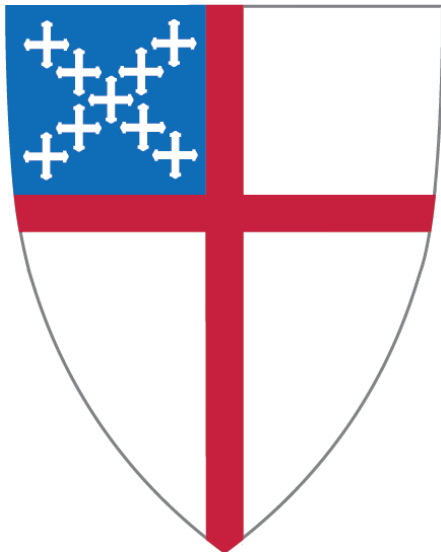


# Saint Paul's Episcopal Church

Opportunities  
For  
Lay Ministries, Activities, and Programs



God has blessed each of us with unique talents and interest. Joy comes in sharing our talents and interests to do God's work. Saint Paul's offers many opportunities for each of us, youth and adults, to share our talents and participate in fellowship activities and programs. Lay ministries enhance our worship and serve the members of Saint Paul's. Other activities and programs provide fellowship, ways to serve each other and the Leavenworth community. How is God calling you to share in our life together? This booklet is your guide to the many opportunities at Saint Paul's.

*Now there are varieties of gifts, but the same Spirit. There are varieties of services, but the same Lord. There are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good. 1Corinthians 12:4-7*

## Lay Ministry Opportunities

### Altar Guild

*That I may go to the altar of God, to the God of my joy and gladness. Psalm, 43:4*

**Purpose:** The Altar Guild provides a wonderful opportunity to be an integral part of worship at St. Paul's as well as fellowship. Altar Guild members have the privilege of preparing the church for services and other occasions such as weddings and funerals.

**Altar Guild Responsibilities:** The Altar Guild's responsibilities include:

- Prepare the elements for the celebration of the Eucharist.
- Set up the required linens on the altar.
- Place appropriate hangings on the lectern and pulpit.
- Put up the selected hymn numbers for the service.
- Ensure candles are filled with oil.
- Clean up after a service, putting sacred elements and other service articles away.
- Cleaning linens, Eucharistic vessels, and candlestick holders.
- Deliver altar flowers to designated recipients.



**Altar Guild Training:** Training is conducted on an individual basis by the Altar Guild chairperson or a team leader. The Altar Guild also maintains a manual with directions and set up for each type of service conducted.

**Altar Guild Service and Scheduling:**

- St. Paul's Altar Guild has three teams; each team is led by a designated leader.
- Teams serve on a rotational two-week basis, two weeks on, four weeks off.
- During the two-week period, the designated Altar Guild team prepares for all regular and special services during the period. This normally requires about 1-2 hours each week.

**Requirements for Altar Guild Service:** The Altar Guild is open to women and men. Individuals interested in serving should:

- Be a baptized Christian
- Be a communicant member of the parish.
- Be willing to serve on one of the Altar Guild teams.
- Be willing to prepare and care for the sacred elements, vessels and other linens and articles used during services.

**Contact:** Liddell Hobin ([liddellhobin@gmail.com](mailto:liddellhobin@gmail.com)) is the Altar Guild chairperson. For more information or to volunteer, contact Liddell or call the church office at 682-1033.

# Acolytes

*I was glad when they said to me, Let us go to the house of the Lord. Psalm 122:1*

**Purpose:** Serving as acolyte may serve in three different roles.

## **Candle/Torch Bearers:**

Accompany the crucifer for the entry procession, the Gospel procession, and the recessional during the service. Usually there are two bearers.

## **The Crucifer:**

Carries the processional cross at the head of all processions during a worship service.

Assists the Candle/Torch Bearers as necessary during the service.

In the absence of an altar server, may receive the offering from the ushers and carry the offering to the celebrant at the altar.

In the absence of an altar server, may receive the elements for the Sacrament of Communion from the

## **The Altar Server:**

Receives the offering from the ushers and carries the offering to the celebrant at the altar.

Assists the celebrant with the conduct of the Sacrament of Holy Communion and other sacraments as necessary.

**Acolyte Training:** Acolyte training is done at a mutually convenient time. Training for new Acolytes is usually conducted following a morning service.

Candle/Torch Bearer training focuses on:

Carrying the candles/torches.

Leading the procession.

Crucifer training focuses on:

Carrying the processional cross.

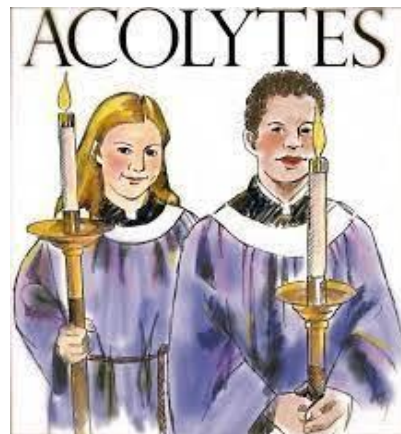
Leading the procession.

Receiving of the offering.

Altar Server training focuses on:

Receiving the offering.

Handing and receiving service vessels to and from the celebrant or the deacon.



**Acolyte Term of Service:** An acolyte may serve as long as desired. An acolyte's service begins when they volunteer to join the acolyte ministry and may continue until they graduate from high school when they are encouraged to consider participating in one of the many adult ministries of St Paul's Episcopal Church.

**Requirements for Acolyte Service:** While there is no minimum age for being an acolyte, youth interested in serving should be;

Be a baptized Christian.

Be willing to serve during 1-2 services each month.

Be responsible and willing to follow instructions and fulfill acolyte responsibilities.

New and younger acolytes generally begin as candle/torch bearers.

An experienced candle/torch bearer may serve as the crucifier when they have sufficient strength to properly carry the processional cross.

An experienced acolyte may serve as an alter server when they are familiar with the service order and are deemed to have the maturity to assist with the conduct of the sacraments.

**Contact:** Gary Hobin ([grhobin@aol.com](mailto:grhobin@aol.com)) supervises the Acolytes. For more information or to volunteer, contact Gary or call the church office at 682-1033.

## Choir

*Hallelujah! Praise God in his holy temple; praise him in the firmament of his power... Let everything that has breath praise the Lord. Psalm 150*

**Purpose:** The choir is an excellent opportunity to contribute to worship at Saint Paul's as well as fellowship with other choir members. Choir members are privileged to praise God through music and enhance the worship experience of the congregation.

**The Choir's Responsibilities:** The choir's primary responsibilities include:

Singing a psalm and anthem during weekly service.

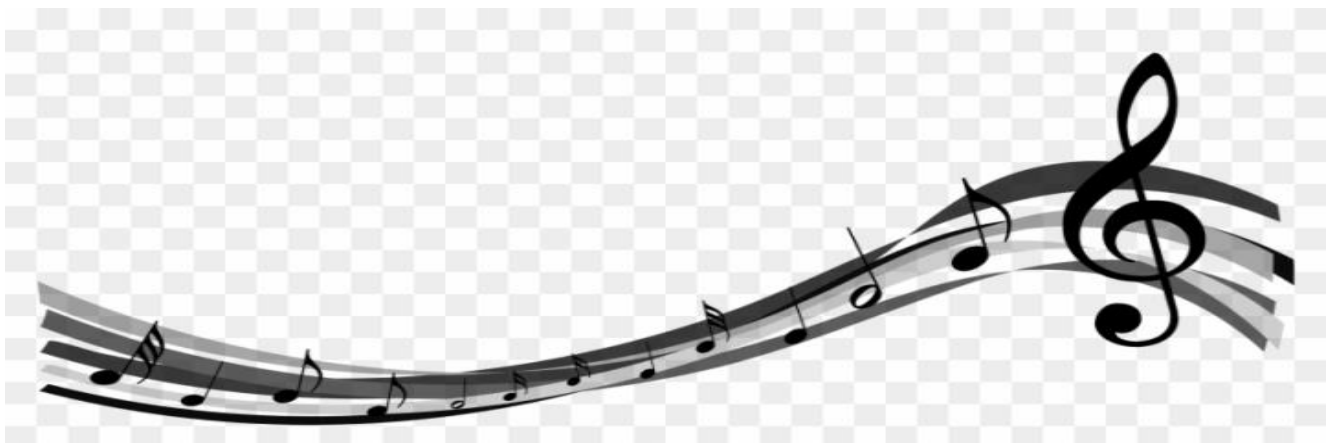
Leading the congregation in singing other service music.

Singing as necessary during other special services during the year.

**Choir Training:** The choir rehearses on Thursday evenings for about an hour and for about 30 minutes prior to the 9:30 Sunday morning service.

**Requirements for Choir:** The choir is open to every teenager and adult who enjoys singing and giving glory to God through song. Prospective singers need to be able to read simple lines of music. The choir also looks for instrumentalists willing to participate in the music ministry by sharing their instrumental musical talents.

Dr. Mark Stotler is the Organist/Choirmaster. For more information or to volunteer, contact Mark at [organistmarkstotler@gmail.com](mailto:organistmarkstotler@gmail.com) or call the church office at 682-1033.



# Chalice Bearers

*They devoted themselves to the apostles' teaching and fellowship, to the breaking of bread and the prayers.*  
Acts 2:42

**Purpose:** A Chalice Bearer assists the priest in administering the bread and wine during the Eucharist. Chalice Bearer's typically bear the chalice during communion, but are licensed to administer both.

## Chalice Bearer's Responsibilities:

Serving about on to two Sundays per month.

Distributing the chalice during the Eucharist.

Taking the Eucharist to parish members who are ill or homebound and unable to attend services.

Leading the prayers of the people and the Creed during a service.

**Chalice Bearer Training:** Training is individualized and conducted by the Rector.

**Requirements for being a Chalice Bearer:** To serve as a Chalice Bearer, an individual must:

Be a baptized communicant member of the parish.

Be approved by the Rector.

Complete prescribed training.

Be approved and licensed by the Bishop.

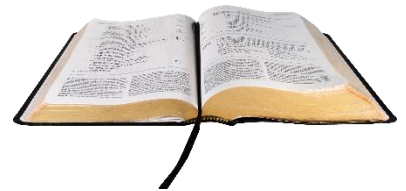


**Contact:** Speak to the Rector if you are interested in serving. You may speak to the Rector after service or call the church office at 682-1033. Kimberly McMillan ([Kimberly.mcmillan@icloud.com](mailto:Kimberly.mcmillan@icloud.com)) coordinates scheduling of Chalice Bearers for service.

# Lectors

*But He answered, 'It is written, "One does not live by bread alone, but by every word that comes from the mouth of God."' Matthew 4:4.*

**Purpose:** A lector contributes to the worship at St. Paul's by sharing the word of God with the members of the congregation during a worship service.



**The Lector's Responsibilities:** The lector's primary responsibilities include:

Reading the lessons during regular or special worship services once every four to six weeks on average.

Reading the lessons with clarity and distinction.

**Lector Training:** Lector training is individualized with the Rector at a mutually agreed upon time. Training includes learning about the placement of the lessons in the service liturgy, tips for effectively reading the assigned lesson, and familiarization with the Revised Common Lectionary.

**Requirements for Being a Lector:** Being a Lector is open to every communicant member of the parish, teenager and adult, who wishes to share the word of God during the service by reading the selected Bible lessons from the Old Testament and New Testament. Should be comfortable reading in front of the congregation.

**Contact:** Kimberly McMillan ([Kimberly.mcmillan@icloud.com](mailto:Kimberly.mcmillan@icloud.com)) is the Lector coordinator. For more information or to volunteer, contact Kimberly or call the church office at 682-1033.

# Ushers

*Contribute to the needs of the saints; extend hospitality to strangers. Romans 12:13*

**Purpose:** Being an usher is another opportunity to support the worship at St. Paul's. Ushers meet and greet members and visitors. Ushering is easy but important to helping everyone prepare for and depart from worship feeling connected to God and feeling welcome at St. Paul's.

## The Usher's Responsibilities:

- Greet everyone warmly when they arrive.
- Provide worshippers with a service bulletin.
- Provide needed assistance to individuals who come to worship.
- Providing visitors with Welcome folders, having them sign the Visitor's Book, and answering questions they may have about St. Paul's.
- Collecting the offering
- Assisting individuals as they approach the altar for communion.
- Extending a friendly farewell to worshippers at the end of service.



**Usher Training:** Usher training is individualized and conducted at a mutually agreed upon time. Training includes familiarization with usher responsibilities before, during, and after a service.

**Requirements for Being an Usher:** The usher positions are open to every member of the parish, teenager and adult, who wishes to welcome and assist everyone coming to worship at St. Paul's. An usher should be outgoing and comfortable with greeting, talking to and assisting others.

**Contact:** Pam Simpson ([bandpfarm@yahoo.com](mailto:bandpfarm@yahoo.com)) is the usher coordinator. For more information or to volunteer, please contact Pam or call the church office at 682-1033.

## Activities and Programs

### Sunday School



Sunday School for preschool aged children (4 and up) through 6<sup>th</sup> grade meets every Sunday at 9:30 a.m. September through May. There is a short hiatus in June and then classes begin again for a summer session. Godly Play is the program used. It is a different format for telling Bible stories. The story begins at 9:30 a.m. in the parish hall. Children and teachers join their families in the church for the Eucharist portion of the service. During Morning Prayer services, the children stay in Sunday School.

For more information, contact Jennifer Turner ([jenn@innovabeautybar.com](mailto:jenn@innovabeautybar.com)) Sunday School Coordinator or call the church office at 682-1033.

### Vacation Bible School

During the summer we offer a daily two hour program for a week, usually in July, for children in preschool through 5<sup>th</sup> grade. This is a fun filled Christ based program to get children excited about God. For more information contact Jennifer Turner ([jenn@innovabeautybar.com](mailto:jenn@innovabeautybar.com)).

## Happy Bookers

Happy Bookers is for everyone desiring some enjoyable social fellowship and literary discussion, with the emphasis on enjoyment. The group meets the second Wednesday of every month at 6:30 p.m. in the Parish House. Meetings begin with refreshments and socializing followed by an interactive discussion of that month's selected book. Group members select the books in advance. The group also has some other outings during the year such as dinner or attending plays or movies. Fellowship and fun describes this group. For more information, contact Pam Simpson at [banpfarm@yahoo.com](mailto:banpfarm@yahoo.com) or let the church office know of your interest.



## Friends in Service to St. Paul's (F.I.S.T.)

Performing light maintenance and minor repairs is the focus of FIST volunteers. On the first Saturday of each month, the group gathers at 8:00 a.m. for breakfast and fellowship in the Parish House.

Afterwards the group spends a couple of hours working around the church building and grounds. No special skills are required, just a desire to enjoy some fellowship and help maintain and repair St.

Paul's historic church, parish house and grounds. F.I.S.T. members are also available to help parishioners and others with small maintenance projects like raking leaves or clearing away snow. For more information contact Gary Hobin ([grhobin@aol.com](mailto:grhobin@aol.com)) or the church office or come attend a Saturday session. Dates are listed in the weekly announcements in the service bulletin.



## Community Meal



St. Paul's in conjunction with other local churches, serves a free lunch to people in the community in need of a meal. St. Paul's serves the meal on the second Saturday of each month from 11:00 a.m. to 1:00 p.m. This is a wonderful opportunity for fellowship and service and is an enjoyable event; all family members are able to participate. Volunteers prepare the meal, setup the parish house, and serve the meal and share God's generous grace. To volunteer to participate or support the

lunch, contact Joe Porter ([porterc058@gmail.com](mailto:porterc058@gmail.com)) or let the church office know.

## Steadfast Stitchers

The Steadfast Stitchers meet at 906 N. Desoto Road. Please contact Ruth Hinson ([ruthhinson69@gmail.com](mailto:ruthhinson69@gmail.com)) for details and call her at 540 845-7376 before attending to be certain it is taking place. 1st/3rd Monday evening 6:30-8:30pm and 2nd/4th Tuesday morning 10am-noon. Crafts and fellowship. You don't need to be a crafter to attend. Drop in for part of the time or the whole two hours.





## First Wednesday Social

The First Wednesday of the month is a gathering of the parish community for food and fellowship and learning more about our church. Past First Wednesday programs have included information about the St. Paul's Church Foundation, Safe Church training for staff and volunteers, guest speakers and information about our outreach projects. The gathering is from 5:30- 7:00 p.m. in the Parish House and is Potluck. The Vestry coordinates this event but ideas from congregation members are always welcome!

## Pastoral Care Committee

The Pastoral Care Committee (PCC) was developed in 2018 by Father Steve and is only spiritually richer by having Father Jere as our leader. We cannot imagine a better Shepherd for our Flock.

In 2023, we met once a month. There is always room for more caregivers. We invite you to join our group that meets the first Monday of the month at 10:00. Our meetings finish about 11:00 and then have a light lunch. Our mission and passion is to help parishioners in need, to share information, help organize events, and be an extension of Father Jere's masterful and contagious loving ways.



Categories under PCC include, but are not limited to:

- Card Ministry – 182 cards were mailed in 2023, mostly handmade by Candy Dials
- Welcome Packets – Mary Kamm, developed by Candy Dials
- Funeral and funeral luncheon organization – Nancy Martin and Pam Simpson

The PCC relies on good communication and your help to make us a successful entity that live our-faith for the good of St. Paul's. For more information contact Jan Hubbard ([hubbjan@yahoo.com](mailto:hubbjan@yahoo.com)) PCC Chairman or the church office 682-1033

## Grandparents @ Prayer



Grandparents @Prayer meets in the Parish Hall on the second Monday of the month from 5:30 to 6:30pm. We are studying the book "Grandparenting with a Purpose" to help us practice intentional grandparenting with focused prayer. Our group is growing. For more information please contact Amy Masters at 913 240 3823 or Anthea Brosnan at 913 680 4481.



# Church Endowment Foundation

St. Paul's Episcopal Church Endowment Foundation begins its seventh year in 2024. Over the past two years the Foundation continues to grow with the support of parishioners' contributions and the accumulation of interest earnings on several certificates of deposit (CDs). Additionally, a few parishioners have included bequests to the Foundation in their estate plans. Should you have any questions on how to begin regular contributions or including the Foundation in your estate planning, please contact Tom Dials or Steve Meyer.

For more information on the Foundation please contact Steve Meyer ([stephenmeyer3@me.com](mailto:stephenmeyer3@me.com)) or Anthea Brosnan ([antheasn@yahoo.com](mailto:antheasn@yahoo.com)).



## St. Paul's Outreach Committee

Each month St Paul's people have an opportunity to support, through monetary donations, a designated outreach offering. St. Paul's generosity has helped many in Leavenworth, KS. Some of the designated monthly organizations are:

LAWS (Leavenworth Animal Welfare Society)

The Community Meal

Leavenworth Interfaith Community of Hope

Meals on Wheels (Leavenworth Council on Aging)

Parents as Teachers

Attainable Housing

St Vincent's Clinic

Leavenworth Mission Community Store and Food Pantry

Our generous community also provided support to the following projects.

St. Paul's People adopted 25 foster children for Christmas. Gently used hats, gloves, scarfs and coats were collected and delivered to the women's shelter, Annie's Cottage, an organization that supports homeless veterans, and the homeless shelter.

New and gently used clothing was collected to start a community closet for children in foster care.

To support the Outreach Committee or if you have questions please contact Jane Belanus ([belati@gmail.com](mailto:belati@gmail.com)) or the church office.



## Men's Prayer Groups



St. Paul's has two opportunities for fellowship and faith formation for Men. The Men's Fellowship meets on the third Wednesday at the Depot restaurant at 9:00 a.m. Contact Bruce Simpson for more information.

The Men's Prayer Breakfast meets the third Saturday at 8:00 a.m. in the Parish Hall. Contact Doug Bell or Jeff Leser for more information.

# Memorials and Gifts Fund

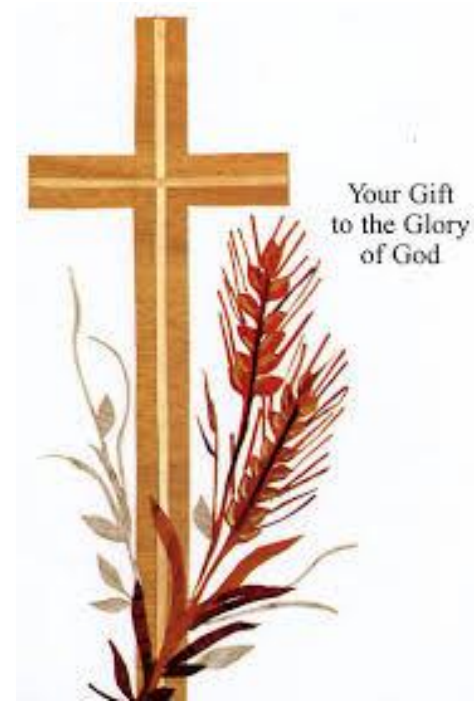
The Memorial and Gift Fund receives memorial gifts donated to St. Paul's. All financial contributions made as memorials to St. Paul's are placed in a common fund known as the St. Paul's Memorial Fund; a record will be kept showing the amount of the gift, the honoree and the contributor. Unless instructed otherwise, an acknowledgement will be sent to the honoree's family (including the contributor's name).

A list of items needed by St. Paul's will be kept by the Vestry. The various ministries of St. Paul's may suggest needed items to be included on this list. If the family wishes to give a gift not on the list of needed items—and sufficient funds are available—the request of the family will be considered by the Vestry. However, the Vestry reserves the right to reject requests if the proposed Memorial item is viewed as inconsistent with the current needs of St. Paul's.

In general, Memorials will be of a more permanent nature and will not be items needed for the general work of St. Paul's. However, when memorial items no longer serve a useful purpose, because of wear or needs, they will be disposed of in a reverent manner. If memorial items are in good and usable condition but are no longer needed at St. Paul's, they will be offered to other congregations who can use them. If the memorial item in question is of substantial value but no longer serves the needs of the parish, then, at the Vestry's discretion, the item may be offered for sale and the proceeds used to further the work and ministry of St. Paul's.

If a family has not made a recommendation to the Committee or designated the funds for a particular item on the needs list within six months of the death of the honoree, their memorial gift will become a part of the general Memorial Fund and may be used to satisfy the needs of the parish as determined by the Vestry. Memorials (with the family's consent) will be recorded in a book showing the honoree, the gift and the donor or source. If requested, and with the approval of the Vestry and Rector, certain items may have attached or near them a metal ribbon with an inscription naming the honoree (i.e., In memory of..., In thanksgiving for...etc.)

Any questions or suggestions, please contact Amy Masters ([master.66048@gmail.com](mailto:master.66048@gmail.com)) or Jan Hubbard, ([hubbjan@yahoo.com](mailto:hubbjan@yahoo.com)), Memorial Fund Coordinators.



## Coffee Hour



Join us each Sunday after worship in the Parish House for fellowship and refreshments. There is a sign up posted on the bulletin board in the Parish House for Hosts for the gathering.

# Minster

Bishop Cathleen Bascom directed parishes in the Diocese to establish regional minsters in the Spring of 2021. Minsters unite neighboring parishes to share resources and plan joint functions to expand their communities. The Missouri River Minster initially involved St. Paul's and Trinity in Atchison. Subsequently, the Minster expanded to include St. Thomas Episcopal Church in Falls City, NE; although Falls City is not part of the Diocese of Kansas, an agreement between the Diocese of Kansas and the Diocese of Nebraska made this possible. The Episcopal congregation in Holton has recently joined our Minster.

The Minster normally meets on the first Tuesday of each month but has taken a "summer break" from June to August. Meeting location has rotated between Leavenworth and Atchison, but with the addition of Falls City, meetings have aligned on Atchison as being more centrally located.

The Minster hosts two main events during the year: a joint picnic in October to celebrate the Feast of St. Francis, and an event during Holy Week. Fr. Jere and Deacon Allan represent St. Paul's at the Minster, with Gwyneth Hawk, Carol Hunt, and Gary Hobin as additional members. For more information contact Fr. Jere ( [priestjere@stpaulslvn.org](mailto:priestjere@stpaulslvn.org)).

## Young Episcopalians Group

This lively group is made up of high school age students and graduates up to age 20. They meet weekly on Sunday evenings for fun and fellowship. Special events happen throughout the year with a focus on service and fellowship. In addition to our own efforts here at St. Paul's, we partner with the Diocese of Kansas to enable young people to participate in Happening ( a faith development overnight), Episcopal Mega Camp, and other activities. Please contact Fr. Jere for more details or if you would like to volunteer!



## Digital Ministry - Virtual Worship



**Purpose:** To include worshipers who cannot attend in person but want to be part of St. Paul's parish.

**Requirements:** Be reliable, willing to learn, able to follow directions

**Responsibilities:** Arrive 15 minutes before the service begins to turn on the cameras and set up the MEVO program on the iPad. Film according to the directions provided. Stop filming when the organ music stops at the end of the service. Provide availability when developing service schedule. Assist with additional social media platforms as able.

**Training:** Training is conducted on an individual basis by someone who is already trained. This is most often done by watching a trained person during Sunday Service.

**Service and Scheduling:** Serve one or two Sunday's per month, scheduled published quarterly. Service in support of other social media platforms as able.

**Contact:** Michelle Garcia [crazyblaze66@gmail.com](mailto:crazyblaze66@gmail.com) or Javier Alfonso [jlalfonso@me.com](mailto:jlalfonso@me.com) or call the Church office.