Ministry Guide

St. Matthew Episcopal Church
6800 Eastside Drive NE
Tacoma, WA 98422
253-927-9808
www.neighborhoodparish.org

To be a church that passionately embraces and values all people,
growing in the love of Christ through word and action.

(kth rev 7/10/19)
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ACOLYTES and WORSHIP LEADERS

Description:
The ministry of Acolytes and Worship Leaders at St. Matthew is one of service to God and God’s church, to the priest and to the congregation. The very word “acolyte” means one who serves. Worship Leaders are licensed by our bishop to lead public worship here at St. Matthew whereas Acolytes are not licensed and serve alongside the clergy and Worship Leaders. Acolytes serve as an integral part of the 10 am Sunday liturgy (and for special occasions as needed) while Worship Leaders serve at both the 8 am and 10 am liturgies. We have adults as well as youth who participate in this ministry. Those who serve as Acolytes and Worship Leaders are trained in their positions, and Acolytes must be at least 8 years of age to serve.

Current Scheduler:  Tom Peterson  253-677-5114  tommynp@comcast.net
How can I join?  Contact Tom Peterson or Fr. Haynes

(See APPENDIX B – Worship Leader Customary (w/ Acolyte Duties below)  

ADOPT-A-HIGHWAY

Description:
For years, St. Matthew has helped keep clean the stretch of Highway 509 from the Browns Point Marina to the Dash Point bridge (at the King/Pierce county line). Clean-ups are organized into two sections: northern and southern. Work parties frequently include parishioners and neighbors alike.

Coordinators:  North – Chuck Zimmerman  206-212-6888  chucklyn55@gmail.com
               South – Randy White  253-719-3345  watac2001@yahoo.com
How can I help?  Contact Chuck Zimmerman or Randy White

ADULT EDUCATION

Description:
Regular Adult Education classes include the Sunday 9 am series Bridging the Gap (September through June). The Adult Catechumenate is offered from October through May (dates and times vary by year) as an opportunity for participants to dive more deeply into the faith from a uniquely Episcopal/Anglican perspective and is seen as the preparation class for those seeking Baptism, Confirmation, Reception from another tradition, or a formal Reaffirmation of Faith. Other special classes are also offered by season.

Current Leaders:  Bridging the Gap – John Kennedy  253-927-9254  johnakennedy@harbornet.com
                  Adult Catechumenate – Fr. Haynes  253-224-7554  fatherkendall@gmail.com
How can I join?  For more information, see schedules on our website  www.neighborhoodparish.org

ALCOHOLICS ANONYMOUS (AA)

Description:
St. Matthew is proud to host one of the oldest and longest continually running AA meetings in Pierce County.

How can I join?  Meetings are every Wednesday evening at 7 pm in the Parish Hall

ALTAR GUILD

Description:
The Altar Guild prepares the altar for all Sunday and other worship opportunities. Participants are organized in teams to accomplish Altar Guild duties during their assigned weeks. Novices are more than welcome as excellent training and mentoring is available. Check out this friendly and supportive group!

Current Leader:  Linda Pomeroy-Hull  253-279-2089  lindan@lindan.com
How can I join?  Contact Linda Pomeroy-Hull
AUCTION
Description:
Our Annual Auction, which resumes in March of 2019, is a lively and engaging fundraiser for the parish. Having been instrumental in the parish’s financial revitalization, following the 2019 event the Auction will then shift to raising funds for radical outreach within our community and beyond.
Current Leader:  Sue Jones  206-799-7159  suejones4070@comcast.net
How can I join?  Contact Sue Jones

BOOKKEEPER
Description:
Our bookkeeper manages the data entry of the books and accounts of the parish as well as the bill payments and receipts. The bookkeeper serves as a support to the treasurer to ensure accurate financial accounting.
Current Bookkeeper:  Francine Dennis  360-957-5799  francine@kalama.com

BUILDING & GROUNDS TEAM
Description:
The Building & Grounds Team maintains all physical aspects of our building and grounds. St. Matthew has a very committed group of volunteers and the Team heartily welcomes any interested parishioner to participate.
Current Contact:  Dick Collins  253-927-9245  dickcollins@gmail.com
How can I join?  Contact Dick Collins

CANVASS TEAM
Description:
The Canvass Team plans and facilitates the annual late summer/early fall pledge canvass campaign at St. Matthew. The Canvass Team develops the canvass packet, coordinates the pledge drive, provides follow-up for pledges yet to be received and provides “thank you’s” to those who have pledged.
Current Leader:  Rich Gould  253-927-3778  richandkategould@comcast.net
How can I join?  Contact Rich Gould

CAPITAL CAMPAIGN
Description:
Our three-year Capital Campaign, Invest in the Promise, was initiated in 2017 to accomplish three goals: 1. Eliminate the parish’s mortgage; 2. Replace our over-aged roof; and 3. Replace our over-aged parking lot. Amazingly within the first two years, we collected enough funds to cover all of the campaign overhead, replace the roof (April 2018), and payoff our mortgage (November 2018). As the campaign continues through Pentecost (May) 2020, be on the lookout for giving opportunities as well as times of celebration as we reach the milestones of our goals.
Current Leader:  Sherry Mees Hartley  253-310-7271  smees@comcast.net
How can I join?  Contact Sherry Mees Hartley
CHOIR
Description:
St. Matthew’s choir assists at worship during key feast days and special events. Rehearsals are usually the Sunday before and the day of performances. Open to all ages and abilities, no musical experience is required and any joyful noise offered up to the Lord is a delight.
Current Leader: Nan Martin Clapp 253-905-1701 clappjnb@yahoo.com
How can one join? Contact Nan Martin Clapp

CHRISTIAN EDUCATION TEAM
(see Adult Education above and Sunday School below)

CLERGY/PARISH RENEWAL
Description:
Clergy/Parish Renewal is a period of time (approximately 4-6 months in length) every five years when the clergy and parish take time away from each other to engage in a project focused on physical, mental, emotional, and spiritual renewal. Usually thematically focused, the Renewal Period is an enhanced vision of what is typically referred to as a Sabbatical. The next Clergy/Parish Renewal period will be in 2020.
Current Facilitator: Andy Bartels 253-906-9541 andybartels1983@gmail.com
How can one join? Contact Andy Bartels

COFFEE HOUR
Description:
Coffee Hour is designed to provide a fun and safe space for folks to have fellowship following the 10 am Sunday liturgy. Two to Four people are assigned each Sunday to set-up and prepare the church-provided beverages (coffee, tea, and apple juice), condiments and dishware for Coffee Hour. Those assigned may also bring as their own offering cookies to whatever food is desired to be served.
Current Scheduler: Tom Peterson 253-677-5114 tommynp@comcast.net
Scheduling issues? Contact Tom Peterson
(Please see APPENDIX A - Coffee Hour Policy below)

COUNTERS
Description:
The Counters provide the important task of counting and recording the Sunday offering in preparation for the weekly deposit at the bank. Two unrelated people are assigned each Sunday to assist the Treasurer in maintaining accurate and transparent accounting of monies collected on a weekly basis.
Current Leader: Kathy Manning, Treasurer 360-485-8467 olywakathleen@gmail.com
How can I join? Contact Kathy Manning

CPR TRAINING
Description:
Frequently, in partnership with the Browns Point Fire Department, St. Matthew hosts a neighborhood CPR (and at times fire extinguisher) training. This well attended program helps educate people in the newer compression (mostly) method of CPR to increase the probability of survival in an individual heart event.
Current Coordinator: Bob Witter 253-927-6024 rnwjaw@comcast.net
How can I help? Contact Bob Witter
CURSILLO/COME AND SEE

Description:
Come and See, Go and Tell is the Diocese of Olympia’s re-imagined version of the Cursillo ministry, a short course in Christianity. Encouraged and supported by our Bishop, The Rt. Rev. Gregory H. Rickel, the three-day weekend held each fall at the Dumas Bay Centre in neighboring Federal Way includes worship, fellowship, singing, good food, and personal time for reflection and meditation. More information, including a short, inspiring video by Bishop Rickel, may be found at www.olycurssilloc.org.

Current Participants: Approximately 27 current parishioners from St. Matthew have attended a weekend

How can I go? Contact Fr. Haynes for application information

DELEGATES and ALTERNATES TO DIOCESAN CONVENTION

Description:
Two Delegates and two Alternates are elected at our parish Annual Meeting each January to represent St. Matthew at the annual Convention of the Diocese of Olympia (a gathering of representatives from every Episcopal parish and mission in Western Washington, usually held on a Friday and Saturday in October or November). In addition to the convention, Delegates, Alternates and clergy also attend a 2-3 hours pre-convention meeting approximately 3 weeks prior to the convention.

Interested? Contact Fr. Haynes

EUCARISTIC MINISTERS

Description:
Eucharistic Ministers assist the clergy and Worship Leaders in serving the chalice (common cup) at the Holy Eucharist and/or the bread if asked. Like Worship Leaders, Eucharistic Ministers are licensed by our bishop.

Current Scheduler: Tom Peterson 253-677-5114 tommynp@comcast.net

How can I join? Contact Tom Peterson or Fr. Haynes

(Please see APPENDIX D – Eucharistic Minister Customary below)

FILM FESTIVAL

Description:
Held the first weekend in August every ODD year, the Browns Point Festival is a major neighborhood and regional event showcasing films with social or environmental justice areas of focus.

Current Leader: Francine Dennis 360-957-5799 francine@kalama.com

How can I help? Contact Francine Dennis

FINANCE COMMITTEE

Description:
The Finance Committee (comprised of the Rector, Senior Warden, Junior Warden, Treasurer, and Bookkeeper) meets on a monthly basis to review financial information, to prepare the annual budgets, and to ensure that the financial records are audited on an annual basis. This data is provided to the Rector, the Vestry, and the members of the Parish. Meetings are open to all except when in executive session.

Current Leader: Kathy Manning, Treasurer 360-485-8467 olywakathleen@gmail.com

How can I join? Contact Kathy Manning or Fr. Haynes
FOODBANK COLLECTION
Description:
St. Matthew generously collects food on an ongoing basis in partnership with Nourish Pierce County (formerly FISH Foodbanks). Excess food is taken to our neighborhood collection site at the Browns Point United Methodist Chruch, whose foodbank hours are from 4:30 pm to 6 pm on Fridays. Food is always kept on site at St. Matthew for anyone in need at any time.
How can I help?  Bring unexpired packaged food and place them in the baskets located in the Narthex.

GREETERS and USHERS
Description:
The Greeters welcome those at the door who come to St. Matthew at the 10 am Sunday liturgy and are usually a first point of contact for orienting those who are new to our space. Ushers extend the initial greeting of the Greeters by handing out worship guides for the liturgies, arranging the taking of the bread and wine forward for Communion at the Offertory, passing the collection plates, taking a count of attendance and straightening the books in the pews after the service.
Current Scheduler: Tom Peterson  253-677-5114  tommynp@comcast.net
How can I join?  Contact Tom Peterson or Fr. Haynes
(Please see APPENDIX G – Greeters Customary and APPENDIX F – Ushers Customary below)

HALLMARK MANOR NURSING HOME MORNING PRAYER
Description:
We provide Morning Prayer at Hallmark Manor in Federal Way every 3rd Tuesday of the month at 10 am.
Current Coordinator: Tom Peterson  253-677-5114  tommynp@comcast.net

HOME MEDICAL EQUIPMENT
Description:
St. Matthew has a variety of home medical equipment, such as walkers, wheelchairs, etc., for lending. All of the equipment is located in the Storage Room and may be checked out by anyone at anytime.
Current Coordinator: Pam Ladley  253-952-2895  pladley@rainierconnect.com

KITCHEN CLEAN-UP CREW
Description:
St. Matthew’s building is utilized by many groups, as well as parishioners. An ongoing challenge is to make sure the kitchen is kept stocked, clean, and orderly. The Kitchen Clean-up Crew puts together quarterly work parties to keep this area clean and orderly.
How can I help?  Contact Liz Latsis  253-229-0847  scargoelatsis@gmail.com

LAY EUCHARISTIC VISITORS (LEV’s)
Description:
LEV’s are lay persons who are licensed by our bishop to take the Consecrated Elements (the consecrated bread and wine, the Body and Blood of our Lord Jesus Christ) in a timely manner following a celebration of the Holy Eucharist to members of the congregation who, by reason of illness or infirmity, are unable to be present.
Current Scheduler: Sue Inglis  253-927-5466  sue_ington@msn.com
How can I join?  Contact Sue Inglis or Fr. Haynes
(Please see APPENDIX C – Lay Eucharistic Visitors below)
LECTORS
Description:
Lectors read the Old Testament Lesson and lead the Prayers of the People at the 10 am Sunday liturgy and others occasions as assigned.

Current Scheduler:  Tom Peterson  253-677-5114  tommynp@comcast.net
How can I join?  Contact Tom Peterson or Fr. Haynes
(Please see APPENDIX E – Lector Customary below)

LIBRARY and ARCHIVES
Description:
St. Matthew’s Library is located across from the nursery and is home to a wide variety of books and other media. Parishioners are invited to browse the shelves, and to check out items that appeal to them.

Need some help?  Contact Andy Bartels  253-906-9541  andybartels1983@gmail.com

LITURGY & ARTS TEAM
Description:
The Liturgy & Arts Team helps forecast and review all liturgical services and accompanying fellowship activities throughout the year. Meetings often serve as a clearinghouse for new ideas as well as to support those who take on ad hoc event planning and coordination.

Current Leader:  Nan Martin Clapp  253-905-1701  clappjn@comcast.net
How can one join?  Contact Nan Martin Clapp or Fr. Haynes

MARKETING TEAM
Description:
The Marketing Team exists to help communicate the Good News of what is happening at St. Matthew. From advertising special events and principal liturgies to focusing on intra-parish connections, the Marketing Team works hard to make sure people are “in the know” of what is happening.

Current Leader:  Lorina Goodjoint  253-347-7560  lorinagoodj@msn.com
How can I join?  Contact Lorina Goodjoint

MEMORIAL GARDEN
Description:
St. Matthew’s Memorial Garden offers a beautiful and dignified place of rest for all people who are cremated, regardless of background free of charge.

More information?  Contact Fr. Haynes
(Please see APPENDIX J – The Memorial Garden below)

NEIGHBORHOOD LIVING
Description:
Neighborhood Living is focused on establishing fellowship, programming, and mentoring opportunities for seniors in our parish and neighborhood. Special outings occur roughly every-other-month which are open to neighbors of all ages.

Current Contact:  Randy White  253-719-3345  watac2001@yahoo.com
How can I join?  Contact Randy White
NEW MEMBER INCORPORATION
Description:
New Member Incorporation helps connect new folks to St. Matthew by intentionally providing an initial welcome, new member events, stewardship and ministry information.
Current Contact: Randy White 253-719-3345 watac2001@yahoo.com
How can I join? Contact Randy White

NURSERY CARE ATTENDANT
Description:
Our nursery care attendant manages the parish nursery for both Sunday liturgies and other occasions.
Current Attendant: Debbie Williams 253-921-1128 naava3d@gmail.com

OFFICE VOLUNTEERS
Description:
Office volunteers assist with administrative tasks such as printing and copying worship guides, etc.
How can I help? Contact Fr. Haynes

OUTREACH TEAM
Description:
The Outreach Team helps organize projects through neighborhood partnerships in order to amplify God’s Good News in our neighborhood and beyond. Every month the parish engages in a new Outreach endeavor utilizing a wide variety of skills and participation within the parish.
Current Leader: Sherry Mees Hartley 253-310-7271 smees@comcast.net
How can I join? Contact Sherry Mees Hartley

PASTORAL TEAM
Description:
The Pastoral Care Team coordinates with the priest to help find support for parish members who need assistance. This assistance comes in the form of friendship visits, phone calls, transportation, minor home services, meals in times of need, celebration and bereavement cards, and Lay Eucharistic Visitation.
Current Leader: Claire Scharmach 253-952-6431 cscharmach@harbornet.com
How can I join? Contact Claire Scharmach

PLANNED GIVING/LEGACY SOCIETY
Description:
Our Planned Giving/Legacy Society Initiative is focused on establishing education and commitment opportunities for parishioners to be stewards of God’s mission at St. Matthew beyond their mortal journeys. This group also exists to shore up the planning of individual burial requests in order to proactively engage the Ministry at the time of Death through Life Transition Planning.
Current Contact: Barney Hartley 253-942-8222 barneyhartley@yahoo.com
How can I join? Contact Barney Hartley or Fr. Haynes
(see also St. Matthew Legacy Society below)
PRAYER CHAIN and PRAYER LIST
Description:
The Prayer Chain is an email notification of specific prayer requests that are made known to Fr. Haynes or other members of the parish. Prayer Chain notifications are then added to the Prayer List to be prayed for during the Sunday liturgies for individualized lengths of time.
How do I submit a prayer request? Email saintmatthewpastoralcare@gmail.com or contact Fr. Haynes

PIANIST
Description:
Our pianist provides musical support for hymn and praise singing as well as choral accompaniment at the 10 am Sunday liturgy, Holy Days, Weddings, Burial Liturgies, and any other time such support is required.
Current Pianist: Maria McKanze 253-228-3448 majkatarajka53@gmail.com

RECTOR
Description:
Our Rector is the senior priest and chief liturgical and pastoral officer of the parish.
Current Rector: Fr. Kendall Haynes 253-224-7554 fatherkendall@gmail.com

SAFEGUARDING GOD’S CHURCH
Description:
Safeguarding God’s Church is the Episcopal Church’s Safe Church training and certification program in two modules: Safeguarding God’s Children (child sexual misconduct prevention training) and Safeguarding God’s People (adult sexual misconduct and sexual harassment prevention training). One or both of the modules are required to participate in a wide variety of ministries within the Church. Each certification is good for five years. All are encouraged to participate in order to ensure the safety of our ministries.
Questions? Contact Fr. Haynes

SALMON BAKE
Description:
Held the first weekend in August every EVEN year, the Browns Point Salmon Bake is a major neighborhood event drawing thousands from around the Puget Sound region. Through our partnership with the Browns Point Improvement Club (BPIC), parishioners sign up to help in a variety of areas from taking tickets to serving in the dining tent.
Current Leader: Matt Williams 206-947-2787 mattwilliamsbp@gmail.com
How can I help? Contact Matt Williams or Fr. Haynes

SEXTON
Description:
Our sexton is responsible for cleaning the inside of the building following the Sunday liturgies as well as after special events.
Current Sexton: Saray Yuorn 253-359-1168 sarayyuorn2002@yahoo.com
SOCIAL JUSTICE INITIATIVE
Description:
New for 2018, our Social Justice Initiative is focused on discerning how St. Matthew is to engage the justice issues in our world more intentionally and authentically. Areas of interest already within the parish include Anti-Racism, LGBTQ+ Ministries, Women’s Rights, Environmental Justice, Mental Healthcare, and more.
Current Contact: Elizabeth Holland 206-947-9176 bionicterp@gmail.com
How can I join? Contact Elizabeth Holland

ST. MATTHEW LEGACY SOCIETY
Description:
The St. Matthew Legacy Society is a group of people who have remembered St. Matthew in a material way in their estate planning. Those who are members of the St. Matthew Legacy Society are automatically enrolled in the Bishop’s Society of the Diocese of Olympia.
Current Contact: Barney Hartley 253-942-8222 barneyhartley@yahoo.com
How can I join? Contact Barney Hartley or Fr. Haynes
(Please see APPENDIX I – St. Matthew Legacy Society Registration Form below)

ST. MATTHEW QUILL
Description:
St. Matthew Quill is an introspective group where participants gather to share the gift of creative writing utilizing a number of methods and genres.
Current Leader: Caitlin Dawes 253-307-1386 golistentomycds@aol.com
How can one join? Contact Caitlin Dawes

SUMMERTIME DAY CAMPS
Description:
The Summertime Day Camps is for children ages 3-10(ish) who are seeking supplementary care and education in the summer months. This is a developing program with it’s inaugural year being summer of 2020.
How do I help/join? Contact Fr. Haynes

SUNDAY SCHOOL
Description:
The Sunday School is divided into two general areas: The Lower Sunday School (children pre-K through 5th Grade) and the Upper Sunday School (6th Grade through 12th Grade). The Lower Sunday School meets weekly from September through June during the 9 am Education Hour in Classroom 1 using Godly Play, a Montessori-based Sunday School curriculum developed specifically for the Episcopal Church. The Upper Sunday School is in session only in years where youth in this age group are preparing for Baptism, Confirmation, or Reception into the Church. During academic year 2018-2019, this class is not meeting.
Current Leaders: Lower School – Anne Hartwig 253-227-7290 hartwia@comcast.net
Upper School – Nan Martin Clapp 253-905-1701 clappjnb@yahoo.com
How do I help/join? Contact Anne Hartwig, Nan Martin Clapp, or Fr. Haynes
( Please see APPENDIX H – Christian Education Standards below)

USHERS
(see Greeters and Ushers above)
VACATION BIBLE SCHOOL (VBS)
Description:
Vacation Bible School is a week-long summertime educational opportunity for school age children. Each year a different theme is emphasized as a means of promoting faith development and Biblical literacy.
Current Leaders: Terry Elofson 253-670-1948 thelofson@gmail.com
How do I help/join? Contact Terry Elofson

VESTRY
Description:
The Vestry is a nine-member elected lay leadership council of the parish which meets monthly, and functions as the board of the parish in concert with the Rector according to parish by-laws and diocesan and national canons. Three lay people are elected to the Vestry at our parish Annual Meeting each January for a three-year term. The Vestry responsibilities are to oversee and manage the parish finances, parish buildings and to choose individuals to fill various positions of leadership and representation. The Vestry also serves as an advisory council to the Rector who, by church law, is the parish’s chief liturgical and pastoral officer. The Vestry has in its membership two Warden’s: one Senior (appointed annually by the Rector) and one Junior (elected annually by the remaining lay vestrypersons). The two Wardens and the Rector comprise the Executive Committee of the parish. The Vestry also appoints three officers annually: Clerk, Treasurer, and Chancellor. Vestry meetings are open to all except when in executive session.
Current Vestry: Randy White, Sr. Warden (Class of 2020) 253-719-3345 watac2001@yahoo.com
Sherry Mees Hartley, (Class of 2020) 253-310-7271 smees@comcast.net
John Kennedy (Class of 2020) 253-927-9254 johnkennedy@harbornet.com
Jeff Clapp (Class of 2021) 253-906-9484 clappja@plu.edu
Sharon Wilhelm (Class of 2021) 253-943-3530 sharwilhelm@comcast.net
Elizabeth Holland (Class of 2021) 206-947-9176 bionicterp@gmail.com
Caitlin Dawes (Class of 2022) 253-307-1386 golistentomycds@aol.com
Dan Hull (Class of 2022) 253-222-8134 dghu1123@comcast.net

Member Ex Officio: Fr. Kendall Haynes, Rector 253-224-7554 fatherkendall@gmail.com

Vestry Officers: Sandy Goretti, Clerk 253-927-0730 theggirl1@aol.com
Kathy Manning, Treasurer 360-485-8467 olywakathleen@gmail.com
Tom Peterson, Asst. Treasurer (vacant), Chancellor 253-677-5114 tommynp@comcast.net

How can I join? Come to the meetings; Ask a lot of questions; Seek to be nominated

WEBSITE and SOCIAL MEDIA
Description:
For many who encounter St. Matthew, our website (www.neighborhoodparish.org) is the front doorstep of the parish. Most of the parish’s information can be found there. Our Facebook presence serves to enhance our web presence by advertising special events that are held throughout the year.
Current Webmaster: Fr. Haynes
APPENDIX A

Coffee Hour Policy

Currently (as of March 8, 2018), our St. Matthew Coffee Hour Policy is as follows:

The Parish Directory is the basis for names to be assigned for Coffee Hour in alpha order. If for whatever reason you are unable to serve, at all, please advise the “scheduler”* (see below).

Two to four people are usually assigned each week.

The Church furnishes coffee, tea, sugar/sweetener, creamer, apple juice, glassware...cups, plates, plastic glasses for juice and silverware. Should you want to use other disposable products, you are welcome to provide them yourself.

The menu is up to you. It can be coffee/tea or coffee/tea and cookies or coffee/tea and much more. The Coffee Hour team for the Sunday makes the call.

Duties: Set-up the serving table, make the coffee, setout whatever utensils you are using, wash the dishes (if glass is being used) and silverware, clean up the kitchen and tables as needed, vacuuming is done by our Sexton.

Coffee Hour at St Matthew is a wonderful time to visit with fellow parishioners, both new and long-time members, neighbors and friends. We do not want it to be a burden for any of our people. We are always open to suggestions on how to make this time even better. Should you have suggestions they can be directed to any member of the Vestry.

* “scheduler” currently is Tom Peterson, 253-677-5114 or tommynp@comcast.net

(tnp, 3/8/18)
APPENDIX B

Worship Leader Customary (w/ Acolyte Duties)

Definition:
• Lay person who regularly leads public worship under the direction of the member of the clergy
• A communicant in good standing
• A confirmed member of the Episcopal Church
• Licensed by the Bishop of The Diocese of Olympia

Plan for training to become a Worship Leader:
• One or two group sessions to learn about being a server, reader and Eucharistic Minister
• Partner two times with a current Worship Leader
• Act as Worship Leader two times on your own
• One or two group meetings to review Daily Office: Morning, Noon Day and Evening Prayer
• Partner two times with a current Worship Leader in these services
• Conduct the Offices on your own
• One Group meeting covering duties of a Eucharistic Minister
• Acting as a Eucharistic Minister under observation by a current Worship Leader

To serve as a Worship Leader at St. Matthew, one must also be licensed as a Eucharistic Minister

Responsibilities of a Worship Leader at St Matthew
• Familiarize yourself with your duties
• Be on time
• A team member
• Prayer discipline
• Completed “Safe Guarding Gods Children” with current certification
• Pledge of financial support to St. Matthew

All Worship Leaders
• Attend meetings, special rehearsals and training sessions
• Serve when scheduled, arrange for substitute and notify the Sunday Ministry scheduler
• Be familiar with Worship Leader, Eucharistic Minister, Lector and Usher Customaries
• Be prepared...Scripture/Prayers

Sunday Duties
• Arrive 30 minutes to 1 hour before the liturgy begins
• Check in with Celebrant
• Do your Sunday Duties as described in the Worship Leader, Eucharistic Minister, Lector and Usher Customaries

Special Duties
• Be prepared to Officiate at the liturgy in the case of an emergency absence of clergy
• Be prepared for any emergency that might happen during the service

8 am Liturgy Preparation
• ARRIVE BY 7:30 am (at the latest)
• Unlock both front doors; Open both doors to the Nave and prop open Chapel door; Turn on light in Chapel
• Check thermostats for anything unusual; Otherwise, all should be set automatically
• Turn on lights: Narthex, Nave/Sanctuary, Sacristy, Parish Hall, Education Wing (hall, library, nursery, Classroom 1)
• Make sure Worship Guides are out
• Check to see if all furniture is in place; Take cover off the piano
• Mic: Turn amplifier power on (one switch upper right corner) and check the Mic batteries and replace if necessary
• Make sure Processional Cross is placed in the Narthex to take down the aisle
• Be sure Gospel Book is the only thing on the Altar (center), with Gospel Reading for Sunday indexed (red ribbon)
  o Although the following is usually taken care of by an Altar Guild (AG) member (Double check), please ensure these items are taken care of as sometimes an AG person may not be present at the 8am liturgy:
    1. Glass of water on Altar behind Epistle Candle
    2. Credence table: tall glass Chalice with Purificator, Pall, and Corporal and short glass Chalice with purificator
    3. Three Cruets – on the Credence Table
       • One filled with wine
       • One filled with alcohol-free wine (AFW)
       • One filled with water
    4. Paten with Bread (remove wrapping) & Gluten-free wafers in container on Credence Table
    5. Lavabo Bowl and Mundatory Towel
    6. Small spoon on Credence Table
    7. The tray holding the Consecrated wheat and Gluten-free wafers and wine behind the Re-Table
    8. Sanctuary light lit on Re-Table
• Vest – Cassock-Alb, Cincture and Pectoral Cross
• Ring the Tower Bell – 12 min before service begins
• Place Worship Guide (staple removed) on stand in front of Presider’s Chair
• Lighting of Candles
  o 15 min. before the liturgy
  o Epistle candle first followed by the Gospel candle then two torches by the Lectern
  o Note that if Paschal candle is to be lit, light it first followed by the above order
    ▪ Days to light the Paschal Candle: Baptism of our Lord; All Easter liturgies (Great Vigil of Easter through Pentecost and all Wedding and Burial Liturgies); All Saints’ Day; when instructed to by the Celebrant
• Place Worship Guide (staple intact) on the Worship Leader and Acolyte’s chairs
• Check with the Celebrant: Is there anything special to be done?
• Be ready with the Celebrant for a prayer 2 min before the liturgy begins
• Ring “gong” three times before processing if Fr. Haynes is not presiding
• Silent Procession with the cross...Acknowledge Altar Cross (pause) and take Processional Cross to stand on right side of the Credence Table and move to your seat

8 am Liturgy of the Word
Read Scripture: Old Testament, Psalm and New Testament, read from the lectern (Example of Intro for reading of 1st and 2nd lessons... “A reading from Isaiah” (Please do not announce chapter or verses); Psalm... “Please join with me as we say together Psalm 121”

After Celebrant (or Deacon) reads the Gospel, you may move to a pew for the sermon and return to your seat afterwards

Read the prayers of the people
• Allow pauses for intercessions from the congregation
• Celebrant finishes prayers with a concluding collect

After exchanging the Peace with the Celebrant:
• Take Gospel Book off Altar and set it on table next to Credence Table
• Set Altar Missal on the Altar on the Epistle side
• Place Chalice with Purificator, Pall, and Corporal on the Altar (centered below the Altar Cross). Place Alcohol-Free Wine Chalice and Purificator directly behind the wine Chalice
• Exchange Peace with congregation if time permits
• Sit for announcements
• Stand next to Celebrant if Birthday and Anniversary Blessings are given

8 am Liturgy of the Table
Offertory
• Offertory sentences – Celebrant
• Take 2 Offering Plates to Usher at the Gate
• Take the count of the congregation (including Celebrant and self...all people in attendance)
• Receive offering plate and hold up for Celebrant to Bless
• Place plates on shelf under the Credence Table

Serving the altar – after the Celebrant or Deacon sets the Table
• Take stoppers/tops off all Cruets
• Bread...bring to the Celebrant along with any wafers that have been set out to be consecrated
• Take Wine and Alcohol-Free Wine Cruets to the Celebrant. Celebrant may give you back the wine cruets. If so, take it/their back to the Credence table.
• Take Water Cruet, Lavabo Bowl and Mundatory Towel (towel over left wrist) to the Celebrant. Celebrant will take the water and pour it into Chalices. The Celebrant will then give you back the Cruet of water, at which time you will pour water over the Celebrant’s hands. When the hand washing is complete, the Celebrant will dry his/her hands with the Mundatory Towel. Return the water, Lavabo Bowl, and Mundatory Towel back to the Credence table. Return to the Altar and remain at the Altar through the Eucharistic Prayer and your reception of Communion
• After receiving the Sacrament, administer the Chalice (per the Eucharistic Minister Customary) following the Bread to all communicants. Should one desire AFW, set the wine Chalice and Purificator on the Altar, pick up the AFW Chalice and Purificator and serve the communicant. Once the AFW communicant has received, then retrieve the regular wine Chalice and Purificator.
• Following Communion, place your Chalice on the Credence Table for the Ablutions. You or the Celebrant may consume any remaining bread and/or wine reverently with your back to the congregation.
• Return to Altar for the Post-Communion Prayer and Blessing

After the Blessing pick up the Processional Cross
• Bring the Processional Cross to the gate, face the Altar with a pause and then turn about face and proceed up the aisle
• Following the dismissal the Celebrant will say a concluding prayer with you

Following the 8 am Liturgy
Snuff out candles;
• The Gospel Candle first, then the Epistle Candle followed by the two torches at the Lecturn.
• When the Paschal Candle is lit, leave it burning through the 10 am liturgy.

Register the count of Attendance
• Fill out the “Service Data Sheet”, which is located in the Sacristy. The Celebrant is to be the recorder of the Register.
• Put the completed “Service Data Sheet” in the completed holder.

10 am Liturgy Preparation
• Before the 10am service check to see that the assigned Ushers, Eucharistic Minister (EM) and Lector are present (if not, ask other Ushers to sub; ask another licensed EM to step in; ask another Lector to read)
• Acolyte/Crucifer (A/C)...Make sure Processional Cross is placed in the Narthex (WL may need to do this if A/C is not present. WL, by default, is the Crucifer if there are no Acolytes present)
• Acolyte/Gospel Book Bearer (A/GBB) processes in with the Gospel Book (WL carries in if only one Acolyte available and sets the Gospel Book on the Gospel side of the Altar). If there are no Acolytes, set the Gospel Book on the Gospel side of the Altar prior to the beginning of the Liturgy.
  • Usually taken care of by an Altar Guild member, but double check
    1. Glass of water on Altar behind Epistle Candle
    2. On the Altar centered under the Altar Cross: large glass Chalice, Purificator, Pall, Paten, Burse (with Corporal inside), Veil, and Eucharistic Visitor Kit behind the stack
    3. Credence table: one Cruet with water; one Cruet with alcohol free wine (AFW); one Glass small Chalice and Purificator; one large Chalice & Purificator; Lavabo Bowl and Mundatory Towel; small spoon and dish; Eucharistic Visitor Kit (if not on Altar behind the stack); and Gluten free wafers in container if needing to be consecrated
    4. Small table at entrance to the Nave: one glass Cruet with wine and one Paten with bread
• Vest – Cassock-Alb, Cincture and Cross
• Microphones/Sound System: (if not done at 8:00 am, see customary above)
• Ring Bell – 12 min before service begins…Ushers are to handle themselves or have some young people do this, but you are to be sure they do
• Lighting of Candles…done by Acolyte, but WL handles if Acolyte not ready 15 min before service
  o 15 min. before the service
  o Epistle candle first followed by the Gospel candle then two torches by the lectern
• Place riser at Lectern if WL or Lector needs extra height (this helps put one in correct position for best mic projection)
• Ensure Worship Guides for the Celebrant, Worship Leader and Acolyte(s) are set at their seats from the 8 am liturgy
• Check with the Celebrant: Is there anything special to be done?
• Be ready with the Celebrant for a prayer 2 min before the liturgy begins
• Ring “gong” three times before processing if Fr. Haynes is not presiding
• Order of procession…A/C, WL (with hymnal…singing), A/GBB, Celebrant
• When procession reaches Altar: A/C acknowledges the Altar (pause), takes the processional cross to the stand on right side of the Credence Table, and moves to his/her seat; WL will pause bow, unless carrying the Gospel Book and move to his/her seat; A/GBB will set Gospel Book on the Altar, bow and move his/her seat

10 am Liturgy of the Word

WL turns on mic.

Scripture readings
• Lector reads the 1st lesson Example of intro...“A reading from Isaiah...” (omitting chapter and verse)
• WL reads, using mic, the Psalm and the 2nd lesson; Intro example for Psalm “Join me as we say together Psalm 21”...Intro for 2nd lesson like 1st lesson intro
• A/GBB carries Gospel Book for Gospel Procession...WL does this if Acolyte not available
  o Following the first verse of the Gradual Hymn [or at the Celebrant’s cue], take the Gospel Book from the Altar and proceed up the center aisle, turn facing Celebrant or Deacon, open Gospel Book and hold for the Celebrant or Deacon to read the Gospel. At the end of the Gospel reading, take the book back to the Altar and move to the front pew for the sermon.
• At the end of the sermon WL and Acolytes return to their seats.

The prayers of the people
• Lector reads the Prayers of the People as printed in the Worship Guide...Allow Intercessions from the congregation
• Celebrant concludes the prayers with a collect

After exchanging the Peace with the Celebrant:
• Acolyte (WL if Acolyte not present) take Gospel Book off Altar and set on table next to Credence table
• Set Altar Missal on the Altar on the Epistle side
• Set Eucharistic Visitor Kit on Altar unless already there
• Take stoppers/tops off all Cruets
• Exchange Peace with congregation if time permits
• Announcements: have mic ready in case any communicant wants to make an announcements...take mic to them
• Stand next to Celebrant if Birthday and Anniversary Blessings are given

10 am Liturgy of the Table

Offertory
• Offertory Sentences said by the Celebrant
• WL takes four collection plates to the Ushers at the gate
• Two communicants (Oblation Bearers) will bring elements (bread and wine) forward and place them on the Altar
• As soon as the Offertory is collected, the Ushers will bring the plates forward. The WL will take the plates and hold them up for Celebrant to bless. Afterwards, the WL places the plates under the Credence Table shelf.

Serving the altar – after the offertory sentence: WL should stand in a spot that he/she can assist the A/GBB if needed
• Take stoppers/tops off all Cruets (If not already done as noted above)
• AFW Chalice (in right hand) and AFW Cruet in left hand (top off). Move to the Altar setting the Chalice on the Altar. Then move the AFW Cruet to your right hand with the handle towards the Celebrant. He/she will take AFW Cruet to pour into the AFW Chalice. Celebrant will then usually give you back AFW Cruet which you take back to the Credence Table.
• Take Water Cruet, Lavabo Bowl and Mundatory Towel (towel over left wrist) to the Celebrant. Celebrant will take the water and pour it into Chalices. The Celebrant will then give you back the Cruet of water, at which time you will pour water over the Celebrant’s hands. When the hand washing is complete, the Celebrant will dry his/her hands with the Mundatory Towel. Return the water, Lavabo Bowl, and Mundatory Towel back to the Credence table. Return to the Altar and remain at the Altar through the Eucharistic Prayer and your reception of Communion
• WL and A/GBB remain at the Altar on the Epistle side during the consecration with the EM and A/C on the Gospel side
• A/GBB (WL if A/GBB not present)...Put the second chalice and the already consecrated Gluten-free wafer container from behind the Re-Table on the Altar after the consecration of the elements as the Celebrant takes communion
• After A/C and A/GBB receive communion the A/C goes to his/her station. The A/GBB stands behind the center of the Altar ready to refill WL and EM Chalices if need be. If no Acolytes are present, WL and EM will refill their own Chalices as needed.
• After receiving the Sacrament, administer the Chalice (per the Eucharistic Minister Customary) following the Bread to all communicants. Should one desire AFW, set the wine Chalice and Purificator on the Altar, pick up the AFW Chalice and Purificator and serve the communicant. Once the AFW communicant has received, then retrieve the regular wine Chalice and Purificator.
• Following Communion, place your Chalice on the Credence Table for the Ablutions. You or the Celebrant may consume any remaining bread and/or wine reverently with your back to the congregation.
• Return to Altar for the Post-Communion Prayer and Blessing

After the Blessing
• A/C picks up the Processional Cross. A/GBB picks up the Gospel Book (If there is only one Acolyte, the WL will carry the Gospel Book out; if there is no Acolyte, the WL will carry the Processional Cross out).
• At the end of the first/second verse of Processional Hymn, the A/C moves to the Altar...faces the Altar...pauses...turns and processes out followed by the WL and/or A/GBB...and then followed by the Celebrant.
• Following the dismissal the Celebrant will say a concluding prayer with you

Following the 10 am Liturgy
Snuff out candles; (Done by Acolyte if present, but WL handles if not)
• The Gospel Candle first, then the Epistle Candle followed by the two torches at the Lecturn.
• When the Paschal candle is present, leave it burning until after the congregation has left.

Microphone/Sound System
• Mic: Turn amplifier power off (one switch upper right corner) and place the Mic (turned completely off) back in its storage box

Register the count of Attendance
• Fill out the “Service Data Sheet”, which is located in the Sacristy. The Celebrant is to be the recorder of the Register.
• Put the completed “Service Data Sheet” in the completed holder.

General notes...
• Do not chew gum when you are a WL
• When consecrated bread falls to the floor or rail, pick it up and consume
• Administering the chalice
  o Guide the cup to lips of those receiving while saying appropriate words (in Prayer Book - two choices).
  o Some may want to take Chalice, but keep your hand on it as well (after receiving wipe edge of cup with Purificator and turn cup to be ready for next person)
  o When using a Purificator to wipe the Chalice try to keep the “embroidered cross” away from the wine
  o Some may not want to receive the wine (arms crossed)...be alert, pause in front of them and say the words as though they are receiving the wine
  o Some may have host in their hand...take the host dip into wine and place in person’s mouth. Do not allow person to dip the host into the cup.
  o Keep enough wine in the Chalice so communicant receives an adequate amount of wine. If you need to fill your Chalice, do so from in back of the Altar facing the congregation
If consecrated bread drops into the Chalice, take it out with spoon provided, or exchange the Chalice

- Be responsive... “Amen’s”... “And also with you”, etc.
- If you are carrying an item, i.e., Cross, Gospel Book, Banner, you do not bow in front of the Altar...you “pause”.
- When not carrying anything and you move from one side of the Altar to the other you face the Altar and bow. One never “curteys”
- Stand when Celebrant stands, kneel when Celebrant kneels (exception when Celebrant stands towards end of The Confession if all are kneeling) and bow when Celebrant Bows.
- Be alert to any special needs of the Celebrant during the liturgy...be ready to serve
- If Fr. Haynes is away and we have a Supply Priest, arrive by 7:15 AM at the latest. Go over the liturgy (worship guide) advising the Celebrant what parts you do etc. and answering any question he/she might have. Ask if the Celebrant would like you to introduce him/her at the start of each liturgy. At the end of the liturgy thank the Celebrant for being with us.

(kth, 9/28/18)

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**APPENDIX C**

**Lay Eucharistic Visitors**

**Definition**

- Lay person licensed by the Bishop of the Diocese of Olympia to take the Consecrated Elements in a timely manner following a celebration of Holy Eucharist to members of the congregation or others, who, by reason of illness or infirmity, were unable to be present at the celebration
- Overseen by the clergy

**Responsibilities of a Eucharistic Visitor**

- Familiarize yourself with your duties
- Be on time
- A team member
- Pledge of financial support to St. Matthew
- Prayer discipline

**All Eucharistic Ministers**

- Attend meetings, special rehearsals and training sessions
- Serve when scheduled, arrange for substitute and notify the Sunday Ministry scheduler
- Be prepared

**Sunday Duties**

- Check in with Worship Leader
- Come to the Altar to receive the Home Communion Set when the Celebrant calls
- Following the prayer at the Altar, return to your seat for the conclusion of the liturgy
- Take Communion to an assigned person or persons
- Administer Communion following the “Eucharistic Visitor Service”
- Following your visit, return the Communion Kit to the sacristy
- Consume left over wine and wafers/bread
- Fill out the “Service Data Sheet”, which is located in the sacristy. Please note that the “Number Attending” is to be the total of all people participating (including yourself)
- Put the completed “Service Data Sheet” in the completed holder
- Advise the clergy of any pastoral problems and/or unusual circumstances that might arise

(kth, 9/28/18)
APPENDIX D

Eucharistic Minister Customary

Definition
• Lay person licensed by the Bishop of the Diocese of Olympia to administer the Consecrated Elements at a Celebration of the Holy Eucharist

Responsibilities of a Eucharistic Minister
• Familiarize yourself with your duties
• Check in with the Worship Leader when scheduled to serve
• Be on time
• A team member
• Pledge of financial support to St. Matthew
• Have a Prayer discipline

All Eucharistic Ministers
• Attend meetings, special rehearsals and training sessions
• Serve when scheduled, arrange for substitute and notify the Sunday Ministry scheduler
• Be familiar with Worship Leader and Lectors work sheet
• Be prepared

Sunday Duties
• Arrive 20 minutes before the worship service begins
• Check in with Worship Leader
• Do not vest
• Come to the Altar at the same time that the Ushers bring the Offertory forward
• Stand to the right of the Celebrant (Gospel side of the Altar) facing the congregation
• Administer the Chalice...to Gospel side of the rail
  o Guide the cup to lips of those receiving while saying appropriate words loud enough that the person receiving can hear them (The Prayer Book has two choices p. 365). Some may want to take cup, but keep your hand on it as well (after receiving wipe edge of cup with purificator and turn cup to be ready for next person)
  o When using a purificator to wipe the chalice, try to keep the “embroidered cross” away from the wine
  o Some may not want to receive the wine...be alert (one indication of this would be if a person has their arms crossed across their chest)
  o Some may have the host in their hand...take the host dip into wine and place in person's mouth. Do not allow person to dip the host into the cup.
  o Keep enough wine in the Chalice so communicant receives an adequate amount of wine. If you need to fill your Chalice, do so from in back of the Altar facing the congregation, or allow the Acolyte to fill the Chalice
  o If you should run out of wine, and there is none left in the cruet, ask the Worship Leader if he/she has enough to accommodate those yet to receive. If not, take consecrated wine from behind the Re-Table.
  o If communicant desires alcohol free wine (AFW), go to the Altar, set your wine Chalice and purificator down and pickup AFW Chalice and purificator and administer the AFW Chalice. Then return for your Wine Chalice and purificator. Do not use the wine purificator in place of the AFW purificator.
  o If consecrated bread drops into the Chalice, take it out with the spoon provided, or exchange the Chalice
  o Change the purificator when needed...extra purificator will be in the burse on the alter
  o At the conclusion of the administration of the chalice, take the chalice to the Credence Table, allow the Celebrate and Worship Leader to consume the consecrated elements (you may be asked to help consume the wine and bread)
• If you see Consecrated Bread on the rail or floor pick it up and consume
• Return to your seat after reverencing the Altar

(kth, 9/28/18)
APPENDIX E

Lector Customary

Definition

• Reads Scripture and Prayers of the People during the 10 am Liturgy (or other special occasions).
  o Trained as a Lector by the clergy
  o Does not have to be licensed by the Bishop of the Diocese of Olympia

Responsibilities of a Lector

• Prayer discipline
• Attend Corporate Worship regularly
• Pledge of financial support to St. Matthew
• Familiarize yourself with your duties
• Do not vest
• Work as part of the Worship team
• Attend training as scheduled on an ongoing basis
• Be ready to read Scripture or prayers in an emergency
• If you cannot serve on the date you are scheduled arrange for a substitute and notify Sunday Ministry scheduler of the change

General Duties

• Study and practice the assigned Scripture lesson (Usually the first lesson) and the Prayers of the People during the week
• The lessons and Prayers of the People are printed in the weekly Worship Guide sent via email from the Parish Office or on the glass table outside the Nave doors after Thursday
• Arrive 20 minutes before the liturgy begins
• Check in with the Worship Leader when you arrive at the church
• Read from the Lectern using the microphone

Sunday Duties

• Scripture Reading
  o Come to the Lectern
  o Adjust the microphone (check to ensure it is ON)
  o Pause before you begin the introduction
  o Introduction of the lesson...read the introduction to the lesson and then its origin i.e. “A reading from the Book of Acts”...do not give the chapter and/or verses
  o Read the lesson slowly and distinctly with feeling, as if you are telling a story
  o At the end of the reading, pause for 5 beats before saying, “The Word of The Lord” (or what is printed in the Worship Guide)
  o Return to your seat

• Prayers of the People
  o Come to the Lectern (usually following The Nicene Creed)
  o Adjust the microphone, do not touch the head of the Microphone
  o The Lector reads prayerfully and slowly the Prayers (pausing for intercessions where appropriate from the congregation) through the Confession
  o Step down from the lectern and stand to the side until the Peace. After exchanging the Peace with the Altar Party, return to your seat.

(kth, 9/28/18)
APPENDIX F

Ushers Customary

Calling
One of the first faces most worshipers see on Sunday morning as they enter St. Matthew is that of the Usher. The person involved in this ministry will want to appear cheerful, warm and, loving so as to set the tone for the worship experience right from the beginning. Ushers are an important extension of the welcome to St. Matthew, helping move people through the liturgy with ease and joy.

Tasks
- Arrive 25 minutes before the liturgy
- Put your name tag on
- Check the heat; Check the lighting…Turn on all lights in the Nave/Sanctuary including the two spots over the Cross
- Make sure the Worship Guides are ready to be handed out. Copy more if necessary
- Select a family (or two individuals) to “take up” the Oblations (bread & wine)
- Make sure families with children are aware of the special rug seating up front; help them know where the books and crayons are in the back of the nave
- Be aware of the activity in the Narthex during the liturgy
- Ring the bell at the end of the liturgy

The Count of Attendance
- Approximately 15 minutes (or when you believe all latecomers have arrived) after the service begins count EVERYONE in the BUILDING i.e. Clergy, WL, Acolytes, Musicians, Congregation, Sunday School students and teachers, Nursery and in the Kitchen…EVERYONE. Remember the count is not an estimate or a guesstimate but an actual count…update if anyone arrives after you have taken the initial count
- Put the total number on a small piece of paper and place under edge of the bread on the table inside the Nave door
- Fill out the attendance form located in the Sacristy

Offertory Plates (after the announcement of Offertory hymn or anthem)
- At the time of the offering, parishioners you have selected will take the Oblations up to the rail, following the Ushers.
- Ushers go up to the rail and receive four Offertory Plates from the Acolyte/Worship Leader. Then they go to the left and right aisles and pass one plate to your left and one to your right, asking the first person in the aisle to pass the plate to the next person. **Do not just look for people who have their “money out”: pass it to everyone.**
- After the finish of the collection, Ushers immediately take the plates up the center aisle (do not wait for an Acolyte/WL to be standing between the rail waiting for you) handing them to the Acolyte/WL (or set them on the Altar if A/WL not available), after which return to your station

Communion
- Releasing the congregants to the Altar Rail:
  - After the Celebrant invites the congregation to receive by saying, “The Gifts of God for the People of God”, the usher is to position himself/herself at the front of the side aisle releasing the two pews (on either side of the aisle) to receive. **Make sure the rail is full at all times**, even having people stand in a short line in the aisle. Be aware that you can instruct people to fill in the rail whether on their side or the other side.
- Be aware of anyone with a disability or someone who may need more time to get to the rail
- Ushers are the last to take communion and at this time advise the Celebrant if there is any one in the congregation that needs communion brought to them.

Housekeeping
- After the Dismissal, tidy up the pews, by collecting all the Worship Guides and debris and discard
- Make sure Hymnals and Prayer Books, etc., are adequately distributed throughout the pews
- Tilt all kneelers to their upright position; Turn off all the lights in the Nave

(kth, 9/28/18)
Greeters are an important part of what makes St. Matthew a friendly, attractive place to worship. This ministry provides a friendly welcome to guests and new members as well as to longtime parishioners.

Greeters rotate schedules, serving in pairs at the 10 am Sunday liturgy (and at special liturgies as scheduled).

**Purpose**
To give people a warm and welcome feeling as they enter St Matthew whether it be for the first or hundredth time.

**Characteristics of Effective Greeting**
- Greeters offer a natural spoken greeting
- Greeters make eye contact and smile
- Greeters reserve their conversation to those they are greeting – and do not engage another greeter in conversation at the exclusion of those entering the church
- Greeters stay on duty after the liturgy begins and during Coffee Hour in the Parish Hall
- Greeters remember, record and introduce guests
- Greeters reflect many generations

**Sunday Duties**
- Arrive at the church 25 minutes before the start of the liturgy
- Put on your Name Tag
- Have pen and paper available to jot down any information you may want to pass to the clergy, i.e., names of new people, pastoral concerns, etc.
- Help to make people feel welcome...Smile...“Good Morning”...“Welcome to St. Matthew”...Introduce yourself...Would your children like to attend our Sunday School or Nursery (If yes...Take them to Sunday School or Nursery room and introduce them to teacher/attendant). Advise Newcomers of the location of restrooms...Offer information pieces about St. Matthew to new people...Invite newcomers to Coffee Hour...Obtain names of newcomers
- While it is very easy to talk with people you know, do not lose sight of the fact you are on duty to greet everyone
- During the liturgy, if you see a newcomer having problems, give them assistance
- After the liturgy, invite any newcomers you met to join us for Coffee Hour and introduce them to other parishioners

(kth, 9/28/18)
APPENDIX H

Christian Education Standards

Pre-K through Kindergarten

By the end of Kindergarten, students should be able to:

1. Name the three parts of the Bible and the four Gospels
   a. Old Testament/Hebrew Scriptures: tells of God’s people before Jesus was born
   b. Apocrypha: the books between the Old and New Testaments, sometimes called the “hidden books”

2. Know the Christmas, Easter, and Pentecost stories

3. Share at least three simple Bible Stories

4. Know the name of our Parish, Rector, and Bishop
   a. St. Matthew Episcopal Church
   b. The Rev. Kendall Haynes
   c. The Rt. Rev. Greg Rickel

5. Name the various parts of the church building
   a. Nave/Sanctuary, Narthex, Sacristy, Parish Hall, Classrooms

6. Say the Lord’s Prayer and offer other simple prayers and blessings

7. Offer simple grace over food, simple prayer of thanks, simple prayer for self and someone else

8. Be exposed to church songs and hymns

9. State two ways they might minister to others
   a. For example:
      i. Church School offering
      ii. Being kind/helpful when people are sick or in need
      iii. Sharing with others

10. Have a sense of stewardship by contributing a weekly offering and helping with tasks

Grades 1-3

By the end of 3rd Grade, students should be able to:

1. Be able to recite the Ten Commandments and Summary of the Law
   a. Ten Commandments: Deuteronomy 5:6-21; Book of Common Prayer, pg. 350

2. Be able to find chapter and verse for biblical reference
   a. Example: Mark 12: 29-31
      (Book) (Chapter) (Verse)

3. Be familiar with at least 15 Bible stories
4. Know the difference between the Old Testament/Hebrew Scriptures, Apocrypha, and New Testament
   a. Old Testament/Hebrew Scriptures: Collection of books, which tell the story of the Hebrew people prior to Jesus’ birth. It covers creation, God’s covenant (promise) with God’s chosen people (the Hebrews), the giving of the law and history of the prophets.
   b. Apocrypha: texts written in the Jewish religious tradition either in the Intertestamental period or in the early Christian era, but outside the Christian tradition. It does not include books in the canonical Hebrew Bible, nor those accepted into the canon of some or all Christian faiths.

5. Be exposed to the Apostles’ Creed and the concept of the Holy Trinity
   a. Book of Common Prayer, pg. 304

6. Be introduced to the Book of Common Prayer with an emphasis on Holy Baptism and Holy Eucharist

7. Know the seasons of the Liturgical Calendar and their corresponding colors

8. Continue exposure to church songs and hymns

9. Participate in three acts of ministry to family, parish, and community; Be able to explain what was done and why
   For example:
   
<table>
<thead>
<tr>
<th>Family</th>
<th>Parish</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra chores to help</td>
<td>Straightening pew books after the liturgy</td>
<td>Recycling</td>
</tr>
<tr>
<td>Sharing with siblings</td>
<td>Helping with classroom clean-up</td>
<td>Collecting socks for the homeless</td>
</tr>
</tbody>
</table>

10. Participate in parish stewardship, including a regular weekly offering

11. Offer prayers of thanks, grace, and intercession

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**Grades 4-5**

*By the end of 5th Grade, students should be able to:*

1. Know the details of at least 25 Bible stories

2. Reflect and discuss Christian values based on the Ten Commandments
   a. Speak about duty to God and duty to neighbor
   b. Note strong emphasis on love as a Christian’s duty and responsibility (Book of Common Prayer, pgs. 847-848)
   c. Be able to reflect on how the Faith applies to their own lives

3. Offer prayers, both written and extemporaneous

4. State the names and some facts of at least 5 Saints

5. Be aware of and familiar with the Liturgical Calendar

6. Know the names of the parts of the church: the furniture, the vessels, the vestments, and common Christian symbols
   a. Furniture
      i. Altar, lectern, font, pews, kneelers, Bishop’s throne, etc.
b. Vessels
   i. Fair linen, burse, veil, pall, corporal, Paschal Candle, chalice, paten, purificator, ciborium, tabernacle, etc.
c. Vestments
   i. Alb, amice, cincture, stole, chasuble, cope, cassock, surplice, etc.

7. Recite and explain the Apostles’ Creed

8. Name and explain the two great sacraments: Holy Baptism and Holy Eucharist
   a. Book of Common Prayer, pg. 857

9. Recite and explain the Nicene Creed

10. Define and act out stewardship in terms of pledge and offerings of time, talent, and treasure
The St. Matthew Legacy Society

Registration Form

Membership in the St. Matthew Legacy Society (SMLS) is open to all who have named St. Matthew Episcopal Church, Browns Point/Tacoma in their estate plan. SMLS members are also automatically members of the diocesan Bishop’s Society. Your thoughtful and caring gift will sustain the ministries of St. Matthew for years to come. Please join us by simply completing this form.

I/We have designated St. Matthew Episcopal Church, Browns Point/Tacoma (to support the parish’s ministries, programs, operations, and capital building projects) in my/our will(s) or other estate plan.

My/Our legacy gift is (check all that apply):

- Unrestricted as to purpose, to provide maximum flexibility for future mission and ministry.
- Restricted as to purpose, for the following parish ministry (e.g., capital projects, Outreach, Liturgy & Arts, etc.):

________________________________________________________

________________________________________________________

- Designated for endowment, with income expended annually and the principal invested in perpetuity.

I/We have made a commitment that will be funded with (check all that apply):

- A bequest in a will
- Retirement account
- Real property
- Living Trust
☐ Life Insurance (please provide company name and policy number under “Other”)
☐ Other:


Regarding recognition:
☐ I/We wish to be listed with other SMLS members in publications as follows:


☐ I/We prefer to remain anonymous in publications, but wish to accept the other membership benefits.
☐ My/Our name(s) may be published after the commitment is realized.

Name(s) & birthdate(s):


Address: 

City: __________ State: _______ ZIP: __________

Phones:
home: (____) __________ cell: (____) __________ 2nd cell: (____) __________

Email address(es)


Today's Date: __________________________

Thank you!

Please return this form to:
St. Matthew Episcopal Church 6800 Eastside Dr. NE, Tacoma WA 98422
If you have any questions, please contact Barney Hartley at barneyhartley@yahoo.com.
APPENDIX J

The Memorial Garden
St. Matthew Episcopal Church, Tacoma WA

In 2008, St. Matthew Episcopal Church set aside for perpetuity and consecration a portion of its grounds for the purpose of providing a place for the committal of cremains in a tranquil haven for reflection, remembrance, and prayer. Since then, St. Matthew has established the Memorial Garden on the south side of the property to provide a place on hallowed ground for committals. Prior to the words in the Burial Office, “earth to earth, ashes to ashes, dust to dust”, we place the cremains into the earth which has nurtured us all of our lives and from which all earthly life grows. Throughout the year, the Prayers of the People provide an occasion for the naming of those whom we especially wish to remember before God. This practice reminds us of our continuing relationship, through God, with those who have died.

Policy Statement

As a ministry of St. Matthew and as a sign of our hope in the Resurrection of our Lord, Jesus Christ, the Memorial Garden is open to all who wish to be committed regardless of parochial status or religious affiliation. All committals shall conform to the Burial of the Dead found in the Book of Common Prayer, be conducted by an Episcopal cleric in good standing, and with the approval of the Rector of the parish. Once the committal has occurred, the placement of the cremains is permanent.

There will be no charge for a committal in the Memorial Garden. However, any donation for the upkeep of the garden or to any other ministry of St. Matthew is gladly accepted.

There will be no individual grave markers beyond the two that currently exist in perpetuity. The site and location of each grave will be recorded on the grid of the Memorial Garden that is kept in the parish office. Individuals are listed on the Memorial Marker with only the name and dates of birth and death at no cost. The Memorial Marker is updated once a year during the dry season.

Cremains may be committed in biodegradable containers or deposited directly into the ground. When cremains have been committed, an entry is made in the parish registry of burials with a code associated with the grid map.

Post-committal, no permanent plants or artificial flowers will be permitted to be placed at an occupied committal site to retain the integrity of the landscaping of the garden and the site itself. However, plants may be purchased in accordance with the predetermined landscaping schematic as a memorial prior to a committal taking place if the planting is to occur at a desired committal site. Plants may also be purchased and planted according to the schematic at any time and for any purpose as long as the planting does not disturb a committal site that is occupied.

The Building & Grounds Co-Mission will review annually the Memorial Garden records, upkeep status, and other matters pertaining to Garden policy and also recommend any needed changes to the Vestry. An annual report will also be made to the congregation at the Annual Meeting of the parish.

Approved by Vestry 10-14-17
(updated on 7-21-18 by kth)
APPENDIX K

Organization Chart

Office of the Rector

Pastoral Care Team
(Meals, Rides, Prayer Chain/List, LEVs, etc.)

Outreach Team
(Monthly Projects, Adopt-a-Highway, Home Medical Equipment, CPR Training, Neighborhood Living Quill, etc.)

Marketing Team
(Website, Social Media, Direct Mail, Posters, Brochures)

Christian Ed. Team
(Lower Sunday School, Upper Sunday School, Vacation Bible School, Bridging the Gap, Adult Catechumenate)

Gratitude & Abundance Team
(Story Sharing, Deep Gladness/World’s Hunger/God’s Call Discovery)

College for Congregational Development Team

Liturgical & Arts Team
(Sunday Ministries, Altar Guild, Liturgical Events, Music)

Justice for the Oppressed
Evidence in Evangelism
Stewardship of All Resources
Unconditional LOVE IS THE WAY(!)
Service to Neighbor

New Member Incorporation Team
(Initial Welcome, New Member Events, Jan.-Sept. Pledging, Talent Recruitment)

Office Team

Canvass Team
(Canvass Packet Development, Pledge Campaign, Canvass Follow-up, Thank You’s)

Building & Grounds Team
(Emergency Shelter, Kitchen, Library, etc.)

Auction Team

Capital Campaign Team

Summertime Festival Team
(Film Festival, Art Show, etc.)

Summertime Youth Ministries Team
(Day Camps, VBS)

Legacy Society Team

APPENDIX K

XXX= Needing to be developed

2020 Clergy/Parish Renewal Team

THE WIDER CHURCH

EXECUTIVE COMMITTEE
(Rector, Wardens, Vestry Members)

OFFICE OF THE BISHOP

FINANCE COMMITTEE
(Rector, Warden, Treasurer, Asst. Treasurer)

STAFF
(Rector, Bookkeeper, Parish, Administrator)

OFFICE OF THE BISHOP

DELEGATES & ALTERNATES TO CONVENTION

NEIGHBORING PARISHES & MISSIONS

DIOCESAN GOVERNING BODIES

KTH 7-9-19