



ST. STEPHEN'S EPISCOPAL CHURCH

Volunteers' Handbook

Everyone feels instinctively that all the beautiful sentiments in the world weigh less than a single lovely action. - Lowell

VOLUNTEERS' HANDBOOK

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Volunteers are love in motion! - Unknown

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How to Volunteer . . .

- Read the “Coming Up” section of the Sunday bulletin to find who to contact
- Read the Witness to discover future opportunities
- Talk to people at Fellowship Hour
or
- Call the office to ask where you are needed: 248-641-8080
- Sign up in the Gathering Area

*Unless someone like you cares a whole awful lot,
nothing is going to get better.
It's not. - Dr. Seuss*

If you have volunteered for LEADERSHIP. . .

- Recruit people to help with your various activities.
- Be mindful of your budget (most lead committees have one).
- Take the Sexual Conduct Training class if you will be working with youth.
- Clear all dates with the office calendar before publicizing your events.
- Keep a notebook containing:
 - Minutes & attendance of all committee meetings.
 - Plans & to-do lists for each activity
- Complete "Building Use Form" if you are planning a church meeting or event (form in office).

Publicize your activities:

Sign-up Sheets – available in the office or make your own

Newsletter – e-mail to witness@ststephenstroy.org

Website – e-mail to webmaster@ststephenstroy.org

Weekly bulletin – use "St. Stephen's News" form (form in office)

- If you paid for something & need to be reimbursed:
 - Complete "Check Request Form" (form in office).
 - Get the proper signature.
 - Place form & receipt in the treasurer's mailbox.
 - Make a copy!
- Find additional reference materials in the office: by-laws, canons, etc.
- Get help from the office staff if you have questions 248 641-8080.

Forward your notebook/records to the Senior Warden at the end of your term.

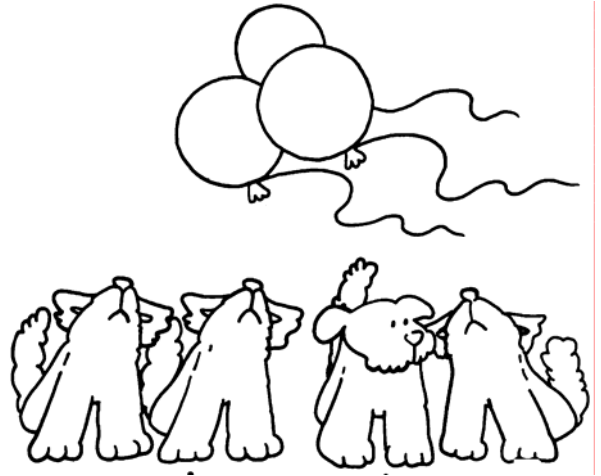
There are two ways of spreading light: to be the candle or the mirror that reflects it. - Edith Wharton

Adult Faith Development

Committee

This committee develops activities designed to strengthen faith in adults.

The chairperson, who is a vestry member or designee, should be interested in learning about his/her faith and anxious to share this learning with others.



Activities

Advent by Candlelight

This is a special evening with women who share reflections as an introduction to the Advent Season.

Bible Study

Adult Bible study is offered often and is led by both lay people and the Clergy. Frequency of these sessions is determined both by interest and availability of leaders.

Lenten Studies

During Lent there are a number of special offerings for those seeking a deeper knowledge of their faith. . . . including retreats and prayer groups.

You may not have saved a lot of money in your life, but if you have saved a lot of heartaches for other folks, you are a pretty rich man. - Seth Parker

Building and Grounds

Committee

This committee assists the sexton in overseeing the maintenance and smooth operation of the physical church facility and property.

The chairperson, a vestry member or designee, should have general knowledge of building maintenance & be able to communicate often with the sexton.



Responsibilities include:

- Inventory facilities and activities
- Inspect property – fire, heating and hot water systems, electrical systems, kitchen, exits, handling of combustibles, and trash collection
- Inspect security – doors, windows, lights, security/fire alarms, and other general security measures
- Inspect people safety – exterior, playgrounds, parking lots, elderly and physically handicapped accessibility, lighting, interior spaces, the posting of emergency telephone numbers
- Schedule inspection of furnace and cleaning in the fall
- Schedule inspection & maintenance of air conditioning equipment in the spring
- Monitor fire extinguisher inspection and tagging (annually)
- Supervise and evaluate the following: lawn, tree, and garden maintenance, snow removal service, furnace maintenance
- Organize the Spring and Fall Clean-ups
- Prepare plans/estimates for major repairs; submit to the Vestry for approval; supervise completion of projects approved by the Vestry
- Schedule meetings
- Maintain door key control including a key log and spare key box
- Maintain list of current maintenance companies and contractors

Sub-committees

Memorial Garden

This group manages and improves the Memorial Garden.

Silent gratitude isn't much use to anyone. - G.B. Stern

Caring Ministries

Committee

This committee uses church resources to help parish members in need.

The chairperson is a member of the vestry or designee.

Sub-committees

Chain of Concern - Phone

This group participates in a prayer chain, sharing requests for prayers, cards, etc., or notifying people of events (such as funerals). Usually members of this chain do not have e-mail.

Chain of Concern – E-mail - Matters of concern are e-mailed to parishioners.

Chain of Joy - E-mail - Joyful events are shared with parishioners via e-mail.

Eucharistic Visitors – E.V.s

Trained volunteers take communion to parishioners who are homebound.

Listening Ministers – These volunteers become a listening presence for others. Training and supervision are provided.

Prayer Shawl - Volunteers knit shawls for individuals who need a hug.

Share-a-Meal (Meals to Heal)

Volunteers prepare and deliver meals to church families in temporary need of assistance.



*Volunteers don't get paid, not because they're worthless,
but because they're priceless. - Sherry Anderson*

Communication & Information)

Committee

This committee shares information with parish members and the world at large.

The chairperson, a member of the vestry or designee, should be well organized and computer literate.



Activities

Information Boards

All boards are maintained by a volunteer and overseen by the office staff. Parishioners may place announcements in the bulletin board mailbox in the main office – middle column, last box.

Library

Our collection of books and videos is located in the Bishop Emrich Library and maintained by this group. Items are usually donated. Church members are encouraged to borrow the materials.

Newsletter

The Witness is produced in the office with help from volunteers. Articles are submitted by e-mail to witness@ststephenstroy.org. The deadline is the 15th of the month.

Website

Our website is created and maintained by volunteers.
webmaster@ststephenstroy.org

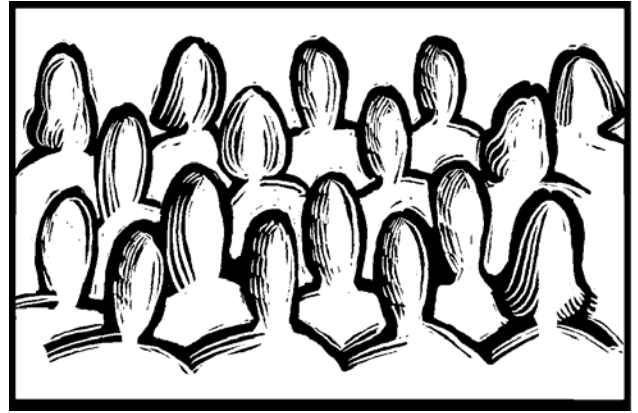
Other

Computer support, advertising, photography, parish photo directories, information fliers & packets, cathedral book sales, etc.

It's easy to make a buck. It's a lot tougher to make a difference. - Tom Brokaw

Diocese of Michigan

The Diocese, under the leadership of the Bishop and the Diocesan Council, is comprised of 97 congregations and a number of chaplaincies, social agencies, and other ministries.



There are many ways that volunteers serve the ministries of the Diocese and also many ways the Diocese supports the ministry of local congregations, especially in the areas of youth work, adult education & stewardship.

Diocese of Michigan website:

www.edomi.org for information regarding Diocesan programs and staff
313 832-4400 or toll free 1-866-545-6424

Activities of the Diocese include:

Whitaker School for Theology (for Adult Faith Development)

www.edomi.org
313-833-4412/23

The Record - monthly Diocesan newspaper (for all)

Herb Gunn, Editor
www.the-record.org
313-833-4425

herbgunn@earthlink.net

YAYA - Youth & Young Adult Ministries - youth residential & adventure camps
(for youth & youth leaders)

Canon for Youth & Young
Adult Ministries

Pam Whitsett, Staff Sec'y

313-833-4418

pwhitsett@edomi.org

313-833-4421

Volunteers do not necessarily have the time; they just have the heart.

- Elizabeth Andrew

Endowment

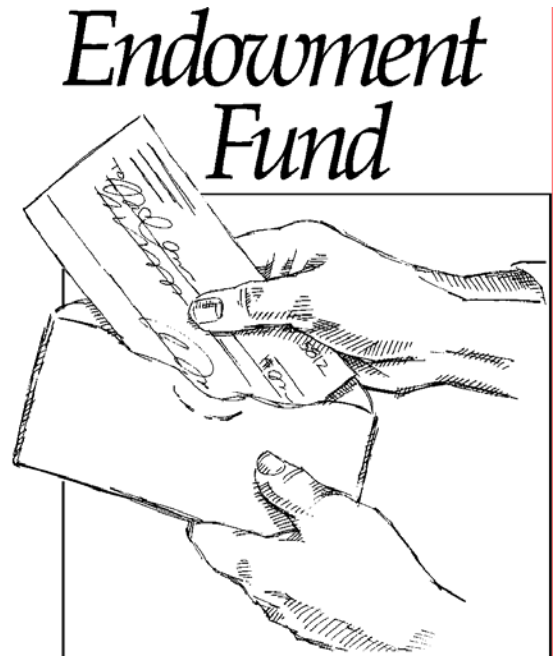
The purpose of the Endowment Fund is to enhance the programs, ministries and missionary work of St. Stephen's.

Committee

The committee meets to review requests, seeking to make financial grants that align with its broad-based objective. The grants are typically meant to stimulate innovative or experimental projects not covered by the annual budget. The grant funding stems from the Endowment Fund which is separate and distinct from the annual budget or general fund of St. Stephen's Episcopal Church.

Members are elected by the vestry for 5 years. Meetings are held 3 or 4 times a year.

The chairperson, a member of the vestry or designee, should have a financial background.



*No one is more cherished in this world than someone who lightens
the burden of another. - Author Unknown*

Finance

Committee

This committee oversees all matters involving church funds.

Members are appointed by the Senior Warden, an ex-officio member of the committee. Members always include the Treasurer and usually the Junior Warden. The committee meets before the monthly Vestry meeting to:

- Prepare the annual budget for vestry approval.
- Review status against budget.
- Review and make recommendations to the Vestry on all financial matters.
- Arrange for the annual audit of the Treasurer's books.



The chairperson, a member of the vestry, would benefit from having a financial background.

Activities

Gifts and Memorials

Gifts and Memorials are tracked by the Treasurer and included in the monthly Vestry report. Volunteers send thank you notes for memorial donations and record gifts in The Memorial Book. Designated gifts (the spending of memorial money given for a specific purpose) must be approved by the Vestry.

Real charity doesn't care if it's tax-deductible or not. - Dan Bennett

Hospitality

Committee

This committee strives to make our Church a welcoming and loving place.

This chairperson, a member of the vestry or designee, should enjoy social interaction.

Activities

Bridge Groups

These are managed by interested participants. Recruitment, schedules and rules are established by each of the groups.

Fellowship Hour

Sign-up sheets are posted on the kitchen door for hosts serving refreshments after the 10 a.m. Sunday service.

GEM Dinner Groups

Greet-Eat-Meet groups are organized by a volunteer chairperson, who divides interested participants into small groups. A meal is scheduled in each home during the year, and generally everyone is responsible for providing part of the meal.

Kitchen Brigade

This committee organizes and maintains the kitchen. General inventory and occasional cleaning are required. Committee members communicate often with the Sexton.

Yearly Events

Bob Brandon Memorial Golf Outing, Advent by Candlelight, Lunch for the Annual Meeting, Twelfth Night, Irish Night, Annual Picnic, Welcome Back Breakfast, Halloween Party, etc. Volunteers are recruited as needed.

Special Events

Monthly Ladies Lunch Bunch, potluck meals, movie nights, theatre outings, etc. Volunteers are recruited as needed.



The work an unknown good person has done is like a vein of water flowing hidden underground, secretly making the ground green. - Thomas Carlyle

Member Development

Committee

This committee welcomes visitors to our church and introduces new members to parish life.

The chairperson is a vestry member or designee.



Activities

Greeters

This group welcomes visitors to St. Stephen's. They stand near the entrance before and after services making themselves available to answer any questions. Greeters may also introduce visitors and accompany them to fellowship hour. In addition, the chairperson checks the visitors' book and sends follow-up notes.

Host Program

Members of the congregation mentor newcomers.

Nametags

Volunteers make nametags for all new members and see that the tags are available when new members are introduced to the congregation.

Newcomers

This group helps lead the Newcomers orientation meetings.

The chairperson (usually the rector) formally plans the meetings and presents new members to the congregation.

Welcome Packets

This volunteer assembles information packages about our church and distributes them to potential members.

Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around. - Leo Buscaglia

Office Assistance

These volunteer opportunities are monitored by the office staff:

- Fold & distribute bulletins
- Fine-tune sanctuary appearance: straighten books, sharpen pencils, replace forms, post hymn boards
- Keep the information boards up to date and neatly organized
- Help with miscellaneous office functions
- Care for the plants
- Write thank-you notes
- Serve as a Sunday Receptionist between the 8 and 10 a.m. services
- Assist with the monthly newsletter: insert readings, fold, address, stamp, etc.
- Phone acolytes with assignment reminders



Nobody can do everything, but everyone can do something. - Unknown

Outreach



O U T R E A C H M I N I S T R I E S

Committee

This committee uses church resources to help those in need outside the parish. The

chairperson is a vestry member or designee who recruits people to lead the programs described below.

Activities

Baldwin Center

Baldwin Center helps people in need. St. Stephen's helps Baldwin in a variety of ways: *Entertainment Books* are sold, a *Geranium Sale* is held, and volunteers work at the *Baldwin Soup Kitchen* four times a year.

Blood Drives

The volunteer in charge works with the Red Cross and Beautiful Savior Lutheran Church to set up the drives.

Christmas Giving Tree - Christmas gifts are collected for needy families.

Christmas Walk

Parish families open their decorated homes for this Walk which takes place in December and benefits a worthy charity. A chairperson organizes the sale of tickets and recruits families to open their homes.

Habitat for Humanity - Parishioners help build houses for the poor.

Lighthouse

Lighthouse helps families in need of food (as well as other services). Parishioners help by bringing canned food to each service and by supporting the Thanksgiving Food Drive.

S.O.S

One week per year, St. Stephen's usually hosts guests from the South Oakland Shelter who are homeless.

Other Outreach efforts

AA – Alcoholics Anonymous, Bala Mandir (orphanage in India), CCRT (emergency response team), Greyhound Rescue, Haven (abused women), Mariners' Inn (alcohol rehab), Michigan Military Moms, St. Anne's Mead Retirement Home, St. Stephen's Co-op Pre-School, TEAM Center (emergency referral), United Thank Offering.

Something that has always puzzled me all my life is why, when I am in special need of help, the good deed is usually done by somebody on whom I have no claim. - William Feather

Personnel

Committee

This committee reviews the salaries and job descriptions of the church staff, fills vacant positions and evaluates employee performances.

The chairperson is the Senior Warden.



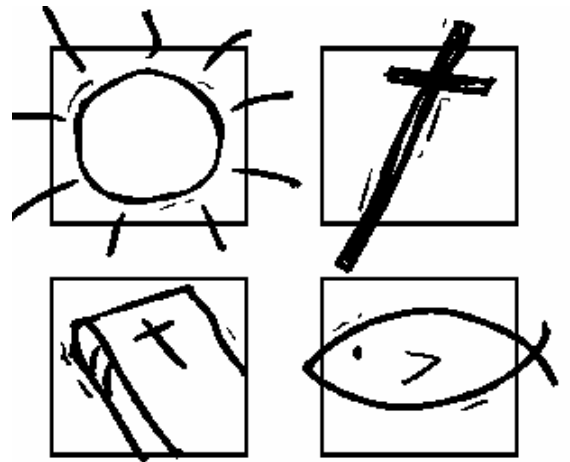
Everybody can be great. Because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve. You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace. A soul generated by love.

- Martin Luther King, Jr.

The Vestry

The Vestry is the main administrative body of the parish whose members are elected at the Annual Meeting for staggered three-year terms. Each member is responsible for being either the liaison or the chairperson of a committee.

Vestry meetings are usually held one evening a month. All members of the parish over 16 are eligible to vote and run for the 12 vestry positions.



After the Annual Meeting, the vestry elects officers to one-year terms: Senior Warden, Junior Warden, and Clerk. The Treasurer is also selected, but is not necessarily an elected vestry member.

The Senior Warden is elected by the vestry members to:

- Fulfill the direction agreed to in the Annual Parish Meeting and any special parish meetings and report any unusual or otherwise noteworthy items.
- Lead all vestry meetings; create the agenda.
- Be familiar with the by-laws of St. Stephen's, the Diocesan and National Canons.
- Confirm clergy are present for all worship services in the event of an emergency.
- Initiate the search process in the absence of a rector.
- Represent the parish to outside organizations.
- Consult with the rector on yearly evaluations of employees.
- Lead the Annual Parish Meeting explaining the parish direction.
- Assist the rector.
- Write a short report of vestry activities for the Witness periodically.
- Advise rector of parish concerns.

The Junior Warden is elected by the vestry members to:

- Assume the duties of senior warden when necessary.
- Be familiar with the by-laws of St. Stephen's, the Diocesan and National Canons.
- Often serves on the Finance Committee.

The Clerk of the Vestry is elected by the vestry to:

- Take & keep minutes of all vestry meetings; e-mail to all vestry members and parish administrator.
- Keep a file of all documents, connected with the business of the vestry, including the treasurer's reports.

- Handle all correspondence for the vestry and report all incoming correspondence to the vestry and rector.
- Be familiar with the by-laws of St. Stephen's, the Diocesan and National Canons.
- Sign any documents requiring the corporate signature, as authorized by the vestry.
- Revise the clerk's job description and turn it over to the Senior Warden at the term's end.

The Treasurer is not necessarily a member of the vestry.

Responsibilities include:

- Serve on the Finance Committee.
- Collect and hold all monies belonging to the parish in conformity with proper business methods and the Canons of the Diocese of Michigan.
- Pay all bills - if approved by the person assigned the account.
- Prepare and distribute all monthly accounting reports.
- Keep records for all donations; distribute quarterly reports; report totals to the vestry.
- Prepare an annual report for the Annual Parish Meeting to include: financial statements and balance sheets for all funds, a budget for the following year.
- Prepare the annual Parochial Report for the Diocese of Michigan reporting revenues and expenditures of the general operating account and other special parish accounts.
- Sign any instruments requiring the corporate signature, as authorized by the vestry.

The Assistant Treasurer assists in paying bills and keeping records.



The purpose in life is not to be happy - but to matter, to be productive, to be useful, to have it make some difference that you have lived at all. - Leo Rosten

Worship

Committee

This committee helps the Rector plan worship events. Members include the organist, representatives from the Altar Guild, acolytes, eucharistic ministers, the ushers.



The chairperson is a vestry member or designee who has an appreciation for the liturgical aspects of worship.

Activities

Acolytes – young people from 5th – 12th grade. Acolytes participate in worship services after being trained by the Acolyte Warden, who also supervises and schedules for the various services.

Altar Guild - These volunteers prepare the altar and care for the linens and communion vessels for all services. They order flowers for regular services & special Easter & Christmas displays.

Eucharistic Ministers - (EMs) read & assist with communion during the service.

EMs typically lead the Prayers of the People and any other parts of the service not assigned to the celebrating priest. They may occasionally officiate at the service of Morning Prayer. Training materials are provided by the Diocese.

Lectors - read during the service. No licensing is necessary.

Music

Adult Choir - meets September to June rehearsing Wednesday evenings at 7:30 p.m. and Sunday mornings before the 10 a.m. service.

Children's Choir - 1st through 5th grades - sings for special programs. Rehearsals are usually held on Wednesday evenings from 6:45 p.m. until 7:15 p.m.

HandBell Choir - the Jim Miller Ringers. This three-octave bell choir rehearses Sunday mornings after Fellowship Hour.

Ushers

Provide support during services: distribute bulletins, assist with seating, take up the collection during the Offertory, guide people during Communion, return books to the pew racks, pick up items left, turn off lights, and close windows.

Kindness, like a boomerang, always returns. - Unknown

Youth (YACYM)

(Young Addult, Children & Youth Ministry)

Committee

This committee supports the Christian education of the parish youth.

The chairperson is a member of the vestry or designee.



Opportunities for Youth & Adults

Children's Sunday School - Religious education for children pre-k – 6th grades.

Rite 13 - Religious education for young middle school students.

J2A - Religious education for older middle school students.

YAC - Religious education for high school students.

Other

Acolytes (see page 20)

Busy Bags (for children in church)

Children's Choir (see page 20)

Children's Christmas Party

Children's Sermons

Halloween Party

Heretics Group

Mission Trips (sponsored by
Diocese)

Productions/Drama

Vacation Bible School

Youth Sunday & Picnic

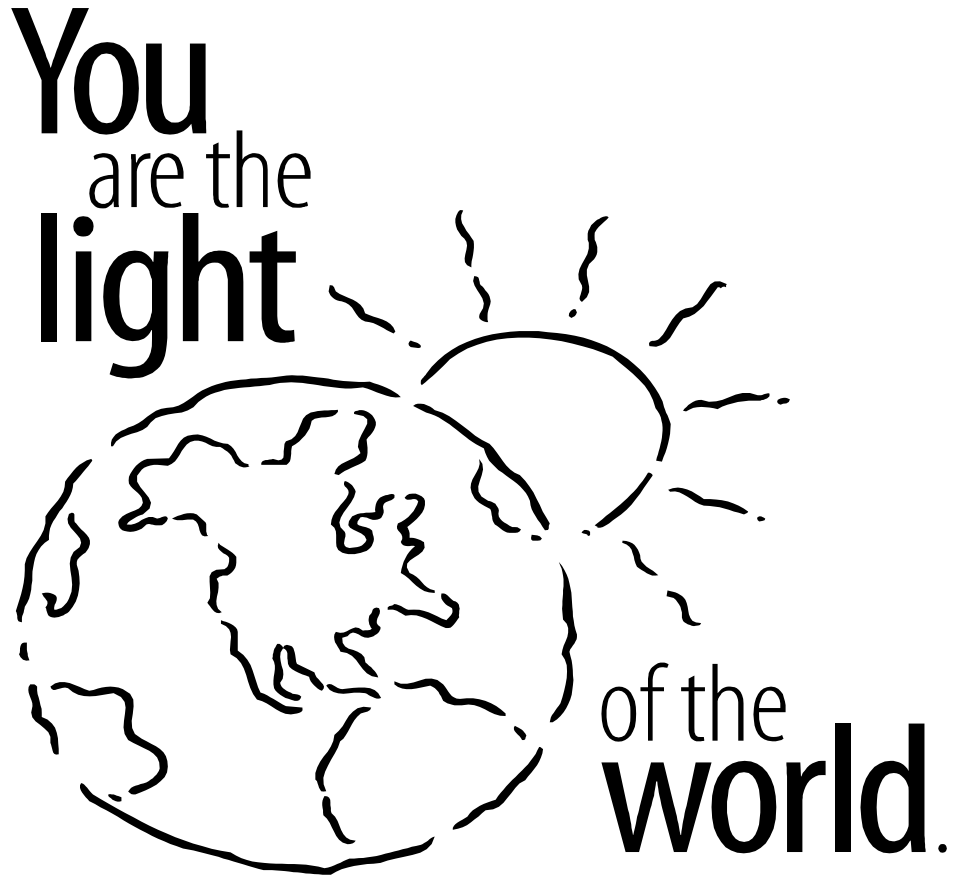
We cannot always build the future for our youth, but we can build our youth for the future. - Franklin Delano Roosevelt



Notes & Phone Numbers



Notes & Phone Numbers



M a t t h e w 5 : 1 4 .

St. Stephen's Episcopal Church

Troy, Michigan

The Reverend Jonathan C. Sams

The Reverend Manisha Dostert

September 2007