



FAITH
IN
ACTION
2008



A Guide to
Ministries and Parish Life at
St. James Episcopal Church
Essex Junction

As each one
has received a gift,
use it to serve one another
as good stewards
of God's varied grace.

1 Peter 4:10

FAITH IN ACTION

For some, stewardship offers a means of becoming more involved in church life, in effect, taking ownership of the church community to which one belongs and caring for it.

For others, stewardship represents a way of showing gratitude to God, who has been so generous to His children. It is, then, with a humble and grateful heart that one feels inspired to give back to God, and to share with one's brothers and sisters in Christ.

Then there is the financial aspect of stewardship: the pledge, or, ideally, the tithe.

The benefits of good stewardship are countless, as are the various forms it can take. This booklet, created by the Stewardship Ministry Team, focuses on the sharing of one's time and talent. Its purpose is to provide answers to the questions, What opportunities are there for me to become more involved? How can I put my talents and skills to good use? Whom can I help?

Contact information for each ministry team, group, or activity is available in the church office. You may call 878-4014 to speak with or leave a message for the Parish Administrator or the Rector.







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WORSHIP OPPORTUNITIES

ACOLYTE

Activity: An acolyte serves as an attendant at the altar, assisting the priest in setting the table and gathering the offering. Acolytes also serve as torchbearers and/or crucifers in the procession.

Requirements: Young people desiring to serve as an acolyte must be at least 10 years of age.

Hours/year: Acolytes serve once or twice a month. There is a training event once a year. Commitment time is approximately 20 hours per year.

Season: Year round

ALTAR GUILD

Mission: To serve.

Activity: Prepare sanctuary for Eucharist and other services; launder all linens; polish all brass and silver; arrange flowers on the altar; and clean sacristy area and sanctuary.

Hours/Year: Commitment time is about 5 to 6 hours per stint, which amounts to approximately 40 hours per year.

Season: Year round

THE BELLS OF ST. JAMES

Activity: It is not necessary to be able to read music to participate, just to be able to count. The group rings English handbells. They play at services in church on the major holidays—Thanksgiving, Christmas Eve, Lessons and Carols

Sunday, Palm Sunday, Pentecost—and a couple of times in between. The group has also played for funeral services held at St. James and has participated in the annual Spring Ring event for the past several years.

Hours/year: The rehearsals are held from 7:30 to 9:00 p.m. on the first, third, and fifth Tuesdays of every month during the regular church season, starting in September and ending in May, adding up to approximately 32 hours of rehearsal time per year, with additional time for performances.

Season: September through May

WORSHIP OPPORTUNITIES

EUCCHARISTIC MINISTER (FORMERLY CHALICE BEARER)

Activity: A Eucharistic Minister is a person licensed to administer the consecrated elements at the Celebration of the Holy Eucharist in the absence of a sufficient number of priests or deacons to assist the celebrant. Persons are invited by the Rector to serve in this ministry and are licensed for three years. There is a one-time training event for this ministry.

Hours/year: Commitment time is approximately 1½ hours per service. Yearly commitment time varies according to the number of Eucharistic ministers on the rotation.

Season: Year round

EUCCHARISTIC VISITOR (FORMERLY LAY EUCCHARISTIC MINISTER)

Activity: A Eucharistic Visitor is a lay person licensed to take the consecrated elements in a timely manner following a Celebration of Holy Eucharist to members of the congregation who, by reason of illness or infirmity, were unable to be present at the Celebration.

Requirements: Eucharistic Visitors shall demonstrate a familiarity with the Christian faith as present in Holy preparing for the Gospel and sermon to follow.

Hours/year: No other time outside of attending the service at which the Reader is scheduled to read and familiarizing oneself with the reading is involved.

Season: Year round

JUNIOR CHOIR

Activity: The Junior Choir rehearses every Sunday morning from 8:30 to 9:00 a.m. in the Music Room. They sing once a month during the 9:15 service and from time to time at the 11:00 service. They provide the music for the Christmas Pageant and sing at the 5:00 p.m. Christmas Eve service.

Hours/Year: Commitment time is approximately 30 hours per year.

Season: September through May

9:15 MUSIC TEAM

Activity: This team is composed of keyboard, guitar, and voice and provides hymns with a contemporary sound for the 9:15 service.

Season: Year round

WORSHIP OPPORTUNITIES

READER

Activity: Readers are persons who read the lessons from Holy Scripture at weekly or special liturgies in such a way that people can hear and comprehend each passage of Scripture,

SENIOR CHOIR

Activity: The Senior Choir rehearses every Thursday evening from 7:30 to 9:00 p.m. in the Music Room. They lead the singing in worship every Sunday morning; plus feast days; two services on Easter; Christmas Eve 10:00 p.m. service; Lenten and Advent services; and funeral services.

Hours/Year: Commitment time is approximately 120 hours per year.

Season: September through May

USHER

Activity: Ushers welcome people to the Church and assist in managing the flow of the service around the liturgy. Ushers often invite newcomers into Coffee Hour and introduce them to other parishioners.

Hours/year: No other time outside of attending the service at which one is serving as Usher is involved.

Season: Year round

CHILDREN'S MINISTRY TEAM FOR THE 9:15 SERVICE

Mission: To open the Gospel to the children of the parish.

Activity: The team prepares a homily for the 9:15 service and conducts Children's Chapel.

Hours/year: Commitment time is about 10 hours per month, adding up to approximately 120 hours per year.

Season: Year round

WORSHIP COMMITTEE

Mission: To advise the Rector on all things liturgical and related to worship at St James, with the understanding that all final decisions regarding the liturgy are made solely by the Rector.

Activity: The committee meets to discuss Christmas and Holy Week services, the transition between the Winter and Summer schedules, and all other special services which occur throughout the liturgical year.

Hours/year: Vary

Season: Year round

EDUCATION OPPORTUNITIES

ADULT EDUCATION COMMITTEE

Activity: The team plans educational events for adults in the parish. These include the Sunday morning Education Hour as well as weekday offerings.

Hours/year: The team meets monthly to plan and has an annual retreat to set the annual schedule. In addition, members may be responsible for contacting presenters and making arrangements. Commitment time is approximately 25 to 30 hours per year.

Season: Year round

PRIMARY TEACHING TEAM FOR YOUTH EDUCATION

Activity: The team teaches Sunday School to four levels of youth in the parish. Teams of four teach in pairs on alternate Sundays. Each team typically meets once per quarter to discuss curriculum, while the individual teaching pairs typically coordinate lesson plans with each other on a monthly basis.

Hours/year: Commitment time is approximately 50 to 60 hours per year, including preparation time.

Season: September to May

PASTORAL CARE OPPORTUNITIES

CARD MINISTRY

Activity: Send birthday and anniversary cards to members of St. James.

Hours/year: 52

Season: Year round

INREACH-MEALS

Activity: Parishioners who are recovering from surgery or have a new baby at home or who for any other reason could use a hand with meals are provided with a home-cooked meal, delivered to their door.

Hours/year: Commitment time is up to the volunteer.

Season: Year round

NEWCOMERS COMMITTEE

Mission: To make new members feel welcome and to show them that St. James is a great place to be.

Activity: The team hosts three Welcome Brunches or Dinners during the year (March, June, September) and a Wine & Cheese social in November. Outside of these events, the committee members are always on the lookout for new parishioners to greet and make them feel welcome.

Hours/year: The team meets in a planning session (usually lunch out) to schedule events for the year. Members provide the food for the events listed above. Commitment time varies accordingly.

Season: September through June

PASTORAL CARE COMMITTEE

Activity: The team tries to identify members of the church community who have either temporary or long-term pastoral needs and addresses those needs. A parishioner may need a helping hand with housework or a warm dish brought over or may simply require a supportive, prayerful, listening presence at a time of loss. The team also looks at the pastoral and spiritual needs of the church community as a whole and asks what they might do to respond to those needs.

Hours/year: The team meets once a month for about an hour and a half. Beyond that, the amount of involvement is entirely up to the individual.

Requirements: Members who would like to do home visits should plan on having the Diocesan Safer Church training.

Season: Year round

PASTORAL CARE OPPORTUNITIES

PRAYER CHAIN

Activity: Parishioners who join the Prayer Chain have committed themselves to a ministry of intercessory prayer whereby they pray privately and confidentially for the individual whose name is placed on the Prayer Chain list for 30 days. This ministry is separate from the Sunday Intercessory Prayer List, which is *not* confidential and which is undertaken by the congregation as a whole.

Season: Year round

THE SUNSHINE BOYS

Activity: A service-oriented team that functions as a subset of the Men's Group (see separate entry under "Parish Life Opportunities"), this group of able-bodied men is available to help parishioners with odd jobs and general handyman tasks around their home. They perform work that *does not* require a professional or tradesman's license. Examples of their work include minor electrical or plumbing repairs, washing of windows, painting a room, and fixing appliances.

Hours/year: Dependent on individual and need.

Season: Year round

OUTREACH OPPORTUNITIES

CHRISTMAS WREATH PROJECT

Activity: Under the leadership of the Sole Mates (see Parish Life Opportunities), St. James supports a boy at “The Home of Love and Hope,” an Episcopal orphanage for desperately poor boys in Tegucigalpa, Honduras. The financial commitment is \$900 per year, which provides our Godson with housing, meals, medical and dental care, education, and unlimited love. This ministry is supported through an annual Christmas wreath sale. Volunteers begin taking orders in late October and wreath distribution begins the week before Thanksgiving and continues into early December. (The wreaths are made on a farm in Hardwick.)

Hours/year: Commitment time is approximately 2 to 10 hours.

Season: October to December

NEIGHBORS HELPING NEIGHBORS

Mission: To bring even a small amount of joy into the lives of some families in the community who are experiencing financial stress during the holiday season.

Activity: Working with community action agencies, school nurses, and other public service organizations, NHN sponsors several area families in need, and thus provides a way for parishioners to take part in this holiday outreach program. Parishioners can choose to purchase one or more gifts or an item of much-needed winter clothing from the “wish-list” provided. They then wrap the gift and return it to the church for delivery to the receiving family in time for Christmas.

Season: Late November through the week before Christmas

OUTREACH OPPORTUNITIES

OUTREACH COMMITTEE

Mission: To invite people into a deeper commitment to Christ's mission; to use word and example to lead a Christ-oriented life; to provide mission opportunities and encourage parishioner participation in these and other mission endeavors.

Activity: The team meets once a month to decide how all Outreach money collected from the Outreach in-gatherings will be distributed to help the needs of others. Also, members discuss any suggestions for various Outreach endeavors. Recipients of Outreach donations—in the form of money, food, material goods, and/or service time—are J.U.M.P., the Ecumenical Lunch Bunch, Rock Point School, the Heavenly Pantry food shelf, the Vermont Refugee Resettlement Program, and the Burlington Emergency Shelter, to name just a few.

Hours/Year: Commitment time is approximately 15 to 20 hours per year, plus any volunteer time to help out at events.

Season: Year round

PARISH LIFE OPPORTUNITIES

FIRST FRIDAY FUN NIGHT

Activity: Parishioners of all ages gather for a fun-filled evening of games—board games, card games, all kinds of games. A light supper is provided (donations are gratefully accepted). This fellowship event is held at the church on the first Friday of every month beginning at 6:00 p.m.

FOYERS

Activity: Foyers is a group activity that comes out of the Community of the Cross of Nails. Its purpose is to gently promote dialogue and communication within a church community in a social setting. Participants have the opportunity to meet with half a dozen other adults from St. James in one another's home. They share a simple meal, where the emphasis is on community and sharing, and not on food or entertaining. It is a hospitality of the heart. Everyone's home is good enough and everyone's table is good enough. Open to singles and couples, the groups rotate from home to home on a given evening once a month.

Season: January into spring, subject to participants' schedules.

HOSPITALITY MINISTRY

Mission: To become familiar with coffee preferences of all parishioners and to serve graciously accordingly.

Activity: Serve coffee after the 11:00 a.m. service. Plan menu and present receptions at memorial services. Often asked to organize other receptions held during the year (Easter, Bishop's visitation, festive brunches, etc.).

Hours/year: Dependent upon individual.

Season: Year round

MEN'S GROUP

Activity: Men of the parish gather on the first Saturday of every month for an informal communion breakfast, fellowship, and sharing. The communion service begins at 7:30, with breakfast at 8:00. A discussion group follows on wide-ranging topics, and occasionally a speaker is brought in to give a talk. A subset of the Men's Group is a service-oriented team known as The Sunshine Boys. See separate entry under "Pastoral Care Opportunities."

Season: September through May

PARISH LIFE OPPORTUNITIES

SOLE MATES

Activity: Open to all St. James singles, Sole Mates is an informal group, organized for the purpose of having fun and socializing together. The group meets about once a month to decide what activities will be offered during the following weeks. Everyone has equal input. Activities have included lunches and dinners out, concerts and plays, Vermont Expos baseball games, UVM sports activities, game nights in members' homes, and trips to interesting Vermont towns. The group also participates collectively in some of the Outreach activities at St. James, such as preparing meals for the Burlington Emergency Shelter. Each member decides which activities he or she would like to participate in. There's no need to attend meetings regularly or make any long-term commitments.

Season: Year round

WOMEN'S GROUP

Activity: Women of the parish gather once a month for fellowship and sharing, with each gathering having a different focus. There are evenings at The Busy Chef, craft evenings, a Garden Party, and a Christmas Party, to name just a few. The group also puts on a Dinner Dance annually in February. Each fall, and sometimes in the spring as well, the Women's Group organizes one of the biggest events at the church: The Rummage Sale. This much-anticipated event is a fundraiser through which the Women's Group has been able to meet many parish needs. In addition, funds raised through the Rummage Sale also go to help the local community via the school nurses in Essex and Essex Junction.

Season: September through late spring

YOUTH MINISTRY TEAM

Mission: To provide opportunities for youth to participate in the life of the parish and to develop a youth ministry program.

Activity: The team is discerning and developing programs to incorporate youth into the life and work of the church and developing a junior and senior high youth program.

Hours/year: Commitment of time varies but is generally about 72 hours per year.

Season: Year round

CHURCH SUPPORT

BUILDING AND GROUNDS COMMITTEE

Activity: This committee, headed by the Junior Warden, oversees the maintenance of the church building and the property, including all gardens.

Season: Year round

FINANCE COMMITTEE

Activity: Historically, the Finance Committee has been responsible for the development of the annual operating budget of the parish, which is submitted to the Vestry for approval. To perform the primary task of creating the budget, the committee members become familiar with the results of the stewardship program, the financial matters of the parish, and its employee compensation program.

Hours/Year: 6 to 8 hours

Season: September to December

STEWARDSHIP MINISTRY TEAM

Mission: We believe God is the gracious giver of all that we are and all that we have. We commit to work together honestly to examine our faith and our relationship to God, each other and our money. We commit to lead by example, to share our own vision of stewardship, to talk openly about money and to practice percentage giving, working toward the tithe. We invite you to join us in our journey of faith and commitment.

Activity: The Stewardship Ministry Team was formed in the fall of 2004 to implement a year-round stewardship program at St. James. The team provides education about stewardship, fosters open communication about church finances, leads the fall pledge campaign, and creates opportunities to gather as a church family.

Hours/year: Commitment time is approximately 60 hours per year.

Season: Year round

EVANGELISM TASK FORCE

Mission: To share with the greater community news of all of the wonderful activities and events and ministries happening here at St James, and to provide opportunities for the greater community and St James to deepen and widen their relationship.

Activity: The task force helps to publicize events at St James which may be of interest to the greater community. The task force also helps to organize St James' involvement in the annual Essex Junction Memorial Day parade, the annual Essex Junction Block Party, and numerous other community events.

Hours/year: Commitment time is approximately 20-30 hours a year.

Season: Year round

WALLS & GARDENS TASK FORCE

Activity: This task force oversees the use of bulletin board space, the painting of any walls or hanging of any pictures or displays on any walls, and any and all plantings in the gardens which surround the church buildings.

Hours/year: Commitment time is approximately 24 hours a year.

Season: Year round

**MINISTRY AND PARISH LIFE OPPORTUNITIES
GROUP CONTACT INFORMATION, 2008
(IN ORDER BY GROUP)**

ACOLYTES-

Kenneth R. Hitch, Rector, 878-4014

ADULT EDUCATION MINISTRY TEAM-

Jennifer Ogelby, Chair, 899-4852

ALTAR GUILD-

Jennifer Ogelby, Director, 899-4852

THE BELLS OF ST. JAMES-

David Ashley, Director, 878-2137

CARD MINISTRY-

Michael Hechmer, Pastoral Care Ministry Team leader, 878-3725

EUCHARISTIC MINISTERS-

Kenneth R. Hitch, Rector, 878-4014

EUCHARISTIC VISITORS-

Kenneth R. Hitch, Rector, 878-4014

EVANGELISM TASK FORCE

Mike Lawrence, Chair, 872-2642

FINANCE COMMITTEE-

Carl Potter, Chair, 878-8350

FOYERS-

Michael Hechmer, Pastoral Care Ministry Team leader, 878-3725

JUNIOR CHOIR-

Carol Reichard, Director, 878-0014

MEN'S GROUP-

Chuck Ordway, 879-9584 ; Fred Norton, 879-0872

NEWCOMERS MINISTRY TEAM-

Jeannie Pizii, Team leader, 879-4268

9:15 MUSIC TEAM-

Nancy Roff, Director, 879-0891

OUTREACH MINISTRY TEAM-

Joyce Carroll, Co-Chair, 878-4655;

PASTORAL CARE MINISTRY TEAM-

Michael Hechmer, Team leader, 878-3725

GROUP CONTACT INFORMATION, 2008
(CONTINUED)

PRAYER CHAIN-

Kathy Rouleau, 879-0239

PRIMARY TEACHING TEAM FOR YOUTH ED.-

Kenneth R. Hitch, Rector, 878-4014

READERS-

Kenneth R. Hitch, Rector, 878-4014

SENIOR CHOIR-

Carol Reichard, Director, 878-0014

SOLE MATES-

Mary Carlson, 879-5258

STEWARDSHIP MINISTRY TEAM-

Mary Carlson, Chair, 879-5258

STRATEGIC PLANNING COMMITTEE

Charlie Roff, Chair, 879-0891

THE SUNSHINE BOYS-

Chuck Ordway, 879-9584

USHERS-

Chuck and Joyce Ordway, 879-9584

WALLS AND GROUNDS COMMITTEE-

Sue Brown, Chair, 878-1484

WOMEN'S GROUP-

Jeannie Pizii, 879-4268

WORSHIP COMMITTEE

Kenneth R. Hitch, Rector 878-4014

CHILDREN'S MINISTRY TEAM FOR THE 9:15 SERVICE-

Kenneth R. Hitch, Rector 878-4014

Worship Committee

YOUTH MINISTRY TEAM-

Lindsey Huddle, 864-6111; Suzanne Lawrence, 872-2642

Please note: Every attempt was made to publish information that was complete and accurate at the time of printing. Any omissions, oversights, or misstatements that may have occurred were inadvertent.



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