



St. James Church
Evangelical Lutheran Church in America
God's work. Our hands.



WHO WE ARE. WHAT WE BELIEVE.

St. James Lutheran Church is a member of the Evangelical Lutheran Church in America (ELCA) whose motto is "God's work. Our hands." This motto is taken very seriously at St. James and is incorporated not only in our worship services but also in our daily lives.

James 1:22 admonishes us to "Be doers of the word and not hearers only." This is a constant reminder to all of our members to become involved by using their time, talent, and treasure to demonstrate God's love in the world.

The individual and group ministries listed in this handbook are avenues for service that actively demonstrate this commitment to the ELCA motto and to St. James's admonition.

We hope this handbook will be helpful in explaining the various duties involved in each of the ministries at St. James and that you will join our family in serving. If many do a little, a few will not have to do a lot.

"Truly, I say to you, as you did it to one of the least of these my brethren, you did it to me." Matthew 25:40.



ST. JAMES LUTHERAN CHURCH **VOLUNTEER MINISTRIES HANDBOOK**

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WORSHIP MINISTRIES

Worship leaders participate in the service and witness to the Word. By helping with the various tasks at worship, these leaders contribute by providing portions of the overall worship service.

GREETER

One of the easiest and most enjoyable of the volunteer positions is that of Greeter who arrives at church at least 20 minutes before the service begins, wears a nametag and a smile, and welcomes people as they arrive.

USHER

This is another early arrival position. Ushers work in teams to distribute the worship bulletin, collect the offering, ring the bell at the appropriate time during the service, and assist any worshippers who need help.

ACOLYTE & ACOLYTE DEACON

The responsibilities of the Acolytes and Deacons are to light and extinguish candles, assist at communion, and perform other tasks as needed to make the service run smoothly. Traditionally these positions have been filled by young people of the congregation, but adults can also serve in this capacity.

LECTOR

The Lector is responsible for reading the Scripture passages appointed for the day from the lectern. A copy of the readings is available in advance of the service so the Lector can familiarize himself with it.

CANTOR

The Cantor leads the congregation by chanting the Psalm appointed for the day.

ASSISTING MINISTER

The Assisting Minister helps Pastor at the altar by reading prayers and assisting with offering individual cups at communion.

COMMUNION ASSISTANT

Along with Pastor, the Assisting Minister, and the Acolyte, this person assists with offering the chalice at communion.

WORSHIP MINISTRIES (Continued)

COUNTERS

After the worship service, the Counters count the financial contributions, enter the information in the computer, and prepare the bank deposit. A two-person team with one person entering and one person counting and dictating names and amounts can complete this task quickly. Time commitment is approximately once every four to five weeks depending on the number of teams serving.

COFFEE HOUR

A minimum of two people makes this task easily accomplished. Arrive at church at least 30 minutes before the service to prepare the coffee and set up snacks for both adults and children. During the last hymn, proceed to the coffee table to serve and greet. Full information on coffee preparation and cleanup is available in the kitchen.

ALTAR GUILD—ALTAR FLOWERS COORDINATOR

One or two people arrive at church on Saturday morning to prepare the church for Sunday service. Training is provided to be able to adorn the altar with the appropriate linens and communion vessels. Flowers are used to enhance the worship space and hymn numbers are added to the hymn boards.

GROUP MINISTRIES

CHURCH COUNCIL

The Church Council is the main leadership body of the congregation and is responsible for all activities, budgetary, constitutional, financial mission, and vision functions of St. James. The Council is comprised of elected positions as outlined in the Constitution.

Contact: **Sandi Pascoe, President** **203-264-5205** **spascoe@charter.net**

Meetings: **2nd Tuesday of each month; 7:00 P.M. at church**

Time commitment: **2-4 hours month**

EVANGELISM

The Evangelism Committee concentrates on spreading the Word of the Lord both within the congregation and outside the church by way of newspaper articles, advertisements, welcoming visitors, and documenting our life together in faith through the Photo Corps.

Contact: **Rich Larson, Chairman** **203-881-2730** **glassact169@yahoo.com**

Meetings: **3rd Tuesday of each month; 7:15 P.M. at church**

Time commitment: **2-4 hours a month**

GROUP MINISTRIES (Continued)

OUTREACH

Projects include Food Bank drives, Lutheran Home projects, Thanksgiving Day celebration, Christmas outreach, Homefront Day, the Tri-bury Bike-a-thon, our in-house *green team*; and much more.

Homefront Day:

People who want to assist with planning and execution of home repair work for a needy family are needed. Carpentry and such skills are not required, as there are many other tasks to be done. Assistance is needed with prior planning and organization of the project and ordering material. *Homefront Day* is the First Saturday of May; with planning meetings during the months prior, usually held at St. James, as announced.

Holiday Outreach Projects:

Helping with the organization and planning of specific programs associated with the holidays including the Needy Fund Giving Tree, Sasmaritans' Purse Shoebox Project, the Lutheran Home Fair, Operation Christmas Child, and the list goes on.

Contact: Lauren Lyons, Chairperson 203-264-2510 lyonsden1133@charter.net

Meetings: 3rd Tues. of each month at church

Time commitment: 2-4 hrs./month

JAMES MINISTRIES

James Ministries is a hybrid of the Stephen Ministry model and is designed to fit the needs of St. James. It provides care, support, resources, and some services to the members and extended family of the congregation. James Ministries provides pastoral care and support through visitation, mailings, and reminders to the congregation of specific needs in the family and the town.

Contact: Sandi Pascoe, Chairperson 203-264-5205 spascoe@charter.net

Meetings: 4th Thurs. of each month, 7:30 P.M. in the Chapel

Time commitment: 3-5 hrs./month

ANGEL FOOD MINISTRIES

St. James has been approved as an Angel Food Ministry host site. This program, initiated through James Ministries, provides food options at reasonable prices for the congregation as well as for area residents. Monthly menus of food boxes and specials are available, orders are taken, and the food is picked up at the regional warehouse and distributed at church.

Contact: Judy Katzmark 203-264-4980 pckatzmark@msn.com

GROUP MINISTRIES (Continued)

PRESCHOOL BOARD

The St. James Lutheran Preschool is an outreach ministry of St. James Lutheran Church. The Preschool has served the community and its families for 35 years as a faith-based learning center for three- and four-year olds. The Board acts as a facilitator for the needs of the Preschool, its families, staff, and the Director and reports to the Church Council. The Board is served by the chairman, director, Pastor, Council liaison, members of the Preschool family and members of the St. James community at large.

Contact: Liz Skinski, Chairperson 203-267-5742 lizskinski@earthlink.net

Meetings: 3rd Wednesday of each month, 7 P.M.

Time commitment: 3-5 hrs./month

WORSHIP & MUSIC

This team works to enhance the worship life of the congregation by creating a vibrant worship service and contributing to the various areas of worship leadership. Choir members and cantors provide witness through song; the Altar Guild prepares the worship space and elements for communion; and flowers beautify the chancel and offer an opportunity for members to give glory to God.

Contact: Gale Mix, Chairperson 203-264-4480 queenkm@yahoo.com
John Dressel, Director of Music 203-758-8963 john_dressel@yahoo.com

Meetings: 2nd Wed. of each month, 7:00 P.M.

Time commitment: 2-4 hrs./month, *times for choir rehearsals vary.*

PARISH SUPPORT

This committee oversees financial, property, and administrative concerns for the congregation including support for the Treasurer and Financial Secretary, counting offerings, budgetary concerns, and congregational giving. The committee also oversees property concerns such as Clean-Up Day and indoor/outdoor maintenance.

Contact: Jacque Matthew 203-233-9581

Meetings: Monday before each Council Meeting, 7:00 P.M.

Time commitment: 3-5 hrs./month

PASTORAL SUPPORT

Pastoral support is a resource relationship among Pastor, Church Council, and the congregation. At times confidential and congregational matters are discussed in an effort to keep strong relationships within the congregation. In addition, a "mutual ministry" staff performs evaluations on an annual basis.

Contact: Judy Katzmark, Chairman 203-264-4980 pckatzmark@msn.com

Meetings: Quarterly **Time commitment:** Variable

GROUP MINISTRIES (Continued)

YOUTH & FAMILY MINISTRIES

Youth and Family Ministries, including Christian Education, provides a learning environment for all age groups and families from Sunday School to Adult Bible Study, and beyond. In addition to providing care for all youth and their families, this group provides a foundation of learning for the life in faith. Volunteers can serve education overall or in individual ministries such as providing nursery care during worship, assisting with or teaching Sunday School, or involvement with youth and their families.

Contact: Alex South 203-262-1330 speedy12@charter.net

Meetings: Monthly as needed

Time commitment: 4-6 hrs/month

HEALTH & WELLNESS

Health & Wellness committee provides resources for a healthy life in faith through articles in The Epistle, monthly blood pressure screenings, and special events such as Lifeline Screenings.

Contact: Diane Iannini, Parish Nurse 203-270-0838 alicemladjen@hotmail.com

STEWARDSHIP

Stewardship is a matter of faith. This committee allows the congregation to consider giving with other matters of faith. Special emphasis is placed on events leading up to Consecration Sunday where we celebrate in worship the giving of our members. The group plans for pledging to support the coming budget year and brainstorming for creative giving ideas.

Contact: Rich Larson, Chairman 203-882-2730 glassact169@yahoo.com

Meetings: October-December

Time commitment: Variable

THE EPISTLE

The Epistle is the monthly newsletter sent to all members and friends of the congregation. The editor gathers the news from all sources including Pastor, Church Council, and various volunteer groups and compiles it into a newsworthy format to facilitate good communication. As a major printed and electronic (e-mail, web-site) communication resource, some facets of the Epistle preparation are listed below.

Contact: Doris Hendricks, Editor 203-264-3710 cricketjiminny40@aol.com

Printing: Assist the church secretary with copying The Epistle and readying it for the mailing team. Contact: Genie Bisch 203-264-6446 stjames@snet.net

Mailing Team: Collates, staples, tapes, affixes labels, and takes The Epistle to the post office for mailing. Contact: Judy Katzmark 203- 264-4980 pckatzmark@msn.com

GROUP MINISTRIES (continued)

Church calendar: Prepare the church calendar for inclusion in The Epistle by listing the worship services and events scheduled for the coming month.

Contact: Genie Bisch 203-264-6446 stjames@snet.net

Servers Schedule: Contact members to act as Greeters, Acolytes, and Deacons for the coming month and give the names to the secretary and editor for the bulletin and The Epistle.

Contact: Genie Bisch 203-264-6446 stjames@snet.net

Online version of The Epistle: The Editor e-mails The Epistle to the church secretary, and it is then put in PDF format and sent to those who requested this service.

Contact: Genie Bisch 203-264-6446 stjames@snet.net

FELLOWSHIP & FUN

The name says it all! This is the community sharing area of our ministry which provides opportunities such as coffee hour for our members to interact socially with one another. Special events include the Progressive Dinner, baseball games, picnics, and Christmas caroling.

Contact: Jim Mix, Chairman 203-264-4482 mixjimp@yahoo.com

Meetings: As needed

Time commitment: Variable

WOMEN'S FELLOWSHIP

The Women's Fellowship has a long history at St. James of providing support to one another, gathering for refreshments, devotions, meetings; it also serves as part of the Lutheran Home's Ladies Guild. The women meet for lunch at a restaurant in the summer.

Contact: Judy Katzmark 203-264-4980 pckatzmark@msn.com

Meetings: 2nd Tues. each month, 1:00 P.M. in Chapel

Time commitment: Variable

PHOTO CORPS

The church has a camera and everyone is encouraged to use it to photograph events and special occasions in the life of the church. The photographs are sent to the local newspapers as part of the Evangelism effort.

Contact: Rich Larson 203-881-2730 glassact169@yahoo.com

NOTES

LITURGICAL CALENDAR AND SERVICE OPPORTUNITIES

This reference calendar provides a 'quick-glance' at our worship-life, activities, and service opportunities, month by month.

January	Season of Epiphany Baptism of Our Lord	Epiphany Pageant Congregational Meeting SoFia Fashion Show
February	Transfiguration Ash Wednesday (2 Services) Season of Epiphany Season of Lent	Mid-Week Lenten Suppers and Vespers
March	Season of Lent Palm Sunday & Holy Week	Mid-Week Lenten Suppers and Vespers
April	(Possibly Lent/Holy Week) Easter Season	Pancake Breakfast Earth Day Observance Food Bank Month
May	Easter Season Ascension of our Lord; The Day of Pentecost	Confirmation Homefront Day Last day of Sunday School
June	Season of Pentecost	Summer Worship and Picnic Preschool year ends
July	Season of Pentecost	Summer Worship and Picnic Preschool Summer Camp
August	Season of Pentecost	Bluefish Baseball Game Preschool Summer Camp
September	Season of Pentecost	Summer worship ends Preschool and Sunday School begin Hammonasset Youth Retreat SoFia
October	Season of Pentecost Reformation Day	Consecration series begins Lutheran Home Octoberfest Blessing of the Animals Fall Cleanup Day #1 UNICEF Food Bank month
November	All Saints Sunday Christ the King Interfaith Thanksgiving Services Season of Pentecost Season of Advent	Consecration Luncheon Fall Cleanup Day #2 SoFia Coat Drive Shoebboxes for Needy Children Giving Tree SoFia Thanksgiving Dinner Lutheran Home Residents' Shopping Spree
December	Season of Advent Season of Christmas Christmas Eve Services (2)	Giving Tree Christmas Caroling Shoebboxes for Needy Children Lutheran Home Gift Cards for Residents