

## **SERVICE (Vestry Liaisons: Winton Solberg, Dean Olson, Craig Russell)**

### **Parish Social Events (Lynn Ryle and Kathy Aquino)**

Events are held to promote fellowship among parishioners and newcomers.

- **Pig Roast (Ed Rath)** Yearly fellowship pig roast hosted by church men
- **Cajun Dinner (Coordinator needed)** Yearly Cajun dinner held to kick off stewardship campaign
- **Hanging of the Greens (Coordinator needed)** Decorating of the church in preparation for the Christmas holiday followed by a Chili Dinner
- **Dinner Dance (Coordinator needed)** Yearly dinner for all parishioners held on Friday evening before annual meeting
- **Brat and Beverage Dinner (Kim McQueen)** Social event held Saturday before confirmation.
- **Parish Picnic (Coordinator needed)** Summer 10:15am mass is held at park followed by a picnic lunch and games. Youth Group participates as lay readers, chalice bearers and older youth deliver the sermon.
- **Foyers (Bill and Nancy MacDonald)** Small groups of parishioners rotating fellowship dinners in their homes.

### **Special Receptions/Events (Overall Coordinator(s) needed)**

Receptions are held to celebrate church events.

- **Confirmation/Bishop Homecoming (Lynn Ryle, Kathy Aquino)** Festive reception held after 10:15 confirmation service
- **Canvasser luncheon (Patti Gruber, Lil Larivee)** Luncheon provided for canvassers before all parish stewardship canvassing.
- **Christmas reception (Coordinators needed)** Festive reception following Christmas Midnight mass
- **Annual Parish Meeting Breakfast (Youth Group)** Breakfast provided before the Annual Parish meeting
- **Shrove Tuesday Pancake Supper (Coordinators needed)** Pancake supper in church hall held Tuesday before Ash Wednesday.
- **Lenten Suppers (Coordinators needed)** Light meals are prepared to accompany the Lenten programs on each of the Sunday nights during Lent.
- **Easter Break-fasts (Coordinators needed)** Festival receptions held after Easter vigil and three Easter day services.

### **Un-decorating (Coordinators needed)**

- Removal of the Christmas decorations.

### **Sack Lunch Program (Deacon Hopkins)**

- Sack lunches from food purchased or donated to be given out to those in need at EMEC office door

### **Wedding Hostesses (Coordinators needed)**

- Assist bridal party during rehearsal and day of wedding. Ensures church is ready for Sunday services after ceremony.

### **United Thank Offering (Coordinators needed)**

- Supports projects at the Diocesan, National and world-wide church levels. Ingathering is two times a year. Sends letters to parish members and arranges for UTO ushers twice per year.

### **Stewardship (Page Parkhill.)**

- Annual campaign to inform the congregation of the fiscal needs of our parish and ask for their support.

### **Social Concerns (Deacon Hopkins, Vestry)**

- Work with finance committee regarding budgetary needs for outreach, raise awareness of outreach opportunities and social issues, educate and advise the Wardens and Vestry about how the parish could/should assist in the ministry of compassionate service.

### **Food Pantry (Lois Rath - Volunteer Coordinator)**

- Weekly food deliveries to families in need as identified by Empty Tomb.

### **St. Catherine's Guild (Lura Aurelius)**

- Service to parish through individual and corporate worship, and service to others.

### **Parish Work Days (Parish Warden)**

- Schedule a fall and spring work day to prepare the church and grounds for winter/Advent and for spring/Easter, and obtain volunteers to help.
- Work on special projects like repairing benches, cleaning Sunday school rooms, etc.

## **WORSHIP (Vestry Liaisons: Father Alan, Lisa Kocheril)**

### **Liturgy (Rector and other clergy of Emmanuel)**

### **Music (Kevin Kelly - Choir, Michael Fisher – organist)**

- Choir rehearses Wednesdays at 7 p.m. and Sundays at 9:15 a.m.
- Choir sings at 10:15 a.m. Sunday mass

### **Altar Guild (Pat Rear – President; Kathy Ottney – Egg Project Chair)**

- Teams prepare and clean up the altar for all services; preparation work is done on Saturday mornings and clean up is done Sundays after mass
- Creates and manages Easter egg fund raising project

### **Acolytes (Larry Bouton and Matt Hopkins)**

- Assists at the altar during Sunday and special masses; both adults and children participate in this ministry; children from age 10 through high school graduation serve at the 10:15 a.m. mass; both children and adults serve at the 8 a.m. mass.

### **Lay Readers and Chalice Bearers (Clergy)**

- Read Old Testament lessons, Epistles and Prayers of the People at Sunday services
- Assist with serving communion

### **Alcuin Guild (Clergy)**

- Read the Daily Office

## **EVANGELISM (Vestry Liaisons: Brian Holding, Lois Rath, Fritz Danielson)**

**Welcoming Ministry (Lois Rath, Randy Kobel, John Taylor, Bill Techau, Bob McQueen have volunteered to help with this ministry)**

- **Sunday Fellowship Hour;** prepare coffee and lemonade (Altar Guild currently does this on Saturdays); turn on coffee (8 a.m and 10:15 ushers currently do this); clean up after services (Dean Olson – coordinator)
- **Response to visitors or inquirers** (Clergy and Lori Dobrik); provides follow-up information about parish; makes visits to new families as requested
- **Tract rack (Bill Techau);** keeps pamphlet rack well stocked
- **Newcomers Program (Need coordinator(s));** schedule newcomer events like welcoming receptions and church tours; organize and coordinate events
- **Inquirers' Classes (Rector);** provide education about the Episcopal Church, about our liturgy and traditions, about Emmanuel Parish and what it means to join the church/parish.

### **Communication Ministry (needs Overall Coordinator(s))**

- **Sunday Bulletin (Lori Dobrik);** collect information and compile into Sunday bulletin
- **Messenger and Monthly Calendar (Rector, Daphne Griffin, Lori Dobrik);** write articles; collect information; compile; design; print; collate, and mail
- **Parish Directory;** collect and compile information for parish directory; compile lists of people who have expressed interest in various types of service to the parish and disseminates to coordinators of ministries.
- **Advertising (Lori Dobrik);** prepares information to publish in area newspapers advertising regular and special services, and events.
- **Website – parish office is clearinghouse for information (Lisa Cerezo is webmaster);** creates and updates information included on website; interacts with parish about possible uses of the website.
- **Parish Forums (Vestry);** Share information with parish on a regular basis (3-4 times per year); provide opportunity for questions about parish organizational work, and provide forum for discussion related to diocese and national church; meeting occurs after single 9 a.m. mass on identified Sundays

**Ushers (Randy Kobel – coordinates; Lori Dobrik creates schedule);** two individuals per service perform usher job responsibilities as well as the Rood Screen ushers at the 10:15 service **(need more volunteers)**

## **EDUCATION (Vestry Liaisons: Roger Burrus, Kim McQueen, and Brenda Koester)**

**Sunday School (Sara Burrus willing to co-lead for 2008-09);** teaching youth on Sundays; organizing special events; organizing Christmas pageant

**Children's Chapel (Deacon Hopkins, Linda Meyer);** hold service for small children during 10:15 a.m. mass in Children's Chapel; teach the children about the church service; children return to the "big church" after the Nicene Creed.

**Adult Forum (Roger Burrus);** meet between services on Sundays; discuss books; listen to guest speakers and discuss topics relevant to spiritual and church-related development.

**Bookstall (Bill MacDonald);** organize volunteers to staff the bookstall after services; identifies items needing to be ordered

**Keck Library (Jan Paluska, Barbara Maggs, Tom Kilton, Carol Jeanne Muster);** organizes and catalogs books; identifies missing titles; cleans and straightens

**Youth Group (Deacon Hopkins);** youth ages 12-18 participate in activities on Sunday evenings; fellowship, education, and service activities are the focus of their meetings

**Women's Bible Study (Page Parkhill and Brenda Koester);** women meet on Tuesdays at lunch; rotating through various homes; a new study is identified each semester; the group doesn't meet during the summer

**Confirmation Preparation (Father Alan);** prepares youth and adults for the sacrament of Confirmation.

**Lenten Programs (Clergy);** program provided on Sunday evenings during Lent after a meager meal; followed by evening prayer

## **PASTORAL CARE (Vestry Liaisons: Carol Jeanne Muster and Terri Kobel)**

### **Parish Nurses Ministry (Hediye Scheeler; **Volunteers welcome**)**

- Resource advisors for parish health needs.
- Provide information to parishioners on community health services, workshops, and other events via announcements in the Messenger, and bulletins
- Provides monthly blood pressure screening after mass
- Organizes semiannual blood donation opportunities
- Proposed activities include: Development of a list of healthcare and social service professionals in our parish. Survey parish for perceived services and needs.

### **St. Luke's Guild (Jean Hadfield; **Volunteers welcome**)**

- Daily prayer for needs of parishioners.
- Pray for those on the parish prayer list
- Pray for others when requested to do so by parishioners

### **Counseling (Rector and clergy staff)**

- Provide counseling services to parishioners.

### **Prayer Shawl Ministry (Joan Smith; **Volunteers welcome**)**

**Helping Hands Ministry (need Coordinator and members);** Work with clergy and others to address parishioners' needs. Respond to requests from parishioners for services such as meals/visits for the homebound, bereavement boxes, new birth support (meals, child care). Support development of groups within the parish to nurture each other, such as a Lunch After Church group.

**Talent Bank Ministry (need Coordinator and members);** Develop and maintain a parish talent bank of volunteers who can be called upon to offer talent/expertise to aid parishioners with a specific need.