

# HICKORY NECK EPISCOPAL CHURCH



## **TIME AND TALENT MINISTRY GUIDE**

**2022**

# **Time and Talent Ministry Guide**

## **Worship**

Altar Guild – Volunteers maintain and prepare the altar paraments and prepare for and clean up after communion.

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

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.

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. They rehearse every Wednesday evening from 7:00 pm to 8:30 pm except for June to September.

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

Praise Band – “Forgiven and Free” plays for selected services and has Jam Sessions in the Narthex the second and fourth Thursdays of the month at 7:00 pm. Join the Praise Band as an instrumentalist, vocalist or both. All are welcome to come to the Jam Sessions to sing, play or just listen as the group performs Hickory Neck Hymnal favorites.

## **Christian Formation**

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

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

**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.

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

**Sunday school: Godly Play Teacher / Assistant** – Teachers and assistants prepare and teach a weekly Sunday school session for preschool children. Study materials are provided. Classes are held after the 9:00 a.m. service.

**Sunday school: Teacher / Assistant** - Teachers and assistants prepare and teach a weekly Sunday school session for children through 5th grade. Study materials are provided. Classes are held after the 9:00 a.m. service.

**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.

**Youth Group 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!)

## **Kensington School**

**Godly Play Leader / Assistant** – Help with the half hour Godly Play sessions for children from the Kensington School.

**Story Time Reader** – Read to children at Kensington School.

## **Communications**

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.

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.

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

Social Media: content contributor – Assist with increasing our presence on social media

Social Media: live facilitator – Facilitate Zoom and other social media sessions.

## **Pastoral Care**

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

Greeting 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.

Special Deliveries-Meals – Members of the team provide a meal and deliver them parishioners 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.

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

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.

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

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

## **Community Engagement**

Winter Shelter – Parishioners assist in conducting the week long Winter Shelter.

Fall Festival / Fiber Fest Committee – Parishioners lead or assist in one or more of the various activities required to conduct the festival.

Backpack Committee – Lead or assist the annual back program which provides local school children the supplies they need to start the school year.

Angel Tree Committee – Lead the annual Salvation Army Angel Tree program which provides Christmas gifts for children in need.

From His Hands Ministry – Parishioners prepare or procure meals which are served at Grove Christian Outreach Center once a Quarter.

Habitat For Humanity Home Build – On occasions we are asked to provide volunteers to assist in the building a Habitat for Humanity house.

## **Stewardship**

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

## **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**

Buildings Committee – The members of the committee are responsible for seeing that our Parish House and New Chapel are properly maintained. They evaluate the work that needs to be done, schedule work days or work with contractors to see that the Parish House and New Chapel are properly maintained

Maintenance – Volunteers complete odd jobs, such as replacing light bulbs and paint touch-ups in the Parish House and New Chapel.

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

## **Grounds**

Grounds Committee – The members of the committee are responsible for seeing that our grounds are properly maintained. They evaluate the work that needs to be done, schedule work days or work with landscapers to see that our grounds are properly maintained.

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.

## **Audio/Visual**

Sunday A/V operator – Operate the A/V system for live streaming of the Sunday service.

Sunday A/V assistant– Assist the operator of the A/V for live streaming of the Sunday service.

## **Office Support**

Bulk Mail Preparations – Volunteers assist the Parish Communications and Administrator when she has a bulk mailing from the church.

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

Hickory Neck Episcopal Church  
8300 Richmond Rd. \* Toano, VA  
757-566-0276  
[www.hickoryneck.org](http://www.hickoryneck.org)