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PARISH MINISTRIES GUIDE

serve Christ, serve St Stephens

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**ST. STEPHENS
EPISCOPAL CHURCH**

ALCOLYTES

A ministry for youth that is an integral part of the worship service.

Leader: Gwenn Reback
303-772-4728
gwennreback@comcast.com

Current Members: Patrick Rudden, Alea diZerega, Eryn diZerega, Lexi Duley

Member Requirement: Training, ages 8-14 years

Meetings: Training between services on Sundays if need

Service Frequency: Sundays – both services

Time Commitment: 1 hr. per week

CHALICE BEARERS

These trained lay people serve at the altar during a service of Holy Communion. The chalicers administer the chalice during the Eucharist and assist the priests in whatever ways they might request.

Leader: Kandace Einbeck
303-776-1072
info@ststephenslongmont.org

Current Members: Amy Varin, Jim Dozier, Harry Hoffman, Steve Merrill, Anne Turner, Mark Turner, Ann Jennings, Maggie Caldwell, Maggie Benton, Chrissy Canterbury, Eryn diZerega, Nancy McWhorter, David Tweedale

Member requirement: Confirmed member at least 16 years old

Meetings: as needed for training (1 x a year, if needed)

Service Frequency: Once a month (with enough membership)

Hours (per week/month/year): 2 hours/month

Immediate need: Seeking six more members, especially at 8 am.

ALTAR GUILD

The Altar Guild serves under the direction of the clergy by preparing the church for worship, taking of the many details of our worship and setting up for various services including weddings and funerals. The Altar guild is responsible for care and preparations of the Altar, linens, priest vestments, brass, silver, candles and flowers. We are a friendly group that eagerly welcomes new volunteers.

Leader: Susi Carr
303-776-8689
carrcmssc@lpcnextlight.com

Current Members:

Susi Carr, Committee Chair, Rebecca Cooper, Jodi Benson, Phyllis McCulloch, Bill McCulloch, Kiel Morris, Peggy Lavernez

Additional Contributors:

Anne Turner, Jennifer Wojniak

Member requirement: Training is provided.

Meetings: none

Service Frequency: May include funerals, weddings, Lent/Easter services, Advent/Christmas services and other special services that might come up

Time Commitment: 6 hours a week, 1 Sunday a month. Work is split between members of this ministry.

Immediate Need: We need additional members and would love to have some younger people be involved. More members would allow for a more structured program.

“Ministry is not a job or Sunday routine, It’s a privilege to to be chosen and used by Jesus.” - unknown

CHRISTIAN EDUCATION

Religious Classes for children, ages 3-12 years of age

Leader: Jennifer Wojniak
970-775-1105
wojniakj@yahoo.com

Current Members: Jennifer Wojniak, Committee Chair, Cherry Marcellus, teacher, Gen Sanangelo, teacher

Member requirement: Parents or church members who have a love for teaching and children. Have to complete Safe Church training.

Meetings and Service Frequency: None

Time Commitment: Two weekly Sunday school classes, 10am in Boone Hall. After short introduction and prayer, split into preschool to 1st grade taught by Cherry or Gen and 2nd grade to 12 years taught by Jennifer.

Immediate need: Seeking parents or church members to help teach this class

COLUMBARIUM

The Columbarium is St. Stephen's consecrated garden where the ashes of the deceased are buried. This ministry is responsible for keeping the Columbarium clean, maintain and beautify the area. This also entails making sure there are enough open spaces for future use.

Leader: Harry Hoffman
303-651-3775
hardbar2golfers@lpcnextlight.com

Current Members, meetings and requirements: None

Service Frequency: when funerals take place

Time Commitment: Average of 5 hours a month

Immediate need: seeking people to dig spaces when needed

COFFEE CART

Fellowship time held after the 8 and 10am services is a good way of meeting new people and connecting with those you already know

Leader: Kandace at Church Office
303-776-1072
info@ststephenslongmont.org

Current Members: Call Kandace if you need to contact someone

Member Requirement: Volunteers are invited to set up or clean up. Provide coffee and light snack.

Meetings: none

Service Frequency: Approximately once a quarter.

Time Commitment: 1 hr.

Immediate need: Church needs more volunteers for this ministry.

COMMUNICATIONS

Updates St. Stephen's Community on TV in Narthex and on social media

Leader: Maggie Benton
388-588-5006
mlbenton9@hotmail.com

Member requirement: Able to navigate, update Facebook and other mediums and put on TV in Narthex

Meetings: none

Service Frequency: As needed to stay up to date

Time Commitment: 2-4 hours a month

COOP'S TROOPS

Jr Wardens Team for Church Maintenance
Group of volunteers led by Chuck who help with general maintenance of building and grounds of St. Stephen's

Leader: Chuck Coopridner, Jr. Warden
303-746-1006
cscoop246@aol.com

Current Members: Kirk Ray, Mike Brogan - Need 4 members

Member requirement: General handyman work

Meetings: none

Service Frequency: as needed

Time Commitment: as needed

EUCCHARIST VISITORS

This group of lay people who are dedicated parishioners, visits and provides communion for those unable to be part of our Sunday worship. They may be in the hospital, nursing home or at home.

Leader: Rev. Mark Genty
303-994-2030
mgenty@mac.com

Current Members: Janet Strickler, Maggie Benton, Gay Hampton, Jodi Benson, Joe and Cynthia Kulikauskas

Member requirement: Confirmed member of St. Stephen's

Meetings: none

Service Frequency: both Sunday services

Time Commitment: 4 – 6 hours month

DINNER GROUPS

Social gathering for members to get together

Leader: Cynthia Kulikauskas
303-651-6623
cynkpiano@gmail.com

Current Members: 2017, 16 groups

Member Requirement: Enjoy eating and socializing

Meetings: none

Service Frequency: Each group of 4-5 couples plan to meet 4 times a year for dinner.

Time Commitment: Roughly 3 hours for dinner

FACILITIES USE

Facilitate the use of church facilities

Leader: Seeking a new leader

Current Members: Vestry

Member Requirement: Facilitate rental agreement, plus insurance if needed. Tour facility with leasee. Collect rental fee, prepare facility for use, provide key or open church for function. Add dates of use on calendar in office.

Meetings and Service Frequency: As needed with user

Time Commitment: 10-12 hours annually

Immediate Need: Seeking leader and associate coordinator

"The ministry and mission of the church is at

the center of Christian giving." - John Piper

FINANCE COMMITTEE

Monitors financial condition of St. Stephens, works closely with Stewardship, develops yearly budget. This ministry reports to Vestry at monthly meetings. Ministry will always include Treasurer and one member that sits on Vestry.

Leader: Monty Sharma
303-642-6966
montyvsharma@gmail.com

Current Members: Chris Ray, Sr.Warden, Ken Cline, Treasurer, Bill McCulloch, Mike Brogan, Mark Turner, Greg Byrd

Member requirement: Must have basic understanding of finance

Meetings: Once a month, Monday before Vestry meeting, 6: pm – 7:00 pm. Meeting are at St. Stephen's

Service Frequency: May need to serve on Stewardship Committee

Time Commitment: 2 hours month

GROCERY CERTIFICATE

Everyone eats and so everyone shops. Grocery coupons are an easy way of adding 5% income to the operating budget of St. Stephen's. Grocery Certificates can be bought and used at King Soopers and Safeway. Grocery Coupons can be used for groceries and gas at affiliated stations.

Leader: Damaris Ayuso
303-678-8423
dayuso@alum.mit.edu

Current Members:

Shirley O'Brien, Damaris Ayuso, Ann Jennings, Cynthia Kulikauskas

Member Requirement: time

Meetings: none

Service Frequency: none

Time Commitment: 3-4 hours a month - selling grocery cards after services

GREETERS

To make visitors welcome: greet new people at church door, invite them to sign guest book, invite them to stay for coffee.

Leader: Kandace Einbeck
303-772-1072
info@ststephenslongmont.org

Current Members: Sue Jaeger, Carol Cook, Helen McKee, Jennifer Perez, Jo Merrill, Rose Begin, Harry and Barb Hoffman, Jennifer Braun

Member Requirement: Friendly

Meetings: none

Service Frequency: 1 time a month

Time Commitment: 1 hour

KIDS MUSIC

Learn new songs and participate in musical educational activities.

Leader: Brenda diZerega
303-589-2281
bpdizerega@comcast.com

Current Members: Adelyn Scheiblich, Avery Marcellus, Beckett Johnson, Chloe Fritz, Colin Fritz, Delaney Marcellus, Elizabeth Rae, Jacob Roberts, Aidan Roberts, Katherine Rae, Lexi Daugherty, Quinne Nelson, Ronan Nelson, Sloane Ahrens

Member requirement: Have fun

Meetings: none

Service Frequency: Special service, usually play once a month

Time Commitment: 1 hour per month

HANDBELL CHOIR

St. Stephen is privileged to have both adult and youth handbell choirs, adding another musical enhancement to our worship.

Leader: Brenda diZerega
303-589-2281
bpdizerega@comcast.com

Current Members: Jodi Benson, Debbie Cunningham, Mindy Daugherty, Pam Aultman, Chrissy Canterbury, Cynthia Kulikauskas, Mark Turner, Bethany Turner, Joanna Turner, Chrissy Harrison, Joe Kulikauskas, Lana Duley (sub)

Member requirement: Attending regular rehearsals and being at service where bells are played

Meetings: Adults meet during the school year every 2nd and 4th Sunday at 11:30 am

Service Frequency: Special service, usually play once a month

Time Commitment: 2 hours a month (Sept. through May)

Immediate need: Seeking more ringers and subs

LABRINYTH GUILD

Support and maintain the labrinyth at St. Stephen's

Leader: Janet Stickler
janartist@gmail.com

Current Members: Janet Strickler, Barbara Valusek

Member requirement: Member of St. Stephens

Meetings: occasionally when the need comes up

Service Frequency: none

Time Commitment: 1 hr. month if needed

Immediate need: Seeking new leadership

LEGACY

A group of parishioners who make available information to St. Stephen's Congregation about making a financial commitment to St. Stephens through bequests (will or insurance.) The committee communicates and maintains the growth of the legacy.

Leader: Chris Ray, Sr. Warden
303-746-0482
chrisray@gmail.com

Current Members: Mark Turner, Greg Byrd, Chuck Coopriker

Member Requirement: Basic knowledge of finance

Meetings: 3-4 times a year, 1 hour each

Other Service: Chili cookoff, or similar event once a year

Commitment Time: 3-4 hours a year

LITURGY GUILD

Enriching Liturgy during seasons to engage members with our church

Leader: Janet Stickler
janartist@gmail.com

Current Members: Current Rector, Brenda diZerega, Choir Director

Member Requirement: Creative ideas for Liturgy

Meetings: When needed to discuss Liturgy. More often for Lent, Holy Week and Easter

Service Frequency: none

Time Commitment: 5-10 hours per season, depending on what activities per time of year

MORNING PRAYER

Offer a weekly prayer service to those who want to pray and learn together during the week

Leader: Janet Strickler
janartist@gmail.com

Current Members: All are welcome to attend

Member Requirement: none

Meetings: None

Service Frequency: Thursday mornings at 9:00am

Time Commitment: 4.5 hours a month

OUTREACH

This team of caring people gathers information regarding the needs of our local community, our nation and the world, and then meets to discuss how St. Stephen's can meet some of those needs. They plan projects to assist others locally through partnership with the O.U.R. Center and HOPE, the United Thank Offering, and Colorado Haiti Project.

Leader: Father Larry Bradford
303-495-4600
lbradford59@gmail.com

Current Members:

Member requirement:

Meetings:

Service Frequency:

Time Commitment:

NEWCOMMERS

The group of parishioners makes contact with Sunday visitors and invites them to events and fellowship with those newcomers who are interested in learning more about becoming a part of St Stephens.

Leader: Michelle Webb
303-808-9601
mgrazwebb2014@gmail.com

Member requirement: Greet, sign in and educate newcomers to the church in an effort to have them sign in and hopefully join and pledge.

Meetings: none

Service Frequency:

Time Commitment: 1 - 2 hours a week

PRAYER CHAIN

Provide prayers for anyone in need. Names on the prayer chain are kept on the list for one month.

Leader: Shirley O'Brien
970-532-3411
surelyoh@gmail.com

Current Members: Maggie Benton, Kathy Fulton, Susan Hedgepath-Amy, Teri Jurgens, Madelyn Richards

Member requirement:

Meetings:

Service Frequency:

Time Commitment: Depending on the needs, approximately 3 hours per month in prayer.

Immediate need: I would like to see more people volunteer to be members of the Prayer Chain. We could all use more people praying for us.

READERS

The lay people read the lessons, psalms and prayers of the people during Sunday and special worship services

Leader: Kandace Einbeck
303-776-1072
info@ststephenslongmont.org

Member requirement: Ability to Read well

Meetings: none

Service Frequency: Sign up when you can be at church service

Time Commitment: As often as willing and able

STEWARDSHIP

A steward is a person who manages the affairs of a household or estate for its owner. We are all stewards of God on the earth and must consider how we use our time, skills and money for God's glory and his work. Stewardship is more than simply contributing money to the church; it's also about contributing time and talents, and volunteering for ministry and mission. It's about reaching out to build relationships from a perspective of abundance instead of scarcity.

Leader: LeLanda Lee
303-994-5140
lelandalee@gmail.com

Current Members: Father Larry Bradford, Mary Ann Ryan - Treasurer, Chuck Coopriider - Jr. Warden, Michelle Webb, Monty Sharma, Zac Chase

Member requirement: Must be member of St Stephens

Meetings: 2 hr meetings per month, August - October

Service Frequency: May have work around Stewardship activities

Time Commitment: 6-8 hours total each person

SANCTUARY CHOIR

Our Sanctuary Choir provides the support for congregational singing in our worship services from September through June. We include a variety of music: traditional, classical, spirituals, etc. While some have exceptional voices, others are there because they love music and like to express their love of God through that medium.

Leader: Brenda diZerega
303-589-2281
bpdizerega@comcast.com

Current Members: Jodi Benson, Debbie Cunningham, Michelle Cunningham, Mindy Daugherty, Maggie Caldwell, Tess Steward, Pam Aultman, Chrissy Canterbury, Susi Carr, Charlie Ellinger, Cynthia Kulikauskas, Madelyn Richards, Phil Caragol, Susi Caragol, Steve Merrill, Anne Turner, Charlie Carr, Rick Ellinger, Jack Hampton, Joe Kulikauskas, George Stevens, Mark Turner, David Tweedale

Member requirement: Attend regular rehearsals and services

Meetings: September through May, the choir practices Thursday nights at 7:00 p.m. and before church at 9:15 a.m. each Sunday. In July and August, the Summer Choir practices on the 2nd and 4th Sundays of the month at 9:15 a.m.

Service Frequency: Mostly Sunday mornings, weekly September through early June. Special services for Christmas and Easter.

Time Commitment: Approx. 15 hrs/month, Sept through May

Immediate need: More voices of all parts, in particular alto's

**Commit to the Lord whatever you do
and he will establish your plans.**

Proverbs 16:3

ST CECILIA'S GUILD

This group meets for Christian fellowship and service hosting funeral receptions and leading cleaning of the church kitchen.

Leader: Helen McKee
303-910-1979
helenmckee2@gmail.com

Current Members: Debbie Ball, Rose Begin, Linda Brogan, Rebecca Cooper, Sandra Hargrove, Barbara Hoffman, Sue Jaeger, Peggy Lavernez, Helen McKee, Shirley O'Brien, Jennifer Perez, June Pieper, Adrienne Sportsman, Tess Steward, Robin Trader, Margo Walsh, Pat Zubritsky.

Member requirement: Time and love!

Meetings: Monthly, 3rd Wednesday 1pm, September through May

Service Frequency: As needed to host funerals or weddings, plus Easter brunch and annual meeting. Clean church kitchen once a year

Time Commitment: 3-4 hours per function

Immediate need: Several new members. Many members have served for 20 plus years and are retiring.

"The church needs you, your Enthusiasm, your Creativity, and the Joy that is so characteristic of you."

- Pope Francis

USHERS

Hand out bulletins, pass the offering plate, help people to communion table.

Contact information:

Leader: Kandace Einbeck
303-776-1072
info@ststephenslongmont.org

Current Members: Ann Jennings, Tim and D'Anne Rudden, Jo and Steve Merrill, Ken Cline, Rebecca Cooper, Chuck Coopridner

Member Requirement: Fairly mobile

Meetings: only for training

Service Frequency: 1 time a month

Time Commitment: 1 hour

Immediate Need: Seeking ushers to serve at either service, but especially for the 10 am service.

WEBSITE

Design, update and maintain website for member communication and visitor information

Leader: Nicolette Ahrens
970-302-7828
ahrensnl@gmail.com

Member requirement: Proficiency in using website platforms and creating digital media/banners.

Meetings: none

Service Frequency: Update at the beginning of the month from newsletter announcements and as needed within each month

Time Commitment: 2 - 4 hours per month

VESTRY

Vestry is the legal representative of the parish with regard to all matters pertaining to its corporate property and articulate the mission of the church.

The Vestry has the basic responsibility to help define and articulate the mission of the congregation, to support mission by word and deed, to ensure effective organization and planning and to manage resources and finances.

Leader: Chris Ray
303-746-70482
chrisray@gmail.com

Current Members:

Father Larry Bradford, Chuck Coopriider - Jr. Warden, Joe Kulikauskas - Vestry Clerk, Mary Ann Ryan - Treasurer, Bill McCulloch, Mike Brogan, Amy Varian, Kirk Ray, Ian Nelson, Monty Sharma, Amy Varin, Mary Byrd, Barb Smith

Member requirement: 3 year commitment

Meetings: 3rd Wednesday every month, 6:30 - 8:30 pm

Service Frequency: Meet 1-2 times a year to review mission of church and plan the next year. Part of stewardship every Fall.

Time Commitment: 2-4 hours a month. Vestry members take turns to be on hand each Sunday for questions and to lock up (approx 1 per month).

Immediate Need: Every year membership changes as new additions are voted on at the annual meeting in January.

**"If you aren't serving, you're just existing, because life is meant for ministry."
- Rick Warren**

WITNESS

Collect and organize information to be sent in newsletter format to members of St Stephens

Leader: Danna Richards
Lelanda Lee - back up
witness@stephenslongmont.org

Current Members: Kandace Einbeck - Church Secretary, Kas Knutson - volunteer coordinator

Member requirement: Organize news information and communicate through email

Meetings: none

Service Frequency: Monthly coordination

Time Commitment: 5-8 hrs per month

YOUTH CHOIR

Sing at designated Sunday services

Leader: Brenda diZerega
303-776-1072 ext 4
bpdizerega@comcast.com

Current Members: Eyrn diZerega, Benii Turner, Aleah diZerega, Joanna Turner, Raven Mesander, Meg Turner

Member requirement: Attend meetings and specific services

Meetings: Choir meets on an as needed basis

Service Frequency: as needed

Time Commitment: as needed

YOUTH GROUP

The purpose of Youth Group is to build community, develop relationship with God, understand the church, and have fun doing it

Leader: Need a new leader

Current Members: Several youth have graduated.

Member requirement: Middle or High school student

Meetings: Regularly from 11:30 to 1:00 on Sundays twice a month including lunch, games and bible study at the church.

Service Frequency: Any other special events

Time Commitment: 4 hrs per month



ST. STEPHENS
EPISCOPAL CHURCH

....to equip the saints for the work
of ministry...
Ephesians 4:12-13

LOOKING FOR MORE MINISTRY?

For more information on how to serve the Lord
through St Stephens, Contact:

Father Larry Bradford
303-495-4600
lbradford59@gmail.com

Chris Ray
303-746-0482
chrisray@gmail.com

