

MINISTRY CATALOG

2019

Our ministries are summarized in this catalog, divided into the eleven categories of our Strategic Plan, which represent our core values as a community of faith:

Buildings & Grounds
Children & Youth
Christian Education/Formation
Communications
Hospitality

New Members
Outreach
Pastoral Care
Skills & Talents Inventory
Stewardship
Worship & Music

We are blessed with a wonderful congregation of people working together to perform God's work. We encourage you to explore the ministry opportunities that fit your needs and talents.

Glory to GOD whose power, working in us, can do infinitely more than we can ask or imagine. Glory to him from generation to generation in the Church and in Christ Jesus forever and ever. Amen
(Book of Common Prayer, p. 60)

GOD asks each of us to join in serving Him, one another, and the world. GOD promises to provide whatever is needed to serve. May you rejoice, as I do, in all that GOD is already doing through His people here in Grace Church. May these pages help you discover your call to ministry.

Father Rick Burhans

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BUILDINGS AND GROUNDS

BUILDINGS AND GROUNDS COMMITTEE

We are blessed with a beautiful campus that includes not only the church building, chapel, and parish life center, but also a memorial garden, and the back portion of the lot at 4160 Ridgewood. That is a lot of real estate to manage and maintain!

We also have wonderful playground equipment that is a visible statement that Grace Church is welcoming to families and children.

Under the direction of the Jr. Warden, we organize periodic “Parish Clean-Up Days” when we seek the assistance of many volunteers to assist in keeping our campus looking great.



MEMORIAL GARDEN AND GROUNDS

The beautiful garden between the chapel and church buildings was a true gift of love on the part of Fred Heise and others. A small committee continually maintains the beauty and serenity of the garden as well as maintenance of the waterfall, memorial plaques, walkway and landscaping of the garden.

They also tend the perimeters of the chapel, church, Parish Hall, and parking lot islands.

CHILDREN AND YOUTH

CATECHESIS OF THE GOOD SHEPHERD (KID'S CHURCH)

The Catechesis of the Good Shepherd, designed for children ages 3-12, is an approach to the religious formation of children and meets every Sunday at 10:30 a.m. The program is rich in sensory experience, giving children the opportunity to grow in love and knowledge of God through the Christian tradition. It is rooted in the Bible, the liturgy of the church, and the educational principles of Grace Church. Children gather in an "atrium," a room prepared for them, which contains simple yet beautiful materials they use to help them absorb the most essential proclamations of the Christian faith. Children will understand the meaning of the Eucharist, become familiar with the prayers, colors, and sacred gestures associated with liturgy, and much more.

VACATION BIBLE SCHOOL

Each summer we sponsor a weeklong adventure for pre-school and elementary youth, devoted to creative exploration of scripture and application of Bible teachings to daily life. All Grace children are welcome as well as their friends and neighbors. There is never a charge to the children; just an opportunity for them to learn, have fun and meet Jesus. Help is always needed for this wonderful annual extravaganza.

YOUTH GROUP

The mission of our Youth Ministry is to develop a deeper relationship with Jesus Christ, as well as foster and build involvement in the Church and the community. The Youth Group provides a safe, faith-based environment for its members to grow, spiritually, mentally and physically.

This is achieved through knowledge of scripture, fellowship, friendship, and trust. We work to provide opportunities to join in God's work in our lives, as well as to be instruments for Him in our homes, church and community. The Youth Group reaches out to all children and young adults, ages 9 to 18 to help apply their faith to daily life experiences and ultimately to be become disciples of Jesus Christ.

CHRISTIAN EDUCATION/ FORMATION

CATECHUMENATE (FOOTPRINTS OF THE MASTER)

The purpose of Footprints of the Master (nicknamed “CAT” - short for “catechumenal process”) is to educate, to promote spiritual growth, to promote commitment to Christ’s Church, to promote reaffirmation of faith and sense of personal ministry in order to prepare individuals for Christian discipleship. This is the route to confirmation and/or formal membership in the Episcopal Church.

CHRISTIAN EDUCATION COMMITTEE

This is an ad hoc group of persons with skills and passion for providing education and training in the Christian life to the parish at large. The committee comes together to assess and design learning opportunities for the parish as a whole. This committee is currently under re-development.

CURSILLO/ULTREYA

Cursillo, a Spanish word meaning a short course, is a movement of the church that can help you deepen your relationship with Jesus by teaching you some tools that will help you in your daily Christian living.

Enjoy a weekend of love and discerning as you learn “what is fundamental for being a Christian and how to live in the world by hearing and heeding God's call”. Weekends are held two to three times a year at our Canterbury Conference and Retreat center in Oviedo.

Cursillo is an intentional method that involves Christian accountability and support through small groups that meet weekly (*contact the office if you would like to participate in a reunion group - you do not have to attend a weekend to participate*); and, a quarterly deanery reunion of the groups called "Ultreya" – another Spanish word meaning “to keep on keeping on”; to persevere. Grace usually hosts one of the quarterly gatherings every year or two. ALL are welcome. One does not need to have attended a Cursillo weekend to participate in a group reunion or attend the Ultreyas.

DAUGHTERS OF THE KING

Margaret J. Franklin founded the order of Daughters of the King (D.O.K.) in 1885 as an order, not a committee or a club. By reaffirmation of the promises made at Baptism and Confirmation, a Daughter takes vows and pledges herself to a life-long program of prayer, service, and evangelism, dedicated to the spread of Christ's Kingdom and the strengthening of the spiritual life of her parish. D.O.K. prays for unity of Christ's Church, for the spread of Christ's Kingdom, for God's blessing upon the members of the Order, for the spiritual growth of the parish, for the clergy of the parish to which the chapter owes allegiance and for the grace to follow our Rule and our own needs.

EPISCOPAL CHURCH WOMEN (ECW)

The ECW is a service and fellowship ministry for all women of the Episcopal Church, Diocese of Central Florida. Each church functions separately, providing for the needs of their home church and its people. At Grace, these needs are met by sponsoring fundraisers which cover costs over and above the normal church budget.

The purpose of ECW is to respond to Jesus Christ, to witness, work and pray for the spread of God's Kingdom; submitting to and being guided by the Holy Spirit and to provide for the needs of Grace Church and its people. All women of Grace Church are automatically members and are welcome to participate.

We seek to bring together Christian women in fellowship and service for Grace Church with activities such as craft sessions, knitting, sewing, cooking, luncheons. We seek to communicate, care and share with Grace Church women who are unable to be active in the life of the church and focusing on the needs of Grace Church Shut-ins. We seek to encourage every woman to participate in whatever way she is able.



HOME BIBLE STUDY

There is currently one study group meeting in homes at different times for bible study and fellowship. All are welcome. We pray that more home bible study groups will form throughout our church family.

MEN'S BIBLE STUDY

The men's Bible study meets every other Saturday in the Goddard Hall conference room from 9AM to 10AM. The purpose is to offer fellowship, to study and discuss God's word, and to apply it to our daily lives. We invite all men at Grace to join us.

TUESDAY MORNING BIBLE STUDY

The Tuesday morning Bible study provides a small group Bible study, focusing on the coming Sunday's lections. It promotes knowledge of scripture and its importance for living the Christian life (discipleship). It also provides an opportunity for growth in fellowship and mutual support of one another. The group takes place at 10:15 - 11:30 a.m. after the 9:15 Tuesday service.

VESTRY

The Vestry helps to oversee all of the ministries of the parish. Together they attempt to make the necessary resources, tools, and structures available for our people to identify, exercise, and grow in their Christian maturity, witness, and vocation. Vestry members are adult members of the congregation, in good standing, who have regularly contributed to the well-being of the congregation through prayer, participation, and support. They are elected by the congregation at the annual meeting in January to serve three-year terms of office as servant leaders.

WEDNESDAY EVENING LENTEN STUDY SERIES

This Lenten Study series seeks to engage as many people as possible throughout the congregation in the same study. Wednesday evening's gathering includes Eucharist, a simple supper, presentation and small group discussion. Some of the past studies have included, "The Purpose Driven Life" and "The Passion."

COMMUNICATIONS

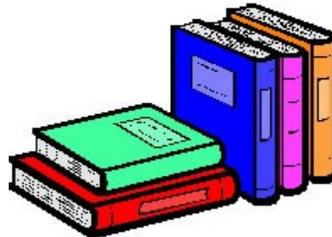
LIBRARY

The Fr. Thompson Library (and librarian) exists to organize and manage print and non-print materials in a usable fashion. This ministry provides books and publications as a resource for the ministry leaders as well as the congregation in their worship endeavors at Grace Church. The library includes not only various spiritual and religious books, but also reference material, “How To” books, and periodicals – all relating to some facet of the Christian life and journey.

The library serves the entire congregation, from youngest to eldest, from neophyte to veteran member. Some digital media for different age groups on varying topics is available for checkout.

MINISTRY CATALOG

This catalog is a summary of the ministries at Grace Church. The ministries are arranged in the catalog according to the 11 categories of our Strategic Plan. The catalog is periodically updated to remain current with the goals and expectations of our ministries and to include new ministries. A contact list of the ministry leaders is included in the back of the catalog to assist parishioners who are looking to volunteer in a ministry.



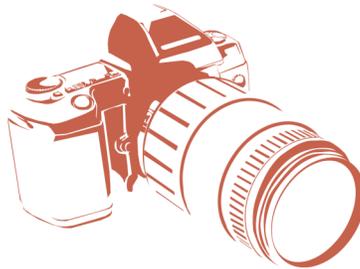
OFFICE VOLUNTEERS

Office volunteers are men and women who greet telephone callers and walk-ins, take and/or relay messages, give out T Bags and do a variety of clerical and other tasks assigned by clergy or office manager. In addition to the reception desk duties, volunteers assemble bulletins, prepare mailings, assist with filing, and keep visitor packets up-to-date. These volunteers usually work 3.5 hours per week, either mornings or afternoons. They provide an invaluable service to the day-to-day operation of Grace.



PHOTOGRAPHY

Our volunteer photographer is available to be present with camera-in-hand at Grace Church events and gatherings. Photography is an important part of our media communications, including the website, our Facebook page, and TWAG. This is a great ministry to join if you are interested in photography.



PUBLICITY

The Publicity Committee's mission is to keep our parishioners and the wider local community informed about the good news of Grace Church. We do this through new releases and outreach to the local and social media as well as internal communications through brochures, flyers, posters and the like.

We are available to assist any ministry at Grace with their communications needs. Please contact us if you would like to increase the awareness of your ministry or are planning a church event.

Persons with expertise with digital and other media skills are good candidates for this ministry.

TWAG (THIS WEEK AT GRACE)

TWAG (This Week at Grace) is a weekly e-mail newsletter sent to all members designed to keep people informed and updated on church activities. It contains information on the upcoming Sunday service, a calendar of the weekly church events, the weekly prayer list, as well as announcements about upcoming church events. TWAG can also be found on our website, www.GraceEpiscopalportOrange.org.

WEDDING ASSISTANT

The wedding assistant contacts the bride several weeks before the wedding to discuss the details. On the day of the wedding, the church or chapel is set for the service, the classrooms are readied for the bride and attendant dressing rooms. After the service, the wedding assistant tidies the classrooms, the church or chapel and locks all buildings.

Updated 1/2/2019

HOSPITALITY

CHRISTMAS POST OFFICE

The Grace Church “**Christmas Card Post Office**” is offered every Christmas to all Grace Parishioners. This is a cost effective way for parishioners to send Christmas cards to each other. The parishioner brings their addressed but unstamped cards for members of Grace and drops them in a mailbox in the narthex. They are sorted alphabetically and ready for pickup during the month of December.

GRACEWAY CAFE

The Graceway Café is a ministry of fellowship to the people of Grace Church. Every Sunday between services, volunteers provide coffee and light refreshments in Goddard Hall. Graceway Café is available for those who want a little extra time with their fellow congregants. Everyone is welcome and encouraged to invite visitors as well!

GREETING CARD MINISTRY

Another means of acknowledging the connection of our Grace family and our commitment to each other, this ministry sends birthday cards to all our members. Members are also invited to receive a special blessing at the altar.

LUNCH BUNCH

The fourth Tuesday of every month brings many of our members together for lunches at different eateries throughout the community. Lunches start at 12:30 p.m. and everyone is welcome! Check TWAG or the Sunday bulletin for information.

PARISH BREAKFASTS

The first Sunday of each month is “Breakfast Sunday” at Grace. Breakfasts bring good food and good people together in Goddard Hall between services, from 9:15 to 10:15 a.m. The dining room vibrates with the hum of conversation, affection, and enjoyment of one another. Catch up on all the news going on in church. A nominal \$3.00 donation is customary.

NEW MEMBER MINISTRY

BREAD BAKERS

Each Sunday guests who visit Grace Church are offered a loaf of freshly baked bread. Each loaf is tagged with the words:

“I am the bread of life. He who comes to me shall not hunger. (John 6:48) Thank you for joining us today. The Grace Church Family.”

A group of 7 or 8 bakers provide this tasty treat each week - bakers prepare their own specialty bread once a month. More bakers are always welcome!

NAME TAGS

The purpose of the Nametag Ministry is twofold: to provide name tags for members of Grace and visitors so that we develop a more personal relationship by calling each other by name. The ministry also provides the clergy with a record of attendance so that they will become apprised of parishioners who may be absent due to illness or other reasons.

The volunteer for the 8:00 a.m. service arrives at the church 30 minutes early to set up the table, distribute the collection buckets around the campus, hand out tags to members and provide a “visitor” tag for visitors.

The volunteer for the 10:30 a.m. service arrives about 15 minutes early, collects the tags deposited by the early service, and monitors the table until the service begins. After service ends, the collection buckets are gathered and tags are placed in the appropriate box. The Nametag Ministry is a really pleasant and fun ministry.

NEWCOMERS BRUNCH/ORIENTATION

A special session is offered for newcomers to the parish family. The session offers an introduction to things Episcopal and things unique to Grace Church, as well as a brief introduction to the ministries available for your participation.

An integral part of the orientation is a brunch - offering great food and fellowship with other “newcomers”. The morning concludes with a walking “history tour” of the campus.

Updated 1/2/2019

OUTREACH

ANGEL TREE

Children from Port Orange, Horizon and South Daytona Elementary schools are given an opportunity to receive a gift from the Angel Tree at Christmas time. The children are selected based upon their economic need and recommended by school guidance counselors. Individual angels are made with the child's first name, age and gift wish. Members of the congregation select angels, buy and wrap the gifts and return them on a specific date to the church. The gifts are then distributed to the children. This uplifting ministry has served as many as 195 children from our community yearly.

BABY BOTTLES FOR THE WOMEN'S RESOURCE CENTER

Every Mother's Day, there is a distribution of baby bottles to the congregation to fill with change/donations to benefit the Resources for Women. The bottles are returned to the church on Father's Day. Resources for Women is a not-for-profit corporation whose mission is to provide a compassionate, Christ-centered response to women in our area facing unplanned pregnancies. Resources for Women provides confidential pregnancy testing, education in STDs, pregnancy, and life affirming alternatives, caring listeners, referrals for community services, post-termination support groups, life skills classes and ultrasounds for viability of pregnancy.

FEED THE HUNGRY

On the third Tuesday of every month volunteers from Grace Church help set up and serve hot meals to homeless guests at BRIDGE OF HOPE in Daytona Beach. BRIDGE OF HOPE partners with 35 faith based organizations to provide quality daily nutrition to those in need and is part of Halifax Urban Ministries. There is a sign-up sheet in the narthex for those wishing to volunteer

HUM (HALIFAX URBAN MINISTRIES)

Started in Volusia County as a food bank for needy families, our pantry was opened in 2005. The recipients apply and, if qualified, receive assistance once a month. There must be someone in the family able to cook the food that is received. Persons in need in Ponce Inlet, Daytona Beach Shores, South Daytona and Port Orange are served at our pantry located in the Parish Life Center. The hours are Monday, Wednesday and Friday from 9a.m. to 11:30 a.m. We are always in need of more helping hands to serve the people in our community.

OPEN TABLE MINISTRY

Hope for the Hopeless, a Home for the Homeless... The **Open Table Ministry** seeks out and guides those experiencing homelessness and poverty to long-term health and wholeness by building ongoing trusting relationships, meeting practical and personal needs, making connections to community resources, and bridging critical gaps in the social services system.

At Open Table Ministry, we are intentional about *befriending*, *building* strong relationships with and *servicing* the homeless members of our community who are pushed aside, living unsheltered, often to be unnoticed, disregarded or ignored.

OUTREACH COMMITTEE— MISSION & MINISTRIES SUBCOMMITTEE

This is a study and planning group under the auspices of the Outreach Committee.

The purpose of this subcommittee is to intentionally discern, with God's help, the needs of our community, state, nation and the world so that we may bring the saving grace of Christ outside the doors of Grace Church.

Updated 1/2/2019

OUTREACH COMMITTEE

Grace Church Outreach Ministry started in the late 1980's by handing out monthly flyers with specific requests of donations needed to reach the needs of our community at large. It has grown greatly since then. Please note the various offerings listed in this section. We also sponsor an annual fundraiser to support the Outreach ministries. Outreach has a mission statement, "Reach out to the community at large as Christ's arms of love, serving and inviting into fellowship God's people outside the doors of Grace Church". In many ways we have only just begun. If you are interested in impacting lives of others outside of Grace Church, please come and join us. We meet quarterly, and as needed on Saturday mornings.

ST NICHOLAS SUNDAY BABY SUPPLY DRIVE

Chiles Academy is a school for unwed teen mothers and their children up to 3 years old. Every year there is an ingathering of baby/toddler supplies and toys for these children before St Nicholas Sunday. These items are given to the parents of the Academy for Christmas gifts for their children,

SCHOOL SUPPLY DRIVE

Every year representatives from the Outreach Committee contact Port Orange and South Daytona Elementary Schools to determine the proposed enrollment and the need for school supplies. A list of the supplies needed is compiled and distributed to the congregation in August. Prior to the start of school, there is an ingathering of the supplies. Supplies are separated and distributed to the two schools for their children who are unable to purchase them. Monetary donations that are received are used to purchase more school supplies.



SOPHIE'S CIRCLE

The mission of Sophie's Circle is to provide pet food to financially challenged families in an on-going effort to keep pets in their homes. Additionally they educate their clients on the importance of neutering/spaying their pets. Sophie's Circle is the only pet food pantry operation in Volusia County. Grace Church operates one of their area pantries in our Parish Life Center. The congregation makes donations of pet food, supplies and cash.

T-BAGS

Every week people come to the church office seeking assistance. Often, they need a simple nutritious meal to get them through the day. T-Bags (T for Transient) are lunch bags prepared with tuna and crackers or chicken and crackers, cheese and crackers and a breakfast bar along with a boxed drink, fruit cup, box of raisins and pieces of candy. The clients may receive one bag per week. The bags are packed with donations made by the congregation. Assistance with this ministry is always much appreciated.



PASTORAL CARE

BEREAVEMENT COUNSELING

Bereavement counseling is offered to all parishioners. All counseling is held in strict confidence. Bereavement Support Groups will also be offered, as announced in church and the local papers.

FLOWER VISITS TO SHUT-INS

We at Grace love all of our parishioners and especially seek to care for them even when they cannot come to church. We remember that they are part of the body of Christ. Along with the LEV visits, our member volunteers deliver flowers directly from the altar to those who are unable to come to church.



HEALING SERVICES

During the first week of each month, the 9:15 a.m. Tuesday and 6 p.m. Wednesday liturgies include special prayers and opportunity to receive the laying on of hands and anointing with oil (also known as Holy Unction) for healing. The Tuesday morning service takes on a relatively “traditional” character while Wednesday evening’s service is quite free in character - often accompanied by an extended time of gentle praise and music.

HOSPITAL CALLS

It is our privilege to make personal calls to area hospitals before surgeries, procedures, etc. Since the hospitals a) no longer call churches to notify offices of your admission; and b) are often not permitted to tell callers if you are currently hospitalized in their facility, please make every effort to notify the office and/or clergy of any hospitalizations. We especially like to be present prior to surgery (yes, even at 6 a.m.) to offer prayer with you.

LAY EUCHARISTIC VISITORS

Lay Eucharistic Visitors (LEVs, for short) are laypersons licensed by the bishop to carry the sacrament from the parish's altar to the homes and sickbeds of persons shut away from the parish family due to illness, infirmity, age, etc. LEVs are required to complete a local parish training course. They serve at least one Sunday/week per month.

PRAYER CIRCLES

An entire army of prayer warriors are mobilized every day to offer prayers and intercessions for a wide array of prayer concerns and thanksgivings. A call to any member of the Prayer Circles ensures that within minutes a growing chorus of prayer will be ascending to the throne of God on your behalf. To initiate a prayer request, please call the office.



PRAYER MINISTRY

Grace Church is blessed with a very active Prayer Ministry with many different types of opportunities to use your gifts of prayer or to seek prayer. All prayer requests are held in strict confidence between the person and the prayer ministers. Prayers may be offered for any concern such as a job, children, a relationship, anger, fear, illness, finances, etc. God's healing is not limited to physical miracles.

The prayer ministry seeks to provide a safe environment for those needing prayer and healing of body, mind or spirit, for you or any member of your family or friends. You can be an intercessor for others in need. Just as Jesus gave us miracles in his life on earth, he gives us miracles today. If you would like more information or if you would like to make a prayer request, please contact the office.

PRAYER SHAWL MINISTRY

The goal of the Prayer Shawl Ministry is to give a shawl to each of those who are ill, lonely, or in need of comfort. Prayer shawls are used by the Jewish people and have been since Biblical times. They are worn during major occasions such as Bar Mitzvahs, weddings, and burials. In early Biblical times, when there were too many men to fit into a tent of meeting to worship God, they would pull their prayer shawl over their heads forming a tent where they would sing and chant Hebrew songs and call upon God. It was intimate and private and set apart from anyone else so they could focus on God.

It is our hope and prayer that the shawls, prayerfully knitted or crocheted, will bring comfort and healing and that it will feel like the arms of Jesus enfolding the person in love. These shawls are blessed at the altar during services.

SKILLS AND TALENTS INVENTORY

MINISTRY FAIR

Periodically Grace Church hosts a Ministry Fair to showcase the numerous ministries available to our congregation. Formatted in a trade show layout, our parish hall is transformed into a showcase that invites all to seek their place in a ministry activity. The purpose of the Ministry Fair is to help us better identify how we can answer God's call to be His servants.

SPIRITUAL GIFTS ASSESSMENT (NETWORK)

This ministry provides the clergy, staff, and congregational leaders with tools and a format to identify people with needed gifts, talents, and passions to fill positions in the ministries of Grace church. Periodic spiritual gift workshops are used to offer instruction on spiritual gifts and assess individual's gift set. The data gained is entered on the parish database and referenced as needed. The current program being used is called NETWORK and has proved to be a very successful asset to our church and members in finding their service passion to be the right person, in the right place, at the right time and for the right reason.



STEWARDSHIP

AUDIT COMMITTEE

We are required to perform an annual audit of all church financial accounts. An annual audit conducted by a CPA is the desired standard, but when financial considerations preclude such an audit, the audit committee is constituted of 3-5 volunteers with some expertise in bookkeeping and/or accounting. This group takes on the parish operating, mission and building accounts—checking, savings and investment—performing a checklist of audit tasks. The committee includes the Treasurer, who, due to the nature of office, serves only in an advisory capacity.

BUDGET COMMITTEE

The Budget Committee meets several times from October through December in order to build a balanced church budget. The budget represents the “chart of accounts” in our operating budget. The chart of accounts identifies the income and expense lines. The final budget is approved by the Vestry and by parishioners at the Annual Meeting in January. The Committee meets other times during the year to assess how the budget is being implemented and to offer suggestions if any accounts are significantly under or over budget, while maintaining a balanced budget.

The Budget Committee should have five (5) members, including the Treasurer and at least one member of the Vestry.

INSURANCE COMMITTEE

A committee is formed on an as needed basis at the direction of the Vestry upon the recommendation of the Treasurer. Persons versed in insurances property, liability, health, etc. would be greatly appreciated for this work.

INVENTORY COMMITTEE

The contents of our three buildings are included in our inventory. The Inventory Committee meets annually to update the inventory reflecting the additions and deletions during the previous year. This inventory is used to determine the insurance needs of the parish.

This committee consists of 5-7 members, one of whom should be on the Vestry.

INVESTMENT COMMITTEE

An Investment Committee is formed upon the recommendation of the Treasurer when gifts are received in the form of stock and/or when there are sufficient cash reserves to warrant consideration of investments outside of general savings or money market funds. The committee includes the Rector, the Treasurer and one or more parishioners in good standing who have sufficient expertise to make a contribution to the effort. The committee is guided by an investments policy adopted by the Vestry.

OFFERING COUNTERS

Weekly offerings are counted by the ushers or other non-related volunteers following services and placed in safekeeping pending a count and deposit by the Financial Secretary or other individual appointed by the Rector and/or Treasurer. Every effort is made to ensure sufficient oversight and accountability to assure proper management of all contributions. In the event there is no usher or other appointed person, the Rector ensures contributions are held in safekeeping until they can be delivered to the Financial Secretary or bookkeeper for deposit.

PLANNED GIVING

Did you know that estate planning can provide a wonderful gift for a favorite non-profit or the Church while preserving an inheritance equal to - or even greater than that you thought you were planning to leave behind at your death? Planned giving provides periodic education and a reference to consultants and tools to make the best and wisest disposition of your legacy.

POLICY COMMITTEE

The Policy Committee exists to provide a defined direction for the programs at Grace and for the conduct of “business”, and for interaction with congregation and neighborhood. It gathers and keeps track of the many procedures and policies that have been adopted over the years.

The Policy Manual provides a record of policies and procedures that have general church-wide application and is updated periodically. Folks with an innate sense of order, administration and structure would make good members of this committee.

**STEWARDSHIP COMMITTEE**

This committee meets year-round to promote the three aspects of stewardship – time, talent and treasurer. We promote the care and nurture of the wonderful gifts and resources the God has placed within our reach. We also plan and implement the annual Pledge Campaign.

This committee consists of 5-7 members, one of whom should be on the Vestry.

WORSHIP & MUSIC

ACOLYTES

Acolytes assist the clergy in leading worship. Young (and not-so-young) men and women, ages 9 and up serve at the altar by helping prepare the table, leading processions with cross and torches, carrying banners on festival occasions, bearing incense, etc. Training is on-going and all are welcome.

ADULT BIBLE STUDY

Adult Bible Study is not your mother's Sunday School Class! We explore scripture with a 21st century viewpoint, aided by video, literature, music, study journals and the vast experiences of participants. Whether you are looking for introspection or interaction, we have opportunities for all types of learners. Gather with us at 9:20 in the south end of Goddard Hall every Sunday except the first Sunday of the month.

ALTAR GUILD

The altar guild is composed of men and women who work behind the scenes to care for brass and silver, candles, vestments and paraments, as well as prepare the altar and environment for worship. Teams of 3 to 4 persons work each week, setting out bread and wine, candles, books, vestments and various implements for worship. Following services, the same teams cleanse vessels, tidy up, and deal with a variety of linens used at the table. Holidays present special opportunities to exercise creativity in setting the stage for our celebrations.

CHOIR AND MUSIC MINISTRIES

Music has long been the backbone of Grace Episcopal parish ministry. The 10:30am Worship Leader directs the music team, singers and choir to provide contemporary and blended service music. Under the guidance of the 8:00am Organist, more traditional music is performed. A choir for this service is currently being established. Under the guidance of the Handbell Choir Director, the Handbell Choir performs at Christmas, Easter, and other special liturgical services, providing a unique musical element. No experience is necessary to join this group. Lessons and practice are provided on a weekly basis. During Wednesday 6:00pm chapel service, contemporary music is provided.

FLOWER GUILD

The guild ensures the beautification of the sanctuary and honors the seasons of the church by enhancing the worship with flowers. New members, men and women, are always welcome. Flower arrangement training is offered throughout the year.

After the second service, the altar flowers are brought into the sacristy. Small flower arrangements are made as may be required by the clergy for visitations or by the donors.

LAY EUCHARISTIC MINISTERS

Serving the chalice at God's altar is more than a ministry, it is a privilege. Better known as LEMS, these men and women assist with serving communion at Sunday services, funerals, and holiday services. Usually a server is scheduled 1 or 2 times per month. A license by the Bishop is needed and is obtained by attending a one-day training session at Grace Church. The license must be renewed periodically. Should the Spirit move anyone to serve God as a LEM please speak with Rev. Susan or Fr. Rick.

LECTORS

Lectors are laypersons (of any “reading” age) who volunteer to read the scriptures aloud in public worship. Training in use of the voice, sound system and study tools is offered as needed. Lectors serve in rotation by self-scheduling in a register placed on the counter in the Narthex.

PRAYER STATION MINISTRY

Prayer stations are available during communion at both services every Sunday. If you are seeking prayer for a specific need or wish to give thanks for a blessing, please come to the station at the back of the sanctuary where two of our trained ministers will meet you. Prayer stations are confidential and discreet. We are here to serve our church family and Jesus Christ, our Lord and Savior.

If you are interested in becoming a prayer minister, training is offered. We meet at 9:30 am on the first Sunday of each month. All that is required of you is a desire to serve and a willingness to learn.

USHERS/GREETERS

Ushers and Greeters work together to welcome and assist visitors and newcomers. Ushers offer a “frontline” ministry of hospitality and assistance to worshipers. Teams of two serve at least once per month on Sundays and special services. In addition to distributing bulletins and other worship materials, ushers direct persons to communion stations, receive the offerings, and tidy up the pews following services. Ushers may be men, women and youth.

WEDNESDAY EVENING WORSHIP MUSIC

A team of volunteers provides music at our Wednesday evening service. They select and play music, which ties into the service’s scripture readings.

MINISTRY CATALOG

<i>Ministry</i>	<i>Telephone #</i>	<i>Contact Person</i>
Acolytes	386-767-3583	Rev. Susan McCaffrey
Adult Bible Study	386-846-4501	Dr. Carolyn Burhans
Altar Guild	386-761-4399	Esther Hatchett
Angel Tree	386-322-7700	Roseann Kurrle
Audit Committee		
Baby Bottles for Women's Agency	386-265-5740	Rosemary Shaw
Bereavement Counseling	386-767-3583	The Very Rev. Rick Burhans
Bread Bakers	386-761-4399	Esther Hatchett
Buildings & Grounds Committee	386-788-4980	Rich Eaton
Budget Committee	508 813-1366	Gary Lincoln
Catechesis of Good Shepherd	386-576-4986	Carol Wilhelm
Catechumenate	386-767-3583	The Very Rev. Rick Burhans
Choir & Music Ministries 8:00am Service 10:30am Service	386 767-3583 863-529-5005	Joe Marcellino Terry Schmitt
Christmas Post Office	386-788-4438	Sue McIlrath
Cursillo/Ultreya	386-761-3391	Maggie Thompson
Daughters of the King	386-788-4438	Sue McIlrath
ECW - Episcopal Church Women	386-760-1834	Carol Smith

Feed the Hungry	239 464-6715	Mary Finger
Flower Guild	386 258-3030	Esther Hatchett
Flower Visits to Shut-ins		
Graceway Café	386 427-7960 386 761-6069	Christine Doughty Barbara Kazebeer
Greeting Card Ministry	386 944-2562	Jody Lee
Healing Services	386 767-3583	The Very Rev. Rick Burhans
Home Bible Study	386 788-3845	Alan Titkemeier
Hospital Calls	386 767-3583	Rev. Rick Burhans
HUM - Halifax Urban Ministry	386 258-5274	Debbie Fleming
Insurance Committee	386 767-3583	The Very Rev. Rick Burhans
Inventory Committee		
Investment Committee		
Lay Eucharistic Ministers	386 767-3583	Rev. Susan McCaffrey
Lay Eucharistic Visitors	386 767-3583	Rev. Susan McCaffrey
Lectors	386 767-3583	Rev. Susan McCaffrey
Library		
Lunch Bunch	386 788-4542	Ron Jones
Memorial Garden	386 265-5740	Rosemary Shaw
Men's Bible Study	386 788-3845 386 265-1756	Alan Titkemeier Wade Payne
Ministry Catalog	386 304-1669	Nancy Fitch

<i>Ministry</i>	<i>Telephone #</i>	<i>Contact Person</i>
Ministry Fair	386 767-3583	Maggie Thompson
Name Tags	386 295-0999	Tinny Ryder
Newcomers Brunch/Orientation	386 788-4438 386 492-4047	Sue McIlrath David Roberts
Offering Counters	386 761-4399	Esther Hatchett
Office Volunteers	386 761-5959	Becky Riley
Open Table	386 410-2485	Kirk Kennedy
Outreach Committee	386 788-3845	Carol Titkemeier
Parish Breakfasts	386 307-3160	Terri Winand, Al Gennaro
Photography	386 761-5959	Becky Riley
Planned Giving	386 767-3583	The Very Rev. Rick Burhans
Policy Committee	304 677-8682	Carolyn Wade
Prayer Circles	386 679-2968	Sherri Davids
Prayer Ministry	386 679-2968	Sherri Davids
Prayer Shawl Ministry	386 788-6801	Audrey Rajter
Prayer Station Ministry	386 846-4501	Dr. Carolyn Burhans
Publicity	386 304-1669	Nancy Fitch

<i>Ministry</i>	<i>Telephone #</i>	<i>Contact Person</i>
School Supply Drive		
Sophie's Circle	386 307-3160	Terri Winand
Spiritual Gifts Assessment	386 767-3583	The Very Rev. Rick Burhans
St. Nicholas Sunday Baby Supplies	386 410-2485	Janie Kennedy
Stewardship Committee	508 813-1366	Gary Lincoln
T-Bags	386 761-5959	Becky Riley
Tuesday Morning Bible Study	386 767-3583	The Very Rev. Rick Burhans
TWAG (This Week at Grace)	386 304-1669	Nancy Fitch
Ushers/Greeters		
Vacation Bible School	386 567-4986	
Vestry	386 767-3583	The Very Rev. Rick Burhans
Wedding Assistant	386 761-4399	Esther Hatchett
Wednesday Evening Lenten Series	386 767-3583	Rev. Rick Burhans
Wednesday Evening Worship Music	386 767-3583	The Very Rev. Rick Burhans
Youth Group		

GRACE EPISCOPAL CHURCH



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Fax: (386) 761-2439

Email: parish@egracepo.org

Webpage: www.GraceEpiscopalPortOrange.org

Facebook: www.facebook.com/egracepo/

Sunday Celebrations of The Holy Eucharist: 8 a.m. & 10:30 a.m.

Weekday Chapel Celebrations:

Tuesday 9:15 a.m. and Wednesday 6 p.m.

The Rt. Rev. Gregory O. Brewer, Bishop of Central Florida

The Very Rev. Rick Burhans, Rector

The Rev. Susan McCaffrey, Deacon