

GRACE EPISCOPAL CHURCH ANNISTON, ALABAMA

INTRODUCTION TO GRACE MINISTRY VOLUNTEERS

The vitality of Grace Church over the decades has been the result of strong Pastoral and Vestry leadership combined with the stewardship of its Parish members who have faithfully given of their time, talents, and financial gifts. It is generally agreed that the effects of Covid-19, along with other local, national and world influences, have presented new challenges for most churches. The Vestry at Grace has had many discussions around the topic of how to get all the parish family back in church and more involved on a consistent basis.

After much discussion, a new mission statement for Grace was chosen by the Vestry:

GROWING TOGETHER IN THE LIKENESS OF CHRIST

It is a call to each member of the parish to become more active in the church with consistent attendance in Sunday Morning Worship and more involvement beyond the Sunday Morning Worship Service. It is believed that this is how a church grows and becomes more viable.

It was for this reason that a goal was set to create a program designed to expand the VOLUNTEER MINISTRIES of Grace Church...With the ultimate goal being for every member to serve on one or more of these Volunteer Teams! This goal was set on the premise that when members were involved in volunteering in the different ministries of the church, not only would the church grow in numbers, but each member would experience a closer relationship to Christ and each other. It was also believed that as this happened, the parish of Grace would be ready and eager to expand its current community outreach programs and eventually expand beyond the boundaries of the local community.

This program was set up to reflect SEVEN PRIMARY VOLUNTEER MINISTRY categories that were designated for service at Grace Church. Under each of the ministries was a variety of related service teams on which our members were invited to serve as volunteers.

There will be a CO-ORDINATING LEADER at the top of the Volunteer Chart. Each of the seven category volunteer ministries will have a CATEGORY LEADER. Each of the related teams under each category will have a CONTACT LEADER.

In order to have communication as to what is taking place in the category teams, the CONTACT LEADERS will communicate with their CATEGORY LEADER as to their activities. The CATEGORY LEADERS will communicate the activities and progress to the CO-ORDINATOR who will communicate with the RECTOR and the VESTRY.

This format was designed to serve the purpose of enhancing communication in ways that will benefit all of the Grace Parish and particularly those who are charged with the leadership and oversight of Grace Church and its' volunteer ministries.

Changes to this format and individual volunteer areas may need to be made in the future as progress and need dictate. The program is to be viewed as a fluid one that is adaptable to change

at the discretion of the Rector and the Vestry.

This has been a year-long project...challenging but highly rewarding. It has always been evolving and expanding. One highlight in this process was the identification of the host of volunteers who were already doing a wonderful job at Grace. This motivated the team to work even harder toward the goal of encouraging every member of Grace to get involved on a personal basis. This team never wavered in its belief that God was guiding the pathway to success under the banner of the Vision Statement chosen by the Vestry:
GROWING TOGETHER IN THE LIKENESS OF CHRIST.

Thanks to the Vestry for your support, and also to the Grace volunteers who were already involved in many areas of volunteer service at Grace. A lot was learned from the information you contributed to the completion of this Guidebook for all Volunteers who will be serving on one or more of the Grace Ministry Teams. In addition, was the ongoing encouragement and digital support of Glenda Barker throughout the process.

This project was researched, written and compiled by the following Vestry Members:

Augusta Andrews
George Monk
Betty Yarbrough

2023 – 2024

TABLE OF CONTENTS

INTRODUCTION

I. WORSHIP MINISTRY

- Acolytes
- Altar Flowers
- Altar Guild
- Brass Polishers
- Children's Chapel
- Choir/Music Planning
- Church Keepers.
- Eucharistic Ministers
- Healing Prayers
- Lectors/Intercessors
- Newcomer Greeters
- Ushers
- Video Ministry

II. CHRISTIAN EDUCATION-FAITH FORMATION

- Christian Education-Adults
- Christian Education-Children
- Confirmation
- Episcopal Youth Community (EYC)
- Bible School

III. PARISH LIFE & SERVICE MINISTRY (INREACH)

- CURSILLO
- Daughters of the King (DOK)
- Episcopal Church Women (ECW)
- Funerals
- Kitchen Cook Teams
- Office Support
- Pastoral Care
- Weddings

IV. PARISH LIFE & SERVICE MINISTRY (OUTREACH)

- Beans & Rice, Peanut Butter
- Foothills Day Camp
- Lobsterfest
- Preschool Friends
- Soup Bowl

V. LEADERSHIP

- Vestry

VI. PROPERTY MINISTRY
Buildings/Furnishings
Gardens/Grounds
Kitchen "Care" Team
Preservation
Security

VII. FINANCIAL MINISTRY
Memorials
Scholarships
Stewardship

I WORSHIP MINISTRY

THE WORSHIP MINISTRY is involved in every aspect of worship that takes place in the Sanctuary of Grace Episcopal Church. Members of these worship teams support Sunday and other regularly scheduled and special services held within the Sanctuary. These special services would include, but are not be limited, to funeral and wedding services.

The following teams fall under The Worship Ministry:

- Acolytes
- Altar Flowers
- Altar Guild
- Brass Polishers
- Children's Chapel
- Choir/Music Planning
- Church Keepers
- Eucharistic Ministers
- Healing Prayer Team
- Lectors / Intercessors
- Newcomer Greeter Team
- Ushers
- Video Ministry

ACOLYTES

By definition, ACOLYTE means “one who helps or serves”. They are part of the Altar Team. One must be baptized to be an Acolyte in the Episcopal Church. Acolytes process into the church ahead of the Clergy and serve at the altar. The size of the church membership may determine how many acolytes are available for the worship services.

At Grace Church, the Acolytes, under the leadership of a church member, may begin to receive training as early as the third grade. The beginning Acolyte group are TORCH BEARERS and they serve through sixth grade. The older Torch Bearers light the candles. In Junior High School, they move up to SERVERS and help the clergy prepare for communion. They become CRUCIFERS in High School and lead the procession into the church with the large cross. The GOSPEL BEARER carries the Bible from which the Clergy will read the Gospel Reading. The designated Acolyte will receive the offering from the Ushers. At the end of the Worship Service, the Acolytes process out in the same order in which they entered the Sanctuary.

In addition to serving at Sunday Worship Services, Acolytes serve at funerals, weddings, and other special services as needed.

All baptized children of Grace Church are encouraged to be trained as Acolytes as soon as they reach third grade and then serve through High School. In a church the size of Grace, they will be scheduled to serve more often than would be the case in larger churches. Parents are encouraged to inform the leader of the Acolytes of those dates their child will not be available to serve, so they will not be scheduled. The Acolyte experience serves as a beginning of faithful service in the Episcopal Church and parents are encouraged to support their children in this important service ministry.

Volunteers are needed in different areas of the Acolyte ministry.

ALTAR FLOWERS

ALTAR FLOWERS at Grace are given to the Glory of God. They can be given in honor or memory of a loved one on a Sunday chosen by the Donor. An acknowledgment will be printed in that Sunday's bulletin.

RESPONSIBILITIES OF THE ALTAR FLOWER TEAM:

They are to maintain a record of those who give notification of the desire to place flowers on the altar. This would require the name of donor, date requested, memorial or honor information to be printed in the bulletin and the donor's preference for handling the floral arrangements at the end of the service.

Typically the floral arrangements are made with live flowers or greenery. The donor will deal directly with their preferred florist. Arrangements must be made for the florist or donor to enter the church and place flowers on the altar at a designated place.

The name of the donor will be recorded on the Altar Flower Calendar.

The Grace Parish Administrator will be provided with information for the bulletin.

The Altar Flower Team and the Altar Guild work together in decorating the Sanctuary with flowers for Easter and Christmas.

Volunteers are needed to be a part of this team.

ALTAR GUILD

The ALTAR GUILD is a lay ministry with the primary goal to serve God in His church by preparing the Sanctuary for worship and maintaining and caring for the sacred vessels, altar linens, and vestments.

GUIDELINES FOLLOWED BY THE ALTAR GUILD

New members of the Altar Guild will receive training and support from active Altar Guild members as to how to perform the following readiness for the service:

Set up and care for the furnishings in the Sanctuary and Sacristy as well as other areas of the church where special services take place.

Assist in preparation of reserve sacraments.

Set up the altar and credence table with linens, vessels, books and the elements (bread and wine) to be administered during communion.

Set out the alms basins.

Change hangings on the altar, pulpit, and lectern to proper color of the day based on the church calendar.

Check the Sanctuary after services to be sure the pew racks are supplied with the song books and Book of Common Prayer.

Check the Sanctuary for readiness to worship.

ADDITIONAL RESPONSIBILITIES TO BE ADDRESSED:

Launder and iron the worship and altar linens.

Polish the silver and replace the candles.

Set up the Sanctuary for baptisms, weddings, and funerals.

Work together with the Altar Flower team to decorate the Sanctuary with flowers for Easter and Christmas services.

Volunteers interested in serving on the Altar Guild are encouraged to let it be known.

BRASS POLISHERS

BRASS POLISHERS are a group of volunteers who meet once a month to polish all the brass used or seen in the Sanctuary worship service each week. There is a room off the Sacristy with materials needed to perform this service.

Volunteers are needed and welcomed.

CHILDREN'S CHAPEL

CHILDREN'S CHAPEL is designed to help young children, beginning at four years of age, to understand the wonder and grandeur of liturgical worship in The Episcopal Church. The children follow the adult procession into the church behind the little cross.

Then they process out to their small chapel where they follow a similar order of service as that of their parents. They return to the Sanctuary to sit with their parents at the time of the offertory.

Adult leaders will be trained and supported in the order of the children's service. It is designed to follow as closely as possible the more formal service they will attend as they get older.

Volunteers are needed and encouraged to be prepared to serve one Sunday each month.

CHOIR / MUSIC PLANNING TEAM

IT IS THE CONVICTION OF THE MEMBERS OF GRACE CHURCH THAT MUSIC ADDS SIGNIFICANTLY TO THE WORSHIP SERVICE.

The choir at Grace Church is composed of both church volunteers and paid singers. Typically, the paid singers are Jacksonville State University students. The Choir Director is a paid staff member with a background in music and choir leadership. The adult choir sings at the 10:30 AM service on Sunday mornings, September through May. They also sing at the summer worship services, June through August, usually at 9:00 AM. The Wednesday night service is a more informal setting with more song selections from the Alleluia song book and either guitar or piano accompaniment.

There are other services during the year when the choir provides music...such as Christmas Eve and requested funerals. There are times when musicians play their instruments to accompany the choir.

Choir rehearsals are on Sunday at 9:15 AM and occasionally on Wednesday nights at 6:30 PM.

At the request of the Rector, the Music Team will assist in selection of worship music and assist the Choir Director, choir members and musicians as needed. The Music Team is actively involved in recruiting new choir members. They also help to organize the Annual Parish Christmas Party. This team supports the Choir Director in lining up musicians to perform at Lobsterfest, the Annual Parish Picnic, Mardi Grits Celebration and other special church events. They are dedicated to evaluating new ways to use music to enhance the worship experience for everyone in attendance.

Volunteers from within the parish are encouraged to join the choir and sing on a regular basis. Suggestions or questions regarding the music program may be addressed to the Music Team.

CHURCH KEEPERS

CHURCH KEEPERS support the Altar Guild to ensure the Sanctuary is in order for all worship services. This includes a check of the pew racks to be sure the Hymnals, Alleluia Song Books and Prayer Books are in good shape and position. The pews should be completely clear of bulletins and other objects from previous services.

The Narthex should be checked before services. The table should be arranged neatly and orderly with old materials discarded as needed. This team will check the Narthex area for stray objects which might need to be discarded or placed in the Lost and Found box in the church office.

Prior to weddings and funerals the Church Keeper Team assures the Narthex and Sanctuary are prepared for the holy services. In most cases the table may need to be cleared. The choir loft needs to be prepared for additional seating if needed for an overflow crowd. Nothing but unquestionable trash is to be thrown away. Unless otherwise directed, removal of choir materials will be stacked in the Sacristy to be picked up by a choir representative on Sunday morning following the special service.

Volunteers are needed on this team.

EUCCHARISTIC MINISTERS

EUCCHARISTIC MINISTERS are a part of the Altar Party and they assist the Rector during The Eucharist. There is a specific training protocol, at the end of which a three- year license will be issued by the Diocese. There is also a handbook available to read which explains the significance of this sacred area of service.

Volunteers interested in serving in this capacity are encouraged to make an appointment with the Rector to learn more about what is expected and when the training will take place.

HEALING PRAYER TEAM

THE HEALING PRAYER TEAM is available on the first Sunday of each month at both the 8:00 AM and 10:30 AM worship services. It is in conjunction with the Eucharist Service. Two members of the Healing Prayer Team will be available at the Prayer Kneelers, in the Narthex, to pray with anyone who chooses to receive either individual or family Intercessory Prayer. Some members choose to go back for prayer before they go up for communion, while others may choose to go after having received communion. It is a personal decision to receive the healing prayer.

The prayer leader will ask if there is a specific prayer need or request. It can be health related for oneself or a loved one, or anything that is on the heart at that time. It's a personal, meaningful time in prayer with a caring person in the Grace Family.

Volunteers are welcome to be a part of this healing prayer team. New volunteers will be supported as to the specific prayer that is used and how to make it personal for those seeking Intercessory Prayer.

LECTORS & INTERCESSORS

LECTORS (Readers) in the Episcopal Church are responsible for reading the Selected Scriptures during the Sunday Worship Services and at other services such as weddings and funerals. Intercessors read The Prayers of the People at the Worship Service. These lessons and prayers are a significant and meaningful part of each Worship Service.

At Grace Church there is a rotation schedule within the register of Lectors and Intercessors. Each week those who are scheduled to lector will be sent a reminder note and a copy of the readings, so they can prepare for the Worship Service. Familiarizing oneself with the scheduled scripture reading enables the Lector to communicate meaningfully the Biblical message. Intercessors will find prayers of the people in the sacristy prior to the service.

When a Lector or Intercessor is unable to serve as scheduled, it will be his/ her responsibility to find a replacement from the list of known Lectors or Intercessors. The church office should also be notified of the change, so the readings can be mailed to the appropriate reader and recorded in the Sunday morning bulletin.

THERE IS ALWAYS A NEED FOR VOLUNTEERS TO SERVE AS LECTOR AND/OR INTERCESSOR AT BOTH SUNDAY SERVICES AT GRACE.

NEWCOMER GREETER TEAM

The NEWCOMER GREETER TEAM is considered to play an important role in growing the church parish. It has been said that how first-time visitors feel welcomed, from the time they enter the church doors till they exit, will often determine whether they will return for a second visit.

While the Ushers will provide the initial warm and inviting atmosphere as they greet each church member and visitor, the Greeter's impact on the visitors may occur prior to the worship service, after, or maybe both of these times. The immediate goal of the Greeters is to welcome the guests by introducing themselves. The goal is to learn the names of the guests and derive a strategy to help REMEMBER their names! This team will have in place a protocol for guiding those who are not familiar with the order of service and use of the prayer book. They make sure the visitors meet the Rector and, where feasible, meet other church members. Fostering the relationship with the visitors who come back to worship services or other activities of the parish moves them to a reference of Newcomers.

The Newcomer Greeter team will work together with the Rector to come up with creative ways to make Newcomers feel warmly welcomed at Grace. This will be done without overpowering them while they are determining whether Grace Church is the best fit for them. Once it's clear they are interested in being a part of the Grace Church family, there will be a plan in place to move them forward in learning more about the church and making them aware of the many places in the church in which they can serve and grow together in the likeness of Christ.

Volunteers are needed to join this team and become a vital part of a team specifically designed to grow Grace Church.

USHERS

THE USHERS are most often the first people the church members and guests see as they enter the Narthex of Grace Church. They set the tone for a warm and welcoming worship experience. Each person is handed a bulletin and greeted by name when possible. Ushers are available to answer questions or help with seating as needed. The Ushers maintain a watchful eye throughout the service and are prepared to assist in case of an emergency.

Ushers collect the offering, assist in communion, and count the attendance. They serve on an alternating schedule and receive a reminder notice the week they are scheduled to serve. If they are unable to serve on their appointed day, they are responsible for getting another usher to replace them. They are asked to inform the church office who their replacement will be, so the change can be made in the bulletin and the one serving can receive the reminder card.

Ushers may be requested to assist at funerals and other activities of the church.

(There is a more in-depth list of Usher responsibilities available in the church office.)

VOLUNTEERS INTERESTED IN SERVING AS USHERS ARE ENCOURAGED TO LET IT BE KNOWN.

VIDEO MINISTRY

In consultation with the Rector and under the leadership of the Christian Education Director, THE VIDEO MINISTRY designs and recommends all video, audio and social media outreach of the worship services. They also respond when video is needed in Tyler Hall due to overflow crowds in the Church Sanctuary.

Volunteers are needed each Sunday and will be trained in the procedures and expectations that are necessary for the services to be recorded and transmitted for available online opportunities. They will be part of the team that will assess and recommend needed equipment consistent with the needs of the ministry.

Volunteers will be asked to serve a minimum of one Sunday monthly and more often as needed

II CHRISTIAN EDUCATION – FAITH FORMATION

“Train up a child in the way he should go and when he is old, he will not depart from it.”
Proverbs 22:6

CHRISTIAN EDUCATION-FAITH FORMATION FOR CHILDREN begins when the child is very young. It is the belief at Grace Church that the youngest child in the nursery has begun his or her Christian education and faith formation journey.

The goal of early CHRISTIAN EDUCATION -FAITH FORMATION is to teach the children about the world God has created. As time progresses, they stress how God made them and loves them and will always be there for them. Faith formation is woven into integrative learning activities. The children’s classes continue through fifth grade and then they move to a Jr. High School class and then to Sr. High School. As children pass through these age groups, the goal is to teach lessons and encourage activities that will grow their Christian Faith and help them develop a personal relationship with Christ.

Confirmation is the goal for all children and adults as they confess their belief in Christ as their Savior and make the decision to be confirmed in the Episcopal Church.

The goal for continued CHRISTIAN EDUCATION-FAITH FORMATION FOR ADULTS is to provide an atmosphere in the church for fostering discipleship and a desire to know more about the Bible and how it motivates Christians with a desire to grow more in the likeness of Christ.

The team ministries under Christian Education- Faith Formation:

- Christian Education-Adults
- Christian Education - Children
- Confirmation
- EYC
- VBS

CHRISTIAN EDUCATION - ADULTS

THE ADULT CHRISTIAN EDUCATION program at Grace begins on Sunday mornings in the Sunday School hour between the 8:00 AM and 10:30 AM worship services. Currently, the only Sunday morning class is the Lectionary Class which is well attended. This class studies the lectionary scriptures in the current cycle of readings.

Throughout the week the following offerings are available for interested adults:

Centering Prayer Group in the Sanctuary.

Book Study

Eucharist with Healing Prayer

Wednesday night service: a more casual worship service with guitar or piano accompanying the songs, a short Homily by the Rector, followed by a casual supper together.

A Volunteer team is needed to work with the Rector to explore topics of interest and concern for the adults of Grace Church. This would also be the occasion in which the concept of “small groups” could be explored at Grace. Small groups were a Biblical strategy in the New Testament and have become a successful and meaningful part of many churches locally and beyond.

Acts 5:4. “EVERY DAY THEY SPENT TIME IN THE TEMPLE AND IN ONE HOME AFTER ANOTHER. THEY NEVER STOPPED TEACHING AND TELLING THE GOOD NEWS THAT JESUS IS THE MESSIAH.” They met in larger groups for worship and small groups for further growth and fellowship.

Ultimately, small groups can focus on any topic of interest. They have proven successful in churches across the country, as they facilitate the formation of deeper Christian friendships and encourage spiritual accountability among church members. It’s also proven to be a successful setting for inviting unchurched neighbors and friends or less committed church members to interact within a dedicated church community setting.

Those who are interested in growing the Adult Christian Education program at Grace are encouraged to volunteer for this team.

CHRISTIAN EDUCATION – CHILDREN

THE CHILDREN'S SUNDAY SCHOOL curriculum is "Holy Moly" and is an experiential learning program for children who are between the ages of three years old through fifth grade. It is an interesting and easy program to follow and present to the children. The liturgical seasons are observed and emphasized throughout the year. Bible stories are taught and stressed through hands on learning activities.

Volunteer teachers are needed who will commit to Sunday mornings from September to May. They are asked to arrive by 9:15.

CONFIRMATION

According to the Book of Common Prayer, CONFIRMATION in the Episcopal Church is defined as “the sacramental rite in which a candidate expresses a mature commitment to Christ, and receives strength from the Holy Spirit through prayer and the laying on of hands by the Bishop.”

Currently, the youth at Grace, from sixth grade to Jr. and Sr. High School, are grouped together to learn more about the Sacrament of Confirmation in the Episcopal Church. During Sunday School classes, they receive a wide range of instruction from the Christian Education Director and Youth Director of Grace. At the onset they learn that if they were not Baptized previously, as a baby or young child, the Sacrament of Baptism must precede the Sacrament of Confirmation. As more information is presented and discussed, the youth are encouraged to ask questions to clarify their understanding. They are also encouraged to have conversations with their parents as to their feelings and what they are learning in their Confirmation classes. Over time, as their knowledge grows and they understand the meaning of Confirmation in the Episcopal Church, they may share their readiness and desire to move forward in being confirmed.

In order for an adult to be confirmed, one must be baptized, freely consent, and receive proper instruction about the sacrament. An ENQUIRER class is required prior to confirmation. It is typically offered once a year for any adult interested in becoming a member of the Episcopal Church. It is also open to any church member interested in a refresher course. This class includes information on the beliefs, history, worship, and practices of the Episcopal Church. There is an emphasis on the physical layout of the specific areas of the church and their significance.

Those who have completed training and consented will be confirmed by The Bishop of the Alabama Diocese on his next visit to Grace.

Volunteers in this process are encouraged by the Rector and may attend the classes and share in answering questions and showing support for the attendees.

Volunteers may give their testimony as to why Episcopalian...why Grace?

Volunteers may be asked to teach or lead a class on certain topics to be covered.

EPISCOPAL YOUTH COMMUNITY (EYC)

The overall purpose of the EYC program in the Episcopal Church is to build a sense of community and Christian fellowship in the Jr. and Sr. High Youth Program. Since the Pandemic, the Jr. and Sr. High groups have been combined due to the smaller numbers in each group. The initial goal is to provide a nurturing environment in which the youth learn to share and express their love for Christ to each other. The element of spiritual development is stressed through Worship, Bible Study, Service and overall Christian Formation. They are encouraged to serve in the Acolyte program till they graduate from high school. Community fellowship is encouraged with activities for this age group, no matter the church denomination. Community outreach is a major focus of the EYC program.

EYC meets together monthly for a fun activity or a particular community mission. They take a lead on All Saints Day with luminaries to commemorate those members of Grace who have died. Each year they are involved in the activities of Lobsterfest that involve children. They assist with activities at Foothills Day Camp and Vacation Bible School each summer. Mardi Grits is one of their annual events. At Easter the EYC sponsors the egg hunt for the younger children and at Christmas they sponsor Christmas gifts for children in local charities. These are a sampling of Grace Youth involvement throughout the year.

The Youth Director expressed an interest in working with other local church groups in combined outreach activities as well as social outings. Consideration for occasionally having an adult from the parish family speak to the youth about their own faith and Christian walk, especially as a youth themselves, is to be pursued. It could lead to all parties involved growing in relationship with each other.

Volunteers are welcome to be a part of the EYC program at Grace Church. It is believed that collaboration between the adults and youth can lead to good communication between the two groups. This joint relationship would serve as an expansion of outreach and social events beyond the walls of the church.

VACATION BIBLE SCHOOL (VBS)

VBS typically begins on Tuesday, following Memorial Day, and concludes on Thursday with a family picnic. The children are grouped according to age and they proceed through different stations where the emphasis is on Bible stories with the Rector, character building activities, music, arts and crafts, Lego building, community garden, and emphasis on community service. The children also enjoy a time of outdoor recreation and refreshments.

Volunteers are needed as:

- Class shepherds who are the leaders who take their group to each VBS station.

- Station leaders who present the lessons at each VBS station.

- Snack teams who prepare and serve refreshments.

- EYC teens who lead the outdoor activities.

III
PARISH LIFE AND SERVICE MINISTRY – INREACH

THE PARISH LIFE & SERVICE MINISTRY OF INREACH promotes growth inside the church family, as it focuses on strengthening the believers through building relationships with each other as they all mature in their faith. There is emphasis on supporting each other in times of trouble, as well as rejoicing together when special things happen to one of them. It's supporting events where the membership will gather beyond the Sunday Worship Service. It's volunteering to serve on one or more of the volunteer ministry teams.

The following volunteer teams come under PARISH LIFE AND SERVICE MINISTRY INREACH:

CURSILLO
DOK
ECW
Funerals
Kitchen Cook Teams
Office Support
Pastoral Care
Weddings

CURSILLO

CURSILLO in the Episcopal Church is a movement/ organization designed to encourage Christians to live out their Baptismal Covenant in service for Christ. A scheduled CURSILLO event for a newcomer begins with a three-day week-end retreat at Camp McDowell where lay people and clergy share perspective and experience on a variety of topics related to the love of God, the Christian life and the Christian community. Each person who participates in the CURSILLO week end is sponsored by a fellow church member who is a part of the CURSILLO movement at Grace.

There is a plan in place to extend the experience beyond the initial week end. This is in the form of ULTREYA (gathering) of all PILGRIMS (church members) who have attended a CURSILLO week end. Participating parishes are encouraged to schedule these ULTREYA events periodically throughout the calendar year.

All parish members are encouraged to attend a CURSILLO weekend as they feel led to do so. Church members who are a part of the CURSILLO movement are encouraged to attend related functions sponsored in their parish and to share the goals of the movement with their parish family members who have not attended a CURSILLO week end retreat.

Volunteers who are a part of the CURSILLO movement are needed on the team that plans special events throughout the year and actively supports the CURSILLO movement at Grace.

THE DAUGHTERS OF THE KING (DOK)

The DOK is a religious order of the Episcopal Church where members pledge to a life-long commitment of prayer, service and evangelism. It is both an outreach and inreach ministry. The members are dedicated to the spread of Christ's kingdom and the strengthening of the spiritual life of the parish. They support the clergy by assisting in pastoral care.

DOK at Grace sponsors several outreach projects every year including, but not limited, to the following:

Card ministry- Pet supply collection- Welcome bags for visitors-
Christmas stockings for preschool Children

They also support the Beans and Rice plus Peanut Butter Ministry with gathering and distributing out of Tyler Hall once a month.

Volunteers are welcome and encouraged to help with one or more of these DOK ministries. Those who are interested in learning more about DOK or one of the outreach ministries are invited to speak with the Rector to be guided to a DOK member who will be glad to talk with them.

EPISCOPAL CHURCH WOMEN (ECW)

ECW is the organization of the Women of the Episcopal Church. Every woman who has joined the church is automatically considered to be a member of ECW. There is a Board comprised of a President, Secretary, Treasure and three Guild Chairpersons. Each Guild sponsors two luncheons per year. There is a program or key speaker following each luncheon. In December there is a wine and cheese party and in May a potluck gathering.

The ECW works in collaboration with the Vestry on the food menus and Tyler Hall preparation for the Annual Parish Meeting, the Annual Parish Picnic, The Annual Rally Day Picnic, The Bishop's Reception and other receptions or events that might be held during the year.

Among the many Inreach/outreach events supported by the ECW are the following:

The Annual Parish Meeting Luncheon

The Annual Parish Picnic

The Annual Rally Day Picnic

Bishop's Reception

Clothing Drives

Lobsterfest Bake Sale

Palm Sunday Bake Sale

Beans & Rice Distribution

The ECW of Grace Church is a participating member of both the Cheaha Convocation and the Diocesan ECW.

Volunteers are needed on each of the activities supported by the ECW.

FUNERALS

Specific details of the Burial Service at Grace Church are under the discretion and leadership of the Rector. The Rector meets with the family to determine the details related to date and time of service. At that time a copy of the Episcopal Burial Service guidelines at Grace Church are provided for the family to make choices regarding scriptures, music, pallbearers, flowers, and other special service-related requests.

Following the initial meeting, the family will be informed by the Rector of the contact person from the Funeral Team who will assist in handling other details prior to the Burial Service. This person will communicate with the Rector to determine what needs to be done to prepare for details not directly related to the Burial Service. This would include such things as contacting the church Sexton to prepare the church for the service according to a checklist. Give notice if Tyler Hall will need preparation for an anticipated overflow crowd attending the Burial Service. Give notification to The Visual/Audio team as need dictates.

Coordinate with other teams such as ushers, acolytes, lectors, altar guild and organist. Prepare King Parlor as needed. Check the narthex area for family and guest-readiness. Assure program bulletins are prepared and placed in the narthex.

This team will be available to address other related concerns as they arise or at the specific request of the Rector or family. It would be advisable for at least one member of the Funeral Team to be available to assist the Rector and family the day of the Burial Service.

It is further recommended that the Funeral Team consider writing formal guidelines and a checklist to follow that reflects the things that need to be addressed leading up to the Burial Service. It would reflect, but not be limited, to the details previously stated.

Volunteers wishing to serve on this team are encouraged to do so.

KITCHEN COOK TEAMS

Sunday morning Cook Teams will be staffed by volunteers after Labor Day in September through mid-May. Typically, there will be four teams who will cook one Sunday out of the month. The meal should be ready to serve at 9:00 AM.

Cook teams are also needed for Wednesday nights during this same monthly time frame. The meal should be ready to serve at 6:00 PM, following the 5:30 service.

The cook teams will prepare Tyler Hall by setting up the drink table and putting paper placemats on the guest tables. All tables used will be cleared at the end of the meal and dishes will be left in the sink to be washed by the Sexton. The serving area and counter tops in kitchen should be left clean to avoid unwanted pests.

Typically, \$3-5 for breakfast and \$5 for supper from each person will be placed in the basket at the front of the serving line...with a cap of \$10 paid per family. Donations are accepted. Members of the cook teams may be reimbursed for necessary purchases. They will need to turn in a receipt to the church office along with any cash donations collected from the meal.

Kitchen cook team members are encouraged to communicate with the Kitchen "Care" (oversight) Team with any questions or concerns regarding inventory, maintenance, or sanitation and cleanliness of the kitchen.

Volunteers are needed to serve on a kitchen cook team for Sunday mornings and Wednesday evenings.

OFFICE SUPPORT

Volunteer OFFICE SUPPORT comes under the umbrella of the Administrative Staff. At Grace Church, this includes: Rector, Office Manager, Director of Christian Education -Faith Formation and Communications, and Director of Preschool Friends.

The Parish Office Manager works with Church Volunteers who are interested in helping at the office. Some jobs would be handled weekly: Ex. folding bulletins for Sunday or other special services and addressing notices mailed out to church members scheduled to serve on the following Sunday. Some volunteer job positions would only be needed at certain times of the year: Ex. Working in the office the week prior Lobsterfest, or filling in when the Office Manager is on vacation or out due to illness. In general office support might involve answering the phone and writing messages , running the copy machine, filing, typing, computer support, directing visitors to the appropriate destination and similar tasks as designated and needed by the Parish Office Manager.

Those interested in volunteering for office support should make an appointment to speak with the Parish Office Manager.

Volunteers interested specifically in helping out with Preschool Friends or in the area of Christian Formation and Communication are encouraged to make an appointment to meet with the Director of the desired program to learn of specific support needs.

Volunteers with specific skills or interests are encouraged to meet with a member of the Administrative Staff to determine how and where they might serve best.

PASTORAL CARE TEAM

THE PASTORAL CARE TEAM is led by the Rector. It is recommended this team develop policy guidelines for meeting the needs of church members who request pastoral care or who are known to have pastoral needs. Some needs can only be met by the Rector, which will be determined before the care team becomes involved. Some training may be necessary to assure all parties will be comfortable and comforted in the visits and care process.

The following initial suggestions were submitted by the Rector as ways he could be supported by this volunteer team:

- Visiting those in the hospital as requested.

- Visiting those who are home bound when requested.

- Supply meals when needed for the short term.

- Be part of a support prayer team to meet on a regular basis.

Volunteers who are interested in this ministry are encouraged to let the Rector know of their interest.

WEDDINGS

The WEDDING TEAM at Grace is made up of a Wedding Coordinator and at least one other volunteer. This church member will direct the wedding according to specific guidelines outlined in a booklet that will be provided to the bride at the first meeting with the Rector.

At the first meeting, the wedding date will be set and authorized by the Rector. In the preliminary meeting with the Rector, wedding service information is shared and questions are answered. The wedding booklet is to be used as a reference throughout the church planning process. Premarital conferences are required and must be arranged with the Rector.

Volunteers interested in serving on the Wedding Team are encouraged to contact the Wedding Coordinator for further information.

IV
PARISH LIFE AND SERVICE MINISTRY - OUTREACH

THE PARISH LIFE AND SERVICE MINISTRY FOR OUTREACH is a collective action by parish membership to spread God's Word and Share His Love beyond the church walls and into the local community. This happens best when the goal is to actively demonstrate compassion and care to those who need a helping hand. The beginning point is to do things that will meet their most immediate physical needs of food and clothing. It is the desire of Grace Church Parish to be informed of the needs of the community and work together to see where the Parish can serve most effectively. God's people reaching into the local community to serve others provides opportunities for both the givers and receivers to grow together in the likeness of Christ. This includes working with other churches and groups on behalf of those in need in the community.

The following teams come under THE PARISH LIFE AND SERVICE MINISTRY (outreach):

Beans and Rice/Peanut Butter
Foothills Day Camp
Lobsterfest
Preschool Friends
Soup Bowl

(See DOK and ECW for other Grace Church Outreach projects)

Grace Church also participates and/or financially supports other community organizations, such as: Center of Concern, Interfaith Ministries, Community Enabler)

Volunteers are needed for each of these outreach teams.

BEANS & RICE / PEANUT BUTTER

THE BEANS AND RICE/PEANUTBUTTER MINISTRY of Grace Church has been an outreach ministry for many years. It is supported by DOK and ECW, as well as other members in the Parish. It serves the community at large, so whoever shows up the first Saturday of every month between the hours of 8:30 AM and 10:AM will receive one pound of dried beans, one pound of uncooked rice, one jar of peanut butter, and usually two cans of vegetables. Many times, other donations have been made and they are also distributed.

The LAST WEDNESDAY night of the month, following the 5:30 church service and supper, VOLUNTEERS gather to assemble the food bags.

The FIRST SATURDAY of the month VOLUNTEERS are needed to finish preparing the bags of food in Tyler Hall. Guests are greeted at 8:30 AM and given the opportunity to put their names on the prayer list and a member of DOK will specifically pray as they have requested. Sometimes they mingle around before leaving with their food bags. After the food has all been distributed, a few minutes is taken to straighten and prepare Tyler Hall for Sunday morning breakfast before leaving the church.

VOLUNTEERS are needed for this ministry and there is a guarantee they will leave feeling as blessed as the recipients of the food bags!

FOOTHILLS DAY CAMP

Foothills Day camp is an outreach ministry of Grace Episcopal Church. It is staffed by Grace Church volunteers, as well as volunteers from around the Diocese. The goal is to provide a free camp experience for children in the local area who might not otherwise have the opportunity. The age frame is six to ten years old. It is typically held for one week, in July, at Camp Lee.

It takes numerous volunteers with various skill sets and big hearts to provide this Day Camp outreach experience each summer.

SOME OF THE VOLUNTEER TEAMS:

Planning/ organizing team. Promoting/registering team. Transportation team.

Collection team for a new swimsuit, towel and tee shirt for each camper.

Meal/snack team. Leader Teams for all the different activities. Provision team for the Non-local staff members. Rotating team to be placed as needed.

Those interested in volunteering in any of the above areas at Foothills Day Camp are encouraged to contact the Camp Director.

LOBSTERFEST

The annual LOBSTERFEST is held at Grace Church in October of each year. It is an outreach ministry of Grace Episcopal Church with proceeds going to benefit the local Habitat for Humanity. Tickets are pre-sold and the live lobsters are ordered and shipped from Maine. Meals are prepared and served by Grace Church volunteers, as well as supporters of Habitat for Humanity and volunteers from other local sources.

In addition to the lobster meal, the Grace Church ECW sponsors a large bake sale that is supported by the church members the day of Lobsterfest. Hamburgers and hot dogs are grilled outside for those who prefer a different food choice. Craft Vendors are invited to set up booths on the church grounds with a percentage of sales going to the church outreach ministry. Typically, musical entertainment takes place outside for the enjoyment of all. Special activities are planned outside for the children. EYC volunteers support the outside children activities.

It takes a host of VOLUNTEERS to have a Lobsterfest and all that goes with it. In addition to everyone being asked to sell tickets and work the day of the event, there are advance teams needed to publicize and promote the event. All members of the Parish are encouraged to volunteer in one of more capacities of this large outreach event.

PRESCHOOL FRIENDS

PRESCHOOL FRIENDS is a free outreach pre-school program for children ages 4-5. It's designed to provide a "jump start" to a formal kindergarten program. It is funded by grants and private donations. There is a small paid staff. The children are taught readiness language skills. They are provided an atmosphere to promote an emphasis on social skill development and age-appropriate independence. They are provided snacks and lunch each day.

Volunteers are appreciated and invited to help in the following ways:

Support children 1:1 who need extra help.

Support the following Special activities during the year:

Christmas Party. Valentines Party. End of year Graduation

SOUP BOWL

THE ANNISTON COMMUNITY SOUP BOWL outreach ministry is a community effort made up of volunteers across the area. It is located at 301 W 15th St. in Anniston. Hot meals are served Monday through Friday from 11:30 AM till 1:00 PM. Everyone is welcome and guests are invited to sit in the dining hall or get a takeout meal. Approximately 150 meals are served daily.

The Soup Bowl relies on donations of individuals, churches and other organizations

Volunteers are needed Monday through Friday to prepare food, serve the guests and clean up after lunch. Grace church has specific dates to serve, but those who want to volunteer for additional dates are welcome to do so.

V LEADERSHIP

THE LAY LEADERSHIP TEAM at Grace Church is composed of the Vestry who is elected by the confirmed members of the church. They are legal representatives and agents of the parish and are charged with specific responsibilities by the Canons of The Episcopal Church and Bylaws of Grace Episcopal Church. They share leadership responsibilities with the Rector. They are the fiduciary of the church and responsible for managing and protecting the church assets, including investments, cash reserves, real estate and other property. They are called to work collaboratively with the Rector to create a vision and plan of action that reflects Christ's mission for His church. The Vestry is called to balance their role in discerning God's mission and vision with sound stewardship of its church property and resources. Under this umbrella of responsibility are many details that need to be addressed on a daily basis.

THE EXECUTIVE COMMITTEE functions as the leadership role within the VESTRY. It is composed of the Senior Warden, who serves as Chairperson, the Junior Warden, and one other member of the Vestry.

TEAM THAT COMES UNDER LEADERSHIP

The Vestry

VESTRY

(A detailed vestry description can be read on the previous page under the category of LEADERSHIP.)

In addition to the role of the Vestry to support the vision and business of the church, there are other roles that specifically support the growth of communication and relationships within the parish family. The forty Volunteer Ministry Teams of Grace Church are designed with the goal to involve all the church members in an active role of service in a specific area, in one or more of the seven categories, in which they choose to serve. Vestry members serve in various capacities with the Volunteer Ministry. The Coordinator of Volunteer Ministries will periodically report to the Vestry on the activities of the individual ministry teams.

In addition, the Vestry provides lemonade and cookies after the 9:00 service during the summer months. This activity is designed to encourage fellowship with each other in the outdoor setting of the Grace Church grounds.

The Vestry and ECW often collaborate on Church Receptions and other planned Parish Events as they are scheduled during the church calendar year. This would include, but not be limited, to the Bishop's Annual reception, the January Annual Parish Meeting, the Annual Parish Picnic in May and the Annual Rally Day Meal.

Those serving on the Vestry are elected by confirmed members of the church. Those serving in ECW are the women of the church who volunteer to serve in many different capacities throughout the year.

All confirmed members of Grace Church are encouraged to pray and think seriously about running for the Vestry. It will serve to bring you closer to your church family and to the Lord as you serve in this leadership capacity.

VI PROPERTY MINISTRY

The PROPERTY MINISTRY is under the jurisdiction of the Junior Warden at Grace Episcopal Church. This volunteer ministry supports the Jr. Warden by helping to oversee the protection, maintenance, and proposed purchases related to the church buildings and grounds. It insures all property is environmentally safe, attractive, well maintained and equipped for ministry. This ministry is dedicated to the purpose that Grace Episcopal Church and its grounds will continue to be protected and maintained in the present and be well preserved for future congregations to worship, enjoy and serve to the glory of God.

The following teams fall under THE PROPERTY MINISTRY:

Buildings/Furnishings
Gardens/Grounds
Kitchen "Care" Team
Preservation
Security

BUILDINGS / FURNISHINGS

The BUILDINGS AND FURNISHINGS TEAM is under the direction of the Jr. Warden of the Vestry. This ministry coverage includes maintenance and upgrades as needed for the physical property owned by the church. This includes all building and furnishings, inside and outside. Recommended improvements will be made to the Vestry by the Jr. Warden in order to get direction to proceed and to receive allocation of funds to cover expenses that will be incurred. Periodic inspections during the year are recommended. It is further recommended there be a Register of dated maintenance and updates, costs incurred and contact information of individuals supplying each service.

A visual inventory (video) of all furnishings inside the buildings should be made annually for current status and condition, as well as in case of theft.

The Jr. Warden will be knowledgeable of insurance coverage for buildings and furnishings of the church.

A team of volunteers is needed to assist the Jr. Warden as he carries out these inspections and addresses maintenance needs in a timely and efficient manner.

GARDENS / GROUNDS

THE GARDENS AND GROUNDS routine care and maintenance are under the management of the Jr. Warden. The Jr. Warden has the discretion to decide whether it will be necessary to hire a team to maintain the grounds around the church or put all or some of it in the hands of church volunteers who are known to have the skills, time and work ethic to do the work as needed to satisfy expectations of the Rector, Vestry and Grace Church Congregation.

It is agreed the grass and shrubs should be cut and pruned in the appropriate season with dead plants, bushes and limbs being removed. New plants, bushes and trees should be acquired and planted according to a plan. A watchful eye by this team will recognize when an area needs extra care. The Memory Gardens should be well maintained at all times. A photograph inventory of the grounds has been suggested as a current status record and managed plan for the future.

Periodic walks around the gardens and grounds for hazardous conditions should happen frequently, so that potential harmful situations would be avoided. Reports should be made by the volunteer team to the Jr. Warden who will in turn report to the vestry.

Volunteers to serve on this team are welcomed and needed.

KITCHEN “CARE” TEAM

It is recommended the KITCHEN” CARE” TEAM devise policies regarding a systematic inventory of the kitchen consumable and non-consumable items, maintenance needs in response to inspection and upkeep of the kitchen equipment, and sanitation and cleanliness of each aspect of the kitchen.

INVENTORY:

It is recommended there be available a written policy statement by the Kitchen Team as to guidelines for the periodic inventory and inspection of all non-consumable Items and equipment in the kitchen. It is recommended that a policy be established as to which basic consumable items will be kept on hand for consumption by those who are using the kitchen for church functions. It should be established as to who will be responsible for replacing what is needed.

MAINTENANCE:

It is recommended there be available a written policy statement by the Kitchen Team regarding how maintenance needs for anything related to the kitchen will be assessed. There should be a protocol for how repairs will be handled should it become necessary.

SANITATION AND CLEANLINESS:

It is recommended that the Kitchen “Care” Team write a policy statement regarding guidelines for assuring the sanitation and cleanliness of the kitchen and its contents. It should clarify what is expected regarding clean-up by the specific cook teams and what is considered to fall under the duties of the Church Sexton. In addition, the Kitchen “Care” Team should consider periodic engagement of a professional cleaning service for the heavy cleaning needs.

All policies should include the reminder that BEFORE any work order requiring monetary reimbursement is issued, it will be subject to input from the Jr. Warden who will obtain approval from the Vestry.

Tyler Hall preparation and clean-up for different church events is considered to fall under the jurisdiction of the sponsoring group (ex: Vestry or ECW) or a scheduled Kitchen Cook Team.

Communication is encouraged between the Kitchen “Care” Team and the Kitchen Cook Teams for Sunday Morning Breakfast, Wednesday Evening Supper and other scheduled food preparation events.

Volunteers are needed to be a part of this team which serves in an oversight capacity of the kitchen at Grace Church.

PRESERVATION

THE PRESERVATION TEAM is charged with doing all that is possible to maintain the history and integrity of Grace Episcopal Church and its property. They are to act as advisors and work in conjunction with the Building and Grounds team to maintain the integrity of all the church property. It is suggested this team become familiar with the church history by viewing documents, photos and reading material housed in the church office and library.

Volunteers interested in learning more about the history of Grace Church and serving to preserve it for the future are encouraged to consider joining this team.

SECURITY

THE SECURITY TEAM falls under the scope of the Jr. Warden. The need for tighter security measures in churches across the country and locally is taken seriously by this team. There are currently surveillance cameras in several key areas of the church, with more in the planning stage. Keyless security touch pad locks are in place on some outside doors to the church with plans to add more. During church services, there should be a plan in place to secure the safety of those present. The Rector, Vestry, Ushers and church worshippers should be familiar with the plan in case of emergency. This team will work with the Jr. Warden to add additional security measures to those which are currently in place. It would be considered advisable and helpful to stay informed of what is being done to secure other churches.

Volunteers who might be interested in being a part of this team are encouraged to speak with the Vestry Jr. Warden for more detailed information.

VI
FINANCIAL MINISTRY

The purpose of The FINANCIAL MINISTRY is to assist the Vestry by assessing the financial challenges and opportunities of the parish and to provide research, advice, and recommendations to the Vestry regarding financial matters. The Finance Team consists of the Senior or the Junior Warden (who shall serve as Chairperson), two additional members who may come from the Parish or the Vestry, and the Treasurer.

THE FOLLOWING VOLUNTEER TEAMS FALL UNDER THE FINANCIAL TEAM BECAUSE THEY ARE DIRECTLY INVOLVED IN DISTRIBUTION OR MANAGEMENT OF CHURCH FUNDS.

Memorials
Scholarships
Stewardship

MEMORIALS

There is a MEMORIALS pamphlet that has been written to give to those who are interested in making a Memorial gift to Grace Episcopal Church. It is designed to provide a list of suggested categories from which to make a choice that honors the loved one and also fits the needs at Grace. The following is a list of approved memorials that contains an example that helps to explain each one:

PARISH DEVELOPMENT...Growing the church in membership, involvement and support.

PARISH ACTIVITIES...Breakfasts, Wednesday dinners, Parish gatherings, Camp retreats

ALTAR GUILDS...Altar linens, Vessels for communion, Chalice, Paten

BUILDINGS...Furnishings & upkeep

LANDSCAPE & GROUNDS...Upkeep of our beautiful grounds

WORSHIP...Altar & processional crosses, Hymnals, Candles, Pew cushions,
Sound system, Altar flower fund etc.

MUSIC...Choir vestments, Music, Licensing, Paid voices & Musicians

CHILDREN...Through sixth grade

YOUTH...Through twelfth grade

SOCIAL ASSISTANCE...To help with Rent, Utilities, Food, Clothing, etc. in emergency

PRESCHOOL FRIENDS...To support the mission of our PreSchool Friends program

SCHOLARSHIPS...Henry, Roberts, Stoney, Weaver

OTHER CHURCH NEEDS...Please discuss with Rector

“All MEMORIAL gifts are 100% used to the Glory of God and the beautiful remembrance of the people special to us. Grace Church has exercised great care over the approval of memorials. This is evident by our beautiful church and well-coordinated furnishings.

There is a Memorial record where all the money and property given in memory or honor of someone is recorded permanently. In addition, there is a separate listing placed in a secure location for future financial reference. Acknowledgement cards are sent to donors and family members of those being remembered or honored.

At the current time, office staff oversees the Memorial record, financial record and card acknowledgment. Volunteers are needed to assist in this process as requested by staff. The Volunteers are a team that work with donors or families to provide information and help in any way requested in making memorial choices and following through as needed. They oversee the Memorial Garden and Grounds in so far as doing periodic checks to make sure they are being maintained to a high standard. They check to be sure the plaques are visible and well maintained.

Anyone interested in volunteering on the Memorials Team should let that interest be known.

SCHOLARSHIPS

Currently, Grace Episcopal Church has four SCHOLARSHIPS for which eligible students can apply each year. The amounts will vary according to the scholarship. Two scholarships specify for a college student, one for Middle School at Donoho, and one for High School or any Institution of higher learning. Each application requires a recommendation from either the rector or principal. Two scholarships specify Grace Church membership applicants should be considered first. Most of these scholarships stress good character, good grades and/or financial need. The student applications should be received by March 31st.

Specific scholarship information, including donor name and background, will be provided to the Scholarship Team. This team will meet once or twice between March 31st and first of June. The scholarships will be awarded in June.

Anyone interested in volunteering on this team will be appreciated.

STEWARDSHIP

It is recommended that the Stewardship Team be comprised of a minimum of five people, including the Rector, two Vestry members and two members from the parish. A representative from the Finance Team often serves on the Stewardship Team. Two or three meetings between August 1 and mid-November should be scheduled.

The initial meeting often focuses on choosing a scripture-based theme for the campaign. A timeline for pledge cards to be turned in to the church will be made known to the parish.

One goal of the Stewardship campaign is to remind the congregation of the importance of focusing their attention on the Stewardship of time, talent and treasure. This could be achieved in the form of a letter written by the Rector to the Parish detailing the scriptural basis for Stewardship in the life of a Christian and church member. Pledge cards would be included in this correspondence. It is recommended the Vestry consider following up, within a couple of weeks after the Rector's correspondence, with a letter to the parish detailing expenditures and improvements made to the church buildings and grounds during the current year. This letter might also include a recap of key parish events that have taken place. The focus and timing of the two letters might vary each year. Testimonials of different parish members during the Worship Services leading up to Stewardship Sunday have proven meaningful to both the speakers and listeners. The speakers might be led to share their own Stewardship journey or share what Grace Church means to them.

The Stewardship Team has the option of designing their own campaign or surveying and choosing from a variety of campaigns offered by The Diocese or other online sources.

Anyone wishing to volunteer to be a part of the Stewardship Team is encouraged to speak with the Rector.