

2012 ST. STEPHEN MINISTRY TEAMS

CHRISTIAN EDUCATION

Rod Hochstetler - Council Liaison

FINANCE

Jerry Kunkel – Council Liaison

PRAYER, PRAISE & WORSHIP

Beth Thomsen – Council Liaison

PROPERTY

Tom Schmidt – Council Liaison

SOCIAL OUTREACH

Kathy Aldrich – Council Liaison

STAFF SUPPORT

Marilyn Scuralli – Council Liaison

STEWARDSHIP

Marilyn Scuralli – Council Liaison

TECHNOLOGY

Jean Doebler – Council Liaison

YOUTH AND FAMILY

Lin McKelvey – Council Liaison

CHRISTIAN EDUCATION MINISTRY TEAM

Adult Christian Education Our adult Sunday school class, the *Gathering Space*, meets during the Sunday school hour. We offer a varied program from Bible studies to book studies and use a variety of media and many leaders to promote participation and discussion.

Bible & Book Study We offer Bible and book studies at different times throughout the year.

Christian Education Statement Christian education builds a foundation of faith through continual study of God's Word. The goal of each learning opportunity is individual spiritual growth that will equip us to share the message of salvation in Christ with the community.

Confirmation Confirmation class is for students in grades 7 and 8 who meet with our Pastor on specified Sunday evenings.

Sunday School We have Sunday School classes for children ages pre-school through grade 6 from September to May. Children of all ages are welcome. Teachers are always prepared and eager to welcome new children.

Sunday School Teachers We have dedicated teachers for various class ages. Additionally, we have substitute teachers to help fill in whenever another teacher will be unavailable.

Vacation Bible School Vacation Bible School is planned for a time during the summer months. Please check with the church office for details of this year's vacation Bible school

FINANCE MINISTRY TEAM

Budget The finance team will draft an annual budget and present to council for review and input in September. They will then edit with any necessary revisions & present the final version for council approval prior to the congregational meeting in November.

Building Fund The finance team manages our building fund, arranging required financials with our bank and making payment decisions as required.

Counters A team of counters are trained by the finance team and assigned monthly to gather and report offerings collected during services.

Financial Monitoring The finance ministry team manages the church finances. Finance ministry team meetings are scheduled quarterly. Agenda items include monitoring our operating budget, building budget and special requests.

Records The Financial Secretary is responsible for keeping a record of all income from contributing members. Members are given a detailed year-to-date listing of their envelope giving and special giving at the end of each quarter of the calendar year.

PRAYER, PRAISE & WORSHIP MINISTRY TEAM

Acolytes Young people in the fourth grade or older who have had first communion are eligible to be trained to serve as acolytes for our worship services. Acolytes provide a very important service to our worship experience. They light the candles calling us to worship and assist with the offering and communion. They extinguish the candles to prepare us for dismissal from worship.

Altar Preparation Women and men are welcome to participate as members of the Altar Preparation Team. The team sets the table for communion before worship services and cleans up after the service is over. Other responsibilities include providing baptismal candles, baptismal napkins, and roses for newborn babies. They maintain all altar linens, candles, and change the paraments according to the church calendar.

Celebration of Marriage We believe it is important to hold up before our congregation families, those couples celebrating significant anniversaries (5, 10, 15, etc.). In February, a Sunday is selected for the ceremony. Each celebrating couple is given the opportunity to reaffirm their marriage vows in front of the congregation during the worship service. A short reception follows the worship service where couples are encouraged to bring their wedding photos to share with others.

Choirs Adult & children choirs and worship song leaders are under the direction of the Minister of Music. Please see the bulletin for rehearsal schedules. All who enjoys singing God's praises are welcome to participate.

Greeters and Ushers Men, women, couples, and families are all welcome to participate as greeters and / or ushers for our worship services. Greeters welcome visitors and provide them information regarding our services and building. Ushers hand out bulletins and other important literature prior to each service, collect the offering, count the attendance, release people for communion, and clean up paperwork at the end of the service. Training is provided.

Information Chain All members of St. Stephen are included in our emergency information chain. When a call is received asking for prayer for someone in a crisis situation, the coordinator calls the church to setup the information chain. This information is setup to go out via automated phone call, text message, or email, per each member's preference. Within a short time all the members are supporting that person in need in prayer. This technology is also used on occasion to share good news or information to the congregation. Confidentiality is maintained upon request.

Lay Assistants Lay Assistants aid the Pastor during the service. They read the Scripture lessons, assist with communion, and give the departure bid.

Prayer before Worship Every Sunday at 8 AM, members of the congregation join with the Pastor to pray for the worship services, our congregation, our visitors, those leading the worship service, and our Pastor.

Prayer Intercessors We have a group of Prayer Intercessors who pray for the Pastor every day. They also pray for any needs brought to them by members of the congregation every day until they are told an answer has been received.

Prayer Journeys Throughout the year our prayer team will look at opportunities to hold special prayer ministries, fostering our growth in faith, spirituality, and our relationship with God. These may include prayer vigils, special studies, prayer paths, and/or retreats.

PROPERTY MINISTRY TEAM

Adopt-a-Bed Members of St. Stephen may sign up in the spring to adopt a flowerbed around the building. They prepare the bed, plant flowers and/or shrubs, weed, water and maintain the bed throughout the growing season. In the fall, after the growing season is over, they clean the bed and leave it ready for planting the following year. Through the generosity of our congregation we plant the grounds as needed to enhance God's property.

Property and Grounds Maintenance Our property coordinators are on call for the maintenance of the church property. Many of our members work with them in maintenance of our property. Lawn maintenance and weekly cleaning is done by contract. Any painting, cleaning, washing, and repairs necessary to the continuing maintenance of God's property are done by members of St. Stephen. Additionally snow removal of our driveway, walkway & sidewalks is under the responsibility of this group as well as the maintenance of our sign.

SOCIAL OUTREACH MINISTRY TEAM

(Combined Evangelism & Social Ministry)

Advertising / Inviting Each and every gift of grace includes an invitation to worship. Additional invitation methods have included St. Stephen disciples personally handing an invitation of Christ's hope and grace to someone having a bad day, and anyone who might be seeking a church home on their spiritual journey. We also advertise special events as needed in the Toledo Blade, The Sylvania Advantage and Sylvania Herald newspapers in addition to listing the events on several on-line resources. We use our sign for inspirational and inviting messages. We welcome members to participate on a rotational basis in updating the sign.

Bread Ministry Several members of St. Stephen bake bread to take to visitors after their first visit to St. Stephen. Anyone who enjoys baking and/or is willing to drive and deliver bread to visitors is invited to participate.

Clothing Collections During the winter months, members of the congregation are given the opportunity to donate new or gently used winter clothing including mittens, scarves, hats, coats, and boots. These items are collected and given to local shelters, outreach services, and schools that are in need.

Employment Resource Center The Employment Resource Center is open every Tuesday morning from 10 a.m. to 12 noon. This is a free service to the community offering critiquing of resumes, interviewing skills, and aggressive networking skills. Three retired businessmen staff the center. Dick Lock from St. Stephen, Roger Ritzert from Sylvania United Church of Christ, and Chuck Camarote from St. Joseph Catholic Church.

Informing Activities Through a number of community events, we have introduced ourselves to our community. We have given away many 'gifts of grace' including treat bags for kids at Sylvania's annual Fall Festival. At the annual 'Star-Spangled' event, we may hand out free bottles of cold water, ice cream, and goodies for the kids, to those viewing the fireworks from the lawns of St. Stephen and Highland Elementary. For this event, we also open our building and our clean restrooms for all to use. In addition, we have been a presence at Sylvania's annual tree-lighting event, handing out ornaments. We have also gone on an Old-Fashioned Christmas Caroling adventure offering our neighbors a candy cane and its message of Christ.

Lutheran World Relief We have participated in collections for Lutheran World Relief. We have collected soap, school supplies, and made school bags for children. We put together sewing kits as well as made donations to the Haitian relief fund to help the Hurricane victims in that country.

Lutheran Social Services This is a monthly collection of non-perishable food items for the LSS Food Pantry and support of Open Dorr Family Resource Center with collections throughout the year. Monthly suggestions are posted each month, although any non-perishable food items are appreciated.

Noisy Offering The first Sunday of each month, we collect coin offerings to donate to charitable organizations. Offerings have been designated to world hunger relief, disaster relief, food banks, other churches & Lutheran ministries, Operation Christmas Child, and Bethany House to name a few.

Operation Christmas Child is a ministry of Samaritan's Purse. We support this ministry by filling shoeboxes with small gift items, wrap the box, and indicate if it is for a girl or boy and the age. If possible, those filling the boxes include \$7 per box to help cover the cost of shipping. They are then sent to Samaritan's Purse for worldwide distribution.

St. Paul's Community Center St. Stephens provides a hot Sunday dinner for approximately 150 people in the downtown Toledo area during the month of August. Members may donate food items and volunteer to cook and serve the dinner at this Toledo center.

Sylvania Area Family Services The members of St. Stephen provide food and gift baskets at Thanksgiving, Christmas, and Easter to needy families through Sylvania Area Family Services. We currently provide baskets for 15 families ranging from those with children to the elderly. Opportunities are posted throughout the year.

Welcoming Takeaways Visitors to St. Stephen are welcomed in a number of ways. We introduce ourselves and offer assistance where requested. Welcome bags are presented which include a mug, pen, notepad and informational DVD, along with an invitation to return.

STAFF SUPPORT MINISTRY TEAM

Purpose To affirm and strengthen the mission of the congregation and the ministry of the staff.

Process The committee meets, listens, and confers with the Pastor and our salaried staff on a regular basis, maintaining a positive and energetic relationship among the staff and the congregation.

This committee reports regularly to council. We do not set policy but will recommend annual salary and benefit package reviews and develop specific duties for the coming year.

This year we worked with each staff member to establish goals for the year then met periodically to review their progress against these.

STEWARDSHIP MINISTRY TEAM

Bishop's Fall Conference Pastor and a few of your council members attend the Bishop's Fall conference in October. Best practices from all churches within our Synod are shared. Working together, sharing our resources, St. Stephen continues to support our Synod, our sister churches, our leadership, and our community, serving God wherever he leads.

Capital Campaign The Lord is at work here at St. Stephen with our increased fellowship and Christian Education spaces. A "building fund" was established specifically to pay for this expansion. Thankyou to all those who have pledged their monetary support of the church's building fund. If you have not had the opportunity, or were previously unable to help and can now do so, please complete a capital campaign pledge card.

Scholarship Fund This team reviews and approves annual requests for financial support towards educational growth from members of our congregation. Requests for funding are to be submitted by August 1st each year. Forms are available in the church office.

Spiritual Gifts Spiritual Gifts is a program offered to anyone wished to discover how they are "uniquely gifted" for service in the church. The Bible teaches that we are all given different gifts and that we are called to share those gifts in building up the life of the community of faith. It is in discovering our gifts that we can learn how and when God want us to serve Him.

Stewardship Emphasis We are all called to be good stewards of our time, talent, and monies. We believe that all we have comes from God and we are called to manage our resources according to Biblical teachings. Pastor emphasizes this in his sermons, to be servants of God, particularly with our time in helping others.

Synod Assembly Meeting We look for a couple of congregational members to attend this 2 day session each year in May, to vote on articles, elect Synod members, listen to success stories, understand where the need is, and share with others.

TECHNOLOGY MINISTRY TEAM

Historian We work to ensure the growth & membership of St. Stephen is documented with supporting pictures of events.

Technology During Service Our technology team is responsible to manage technology use for our church services, including the use of hearing assistance equipment, computers for multimedia presentations, and the audio equipment (mixing boards, wired/wireless microphones for example) for recording and presentation of the service. We record the 11 AM service for shut-ins and those unable to attend. You can get a copy of the service by contacting the office.

Technical Support This group is responsible for incorporating the latest technology for use in our day to day operations, within our service, and various ministries. We provide technical support to the church staff members including reviewing, recommending, and implementing computer hardware and software. We support the internet access, the church network structure and ensure the church website is up to date with bulletins, pictures, events, service times, etc.

YOUTH & FAMILY MINISTRY TEAM

Community and Fellowship There are many opportunities for fellowship at St. Stephen. Church picnics, pancake & spaghetti dinners, and potlucks are lively times of food and fellowship. Recently we initiated an “Eight for Ate” dinner group. Eight people, singles and couples sign up and then 8 are assigned a group. The group decides when to meet and how to arrange their plans.

Fantasy Baseball Men and boys who are baseball fans participate in a Fantasy Baseball League. They conduct a “draft” in the early spring to choose players for their “teams”. Using a point system they follow their team’s players and at the end of the season the “owner” with the most points wins.

Joy Club Joy Club ("Just Older Youth") is a program usually geared toward the interests of women and is open to all women (and men if they would like to participate) of the church. They meet monthly for lunch, fellowship and friendship and often include an event or a road trip after lunch. Transportation is available. Meeting notices are published in the newsletter and Sunday bulletins. Sign-up sheets appear on the church bulletin board.

Pastoral Assistance Care Teams (PACT)

New Member Hospitality team will be responsible for welcoming new visitors and members into our church (even though that is all of our responsibility). They will coordinate new member orientations and see to it that people are connected with others, informed of upcoming events, and made to feel welcome here.

Meals and Transportation team will coordinate transportation for those who need rides to doctor’s visits, church events, and worship. They will arrange meals for people who need a little extra help from time to time when they are ill or have been hospitalized—including families with newborns.

Communications team will coordinate birthday, anniversary and get well cards from the congregation. (This will not exempt people from sending personal greetings should they so choose.)

Home Visits team supports our Pastor by visiting our shut-ins and those in assisted living & nursing homes. Communion is provided upon request.

As dynamics and needs change within a congregation, it is important that we find new ways of being here for our fellow members and welcome the newcomer. This formation of PACT is another means of ensuring the congregation’s needs are met. Feel free to offer your assistance when you discover an area in which to serve. Welcoming, hospitality and service is all our responsibility. With Christ as our example of love and service, and following in his footsteps, we are bound to succeed!

Secret Pal College students are assigned a “Secret Pal” from the congregation who will keep in fairly constant contact with the student during the school year to remind them of the importance of our Father in their daily lives. The identity of the Secret Pal is then revealed at the end of each school year. Suggestions include sending a note every 3 – 4 weeks, with a bible verse, letting them know someone is caring about and praying for them. Small gifts at Thanksgiving, Christmas, Valentine’s & Easter are optional & encouraged.

Women’s Group The Women of St. Stephen meet quarterly to share & celebrate together under the leadership of Patti Pearson.

Youth Group Our youth group includes all students in 7th- 12th grades. We plan to meet regularly for friendship and study, as well as Sunday mornings throughout the school year. The youth also enjoy serving the congregation and the community, along with many fun activities. Each year, we look to plan a 'get-away' event; a retreat, campout, mission trip, or attend a youth gathering.