

# **ST. ANNE'S EPISCOPAL CHURCH**

## **MINISTRIES AT THE DISCRETION OF THE RECTOR**

## **STANDING COMMITTEES OF THE VESTRY**

## **NON-STANDING COMMITTEES AND MINISTRIES**

## **MINISTRY GUIDE 2022**

St. Anne's Episcopal Church  
424 W. Market Street  
Warsaw, IN 46582  
Office: 574-267-6266  
Fax: 574-268-0714

[office@stanneswarsaw.org](mailto:office@stanneswarsaw.org)  
[www.stanneswarsaw.org](http://www.stanneswarsaw.org)

Facebook: St. Anne's Episcopal Church in Warsaw

INTRODUCTION

DEFINITIONS

DESCRIPTIONS

MINISTRIES AT THE DISCRETION OF THE RECTOR

STANDING COMMITTEE: WORSHIP & LITURGY

STANDING COMMITTEE: STEWARDSHIP COMMITTEE

STANDING COMMITTEE: CHRISTIAN EDUCATION & FORMATION

STANDING COMMITTEE: BUILDING AND GROUNDS

STANDING COMMITTEE: COMMUNICATION & PUBLIC RELATIONS

STANDING COMMITTEE: IN-REACH, OUTREACH, MINISTRIES AND MISSIONS

STANDING COMMITTEE: PARISH LIFE SPECIAL EVENTS COMMITTEE

NON-STANDING COMMITTEE: PARISH LIFE SOCIAL EVENTS COMMITTEE

NON-STANDING COMMITTEE: EPISCOPAL CHURCH WOMEN (ECW)

NON-STANDING COMMITTEE: SAINT ANNE'S MEN'S SOCIETY (SAMS)

NON-STANDING COMMITTEE: FINANCE COMMITTEE LIAISON

NON-STANDING COMMITTEE: SAMS LIAISON

NON-STANDING COMMITTEE: ECW LIAISON

NON-STANDING COMMITTEE: OFFICE VOLUNTEERS

## INTRODUCTION

Welcome to St. Anne's Episcopal Church.

The earliest recorded Episcopal service in Kosciusko county was conducted in Warsaw on April 22, 1861 in a wooden structure. In 1863, a brick structure was built near Market and Hickory Street (near the Little Crow company/apartments. Services were held until the 1890s when the church was closed due to declining membership. Episcopal services started up again with the arrival of Father Bruce Mosier and in November 1950, Father Mosier began holding monthly services at the Hays Hotel in Warsaw on the first Sunday of every month for several months. With his encouragement, signatures were obtained, and a petition was presented to The Right Reverend Reginald. Mallett, D.D. to secure mission status for Warsaw, Indiana. With the help of the Diocesan family, the congregation acquired a home on the corner of West Fort Wayne and North Columbia Streets. In 1959, the congregation grew, and St. Anne's needed more space for worship, classrooms, and fellowship. The current property at 424 W. Market Street was purchased. This site was the former Sacred Heart Roman Catholic Church, built in 1876. Major remodeling and renovation was accomplished with its dedication in 1999 under the leadership of Reverend Michael Basden.

Worship at St. Anne's is structured to intentionally orient our time and ourselves around the recollection of God, His love for us, and His love for all creation. Our worship follows the 1979 *Book of Common Prayer*. We treasure a full liturgical experience which engages the entire body in worship.

The Rev. Ryan D. Fischer is currently the church's full-time rector. He is originally from North Dakota. In 1996, Rev. Fischer received his BA from Concordia College, Moorhead, MN. In 2000, he received his Master of Divinity from the United Lutheran Seminary in Gettysburg, PA. It is at St. George's Episcopal Church in Bismarck, ND, where he served as a supply priest and was received into the Episcopal Church in 2018. St. Anne's welcomed Rev. Fischer in March 2019. The office staff also includes a full-time parish administrator, volunteer treasurer and assistant treasurer, and choir director.

For St. Anne's to operate smoothly, we rely on the generosity of many volunteers. St. Anne's currently has an abundance of ministries. There is something for everyone, whether you are a behind-the-scenes person or like to be out front. We are privileged to have so many members offer their time and talent to make our church a source of comfort, spiritual growth, fellowship, and a place to call home.

The following pages explain our ministries. You can volunteer to serve in a ministry at any time. Sign-up sheets are available in Rose Hall, on our webpage or in the church office. Additionally, a formal Ministries Fair takes place in late summer or early fall where you can speak with a ministry chairperson or Parish Administrator to learn more about a particular ministry.

Come be a part of St. Anne's!

## DEFINITIONS

### MINISTRIES AT THE DISCRETION OF THE RECTOR:

St. Anne's has a rich liturgical history and practice with a number of ministries held within the discretion of the rector. These ministries are often implemented through various Vestry and church committees under the guidance of the priest or rector and are the focal point of the Episcopal Church. They include Altar Guild, Altar Party/Worship servers. The ministries are directed by a member of the committee and include a Vestry member as liaison, but are guided by the Rector.

### STANDING COMMITTEE:

Standing Committees are committees chaired by current Vestry members. These committees can be viewed as categories housing ministries and other committees. This structure helps provide continuity in what we do at St. Anne's and provides support to the many ministries we have. In January of each year, the Senior Warden asks Vestry members to select one or two committees to chair. Then, when needed, the Vestry chair shall seek non-Vestry volunteers to fulfill the ministry committee responsibilities. This may include a meet-and-greet, regular meetings, creation of procedures, goal setting and training.

Most ministry committees are fairly autonomous and the Vestry member provides guidance if needed and works with the Vestry if there are budget needs or other concerns. *See specific committee descriptions beginning on page 6.*

### MINISTRIES:

Ministries are the spiritual work or service performed by members of St. Anne's Episcopal Church. We currently have nine standing committee categories and two non-Vestry committee categories each with several ministries that fall under those categories. The Vestry liaison is responsible for periodically checking in on the ministries under their watch, reporting to the Vestry any pertinent information and being the voice of the ministries regarding budget or other forms of guidance. What makes this system work is the layers of support available for each ministry in the form of Chairpersons, Team Leaders, Team Members and Schedule Coordination.

### COORDINATOR/PARISH ADMINISTRATOR:

This is the church parish administrator and, for the purpose of this guide, is often the person who schedules events that flow with the church calendar. As the person who receives requests for help from the congregation, the parish administrator acts as a liaison to coordinate work or service to be performed as the need arises. For example, regarding the Meal Ministry, when a parishioner requests a meal, the parish administrator informs the Meal Ministry chair directly. The Meal Ministry chair contacts and coordinates with volunteers to provide meals.

## DEFINITIONS

### MINISTRIES FAIR:

At the discretion of the Rector, this can be an annual event, led by the Vestry, Chairpersons or Team Leaders for each ministry to help the congregation be aware and informed of the various ministries that St. Anne's Episcopal Church offers and to encourage volunteers to sign up. There is something for everyone! In 2019, prior to COVID-19, St. Anne's currently has approximately 41 ministries and committees. During the fair, Vestry/ministry leaders man a table and work to encourage volunteers to sign-up. Vestry members and ministry chairpersons are available in between services and after the 10:15 AM service to answer questions. In 2019, over 266 volunteer slots were filled with 76 parishioners signing up. This equates to approximately 3.5 ministries per volunteer. In 2021, 40 ministries were presented and 177 slots were filled by 55 parishioners. After each ministry fair, volunteer information is analyzed and tabulated, Vestry and Non-Vestry chairs receive a copy of their sign-up sheet. New volunteers are welcomed, and everyone is thanked for their support of St. Anne's ministries. Volunteer sign up is also available throughout the year.

## [2022 Ministry Guide Spreadsheet with active links](#)

AT-A-GLANCE: MINISTRIES AT THE DISCRETION OF THE RECTOR, STANDING COMMITTEES, AND NON-STANDING COMMITTEES and MINISTRIES

<u>MINISTRIES AT THE DISCRETION OF THE RECTOR</u>	<u>Vestry STANDING COMMITTEES</u>	<u>NON-STANDING COMMITTEES</u>
<ul style="list-style-type: none"> <li>● <a href="#">Altar Guild</a></li> <li>● <a href="#">Altar Servers</a></li> <li>● <a href="#">Choir, Music, Musicians</a></li> <li>● <a href="#">Ministries Fair</a></li> <li>● <a href="#">Office Volunteers</a></li> </ul>	<p><a href="#">WORSHIP &amp; LITURGY COMMITTEE</a> Coordinates Altar Servers and the flow of the service</p> <p><a href="#">STEWARDSHIP COMMITTEE</a></p> <ul style="list-style-type: none"> <li>● St. Annes Day,</li> <li>● Open Mic Nite</li> </ul> <p><a href="#">CHRISTIAN EDUCATION &amp; FORMATION</a></p> <ul style="list-style-type: none"> <li>● Christian Education &amp; Formation from Nursery through Adult</li> </ul> <p><a href="#">IN-REACH, OUTREACH, MINISTRIES &amp; MISSIONS</a></p> <ul style="list-style-type: none"> <li>● Care Ministry</li> <li>● Cheeseball Mixing/Rolling</li> <li>● Flower Ministry</li> <li>● Funeral Ministry</li> <li>● Meal Ministry</li> <li>● Prayer Blankets</li> <li>● Seasonal Ministries</li> <li>● Youth Missions and Camps, Retreats</li> <li>● Visitors Welcome/Hospitality</li> </ul> <p><a href="#">BUILDING &amp; GROUNDS</a></p> <p><a href="#">COMMUNICATION &amp; PUBLIC RELATIONS</a></p> <ul style="list-style-type: none"> <li>● Marketing</li> <li>● Website</li> </ul> <p><a href="#">PARISH SPECIAL EVENTS COMMITTEE</a></p>	<p><a href="#">EPISCOPAL CHURCH OF WOMEN (ECW)</a></p> <ul style="list-style-type: none"> <li>● Annual Sale</li> <li>● ECW Meetings</li> <li>● Monthly Outreach</li> <li>● Women’s Retreat</li> </ul> <p><a href="#">SAMS (Men’s Committee)</a></p> <ul style="list-style-type: none"> <li>● Annual Sale</li> <li>● Monthly Meetings</li> <li>● Outreach</li> </ul>

	<ul style="list-style-type: none"> <li>• Mardi Gras/Shrove Tuesday</li> <li>• St. Anne's Day</li> </ul> <p><a href="#">PARISH LIFE SOCIAL EVENTS COMMITTEE</a></p> <ul style="list-style-type: none"> <li>• Monthly social events</li> </ul>	
--	--	--

## DESCRIPTIONS

### MINISTRIES AT THE DISCRETION OF THE RECTOR

Ministries at the Discretion of the Rector include Altar Guild and Altar Party/Worship Servers. These ministries may be chaired by a Vestry Member or a Lay Person but are guided by the rector. The Worship and Liturgy Committee guides the implementation of Altar Server Ministries.

St. Anne's has a rich liturgical history and practice with a number of ministries held within the discretion of the rector. These ministries are often implemented through various Vestry and church committees under the guidance of the priest or rector and are the focal point of the Episcopal Church.

[Altar Guild](#) Altar Guild does the behind-the-scenes work. We set up for Holy Communion and clean up everything after the service and are responsible for the Altar Bread and Linen Ministry. Prospective members are interviewed and approved by the Rector.

[Altar Bread](#) Volunteers bake altar bread that is used for Sunday Eucharist. It is unleavened bread similar to what Jesus would have used. Unleavened bread is traditionally used during Passover. (The recipe will be provided.) Bakers need not be members of Altar Guild.

[Linen Ministry](#) This Ministry is responsible for the care of the altar linens used every Sunday during the Holy Eucharist. The Linens are then taken home for laundering and ironing. Training will be provided for folding the clean linens. Volunteers need not be members of Altar Guild.

[Altar Party/Worship Services](#) Altar servers are scheduled on a rotating basis. Weekly scheduling for the Altar Party is accomplished by the coordinator/parish administrator. The parish administrator prepares a two-month calendar, showing what role volunteers fulfill and sends out a weekly reminder. The altar party roles are listed below:

[Acolyte](#) *Acolytes is a term that covers the crucifer, thurifer, torch bearer. We separate out each altar function with specific titles.*

Acolytes serve at the altar, carrying the torches in the procession. Two acolytes are needed for each service. Acolytes arrive at the church in time to be in the Sacristy 15 minutes before the service begins. Acolytes get vested, check equipment (torches and

cross) and check on any other special requirement. There is no specific dress code, but acolytes are expected to be neat in appearance and wear appropriate closed-toe shoes. Candles should be lit no later than ten minutes before the start of service. The presence of the light reminds us of Jesus' coming into our world and into our lives. The light is carried into the worship service as a symbol of Jesus' coming into the presence of the worshipping community. At the end of the service, the light is carried out into the world to show that Jesus Christ is for everyone. Acolytes return the torches to the altar area once the service is concluded, hang their robes up neatly, and leave the Sacristy neat and organized.

**Crucifer** The Crucifer leads the processional, Gospel and recessional processions. The crucifer assists other acolytes as needed during the service, refills the chalice(s) as needed, and retrieves reserved sacraments from the Sacristy when needed. The Crucifer rings the Sanctus bell during the liturgy and assists the celebrant during the liturgy. Crucifers arrive at the church in time to be in the Sacristy 15 minutes before the service begins. They get vested in a hooded Alb, as well as a cross and cincture. All vestments are kept neatly in the Sacristy. Some are hung on hangers with the Altar Party's name on them for easier access. Vestments remind us of the clothing worn by Jesus and the apostles and must be treated with respect. Crucifers should check with the celebrant for any special instructions for the upcoming service.

**Thurifer** A thurible is a metal censer suspended from chains in which incense is burned during worship services. The altar server who carries the thurible is called the Thurifer. Thurifers serve during special worship services. They swing the thurible during penitential seasons of the church year (Lent and Advent) and on feast days such as the Baptism of Our Lord, Easter, Pentecost, All Saints' Day and for the bishop's visitation. The type of mass (high or low) determines how many times the thurible is swung. The Thurifer also holds the thurible while the priest is blessing the incense inside of it; carries the thurible in procession; and presents the thurible to the priest at different times in the ceremony.

**Torch Bearer** Torch Bearers carry the torches and hand offering plates to ushers. The presence of the light reminds us of Jesus' coming into our world and into our lives. The light is carried into the worship service as a symbol of Jesus' coming into the presence of the worshipping community. At the end of the service, the light is carried out into the world to show that Jesus Christ is for everyone.

**Lay Eucharistic Ministers/Chalice Bearers** Chalice Bearers commit their time and talent in service to the Lord; a holy responsibility. Two Chalice Bearers come to the altar during the Lord's Prayer. When the celebrant offers the Invitation ("The gifts of God for the people of God..."), all eyes should be on the gifts of Christ's body and blood. The Chalice bearers will step forward to receive the elements. These volunteers assist in Holy Communion by serving the chalice (or individual cups of wine) to the congregants. The chalice is offered by holding it by the stem in one's hand, lifting it to the level of the



lips while saying the following words of choice: “The blood of Christ, the cup of salvation,” or “The blood of our Lord Jesus Christ keep you in everlasting life.”

## DESCRIPTIONS CON'T

Prayers of the Officiant/Reader The prayer officiant leads the congregation in saying the Prayers of the People which is our response to the call of the Gospel that we hear in the readings, the sermon, and the creed. In doing this, we remember that Christ interceded for and directly intervened to address the woes of his people and the world. His church community continues to raise these same concerns and to identify the broken and for those who cry for attention.

There are six areas of concern that must be addressed here: the universal church; the nation and all in authority; the welfare of the world; the concerns of the local community; those who suffer and those in any trouble; and the departed. For more information see the Book of Common Prayer, pages 328-329 and page 359.

After the Nicene Creed, this lay minister walks calmly to the altar, bows, and proceeds to the podium and reads the Prayers of the People. When finished, the lay minister walks to the center of the altar, bows, and returns to their seat.

Greeters At each of the two worship services, volunteers stand at the entrance and greet those who are attending worship services. Greeters should arrive at least 15 minutes before the service begins and wear a name tag. They help newcomers with directions to the nursery, bathrooms, and into the sanctuary. Greeters also answer questions about St. Anne's. A Greeter will ask guests to sign the Guest Book and offer to sit with newcomers during the mass. Greeters offer a soft bag to parents who wish for their children to use during mass. Soft bags have a reading book, coloring book and crayons inside and are designated for age groups. Greeters pay attention to the noise level outside the sanctuary and attempt to keep the noise at a minimum. Greeters may welcome guests inside or outside the church, depending on the weather.

Lectors The Lector is a lay person trained in reading scripture other than the Gospel. (Reading the Gospel is specifically reserved for the priest.) Typically we have one lector for the Old Testament reading and leading the psalm, if read. A second lector reads from the New Testament. A Lector may also be known as a reader. Before reading, the lector prepares by reading, practicing, and learning the context of the scripture. The Coordinator/parish administrator sends all Altar Party volunteers a monthly calendar

listing their altar party responsibilities. Altar Party volunteers also receive a weekly notice on what scriptures they will be reading, allowing for plenty of time to read, rehearse, and delve into the context of the reading.

## DESCRIPTIONS CON'T

Ushers Ushers help to maintain the flow of the service. They arrive 15 minutes before service. They are responsible for standing outside the sanctuary doors and handing out the service bulletins. They help worshipers find a place to sit, possibly with a parishioner if the newcomer is interested. They pass the offering plates, assist with Holy Communion, place the kneelers at the altar rail, and lead each row to the altar rail to receive Holy Communion or a blessing. Ushers find two gift presenters and assist the gift presenters with the offering plates. When all offerings have been collected, the ushers walk the offering plates to the altar rail where the acolytes collect the plates and deliver them to the priest. Ushers complete a tally sheet which records the number of altar servers and congregants. The ringing of the bell to announce the beginning of mass is performed by an usher. Ushers serve at church services and funerals. Two ushers volunteer at each service.

Offering Steward (counter) Offering Stewards are trained in the proper manner of gathering the offering after each service and following procedures for processing. Two unrelated lay people are required each time.

Lay Eucharistic Visitor (LEV) Lay Eucharistic Visitor - When persons are unable to be present at church for extended periods, the priest or a trained Lay Eucharistic Visitor (LEV) will arrange to celebrate the Eucharist with them on a regular basis. The Proper of the Day or one of those appointed for Various Occasions is shared as well as a passage from the Gospel is read.

Evening Prayer Officiant The Evening Prayer Officiant may provide a prayer opportunity mid-week or at other times beyond the Sunday service. This is a variation of the Prayers of the Officiant found on Sundays. The Prayers of the People is our response to the call of the Gospel that we hear in the readings, the sermon, and the creed. Officiants must be trained and approved by the rector.

Office Volunteers Office volunteers assist with the mailing of the church's quarterly publication "*The Visitor*," send notes or bulletins to our homebound, organize name tags, help with projects that require assistance and answer phones when the church parish administrator and rector are away from the office.

Choir, Music & Musicians St. Anne's choir leads music during liturgy and often sings a choir anthem. The choir typically sings beginning in September and takes a break for the summer. Bob Jarboe is the musical director and chooses music to compliment the season's and events of the church in coordination with the rector. The music director also invites church musicians to provide special music and enhance choir selections. The choir typically rehearses prior to the 10:15 service in addition to scheduled mid-week rehearsals.

## STANDING COMMITTEE: WORSHIP & LITURGY

The work the Worship and Liturgy Committee does is vital to a church that is always seeking to grow, expand and deepen its faith by being formed by God in the act of prayer. If you are someone who loves to worship and has a creative bent, Worship and Liturgy Committee might be just the right ministry for you!

The Worship and Liturgy Committee provides guidance for what happens during our worship times. Its role is to examine all our various worship experiences to enhance worship in the Episcopal tradition of hymn, liturgy, anthems, and prayer, and to make recommendations to the rector for ways that each can be strengthened and improved. It serves in an advisory role to the rector.

Serving in the liturgy of the church is yet another way to worship the Lord. The committee provides proper training for Acolytes who perform ceremonial duties during Eucharistic worship services. The Crucifer carries the processional cross, lights altar candles, and assists the priest at the altar before and after the Holy Eucharist. The Torch Bearers carry the torches and hand offering plates to ushers. The Thurifer swings the thurible or incense vessel and knows when to present incense to the altar, the priest, and to the congregation.

The Worship and Liturgy Committee acts as a planning and vision team for our Sunday and holy day worship. It makes suggestions for special services such as St. Anne's Day, Blessing of the Animals, and other special services throughout the year. This Committee also suggests modifications to the pew bulletin format as necessary, such as large print options or the inclusion of special hymns.

### MINISTRIES WITHIN THIS STANDING COMMITTEE

The ministries under this standing committee are those under the discretion of the rector and include Altar Servers Altar Party/Worship Services and the Ministries Fair



## STANDING COMMITTEE: STEWARDSHIP COMMITTEE

This Committee is led by the Senior Warden who is responsible for developing a Gift Acceptance Policy, a Donor Stewardship process, and planning the annual Stewardship Campaign in conjunction with the rector. A volunteer parishioner often chairs the annual pledge drive. Planned Giving education also falls under the purview of this Committee. Other items as directed by the rector.

### MINISTRIES WITHIN THIS STANDING COMMITTEE:

Stewardship The Stewardship Committee is chaired by the Senior Warden who may choose a campaign director to develop a theme for encouraging parishioners to support St. Anne's through pledges and participation. Pledges are a vital part of the budgeting/planning process.

Open Mic Night/ Piano Bar Participants are encouraged to bring their talents to the stage for our annual stewardship campaign kickoff, St. Anne's Open Mic Night. There is no cost to attend this Adults only evening of fun and fellowship. This is our chance to share Time and Talent to encourage good stewardship of the gifts God has given us. In addition to on-stage talent, we will also need folks to set up and decorate, folks to share cooking talent, folks to tend bar, folks to help clean up! We need YOU!!

## STANDING COMMITTEE: CHRISTIAN EDUCATION & FORMATION

The Chairman of this committee works with current teachers, catechists, rector and staff, committee members plan and implement curricula for Sunday School for children and adults. They also coordinate planning for additional programming to meet the formation needs of the parish. This could include, but not be limited to: Vacation Bible School (VBS), Adult Small Groups, Book Studies, Adult Forums, etc. The committee also plans summer formation activities, Recognition Sunday and facilitates VBS, helps with hosting the 5<sup>th</sup> Sundays during the calendar year, and facilitates VBS. Other duties may be assigned by the rector. The Committee normally meets the third Thursday of each month at 6 PM in Rose Hall or on Zoom. You do not have to be a teacher to join this vibrant committee.

Sunday School runs from September through May. We follow the Warsaw Community Schools school calendar and liturgical calendar regarding school breaks and liturgical special events. From January to May, Sunday School meets more regularly as fewer interruptions occur. A school/liturgical calendar is available on St. Anne's website: [www.stanneswarsaw.org](http://www.stanneswarsaw.org). Registration for classes is available online as well as at the church's Ministry Fair. Parents/guardians are asked to sign a Photo Release. The Photo Release can also be waived. This form is also available on the church's website.

### MINISTRIES WITHIN THIS STANDING COMMITTEE:

Atrium 1,2 and 3: Sparkhouse, Whirl curriculum At the time of this Christian Formation update, children from all three Atriums attend one class using the Sparkhouse, Whirl curriculum. It follows the Revised Common Lectionary and teaches a structured, Bible-centered lesson using animated characters. Each week, the children study the gospel, learn the church's traditions and history, discuss important people in the bible, learn how to use the bible and create crafts to support religious teaching. Volunteers and teachers are required to attend Safeguarding God's Children which is provided free to participants. Volunteers that help with Atrium I, II, III provide a second set of hands as the teacher leads the class.

When the number of children warrants, the children from ages 3-6 (Atrium I), ages 7-8 (Atrium II) and ages 9-12 (Atrium III) are taught in separate classrooms. Previously, a Montessori-style classroom for children in Atrium I and II (ages 3-6 and 7-8 using Catechesis of the Good Shepherd. The catechist teaches the church's traditions, scriptures, and liturgy to reveal the Good News to young children. Specialized training is necessary to teach this program.

## STANDING COMMITTEE: CHRISTIAN EDUCATION & FORMATION

**Jr. & Sr. High Formation** This group is for ages 13 through senior in high school. This group meets in Rose Hall. The formation focus is on three areas: inviting others (**Come and see**), being present (**Come and be**) and forming community (**Leave as we**).

**Lessons:** Christian formation lessons are presented using Practicing our Faith curriculum from Living Discipleship, but may be drawn from a variety of sources. The curriculum encourages the Youth to spend time in the Book of Common Prayer and the Bible.

The teacher and volunteers must attend the Safeguarding God's Children workshop, which is free to participants. Volunteers who help with Jr. & Sr. High Formation provide a second set of eyes, ears and hands as the teacher leads the class.

**What to expect:** The conversations each Sunday are driven by the curriculum which currently is a study of beliefs and practices of the Episcopal Church. Additionally, the teens serve during church services, help plan projects, hospitality, fundraising such as making Episcopickles, and other activities throughout the year. The group is encouraged to attend Fall and Winter retreats (Episcopal Retreat Center), annual Convention and the Summer Mission Retreat.

**Nursery Volunteers** Nursery volunteers help take care of children ages infant through 4 years of age during church service from 10:00 AM until the offering of Peace. Parents retrieve their children at this time so that all can partake in the Holy Communion. During the time in the Nursery, children may have a short lesson from a Bible-based curriculum designed for the children of this age, play with toys or listen to Bible stories. Parents are required to register their children for the Nursery and sign the child in and out of the Nursery.

A nursery attendant is employed by the church. Nursery volunteers are provided to assist the hired babysitter. The parish administrator schedules the volunteers on a rotating basis. Both the hired babysitter and nursery volunteers must be trained in Safeguarding God's Children. This workshop is provided for free to participants.

**Adult Formation** Adult formation is led by the rector or his designee. Adult Formation meets at various times at the discretion of the leader. When Adult Formation is scheduled, it will be listed in the bulletin.

**Reflections Bible Study** A mid-week reflection. Don't know your Leviticus from your Luke, your Hosea from your Hebrews? Come join Reflections Bible Study for often serious, sometimes humorous, guided discussions about the upcoming Sunday's readings. Reflections gives a deeper understanding of the chosen readings which form the basis of our priest's sermon each week. Whether you've read the entire bible, some of it or perhaps only a little, you're bound to come away with some new insights

from the thoughtful discussions and experience a closer relationship with your fellow congregants. Reflections Bible Study is a lay-led study that meets at 10:00 AM on Tuesday mornings to study and reflect on the upcoming Sunday's readings. The group meets in the parlor at the church.

## STANDING COMMITTEE: BUILDING AND GROUNDS

Chaired by the Junior Warden. This Committee is responsible for monitoring the condition of the physical plant, securing volunteers to handle basic indoor and outdoor maintenance and upkeep using a monthly checklist. The Committee develops a schedule for updating big ticket items (i.e. HVAC, sound, video, landscaping, etc.) for budgeting purposes. Other items as directed by the Junior Warden.

### MINISTRIES WITHIN THIS STANDING COMMITTEE:

**Building Committee:** The Junior Warden may create a committee that develops a schedule for updating big ticket items (i.e. HVAC, sound, video, etc.) for budgeting purposes. Other items as directed by the Junior Warden.

**Grounds/Clean up:** The Junior Warden may create a committee that develops a schedule for updating landscaping, etc.) for budgeting purposes, and other items as directed by the Junior Warden. When this committee is active, volunteers help keep the front of the church building and sidewalk free from debris and litter during the spring, summer and fall months. Volunteers sweep and pick up debris. The broom, dustpan, and trash bags are provided by the church and are in the kitchen. Trash is taken to the dumpster when cleanup is completed. Volunteers take care in cleaning the tools/supplies used when finished.



## STANDING COMMITTEE: COMMUNICATION & PUBLIC RELATIONS

The committee chair/director works with the rector and other committee members to plan messaging for the church year, work on content for the website, newsletters, and modifications to the pew bulletin format as necessary. Also works with other standing committees to help push marketing of parish activities in all outside channels (newspapers, social media, radio, etc.) Other duties as assigned by the rector.

### MINISTRIES WITHIN THIS STANDING COMMITTEE:

Marketing Volunteers provide outreach communication and information regarding church activities and projects, such as the Annual Sale which is a rummage style sale we hold to support our community outreach projects.

Newsletters Volunteers provide outreach communication and information regarding church activities and projects, such as the Annual Sale and provide articles for The Visitor newsletter.

Website Members of this committee work to keep the St. Anne's website current. Meetings are held monthly, more often if required.

Audio Visual The A-V Director is responsible for streaming Sunday services on-line and for training assistants.

## STANDING COMMITTEE: IN-REACH, OUTREACH, MINISTRIES AND MISSIONS

Coordinated by a Vestry member and the Parish Administrator, this Committee works with the various ministries, mission, in-reach and outreach chair people, to keep abreast of happenings, suggest ways for groups to collaborate or develop the reach of their projects and programs, and brainstorm new ministry opportunities, new outreach or in-reach ideas, and new ways for people to get involved in missions.

### MINISTRIES WITHIN THIS STANDING COMMITTEE:

Care Ministry This ministry assists in giving rides to folks who need transportation for medical appointments, who need assistance with their hospital recovery, or who may need a ride to and from church. A phone call is made to the church office. The Coordinator/parish administrator contacts the Care Ministry chair who makes phone calls to the volunteers on this ministry who then provide the appropriate care.

Visitors Welcome Visitor Ministers take visitors a gift bag with information about St. Anne's. The gift bag often includes a St. Anne's famous cheeseball and crackers to enjoy. This ministry is overseen by the Coordinator/parish administrator who informs the Visitors Welcome chair when visitors have signed the guest book.

Hospitality Hosts Hospitality Hosts set up Rose Hall on Sunday mornings with coffee, drinks, and snacks. The church provides the refreshments but volunteers are free to bring their own store bought or homemade goods. Hospitality Hosts clean up Rose Hall following the hospitality time. These refreshments are provided for fellowship after the 10:15 AM service. Volunteers for this ministry are scheduled by the parish administrator.

## STANDING COMMITTEE: IN-REACH, OUTREACH, MINISTRIES AND MISSIONS

Cheeseballs This is a tradition that started in the late 1960s. We use a secret recipe. They are delicious, can be frozen, thawed and refrozen without losing delightful flavor! We start making them in September and into late October or November just in time for the holidays. This great fundraiser is our primary source of funds used for outreach. Plus Cheeseballs provide a unifying fellowship gathering for all ages. Beginning in 2022, a committee of volunteers will be in charge of various parts of this important ministry (ordering, pick-up, delivery of cheese; Mixing; Set-up for rolling; Bazaars; Vendors; Accounting).

Cheeseball Mixing These volunteers gather to mix all the “secret recipe” ingredients for the cheeseballs and assist in preparing the rolling tables that form the cheeseballs. Volunteers meet on Mondays at 1:00 PM in the church’s kitchen and Rose Hall. All supplies and equipment are provided. Some volunteers mix while other volunteers set up tables for cheeseball rolling. This involves protecting the floor with plastic, and equipping each table with plastic containers, lids, nuts, parsley, labels, and a scale for weighing the cheeseball mixture. We attempt to make each cheeseball consistently the same weight. Cheeseball mixing runs September through November.

Cheeseball Rolling Volunteers meet to roll the prepared cheese mixture into balls. Volunteers meet Tuesday evenings at 5 PM in Rose Hall. Each table has a team including someone to scoop out the cheeseball mixture from a large tray, who then rolls it into a ball, weighs it, and places the cheeseball in a plastic container. Another team member tops the cheese ball with nuts and parsley and a lid. A third team member adds a St. Anne’s label to the plastic container. Cheeseballs are transported to the freezer in the basement. A small supply is kept in the freezer located in Rose Hall. Cheeseballs sell for \$5.00 each. This is a fundraiser for the church and the income is used for this Standing Committee’s giving. Cheeseballs are available for purchase to all St. Anne’s members, and are sold at local Christmas bazaars. They are available to select partnering organizations for sale as well.

Flower Ministry Flower ministers use flowers from the altar flower displays and make up a pretty bouquet in a small vase. The vases are provided. After church, flower ministers take these vases to parishioners who are homebound, bringing a bit of love and cheer from St. Anne’s. The Coordinator/parish administrator informs the Flower Ministry chair when a parishioner becomes homebound.

Funeral Luncheon Ministry St. Anne’s provides a meal for the family and those who attend a funeral service at the church. The Coordinator/parish administrator informs the Funeral Luncheon Ministry chair when a funeral is being held at St. Anne’s. The chair will coordinate what is needed, solicit volunteer assistance, and clean up after the funeral luncheon is finished.

## STANDING COMMITTEE: IN-REACH, OUTREACH, MINISTRIES AND MISSIONS

Funeral Visitation Host St. Anne's provides a meal for the family and those who attend a funeral service at the church. The coordinator/parish administrator informs the Funeral Luncheon Ministry chair when a funeral is being held at St. Anne's. The Host/chair arranges for volunteers to serve during the funeral visitation hours. Two volunteers serve one-hour shifts. One volunteer greets people, stands by the guest book, and asks funeral visitors to sign the book. The other volunteer keeps a table in Rose Hall filled with snacks and drinks for the family members only.

Meal Ministry Volunteers take meals to those who are in need, e.g., those who are home after a hospital stay or to welcome a new baby to the family. The Coordinator/parish administrator receives word that a parishioner needs meals. The Coordinator/parish administrator contacts the Meal Ministry chair who calls the volunteers and sets up a meal schedule for the family.

Prayer Blankets Prayer blankets are cut out and sewn for parishioners, friends, and family to have a tangible symbol of prayer. The blankets are given to someone who needs healing of body, mind, or spirit. The blankets are part of our church service and blessed by the priest and parishioners who add their personal prayers to the blanket as they come up for communion. Minimal skills are required to join this ministry. Volunteers can participate in many ways from purchasing high-quality fleece to fringing edges, to stitching. Occasionally, volunteers gather in Rose Hall for a "fringing" party with coffee and light refreshments.

Trunk or Treat This is a neighborhood outreach event. Volunteers purchase treats and gather in the St. Anne's parking lot, decorate their car "trunk" in a Halloween theme and hand out candy to neighborhood children. Sometimes volunteers dress up too!

Thanksgiving Baskets This is a church-wide initiative where we gather ingredients for a full Thanksgiving dinner and assemble over 200 baskets which we give to families in need in the Warsaw community. We have taken on this ministry for over 10 years and the support for it has grown to include other churches, Warsaw Community Schools. The Salvation Army has become a co-participant in recent years. In 2021 The Vineyard Branches Church also made a financial contribution.

## STANDING COMMITTEE: IN-REACH, OUTREACH, MINISTRIES AND MISSIONS

Diocesan Sr. High Mission Trip The Diocese of Northern Indiana offers a ministry opportunity for students entering 10th-completing 12th grade to serve on a mission week. The mission for this group is to connect with Jesus Christ through working together, fellowship, worship and having fun. Our “Missions Week” began in 2015. We have served the Eastern and Western Deaneries of Northern Indiana. In 2019 we traveled to Killington, Vermont and served at Missions Farms. In 2020, due to COVID-19, we had a day of mission at Camp Alexander Mack in Milford and in 2021 returned to Camp Mack for a full week of mission. Our team of eight youth and six adults worked with housekeeping and also chopped wood, built fences, put a roof on a building, painted cabins, landscaped, cooked and washed dishes among other challenges. The diocesan Sr. Hi Mission group also had the opportunity to conquer a high ropes course, zip line and archery. Through the week, the Sr. Hi Mission group also found time to swim in the lake, play games, go on a snipe hunt and just hang out. At the end of the week, the group gathered in the Shultz Chapel for a final celebration of Holy Eucharist. All this serves to establish strong bonds among the teens that often extends beyond Mission Week. Plans for Mission Week 2022 is to return to Camp Alexander Mack.

Diocesan Summer Camp is one of the most important ministries that the Episcopal Diocese of Northern Indiana supports. Children entering grades 3-9 in the fall school year are invited to attend. This week of camp is held at Camp Alexander Mack on Waubee Lake in Milford each June. Children stay in cabins and participate in a week of learning about Jesus Christ in the form of arts and crafts, swimming, field games to name a few. Friendships started at camp grow stronger with each year the camper returns.

Diocesan Youth Retreats Occur in the Fall and/or Winter months, we plan a youth retreat held at the Wawasee Episcopal Center in Syracuse. Youth in grades 6-12 are invited to participate. The Mission for this weekend retreat is to offer youth a weekend to gather together with friends, relax, share in fun, fellowship and share how God is working in their lives. Due to COVID-19, our winter event was a day event held at St. Anne’s in Warsaw. A lot was packed into one day including arts and crafts, skits, lunch games, sharing and celebrating the Holy Eucharist. The fall retreat in 2021 had 16 youth participants. We held a scavenger hunt as an icebreaker. On Saturday morning a Martial Arts instructor demonstrated some self-defense techniques and the teens practiced. Sunday service was celebrated next door at All Saints Episcopal Church.

The Episcopal Youth Event (EYE) is a conference that is held every three years for teens from all over the country and beyond. Participants have numbered between 1000 and 3000, depending on the space where it is held. Every year, EYE is hosted in different states. During EYE, the teens experience worship in both English and Spanish. Workshops, activities and events develop leadership skills. Registration information is available at the beginning of the calendar year when the event is held.



## STANDING COMMITTEE: PARISH LIFE SPECIAL EVENTS COMMITTEE

This committee plans the parish-wide events that are held each year. The events are extensions of the Stewardship committee. The committee chairman coordinates with the Sr. Warden.

### MINISTRIES WITHIN THIS STANDING COMMITTEE:

Mardi Gras/Shrove Tuesday To prepare ourselves for the season of Lent, we gather in Rose Hall for an evening meal of varying from pancakes, to pasta, to decadent desserts . We then usher in Lent by burning the palms from last year's Palm Sunday and use those ashes during our Ash Wednesday service.

St. Anne's Day This is when we celebrate our Patron Saint and the founding of our church. We often have a multi-generational gathering of eucharist and activity outdoors, weather permitting.

## **NON-STANDING COMMITTEE: PARISH LIFE SOCIAL EVENTS COMMITTEE**

This Committee plans monthly or bi-monthly social events. We do this to encourage fellowship with the parish family. Events have included bowling, pool parties, movie nights, night out at the winery, fall fest for youth, scavenger hunt by boat or car, and new for 2019, a Fall Fizzle. This ministry is not a Standing Committee.

## **NON-STANDING COMMITTEE: EPISCOPAL CHURCH WOMEN (ECW)**

ECW is a caring community of women and is a recognized Episcopal group. Our mission is to empower each other to live the life for which Christ has called us by sharing his love through in-reach, outreach, fellowship and spiritual growth. ECW coordinates an in-reach or outreach ministry each month, hosts a winter retreat, organizes the Thanksgiving Basket Ministry, and shares responsibilities of the annual sale with SAMS. This group meets the second Sunday of each month at 11:45 AM in the parlor. Announcements about each ministry event are listed in the weekly bulletin and on St. Anne's website. This ministry is not a Standing Committee.

## **NON-STANDING COMMITTEE: SAINT ANNE'S MEN'S SOCIETY (SAMS)**

SAMS is unique to St. Anne's and focuses on outreach in the community, works with ECW on the annual sale, serves the Advent dinner to the parish, and enjoys fellowship with one another. All men of the parish are members of SAMS. This ministry meets on the first Monday of each month. Many meetings are held at the home of parishioners where a light meal is served. Participants make a small donation towards the cost of the meal. SAMS' officers include a president, treasurer and secretary.

## **NON-STANDING COMMITTEE: FINANCE COMMITTEE LIAISON**

Attends all Finance Committee meetings, and in the absence of the Treasurer at Vestry meetings, reviews the Finance Reports. Helps the Treasurer prepare budgets, keeps Vestry informed on investment strategies.

## **NON-STANDING COMMITTEE: SAMS LIAISON**

Keeps the Vestry up to date on what is happening with SAMS' events, fundraisers, projects in the community, finances and financial processes. Also, may represent the Vestry's point of view at SAMS meetings when deemed necessary by a vote at a Vestry meeting.

## **NON-STANDING COMMITTEE: ECW LIAISON**

Keeps the Vestry up to date on what is happening with ECW events, fundraisers, projects in the community, finances and financial processes. May also represent the Vestry's point of view at ECW meetings when deemed necessary by a vote at a Vestry meeting.



## NON-STANDING COMMITTEE: OFFICE VOLUNTEERS

Office volunteers assist with the mailing of the church's quarterly publication "*The Visitor*," send notes or bulletins to our homebound, organize name tags. They also answer phones while the church parish administrator and rector are away from the office.