

# Hickory Neck Episcopal Church

## Time and Talent Ministry Guide

### Worship

Altar Guild – Volunteers maintain and prepare the altar paraments and prepare for communion. After the service, they clean and secure storage of the elements and altar cloths (an hour bi-monthly).

Eucharistic Minister – Ministers serve at the altar by offering the chalice during communion. Eucharistic Ministers must be trained, confirmed members of the parish.

Acolyte – Acolytes (youth and adults) light the altar candles, assist with communion and offering, and carry the cross during the processional and recessional at the 9:00am and 11:15am Sunday services and for special services as needed.

Lector – Lectors prepare for and read the lessons and Prayers of the People.

Usher – Ushers greet people as they enter the nave, offer bulletins, and assist in seating. They also help with the offering collection and ushering to Eucharist.

Usher for Weddings and Funerals – Ushers serve in the same role as above for special services.

Healing Prayer Ministry – Ministers offer healing prayers at the healing altar at the 9 a.m. service.

Flower Guild – Volunteers provide flowers for use in Sunday services at both the New and Historic Chapels.

Greeter – Greeters welcome parishioners and guests as they enter the chapel for services (9:00 am and 11:15 am). They help visitors feel welcome and connect them with clergy and parishioners.

Heavenly Bakers (Communion Bread) – Bake communion bread for the 9 a.m. service.

Vestment Maintenance – Monitor the status of vestments used by clergy, acolytes, the Choral Scholars, and Eucharistic ministers.

Morning Prayer Leader – Lead Morning Prayer services which are held Monday thru Friday from 8:15 to 8:45.

### Music Ministry

Parish Choir – Sing for the 9:00 am service every other week. They rehearse every Wednesday evenings from 7:30 to 9:00 except for June to September.

Instrumentalist – Instrumentalists of all levels are occasionally invited to play for worship (preludes and postludes, anthem and hymn accompaniments).

## **Christian Formation**

Adult Forum Leader – Leaders hold education discussions between the 9:00 am and 11:15 am services each Sunday.

Adult Bible Study Leader – Leaders meets with a small group in regular gatherings to study scripture, utilizing a variety of study formats.

Youth Leaders – Leaders meet for dinner and a program Sunday evening, teaching and mentoring the youth from 6<sup>th</sup> to 12<sup>th</sup> grades. They also serve as chaperone for field trips.

Youth Group Support – Volunteers provide a simple meal each week for the youth group. Food may be prepared at home or carry-out. (Pizza is always welcome!)

Sunday school Teachers – Teachers and assistants prepare and teach a weekly Sunday school session for children from preschool through 5th grade. Study materials are provided. Classes are held after the 9:00 a.m. service.

Nursery Volunteers (9 & 11:15 a.m.) – Volunteers assist the nursery attendant during the 9:00 a.m. or 11:15 a.m. service.

Children's Chapel (9 a.m.) – Two persons lead the children (aged 3 – 7) in a children's service of prayer, singing, and stories based on the day's gospel. Lessons are provided.

Vacation Bible School Leader – Lead the planning, coordination, and volunteer recruitment for Vacation Bible School when hosted by Hickory Neck. Responsibilities can be shared by multiple co-leaders.

Vacation Bible School Assistant – Assistants, both adult and youth, help with Vacation Bible School sessions one week during the summer for children of ages 3 – 5th grade.

Kensington School – Help with half hour Godly Play sessions conducted Monday morning in the Narthex for children from the Kensington School.

Kensington School – Read to children at Kensington School.

## **Outreach**

Outreach Committee –Members oversee and coordinate the mission and outreach activities of the parish, as well as research new outreach opportunities. They also visit the local charities we support, and then make recommendations to the Vestry on annual grants from our Outreach fundraisers.

Volunteer – Parishioners volunteer at one of the many charities we support such as Faith in Action, The Harbor, Avalon, the Winter Shelter, etc.

Mission Trip Leader – Provide leadership in either planning or leading local or international mission trips.

Kensington School – Read to children at Kensington School.

## **Stewardship**

Stewardship Committee – Members develop a stewardship campaign for the year, including a brochure, letters and the Time and Talent forms.

## **Communications**

Public Relations (Newspapers) - Volunteers promote the publication of information concerning HNC in the local news media.

Write Articles – Volunteers write articles for newspapers.

Take Pictures – Photographers keeps pictorial record of Hickory Neck events.

Website Maintenance –Volunteers posts events and assures that the website is up to date.

Communication Committee – Committee members plan and implement evangelism efforts in the community, including articles in papers, mailers, social media outreach and other creative ideas. Committee meets periodically; work is seasonal.

Graphic Design – Help develop promotional materials, ensuring consistent branding.

Creative Marketing – Develop and implement new ways of reaching the unchurched.

Social Media – Assist with increasing our presence on social media

## **Pastoral Care**

Prayer Advocates – This team prays for those in need, both members and non-members.

Card Ministry – Volunteers send cards to parish members for life events.

Emergency Meals – As a rotating member of a team, these ministers provide a meal to a person or family in need due to illness or an accident.

Eucharistic Visitor – These ministers take the Eucharist to those who cannot attend services. This takes about an hour on Sunday with a rotation of about once a month. Eucharistic Visitors must be trained, confirmed members of the parish.

Prayer Shawl Ministry – Members knit or crochet prayer shawls and lap robes for parishioners who are in need or celebrating a big event. They meet monthly for a lunch meeting for prayers, support, and fellowship.

New Mom's Ministry – Rotating members of the team provide a meal and deliver to new mothers and their family.

Health Ministry Team – Parish Nurse, Carolyn Gaylord, and members provide periodic health fairs, for blood pressure testing, glucose monitoring, and other needs. Training to use our defibrillators is also provided.

Drivers – These ministers offer rides to those who can no longer drive to Sunday services and other church events.

Phone Calls to Home Bound – These ministers call parishioners who are unable to attend church.

## **Parish Life**

Coffee Hour Host – Provides refreshments after the 9:00 service. They prepare coffee, set up and clean up.

Kitchen Patrol – Maintain the kitchen in the Wilkinson Center. The youth also help after Sunday night dinners.

Event Helper – Coordinate refreshments for special events as well as clean up after the event.

## **Buildings & Grounds**

Maintenance – Volunteers complete odd jobs, such as replacing light bulbs and paint touch-ups.

Sexton Committee – Members of the committee set up and take down for events. They also clean up after events.

HNC Garden Care & Maintenance – Volunteer to care for a small section of our grounds.

Work Days – Volunteers weed, mulch, trim, and generally clean up the grounds.

## **Newcomers**

Newcomers Committee – This ministry focuses on activities and strategies to introduce individuals and groups to Hickory Neck.

Reception Host – Host a newcomer's reception in their home.

Newcomer Shepherd – Guide newcomers through the welcome process, helping them connect to Ministries.

Welcome Bag Delivery – Deliver a welcome bag including a hand written message thanking them for visiting Hickory Neck, information about our parish and bread from Fresh Market to people who filled out a visitor's card.

## **Office Support**

Bulk Mail Preparations – Volunteers assist Ann King when she has a bulk mailing from the church.

Office Assistant – Assist Parish Administrator with office duties, such as answering phones, preparing weekly service bulletins, and other duties as needed.