

*St. Peter's*  
**Ministries**

*Servants in Christ*



*We are called by God to  
experience and share the  
Joy and Love of Jesus Christ  
through Worship,  
Fellowship, Discipleship,  
Ministry and  
Mission.*



[www.StPetersLakeMary.org](http://www.StPetersLakeMary.org)



## Overview

*Whatever you do, work at it with  
all your heart, as working for the  
Lord, not for men, since you  
know that you will receive an  
inheritance from the Lord as a  
reward. It is the Lord Christ you  
are serving.*

*—Colossians 3:23-24*

This manual will serve as an outline for all the ways our church family may serve the Body of Christ and the world through the ministries of St. Peter's.

First, thanks to all who volunteer at St. Peter's. Your contribution is greatly appreciated. Our church programs are successful thanks to your giving spirit, time and talents. We pray God richly blesses your life.

### **The Five Commissions of St. Peter's**

St. Peter's Episcopal Church is called by God to experience and share the joy and love of Jesus Christ, through: **Worship, Fellowship, Discipleship, Ministry and Mission.**

These five Commissions describe the calling of all Christians who actively seek to grow in their knowledge and love of God through Jesus Christ.

**It begins with Worship.** Having heard and accepted God's love, people are compelled to express this profound love in **Worship**. As they gather in celebration, they quite naturally begin to **Fellowship** with other Christians. This leads in turn to a hunger which is nourished through **Discipleship**, growing in our knowledge of the Lord. Discipleship is what empowers Christians for **Ministry** where we minister God's love to our friends, neighbors and family. The final step in this process is **Mission** whereby Christians go out into the world to do God's will.

On the following pages, you will have the opportunity to acquaint yourself with the volunteer positions available within each ministry. Please take time to peruse the information.

### **Qualifications and Personal Requirements for all Positions:**

- Love of God and a servant's heart
- A Teachable Spirit
- Ability and desire to work with others



## **Six-Point Commission Charge for effective commission leadership:**

## **Six-Point Commission Charge**

### **1. Remain attentive to Vision and Purpose**

- a. Develop 1-Year Vision and Identify Long-Term Vision and Dreams
- b. Set and Monitor S.M.A.R.T. Goals
- c. Develop Core Values
- d. Set Policies and Procedures for your Committee
- e. Identify Problem Areas and Develop Action Plans
- f. Implement “stop-do” lists

### **2. Develop and Maintain a Committed Team**

- a. Develop and Maintain Job Descriptions for responsibilities within scope of commission
- b. Utilize Continuing Education opportunities
- c. Provide Training and Mentoring
- d. Recognize and celebrate spiritual gifts and accomplishments
- e. Set a Regular Meeting Time of no less than every other week
- f. Attend quarterly core meeting with the other five commission leaders
- g. Assign a Chair Prayer Champion and Secretary

### **3. Develop and Maintain a Master Calendar**

- a. Schedule your commission Master Calendar one year in advance.
- b. Coordinate Logistics (Facilities management, setup, calendar, resources, etc.) with Parish Administrator
- c. Identify Critical Action Items including Deadline and Person Responsible
- d. Schedule Social and Celebration Parties for Commission and Sub-Commissions

### **4. Maintain Sound Financial Accountability**

- a. Budget Needed Funding
- b. Identify Unbudgeted Wish-list Items
- c. Provide Accountability for Line-Items

### **5. Provide Resources and Support for Sub-Committees**

- a. Develop and maintain a List of Positions, Contacts and Organizational Chart with the parish office
- b. Maintain regular monthly communication with liaisons to every Sub-Commission
- c. Help with recruiting, newsletter articles and advertising

### **6. Communicate with all related people and committees**

- a. Take minutes of every meeting
- b. Develop Reporting and Communication Channels to Vestry, Staff and Sub-Commissions
- c. Identify needed Communication Pieces and Platforms

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Contact the church office at 407-444-5673 for more information and to become involved.

[www.StPetersLakeMary.org](http://www.StPetersLakeMary.org)



## **It begins with Worship**

*Having heard and  
accepted God's love,  
people are compelled  
to express this  
profound love  
in **Worship.***



## Worship Commission



### Music Ministry

**Description:** Worship as a community through music, worship and arts to experience and share the love of Jesus Christ.

**Purpose:** To Serve and Glorify God and to share with each other through voice, instruments, drama and dance.

#### Volunteer Opportunities:

**Choir:** The traditional service brings together hymns and worship songs highlighted by the traditional choir. On various special occasions, solos and small vocal ensembles enhance musical offerings.

**Contemporary Vocals and Worship Band:** The contemporary worship service blends a modern contemporary style with traditional worship rites. The music for this service is enriched by a worship band with singers, guitars, keyboards, drums and other various instruments.

**J-Force:** Short for Jesus Force, J-Force is a fun and exciting praise and worship group for students in grades 2-8. The J-Force meets weekly to learn and practice music, dance, instruments and drama to perform for the Congregation.

### Sound Tech Ministry

**Description:** Running and operating the sound board for both regular services and special occasions.

**Purpose:** To Serve and Glorify God by providing the highest quality of sound possible at all St. Peter's functions.

#### Volunteer Opportunities:

**Sound Tech Coordinator:** Creates and maintains a schedule of events and volunteers and serves on the sound board as needed.

**Sound Tech/Operator:** Shadows coordinator or existing team member one Saturday or Sunday a month.

## Altar Guild

**Description:** The Altar Guild prepares all things necessary for the celebration of the Eucharist. Members are divided into teams for rotating weeks of service that includes a few hours of “housework” in addition to coverage of Eucharistic services.

**Purpose:** To Serve and Glorify God by assisting the Clergy in preparing the altar for worship.

### Volunteer Opportunities:

**Directress:** Maintains awareness of other events requiring Eucharistic services, such as weddings, baptisms, funerals. Consults with the Rector regarding all Eucharistic services, communicates with team leaders re: special services, maintains linens and supplies, maintains financial records and prepares annual budget, and serves as a team leader.

**Secretary/Treasurer:** Takes minutes at all meetings, keeps the Team roster up to date, collects and keeps track of dues.

**Team Leaders:** Oversee individual team members.

**Team Members:** Prepare for all Eucharistic services as requested by the Directress. Members are divided into teams for a week of service.

## Flower Guild

**Description:** Arranges flowers for the altar, children’s church and visitors table for Saturday evening and Sunday services. Decorates church for special occasions.

**Purpose:** To Serve and Glorify God and to enhance the worship experience for all attendees.

### Volunteer Opportunities:

**Chairperson:** Schedules teams, plans and orders flowers.

**Design Chairperson:** Heads up design teams for arrangements.

**Team Members:** Prepare containers and assist with clean up.



## Wedding Guild

**Description:** Assists in the wedding plans of couples scheduled to be married at St. Peter’s.

**Purpose:** To Serve and Glorify God by lifting up the bridal couple in prayer as they finalize plans and enter into the sacrament of marriage.

### Volunteer Opportunities:

**Chairperson:** Clearly and calmly communicates with the bride, is attentive to details, coordinates timely with other involved worship ministries and works within a strict timeline. The person in this position should be familiar with St. Peter’s wedding policy.

**Team Members:** Work with the Chairperson to provide the bride and groom a seamless and blessed experience. Provide prayer that God will be glorified and his presence felt by the bride and groom and those who attend the wedding service.

## Worship

### Chalice Bearer

**Description:** Administers Chalice during Holy Eucharist, assists Rector or officiating clergy as required.

**Purpose:** To Serve and Glorify God by assisting in the celebration of Holy Communion.

**Note:** Individuals who wish to be part of this service must be confirmed Episcopalians and are required to take a training course. After successfully completing the course, a license to administer the chalice at St. Peter's is received.

#### Volunteer Opportunities:

**Chairperson:** Assists new Chalice Bearers and ensures duties of all Chalice Bearers are being performed correctly. Responsible for scheduling Chalice Bearers for service.

**Chalice Bearer:** Administers Chalice and Eucharist, assists officiating clergy as needed and assists or serves as Acolyte if needed.

### Acolyte

**Description:** Parishioners primarily in 3rd through 12th grade who lead the procession, present the elements and offering to the Celebrant, and lead the recession.

**Purpose:** To Serve and Glorify God by assisting the Rector and/or officiating clergy before and during the worship service.

#### Volunteer Opportunities:

**Torch Bearer:** Carries the candle or the torch in pairs and walks on either side of the crucifer.

**Crucifer:** Carries the Cross during the Processional and the Recessional and assists during the Gospel reading, with the offertory, and can also fulfill the torchbearer's or server's duties.

**Server:** Assists the Rector during Holy Eucharist and at other times during the Service as needed. The Server can also fulfill other duties as needed.

### Lector

**Description:** Clearly and loudly reads passages from the Bible during worship.

**Purpose:** To Glorify God and to share the joy in the ways God is revealed in Holy Scripture.

#### Volunteer Opportunities:

**Coordinator:** Recruits and schedules Lectors for each service, and serves as a Lector.

**Lector:** Reads scripture from Old and New Testament.



## Worship

### Prayer Team

**Description:** Parishioners who prayerfully intercede for those who request prayer after Communion. In addition, prays for the entire congregation and the leaders of St. Peters as well as any other need revealed by the Holy Spirit.

**Purpose:** To Serve and Glorify God by praying for members' needs, thanksgivings and to praise God for things He has already done in their lives.

#### Volunteer Opportunities:

**Prayer Team Coordinator:** Coordinates prayer team members and serves on team as scheduled.

**Team Members:** Serve on rotating prayer teams that are generally scheduled for one service per month.

### Greeter

**Description:** Friendly, outgoing people who greet visitors and members in the name of Christ. Introduces newcomers to other parishioners.

**Purpose:** To Serve and Glorify God by greeting people and welcoming them to the House of the Lord.

#### Volunteer Opportunities:

**Greeter Coordinator:** Ensures that every service has a greeter and serves in the Greeter capacity as scheduled.

**Greeter:** Greet people at the door with a smile; ask visitors to sign the guest book. All Greeters are expected to arrive at church at least 15 minutes prior to their assigned service and to wear their name tag.

### Usher

**Description:** Provide assistance and support to Clergy and Congregation before, during, and following each worship service.

**Purpose:** To Serve and Glorify God so that the clergy and congregation can focus upon the worship of our Lord rather than the details and operations of the service itself.

#### Volunteer Opportunities:

**Usher Coordinator:** Assigns ushers for each service and serves as an usher as scheduled.

**Usher:** Checks in with the Vestry in Charge upon arrival for any special instructions and distributes bulletins, seats parishioners, counts attendees if needed, brings children in from Children's Church, collects offerings, directs communicantes to Altar rail during Eucharist and assists in any other needs that may arise.



*Do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.*  
—Philippians 4:6-7

## Fellowship Commission

### It continues with Fellowship

*As we gather in celebration, we quite naturally begin to Fellowship with other Christians*



### Lay Eucharistic Visitor (LEV)

**Description:** A lay person authorized to take the Consecrated Elements in a timely manner following a Celebration of Holy Eucharist to members of the congregation who, by reason of illness or infirmity, were unable to be present at the Celebration.

**Purpose:** To Serve and Glorify God and to share the joy and love of Jesus Christ.

#### Volunteer Opportunities:

**Team Members:** These ministers go into hospitals, nursing homes, and private homes to share the Good News, pray and to bring the Holy Eucharist. The person unable to attend services may, through this action, share in Christ's Community even though he or she could not be physically present.

### Bethany Families

**Description:** Organizes small groups within the St. Peter's family.

**Purpose:** To Serve and Glorify God by providing fellowship, spiritual nurturing, prayer and support beyond the scope of the regular worship services. The goal of the Bethany families is to organize as many small groups as possible to enable everyone wishing to belong to a small group to do so.

#### Volunteer Opportunities:

**Coordinator:** Provides support to existing groups, assists with the formation of new groups and facilitates placements of new members within groups.

**Host Families:** Any individual or couple willing to host a Bethany family.

### Kitchen & Pantry Crew

**Description:** Oversees the preparation of the facility, set up and clean up of church kitchen and serving area for parish events.

**Purpose:** To Serve and Glorify God and provide fellowship opportunities for the entire Congregation.

#### Volunteer Opportunities:

**Manager:** Ensures that the kitchen is in working order, organized, stocked with paper goods and cleaning supplies, and makes sure the kitchen is sanitary at all times. Must have appliance knowledge. The manager maintains the emergency pantry, restocks donations and clears dated products so anyone that comes to St. Peter's seeking temporary emergency assistance will find an assortment of non-perishable food items to meet their immediate needs.

**Crew Members:** Parishioners who are willing to assist the manager as needed.

**Newcomer Ministry**

**Description:** Follows up with all newcomers/guests and serves as a liaison between new members and clergy to ensure a warm welcome and transition to the St. Peter’s family.

**Purpose:** To Serve and Glorify God and share the love and joy of Jesus Christ and expand the membership of the church.

**Volunteer Opportunities:**

**Newcomer Coffee Coordinator:** Prepares and sends invitations, follows up with phone calls, arranges for refreshments and hosts monthly coffees, held in the Rector’s office between services, on the last Sunday of every month.

**Newcomer Coffee Team:** Assists the coordinator with food and helps attendees feel comfortable and welcome.

**First Steps Class Team:** Supports coordinator by hosting, greeting and making phone calls to visitors inviting them to *First Steps*.

**Name Tag Keeper:** Prepares form, prints and assembles tags and places them on the board.

**Daughters of the King – Membership**

**Description:** An Order for women communicates of the church. Founded in 1885, members undertake a rule of life incorporating the rule of prayer and the rule of service.

**Purpose:** “The object of this Order shall be the extension of Christ’s Kingdom through Prayer, Service and Evangelism”.

**Membership Opportunities:**

**Member:** Strengthens the spiritual life of the Parish by praying daily for those in need. Service projects include: Ronald McDonald House, Crisis Pregnancy Center and Prayer Shawls.

**President:** Presides over the meetings.

**Secretary/Treasurer:** Takes minutes and sends funds to various organizations supported by the DOK.



**Helping Hands**

**Description:** Provides meals to Parish families and others in need (emergencies, illnesses, births, deaths, etc).

**Purpose:** To Serve and Glorify God by helping people through difficult times in their lives.

**Volunteer Opportunities:**

**Coordinator:** Maintains a supply of frozen meals in freezer for quick and easy distribution. Recruits parish members to prepare fresh meals as needed. Coordinates the delivery of the meals.

**Meal Maker:** Prepares fresh and frozen meals as needed.

**Meal Deliverer:** Delivers meals as needed.

## Fellowship

### Hospitality

**Description:** Coordinates social events of the parish including Pot Lucks, Annual Parish Birthday Celebration, TOGETHER Wednesday Night Meals, Receptions, Christmas Party and Other Special Events.

**Purpose:** To Serve and Glorify God by encouraging and facilitating fellowship among all members of the church family.

### Volunteer Opportunities:

**Reception Host:** Organizes and hosts celebrations and ceremonies that support church members: funerals, confirmations, Baptisms and other events. Helps organize food and drinks. Orders and serves cake and punch if necessary.

**TOGETHER Wednesday Night Meal Team Members:** In coordination with Wednesday night discipleship series, assist with one of the following: set up, cook, serve, clean and/or breakdown.

**Party Planners:** Plan and organize Parish-wide celebrations like the Annual Christmas Party and Annual Parish Celebrations including event location, food, entertainment, decorations, and communication.



## Adult Education

**Description:** Develops, leads and teaches Church curriculum for the spiritual maturity of the adult parishioner.

**Purpose:** To Serve and Glorify God by growing in faith so that together we can achieve maturity in the knowledge of God and his son Jesus Christ.

### Volunteer Opportunities:

To be a member of the team that supports the different core curriculum courses. Team members can be teachers, facilitators or small group hosts that lead and instruct a particular course. In addition to the core courses described below, a variety of other studies are available on Sunday or Wednesday nights.

### 1000 Courses – Learning the BASICS

**1001 – Alpha** – This is the first of the core classes intended for all members of St. Peter’s, or anyone seeking the true meaning of life. Alpha covers all the basics of Christianity from “Who is Jesus” and “Who is the Holy Spirit” to “Why and how should I tell others”?

### 2000 Courses – Growing in FAITH

**2001 – Journey** – This confirmation course is held prior to a Confirmation service for those wishing to make an adult commitment to Christ within the context of the Episcopal Church. Confirmation is a public statement that you want to take responsibility for your faith.

### 3000 Courses – Living in CHRIST

**3001 – Crown Ministries** – The purpose of the Crown study is to teach people God’s financial principles in order to know Christ more intimately and to be free to serve Him. How we handle money impacts our relationship with the Lord.

**3101 – Peacemaker** – The mission of the Peacemaker study is to equip and assist Christians in their response to conflict. This course gives practical biblical guidance for conflict resolution that moves you beyond resolving conflicts to true life-changing reconciliation.

### 4000 Courses – Equipping to SERVE

**4001 – Change Your World –S.H.A.P.E.** – We all have certain gifts and talents that can be used for the Kingdom of God. This class explores what those gifts and talents are and helps you discover God’s unique purpose for your life based on the way God has shaped you.

### 5000 Courses – Leading the MISSION

**5001 – Equipping to Empower** – This course helps to develop leadership characteristics and provides the tools necessary to enable parishioners to serve their church and community with a Christian focus.

## Discipleship Commission

*We are called not only  
to be a worshipping  
community but also a  
community of students  
and teachers, disciples  
and disciple-makers.  
St. Peter’s is a church  
school where adults,  
teens and children can  
find life instruction  
centered in the  
Lord Jesus Christ.*



## Discipleship

*Fellowship leads in turn to a  
hunger which is nourished  
through Discipleship,  
growing in our  
knowledge of the Lord.*



## Children's Ministry

### Children's Church

**Description:** Sunday worship venues are offered at both services for children ages 4-11. Children and teachers alike are lovingly guided in the word of God and exhorted to walk in the light of Christ. Each week children learn Bible verses and stories, sing, and participate in drama or crafts.

**Purpose:** To Serve and Glorify God by expanding children's knowledge of the Bible, the Gospel and the traditions of the Episcopal Church and worship.

#### Volunteer Opportunities:

All volunteers must certify with the diocese and complete the 'Safeguarding God's Children' seminar.

**Teachers:** Plan and lead worship and small group sessions.

**Assistants:** Duties vary, but may include: general assistance with the children during worship, snack time, prayer and related activities, take attendance, make name tags.

### Purpose Driven Kids (PDK)

**Description:** A kids club that meets weekly to learn the Bible and how to live in a way that pleases God.

**Purpose:** To Serve and Glorify God by expanding children's opportunities for spiritual growth.

#### Volunteer Opportunities:

**Support Helpers:** Parishioners who have a heart for children and would like to assist during the PDK season.

### Sunday School

**Description:** Following a curriculum, teachers conduct lessons on Sunday mornings between services to children in pre-school through 5th grade.

**Purpose:** To Serve and Glorify God by helping the children of St. Peters to have a better understanding of the Bible and bring them to a closer relationship with God.

#### Volunteer Opportunities:

**Teachers:** Parishioners who possess a love and concern for children and who are prepared, willing and available to teach/assist on a regular, on-going schedule.

### Nursery

**Description:** St. Peter's has two nurseries; the baby room and toddler room.

**Purpose:** To Serve and Glorify God by providing a safe, loving environment for child-care during church services and functions.

#### Volunteer Opportunities:

Parents are invited to visit or participate as volunteers to the paid staff who are in charge of the nursery.

## **Vacation Bible School (VBS)**

**Description:** A summertime Bible learning program for children ages 4 years old through 5th grade, with songs, lessons, crafts, physical activities and snacks.

**Purpose:** To Serve and Glorify God by providing children with an opportunity to learn about Jesus – and have fun doing it!

### **Volunteer Opportunities:**

**Chairperson:** In charge of planning, selecting material and soliciting volunteers to assist with VBS.

**Team Members:** Assist with snacks, crafts, activities/games, songs, drama, registration, supply procurement, set-up, clean-up and teaching.

## **Cursillo**

**Description:** A three-day weekend course in Christianity with an emphasis on discipleship and service in the Christian community. Cursillo is a movement which helps to renew and deepen Christian commitment.

**Purpose:** To Serve and Glorify God by helping those in the church understand their individual calling to be Christian leaders and by maintaining accountability to one's Christian life of worship, discipleship, and apostolic action through the Cursillo method.

### **Volunteer Opportunities:**

Upon completion of the Cursillo weekend there are a variety of ways in which one may serve. While there are opportunities for involvement in planning and implementation of future Cursillos or Ultreyas (group reunions), emphasis is placed upon leadership and discipleship.

## **Episcopal Men in Mission**

**Description:** Provides a Christian environment for men at St. Peter's that concentrates on spiritual growth, fellowship and the opportunity to support the Rector, Vestry and Youth Minister with the needs of the Church and its ministries.

**Purpose:** To Serve and Glorify God by encouraging family building (church family and personal family), assisting with prayer needs of the parish family, participating in community outreach and supporting the youth ministry.

### **Volunteer Opportunities:**

**Coordinator/Leader:** Coordinates bi-weekly gatherings focusing on fellowship, spiritual growth and ministry planning.

## **Discipleship**

*“Therefore, if you have  
not been faithful in  
the use of worldly wealth,  
who will entrust the  
true riches to you?”*

*–Luke 16: 11*

CURSILLO  
ULTREYA

## Discipleship

*Give her of the fruit  
of her hands; and  
let her own works  
praise her in the gates  
—Proverbs 31:31*



### **Women's Ministry**

**Description:** A group of women who gather together in a Christian environment to focus on spiritual maturity, service and fellowship.

**Purpose:** To Serve and Glorify God by encouraging spiritual growth, personal development and leadership among women; and to contribute to the general welfare of the home, church, community and world.

### **Volunteer Opportunities:**

**Coordinator/Leader:** Coordinates the gatherings for the women's ministry and organizes the annual retreat and quarterly events.

## Communications Team

**Description:** The Communications Team serves as the conduit for information about St. Peters to its parishioners, the local community, and beyond.

**Purpose:** To Serve and Glorify God by consistently publishing and communicating so members, friends, and seekers can find, stay informed and contact the church.

**Communication Coordinator:** Receives and assembles topics and articles from congregation, staff, etc and distributes in the following publications:

- Joy Newsletter and Worship Guide . . . . .weekly
- The Connection Newsletter . . . . .quarterly
- Web Design, update . . . . .as needed
- Magazine & Internet Advertising . . . . .monthly

Requires a person who is proficient in English grammar, attentive to details, and who possesses strong computer and organizational skills. Must be proficient in professional design, publishing, photo-editing, illustration and web software, as well as office programs. Skill set required: writing, photography, journalism, graphic design, advertising, copywriting, editing, publishing, direct mail, and web design.

### Volunteer Opportunities:

Photography at events, editing, copywriting, and proofreading. Possible student internships for graphic design, web design or photography majors.

## Administration

**Description:** Provides vital back-up support for the Clergy and Parish Administrator of St. Peter's

**Purpose:** To Serve and Glorify God through administrative assistance and support.

### Volunteer Opportunities:

**General Office Support:** Provides general office duties including phone answering, bulletin preparation, mailing and general filing.

**Bookkeeper:** Maintains the accounting records for the church including accurate financial records of all written checks and ensures proper authorization of all expense receipts. Also oversees the counting, depositing and recording of all church funds, and serves as the liaison to the Treasurer and the Finance Committee. The Bookkeeper makes recommendations to the Treasurer and Finance Committee as the annual budget is formulated and may make recommendations throughout the year concerning amendments to the budget.

## Ministry Commission

*Discipleship is what empowers Christians for Ministry where we minister God's love to our friends, neighbors and family.*

## Ministry



**Finance Committee:** The Finance Committee is responsible for preparing the Church Operating Budget and is made up of the Treasurer, the Senior Warden, the Bookkeeper and other people interested in the financial workings of the church. Its responsibilities are to gather information for the general budget from all commission chairs. Also assists with assessing church investment and insurance policies. Responsible for appointing the Stewardship Committee in preparation for the annual stewardship drive.

### Stewardship/Endowment

**Description:** Stewardship is not just about the annual drive for pledges to balance your church budget. The annual stewardship drive also stirs up our values about money and how we use our time, talent and resources for the greater good of our church, our community and the world.

**Purpose:** To Serve and Glorify God by building a successful stewardship campaign.

#### Volunteer Opportunities:

**Coordinator:** Assumes responsibility for the annual stewardship drive.

**Team Members:** Support the coordinator with the stewardship drive. Team members may be called to share their testimony with the congregation.

### Vestry

**Description:** The Vestry is the lay governing body of the church. With the Rector and guided by the Canons and Constitutions of the Episcopal Church, the Vestry is responsible for making decisions that affect the life of the church. The Vestry is legally responsible for all matters of finance, property and maintenance within the parish, either directly or through the appointment of trustees.

**Purpose:** To Serve and Glorify God by being active and knowledgeable with regard to the congregation, its programs and governance, and demonstrates a commitment to following the way of Christ.

#### Volunteer Opportunities:

**Senior Warden:** Generally assists the Rector in overseeing the mission of the parish and is appointed by the Rector from the Vestry members. Acts as a consultant and advisor to the Rector.

**Junior Warden:** Takes charge of property and maintenance concerns and is elected by the Vestry from its members. Also assists the senior warden as requested.

**Secretary:** Keeps minutes of all meetings of the Vestry and corporation and keeps all current records including a current copy of the parish corporate charter, the current bylaws of the parish, records from the Internal Revenue Service of the parish's Tax Identification Number, a copy of the Annual Report filed with the Florida

Secretary of State, a copy of the parish's Certificate of Exemption from Florida Sales/Use Tax, Minutes of past meetings of the Vestry and Congregation, and other records thought appropriate.

**Treasurer:** Serves as the Chief Financial Officer and is appointed by the Vestry. Responsible for the following: preparing monthly financial statements and reporting the financial status of the parish to the Rector, Vestry, and the Congregation on a scheduled basis. Ensures that all financial aspects relating to the clergy are duly performed in a correct and timely manner. Establishes and maintains the necessary controls and procedures to prevent the unauthorized use of parish resources.

**Vestry Member:** The Vestry is the "Board of Directors" for the parish and the authoritative body of the Congregation and is subject only to the Diocesan and National Church Canons. The Vestry is responsible for determining the policies and goals of the Congregation and to communicate with the Congregation about the goals, concerns and functioning of the Church in the modern world. The Rector is a member of the Vestry and presides over meetings of the Vestry and Congregation. Members of the Vestry are elected by the Congregation at the Annual Parish Meeting.



### **Buildings & Grounds**

**Description:** The function of the Building and Grounds Committee is to adequately maintain the church facilities and do the best possible job of maintaining the church and grounds.

**Purpose:** To Serve and Glorify God by providing a beautiful, functional and safe environment in which to worship the Lord.

### **Volunteer Opportunities:**

**Team Members:** The Building and Grounds Committee may be responsible for revising or changing the appearance of the interior and/or the exterior of St. Peters. Typically members have experience in such disciplines as plumbing, heating and air conditioning, architecture, building codes and inspections, engineering, and construction. Reports to the Junior Warden.

## Mission Commission

*The final step in the growth,  
knowledge and love of  
God is Mission, whereby  
Christians go out  
into the world  
to do God's will.*



*“In everything do  
to others  
as you would  
have them do to  
you, for this is the  
law and the prophets.”*

*—Matthew 7:12*

## Mountain of Hope

**Description:** A not-for profit IRS approved corporation that raises and manages funds needed to build and support a permanent medical-dental clinic in Quince de Enero, a remote village in Honduras.



**Purpose:** To Serve and Glorify God by supporting and encouraging the congregation to be the face of Christ in Honduras. Providing assistance in education, healthcare, drinking water, maintenance of communities, faith in Christ and other needs.

### Volunteer Opportunities:

Volunteers who are bi-lingual in Spanish are helpful but not required. Opportunities for mission trips to Honduras and many support positions that do not require travel.

**Honduras Coordinator:** Responsible for fundraising, organizing yearly mission trips and volunteers, budget planning, and logistics.

**Team Leaders:** Organize and plan the work activities to take place while in Honduras. Recruit volunteers for individual work projects to be performed during the mission trip and help determine needed supplies.

**Team Members:** Possess skills necessary to match the objective of the mission trip, are willing to give of their time in order to accomplish tasks, and have the heart and spirit to serve the needs of the villagers.

**St. Peter's Rummage Sale Coordinator:** Establishes a sale date, reserves facility, solicits and coordinates goods and activities, assigns workers and oversees sale of merchandise. Is in charge of all financial matters.

**St. Peter's Rummage Sale Team:** Works as assigned by the coordinator.

## Grace & Grits

**Description:** Prepare and serve meals for approximately 150-250 people every Wednesday evening and Saturday morning at a specified location in the community.

**Purpose:** To Serve and Glorify God by sharing and caring for all of God's people through service to our local community.

### Volunteer Opportunities:

**Coordinator:** Purchases food supplies, recruits and schedules volunteers to set-up, prepare food, greet, serve and clean up.

**Team Members:** Parish members who have a heart for serving the less fortunate and who are available either Wednesday evenings or Saturday mornings. On-site duties vary, but may include set-up, food preparation, greeting, serving and clean-up.

## God's Handy Hands

**Description:** Provides assistance for those who are unable to perform the work themselves. From hanging curtains to repairs such as plumbing, electrical, drywall, framing, and minor fix-ups, Handy Hands serves those in need.

**Purpose:** To Serve and Glorify God by providing help to those who are unable to help themselves (i.e. elderly, disabled, widowed or infirmed).

### Volunteer Opportunities:

- Senior Intervention
- Senior Solutions
- Rescue Outreach Mission

**Handy Hands Coordinator:** Receives requests from parishioners and community groups, and determines what help is needed and available.

**Team Members:** Capable parishioners who are willing to help the Lord and others on an on-call or as-needed basis. Members who are interested in this opportunity should register with coordinator, identify their skills and talents and willingness to share.



## The Lord's Pantry

**Description:** Provide and distribute non-perishable foods to families in need.

**Purpose:** To Serve and Glorify God by reaching out and providing for those in need.

### Volunteer Opportunities:

**Coordinator:** Organizes and ensures applicable food supplies are available for distribution as needed.

**Team Members:** Solicit donations of non-perishable food items.

## Mission

### SafeHouse of Seminole

**Description:** SafeHouse of Seminole is a non-profit organization dedicated to seeing an end to the cycle of domestic violence.

**Purpose:** To Serve and Glorify God by providing volunteers who are willing to reach out to the community to provide a coordinated response to prevent the epidemic of domestic violence.

#### Volunteer Opportunities:

- Administrative Support
- Event Volunteer
- Child Care Assistant
- Coach a kid
- Beautification Projects

SafeHouse of Seminole relies on the goodwill of dedicated individuals to continue its fight against domestic abuse. If you can spare an hour a month or a few hours a year, training will be provided so you can become part of a greater family, striving for a world free from violence.

### Sanford Crisis Pregnancy Center

**Description:** Offers women alternatives to abortion by modeling the love of Jesus Christ through compassionate Lay counseling, providing appropriate avenues of support during pregnancy and empowering women to make life affirming decisions.

**Purpose:** To Serve and Glorify God by providing support and helping women of all ages to make informed decisions.

#### Volunteer Opportunities:

- Office Help
- Lay Counseling
- Fund Raising

Training will be provided to assist volunteers in becoming knowledgeable and prepared to make a difference.



## Reveille Ministry

**Description:** Offers post abortion recovery groups for women and men, abortion trauma awareness and education, group leader training, speakers bureau, testimony workshop, and professional counseling on a variety of topics.

**Purpose:** To serve and glorify God by restoring broken and hurting people to purpose and power in family, church and community.

### Volunteer Opportunities:

- Post Abortion Group Leader/Co-Leader
- Church Liaison
- Fundraising
- Administration

Volunteers must complete the Reveille Ministry's Volunteer Training (18 hour course) and be willing to make a commitment to the sanctity of life even in the hard cases. They must demonstrate professionalism, integrity, compassion and pursuit of growth in Christ.

## Anglicans for Life (formerly NOEL - National Organization of Episcopalians for Life)

**Description:** Anglicans for Life is the only Anglican/Episcopal, pro life organization dedicated to ending abortion and euthanasia, protecting embryos from research abuse, and promoting abstinence and adoption. We believe that, as Christians, we must follow God's biblical call to uphold the sanctity of EVERY human life from conception to natural death. We publish pro life resources, articles, newsletters, brochures and DVDs to educate individuals and groups who feel called to life-affirming ministry, education and advocacy.

**Purpose:** Anglicans for Life's mission and vision is to advocate the sanctity of human life from conception to natural death in the Church and society.

### Volunteer Opportunities:

**Volunteers:** Proclaim the Gospel of Jesus Christ and its ability to redeem, heal, and empower, and uphold the value and dignity of the unborn from conception through birth. They help women facing an unplanned pregnancy identify and find resources they need so they have choices other than abortion, and reach out to those who are hurting after abortion to let them know about the help and forgiveness available through Christ and abortion-recovery programs.

## Mission

*God needs you.*

*He needs you and  
the circumstances  
and experiences  
he has given you.*

*He needs the  
lessons taught to you  
to show his love and  
his grace in the world.*

*Jesus once said  
"the harvest is plentiful  
but the workers are few."*

*-Luke 10:2*

## Mission



### 7.22

**Description:** A dynamic Christ-centered youth group that glorifies God through fun, fellowship, worship, service, music and education serving students in grades 6-12 who, in turn, serve their families, church and community.

**Purpose:** To Serve and Glorify God by leading students in their journey to know Him, to love Him, and to become more like him.

#### **Volunteer Opportunities:**

**Mentors:** Individuals willing to invest in the lives of students by providing spiritual direction and support.

**Support Staff:** Volunteers willing to make themselves available to the youth leader to be used where and when needed.

### **St. Peter's Pre-School and Kindergarten**

**Description:** Christian developmental early childhood program serving young children in the local community.

**Purpose:** To Serve and Glorify God by providing an appropriate learning foundation through quality Christian education.

#### **Volunteer Opportunities:**

**Preschool Parent Advisory Committee:** Members meet once a month and have an active interest in school operations.

**Office, Classroom or Program Volunteers:** Assist in various operations of the school under staff direction.

**Fundraisers:** Assist with fundraisers like Santa's Breakfast and other opportunities throughout the course of the school year.

### **Boy Scouts of America**

**Description:** Provides use of Church facilities to Boy Scouts of America.

**Purpose:** To Serve and Glorify God by opening our facilities to community organizations.

#### **Volunteer Opportunities:**

**Liaison:** Serves as a liaison between St. Peter's and the BSA. Coordinates scheduling of facilities and ensures that conflicts do not arise.