



# 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	
<b>WORSHIP MINISTRIES</b>			<b>EDUCATION AND FORMATION MINISTRIES</b>		
		Altar Guild			Adult Christian Formation
		Usher			Librarian
		Greeter			
		Acolyte	<b>SOCIAL ACTIVITIES</b>		
		Lector			Social Activities Team
		Parish Choir			Men's Club
		Sound Technician			Solo Journeymen
<b>PASTORAL CARE MINISTRIES</b>			<b>SERVICE MINISTRIES</b>		
		Daughters of the King			Vestry
		Lay Eucharistic Ministers			Stewardship Committee
		Lay Home Visitors			Budget and Finance Committee
		Memorial Receptions			Personnel Committee
		Prayer Chain			Building & Grounds
		Stephen Ministry			Communications Committee
		Care Teams			Artworks Committee
		Sunday Flower Delivery			Memorials & Gifts Committee
<b>OUTREACH MINISTRIES</b>					Fold Bulletins/Newsletters
		Outreach Committee			Tellers/Auditors
		Refugee and Migrant Ministry			Office Receptionist
		Tour of Homes			IT and Office Equipment Technician
		Imago Dei Partnership			Website
		Newcomer Welcoming Ministry			Trust/Endowment Committee
					Boutique Assistants

In addition to the 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.

## 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. Our aim is to make people feel at home.

#### **Acolyte**

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.

#### **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.

#### **Lay Eucharistic Ministers**

Lay Eucharistic Ministers take the sacrament of the Body and Blood of Christ to those who are ill, hospitalized, homebound, and in nursing homes. Lay Eucharistic Ministers are trained to lead a brief prayer service before sharing the blessed bread and wine of Holy Communion.

#### **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 committee 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.

## **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, divide and deliver them to people indicated on the delivery list.

## **OUTREACH MINISTRIES**

### **Outreach Committee**

Members participate in the development of, advertising and implementation of our various and many outreach projects locally and abroad. Our role is to raise awareness in the congregation about outreach needs and how we can respond.

### **Refugee and Migrant Ministry**

The Refugee and Migrant Ministry takes literally the words of Jesus in Matthew 25 to welcome the strangers in our midst. At St. Francis we have special opportunities to carry out this mission to serve both refugees and immigrants, following the guidelines of the [Episcopal Migration Ministries](#) office. Because of our location near the border with Mexico and because Tucson has several agencies that work to settle political refugees through The [United Nations](#) and [US State Department](#) programs, our ministry has been particularly active in carrying out this mission.

We also support Central American and Mexican asylum-seekers and deportees at our border, primarily through our support of the [Kino Border Initiative](#) and the [Cruzando Fronteras](#).

We provide financial assistance and collect needed supplies from diapers to flip-flops. We recently began to provide a monthly meal to residents at the KBI *Comedor* (dining room) in Nogales, Sonora, Mexico.

### **Tour of Homes**

The annual Tour of Homes is our largest single fund-raising event for outreach. It requires lots of volunteers to help promote, coordinate, and implement all the various subcommittees that make the Tour of Homes a success. Some of these subcommittees 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 committee 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.

### **Librarian**

The purpose of the church librarian is to organize the church library so that it serves the educational and spiritual needs of the congregation.

## **SOCIAL ACTIVITIES**

### **Social Activities Team - SAT**

This team plans and organizes all social events for St. Francis Church.

### **Men's Club**

The Men's Group meets on the second and fourth Tuesday mornings at 8:00 am in the conference room. We have a short meditation and then a discussion; sometimes a topic, other times what the group feels. The meeting lasts just over an hour.

### **Solo Journeymen**

Solo Journeymen was formed to meet the needs of members who find themselves walking this part of life's journey without spouse or partner. How often do any of us who walk alone feel like the odd person in the room when couples gather for activities?

In Solo Journeymen we make time for support and engage in social activities chosen by the group.

People of any age are welcome.

## **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**

Members participate in planning and conducting the annual Stewardship Program.

### **Budget and Finance**

This committee participates in the preparation of the annual budget, makes recommendations to the Vestry in October each year, assists in the review of requests for midyear funds and/or budget overruns, reviews the financial impact of changes in wages and benefits, helps with reports as requested, and votes on committee recommendations to the Vestry.

### **Personnel Committee**

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

### **Buildings and Grounds**

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

### **Communications Committee**

The committee works to improve communication in the parish through our various publications as well as publicize and raise awareness in the community of the various events and special services taking place at the church.

### **Artworks Committee**

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

### **Memorial and Gifts Committee**

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 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**

Work with the webmaster to maintain and keep current all information on the website.

### **Trust/Endowment Committee**

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.