

The Episcopal Church of the Holy Spirit 2021 Volunteer Ministries Descriptions

Sharing our lives with others is what ministry is all about. Our participation in the volunteer ministries of this parish is ultimately a gift not *from us* to this community but *to us* from God, providing each of us with opportunities we might not otherwise have.

VIRTUAL ZOOM WORSHIP:

Readers Two people, each to read the psalm, canticle, or other appointed readings for that day. All that is required is a clear voice and to be familiar enough with Zoom in order to unmute and mute yourself before and after your offering.

Prayer Leader Lead the Prayers of the People at the appointed time. All that is required is a clear voice and to be familiar enough with Zoom in order to unmute and mute yourself before and after your offering.

Musicians We currently have two musicians each Sunday who perform music for the prelude and a second offering after the reflection. Responsible for selecting the music to be played and letting the administrative assistant know of the choice for inclusion in the bulletin. Please contact Ann Smith for additional details.

WHEN WE REGATHER FOR IN-PERSON WORSHIP ~

SUNDAY WORSHIP:

Acolyte Acolytes participate in the service by lighting candles, carrying the cross at the beginning and end of the service, and assisting the deacon or priest during the Gospel and preparing the table for communion. Training provided.

Chalice Bearer In addition to the Lay Worship Leader vested and sitting in the chancel, we usually need a second person to administer the chalice during the 10:30 service. Training provided.

Children's Quilt Volunteer Adult volunteers supervise children ages 4 through 3rd grade as they sit on the quilt provided at the front of the sanctuary each Sunday from 10:20 a.m. through the passing of the peace. From this special place our children can better see what is taking place during the service while their hands keep busy with provided materials. Training and resources provided.

Choir See Musical Worship.

Healing Prayer This ministry is served by persons who offer prayers and laying on of hands for those who come to the prayer station during communion at the 10:30 worship service. Training provided.

Lay Worship Leader Lay worship leaders vest and sit in the chancel. They are available to lead the Prayers of the People as well as to administer the chalice during communion. They may also stand in as acolytes and readers. One lay worship leader is needed each Sunday at 10:30. Training provided.

Lesson Reader Two people each to read the lessons that are appointed for that day. All that is required is a strong, clear voice remembering that we do not have an amplifying system except for the few who use our hearing-assist devices and the desire to communicate scripture through careful, thoughtful reading. Responsible for carrying the bread and the wine (host box and flagon) up the center aisle to the front of the altar immediately after the celebrant says the offertory sentence. Training provided.

Musical Worship Participating in the choir, playing an instrument, joining the "Ukepalians" or serving as cantor for our worship services are all ways that we share our time and talents. Or maybe you would like to lead the choir at some point during the year. Here's your chance!

Musician Do you play a musical instrument? Would you like to be a part of Sunday Worship? Please speak to Teresa Sumpter for more details.

Nursery Worker Assistant We provide childcare, with wonderful learning activities, during the Sunday service for our youngest members and visitors. If you are willing to be scheduled to assist even once or twice a year, sign up for this ministry. We have a paid Nursery Worker and church policy requires a second adult or older teen present at all times. Completion of Safeguarding God's Children is a requirement for all nursery workers. The training must be renewed every five years.

Supply Priest Ordained clergy willing to periodically preside at Holy Eucharist and/or offer sacramental ministry.

Usher Ushers should arrive 30 minutes before the service to set up the sanctuary and make sure parishioners have bulletins. Tell people, especially newcomers, that Hearing Assist Devices are available for use. During worship, they count attendees, take up the offering and direct the flow of traffic during communion. After worship they collect stray bulletins, straighten chairs, and count the offering. And they get to ring the bell! Training provided.

WORSHIP SUPPORT:

Altar Guild This group (open to men, women, and older youth) is responsible for preparing the altar and cleaning it after every worship service. This ministry includes flower arranging, linen care, silver/furniture polishing --- whatever is needed to care for our worship space and liturgical objects.

Bulletin Folder Martie Carson, our administrative assistant, prepares the bulletin, however, we need folks every week to fold it and insert the extra pages. This job can be done anytime from Thursday afternoon up to 8:00 a.m. Sunday.

Greeter Essential to our sense of community, greeters offer welcome to everyone and keep a special eye out for newcomers. They take visitors' names and addresses, then introduce them during the announcements. Training provided. Tell people, especially newcomers, that Hearing Assist Devices are available for use and that we hope that they will join us for refreshments after the service.

Ministry Scheduler Coordinates and schedules monthly ministry schedule and Sunday worship ministry volunteers.

Sunday Cleanup This ministry entails giving the sanctuary and hallway a "spruce up" following the Sunday service. The tasks include: picking up trash and bulletins, straightening chairs, vacuuming and sweeping (as needed) and basically making sure that the sanctuary and hallway are clean and in order. Our Caretaker thoroughly cleans the entire building on Fridays or Saturdays.

Sunday Driver We try to make transportation available to anyone who needs a ride to and from worship services and special events. Much of this is managed informally or dealt with on an *ad hoc* basis. However, for those parishioners who attend regularly and need a ride, we provide this service as a formal ministry. Volunteers should specify how frequently they are willing to serve, *e.g.*, monthly, every 6 weeks, etc. Contact Dick Jordan about this ministry.

Sunday Refreshments We at Holy Spirit love to socialize after church. The church provides the coffee and juice, and those who volunteer for this ministry bring some kind of snack to go with them, as well as take care of the set-up and clean-up. Some folks enjoy putting on a big spread while others prefer to bring pretzels and Oreos. Either is wonderful! Teaming up with others to provide refreshments is encouraged.

Worship Committee The Worship Committee consists of our rector, our Church Musician and any number of lay people who meet about four times per year to plan for upcoming worship services. Currently seeking members who desire to include more multigenerational, visual components to worship. David McNair is the contact person for this committee.

BUILDING & GROUNDS:

Gardener This ministry keeps us busy in all the planted areas, including the Memorial Garden, from the first hint of spring (with that first crop of weeds!) through put-it-to-bed time in late fall. You don't have to be a gardener to sign up for this ministry; you just have to be willing to play in the dirt. If you have always wanted to know more about plants, here's a chance to pick up some tidbits.

BUILDING & GROUNDS:

Handy Person Lots of odd jobs crop up in a building that is used so much, and some of us are handier than others. If your talents include carpentry, painting, plumbing, electrical work, etc., we hope you'll share those abilities. The person to talk to is the Junior Warden, Jim Woodruff.

Kitchen Coordinator You are both good Samaritan and advocate! If there are several coordinators we will try and divide the duties up over the months.

[] Check kitchen supplies and keep up our stock by listing needed items on the erase board.

[] Coordinate cleaning of kitchen appliances as needed.

Make a supply list on the bulletin board in the storage room near the nursery so as things get low, they can be purchased by the supply stocker. Help people using the kitchen and especially doing Sunday refreshments remember to remove the trash to the bin in the storage room or take home. Linens also need to be taken home to be washed and returned. Encourage people **NOT** to leave any left-overs in the refrigerator or freezer; either take them home or give them away. Left-overs end up being thrown out and no one benefits. You might check occasionally and throw out stuff. Keep an eye on the counters and cabinets and their contents, keeping like items together in one place and keeping order as much as possible.

Lawn Mowers & Weed Whackers We have plenty of grass, weeds, and vines, and they all like to grow. So, we need lots of folks who like to cut them down, whether with a mower, weed eater, or machete. A sweaty job, but the views are good! The Junior Warden can give you more information.

Memorial Garden This team safeguards the garden by maintaining its physical wellbeing, as well as by assisting visitors to connect with the memories placed there.

Property Committee The Property Committee, along with the Junior Warden, have primary responsibility for the upkeep and maintenance of the church grounds and building. This responsibility includes recommending and overseeing any and all projects. Improvements and expenditures are to be made with the approval of the Vestry.

Snow Removal We try to keep our drive and front steps clear of ice and snow, especially on Sunday mornings. The junior warden puts out an alert when this service is needed. If you like to play in the snow or are *willing* to, please sign up for this essential ministry. We may never need you --- but we need to know who you are in case we do.

Supply Stocker This requires someone to keep the kitchen and the cleaning supplies stocked with all the necessary products, such as coffee, creamer, paper towels, toilet paper, etc. Also, please check to see if there's ice in the freezer. Volunteers generally are assigned for one month and you may be reimbursed by the church by submitting receipts and a reimbursement request to the Assistant Treasurer.

Trash Removal/Recycler This requires folks to take our filled trash and recycling receptacles (paper, glass, and plastic) to their proper destination and return them, sometime during the week. Volunteers generally are assigned for one month.

Weed Whacker See Lawn Mower above.

INFORMATION & COMMUNICATION:

Archives Team The basic functions of this committee are:

- Preserve, organize and make accessible the historical records of the life of Holy Spirit.
- Meet quarterly to plan work sessions to restore older scrapbooks and albums.
- Provide guidelines for any photographers at CHS events to submit copies to a central data bank.
- Hold project work sessions.
- Create displays of some theme in Holy Spirit's life story from time to time.
- Write articles for the newsletter featuring timely pictures with stories or captions.

If you enjoy scrapbooking, poring over old family photos, a little creative writing, or organizing a database, this ministry may be just what you are looking for!

Art Wall Coordinator The Art Wall Coordinator will display art work of parishioners on shelves or walls of the Community room and/or front hall. The AWC will decide where to hang the art work and when/how often to change the exhibits. The AWC will contact artists/crafts people at CHS to solicit art work to hang on display. The AWC will hang or display the work with the help of the artists. If additional hooks, etc. for hanging are needed, the AWC (with approval of the Vestry) will purchase them.

Bulletin Boards We enjoy seeing pictures of our parish friends and reading about them in the paper. That means we are ever grateful to those who keep our bulletin boards current.

Library Worker Library workers help catalog and shelve books, create new displays, and maintain the library space.

Mountain Spirit Mountain Spirit, our monthly newsletter, requires a few folks who are happy to take turns picking up the printed copies from Value Print in Mars Hill, folding each copy and affixing mailing labels and stamps to the ones being mailed (if only one person volunteers, it may be an every-month job. Or, there could be a division of tasks between two people). A good photographer with expertise is appreciated. Lorrie Cooper is currently our Editor-in-Chief.

Photo Board Maintenance Maintains parish photo board with timely photos of parishioners.

Photographer We try to keep our bulletin boards up to date with pictures of parish events and of the parish family. If you are willing to keep a camera handy when you come to church and pass on the photos to the bulletin board maintainers, we will all enjoy your talents. Deb Carlson is a good source of information here.

Publicity The Holy Spirit community frequently interacts with other groups in the county, especially in the areas of outreach and music, and we find ourselves needing to get the word out. Maybe you can help!

Writers/Reporters Reporters are needed for the Mountain Spirit to write summaries of a parish event, working in colorful incidents and quotes from participants. Sniff out interesting stories and get the involvement of our parish photographers. Or, maybe you want to write an occasional quality essay (not too long) about matters related to our faith and our support of important issues.

EDUCATION:

Children's Education Seeking Teachers and Helpers for *ages 4-12*. Teachers coordinate the lessons and activity planning necessary and consistency is preferable. Helpers provide support and maintain a presence in the room. (No planning necessary, short-term or sporadic commitment fine, need lots of these). We meet from Labor Day to Memorial Day during church, from communion until 12:30 every Sunday. Come be a part of the fun - it'll be great! Coordinators for Pre-K through 5th grade; Deb Carlson. Volunteers must have attended CHS for one year before they may volunteer for this ministry and they must complete the Safeguarding God's Children workshop (arrangements to complete training can be made as needed).

Children's Education Coordinator Seeking someone to coordinate Children's Sunday School. This will be for a three year term, with the incoming coordinator working in conjunction with the out-going coordinator for the first year. Working solo for one year, then working with the next coordinator for the last year. Schedule meetings with the teachers and helpers; typically, three times a year and as needed. The first meeting is prior to the school year for cleanup and organization of the room. There are also meetings mid-year and at the close of the year. The Coordinator schedules the teachers and communicates that schedule to the Sunday Ministries Scheduler. Update the curriculum yearly from funds allocated to the Sunday School or assign a new curriculum as needed. Work with the Teen Sunday School coordinator for classes that would be appropriate for both age groups (i.e. Christmas Pageant, Earth Day, Rector's Teachings, etc.) Plan end of year party or designate someone to do so. Supports teachers and helpers throughout the year. Come join us in this exciting ministry in our church!

Teen Education Coordinator See Children and Youth notes above.

Lifelong Christian Formation (aka Adult Ed) The basic functions of this committee are:

- Meet quarterly to act as a clearing house for all ideas suggested by members of Holy Spirit.
- Coordinate various programs as to timing, place and leadership.
- Promote upcoming programs.
- Listen to our fellow parishioners, discovering experts within who are just waiting to be asked to share their knowledge and passion.

Many kinds of programs come under this umbrella ministry:

- Sunday morning studies: of scripture; a book discussion; or a lecture series.
- Wednesday evenings during Advent and Lent: a series on a subject of interest.
- Multi-media programs: book discussions on weekday afternoons; Friday night movies; Soul Collage; the Enneagram; spiritual influence of our family histories/genealogies; the role of music in worship and our daily lives; Yoga, Tai Chi; meditation and Alternatives to Violence training to name a few.
- Formal classes such as Education for Ministry (EFM) and Seekers classes.
- Series on contemporary issues: the environment, death and dying, aging, racism, violence, and creativity through spiritual activities

If you enjoy lifelong learning in fellowship with the Holy Spirit community, consider joining this vital ministry!

Chaperone for youth retreats/conferences Several times per year we have youth from ECHS attend weekend diocesan conferences and retreats. Supervising adults are needed to accompany these youths. Diocesan Safeguarding God's Children training is a prerequisite to this position. Training provided.

OUTREACH:

Here is a description of Holy Spirit's current outreach programs --- listed roughly in order of size or length of time in place --- including the names of the current coordinators. If you have any questions, please talk to the committee coordinator. Thanks. Overall Coordinator for 2020: Susan Sewell

Outreach Committee Receives, coordinates, and researches requests for assistance from church members and various non-profit agencies and organizations. The committee works with the Rector and the Vestry to maximize the financial resources dedicated to outreach. These include First Sunday offerings, Ingles gift card receipts, budgeted matching funds and other donations. The committee makes outreach funding decisions. Serve at-risk children in our community: School Backpack Project, Winter Coat Project, Shoe Project and the Angel Tree Project.

Madison Heritage Arts Festival Holy Spirit's participation in this annual fundraising event on the Mars Hill University campus is threefold:

- Quilt Production for Heritage Festival Coordinator: Peggy Barnes.
- Food Booth - Overall coordination is on a rotating basis and we need some help in this area.

All proceeds are distributed among the selected Madison County non-profits selected by the Outreach Committee.

La Esperanza Immigrant Ministry This ministry is the expansion of Mujeres Unidas en Fe (Women United in Faith) which is a group of Latina and Anglo women who meet at ECHS every Thursday. This is a vibrant group of women who over the last two years has helped in the planning of Day of the Children and Three Kings Day celebrations for the ECHS parish community. The group also plans community fundraisers and events to help educate the community on immigrant issues and raise funds for those with urgent financial need due to a crisis event. Volunteers are needed to help with driving families to appointments and helping with special events and fundraising. All, everyone (male or female), are invited to attend the weekly meetings on Thursdays for lunch! Please contact Rebecca Sharp should you have any questions. An offshoot of this group is the **Mujeres Humanitarian Fund** which provides funds to those in the community facing eviction, hunger, etc. during the pandemic.

My Sister's Attic A group of Holy Spirit parishioners, organized through the Outreach Committee, staffs My Sister's Attic in Marshall every Tuesday from 10:00 am to 4:00 pm. My Sister's Attic is the resale store that supports My Sister's Place, an organization that rescues and advocates for abused women and children. Coordinator Mary Jo Sparrow

Efforts with local schools Maybe you would like to help the high school faculty in their support of the Senior Speeches. Other volunteer opportunities in local schools are available through EMYS, Empowering Madison Youth to Succeed (formerly known as Communities In Schools). EMYS coordinates volunteers in our public schools and works within the school system for policies and contacts. Bruce Murray (828) 649-9276.

Room in the Inn This program is a Homeward Bound program which provides shelter for up to 12 homeless women. Holy Spirit participates with other faith communities by providing meals and lodging for a one-week period during the year. The goal is to provide a safe environment and to build caring supportive relationships with the women one week at a time. Coordinator: Donna Turnbaugh.

PARISH CARE:

Church Caring Crew The Church Caring Crew is the church team that works to support and help parishioners facing unexpected situations or emergencies. Team members and those other parishioners recruited by the CCC typically offer transportation, companionship, meals, home visits and other services appropriate to the situation. The rector is part of the CCC. Formal meetings are generally quarterly.

Celebration Team This is a wonderful ministry, dedicated to fellowship and celebration of special events on the church calendar. Through the gift of hospitality, we honor parishioner milestones, visiting notables, seasonal parties or other events as they arise. Interested? 2019 Coordinator: Ann Shiver

Home Communion These are folks willing to take communion to Holy Spirit members unable by reason of ill health or infirmity to attend Sunday worship. Training and communion kits are provided. Dick Jordan can answer your questions.

Lenten Supper Coordinator The Lenten Supper Coordinator recruits people to make soup and bring bread and butter to our Wednesday programs during Lent. They also put out a sign-up sheet and come a little early to set up the tables based on the number of folks who sign up.

Prayer Chain Those who participate in this ministry incorporate the prayer requests of others into their own daily prayers. Anyone who wishes prayers for themselves or someone else can call one of the prayer chain coordinators. Coordinator: Peggy Wilson

Stewardship Team Stewardship is about being grateful and being responsible stewards of the gifts we receive from God. The ECHS Stewardship Team will oversee our church's annual Fall Stewardship Campaign and the recruitment of volunteers for service, ministry, and mission in and through our church.

Visitor/Newcomer Follow-up We need folks to follow-up with visitors and newcomers who visit Holy Spirit to help them get to know the church better, to feel comfortable at events and to become incorporated into our fellowship.