



The Episcopal Church of the Holy Spirit Volunteer Ministries

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

Training is offered annually in February and as needed by request.

Table of Contents

Sunday Services.....	2
Building and Grounds	3
Education	4
Communication	4
Outreach.....	5
Parish Care	5
Administrative.....	6

Sunday Services

Worship Service

Acolytes light candles, carry the cross at the beginning and end of the service, help during the reading of the Gospel, help prepare the table for communion and administer the wine during Holy Eucharist.

Eucharistic Minister Administer the wine during communion saying “The blood of Christ, the cup of salvation.” Does not need to vest and may sit in the congregation during the service and come to the altar after the consecration of the bread and wine. Returns to their seat in the congregation after all have received communion.

Healing Prayer offers prayers and laying on of hands for those who come to the prayer station during the serving of the Holy Eucharist.

Lesson Readers (First and Second Lessons) read the lessons for that day.

Livestream Camera Operators set up, operate, and shut down the equipment used to broadcast and record Sunday services and other events (the equipment consists of a phone camera with attached mic, mounted on a tripod).

Offertory Musicians provide instrumental and/or vocal music at the offertory during the service.

Prayer Leader leads the Prayers of the People.

Worship Support

Altar Guild prepares the altar before the service. This includes flower arranging, linen care, silver/furniture polishing, and caring for the worship space and liturgical objects.

Bulletin Folders fold bulletins and insert extra pages anytime between Thursday and 8:00 a.m. Sunday *One year commitment*

Coffee Hour Hosts bring snacks and take care of setup and cleanup for our “coffee hour” after church. (The church supplies coffee and juice.)

Greeters welcome everyone and keep a special eye out for newcomers. Greeters record visitors’ names, introduce them during the announcements and leave contact information on the rector’s desk after the service.

Nursery Assistants help our paid Nursery Worker when a second adult or older teen is needed to be present according to church policy (Safeguarding God’s Children).

Sunday Cleanup involves picking up trash and bulletins, straightening chairs, vacuuming, and sweeping as needed, and making sure that the sanctuary and hallway are clean and in order (the sexton cleans the entire building at the end of the week).

Ushers arrive 30 minutes before the service to set up the sanctuary, make sure parishioners have bulletins, and perform other duties. Ushers ring the bell, count the number of service participants, and record attendance in the Church Service Book.

Building and Grounds

Gardener(s) take care of all the planted areas from the first hint of spring (with that first crop of weeds!) through put-it-to-bed time in late fall. You do not have to be a gardener to sign up for this ministry; you simply have to be willing to play in the dirt. *As needed.*

Handypersons help with lots of odd jobs that crop up in our building, include carpentry, painting, plumbing, electrical work, etc. *As needed.*

Kitchen Coordinators make sure the kitchen is stocked (providing information to Supply Stocker), appliances are clean, trash is taken to the bin in the storage room, linens are taken home and washed, and the refrigerator is cleared of unusable food (in general, keep the kitchen in good order).

Lawn Mowers & Weed Whackers cut down our grass, weeds, and vines on the property. *As needed.*

Memorial Garden Caretakers safeguard the Memorial Garden by maintaining its physical wellbeing and preparing the Memorial Garden for the interment of ashes as needed. *As needed.*

Property Committee, with the Junior Warden, has primary responsibility for the upkeep and maintenance of the building and property. This committee oversees any and all building and grounds projects. Improvements and expenditures are to be made with the approval of the Vestry. *One year commitment.*

Snow Removers keep our drive and front steps clear of ice and snow, especially on Sunday mornings. *As needed.*

Supply Stockers make sure that kitchen and cleaning supplies (such as coffee, creamer, paper towels, toilet paper, etc.) are in stock.

Trash Removal/Recyclers take our filled trash and recycling receptacles (paper, glass, and plastic) to their proper destination, empty them, and return them as needed. *One month commitment.*

Education

Lifelong Christian Formation (Adult Ed) Committee meets four to six times per year to act as a clearing house for all Christian Formation ideas suggested by members of Holy Spirit, identifies individuals within the church and the community who are just waiting and are willing to share their knowledge and passion, and coordinates/promotes these Christian Formation programs. Examples:

- 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.
- Series on contemporary issues: the environment, death and dying, aging, racism, violence, and creativity through spiritual activities

Communication

Mountain Spirit (our monthly newsletter) requires:

- Writers to summarize programs, events, and interesting stories, or even provide a brief essay related to our church's mission.
- assistants to pick up the printed copies from Value Print in Mars Hill, fold them, and affix mailing labels and stamps to the ones being mailed.

Photographers supply us with photographs of parishioners and activities at the church and community. *As needed.*

Social Media supporters work with the church office and communications volunteers to maintain publicity and information on approved social media sites.

Web Site supporters help the church office make sure that content on the website is up to date and that website links and connections are functioning.

Outreach

Outreach Committee receives, coordinates, and researches requests for assistance from church members and various non-profit agencies and organizations. The committee collaborates with the Rector and the Vestry to maximize the financial resources dedicated to outreach. The Committee has oversight over a wide range of outreach activities, both fundraising and distribution.

Examples include:

La Esperanza Immigrant Ministry serves over 60 Latina families in Madison, North Buncombe and Yancey areas with the mission of building a network of community support among people of differing linguistic, cultural, and economic backgrounds. The outreach includes social activities for the women and youth, ESL classes, community partnership and relations building within the community, interpreting, and translating services and financial assistance to families in need.

Madison Heritage Arts Festival, in which we participate by outfitting and staffing a fundraising booth with items created by parishioners for raffle (usually a quilt) or sale (usually food). All proceeds are distributed among the non-profits selected by the Outreach Committee.

There are numerous outreach opportunities throughout the year. Outreach Committee will publish the need for both volunteers and supporters for those efforts which significant support for families in need, the homeless, the hungry, and foster children.

Parish Care

Celebration Team is dedicated to fellowship and celebration of special events in the life of our church. Through the gift of hospitality, we honor parishioner milestones, visiting notables, seasonal parties, or other events as they arise.

Church Caring Crew works to help parishioners facing unexpected situations or emergencies. Team members and those other parishioners recruited by the committee typically offer transportation, companionship, meals, home visits and other services appropriate to the situation.

Home Communion Team takes communion to ECHS members unable by reason of ill health or infirmity to attend Sunday worship.

Lenten Supper Coordinator recruits volunteers to make soup and bring bread and butter to our Wednesday programs during Lent as well as coordinating setup and clean up during the season of Lent.

Prayer Chain incorporates the prayer requests of others into their own daily prayers.

Stewardship Team oversees our church's annual Fall Stewardship Campaign and the recruitment of volunteers for service, ministry, and mission in and through our church.

Visitor/Newcomer Team follows up with visitors and newcomers to help them get to know the church better and become incorporated into our fellowship.

Administrative

Archives Team preserves, organizes, and makes accessible the historical records of the life of Holy Spirit. *One year commitment.*

Art Wall Coordinator contacts artists/crafts people at the church to solicit artwork to hang and display the work with the help of the artists. *Ongoing commitment.*

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

Photo Board Maintenance maintains parish photo board with timely photos of parishioners. *Ongoing commitment.*

Tech Support involves helping troubleshoot various issues with software, hardware, etc. *As needed*