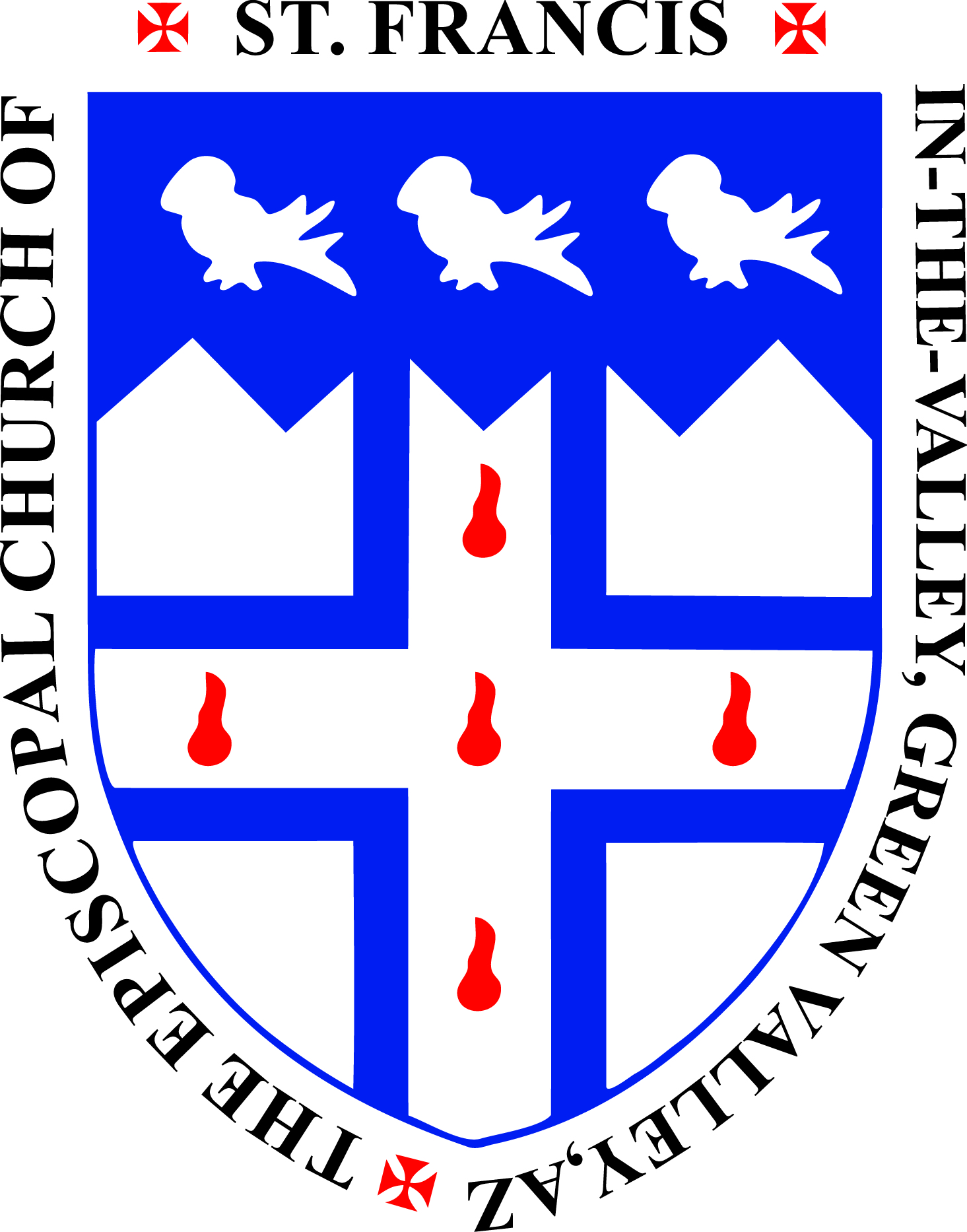
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**St. Francis in the Valley Episcopal Church**

**Time and Talent Commitment**

As the heart and hands of Christ we encourage you to find places

where your gifts and talents can help further our mission.

Name *(Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_*

Phone Number: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Below check the first box if you are interested in participating in that activity. Check the second box for any activities in which you are already participating.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Interested | Already Active |  |  | Interested | Already Active |  |
| **WORSHIP MINISTRIES** | | |  | **EDUCATION AND FORMATION MINISTRIES** | | |
|  |  | Altar Guild |  |  |  | Adult Christian Formation |
|  |  | Usher |  |  |  | Librarian |
|  |  | Greeter |  |  |  |  |
|  |  | Acolyte/Crucifer |  | **SOCIAL ACTIVITIES** | | |
|  |  | Lector |  |  |  | Social Activities Team |
|  |  | Parish Choir |  |  |  | Men’s Group |
|  |  | Sound Technician |  |  |  | Women’s Group |
|  |  |  |  |  |  | Solo Journeyers |
| **PASTORAL CARE MINISTRIES** | | |  |  |  | Turkey Squad (Thanksgiving Dinner) |
|  |  | Daughters of the King |  |  |  |  |
|  |  | Lay Eucharistic Visitors |  | **SERVICE MINISTRIES** | | |
|  |  | Lay Home Visitors |  |  |  | Vestry |
|  |  | Memorial Receptions |  |  |  | Stewardship Ministry Group |
|  |  | Prayer Chain |  |  |  | Budget and Finance Ministry Group |
|  |  | Stephen Ministry |  |  |  | Personnel Ministry Group |
|  |  | Care Teams |  |  |  | Building & Grounds Ministry Group |
|  |  | Sunday Flower Delivery |  |  |  | Memorial Garden Ministry Group |
|  |  | TeleCare |  |  |  | Communication Ministry Group |
|  |  |  |  |  |  | Photographers |
| **OUTREACH MINISTRIES** | | |  |  |  | Artworks Ministry Group |
|  |  | Outreach Ministry Group |  |  |  | Memorials & Gifts Ministry Group |
|  |  | Refugee & Border Ministry Group |  |  |  | Fold Bulletins/Newsletters |
|  |  | Tour of Homes |  |  |  | Tellers/Auditors |
|  |  | Imago Dei Partnership |  |  |  | Office Volunteer/Receptionist |
|  |  | Newcomer Welcoming Ministry |  |  |  | IT and Office Equipment Technician |
|  |  |  |  |  |  | Website Management |
|  |  |  |  |  |  | Trust/Endowment Ministry Group |
|  |  |  |  |  |  | Boutique Assistants |

**Time and Talent Commitment Descriptions**

**WORSHIP MINISTRIES**

**Altar Guild**

The Altar Guild prepares the altar and sanctuary for worship on Sundays and for other special services. This involves setting out the proper vessels, water, bread, wine, and hangings in conjunction with the church calendar. Members work on teams under a team captain and rotate services according to the number of teams.

**Usher**

For Sunday and other services ushers make sure that the lights are on before the service, hand out bulletins to attendees as they enter the church, pass the collection baskets and assist with direction at the altar rail.

**Greeter**

Being a greeter is all about hospitality, especially to our visitors and those looking for a church to attend. The greeter stands at the entrance to the church and welcomes people as they enter. When guests arrive, the greeter engages them not only in welcome but conversation to make them feel at home. The greeter offers a name tag, asks if there is any way they can be of assistance, and invites them into the church. The greeter should also try to locate guests at The Peace and extend the peace to them and invite them, at the end of the Service, to the Parish Hall for refreshments. The greeter then introduces the guests to other members and especially the Rector. The greeter should also have the guests fill out a newcomer card and make sure the card comes into the office.

**Acolyte/ Crucifer**

The acolyte vests in liturgical attire assists with such things as lighting and extinguishing candles, receiving the bread and wine at the Offertory, bringing the proper vessels to the altar during the Service, distributing the cup at communion, and clearing the vessels off the altar after communion. The Crucifer carries the processional cross during the procession, recession and the Gospel procession.

**Lector**

The lector sits in the congregation coming to the lectern at the proper time to read the appointed scripture lessons

**Parish Choir**

Members of the Choir lead the music on Sundays and at other services as needed. In addition, the choir sings an anthem during the Offertory each week. The choir meets for rehearsal prior to the morning service as well as one day during the week. Being a member of the choir requires a great commitment and regular attendance. The choir usually does not sing during the summer.

**Sound Technician**

Quality sound during our services is one of the keys to good worship. The sound technician monitors the sound board during our services to assure the best sound possible. Training is provided.

**PASTORAL CARE MINISTRIES**

**Daughters of the King**

The Daughters of the King is an international religious order of lay church women with chapters in the Episcopal /Anglican Church, Roman Catholic Church, and the Evangelical Lutheran Church of America. A Daughter takes a vow to live her life for God through Prayer, Service and Evangelism. In addition to conversation with God and praying for one another, Daughters pray daily for their local parish, clergy and parishioners, and they are devoted to learning more about living an effective life for Christ.

**Lay Eucharistic Visitors**

Lay Eucharistic Visitors take the sacrament of the Body and Blood of Christ to those who are ill, hospitalized, homebound, and in nursing homes.  Lay Eucharistic Visitors are trained to lead a brief prayer service before sharing the blessed bread and wine of Holy Communion. A Eucharistic Visitor should be able to articulate a clear call to bring the grace and presence of God to others within the faith community.

**Lay Home Visitors**

Lay Home Visitors do not bring the sacrament to people in their homes but offer the support of a personal visit to keep those who cannot attend church connected to the parish family.

**Memorial Receptions**

Those who volunteer for this ministry prepare and serve light food and refreshments to family and friends following a burial service as an expression of support to those grieving the loss of their loved one.

**Prayer Chain**

The Prayer Chain consists of members of the congregation who pray for the needs of others within and beyond our congregation. We believe in the power of prayer and offer this as a service that enlists the spiritual support and encouragement of a loving parish community.

**Stephen Ministry**

This ministry is named after Stephen in the Book of Acts (chapter 6) who was commissioned by the Apostles to provide caring ministry. Stephen Ministers are laypeople who receive Christian caregiving training then provide one-to-one Christ-centered care to hurting people. A Stephen Minister typically has one care receiver at a time and meets with that person once a week.

**Care Teams**

Care teams are organized to be available to anyone who needs short-term assistance during a crisis such as illness or temporary disability. Care teams provide some meals, home visits, run errands or other home assistance as well as provide information about assistance available through community organizations.

**Sunday Flower Delivery**

Teams of two remove the flowers from the altar after the last Service on Sundays, arrange them into four cartons and deliver them to people indicated on the delivery list.

**TeleCare**

TeleCare is nine parish volunteers phoning all members on the parish roster, about 2 hours a week on a continuing basis.  The purpose is for the parish to take initiative in asking how our members are, what they would like our prayers for, any changes in their contact info or living arrangements, and any help the church can offer them.

**OUTREACH MINISTRIES**

**Outreach Ministry Group**

Participate in the development of and advertising for our various outreach projects locally and abroad; helping with parish sign-ups for outreach events. Raise awareness in the congregation about outreach needs and our response.

**Refugee and Border Ministry Group**

The Refugee and Border Ministry Group works to help those who have fled conflict, persecution, or natural disasters in their home country and are coming to Southern Arizona. The group is involved in providing meals and emergency supplies to migrants at the southern border and teaching them some rudimentary English, and assisting refugee relocation services to help resettle refugees in new homes in the Tucson area.

**Tour of Homes**

The annual Tour of Homes is our largest single fund-raising event. It requires lots of volunteers to help promote, coordinate, and implement all the various subgroups that make the Tour of Homes a success. Some of these subgroups are: publicity, ticket sales, raffle table, gourmet table, transportation, driver, at-home hostess, decorations, props and dining room server to name a few.

**Imago Dei Partnership**

St. Francis has taken on the role of “honorary grandparents” at Imago Dei Middle School, an Episcopal School in Tucson that offers quality, tuition-free education to low income families. Honorary grandparents offer support occasionally throughout the year but especially at graduation when we raise funds to give each graduating student a gift card and attend the graduation ceremony.

**Newcomer Welcoming Ministry**

A team of clergy and lay people take on the role of developing relationships with our newcomers and helping them to make connections with other parishioners. From Greeters to Companions, there are several roles we take on to make those who are new to this church feel welcome and valued, and assist them in becoming an active part of the St. Francis family.

**EDUCATION AND FORMATION MINISTRIES**

**Adult Christian Formation**

This ministry meets to plan the Lenten program every year for the adults of the parish. It also brainstorms other ways that we might enrich the faith of our adult members outside of Lent.

**Librarian**

The purpose of the church librarian is to manage the church library in such a way that it can be used, as a tool to serve the educational and spiritual needs of the members of the congregation.

**SOCIAL ACTIVITIES**

**Social Activities Team**

Involved with planning, organizing and executing all social events for St. Francis Church.

**Men’s Group**

The Men’s Group is a group of Episcopal men that meet bi-weekly to commune with one another in song and prayer and discuss the problems that we all face as we take our paths through life. They also host a breakfast three times a year.

**Women’s Group**

The Women’s Group is a small gathering of the women of the parish who meet twice a month for personal sharing and spiritual growth. All women are welcome.

**Solo Journeyers**

The Solo Journeyers are members of our parish family (and friends) who are traveling through their life without a significant partner.  We gather together at intermittent times to share conversation, food, wine, activities, laughter and companionship.

**Turkey Squad (Thanksgiving Dinner)**

The Turkey Squad is a team of helpers that prepares, cooks and serves Thanksgiving dinner on Thanksgiving Day to our parishioners and members of the community.

**SERVICE MINISTRIES**

**Vestry**

The vestry is the elected leadership of the church charged with the responsibility to discern the vision toward which God is drawing our congregations and to keep the mission of the Church and that of St. Francis Church clearly before the parish community.

**Stewardship Ministry Group**

Members participate in planning and conducting the annual Stewardship Program.

**Budget and Finance Ministry Group**

Participate in the preparation of the annual budget and make recommendations to the Vestry in October each year, assist in the review of request for midyear funds and/or budget overruns and the financial impact of changes in wages and benefits, help with reports as request, and vote on ministry group recommendations to the Vestry.

**Personnel Ministry Group**

Participates in discussion and research of personnel issues and policies as requested by the Rector or Vestry. The ministry group makes recommendations related to pay, benefits and the holiday schedule.

**Buildings and Grounds Ministry Group**

This ministry group works with the Junior Warden to help in the upkeep, repair and maintenance of the physical facilities.

**Memorial Garden Ministry Group**

The Memorial Garden Ministry Group plans and supervises improvements to our Memorial Garden to ensure that it continues to be a special place of peace. The group works under the Vestry.

**Communication Ministry Group**

The ministry group works to communicate information about parish life and parish events to people within the church and to the world outside its doors.

**Photographers**

Take photographs of parish life and parish events for use in various communication formats such as the website, social media, email, brochures, etc.

**Artworks Ministry Group**

Assist in choosing appropriate Art and decorative pieces for us in the Parish and to review donated Art works and recommend to the Vestry their acceptance as appropriate.

**Memorial and Gifts Ministry Group**

Assist in handling memorials and special gifts to the parish and the disbursements of funds from the memorial account.

**Fold Bulletins/Newsletters**

Gather at the end of the week to fold Sunday bulletins and other special Service bulletins. Gather at the end of the month to fold monthly newsletters in preparation for mailing.

**Tellers/Auditors**

Tellers work on teams who are responsible to pick up the Sunday receipts each Monday as well as count and prepare the cash receipts for deposit. Auditors assist in monitoring parish finance procedures and policies

**Office Volunteer/Receptionist**

Volunteers are needed to help as receptionist by answering the phone and greeting people who come into the office. Other duties include making phone calls as needed and assisting office staff.

**IT and Office Equipment Technician**

In this world of electronics help is always appreciated with troubleshooting and servicing the computer and network system. We are also in need of individuals who be willing to help control the soundboard in the church during church services.

**Website Management**

Maintain and keep current all information on the website.

**Trust/Endowment Ministry Group**

Members of the Board administer the details of the St. Francis endowment.

**Boutique Assistants**

Assist with waiting on customers in the gift shop, writing up purchases, and cleaning/dusting as time allows.

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In addition to all the opportunities listed above, we encourage you to consider experiencing Centering Prayer, the Labyrinth, and our many opportunities for faith enrichment through The Seekers Group, Bible Study and other Adult Education classes.