

Committees/Groups at Epiphany

“Team Conboy” Ushers: Carrying on the legacy of Jim Conboy, ushers are Epiphany’s “face of the church” and first impression. An usher is usually the first person members and visitors interact with as they come into Epiphany, and the last as they leave. Ushers help ensure each church service runs smoothly and minister to congregants in practical ways.

- Work in pairs – one stationed at doors facing the street; one stationed towards the back of church to greet people coming in the side or rear door.
- Greet everyone as they arrive for the service with a smile and friendly welcome.
 - Introduce yourself to visitors
 - Help alert Greeters to visitors; make introduction as time allows
- Hand out bulletins.
- Direct people to sign in log (Covid).
- Assist people in finding seats as needed, especially visitors, and for high attendance holiday services.
- Collect the offering during the service.
 - At the start of Offertory Hymn, ushers walk as a pair to front pew with plates and basket and stand briefly to give congregants time to get their offering ready.
 - Walk slowly to the back of the church collecting offerings.
 - When the Offertory “Diverse in Culture” begins, walk to alter, and hand plates/ basket to the chalice.
- During Communion, help maintain communion line flow by indicating when congregants in each pew should stand and join line. Generally done by one usher.
- After service, ushers again station themselves at Epiphany’s doors to greet people as they leave.

Committee Leads: Maintain schedule for first and second service, mentor new ushers, arrange backfill if scheduled usher is out.

Time Commitment: One service approximately every 4 weeks depending on number of ushers

Greeters: Epiphany’s greeters are ambassadors for visitors and new congregants. Greeters ensure newcomers feel welcomed to the Epiphany family by engaging in conversation and facilitating introductions to congregants.

- Greet newcomers with smile, introduce yourself, and welcome them to Epiphany
- Before service, point out how the bulletin notes relate to each hymnal and Book of Common Prayer.
- If visitors have children, let them know about Sunday school, escort them to Conboy Center and introduce them to Sunday school teacher. Let visitors know that children are brought back for communion.
- Answer visitor’s questions, before and after service; typical questions are regarding the Episcopal Church and Epiphany in particular.
- Engage visitors after service: ask what brought them to Epiphany, share your story, and introduce them to other members.
- Invite visitors to sign guest register.

Committee Leads: Maintain schedule for first and second service, mentor new greeters, arrange backfill if scheduled greeter is out.

Time Commitment: One service approximately every 4 weeks depending on number of greeters

Stewardship: Stewardship is an attitude of the mind and heart that is expressed in action. Stewardship involves pledging gifts of talent, treasure, and time with the emphasis that all people, things, and experiences are gifts from God. The Stewardship Committee assists Epiphany's rector, vestry, and congregation with developing our spirit of gratitude and generosity as a way of life within our parish and our community. Our vision is that stewardship development is an on-going year-round marathon rather than an annual one-month sprint.

- Use various forms of communication throughout the year such as bulletins, website, announcements, and homilies to build awareness of Stewardship and service opportunities in Epiphany's committees, groups, and volunteer activities.
- Coordinate Stewardship efforts with committees including Greeters, Hospitality, etc. to gauge newcomer interest and facilitate involvement in Epiphany's committees, groups and events.
- Work with the appropriate committees and groups to ensure that those who express interest are contacted and invited to become involved.
- Evaluate parish Stewardship and awareness efforts on an annual basis.
- Assist vestry and rector in developing and implementing Epiphany's annual stewardship campaign. This can involve:
 - creating a campaign theme
 - engaging and scheduling members to speak about what Epiphany and stewardship means to them
 - preparing letters, envelopes and other materials to be included in the annual renewal communication and invitation

Committee Leads: Liaison with Epiphany's groups and committees, help develop creative ideas and talents of the group.

Time Commitment: 4-5 hours/month?

<https://church-development.com/engaging-church-members-what-the-research-says/>

Christian Education Committee: Christian education and formation provides the foundation for lifelong learning and growth towards a mature, thoughtful, and vibrant faith. With intentional learning and formation, we become the people God calls us to be, and we develop gifts for encouraging and walking with others in faith. The Christian Education Committee supports educational ministry and faith formation for all ages at Epiphany including Sunday School, Confirmation, Bible Study, Adult Education, and intergenerational activities.

- **Youth:** Serve as a Godly Play teacher/assistant. Assist with planning activities and scheduling volunteer Godly Play teachers and assistants. Support rector in confirmation class scheduling and volunteers. Ensure background screens are conducted per diocese policy.
- **Adult:** Collaborate with rector and lay leaders to sponsor a variety of opportunities for learning and Christian formation for adults. These can include Bible Study, Lenten/Advent Small Groups, book discussions, and interfaith forums, Plan adult education activities with focus of involving congregation and welcoming new members.

- **Intergenerational:** Help to plan intergenerational/family friendly activities such as Epiphany and community-oriented service projects, Christmas pageant, potluck dinners, educational field trips.

Committee Leads: Maintain schedule in collaboration with Sunday school lead, mentor new committee members

Time Commitment: One service approximately every 4 weeks depending on number of volunteers

Website/Bulletin Committee: Epiphany's website ideally reflects and supports our mission, ministries, and programs. Our website communicates who we are as a congregation to the community and potential newcomers, in addition to providing practical information such as service times, upcoming events, and location. The website committee will liaison between Epiphany's Vestry and Committees, and our website provider to communicate updates (events, pictures, sermons, etc.) to the website.

Bulletin: The weekly church bulletin is set up as a template in both Microsoft Publisher and Word. Epiphany has MS Publisher licenses available. Mark Hardy selects the music (and may collaborate with the interim rector once selected) and emails selections mapped to the service on a monthly basis. Committee members will

- Collaborate with Mark Hardy and Maryellen Bodnar, to confirm music, celebrant, and any special notices to be included
- Draft bulletin using MS Publisher or Word. Rotate pictures in the bulletin.
- Send a drafted bulletin weekly to Maryellen by Wednesday evening for review.
- Currently Maryellen is printing approximately 50 bulletin copies weekly

Time Commitment: 1-2 hours/week?

Opening/Closing Committee: Opening/closing volunteers help prepare Epiphany to welcome congregants for Sunday services and close the church after 2nd service. Rev. Phebe straightened the hymn books and picked up stray bulletins after services to maintain a serene, prayerful atmosphere in the sanctuary - a quiet ministry to Epiphany that is only noticeable if it's not done.

Opening: Assist Rector/Pastoral Associate with opening activities.

- Unlock the door facing Conboy Center and deactivate the alarm.
- Unlock rear and street facing doors.
- Adjust heat/air according to season if not already done.
- After service, walk pews to pick up bulletins and put them back in the basket for 2nd service, and straighten hymn and prayer books as needed.

Closing: Perform closing activities after 2nd service.

- Walk pews to pick up stray bulletins, and straighten hymn and prayer books as needed
- Take bulletins to recycle if not already taken.
- Close and lock rear and street facing doors.
- Adjust heat/air according to season for building during the week if not already done.
- Coordinate with tellers to make sure the last person out sets the alarm and locks the side door.

Committee Leads: Maintain schedule for opening and closing volunteers.

Time Commitment: Opening – arrive 7:30-7:40am to open church. Closing - staying for approximately 30-60 minutes after 2nd service. One service approximately every 4 weeks depending on the number of volunteers.

Parish Hall Committee: This committee will help to develop and run a rental program for the Conboy Center's parish hall. Our goal is to serve our congregation and our community and provide a source of additional income to Epiphany's operating budget.

- Maintain rental schedule
- Meet with people/groups interested in renting the parish hall
- Review contract with renters
- Obtain deposit and payment
- Opening and closing of parish hall

Time Commitment: estimate 2 hours/rental event

Infrastructure Committee: Help to maintain and preserve Epiphany's beautiful historic church and our Conboy Center. This is a practical ministry for those who are skilled and/or interested in architecture, contracting, and capital maintenance of buildings. The buildings' roofs, HVAC systems, windows, etc. are getting near the end of life.

- Help the Vestry to prioritize capital projects
- Investigate/research and meet with potential contractors
- Advise Vestry on different options.

Time Commitment: project based

Tellers/Counters: Tellers support Epiphany and its Treasurer by providing a practical ministry of "check and balance" in every sense of the phrase. Tellers usually work in pairs of two, and new tellers are trained by experienced tellers.

- Fill in tally sheets with member's donations for pledges, open plate, building fund etc.
- Add up checks and cash, and complete a bank deposit form.
- Copy tally form and provide the original to the Treasurer and copy to Assistant Treasurer.
- Drop off deposit envelope in "night drop" at Bank of Glen Burnie on corner.

Committee Leads: Maintain schedule.

Time Commitment: One hour after second service approximately every 4 weeks depending on number of volunteers

Altar Guild: Epiphany's Altar Guild serves the Celebrant and the congregation by preparing the altar ("setting the table") for Holy Communion, and reverently clearing and straightening it after service. Ideally the altar guild will work in pairs for 1st and 2nd service.

- Before service, dress altar with linens according to church season
- Set up the chalice, paten and host plate on side table
- Add wine and/or water to containers if needed.
- Add wafers if needed.
- After each service, clean and reset the chalice.
- After 2nd service, store unused wafers, cover the altar and linens with dust cloth.

Committee Leads: Maintain schedule.

Time Commitment: One service approximately every 4 weeks depending on number of volunteers

Hospitality Committee: After service “coffee hour” receptions promote fellowship within Epiphany and build relationships by providing a casual, welcoming environment for newcomers and visitors to talk and connect with members.

- Work with budgeted funds to provide light refreshments (snacks, pastries, etc.)
- Set up coffee, beverages, and food in the Conboy Center parish hall before service
- Greet members and newcomers as they enter parish hall after service
- Work with Greeters to engage newcomers and visitors by introducing to members
- Clean up after coffee hour, take trash, and lock up parish hall.

Committee Leads: Maintain schedule.

Time Commitment: One service approximately every 4 weeks depending on number of volunteers