

ADVENT'S MINISTRIES

2016

ADMINISTRATION Paula Bachman, Clerk of the Vestry

Office Management – Carrie Macon

The office is open for Advent's daily business from 8:30 a.m. until noon weekdays.

Volunteers assist during those hours. The Office Administrator is available by telephone when the office is closed from noon until 3:00 p.m.

Advent History and Preservation – "AHPM" – Connie Forrest

The History Book chronicles the past practices, experiences and people that have built the strength of the Advent church family with God.

Advent Archives – Jody Lawrence and Sharon Gullickson

Scanning records, cataloging, labeling and indexing the collection.

CHRISTIAN EDUCATION Pat Kindle, Vestry Liaison

Kerygma – Russ Brumagin

Kerygma is an in-depth study of the Bible. The day and time are posted in the Sunday Bulletin and on the website www.adventepiscopalaz.org.

Sunday School – Lynda Smock

Our Sunday School is under the direction of Lynda Smock.

Protecting God's Children – Pat Kindle

The formal program is called "Safeguarding God's Children". Church volunteers must take this program, consisting of 6 courses. This can be done online at their own convenience. The program teaches volunteers how to interact with children, recognize and guard against abuse.

EfM – Rev. Emilie Finn

Education for Ministry (EfM) is a 4-year tuition based course of study developed and administered by the School of Theology of the University of the South in Sewanee, Tennessee. The four years cover the Hebrew Scriptures, the Christian Testament, Church History, Theology as well as common lessons such as Theological reflection. More information is available at <http://www.sewanee.edu/EFM/>.

COMMUNICATION Sharon Paine-Keefe, Vestry Liaison

This Ministry's mission is to communicate Advent's presence and purpose in the Northwest Valley, as a place of family worship and spiritual fulfillment. The implementation of Advent's Marketing Plan is this Ministry's responsibility. The Marketing Group manages an annual budget that includes

marketing funds provided by the Vestry annually, as well as funds generated by the annual Art and Craft Show.

Web Site & IT Team – Nita Martin

The Web Site is maintained by the team of: Nita Martin, Russ Brumagin, Russell Flack, Richard Raszkievicz, and Dianne Diaz. This IT Team allows Advent to communicate and to operate with maximum efficiency. They help all functions within the church utilize the best available technologies with our budgets to get their jobs done.

Advertising/Media – Dotty Eubank

The Northwest Valley is kept apprised of what is going on at Advent through the community newspapers and information centers, the Chamber of Commerce, local websites and through activities in the communities served. Paid advertising and unpaid activity announcements are included in the several community's newspapers and websites.

Luminary – Carrie Macon

Our monthly parish newsletter, which makes news and information available to members and prospective members of Advent, is emailed to parishioners, posted on the website, and copies are available in the office and Narthex for those who do not use the internet.

Sunday Bulletin – Carrie Macon

The Sunday bulletin's purpose is to make the focus on Sunday worship, just that: worship of God, not finding one's way through the prayer book, hymnal and special announcements. The service is written in the bulletin to make participating in the service easy for all participants. Announcements are on a separate page to be taken home.

Library – Judy Huffman, Paula Rutili, Charlotte Versagi & Jody Lawrence

The library at Advent is open for use by any church member when the building is open. The purpose of the library is to provide religious research materials, Christian prayer materials and Christian fiction.

FACILITIES Flavia Nomicos, Junior Warden

Building & Grounds – Flavia Nomicos

Maintenance of everything that has to do with the church, grounds, and Paine Hall.

Kitchen – Joyce Rozon

The kitchen is the heartbeat of most homes around which many of the activities circulate. It is also at Advent. Managing it to serve in the healthiest way keeps everyone happy and healthy.

All Souls Chapel (Columbarium & Memorial Garden) – Carrie Macon, Nita Martin, Tom Barnes & Glenn Gullickson

A restful island in a sea of activity must be managed soulfully and maintained immaculately.

Advent Meditation Garden – Bob Stewart & Glenn Gullickson

Our Mission is to offer our parishioners and the community an opportunity to share our space, to walk a path with a single route designed for meditation, reflection and prayer for inner peace and introspection. Commonly known as a “labyrinth”, the area includes benches for rest along the path and live plants mixed with cactus, a water feature and pagoda for shade.

FINANCIAL STEWARDSHIP Herb Norton, Vestry Liaison

The Financial Management Ministry assures prudent and reasonable oversight and management of Parish financial assets to assure their best use for operations and strategic planning.

Treasurer – Russell Flack

This position assures Parish financial transactions are in accordance with budget and Vestry policies, and recommends use of Parish funds to the Vestry as needed. Confidentiality of pledges and contribution information is assured as part of this job.

Investment Committee – Bob Stewart

The committee works with the Treasurer in the oversight of all funds invested by the Parish. These funds include: Endowment Fund (ECF), Bequest Fund (Vanguard), Stock Transfer Account (Charles Schwab), Endowment Dividends account (BMO Bank), All Souls’ Chapel Reserve account (BMO Bank).

Finance Committee – Pat Finnell

Its purpose is to be knowledgeable concerning the financial matters of the Parish on behalf of the Vestry; recommending actions to the Vestry that will assure good stewardship of the income and expenses of the annual operations and special needs.

Counting Committee – Russell Flack & Pat Finnell

Its purpose is to count the value of plate and other offerings and credit each donor’s account as appropriate.

Retailers’ Rewards Program – Nita Martin

Its purpose is to register with local retail establishments to provide income to Advent from their customer incentive programs.

Gift Planning – Pat Finnell

This Ministry has responsibility for an education/cultivation plan for estate and special giving. (Usually this is Endowments, Bequest, restricted for specific purposes) It develops Major Maintenance, Facilities Reserve & Special Gifts Funds.

FUNCTIONS AND FELLOWSHIP Joe Marquis, Vestry Liaison

This Ministry’s mission is to plan and carry out Vestry-sponsored events at Advent, new programs involving the community, and Advent’s annual Vestry-sponsored Parish event.

Member Needs / Neighborhood Links – Nita Martin

Every member is an important part of Advent's family. This effort provides a mechanism for accommodating everyone's needs. The committee has divided the Parish geographically and assigned those who live in close proximity into groups in order that they might meet regularly and discuss their needs. Our Servant Keeper computer program is used to record the data.

Episcopal Church Women (ECW) – Ann Fletcher

The ECW builds the women's church family at Advent by providing opportunities to serve the church, the members and the community.

Advent Men's Club – Tom Doran

The Men's Club provides fellowship among the men of the church as well as significant outreach outside our community. The Men's Club also provides labor to support both the physical facility and several other groups, such as the ECW Rummage Sale. It has a series of activities listed below:

Rummage Sale – Arlene Arnold

"Advent's Attic" and Fashion Show is the annual fund raiser selling used "treasures" from members' homes. We collect items throughout the year and ask parishioners for their help in storing them. For the Rummage Sale, we work from Monday through Thursday, getting everything set up and priced for sale. It is good fellowship and the proceeds go to our outreach programs. Our sale lasts two days but raises a great deal to support good causes.

18- Hole Golf – Chair varies by month

Advent's men gather on one Saturday morning a month to enjoy the game – or at least the camaraderie. All skills are welcome.

9-Hole Swingers – Earl Thomas & Jack Stieh

Advent's couples play golf one Sunday afternoon a month and then gather at someone's hour afterwards for "heavy snacks" and camaraderie.

Advent Singles – Sally Olson

This is a social group of single members of Advent that meet on the fourth Friday of each month at various area restaurants for a Dutch treat lunch and fellowship. Each year they make a contribution to Episcopal Relief and Development.

Bridge Marathon – Sally Olson

This group meets at various members' homes monthly for bridge in a marathon format. The group enjoys good fellowship and welcomes new members and their friends to participate.

Ladies' Bridge – Sally Olson

Ladies of the parish gather once a month on the 3rd Friday in members' homes to enjoy each other's company and an afternoon playing bridge. All skill levels are represented and new members are welcome.

Coffee Hour

Coffee hour is hosted by different members each Sunday to provide fellowship and refreshments after the morning Mass.

OUTREACH Sharon Navratil, Vestry Liaison

This Ministry's mission is to utilize our time, talent and treasure through outreach to the parishioners and community.

Advent Outreach

Outreach ECW – Sharon Mather

ECW monetarily supports many outreach projects within the church and in the community and Diocese. In addition, each year they select one "hands on" outreach project. In 2013, a collection prior to Christmas provided a shopping experience for two needy families in Surprise. In 2014, our project was "Our Neighbor's Keeper". It is designed to provide a nutritious meal, contained in a quart-sized plastic bag, for anyone homeless or in distress. Parishioners as well as different agencies aid in the distribution.

Outreach Men's Club – Bill Vaughan

The Men's Club Outreach Committee donates funds to deserving organizations in the Northwest Valley. We strive to recognize the spiritual presence of Christ in our lives and to live out our beliefs through our actions. Our purpose is to help each other experience the Love of God, openly share the Gospel and respond in Love to the needs of our neighbors.

Happy Hat Hookers – Judy Purdy

This group "hooks" hats for homeless children and adults and anyone who may need them. The group meets the 4th and 5th (if there is one) Mondays of the month from 8:30 to 11:30 a.m.

"Helping Hands" – Jody Johnson

The purpose of this Ministry is to make and deliver blankets and pillows for abused, homeless or otherwise needy children and others as well as to provide fellowship for the women and service to the community. The group meets the first three Mondays of the month from 8:30 to 11:30 a.m. People come when they can and leave when they need to. We enjoy the camaraderie, a snack and knowing that we are doing good for those in need.

Miles of Pennies – Grace Roumell

The ECW actively participates in collecting donations for the Miles of Pennies (MOP) fund, which is one of two national granting funds of the Church Periodical Club. MOP monies are used to provide children, pre-school through grade 12, with printed or taped books and related materials.

Periodicals – Sharon Gullickson

This is a ministry tied to the Forward Movement which publishes for the Episcopal Church. Samples of their pamphlets are kept available for the congregation in the tract rack in Paine Hall. The most popular publication is "Forward Day By Day" which is published every three months and is to be read daily.

Prayer Shawls – Karen Andrews

This is a group of people who knit or crochet prayer shawls, mainly for parishioners. The shawls are given to those who need comfort, are ill, or grieving. As the shawls are made, the knitter and/or crocheter prays for help for these people.

United Thank Offering – Dotty Eubank

The United Thank Offering Ministry stretches throughout the world to expand the mission and ministry of the Episcopal Church. It is the sum of our thanks for the everyday blessings that God has bestowed upon us. We are encouraged to drop a few coins into our UTO boxes that we take home whenever we feel grateful for these blessings. The ingathering (collection) occurs every spring and fall.

Habitat for Humanity – Lloyd Findlay

supports Habitat in several ways and this group manages and participates in that support. Several times a year they organize Advent's members to go to a construction site to work on one of the houses being built there for underprivileged families.

Food Bank – Dick Sulley

This group conducts a gathering of non-perishable foods for the first Sunday of each month and delivers what is donated by parishioners to the St. Mary's Food Bank.

Aluminum Can Sales – Tom Carroll

We recycle aluminum cans in order that deserving kids can attend the summer Chapel Rock Community Camp. The dollars we collect from the recycling program go directly to a scholarship assistance program. There is a Diocesan policy that no child be denied a camp experience from financial need. For additional information please check out the website www.chapelrock.net.

PARISH GROWTH AND DEVELOPMENT John Long, Vestry Liaison

Strategic Planning – Pat Finnell

The Strategic Planning Committee is responsible for the development and annual updating of the document that guides the Parish in carrying out its mission and vision, now and into the future. The Vestry's annual operations and programs help implement the Goals, Objectives and Strategies with the framework provided by the Strategic Plan.

Newcomers – Pat Carroll

The purpose of the Newcomer's Committee is to help visitors feel welcome and invite them to become a part of Advent's church family. We have multiple opportunities to make Advent's mission – to be the very best we can be at implementing the "Great Commission" in the Northwest Valley – known to our visitors. This committee's responsibilities include manning the Guest Book before services, hosting the Newcomer's table during coffee hour, ordering name tags, sending out Member Profiles for completion, delivering gift bags to newcomers.

PARISH STEWARDSHIP/PLEDGE MINISTRY Bob Fletcher, Vestry Liaison

This Ministry encourages members of the Parish and beyond to recognize the gifts they have been given and continue to receive from God and to respond by returning a portion of the gifts in the form of offering time, talent and treasure.

Annual Pledge Committee – Bob Fletcher

A year-round program of education within the parish prepares for a fall pledge campaign. (Unrestricted operating moneys) The committee plans and provides leadership for the campaign

PASTORAL CARE Pat Stewart, Vestry Liaison

Parish Visitors – Fr. Harry Way

Their mission is to care for our parishioners. They visit hospitalized members and those in care centers and try to follow up on them. Phone calls are made to those who rarely attend church but wish to stay in touch. Licensed Pastor Care Associates, Sharon Mather and Karin Williams, assist in this ministry.

Bereavement – Jean Sax

A trained bereavement person takes the family of the deceased through funeral arrangements regarding burial, special scripture, music and flowers. Their wishes for a reception are given to the Reception Committee who set up Paine Hall for the event

Grief Counseling – Fr. Harry Way

Grief counseling is available on an individual basis at Advent. We have a trained grief counselor who will see anyone who needs this service.

Soup Kitchen – Judy Purdy

Judy prepares soups for members or friends who are homebound and/or in need of food. The soups are available in our kitchen freezer.

Parish Nursing and Health – Pat Carroll

Physical health of parishioners and health support preparedness are the primary focus. We take care of parishioners during services and activities, and if appropriate, call in necessary help and try to assure that necessary equipment and supplies are available.

Lay Pastoral Care Ministers – Fr. Harry Way

Lay Eucharistic Ministers are trained and authorized to take communion to homebound members.

Funeral Receptions – Sigrid Cox

We provide a reception after funerals/memorial services, if the family of the deceased wishes one. The committee bakes cookies and serves coffee and iced tea. A more elaborate reception with sandwiches is financed by the family. Anyone is invited to participate by either baking or helping set up the day before or the day of the reception.

WORSHIP Pat Kindle, Vestry Liaison

Music – Jill Tabata

The purpose of the choir is to provide congregational leadership in the musical worship of the parish. The choir has fun and enjoys the camaraderie of its members. Rehearsals are each Sunday at 8:30 a.m. We welcome anyone who has the gift and the willingness to sing. We come together to make a “joyful noise unto the Lord.”

Altar Guild – Lynn Long

The Altar Guild keeps the linens, candles and utensils in immaculate condition and sets the altar for all services.

Ushers – Paula Bachman

The Ushers serve at all services, greeting parishioners and visitors, passing out bulletins, seating people as necessary, opening and locking the church, taking the offertory, ringing the bell before service, and counting the attendees.

Greeters/Oblation Bearers – Paula Bachman

The Greeters welcome parishioners and visitors before the service and assist the Ushers with the offertory.

Lay Ministers – Nita Martin / Rex Mather

Lay Ministers are trained to serve at the Altar during services as vested Acolytes, Crucifers, Readers, and Eucharistic Ministers.

Daughters of the King – Sharon Mather

A lay order of Episcopal women who have taken a lifetime vow to follow Christ by daily prayer, service and evangelism. Each Daughter decides how she will meet her vows. We lead the Stations of the Cross during Lent as one of our services and assist the Priest as needed.

Vergers – Nita Martin

The Vergers make the Sunday service work as the “detail” people. They oversee, prepare and coordinate all parts of the service so that the clergy can conduct the worship service without concern for the details.

Youth Acolytes – Nita Martin / Rex Mather

The new Youth Acolytes are trained to serve at the Altar during services as vested Acolytes and Crucifers. The Youth Acolytes are under the direct supervision of the Verger/Acolyte Master.

Readers “Prayers of the People” – Fran Rakestraw

These volunteers read the “Prayers of the People” weekly at the 10 a.m. service.

Revised March 2016