



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. Drop the form off at the Church office or put it in the offering plate on Sunday. Thank you.

| Interested | Already Active | |
|---------------------------------|----------------|---------------------------------|
| WORSHIP MINISTRIES | | |
| | | Altar Guild |
| | | Usher |
| | | Greeter |
| | | Acolyte/Crucifer |
| | | Lector |
| | | Parish Choir |
| | | Bell Choir |
| | | Sound & Video Technicians |
| PASTORAL CARE MINISTRIES | | |
| | | Daughters of the King |
| | | Lay Eucharistic Visitors |
| | | Lay Home Visitors |
| | | Memorial Receptions |
| | | Prayer Chain |
| | | Stephen Ministry |
| | | |
| | | Sunday Flower Delivery |
| | | TeleCare |
| | | |
| OUTREACH MINISTRIES | | |
| | | Hearts and Hands Ministry Group |
| | | Refugee & Border Ministry Group |
| | | Prison Ministry |
| | | Imago Dei Partnership |
| | | Welcome Ministry |
| | | |
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| Interested | Already Active | |
|---|----------------|--------------------------------------|
| EDUCATION AND FORMATION MINISTRIES | | |
| | | Adult Christian Formation |
| | | Library |
| | | |
| SOCIAL ACTIVITIES | | |
| | | Social Activities Team |
| | | Men's Group |
| | | |
| | | Solo Journeymen |
| | | Turkey Squad (Thanksgiving Dinner) |
| | | |
| SERVICE MINISTRIES | | |
| | | Vestry |
| | | Stewardship Ministry Group |
| | | Budget and Finance Ministry Group |
| | | Personnel Ministry Group |
| | | Landscaping & Grounds Ministry Group |
| | | Green Team |
| | | Communication Ministry Group |
| | | Photographers |
| | | Artworks Ministry Group |
| | | Memorials & Gifts Ministry Group |
| | | Fold Bulletins/Newsletters |
| | | Tellers/Auditors |
| | | Office Volunteer/Receptionist |
| | | |
| | | 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.

Hand Bell Choir

Members of the Handbell Ensemble rehearse every Tuesday at 10am in the choir loft. They will play an anthem during the Offertory a number of times throughout the year. Since ringing bells is a team effort, regular attendance is expected. The Handbell Ensemble does not rehearse during the summer months. If you are interested in ringing, please contact Sophia Witte at 520-509-5037 or smw_witte@yahoo.com

Audio Video Team

The audio video ministry is a two-part team that works together to fill the audio and video streaming needs of the parish. The ministry has two parts: 1) Live Stream / Video Operator Broadcasting our services is a ministry that provides an avenue for people to participate in our services when they can't physically be present. The live stream/video operator makes use of cameras and broadcast equipment to either broadcast and or record our various services. Training and coaching is provided. 2) 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.

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.

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

Hearts and Hands 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. Actively work with various agencies.

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 emergency supplies to migrants at the southern border and assisting refugee relocation services to help resettle refugees in new homes in the Tucson area.

Prison Ministry

Prison Ministry works in conjunction with the Episcopal Diocese of Arizona Prison Ministry. At St Francis-In-The-Valley we support the children who attend Camp Genesis at Chapel Rock by committing to pray every day for the camper for a year. These campers are the children of an incarcerated parent. Also, we support women who are incarcerated in Perryville Prison in Goodyear, AZ, by sending birthday cards to the women. In addition, we sell Perryville Notecards created and printed by women in Perryville.

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.

Welcome 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 Home visitors and 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

Library

The purpose of the church library is to be a tool to serve the educational and spiritual needs of the members of the congregation. Tasks to be done are maintaining the collection through the Reference and Circulating collection by cataloging, shelving, checking books out and in, helping people with requests in all subject areas, authors and/ or titles of books. Our volunteers also do book reviews for News from the Pews (published weekly on the website) and the church newsletter (published monthly and mailed to members). We also maintain the "Library Table" in the Parish Hall during Coffee Time after Sunday services with a selection from the library which is changed periodically to offer different items from the collection. The library is open during the weekly office hours, after Sunday services and during church activities.

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.

Solo Journeymen

The Solo Journeymen 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.

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.

The St Francis Green Team.

A grassroots group with a focus on reducing, reusing and recycling. The group meets every other month to evaluate, learn and model care of creation in our daily lives. Paper reduction at St Francis is the primary goal. In addition, tree planting is in process to improve air quality and create an environmentally friendly habitat. Water harvesting is a future goal. New members are welcome! Come and make a difference with the team.

Photographers

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

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.

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

Assist with waiting on customers, writing up purchases, and assisting with seasonal changes of merchandise.

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.