it on shelves for storage
2. Prepare packages for distribution (to individuals or families)
3. Distribute packages to recipients who come to our door (Tues & Thurs, 2:30-3:30)

(Volunteers do not need to be present for all of the steps.)

### **Garden Ministry for Food Pantry/ LCCC Food Bank**

No experience needed to help weed, plant, harvest, water, and hoe garden. All tools, buckets, and other materials will be provided.

### **Angel Tree**

The Angel Tree is an ECW Advent project to provide Christmas gifts for needy children from the community. Each year we provide gifts to 100 families. Volunteers help organize gifts and facilitate delivery.

### **MLK Celebration**

Parishioners bring the lessons of Dr. King to young people through music, dancing, crafts and lessons. Volunteers are needed to serve on the planning committee as well as assist on the day of the event:

**MLK Concert Lead:** Concert takes place the Sunday before the MLK Celebration. One or two volunteers secure the performers and then plan, coordinate and help with advertising.

**MLK Day Activity Planning Team:** Volunteers help plan / coordinate the day. Team meets 2-3 times through the fall to plan the day. The planning team members usually also commit to being the activity leaders on the day of the event.

**MLK Day Kitchen Crew:** Help prepare and serve lunch to participants.

**MLK Day Helpers:** Help with check-in, shepherding kids between activities, and general supervision.

### **Recycling**

Receptacles are provided for collection of Styrofoam, and volunteers periodically transfer the contents to a facility for final processing. Through our contracted trash hauler, we recycle paper, cardboard, plastic, glass, and metal items that are left from our on-site activities.

### **New Year's Eve Event**

Volunteers will plan, organize, and promote a community meal and entertainment for the early evening. This would consist of either a movie or some other form of entertainment. The event should be family-friendly and involve a cross-section of St. John's members. The organizing committee must develop a working budget in planning the event. The event is meant to be free to the attendees.

### **Pastoral Care**

Pastoral care is the way we minister to each other. It encompasses the work we all do in nurturing those in need, as well as more formal endeavors led by our clergy, including visiting the ill and homebound, being present with the dying and grieving, and supporting spiritual care.

### **Pastoral Care Committee**

Provides a structured way to care for those within the congregation in times of personal crisis.

### **Card Ministry**

Address and hand-write notes for birthdays, anniversaries, or illness, weekly or as needed.

### **Lay Eucharistic Visitors (LEV)**

Take communion to homebound parishioners, once every 4-6 weeks. Training is provided by the diocese.

### **Prayer Group**

Members pray for individuals by name, as provided via an e-mail chain.

### **Parish Retreat Committee**

Plan and coordinate efforts for the annual parish retreat, usually in late winter.

### **Visit / read to homebound**

Occasionally.

### **Provide meals for parishioners in need**

Occasionally.

### **College care packages**

Care packages are assembled during our Advent Event, the first Sunday in Advent. Volunteers are needed to donate items to fill the packages: snacks, small personal or study-related items) and to provide postage and mail the packages.

### **Provide rides to worship**

Provide a ride to and from a worship service on a weekly or occasional basis. Volunteers are matched by choice of service (Sunday 8:00 or 10:15, Wednesday 12:05) and proximity.

### **Participate/attend a Homestead Village Eucharist**

St. John's holds a Eucharist service at Homestead Village on a quarterly basis; volunteers may participate or simply attend on a one-time basis or as desired.

### **Provide rides to appointments**

Occasionally, as needed.

### **Laundry / light housekeeping**

Occasionally, as needed.

### **“Church friend” to homebound**

Partner with a member who is homebound on a temporary or permanent basis.

### **Provide daily check-in calls to parishioner living alone**

Volunteers provide daily check-in calls to parishioners who live alone, or they serve as substitutes for daily callers, as needed.

### **Run errands for homebound**

Provide light shopping or other errands, occasionally, as needed.

## **Property**

Well-cared-for grounds and open doors, comfortable rooms and safe spaces, invite people to come in and explore the place where St. John's community worships, has fellowship, practices the good news of the Gospel and shares space with many who do not have facilities of their own in which to gather.

### **Property Committee**

Partners with the Property Manager in fulfilling the mission of St. John's to enhance the communal life of the parish by maintaining our Church property/campus. This committee works in conjunction with the Property Manager to:

1. conduct routine surveys of our buildings and grounds to anticipate and schedule periodic and preventative maintenance, repair, and replacement of physical plant structures and assets,
2. advise the Property Steward as to reporting points and resolutions to be offered to the Executive Committee and Vestry, and
3. devise and submit a fiscally responsible, annual budget to the Treasurer and Vestry.

Typically, committee members offer industry and practical expertise in project management, construction, and the trades, but all Parish members having an interest in Property are encouraged to join. The Property Committee conducts open meetings, at which visitors are welcome, on the 1st Monday of every month.

### **Fall clean-up**

Rake leaves, wash windows, other inside and outside cleaning and maintenance – no special skills required.

### **Spring clean-up**

Inside and outside cleaning and maintenance – no special skills required.

## **Stewardship**

Stewardship is an intentional way of living and caring for all of God's gifts.

### **Stewardship Committee**

Plan, organize, and implement activities that focus on various aspects of stewardship: annual pledge, environment, and sharing our God-given gifts and resources. The committee meets several times per year, as needed.

### **Assist with a stewardship gathering**

Assist the coordinator for an event (a multi-generational gathering with food and a specific focus on one aspect of stewardship).

## **Worship**

Participating in worship together is the foundation of our relationship with God in Christian community. With prayer, song and sacraments, we give thanks for the blessings we receive.

### **Worship Committee**

Comprised of the chairs/leaders of various worship ministries — altar guild, flower guild, minister of music, etc. — the Worship Committee plans and reviews worship at St. John's. Meets 1<sup>st</sup> Thursday evening of each month.

### **Acolyte**

Participate in the procession (torch bearers and crucifers) and assist with Eucharist (servers) during worship services. Ages 8 through adult, training provided by the verger. Acolytes serve once a month.

### **Altar Guild**

Clean, polish, and prepare the altar for worship and clean up between and after worship services on Sunday. Each team of four serves one weekend every month (Sat: 1 hr, Sun: 1/2 hr).

### **Chancel Choir**

Sing on Sundays at 10:15 worship, from September to early June, and at special services. Rehearsals are Wednesday evening and Sunday morning (9:30). Possible solo opportunities. Age 13 and up.

### **Handbell Choir**

Play one Sunday per month at 10:15 worship, from September to May, and at a Christmas Eve service. Rehearsal Thursday evening. Age 13 and up.

### **Musical Instrumentalist**

Various opportunities exist for instrumentalists depending on skill and interest including prelude music and obbligate anthem parts. Contact our Minister of Music to discuss how you might best use your skills.

### **Flower Donor**

Flowers can be donated in honor or memory of someone. Sign up on the calendar in Parish Hall, use the provided envelope for money (at least \$30) and the name of person(s) being honored or remembered.

### **Lay Eucharistic Minister**

Assist with Eucharist during worship services. LEMS serve once per month at 8:00 or once every 4-6 weeks at 10:15, as well as for special services. Confirmed communicant, diocesan training is provided.

### **Lector**

Read scripture passages at Sunday worship and other services throughout the year. The parish provides initial training and ongoing formation on an annual basis. Lectors serve every 4-6 weeks. Age 13 and up. Comfort with public speaking is the only prerequisite.

### **Steeple Bell Ringer**

Ring the steeple bells before the 10:15 service. Must be tall enough to pull the rope. Ringers serve every 2-3 months.

### **Usher**

Hand out bulletins, seat visitors. **Sunday 8:00:** most Sundays (7:45-9 am). **Sunday 10:15:** once/month (10-11:30 am). **Special services:** if available.

### **Greening and Flowering of Church for Christmas (also Removal)**

Decorate church and campus with greens, poinsettias, and other Christmas decorations. (Volunteers also remove these decorations in early January.)

## **Executive Leadership**

With our clergy and staff, our lay leaders are partners in advancing the mission of St. John's, in forming Christians, and shaping our parish.

### **Vestry**

The agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the parish to its clergy. Twelve Vestry members serve 3-year staggered terms; elections are held during the fall Parish meeting. Each member serves as a steward of an area of ministry. Vestry meets 3rd Monday evening of each month.

### **Executive Committee**

The Rector, Wardens and Treasurer meet the 2<sup>nd</sup> Monday evening of each month to give shared leadership and direction to the Vestry. In particular, they prepare the Vestry agenda, develop proposals for Vestry consideration and action, and assess the spiritual health of the parish.

### **Senior Warden**

Elected by the Vestry from among its members, the Senior Warden provides lay leadership to the Vestry, serves on the Executive and Personnel committees, and serves as CEO if the Rector becomes incapacitated.

### **Junior Warden**

Elected by the Vestry from among its members, the Junior Warden provides lay leadership to the Vestry and serves on the Executive and Personnel committees.

### **Treasurer**

An Officer appointed by the Vestry to account for and report to the Vestry all income received and disbursed in such a way as to enable the Vestry to manage the mission and ministry of the congregation.

### **Secretary to the Vestry**

An Officer appointed by the Vestry to record and distribute minutes from meetings of the Vestry and the Annual Parish Meeting.

### **Ministries Council**

Leaders from various ministry groups gather the 1st Monday evening of each month to communicate, coordinate and serve as a clearinghouse for parish concerns as we support one another in shared ministry.

### **Delegates to the Diocesan Convention**

Serve as parish representatives at the annual diocesan convention (usually held in June).

### **Nominating Committee**

Presents candidates to fill positions on the Vestry (elected by the congregation at the fall Parish meeting) and candidates to serve as delegates to the Diocesan Convention (elected in the spring Parish meeting). The committee also encourages ways to enhance leadership development in the Parish.

### **Personnel Committee**

Provides professional human resource expertise to the parish. The committee's specific work includes but is not limited to recommendations that follow best practices in the following areas: compliance with current personnel practice and law, work design, evaluation, recruitment strategies, retention and benefits.