



# Ministry Directory

The Ministry Directory is a living document. It is a way to highlight all of the areas of community, work, and volunteer opportunities to engage with at St. Francis and will be updated regularly. We rely on the talents and time of our members to provide and support all of our wonderful programming. If you are interested in sharing your skills and ideas with us in any of these ministries (or adding new ones), please reach out. All are welcome!



**Do Justice.**  
**Love Mercy.**  
**Walk Humbly with God.**  
(Micah 6:8)

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# Administrative

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## Governance

### Vestry

- Meeting: 4th Sunday of each month 12-1:30 PM, subject to change based upon needs of the new elected Vestry class following each Annual Meeting
- Responsibilities: Define and articulate the mission of the congregation; to support the church's mission by word and deed, to select the rector, to ensure effective organization and planning, creating and amending bylaws, and to manage resources and finances
- How to Get Involved: Contact the Rector, Amy Slaughter-Myers ([revamy@stfrancismd.org](mailto:revamy@stfrancismd.org)) or Senior Warden, Gail Overcash ([seniorwarden@stfrancismd.org](mailto:seniorwarden@stfrancismd.org)) if interested in running for Vestry (elected at each Annual Meeting), auditing a meeting, talking with current Vestry members, or reviewing Vestry meeting minutes
- Time Commitment: Up to 20 hours a month for Vestry members, 1.5 hours on average for parishioners who want to audit meetings/be involved

### Officers

- Meeting: Officers attend a monthly Executive Committee meeting and are invited to the monthly Vestry meeting. They are not voting members but are instead appointed by the Vestry
- Responsibilities:
  - *Senior Warden* is lay consultant and advisor to the Rector;
  - *Junior Warden* supervises and maintains Church property;
  - *Registrar* records minutes of meetings and provides them to Vestry and Clergy;
  - *Treasurer* keeps financial records, has general custody of funds & reports to Vestry;
  - *Sexton* manages care of structural portions of parish as well as the Church grounds
- How to Get Involved: Contact the Rector ([revamy@stfrancismd.org](mailto:revamy@stfrancismd.org)) or Senior Warden ([seniorwarden@stfrancismd.org](mailto:seniorwarden@stfrancismd.org)), attend meetings related to administration of Church governance (Finance Committee, Vestry, Building & Grounds, etc.)
- Time Commitment: Up to 20 hours a month for elected Officers, 1.5 hours on average for parishioners who want to be involved in meetings

## Financial

### Finance Committee

- Meeting: 3rd Thursday of the month 7-8 PM, currently virtual
- Responsibilities: Looking at St. Francis' monthly financial reports and to ask questions about any of the particular areas, especially if there appears to be an anomaly, participate in annual budget process, make suggestions to improve current financial practices, money counting
- How to Get Involved: Contact Diane Flayhart (410-426-4618; [cwfdlf@yahoo.com](mailto:cwfdlf@yahoo.com))
- Time Commitment: 1-1.5 hours per month

### Investment Committee

- Meeting: Monthly, or more frequently as needed
- Responsibilities: The Investment Committee serves the Vestry by managing investment portfolios to support the mission of St. Francis Episcopal Parish and Community Center. The Investment Committee meets monthly to review fund performance.
- How to Get Involved: Contact Ed Obaza ([eobaza@hotmail.com](mailto:eobaza@hotmail.com)) or another committee member
- Time Commitment: 1-1.5 hours per month

## **Administration**

### **Administrative Team**

- Meeting: TBD
- Responsibilities: Touchpoint updating, data management, answering phone, office volunteer, fundraising, grant writing, compliance calendar creation, and parochial report preparation
- How to Get Involved: Contact Amy ([revamy@stfrancismd.org](mailto:revamy@stfrancismd.org)) or Sara Yoe ([revsara@stfrancismd.org](mailto:revsara@stfrancismd.org))
- Time Commitment: 8-10 hours per month, depending on interest and availability

### **Communications Team**

- Meeting: TBD
- Responsibilities: Email newsletter, Touchpoint communications, social media management and coordination, website management, Information Technology support
- How to Get Involved: Contact Amy ([revamy@stfrancismd.org](mailto:revamy@stfrancismd.org)) or Sara ([revsara@stfrancismd.org](mailto:revsara@stfrancismd.org))
- Time Commitment: 8-10 hours per month, depending on interest and availability

### **Personnel Committee**

- Meeting: TBD
- Responsibilities: assist with personnel matters, policy recommendations, managing staff and human resources related issues as needed
- How to Get Involved: Contact Amy ([revamy@stfrancismd.org](mailto:revamy@stfrancismd.org))
- Time Commitment: flexible depending on needs, 1-5 hours a month on average

# Worship

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## Liturgical Leadership

### Altar Guild

- Meeting: Saturday mornings for set up and Sundays after worship for clean up. No regularly scheduled meetings.
- Responsibilities: Preparing church for worship, preparing chancel (area around the altar), caring for items used in worship, participate in setting up and cleaning up, flexibility with scheduling and no experience necessary
- How to Get Involved: Contact Gail Meloy ([gail@stfrancismd.org](mailto:gail@stfrancismd.org)) or any Altar Guild member
- Time Commitment: 1 hour on Saturday mornings and less than an hour on Sundays for clean up, members usually serve 2-3 days a month

### Petal Pushers

- Meeting: Saturday mornings to set up for service (generally) but there is flexibility
- Responsibilities: setting up and taking down flowers once per week for services and special occasions, no experience necessary (can work in teams to train newcomers), planning meetings before big holidays, purchasing flowers with reimbursement from the Church's Flower Fund
- How to get Involved: Contact Sue Stokes ([susancstokes@yahoo.com](mailto:susancstokes@yahoo.com))
- Time Commitment: 2-3 hours per month

### Lay Worship Leaders

- Meeting: Sunday morning 15 minutes before worship to prepare
- Responsibilities:
  - *Ushers*: Greet people as they enter, hand out bulletins, stuff bulletins with prayer list as time allows, pass the plate during offertory, dismiss people for communion, count number present for worship
  - *Acolytes*: Lighting and putting out candles, carrying cross or candles during processions, assisting at Table as needed, seasonal obligations
  - *Readers*: Read a lesson from Bible, lead congregation in either Psalm or Prayers of the People
  - *Chalice Bearers*: Offer chalice at Communion, check in with Clergy morning of worship to confirm specifics and current Diocesan standards
- How to Get Involved: Contact Sara ([revsara@stfrancismd.org](mailto:revsara@stfrancismd.org))
- Time Commitment: 1 hour per month, on average, or more if interested

### Church Media Director

- Meeting: N/A, only attendance on Sunday/special events as needed
- Responsibilities: Livestream services, setup of software, advance PowerPoint during service, manage sound system for indoor/outdoor worship, update system components and engage in maintenance of systems
- How to Get Involved: Contact Ray Payne ([ray@stfrancismd.org](mailto:ray@stfrancismd.org))
- Time Commitment: 1-1.5 hours on Sunday

## Music

### Worship Choir

- **Meeting:** Rehearsals are 7:00 pm - 8:00 on Thursdays, extended to 8:30 when preparing for the Christmas/Easter seasons. Rehearses 30 minutes prior to the start of worship on Sunday mornings.
- **Responsibilities:** Attend weekly rehearsals and sing weekly on Sunday mornings (except in the summer, when the worship choir and handbell choir are on break.) The worship choir is also occasionally requested to sing at funerals and memorial services held at St. Francis; each choir member's attendance is based on their availability; occasional singing at funerals and memorial services held at St. Francis
- **How to Get Involved:** Contact Bonnie Johnson-Williams ([bonnie@stfrancismd.org](mailto:bonnie@stfrancismd.org)) or Will Zellhofer ([will@stfrancismd.org](mailto:will@stfrancismd.org)), or show up at a rehearsal
- **Time Commitment:** One 60-90 minute long rehearsal per week, one 60 minute service per week with a ~30 minute warm-up/rehearsal beforehand. The choir takes a break during the summer.

### Handbell Choir

- **Meeting:** Rehearsals are 6:30 pm - 7:30 on Wednesdays
- **Responsibilities:** Attend weekly rehearsals (missing parts/bells can make rehearsing handbell music very difficult at times, as members of the choir can tell you!) and play at worship one Sunday per month (or more). You do not need to know how to read music to play handbells!
- **How to Get Involved:** Contact Bonnie ([bonnie@stfrancismd.org](mailto:bonnie@stfrancismd.org)) or Will ([will@stfrancismd.org](mailto:will@stfrancismd.org)), or show up at a rehearsal
- **Time Commitment:** One hour long rehearsal per week, one 60 minute service per month with a ~20 minute warm-up/rehearsal beforehand. The choir takes a break during the summer.

### Praise Band

- **Meeting:** Rehearsals are currently the last Wednesday of the month from 7:30 pm to 8:30, but rehearsal time is flexible
- **Responsibilities:** Sing and play on the last Sunday of each month. Attend Wednesday's rehearsal if you'd like to sing or play with us that week so you can get a feel for the songs. We have a bass guitar, drum kit, guitar, and keyboard. We always have opportunities for singers. Talk to Bonnie or Will if you have another instrument and would like to incorporate it.
- **How to Get Involved:** Contact Bonnie ([bonnie@stfrancismd.org](mailto:bonnie@stfrancismd.org)) or Will ([will@stfrancismd.org](mailto:will@stfrancismd.org)), or show up to a rehearsal
- **Time Commitment:** One hour long rehearsal on the last Wednesday of each month, one 60 minute service on the last Sunday of each other with a ~30 minute warm-up/rehearsal beforehand.

### Chamber Orchestra

- **Meeting:** When needed
- **Responsibilities:** Play an instrument during a feast day or seasons of Easter, Christmas, etc.; donate a musical instrument to live at St. Francis for use
- **How to Get Involved:** Contact Bonnie ([bonnie@stfrancismd.org](mailto:bonnie@stfrancismd.org)), rehearsals are TBD based on interest and availability.
- **Time Commitment:** Flexible

# Mission

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## Outreach

### Food Ministry

- Meeting: 2nd Tuesday of the month 7:15-8:15, special meetings convened between as needed
- Responsibilities: Defining direction of food ministry at St. Francis, running indoor choice pantry, Pantry on the Go, and Welcome Table Wednesdays, attending meetings, working shift at Indoor Choice Pantry, picking up food from food partners, unloading and sorting food, working at Pantry on the Go, joining a dinner team, volunteering for a rotating leadership role (co-chairing committee, communications, co-chairing sub-committee)
- How to Get Involved: Show up to a meeting, sign up to volunteer at an event, show up at an event, contact Cathy Siperko ([foodministry@stfrancismd.org](mailto:foodministry@stfrancismd.org)) or Molly Phelps ([molly@stfrancismd.org](mailto:molly@stfrancismd.org))
- Time Commitment: 1-12 hours a month, depending on interest/availability

### Education Justice Committee

- Meeting: Baltimore County Education Justice Table meeting is the 3rd Tuesday of each month 5:30-7 PM on Zoom with other special meetings as needed; Community School Committee Meeting at Padonia International Elementary School on first Wednesday of the month 5:30-7 PM; meeting for committee TBD
- Responsibilities: attend community meetings for BCEJT and PIES, assist with events for BCEJT, volunteer at PIES, donate clothes/items to PIES, work with community partners to address neighborhood needs, door knocking, leadership development, help determine direction of education justice at St. Francis
- How to Get Involved: Contact Molly ([molly@stfrancismd.org](mailto:molly@stfrancismd.org)) or attend a meeting
- Time Commitment: 1-10 hours per month, depending on interest

### Cultivating Interreligious Belonging Team

- Meeting: TBD
- Responsibilities: We have received a grant for 2023 to build understanding and relationship among Christian, Muslim and Jewish congregations in Baltimore County through the Institute for Islamic, Christian, Jewish Studies in Towson. Learn and grow in your understanding of your own faith, as you learn and grow in participating in dialogue and building interfaith relationships. Plan, lead and participate in interreligious events at St. Francis, including welcoming other congregations to worship, fellowship, or joint learning events
- How to Get Involved: Contact Amy ([revamy@stfrancismd.org](mailto:revamy@stfrancismd.org)), Janet Raffetto ([jdruff@comcast.net](mailto:jdruff@comcast.net)), or Amelia Franz ([piphweb@gmail.com](mailto:piphweb@gmail.com))
- Time Commitment: Variable; opportunities to connect both virtually and in person

## **Community Care & Development**

### **Stewardship Committee**

- Meeting: Stewardship Campaign usually begins in late August and runs through early November. Meeting dates are set by the committee members and may be weekly until the Campaign officially starts, then as needed
- Responsibilities: Creativity to come up with a theme or to modify themes that are usually provided by the Diocese or TENS (The Episcopal Network for Stewardship), work with the committee members to develop a timeline for the Campaign, develop the pledge card, draft blurbs for the SFC to promote the Campaign, write thank you notes to those individuals who make pledges after the Campaign is complete, possibly recruit various members of our congregation to speak at a service about their stewardship story
- How to Get Involved: contact Diane (410-426-4618; [cwfdlf@yahoo.com](mailto:cwfdlf@yahoo.com))
- Time Commitment: 2-4 hours for 2-3 months

### **Green Team**

- Meeting: Regular meeting time TBD
- Responsibilities: Helping to maintain and care for the land at St. Francis, tending to the community garden, weeding and watering, caring for the church grounds, managing apiary/caring for the bees
- How to Get Involved: Contact Emilia Waters ([emilia620@yahoo.com](mailto:emilia620@yahoo.com))
- Time Commitment: 1-10 hours per month, depending on interest

### **College for Congregational Development (CCD) Team**

- Meeting: The week of June 25-30, 2023 at the Claggett Center in Frederick; bimonthly meetings at St. Francis
- Responsibilities: CCD is a comprehensive training program that originated in the Episcopal Diocese of Olympia in 2009. CCD nurtures and develops congregational development practitioners from within existing parish lay and clergy leadership. It draws on congregational and organization development theory and practice. It focuses on developing healthy, responsive leadership, facilitation skills, and teamwork, through understanding of Anglican/Episcopal ethos, culture, spirituality, and ways of being the church today
- How to Get Involved: Contact Amy ([revamy@stfrancismd.org](mailto:revamy@stfrancismd.org)) or another CCD alum from St. Francis
- Time Commitment: One week if choosing to attend the week-long training; 2 hours a month on average if participating in the learning events at St. Francis



## **Pastoral Care**

- Meeting: Meeting dates/times are set up between the care person and the individual being visited. This can be in person or by phone. Team meetings are by Zoom and are set up at a time that works best for all team members.
- Responsibilities: Building and maintaining relationships with individuals seeking pastoral care (and their family members), visiting people in their homes or other facilities and engaging in hospitality with them (sharing in a meal, sitting and talking, being present, watching tv, etc.), praying for needs, informing a clergy person if there's a need for intervention (visit or call), potentially administering Communion if licensed, potential training, bringing people to Church
- How to Get Involved: Take advantage of opportunities presented by clergy, speak with Amy ([revamy@stfrancismd.org](mailto:revamy@stfrancismd.org)), Jim Stultz ([jimstultz@hotmail.com](mailto:jimstultz@hotmail.com)), or another Pastoral Care team member, ask questions, join a volunteer on a visit
- Time Commitment: Based on individual need of the volunteer and the needs of the people requesting pastoral care.

## **Comfort & Joy**

- Meeting: 2nd Saturday of the month, 5th Saturday when there is one, 10am - 12pm. Attending is not required; many of our knitters/crocheters do the majority of the work at home. It's a time to learn new patterns, new stitches, and to connect about our current projects.
- Responsibilities: Be kind, put love into every stitch, knitting and crocheting alone or with us at a meeting
- How to Get Involved: Contact Beth Crosby ([bcrosby.saintthomas@gmail.com](mailto:bcrosby.saintthomas@gmail.com)) or just showing up at a Saturday gathering
- Time Commitment: 2-200 hours a month, depending on interest/commitment

## **Fellowship Committee**

- Meeting: TBD
- Responsibilities: organizing and mobilizing volunteers to host regular Fellowship Hour after Worship' organize, plan, and develop leadership around Church events
- How to Get Involved: reach out to Molly ([molly@stfrancismd.org](mailto:molly@stfrancismd.org)) or Sara ([revsara@stfrancismd.org](mailto:revsara@stfrancismd.org))
- Time Commitment: 2-5 hours per month on average

## **Presence & Hospitality**

- Meetings: As needed
- Responsibilities: Historically, volunteers greeted people coming to the doors at St. Francis and engaged them in relational conversation and provided resources where appropriate, participated in de-escalation training, and advocated for further resources and mitigation for eviction crisis; currently seeking volunteers to shape new ideas and initiatives for this work
- How to Get Involved: Contact Molly ([molly@stfrancismd.org](mailto:molly@stfrancismd.org))
- Time Commitment: Flexible

### **Men's Group**

- Meetings: 3rd Thursday of every month at 7:00pm.
- Responsibilities: Meet new friends, say hi to old ones. Get dinner, have a drink, occasional activities
- How to Get Involved: Contact Jason Zielke (773-895-8134; [jason@wirepulse.io](mailto:jason@wirepulse.io))
- Time Commitment: No commitment necessary

### **Spanish Class / Hablemos Español**

- Meetings: Tuesdays 6-7 PM during the school year
- Responsibilities: Come with an open mind and be ready to learn through conversation. All learning levels are welcome. No prior experience necessary.
- How to Get Involved: Show up to a class or contact Susana Gould ([wobisdu@gmail.com](mailto:wobisdu@gmail.com))
- Time Commitment: 1 hour per class, no commitment necessary

### **Adult Formation**

- Meetings: TBD
- Responsibilities: To communally explore the richness of spiritual life through Scripture and other mediums
- How to Get Involved: Contact Sara ([revsara@stfrancismd.org](mailto:revsara@stfrancismd.org)) or Molly ([molly@stfrancismd.org](mailto:molly@stfrancismd.org)) if you're interested in helping to lead an Adult Formation course or a Bible Study
- Time Commitment: Dependent on interest

## **Children, Youth & Families**

### **Youth Group**

- Meeting: 1-2 times per month on Sunday & Wednesday evenings 6-8 PM, No RSVP required and dinner provided; Special events throughout year
- How to Get Involved: You can just show up! Dates are on the CYF half sheet calendar and are updated twice a year. There is a break in the summer. For special events, also see the CYF calendar. RSVP is required for these events. Sometimes there is a cost associated with these events. Scholarships are available, cost will never be prohibitive.
- Time Commitment: 2-4 hours a month on average, or more if attending special events based on individual choice.

### **Children & Families**

- Meeting: Coloring on Wednesday nights at Welcome Table Wednesday 6-7 PM (1 time per month Sara will have a special craft in addition); Children's Chapel every Sunday during worship, no RSVP required; 1 time per month Priest on the Playground after worship with parenting resources, question and answer sessions, and fun on the playground for kids; 1 time per month fellowship activity
- How to Get Involved: Reference CYF calendar for information about events, families are welcome to show up at any event without RSVP based on interest
- Time Commitment: At each family's discretion, anywhere from 1-6 hours a month

### **Children, Youth & Families Adult Volunteers**

- Meeting: TBD based on availability of volunteers
- Responsibilities: required training and certification through Safe Church Safe Communities w/ recertification available every 3 years, chaperoning events and gatherings, leading a Children's Chapel/formation for children, leading station at event
- How to Get Involved: Contact Sara ([revsara@stfrancismd.org](mailto:revsara@stfrancismd.org)). This team is emerging and will be needed as resources for Children, Youth & Families continues to grow
- Time Commitment: 10 hour time commitment for training, flexible volunteer schedule depending on interest, with an average of 2 hours per event.

