



# 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.

Member #1

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

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

Member #2

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

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

Below, check the member box if you are interested in participating in that activity. Please drop the form off at the Church office or put it in the offering plate on Sunday. Thank you.

Member #1	Member #2	
<b>WORSHIP MINISTRIES</b>		
		Acolyte/Crucifer
		Altar Guild
		Audio/Visual Team
		Bell Choir
		Greeters
		Lectors
		Parish Choir
		Usher
<b>PASTORAL CARE MINISTRIES</b>		
		Daughters of the King
		Lay Eucharistic Visitors
		Lay Home Visitors
		Memorial Receptions
		Prayer Chain
		Sunday Flower Delivery
<b>OUTREACH MINISTRIES</b>		
		Heart & Hands Ministry Group
		Imago Dei Partnership
		Prison Ministry
		Refugee & Border Ministry Group
		Welcome Ministry

Member #1	Member #2	
<b>EDUCATION AND FORMATION MINISTRIES</b>		
		Library
<b>SOCIAL ACTIVITIES</b>		
		Men's Group
		Social Activities Team
		Solo Journeymen
<b>SERVICE MINISTRIES</b>		
		Boutique Assistants
		Budget & Finance Ministry Group
		Building & Grounds Ministry Group
		Coffee Hour Team
		Fold Bulletins/Newsletters
		Green Team
		Memorials & Gifts Ministry Group
		Office Volunteer/Receptionist
		Photographers
		Praise Team
		Stewardship Ministry Group
		Tellers/Auditors
		Trust/Endowment Ministry Group
		Vestry
		Website Management

## TIME AND TALENT COMMITMENT DESCRIPTIONS

### WORSHIP MINISTRIES

#### **Acolyte/ Crucifer**

They are part of the Altar party and assist during the service and walk in the processional. The contact is Glenn Matto.

#### **Altar Guild**

The Altar Guild, working in teams of two or three, prepares the altar and church or chapel for Sunday or Wednesday Eucharist, as well as special services. These preparations are done with love and devotion, so that each service may be conducted in reverence, order, and beauty to the glory of God. The contact person is the Rev. Judy Turberg.

#### **Audio/Visual Team**

The Audio/Video team enables our parishioners and visitors from near and far to participate in St. Francis church services via **online** and provides enhanced **audio** for all. The services can be viewed “Live” or can be viewed at any time. It brings such joy when we hear from those who value this service. The contact person is Tom Cadwalader.

#### **Bell Choir**

The Bell Choir performs periodically during the year. Regular practice is required. The contact person is Sophia Witte.

#### **Greeters**

Greeters are at our doors before services to welcome all, but especially visitors. They help with familiarization, provide name tags if requested and try to obtain information for follow-up. They invite visitors to join us for coffee hour and introduce visitors to the clergy’ The contact persons are Judy Davis and Cheryl Tardy-Albin.

#### **Lectors**

Lectors read the appointed scriptures and prayers of the people during the service. The contact person is Glenn Matto.

#### **Parish Choir**

The choir leads the music during services and sings an anthem. We normally sing from late Fall to mid-Spring. Membership requires commitment and regular participation. The contact person is Gerald Near.

#### **Ushers**

Ushers welcome parishioners and visitors at their arrival, distribute the Service

Bulletin, assist with seating, collect the offering and coordinate the flow at the communion rail. They answer questions, give directions and assist as needed. The contact person is Ken Adams.

## **PASTORAL CARE MINISTRIES**

### **Daughters of the King**

This is an international religious order of lay women with chapters in various denominations. A daughter takes a vow to live her life for God through prayer, service and evangelism. Daughters pray daily for the parish and clergy and one another. And they are devoted to living an effective life for Christ. The contact person is the Rev. Judy Turberg.

### **Lay Eucharistic Visitors**

The ministry of Lay Eucharistic Visitors is a vital part in embodying the reality of the church as community. The Eucharistic Visitors represent the church to those they visit, reminding them that the sick and infirm are an integral part of our community, the body of Christ. The contact person is Deacon Becky Williams.

### **Lay Home Visitors**

Provide personal contact to parishioners that temporarily or permanently cannot participate in church functions.

### **Memorial Reception Committee**

The committee follows the wishes of the family as to table decorations, ordering and serving food at the banquet table and cleaning up after the reception. As we work with our hearts and hands, we ease the stress of a grieving family, letting them know the love and comfort St. Francis has to share. The contact person is Sharon Thornby.

### **Prayer Chain**

People in the Prayer Chain commit to pray for a period of time for people requesting prayer for specific needs. It is named “chain” because it “links” those in need with those praying, amplifying the power of prayer. It connects us and a Power greater than ourselves. The contact person is Jim Ratley.

### **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.

## **OUTREACH MINISTRIES**

### **Heart and Hands Ministry Group**

The team oversees several outreach ministries and arranges functions that involve service to parishioners and outside groups. The contact person is Barbara Hook.

### **Imago Dei Partnership**

Imago Dei Middle School is a tuition-free, community supported school that serves students in Grades 4 – 8 from low income families. The school is operating under the umbrella of the Arizona Episcopal Schools Foundation and is focused on breaking the cycle of poverty through education. St. Francis has been supporting it since 2011 with parishioners annually serving on the Board, donating gift cards to graduating “scholars,” choosing to give their Arizona Tax Credit to Imago Dei, and generously making gifts and memorials to the school. The contact person is Barbara Bundy.

### **Prison Ministry**

As part of a Diocesan program, supports the women in Perryville prison, the children of Camp Genesis (summer camp) and the Angel Tree project. We send birthday and Christmas cards to the women, provide financial support and supplies to Camp Genesis and Christmas gifts to Angel Tree children. We raise awareness of the justice system and how former inmates and families are affected by it. The contact person is Rena Robbin.

### **Refugee and Border Ministry Group**

In conjunction with Green Valley Samaritans, we provide support to asylum seekers and deportees on both sides of the border. We visit the border every Wednesday. The contact person is Sue Spiewak.

### **Welcome Ministry**

Oversees the greeters and provides follow-up to visitors and new members. Delivers Welcome Package to new parishioners. Helps newcomers with integration into the parish. The contact person is Gary LaBarre.

## **EDUCATION AND FORMATION MINISTRIES**

### **Library**

The library is a teaching resource for clergy, classes and parishioners. It supports the mission of the church and growth in faith through the information, discoveries and examples found in the books it houses. It is your source for materials that will enrich the quality of your spiritual life. It is self-service and open during office hours. The contact person is Joyce Davison.

## SOCIAL ACTIVITIES

### **Men's Group**

Meets Tuesday mornings, alternating between serious discussion of life and faith issues and breakfast and social interaction. The contact person is Scott Whiteside.

### **Social Activities Team**

The team arranges all fellowship activities throughout the year. We try to have an activity every month to build community. Friday Night Movies, the Annual Barbeque, Thanksgiving Dinner and Soup Suppers and others are all organized by our volunteers. The contact person is Tisha Stril.

### **Solo Journeymen**

Parish members who are traveling through their life without a significant partner. They meet regularly to share conversation, food, wine, activities, laughter and companionship. The contact person is Kristi Thompson.

## SERVICE MINISTRIES

### **Boutique Assistants**

Talents Unlimited Boutique is a gift shop offering beautiful unique merchandise at discount prices, open every Sunday after the 9:00 service. The Boutique is a vital ministry for St. Francis as all profits go to the Rector's Discretionary Fund, which is solely used to help the needy in the Green Valley Community. The contact person is Jylene Wright.

### **Budget and Finance Ministry Group**

Prepares the yearly budget and oversees management and disbursement of funds. Gives periodic reports to the parish of our financial status. The contact person is Gloria Cadwalader.

### **Coffee Hour Team**

Makes the necessary preparation for our after-service social time in the parish hall. The contact person is Gail Haight.

### **Fold Bulletins/Newsletters**

Assist with folding the bi-monthly parish newsletter.

### **Green Team**

The inspiration for a Green Team came from Bishop Curry and the life of St. Francis. We model and teach practical skills to live in harmony with our environment by reducing, reusing and recycling. We meet every other month with a focus on making St. Francis and our community more earth friendly.

We enthusiastically welcome anyone wanting to make a difference. The contact person is Susan Burch.

### **Building & Grounds Ministry**

The Building and Grounds Ministry seeks to ensure proper stewardship and care of our property. It involves physical labor in maintaining our landscape and supervision and maintenance of our buildings. The contact person is Jim Ratley.

### **Memorial and Gifts Ministry Group**

Oversees and manages funds given as memorials with or without specific designation and recommends appropriate dispersal of these funds. Contact person is Lou Terry.

### **Office Volunteer/Receptionist**

Provide reception desk coverage during office hours and help with office functions when needed. The contact person is Bea Dow.

### **Parish Photographers**

Provides photographic support for St. Francis Staff and the congregation. Assists in the development of digital presentations when requested. Ensures all photos taken by the photographic team are properly archived on the St. Francis ONEDRIVE site. The contact person is George Grove.

### **Praise Team**

The team consists of musicians and singers who offer contemporary Christian music. The contact is Larry Howell.

### **Stewardship Ministry Group**

Members participate in planning and conducting the annual Stewardship Program and emphasize stewardship of time and talent throughout the year.

### **Tellers/Auditors**

Tellers work on teams who are responsible for picking up the Sunday receipts each Monday as well as count and prepare the cash receipts for deposit. The contact person is Megan McAllister. An audit of the tellers' activities is conducted once a month by a member of the Audit Committee. It consists of observation of the tellers activities and insuring the handling of collected funds in accordance with standard and acceptable accounting practices. The results are reported to the Vestry. The contact person is Arliene Stremming.

### **Trust/Endowment Ministry Group**

The committee holds and administers Trust properties and distributes at least annually the net income to support the operations of St. Francis. The five committee members are appointed by the Vestry. The contact person is Julie Reppenhagen.

### **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. The contact person is the Senior Warden.

### **Website Management**

Designs and manages the church's web page and keeps information current. The contact is Melody Anderson.

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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 Bible Study and other Adult Education classes.