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**ADULT**  
**WELCOMING**  
**MINISTRIES**

## **Adult Welcoming Ministries**

### **Greeter**

Spiritual Gifts:	Evangelism/Hospitality/Mercy
Duties:	On Sunday mornings, be the first smiling face seen by arriving worshiper. Briefly and warmly welcome all to St. Luke's, giving special attention to newcomers.
Training:	short training
Length of Commitment:	One year
Time Commitment:	Greet at one service every six weeks
Other Information:	Singles, spouses, or families may serve as greeters

### **Greeter Coordinator**

Spiritual Gifts:	Evangelism/Hospitality/Mercy/Leadership
Duties:	Recruit, schedule, train and encourage greeters.
Training:	One meeting; must be a confirmed member of St. Luke's
Length of Commitment:	One year
Time Commitment:	4-8 hrs per month

### **Parking Lot Attendant**

Spiritual Gifts:	Building and Grounds/Serving/Giving
Duties:	Direct people as they arrive for special worship services so they find a parking place and are able to attend service.
Training:	OJT
Length of Commitment:	2 times per year - one year
Time Commitment:	2 hours on each Sunday serving

### **Newcomer Coffee Committee**

Spiritual Gifts:	Evangelism/Hospitality
Duties:	Attend the Newcomer Coffee on Sunday mornings and warmly welcome newcomers. Introduce them to others attending the class and assist the Newcomer Coffee Host as needed.
Training:	Short training
Length of Commitment:	9 months (August through May)
Time Commitment:	3/4 to 1 hour on Sunday mornings

## **Adult Welcoming Ministries - continued**

### **Newcomer Coordinator**

Spiritual Gifts:	Evangelism/Hospitality/Leadership
Duties:	Attend the Newcomer/Guest Coffee each Sunday to welcome guests and share information about church and upcoming events. Make telephone calls to guests during the week and invite them back to St. Luke's. In addition, Newcomer Coordinator will host a dinner twice per year to honor newcomers to St. Luke's.
Training:	Short training; must be a confirmed member of St. Luke's
Length of Commitment:	One year
Time Commitment:	2 hrs. per week

### **Usher**

Spiritual Gifts:	Discernment/Knowledge/Wisdom
Duties:	Serve on an usher team which ushers at the same worship service time once every month or two. Responsible for assisting guests and members so that their needs are met, and following the written list of duties which include helping greet people at worship, handing out pew sheets, collection plates, taking head count, handing out visitor cards, recruiting oblationers as needed, assisting the flow of traffic at Communion, clean up.
Length of Commitment:	One year at a time
Time Commitment:	1 ½ hours on the Sunday serving

### **Usher Team Leader**

Spiritual Gifts:	Evangelism/Hospitality/Leadership
Duties:	Recruit and coordinate ushers on his/her team so that all duties of the ushers are accomplished and people's needs are met at the worship services. Responsible for making sure that people are assisted with Christian love and friendliness by the ushers. Arrange for substitutes as needed for your team.
Training:	Short Training; must be a confirmed member of St. Luke's
Length of Commitment:	One year at a time
Time Commitment:	3-5 hours per month

## **Adult Welcoming Ministries - continued**

### **Head Usher (Appointed)**

Spiritual Gifts:	Evangelism/Hospitality/Mercy/Leadership
Duties:	Recruit, coordinate, and train ushers and team leaders so that the duties of ushers will be done in a helpful manner and pleasing to those worshiping.
Training:	Short training; must be a confirmed member of St. Luke's
Length of Commitment:	Rector's discretion
Time Commitment:	3-5 hours per month

### **New Member Bulletin Board Decorator**

Spiritual Gifts:	Faith/Giving/Serving
Duties:	Attend Sunday Morning Newcomer Class and take photographs of Newcomers. Maintain and update the Newcomer's Bulletin Board in the Narthex.
Length of Commitment:	9 months (August through May)
Time Commitment:	3-5 hours per month

**Children and Youth**

**Ministries**

**For**

**Adults**

# Children and Youth Ministries For Adults

**Sunday School Teacher** – Teachers may choose an age level from 2 year olds through 12<sup>th</sup> grade with which to work. All teachers must be a confirmed member of St. Luke's and dedicated to sharing the Gospel message with children and youth.

## **\*Preschool**

Spiritual Gifts: Mercy/Prophecy/Teaching  
Training: Attend one 3-hour session in August prior to Rally Day  
Length of Commitment: 1 of 3 11-week units during the school year substituting throughout the year as called upon.  
Time Commitment: 1-1 ½ hrs per week (includes preparation time)

## **\*Primary**

Spiritual Gifts: Faith/Mercy/Pastor-Shepherd  
Training: Attend one 3-hour session in August prior to Rally Day  
Length of Commitment: 1 of 3 11-week units during the school year substituting throughout the year as called upon.  
Time Commitment: 1-1 ½ hrs per week (including preparation time)

## **\*Intermediate**

Spiritual Gifts: Exhortation/Faith/Serving  
Training: Attend one 3-hour training session in August before Rally Day  
Length of Commitment: 1 of 3 11-week units during the school year substituting throughout year as called upon.  
Time Commitment: 1-1 ½ hours per week (including preparation time)

## **\*6th Grade**

Spiritual Gifts: Exhortation/Faith/Pastor-Shepherd  
Training: Attend one 3 hour training session in August before Rally Day  
Length of Commitment: 1 of 3 11-week units during the school year substituting as needed  
Time Commitment: 1-1 ½ hours per week (including preparation time)

## **\*Junior High**

Spiritual Gifts: Faith/Leadership/Pastor-Shepherd  
Training: Must attend one training session in August before Rally Day  
Length of Commitment: 1 of 3 11-week units during the school year substituting as needed.  
Time Commitment: 1-1 ½ hours per week (including preparation time)

# Children and Youth Ministries For Adults – continued

## **\*Senior High**

Spiritual Gifts: Apostleship/Evangelism/Pastor-Shepherd  
(Class includes Grades 9-12)  
Training: Must attend one training session in August before Rally day  
Length of Commitment: 1 of 3 11-week units during the school year substituting as needed  
Time Commitment: 1-2 hours per week (including preparation time)

## **\*Young Adult Class**

Spiritual Gifts: Apostleship/Evangelism/Pastor-Shepherd  
Duties: Facilitators lead a Bible study and sharing/prayer time during the regular Sunday school time for a small group of young adults who are committed to digging deeper into the Bible. This class consists of 11<sup>th</sup> grade through college-age.

Length of Commitment: One month at a time (rotating facilitators)

Time Commitment: One hour per week

## **Sunday School Parent Helper**

Spiritual Gifts: Apostleship/Pastor-Shepherd/Serving  
Duties: Assist a Sunday School Teacher in your child's classroom once per 11 week session.  
Training: On the job  
Length: Once per 11-week session  
Time Commitment: 45 minutes per 11-week session

## **Support Team Ministry**

Spiritual Gifts: Exhortation/Mercy/Serving  
Duties: Provide support for children in Sunday School who need assistance in being fully integrated into the classroom situation or activities. One-on-one supervision  
Training: Provided as to each child's individual need  
Time Commitment: As needed.

## **Vacation Bible School Coordinator Assistant (Staff Position)**

Spiritual Gifts: Evangelism/Hospitality/Mercy  
Duties: Assist in coordination & execution of VBS  
Training: One on one with Director of Christian Education  
Length of Commitment: February through June  
Time Commitment: 5-10 hours per week  
Other: Paid position. Must be confirmed member of St. Luke's

# Children and Youth Ministries For Adults - continued

## Vacation Bible School Group Leader

Duties: Help with theme decorations. Create group cohesiveness & expectations. Move the class from one center to the next. Train the teenage helper assigned to your class in teaching skills to assist you in the shepherding of the children.

Other: Must be confirmed member of St. Luke's

Training: One Saturday in June

Length of Commitment: One week per year in June

Time Commitment: 8:30am - 12:30pm

## Vacation Bible School Helper

Duties: Help the teacher you are assigned to in all his/her duties, including decorating, reading the lessons ahead of time in order to assist in children's understanding, & moving the children between centers.

Training: One Saturday in June

Length of Commitment: One week per year in June

Time commitment: 8:30am – 12:30pm

## Vacation Bible School Music Leader

Duties: Listen to the music information provided in the VBS Package and decide on what songs will be sung each day by each age group. Hold rehearsals for musicians and singers who have volunteers and recruit others as needed. Set up music area and warm up prior to first group arriving. Clean up music area before leaving. Also responsible for rehearsing an offertory song for closing Sunday worship, and assisting with a Friday evening VBS closing program.

## Vacation Bible School Crafts Coordinator

Duties: Meets with Director to decide on crafts for the week. Creates samples to show at the training meeting before VBS. Helps shop for materials. Trains those working in crafts on how to make each item. Responsible for set up and clean up of craft area.

## Vacation Bible School Snack Coordinator

Duties: Meets with Director to decide on wholesome snacks for the week, which tie into the lesson. Shops for all snack items. Delivers trays with snack & ice water to snack area. Responsible for clean up of snack area. Provides large jug of ice water for recreation area daily. Provides snacks and drink for teacher/helper break area daily.

# Children and Youth Ministries For Adults – continued

## Vacation Bible School Game Leader

Duties: Meets with Director to decide on recreational/game activities for the week which tie into the lesson. Supplies a list of items needed for activities to the director. Responsible for set up and clean up of the recreational areas. Responsible, with team, for adequate supervision of the games and playground

## Vacation Bible School Childcare Provider

Duties: Arrives at 8:15 and stays until 12:45 each day to provide nursery care for the children of the teachers who are arriving early to set up and who are staying late to clean up. Provides an appropriate "lesson" for the toddlers: Bible Story, crafts, games, etc.

### *End of Vacation Bible School Ministries*

## “Rite K” Church Coordinator

Spiritual Gifts: Administration-Ruling/Faith/Mercy  
Duties: Recruit, train and supervise the Rite K leaders and helpers. Prepare and communicate schedules for teachers, helpers and music team. Is also a member of one of the leader teams. (see below).  
Training: One meeting with Director of Christian Education  
Length of Commitment: Two years  
Time Commitment: 2-3 hours monthly besides regular teaching rotation

## “Rite K” Church Leader

Spiritual Gifts: Faith/Mercy/Teaching  
Duties: Follow liturgy for children which is provided during the two main church services (9:00 and 11:30). With help from the coordinator, prepare a short “sermon” or object lesson based on the Gospel reading, and a game. Call Coordinator of Christian Education by Wednesday with supplies needed and contact Priests with their assignments for their occasional visits. Recognizes visitors to Rite K. Supervises teens who volunteer to help with the service. Assigns responsibilities to the helpers for assistance with the service.  
Training: Observation of service and one meeting with Coordinator  
Length of Commitment: One year  
Time Commitment: One Sunday morning every 8 weeks or less

## Children and Youth Ministries For Adults - continued

### “Rite K” Church Helper

Spiritual Gifts:	Giving/Hospitality/Serving
Duties:	Assist the execution of the lesson on one Sunday morning (9:00 and 11:30 services) every 8 weeks or less. Helps maintain order and assists in making all the children feel welcome and safe.
Training:	One meeting with the “Rite K” Coordinator
Length of Commitment:	One year
Time Commitment:	One Sunday morning every 8 weeks or less

### Director of Christian Education (Staff Position)

Spiritual Gifts:	Evangelism/Faith/Leadership
Duties:	Recruits and trains teachers for Sunday School (age 2-Senior High), for “Rite K”, and for VBS. Supervises Nursery Coordinator, VBS Leader, SS Supply Chief and “Rite K” Coordinator. Responsible for selection, purchase, and preparation of materials and curriculum needed for all youth events. Prepares and executes a Lenten Program and any other special programs for youth throughout the year. Responsible for First Communion and Confirmation Classes. Writes newsletter article monthly, pew announcements weekly and a Christian Education Booklet twice a year to provide communication to the parents about upcoming events.
Training:	OJT and Christian Education Leadership Center
Time Commitment:	40 hrs/week, includes Sunday Morning
Length of Commitment:	At discretion of the Rector

### Assistant to the Director of Christian Education (aka DCE) (Staff Position)

Spiritual Gifts:	Evangelism/Faith/Leadership
Duties:	Assist the DCE with teacher recruitment and training, purchase supplies for Sunday School and assist with arranging supplies for “Rite K” also, assist in all aspects of VBS and other special programs throughout the year with the children.
Training:	OJT
Time Commitment:	15 hrs/week, includes Sunday Morning
Length of Commitment:	At discretion of the Rector and DCE

# Children and Youth Ministries For Adults - continued

## Praise Kids Choir Leader/Assistant

Duties:	Help teach or assist leader during practices and performances of Praise Kids. Praise Kids sing at special services during the year (Rally Day, Youth Sunday, Advent, Palm Sunday etc)
Training:	Meets Sunday evening 6-6:45 PM for practice several weeks before a performance; must be a confirmed member of St. Luke's
Length of Commitment:	One year
Time Commitment:	As needed

## Jr. Daughters of the King Directress/Assistant

Duties:	To lead or assist leader in JDOK meetings. JDOK is an order under Daughters of the King, focused on prayer and service. Meets monthly for fellowship and teachings on prayer. Open to 7 –17 year olds.
Training:	Under supervision of DOK Directress; must be a confirmed member of St. Luke's
Length of Commitment:	1 year
Time Commitment:	One meeting/month
Other:	Leader must be a member of DOK. Assistants need not be.

## Fifth Grade Fellowship Coordinator

Fifth graders have the opportunity to participate in several fun activities outside of the church to get to know each other and feel comfortable as a group during the transition year before beginning EYC. Activities may involve swimming, hiking, even a sleepover, depending on the ideas of the volunteers involved.

Training:	By phone with DCE; must be a confirmed member of St. Luke's
Length of Commitment:	One year
Time Commitment:	At the discretion of the coordinator

## Director of Youth Ministries (Staff Position)

Spiritual Gifts:	Apostleship/Evangelism/Leadership
Duties:	Recruits, trains and supervises all EYC (Gr. 6-12) Sponsors and interns. Supervises the Youth Ministries Intern. Responsible for planning and executing of all EYC youth events. Responsible for selection, purchase, and preparation of all materials and curriculum needed for all EYC youth events. Plans and executes and JH and SH Mission Trip each summer and trains those attending. Supports El Buen Samaritano once every other month. Writes weekly pew announcements, monthly newsletter article and other information as needed to provide communication to the parents about future events. Coordinates all fund raising activities.
Training:	OJT and Center for Youth Ministries
Time Commitment:	40 hrs/week, includes Sunday evenings
Length of Commitment:	At discretion of the Rector

## Children and Youth Ministries For Adults – continued

### EYC Leader

Spiritual Gifts:	Apostleship/Evangelism/Pastor-Shepherd
Duties:	Attends EYC Meetings and Special Events to provide supervision and leadership. May be asked to lead a small group or teach a Bible Study. May be asked to go on overnight trips or the summer Mission Trip. May be asked to attend Happening.
Training:	At discretion of Director of Youth Ministries; must be a confirmed member of St. Luke's on the Lake
Time Commitment:	Sunday evenings meetings and additional special events
Length of Commitment:	One year

### Childcare Coordinator (staff position)

Spiritual Gifts:	Administration-Ruling/Mercy/Prophecy
Duties:	Schedule, supervise and train all paid and volunteer nursery help for both Sunday services and all other services and activities of the church. Responsible for upkeep of the nursery areas along with all equipment, toys, and supplies. Prepare annual budget. Purchase supplies as needed. Provide back-up Nursery care as needed to maintain staff: child ratios. Establish and maintain policies and procedures and communicate to parents and staff.
Training:	One meeting with DCE
Length of Commitment:	Two years or at discretion of Director of Christian Education
Time Commitment:	12 hours per week

### Nursery Staff

Spiritual Gifts:	Giving/Hospitality/Mercy
Duties:	Provide loving and caring Christian atmosphere in the church nursery for children under the age of 5 years old both at church services and other church events. Responsible for clean up after each event/service.
Training:	One meeting with Childcare Coordinator and on the job training
Length of Commitment:	Open
Time Commitment:	As needed
Other:	Pay begins at \$9.00/hour. Must be 18 years of age with reliable transportation. Teens over age 14 are welcome to baby-sit at church events.

## Children and Youth Ministries For Adults – con't.

### Nursery Volunteer

Spiritual Gifts: Giving/Hospitality/Mercy  
Duties: Provide loving and caring Christian atmosphere in the church nursery for children under the age of 5 years old during one church service only. Assist paid staff as needed. All parents with children in the nursery are encouraged to volunteer.  
Training: On the job training  
Length of Commitment: One year  
Time Commitment: one service every 8 weeks

**WORSHIP  
MINISTRIES  
FOR  
ADULTS**

## **Worship Ministries For Adults**

### **Altar Guild Directress (Appointed by the Rector)**

Spiritual Gifts:	Faith/Leadership/Serving
Duties:	Responsible for the scheduling and supervision of all Altar Guild teams. Responsible for the maintaining and purchasing of all altar items including the silver and pottery sets, the vestments and hangings, the candles, wafers, Communion wine and other items as necessary.
Training:	Experience - Diocesan retreat available; must be a confirmed member
Length of Commitment:	At the discretion of the Rector
Time Commitment:	4-5 hours per month along with regular rotation on a team

### **Altar Guild Co-Directress**

Spiritual Gifts:	Faith/Leadership/Serving
Duties:	Share responsibilities with Directress.
Training:	Experience - Diocesan retreat available; must be a confirmed member
Length of Commitment:	At the discretion of the Rector
Time Commitment:	4-5 hours per month along with regular rotation on a team

### **Altar Guild Team Leader**

Spiritual Gifts:	Faith/Giving/Serving/Leadership
Duties:	Responsible for scheduling team members for the week's services along with regular team duties.
Training:	Two - three meetings a year; must be a confirmed member of St. Luke's
Length of Commitment:	At the discretion of the Rector
Time Commitment:	One Sunday morning every 4 weeks (one service)

### **Altar Guild Member**

Spiritual Gifts:	Faith/Giving/Serving
Duties:	Responsible for setting up before and cleaning up after services
Training:	Two - three meetings a year; must be a confirmed member of St. Luke's
Length of Commitment:	At the discretion of the Rector
Time Commitment:	One Sunday morning every 4 weeks and as needed for weddings, funerals, etc.

# Worship Ministries For Adults - continued

## Floral Guild Director

Spiritual Gifts:	Giving/Leadership/Serving
Duties:	Recruitment, training and supervision of the Floral Guild. Serves on a weekly team as well.
Training:	As needed; must be a confirmed member of St. Luke's
Length of Commitment:	Three years
Time Commitment:	1-3 hours per month in addition to team duties

## Floral Guild

Spiritual Gifts:	Giving/Hospitality/Serving
Duties:	Selection, purchase and arrangement of flowers for the altar for Sunday services and as needed for weddings and occasional funerals. Serves on a two-person team approximately every five weeks. Responsible for breaking down the flowers after the late service for the Daughters of the King to take to those who are homebound, in the hospital, have lost a loved one, or who have recently given birth.
Training:	Once per year – mandatory; must be a confirmed member of St. Luke's
Length of Commitment:	One year with option to stay on
Time Commitment:	4-5 hours on the weekend your team is on duty. This will vary according to the church activity calendar.

## Lay Reader (Appointed by the Rector)

Spiritual Gifts:	Apostleship/Exhortation/Leadership
Duties:	Assists with the assigned readings for Sunday worship service. Responsible for practicing ahead of time. Is also responsible for the Chapel service for our Nursery age children on a rotation.
Training:	One meeting when first appointed; must be a confirmed member
Length of Commitment:	At the Rector's discretion
Time Commitment:	Has the option to serve all 3 services once every two-month or at a single service more often.

# Worship Ministries For Adults - continued

## Chalice Bearer (Appointed by the Rector)

Spiritual Gifts:	Faith/Mercy/Serving
Duties:	Assists with the distribution of the chalice of wine at Sunday worship services.
Training:	One meeting when first appointed; must be a confirmed member
Length of Commitment:	At the Rector's discretion
Time Commitment:	Has the option to serve all 3 services once every two months or at a single service more often

## Acolyte Director (Appointed by the Rector)

Spiritual Gifts:	Apostleship/Leadership/Pastor-Shepherd
Duties:	Recruit, train, schedule and supervise the Acolytes. Maintain a record of their hours of service for awards.
Training:	As needed; must be a confirmed member of St. Luke's
Length of Commitment:	At the Rector's discretion
Time Commitment:	5-10 hours per month

## Renewal Musician Group Director (Staff Position)

Spiritual Gifts:	Apostleship/Evangelism/Exhortation/Leadership
Duties:	Recruits and trains musicians and singers for Renewal Musician Group. Coordinates scheduling of the music teams. Selects music for each Sunday 11:30 service and rehearses weekly with the group. Also available for other services and events as needed. Additional rehearsals for new music are held monthly.
Training:	Rehearsals weekly or as needed
Length of Commitment:	At discretion of Rector
Time Commitment:	20 hours weekly

## Renewal Musician/Singer

Spiritual Gifts:	Evangelism/Giving/Exhortation
Duties:	Sings or plays an instrument in worship services
Training:	Rehearsals as needed - must be no younger than high school
Length of Commitment:	One year
Time Commitment:	One rehearsal and one service monthly along with rehearsals for special/new music.

# Worship Ministries For Adults - continued

## Choir Director (Staff Position)

Spiritual Gifts: Apostleship/Evangelism/Exhortation/Leadership  
Duties: Recruits and trains musicians and singers for the choir.  
Selects music for each Sunday 9:00 service and rehearses weekly with the group at 7:45am on Sundays. Also available for other services as needed.  
Training: Annual retreat  
Length of Commitment: At Rector's discretion  
Time Commitment: One rehearsal and one service weekly

## Choir Member

Spiritual Gifts: Evangelism/Exhortation/Giving  
Duties: Sings at 9:00 worship service on Sundays and attends rehearsal at 7:45 each Sunday morning.  
Training: Additional rehearsals as needed and yearly retreat  
Length of Commitment: Open  
Time Commitment: One rehearsal and service weekly

**EDUCATIONAL, LEADERSHIP,  
& SPIRITUAL  
DEVELOPMENT  
MINISTRIES  
FOR  
ADULTS**

# **Educational, Leadership, and Spiritual Development Ministries For Adults**

## **Director of Adult Education (staff position)**

Spiritual Gifts: Discernment/Faith/Leadership  
Duties: Recruit and train Adult Education teachers. Plan, schedule and supervise all Adult Education offerings both during the year and during the summer. Read and/or preview all curriculum that will be used and adapt to time slots available. Write curriculum and teach classes.  
Length of Commitment: At the Rector's discretion  
Time Commitment: 20 hours per week

## **Adult Education Teacher**

Spiritual Gifts: Faith/Pastor-Shepherd/Teaching  
Duties: Teach Adult Education classes or special workshops either during the school year or during the summer. Prepare materials ahead of time to present either in lecture-based or video-based classes. Submit requests for preparation of materials to Director of Adult Education.  
Length of Commitment: Length of class  
Time Commitment: 45 minute class once a week - plus preparation time  
Requirement: Must be a confirmed member of St. Luke's on the Lake

## **Cross Walk Coordinator (staff position)**

Ministry Area: Discernment/Faith/Leadership  
Duties: Recruit and train Cross Walk support staff including course instructors, pre-course announcers and registration assistants, course registration and food service assistants; prepare and distribute marketing, registration and course materials; follow-up with Ministry Mentors on 301 graduate mentoring (Note: this position receives support from Lay Ministry Coordinator)  
Training: On the job  
Length of Commitment: At the Rector's discretion  
Time Commitment: 2-10 hours per week

# **Educational, Leadership, and Spiritual Development Ministries For Adults- continued**

## **Team Cross Walk Member**

Spiritual Gifts:	Discernment/Prophecy/Teaching
Duties:	Provide support for Cross Walk, including assistance with instruction, announcements, pre-course registration, preparation of course materials, ministry mentorship.
Training:	All 401 graduates automatically become members of Team Cross Walk; other members receive training as appropriate to assignment
Length of Commitment:	Indefinite
Time Commitment:	Variable, depending on assignment
Requirement:	Must be a confirmed member of St. Luke's on the Lake

## **Ministry Mentor**

Spiritual Gifts:	Discernment/Exhortation/Mercy
Duties:	Work with Lay Ministry Coordinator in assisting newcomers and Cross Walk 301 students identify their small group and ministry matches. Must have attended Cross Walk 301 and 310 Training Class for a total of 9 hrs
Training:	1 1/2 hour one time training; must be a confirmed member of St. Luke's
Time Commitment:	45 minutes approximately 3-4 times per year to meet with Cross Walk 301 graduates on the day of Cross Walk. Meet with newcomers to St. Luke's as needed; approximately 30 minutes per month.

## **Lay Ministry Coordinator (staff position)**

Ministry Area:	Discernment/Faith/Wisdom/Leadership
Duties:	Assist in the assimilation of newcomers to St. Luke's through coordination of lay ministry and small group opportunities. Participate in the development and implementation of Leaders-In-Formation-Training (L.I.F.T.) Interface with and provide material, promotional, and moral support for Lay Leaders.
Training:	On the job
Length of Commitment:	At Rector's discretion
Time Commitment:	20 hours per week

## **Home Fellowship Leader**

Spiritual Gifts:	Discernment/Hospitality/Knowledge
Duties:	Hosts and facilitates the home Bible study. Prepares lesson in advance.
Time Commitment:	Weekday evenings from 7-9 PM plus time for preparations
Length of Commitment:	One year
Requirement:	Must be a confirmed member of St. Luke's on the Lake

# **Educational, Leadership, and Spiritual Development Ministries For Adults – continued**

## **Journey Group Navigator (Appointed by Rector)**

Spiritual Gifts:	Discernment/Knowledge/Leadership
Duties:	Recruit and train leaders and assistant leaders for Journey Groups. Responsible for advertising and the Kick Off Dinners throughout the year when new sessions begin. Journey Groups are currently meeting at the church on Sunday evenings, but may also meet in a home and on other evenings. Childcare is provided on Sundays. Must be a confirmed member in good standing of St. Luke's.
Training:	One meeting with Rector; must be a confirmed member of St. Luke's
Length of Commitment:	One year
Time Commitment:	Each Sunday night either as participant or leader of a group

## **Journey Group Leader**

Spiritual Gifts:	Discernment/Hospitality/Leadership
Duties:	Lead a Bible Study. Provide OJT for the assistant leader. When group becomes large enough, divide and Assistant Leader becomes Leader of the new group. Journey Groups currently are meeting at the church on Sunday evenings, but may also meet in a home and on other evenings. Childcare is provided on Sundays. Must be a confirmed member in good standing of St. Luke's.
Training:	One meeting with Navigator; must be a confirmed member of St. Luke's
Length of Commitment:	One class (usually 12 weeks)
Time Commitment:	Class time plus preparation time

## **Journey Group Assistant Leader**

Spiritual Gifts:	Hospitality/Leadership/Pastor-Shepherd
Duties:	Assist Leader of Bible Study. Substituting for the leader when necessary. Will become a Leader when the group is large enough to divide into two groups. Journey Groups are currently meeting at the church on Sunday evenings, but may also meet in a home and on other evenings. Childcare is provided on Sundays. Must be a confirmed member in good standing of St. Luke's.
Training:	One meeting with Navigator; must be a confirmed member of St. Luke's
Length of Commitment:	One class (usually 12 weeks)
Time Commitment:	Class time plus preparation time

# **Educational, Leadership, and Spiritual Development Ministries For Adults - continued**

## **Discovery Assistant & Chairperson (Appointed)**

Spiritual Gifts:	Apostleship/Discernment/Exhortation/Leadership
Duties:	Assist the chairperson in organizing the Discovery Weekend as preparation for being the Discovery Chairperson the next year.
Training:	Must have been on a Discovery Team at least once prior to being Assistant Chairperson; must be a confirmed member of St. Luke's
Length of Commitment:	One year as Assistant and one year as Chairperson
Time Commitment:	Various 2-3 hour meetings and the retreat weekend itself

## **Discovery Team**

Spiritual Gifts:	Apostleship/Faith/Serving
Duties:	Participate as a member of the team that leads the activities and gives the talks at Discovery Weekend.
Training:	Various 2-3 hour meetings leading up to the weekend; must be a confirmed member of St. Luke's on the Lake
Length of Commitment:	3 months leading up to the weekend and the retreat itself (Friday evening and all day Saturday)
Time Commitment:	Various 2-3 hour meetings ahead of time and the retreat

## **Cursillo Leader**

Spiritual Gifts:	Apostleship/Evangelism/Faith
Duties:	Educate members of the congregation about Cursillo, assist in finding sponsors, filing all paperwork, and supporting the activities of Mananitas and Fourth Day/Ultreya/Reunion Groups
Training:	Must have been on a Cursillo Weekend; must be a confirmed member
Length of Commitment:	One year
Time Commitment:	1-5 hours monthly depending if there is an Ultreya or Cursillo that month. More if you participate on a Cursillo Team

## **WOSL (Women of St. Luke's) Board**

Ministry Area:	Women's Fellowship
Duties:	Offer leadership to the Episcopal Church Women. Coordinate quarterly programs for the women of St. Luke's with a guest speaker and luncheon. Organize an annual retreat for the women of St. Luke's
Training:	None; must be a confirmed member of St. Luke's on the Lake
Length of Commitment:	One year
Time Commitment:	1-5 hours quarterly

# **Educational, Leadership, & Spiritual Development Ministries For Adults – continued**

## **Guild of the Christ Child Coordinators**

**Purpose:** Fellowship and support opportunities for mothers and their young children. Coordinate monthly meetings (some with guest speakers). Make meals for new mothers and provide a St. Luke's Diaper Tag, a book and a personalized baby cloth.  
Plan and staff the Breakfast with Santa each December.

**Training:** On the job; must be confirmed member of St. Luke's on the Lake

**Length of Commitment:** One year

**Time Commitment:** 1-10 hours per month

## **Young at Heart Leader**

**Spiritual Gifts:** Hospitality/Mercy/Leadership

**Duties:** Schedule monthly events for the Young at Heart (senior citizens) to include service and fellowship

**Training:** None; must be a confirmed member of St. Luke's on the Lake

**Length of Commitment:** As long as you desire

**Time Commitment:** Monthly meetings

## **Christian Couples Leader**

**Spiritual Gifts:** Hospitality/Mercy/Leadership

**Duties:** Schedule fellowship opportunities for engaged and married couples throughout the year.

**Training:** None; must be a confirmed member of St. Luke's on the Lake

**Length of Commitment:** One year

**Time Commitment:** As necessary

## **Christian Single Adults Leader/Committee Member**

**Spiritual Gifts:** Hospitality/Mercy/Leadership

**Duties:** Schedule and coordinate activities for single adults throughout the year.

**Training:** None; must be a confirmed member of St. Luke's on the Lake

**Length of Commitment:** One year

**Time Commitment:** As necessary

# **Educational, Leadership, and Spiritual Development Ministries For Adults – continued**

## **St. Luke's Mulligans Chairperson**

Spiritual Gifts:	Hospitality/Evangelism/Administration-Ruling
Duties:	Organize and run Golf Tournaments for the members of St. Luke's on the Lake at a nearby golf course.
Length of Commitment:	One year
Time Commitment:	40 hours total to prepare and supervise the event .
Requirement:	Must be a confirmed member of St. Luke's on the Lake

**LAY PASTORAL CARE  
MINISTRIES**

# Lay Pastoral Care Ministries

## Stephen Minister Leader

Spiritual Gifts:	Discernment/Exhortation/Mercy/Leadership
Duties:	Recruit and train Stephen Ministers. Provide referrals, supervision, continuing education and support for Stephen Ministers' caring relationships. Minister to Care Receivers. Report on Stephen Ministers' relationships to the clergy as appropriate. Educate congregation (small groups) about Stephen Ministry via presentations, public relations, and monthly articles in the "VIEW". Attend citywide Stephen Ministry meetings once every quarter.
Training:	Must be trained and commissioned as a Stephen Minister Leader by attending a 7-day SM Leadership Training Class out of town. Must be a confirmed member of St. Luke's on the Lake
Length of Commitment:	Ongoing commitment to SM Leadership Team
Time Commitment:	10 - 20 hours monthly

## Stephen Minister

Spiritual Gifts:	Discernment/Exhortation/Mercy
Duties:	Provide distinctively Christian care to and support for Care Receivers (CR's)
Training:	Attend continuing education/supervision twice monthly; must be a confirmed member of St. Luke's on the Lake
Length of Commitment:	50 hours of training prior to commissioning.
Time Commitment:	5-12 hours monthly

## DOK (Daughters of the King)

Spiritual Gifts:	Apostleship/Discernment/Faith
Duties:	To pray daily for those who need emotional, physical and spiritual healing. Participate regularly in worship, study and work of the church. Assist priest as directed. Examples of service: delivery altar flowers to parishioners in hospital and home, support church families after funerals by preparing meals and serving at a reception or luncheon as requested.
Training:	Must complete 3-month preparation and study, & be a confirmed member
Length of Commitment:	Lifelong
Time Commitment:	6-8 hours per month

# Lay Pastoral Care Ministries - continued

## JDOK (Junior Daughters of the King)

Ministry Area:	Prayer and Service Ministry for girls 7-20 years old
Duties:	To pray for the needs of the congregation; do various service projects.
Training:	Must complete Junior Daughters of the King training; must be a confirmed member of St. Luke's
Length of Commitment:	Until age 20
Time Commitment:	1-5 hours per month

## Order of St. Luke Healing Team

Spiritual Gifts:	Discernment/Faith/Mercy
Duties:	Serves on a team once a month to offer prayers to those in need during Communion time at Sunday services
Training:	Must be a member of the Order of St. Luke's the Physician and have received required training, & be a confirmed member of St. Luke's
Length of Commitment:	One year
Time Commitment:	Serves once per month

## Hospital Ministry

Spiritual Gifts:	Discernment/Exhortation/Mercy
Duties:	To show Christ's love to the sick and elderly by making regularly scheduled visits to those members of St. Luke's, their families, and others in the community who are unable to actively participate in regular church activities. This includes those who are in the hospital residing in a nursing home, or confined at home.
Training:	All team members must have been trained as a Stephen Minister, or be a member of the Order of St. Luke. In addition, they must attend a training class on "How to Conduct a Visit and How to Pray for Someone" before participating in this ministry. Must be a confirmed member of St. Luke's.
Length of Commitment:	On-going
Time Commitment:	As needed

## Lay Eucharistic Minister

Spiritual Gifts:	Exhortation/Faith/Serving
Duties:	Make lay pastoral care visits and serves Holy Eucharist to members who are hospitalized, shut-in, or otherwise infirm and unable to attend church services.
Training:	Clergy/LEM Coordinator provides. Licensed by Diocesan Bishop; Must be a confirmed member of St. Luke's on the Lake
Length of Commitment:	Ongoing
Time Commitment:	Serves once per month on a rotating basis or as needed

**ADULT COMMITTEE**

**MINISTRIES**

## **Adult Committee Ministries**

(Must be a confirmed member of St. Luke's on the Lake)

### **Special Programs Committee Member**

Spiritual Gifts:	Giving/Hospitality/Serving
Duties:	Plan and execute various special events in the life of the Parish during the year, which may include, but is not limited to, the Parish Picnic, the Pentecost Balloon Launch, and the Ministry Fair under the leadership of the Special Programs Committee Chairperson
Training:	As necessary for event
Length of Commitment:	One year
Time Commitment:	1-5 hrs per event
Contact:	Special Program Chairperson – see appendix for Vestry Members

### **Education Committee Member**

Spiritual Gifts:	Administration-Ruling/Apostleship/Faith
Duties:	Support of Director of Christian Education, Director of Youth Ministries, and Director of Adult Education as led by Committee Chair.
Training:	None
Length of Commitment:	One year
Time Commitment:	1- 10 hours per year
Contact:	Education Chairperson – see appendix for Vestry Members

### **Buildings and Grounds Committee Member**

Spiritual Gifts:	Administration-Ruling/Hospitality/Serving
Duties:	Assist the Junior Warden in the maintenance and upkeep of the church grounds.
Training:	Whatever the job entails
Length of Commitment:	One year
Time Commitment:	As projects arise
Contact:	Junior Warden – see appendix for Vestry Members

## **Adult Committee Ministries – continued**

(Must be a confirmed member of St. Luke's on the Lake)

### **Evangelism Committee Member**

Spiritual Gifts:	Apostleship/Evangelism/Exhortation
Duties:	Support the Evangelism Chairperson in reaching out to the community to spread the Good News of Jesus Christ. Assist the Evangelism chairperson in any events scheduled to reach the community or educate on Evangelism.
Training:	As needed
Length of Commitment:	One year
Time Commitment:	As needed for events
Contact:	Evangelism Chair - see appendix for Vestry Members

### **Outreach Committee Member**

Spiritual Gifts:	Administration-Ruling/Discernment/Giving
Duties:	Meet with Outreach Committee Chairperson to determine distribution of financial support to outside groups
Training:	As needed
Length of Commitment:	One year
Time Commitment:	Occasional meetings 1-2 hours each
Contact:	Outreach Chairperson - see appendix for Vestry Members

### **Stewardship Committee**

Spiritual Gifts:	Administration-Ruling/Discernment/Knowledge
Duties:	Assist Stewardship Chairperson with Every Member Commitment (EMC).
Training:	Attend Stewardship Conference
Length of Commitment:	One year
Time Commitment:	In the Fall
Contact:	Stewardship Chairperson - see appendix for Vestry Member

**SPECIAL SERVICES**

**MINISTRIES**

## Special Services Ministries

### Worship Tape Duplication Helper

Spiritual Gifts: Administration-Ruling/Discernment/Giving  
Duties: Copy tapes of the weekly sermons.  
Training: Two meetings  
Length of Commitment: One year  
Time Commitment: 1-2 hours per week

### Money Counter

Spiritual Gifts: Administration-Ruling/Discernment/Giving  
Duties: Assist in counting Sunday offerings and miscellaneous cash. Responsible for record keeping and balancing cash with confidentiality.  
Training: One meeting; must be a confirmed member of St. Luke's on the Lake  
Length of Commitment: One year  
Time Commitment: 3-4 hours per week either on Sunday or Monday

### Church Librarian Assistant

Spiritual Gifts: Administration-Ruling/Giving/Hospitality  
Duties: People are needed who have ability to catalog books and to assist in the library to help organize the books on tape area.  
Training: As needed  
Length of Commitment: One year  
Time Commitment: 1-2 hours per Sunday

### Library Assistant

Spiritual Gifts: Administration-Ruling/Giving/Hospitality  
Duties: Be in the Library on Sunday mornings to assist members of the congregation to check out materials in shifts from 7:00-7:45am, 7:45-9:00, and 9:00-10:30. Shelf books as needed.  
Training: One meeting  
Length of Commitment: One year  
Time Commitment: 1-2 hours on a Sunday, once a month

## Special Services Ministries - continued

### Christian Resource Center Librarian

Spiritual Gifts:	Administration-Ruling/Giving/Hospitality
Duties:	Assist Director of Christian Education with Christian Resource Center. Order and maintain Christian materials and displays, including books, videos, cd's, cassettes, and curriculum for both adults and children. Schedule assistants to assist in material checkout. Write reviews for the monthly newsletter.
Training:	As needed with Director of Christian Education
Length of Commitment:	One year
Time Commitment:	1-5 hours per month

### F.L.A.M.E.s (Folders, Labelers, and Mailers Extra ordinaire)

Spiritual Gifts:	Administration-Ruling/Faith/Giving
Duties:	Answer phones, photocopy, prepare mailouts including the monthly newsletter, fold pew sheets, etc. as needed to assist the church secretaries
Training:	OJT
Length of Commitment:	Indefinite
Time Commitment:	1-2 hours per week as needed

### Newsletter Editor

Spiritual Gifts:	Administration-Ruling/Discernment/Evangelism
Duties:	Type all submissions for the newsletter and produce final copy for church secretary. When able to, relay information electronically to Webmaster for inclusion on web site.
Training:	1-2 meetings to learn software
Length of Commitment:	Three years
Time Commitment:	15-20 hours per month

### Sound Technician

Spiritual Gifts:	Discernment/Prophecy/Knowledge
Duties:	Operates the sound equipment for Worship Services and the Renewal Music Group rehearsals on Sundays, for weddings, and other Services as needed.
Training:	One meeting with Bill Pitts and Sandra Capelle; short apprenticeship with experienced technician.
Length of Commitment:	One year
Time Commitment:	One rehearsal and service per month

## Special Services Ministries - continued

### Seamstress

Spiritual Gifts:	Giving/Hospitality/Serving
Duties:	Maintaining the vestments, altar linens, and acolyte robes
Training:	As needed by Altar Guild Directress and Acolyte Director
Length of Commitment:	One year
Time Commitment:	Varies

**OUTREACH  
MINISTRIES**

# Outreach Ministries

## Liaison with Hill Country Community Ministries

Ministry Area: Community Outreach  
Duties: Attend meetings, receive their newsletter and provide communication of needs to church staff. Deliver the canned foods that are collected in the Narthex and at KIDS Church to Hill Country Community Ministries in Leander.  
Training: None; must be a confirmed member of St. Luke's on the Lake  
Length of Commitment: Ongoing  
Time Commitment: 1-3 hours monthly

## Liaison with El Buen Samaritano

Ministry Area: Community Outreach  
Duties: Attend meetings as needed, receive their newsletter, and communicate their needs to the church staff. Staff meal support for homeless once a month at El Buen Samaritano. Assist other groups (especially EYC) in their support of El Buen.  
Training: None; must be a confirmed member of St. Luke's on the Lake  
Length of Commitment: One year  
Time Commitment: 1-5 hours on first Sunday of each month

## Liaison with Northwest Care givers

Ministry Area: Community Outreach  
Duties: Attend meetings as needed, receive their newsletter, and communicate their needs to the church staff.  
Training: None; must be a confirmed member of St. Luke's on the Lake  
Length of Commitment: Ongoing  
Time Commitment: 1-5 hours per month

## Liaison with Operation Christmas Child

Ministry Area: International Outreach and Evangelism  
Duties: Help collect shoeboxes with gifts for children around the world who are sick or poor or in areas of natural disaster in order to spread the Good News of Jesus Christ.  
Training: None; must be a confirmed member of St. Luke's on the Lake  
Length of Commitment: Fall of each year  
Time Commitment: 1-5 hours

## Outreach Ministries – Continued

### Lighthouse Ministry Volunteers

Ministry Area:	Local Community Outreach and Evangelism
Duties:	Assist the Lighthouse (Luke 4:18 Ministries) in its mission to impact the community for positive change by building relationships through service, events and family entertainment. The Lighthouse's ministry to adults is to take Christ's message of love, hope and peace to the community by drawing people together through worship, prayer and sharing God's Word. Their ministry to children seeks to demonstrate the love of God by equipping them with the knowledge of Godly principles. They will learn skills to make a meaningful, positive, life changing impact in their community and beyond. The Lighthouse hosts Alcoholics Anonymous, healing prayers, live Christian music and much more. More information is available at <a href="http://www.Luke418.com">www.Luke418.com</a> .
Training:	None
Length of Commitment:	On-going
Time Commitment:	As needed.

### St. Louise House

Ministry Area:	Community Outreach
Duties:	Varied, depending on need. St. Louise House is a single-site apartment style transitional housing program that serves homeless single parent families for 6 months to a year. They are offered a clean, pleasant apartment, child care, job training, spiritual support, life skills training (including parenting, debt management and job readiness) and access to social services programs to allow them to rebuild their lives. The volunteer opportunities include providing meals, babysitting, donation of household goods, assist one-on-one as a budgeting partner or employment coach. Financial donations are also accepted.
Length of Commitment:	On-going, as needed.

### Serving As Senders

Ministry Area	Evangelism/Prayer Support
Duties:	Participate in a small group whose purpose is to be involved in the sending process from St. Luke's. This group offers prayer support, and various ways of supporting our missionaries in the field and those who are preparing to go.
Training:	None
Length of Commitment:	On-going
Time Commitment:	One hour per month

**ADULT STUDY  
AND  
FELLOWSHIP  
GROUPS**

## **Adult Study and Fellowship Groups**

### **Home Fellowships**

Purpose: To provide spiritual development and fellowship through small group Bible studies in the home. There is also time for prayer requests and giving of Thanksgivings.

Time Commitment: A weekday evening from 7-9 PM, plus time for preparations

Contact: Anderson Mill: Fred Sternenberg or Jan Duggan  
Volente/Cedar Park: Gary and Margie Burnhauser  
Woody Wood  
HWY360/FM 2222: Randy and Wendy Allen  
Lakeway: Dave and Peggy Point

### **Martha's Guild**

Purpose: To provide monthly meetings for book study, prayer and fellowship for women who work outside the home.

Training: None

Length of Commitment: None

Time Commitment: One Saturday per month for 2-3 hours

### **St.Luke's Study Guild**

Purpose: To provide monthly weekday meetings for book study or Bible study and women's fellowship.

Training: None

Length of Commitment: No limit

Time Commitment: One weekday morning per month for 3 hours

### **St. Ann's and St. Margaret's Guild**

Purpose: To provide monthly weekday meetings for women's fellowship and study.

Training: None

Length of Commitment: One year

Time Commitment: 1-3 hours per month

## **Adult Study and Fellowship Groups - continued**

### **Sisters in Spiritual Support (SISS Weekday Morning Bible Study) Women's Fellowship & Prayer Group (Weekday Evening Bible Study)**

Purpose:	These women's groups provide prayer support, accountability, fellowship and light Bible study. During each meeting, members review their readings and discuss their personal progress and roadblocks to piety, study, and action as a disciple for Christ. Members also share prayer requests.
Training:	None
Length of Commitment:	For the duration of the study
Time Commitment:	2 hours weekly

**ADULT  
ACTIVITY & SUPPORT  
GROUPS**

# Adult Activity and Support Groups

## Women of St. Luke's (WOSL)

Purpose: To offer fellowship and nurturing to all women of our congregation. This includes quarterly programs for the women of St. Luke's with a guest speaker and luncheon, an annual retreat for the women of St. Luke's, and various other fellowship opportunities. In addition, the WOSL organizes the United Thank Offering (UTO) and provides book scholarships for freshman students entering college for the first time.

Training: None

Length of Commitment: One year

Time Commitment: As desired

## Guild of the Christ Child

Purpose: Provide fellowship and support to mothers of young children through various daytime activities during the month.

Length of Commitment: Open

Time Commitment: As desired

## Brotherhood of Saint Andrew

Purpose: To provide men's Prayer, fellowship and service ministry: work with the Lake Travis Crisis Ministry to help folks in need with building projects and at Christmas; work with Habitat for Humanity and Hands-on Housing to repair homes in Austin area; Help at El Buen Samaritano and with other MOSL events.

Length of Commitment: One year

Time Commitment: Monthly meetings in conjunction with MOSL

## Men of St. Luke's (MOSL)

Purpose: Men's Fellowship & Service Ministry  
MOSL serves under the charter of The Brotherhood of St. Andrew: Prayer, Study and Service. They are open to anyone who wishes to participate. Organizing and working together on numerous projects throughout the year help them to develop positive relationships and the spirit of teamwork across generations. They support a variety of charitable efforts through the following fund-raising events: Coke Machine, Sunday Donuts, St. Luke's Hats and Shirts, BBQ Chicken, St. Luke's License Frames and Post Cards, St. Luke's Christmas cards and Note Cards. Charities included: Promise Keepers, El Buen Samaritano, BSA Men and Boys Retreat, Crosses for Acolytes, Camp Allen Summer Camp Scholarships, Guild of the Christ Child Breakfast with Santa, Hands on Housing, Lake Travis Ministries, Shrove Tuesday Pancake Supper, Lunch for Discovery, and the Christmas Luminaries.

Time Commitment: 1-3 hours on the second Saturday of each month

# Adult Activity and Support Groups – continued

## Young at Heart

Ministry Area: Senior Adult Fellowship  
Duties: Attend monthly meetings and participate in service related activities throughout the year.  
Length of Commitment: As long as you desire  
Time Commitment: Monthly meetings

## Christian Couples

Ministry Area: Adult Fellowship  
Duties: Attend fellowship activities throughout the year  
Training: None  
Length of Commitment: One year  
Time Commitment: As necessary

## Christian Single Adults

Ministry Area: Single Adult Fellowship  
Duties: Attend activities for single adults, which include both service and fellowship. This group is focused on providing a program of social events, service projects, and theological study of special interest to singles looking for a welcoming church home.  
Training: None  
Length of Commitment: As long as you desire  
Time Commitment: As necessary

## First Place Weight Loss Program

Ministry Area: Adult Ministries  
Duties: First Place is a Christian Weight Loss Program which combines Bible Study with weight loss. Each session lasts for 12 weeks. The class currently meets on Tuesday nights.  
Training: None  
Length of Commitment: One semester  
Time Commitment: 1-3 hours per week

## Faithbooking Fellowship

Ministry Area: Fellowship/Evangelism  
Duties: To gather in fellowship while creating memory albums that trace God's footprints in our lives. Share stories and faith with others.  
Length of Commitment: As long as you desire  
Time Commitment: 5 hours per month  
Contact: Kris Van Allen

## **Adult Activity and Support Groups - continued**

### **St. Luke's Mulligans (Golf Group)**

Ministry Area: Fellowship/Evangelism  
Purpose: To gather in Christian fellowship & outreach to the unchurched while participating in golf games & tournaments.  
Time Commitment: As long as you desire  
Contact: Gus Pacharzina

### **Order of Dilbert - Communications/Technology Group**

Purpose: To provide support to the church office by updating the communications and technological equipment.  
Length of Commitment: Open  
Time Commitment: 6-8 hours per month

### **Christian Business Owners**

Purpose: To support business owners through the Holy Spirit to be the business owners that God calls them to be.  
Length of Commitment: Open  
Time Commitment: One hour per month for meeting plus optional reading time throughout the month.

### **In-Betweeners**

Purpose: To provide support and fellowship among members who are between the ages of 45 and 65. This group meets once per quarter to share dinner and fellowship with each other.  
Time Commitment: 3-4 hours per quarter

# **SPIRITUAL DEVELOPMENT OPPORTUNITIES**

# Spiritual Development Opportunities

## Cursillo

Purpose: To help those in the church understand their individual callings to be Christian leaders. It is not for conversion experience, but enriches and deepens existing faith.

Time Commitment: 3 day weekend – one time only

## Discovery

Purpose: A weekend of spiritual renewal and growth. It is designed to study 12 essential elements of the Christian lifestyle.

Time Commitment: One weekend per year

## Cross Walk

Purpose: A one-day event that focuses on four aspects of your Spiritual Walk:

Cross Walk 101: Discovering Parish Membership – for everyone who is new to St. Luke’s on the Lake and considering becoming a member. This class focuses on who we are as Christians, our Parish history, God’s vision for our Parish, and our strategy for achieving God’s vision.

Cross Walk 201: Discovering Spiritual Maturity - For everyone who has completed Cross Walk 101. This class focuses on the four habits (Time in God’s Word, Prayer, Giving, and Fellowship) that build Christian character as we seek to live as members of God’s family.

Cross Walk 301: Discovering Your Ministry – For everyone who has completed Cross Walk 201. This class focuses on finding how God has uniquely SHAPED you. It is practical information that will help you to find your ministry in the Church and in your life and relationships.

Cross Walk 401: Discovering Your Mission – For everyone who has completed Cross Walk 301. This class helps you to find your God designed work outside the Church. You will discover your own evangelism style and learn how to be more effective in the mission opportunities that are present in your life.

Time Commitment: One Saturday from 9am – 3pm for each of the Cross Walk 101-401 classes. Classes are offered 3-4 times per year.

# VESTRY

## Vestry

(Must be a confirmed member of St. Luke's on the Lake)

### Vestry Member (elected position)

Ministry Area:	Lay Leadership
Duties:	Secular responsibilities of the church including oversight of the Buildings and Grounds, Special Programs, Outreach, Evangelism, and Stewardship. (see special committee chairs) Responsible for approval of yearly budget. Responsible for weekly lock-up duty once every two months including collection of the offering. Must be a confirmed member in good standing. All Vestry members are on at least one committee (some of them as chairperson)
Training:	One retreat yearly during 3 year term
Length of Commitment:	3 year term
Time Commitment:	Monthly meetings on the 2nd Tuesday 7pm and also lock-up duty about once every 4-6 weeks.
Contact:	Senior Warden - see appendix for Vestry Members

### Senior Warden (appointed by Rector)

Ministry Area;	Lay Leadership
Duties:	Provides leadership of Vestry Meetings in absence of Rector.
Training:	Warden's Retreat and Vestry Retreat once a year
Length of Commitment:	One year out of three year term on Vestry
Time of Commitment:	Monthly meetings on the 2nd Tuesday 7pm and also additional duties at discretion of Rector
Contact:	Senior Warden - see appendix for Vestry Members

### Junior Warden (elected by Vestry)

Ministry Area:	Lay Leadership
Duties:	Responsible for oversight of Buildings and Grounds. Interfaces with Sexton and MOSL Faith builder Groups to perform regular church maintenance and upkeep. Supervise lockup responsibilities of Vestry members; trains them and supplies them with church keys.
Training:	Warden's Retreat and Vestry Retreat once a year
Length of Commitment:	One year out of the three year term on Vestry
Time Commitment:	5-10 hours per week
Contact:	Junior Warden - see appendix for Vestry Members

## **Vestry - continued**

### **Special Programs Chairperson**

Ministry Area:	Lay Leadership and Fellowship
Duties:	Plan and execute various special events in the life of the Parish during the year, which may include, but is not limited to, the Parish Picnic, the Pentecost Balloon Launch, and the Ministry Fair. Some years, may include Parish Retreat.
Training:	Previous chairperson will pass on information necessary
Length of Commitment:	One year out of three year Vestry term
Time Commitment:	1-10 hrs per event
Contact:	Special Program Chairperson - see appendix for Vestry Members

### **Special Programs Committee Member**

Ministry Area:	Fellowship
Duties:	Plan and execute various special events in the life of the Parish during the year, which may include, but is not limited to, the Parish Picnic, the Pentecost Balloon Launch, and the Ministry Fair under the leadership of the Special Programs Committee Chairperson
Training:	As necessary for event
Length of Commitment:	One year
Time Commitment:	1-5 hrs per event
Contact:	Special Program Chairperson - see appendix for Vestry Members

### **Education Committee Chairperson**

Ministry Area:	Lay Leadership and Christian Education
Duties:	Support of Director of Christian Education, Director of Youth Ministries, and Director of Adult Education. Hold meetings as necessary to assist in educational programs.
Training:	Previous chairperson will pass on information necessary
Length of Commitment:	One year out of three year Vestry term
Time Commitment:	1 - 2 hours per month
Contact:	Education Chairperson - see appendix for Vestry Members

### **Education Committee Member**

Ministry Area:	Christian Education/Youth Ministries/Adult Education
Duties:	Support of Director of Christian Education, Director of Youth Ministries, and Director of Adult Education as led by Committee Chair.
Training:	None
Length of Commitment:	One year
Time Commitment:	1- 10 hours per year
Contact:	Education Chairperson - see appendix for Vestry Members

## **Vestry - continued**

### **Buildings and Grounds Chairperson**

Ministry Area:	Lay Leadership and Church Properties
Duties:	Assist the Junior Warden in the maintenance and upkeep of the church grounds.
Training:	Whatever the job entails
Length of Commitment:	One year of three year Vestry term
Time Commitment:	As projects arise
Contact:	Junior Warden - see appendix for Vestry Members

### **Buildings and Grounds Committee Member**

Ministry Area:	Church Properties
Duties:	Assist the Junior Warden in the maintenance and upkeep of the church grounds.
Training:	Whatever the job entails
Length of Commitment:	One year
Time Commitment:	As projects arise
Contact:	Junior Warden - see appendix for Vestry Members

### **Evangelism Chairperson**

Ministry Area:	Lay Leadership and Evangelism
Duties:	Provide leadership to the Evangelism Committee in reaching out to the community to spread the Good News of Jesus Christ. To host evangelism conferences as requested by the Rector. To provide programs for the community as needs arise.
Training:	One Evangelism conference yearly
Length of Commitment:	One year of three year Vestry term
Time Commitment:	As needed based on activities
Contact:	Evangelism Chair - see appendix for Vestry Members

### **Evangelism Committee Member**

Ministry Area:	Evangelism
Duties:	Support the Evangelism Chairperson in reaching out to the community to spread the Good News of Jesus Christ. Assist the Evangelism chairperson in any events scheduled to reach the community or educate on Evangelism.
Training:	As needed
Length of Commitment:	One year
Time Commitment:	As needed for events
Contact:	Evangelism Chair - see appendix for Vestry Members

## Vestry - continued

### Outreach Chairperson

Ministry Area:	Lay Leadership and Financial Support
Duties:	To make recommendations with the Outreach committee to the Vestry for distribution of financial support.
Training:	As needed
Length of Commitment:	One year of three year Vestry term
Time Commitment:	Occasional meetings 1-2 hrs each
Contact:	Outreach Chairperson - see appendix for Vestry Members

### Outreach Committee Member

Ministry Area:	Financial Support
Duties:	Meet with Outreach Committee Chairperson to determine distribution of financial support to outside groups
Training:	As needed
Length of Commitment:	One year
Time Commitment:	Occasional meetings 1-2 hours each
Contact:	Outreach Chairperson - see appendix for Vestry Members

### Stewardship Chairperson

Ministry Area:	EMC (Every Member Commitment)
Duties:	Organize and run a Stewardship Drive to include Adult Education on Tithing along with personal witness. Coordinate efforts of the Stewardship Committee to call all members who have not pledged.
Training:	Stewardship Conference and previous work on Stewardship Committee
Length of Commitment:	One year of three year Vestry term
Time Commitment:	In the Fall
Contact:	Stewardship Chairperson - see appendix for Vestry Members

### Stewardship Committee Member

Ministry Area:	EMC (Every Member Commitment)
Duties:	Assist Stewardship Chairperson with EMC. Make phone calls to all members who have not pledged.
Training:	Attend Stewardship Conference
Length of Commitment:	One year
Time Commitment:	In the Fall
Contact:	Stewardship Chairperson - see appendix for Vestry Members

**MINISTRY**  
**OPPORTUNITIES**  
**FOR**  
**CHILDREN & YOUTH**

# Ministry Opportunities For Children and Youth

## Youth Ministries Intern:

Duties:	This position may be filled by a high school senior or a college student either during the school year or during the summer. It may be either a staff position or a volunteer position. Duties include assisting the Director of Youth Ministries in all the responsibilities of running the EYC Meetings and special events.
Training:	At the discretion of the Director of Youth Ministries
Time Commitment:	Flexible
Length of Commitment:	Either the school year or the summer

## Nursery Helper

Ministry Area:	Children's ministry
Duties:	Provide loving and caring Christian atmosphere in the church nursery for children under the age of 5 years old both at church services (at the discretion of the coordinator) and other church events. Responsible for clean up after each event/service.
Training:	One meeting with the Childcare Coordinator and on the job training
Length of Commitment:	Open
Time Commitment:	As needed
Other:	Must be over the age of 14.

## Acolyte:

Ministry area:	Worship
Duties:	Serve as cross bearers, torch bearers and assists the priests with Communion at the credence table. May be asked to lead the children to Rite K during the service. Twice yearly special Gospel processions
Training:	Twice yearly
Length of Commitment:	One year
Time Commitment:	Serves 1-2 services per month.
Other:	6 <sup>th</sup> -12 <sup>th</sup> grade

## Rite K Helper

Ministry area:	Worship
Duties:	Serve in Rite K worship services. Assists Rite K leaders in helping children focus on the worship, other duties as needed.
Training:	On the job
Length of Commitment:	One year
Time Commitment:	2 services once each 8 weeks.
Other:	6 <sup>th</sup> -12 <sup>th</sup> grade

# Ministry Opportunities For Children and Youth – continued

## Rite K Music

Ministry area:	Worship
Duties:	Help music group with simple music during Rite K service, or plays piano pieces as able, coordinated ahead with Rite K Coordinator.
Training:	On the job
Length of Commitment:	Open
Time Commitment:	Serves as often as available
Other:	1st-12 <sup>th</sup> grade as musical abilities allow

## Rite K Lay Ministry

Children (5-11 years) attending Rite K have different opportunities to serve and to learn vocabulary related to service ministries each week during Rite K service. Ministries are passed out to different children each week, allowing them to serve in different capacities. Ministries include Greeters, Altar Guild (sets the table for the service), Acolyte (leads the procession in with the cross), Usher (takes up the offering and brings it forward to the altar during the adult offering in “Big Church”), Lay Readers (reads prayers and creed)

Training:	On the job
Commitment:	Open, subject to availability each week and at the discretion of the Rite K Leader
Other:	5 – 11 years

## Greeter

Duties:	Serve at front doors of the church, greeting and welcoming those entering
Training:	On the job
Length of Commitment:	One year
Time Commitment:	At discretion of the Greeter Coordinator
Other:	Age, at the discretion of the Greeter Coordinator

## VBS Helper

Duties:	Support VBS staff in working with children in stations or small, groups during Vacation Bible School. Assist with preparations & decorations.
Training:	One Saturday in June
Length of Commitment:	One week (June 23-27, 2003)
Time Commitment:	8:30-12:30 daily for one week
Other:	6 <sup>th</sup> -12 <sup>th</sup> grade

## Ministry Opportunities For Children and Youth - continued

### **Praise Kids** (also a service ministry as well as a group)

Duties: Sing at special services during the year (Raly Day, Youth Sunday, Advent, Palm Sunday etc)

Training: Sunday evening 6-6:45pm for practice a few weeks before a performance

Length of Commitment: One year

Time Commitment: Must attend most of the practices to be able to perform

Other: 1<sup>st</sup>-5th grade

**SMALL GROUP  
OPPORTUNITIES  
FOR CHILDREN & YOUTH**

# Small Group Opportunities For Children & Youth

## Young Adult Class (YAC)

Sunday School Class meets weekly during Sunday School time. This class is for college age young adults, as well as high school juniors and seniors who are hungry to go deeper into God's Word and see how it applies to the specific issues faced at this stage in life. The class consists of Bible study, and sharing of Prayer Requests.

## Jr. Daughters of the King

An order under Daughters of the King, focused on prayer and service. Meets monthly for fellowship and teachings on prayer. Open to 7 –17 year olds.

## Journey Group Fellowship

While parents meet for Bible study and fellowship, children (0-11) have fellowship and fun in Riker Hall. Children are able to form relationships through this well-supervised free play time that are difficult to form on a Sunday morning. Parents must be on the grounds involved in Journey Group or EYC.

## Fifth Grade Fellowship

Fifth graders have the opportunity to participate in several fun activities outside of the church to get to know each other and feel comfortable as a group during the transition year before beginning EYC. Activities may involve swimming, hiking, even a sleepover. This group meets when a volunteer can be found to facilitate.

## EYC

Most Sundays, the youth group – Episcopal Youth Community (EYC) meets from 5:30-7:30pm. It is a time of fellowship, fun, learning about God, and worship. Games, teachings for Jr. High and Sr. High, small group discussion, and worship are among the group's activities. Youth are encouraged to bring friends from school and other groups that they are involved in.

## OASIS

This is a weekly Bible study that meets every Wednesday night from 7:00 – 8:30. Adult Leaders select a topic to be studied based on requests made by class attendees. Each topic is discussed in a four-week session. Every five weeks, the group participates in a worship night which includes guitar music and singing. The two main focuses of OASIS are studying God's Word on a deeper level, and learning how His Word may be applied in everyday life. Open to Jr. High and Sr. High age group.

## Sunday School

**Sr. High** - Grades 9-12 learn about God through videos, playing games, studying Scripture, and more during their time together between worship services.

**Jr. High** – Grades 7-8. Same as above

**Sixth Grade** has their own interactive class to study the Scriptures and how they relate to their lives.

## **Small Group Opportunities For Children & Youth – con't.**

### **January Conference**

Offered yearly, the January Conference is led by Youth With A Mission leaders Mark and Donna MacGowan. They lead a topic on Friday night and all day Saturday. It is a time of fellowship between many Austin area Episcopal churches, and includes games, in-depth teachings, and times of sharing in small groups. This is an incredible weekend designed to help youth learn more about God. This conference includes youth of Jr. and Sr. High age.

### **Saturday Night @ Luke's (SNL)**

This monthly event is a great opportunity for Jr. and Sr. High age youth to bring their friends to church for a night of games, skits, and worship. It is a fun time of relaxing and gathering with friends. The SNL group meets at the church on the third Saturday of each month from 8:00 – 11:00 pm.

