

Welcome to the Church of the Holy Apostles

The purpose of this booklet is to make you aware of opportunities to serve, to be involved as part of us, the Church of the Holy Apostles.

Experience has shown, seldom does a person benefit from only attending a church. When you find something you enjoy doing, some place where you know you are helping and useful, then you become part of this church, and you discover the meaning of “church” as a verb.

Please read this in its entirety – do not let the formality of words dismay you – look for what you think you would like to do – then sign up, contact someone for more information, and join us as we “church” together. If it turns out what you have picked does not suit you, choose something else. We want you to find your place and be part of us, the Church of the Holy Apostles, our church home – our family of believers.

“All are welcome, in this place”

Opportunities for Ministries

Church of the Holy Apostles is committed to a mutual ministry shared among the Laity, Vestry Council, and the Co-Pastors. Through this cooperative team effort, we seek to deepen our faith lives in order to help heal the wounds which separate one Christian body from another. As a community we minister to each other and to those in our surrounding communities while proclaiming and advocating efforts toward ecumenical action. Holy Apostles shares all things in worship, ministry, education, fellowship and administration, and separates only those things “which deep conviction requires us to do separately.”

This booklet provides you with the opportunity to share your ministry with the Church of the Holy Apostles. With two part-time clergy, we must be intentional about modeling our church as they did in the early centuries as it grew beyond the capabilities of the first disciples. This means sharing the ministry of Christ among ourselves to build His kingdom in this place. The success of Holy Apostles cannot be defined simply by the money we contribute. It must be built upon by the “hands-on” ministry we carry into our daily lives.

Today consider your opportunities to share your talents and time for service. Even if you are not fully aware of the requirements of a specific task offered, indicate your interest and you will be contacted. No matter whether you have attended here for 30 years or 30 days, Christ’s ministry is open to you, and we welcome you to join in it with us.

As you find a committee you wish to share your talents or expand your learning, please fill out the Pledge of Time and Talent form and return to the office.

Mission Statement

Remembering that we, as a unique community of
Episcopalians and Roman Catholics,
are entrusted with a vision of God's action in His people,
we declare that we have been called to a new venture
in the history of the Church.

As the Church of the Holy Apostles,
we are called to be a living sign
of the Church's efforts toward organic unity,
and to promote ecumenical ventures among Christian bodies.

We are called to share the gifts of ministry with one another,
and to be channels of God's love in the world
by involving ourselves with all others.

As Apostles, we commit ourselves to build community
by discovering our wants and needs and those of others
through calling members to share their gifts freely and to grow;
by nurturing in faith and tradition;
by celebrating renewed life together in worship and fellowship.

We commit ourselves to spread the Good News
of our life in Jesus Christ,
who calls us into oneness.

Vestry Council

The Vestry Council is constituted to perform all duties ordinarily entrusted to Vestries, in the Episcopal Church, and Pastoral Councils, in the Roman Catholic Church, of our two faith communions. This body is composed of five Episcopal members, five Roman Catholic members and the Co-Pastors of each denomination. The Vestry Council shall be a deliberative, consultative, advisory, and consensual body promoting the spiritual welfare and the growth of the Congregation.

Primary Functions: Attend monthly meetings, diocesan training, annual Mutual Ministry Review, and annual Vestry Council retreat. Participate in ecumenical activities of the church. Dialogue with church members to understand the pulse of the community in order to formulate policy and direction.

Provide leadership for church ministries, support clergy and staff, and support basic employment practices to assure compliance with all laws. Approve the annual budget, ensure an annual audit is done, review the church's finances, and review the stewardship program. Support ongoing maintenance of church property.

Opportunities:

- **Vestry Council Member.** Members are elected by the Holy Apostles congregation at the annual meeting held in September. Staggered three-year terms allow for continuity of the decision-making process. A Vestry Council member also serves as a liaison to one of the five standing committees, where each committee has two members of the Vestry Council, one Roman Catholic and one Episcopalian, to facilitate support between groups. The Vestry Council meets on a monthly basis.
- **Executive Council Member.** Each September, the newly elected Vestry Council elects an Episcopal member to serve as Vestry Council Warden and a Roman Catholic member to serve as Vestry Council President. Together, the Warden and President are co-leads and work with the clergy on the Executive Council, which meets on a monthly basis and sets the agenda for Vestry Council meetings.

Administration

The Administration Committee ministers to this Church by maintaining and preserving its finances and property, shepherding newcomers, and providing office and communications supportive services.

Primary Functions: Responsible for maintaining the buildings and grounds of the church. Provides oversight of employees and contractors. Responsible for registering and welcoming newcomers. Provides communications, publicity, and historical supportive services.

Opportunities:

- **Building.**
 - **Maintenance and Repair.** Ongoing maintenance items around the property, both indoors and outdoors. Functions include painting, banners, repair projects, contractor estimates, and window and door cleaning.
 - **Church Safety.** Volunteers needed to monitor entrances before, during, and after services.
- **Grounds.**
 - **Gardening.** Volunteers needed to maintain gardens, beautify the front entrance, cut hedges, remove tree limbs, water trees and vegetation, and rake leaves.
 - **Lawn Mowing.** Volunteers needed to cut grass, edge, and trim church lawn.
 - **Parking Lot.** Volunteers needed to clean parking lot, remove trash from the area, and check for safety issues on a regular basis.
 - **Sidewalks.** Volunteers needed to clean sidewalks, remove weeds, and remove ice and snow.
- **Health Equity Team.** Volunteers needed to set up hallway, worship, and meeting spaces for safe in-person gatherings when specific protocols are needed. Volunteers needed to serve on advisory board when required.
- **Office.**
 - **Office Volunteers.** Volunteers needed to answer the phone and do clerical work, particularly in the Office Manager's absence.
 - **Mailings.** Volunteers needed to mail out special notifications on a periodic basis.
- **Communications.**
 - **Website/Social Media.** Volunteers needed to update the church website and social media accounts (Facebook, YouTube, Instagram, Yelp) on a weekly/regular basis.
 - **Photography/Videography.** Volunteers needed to photograph/video various functions for publication on website and social media outlets and for historical purposes.
 - **Historian.** Volunteer needed to keep track of Holy Apostles events for historical purposes.
 - **Librarian.** Volunteer needed to maintain the library located in the double classroom.
 - **Sign Ministry.** Volunteer needed to change messages on marquee sign in front of church.
- **Newcomers Ministry.**
 - **Membership.** Volunteers needed to distribute Welcome trifolds, registration forms, and Welcome Packets to new members.
 - **Shepherding.** Volunteers needed to host and support new member gatherings.
- **Safe Church Council Member.** Volunteers needed to serve as liaison between the Executive and Vestry Councils and the office manager. Volunteer needed to submit annual Diocese of Southern Virginia's Safe Church Audit, required for any grant applications.

Christian Formation

The Christian Formation Committee, through the themes of the liturgical year, formulates the program which will enable all members of this Church to grow in their understanding of the Good News of Our Lord, Jesus Christ, and to share it with others.

Primary Functions: Christian Formation is the process of being conformed to the image of Christ for the sake of the world. The committee develops and provides programs and speakers that will help parishioners in the process of educational development for the children, youth, and adults of the community.

Opportunities:

- **Children.** Teachers and volunteers needed as resource people to provide educational development.
 - **Nursery.** Volunteers needed in the nursery to assist during liturgy.
- **Young Apostles.** Teachers and volunteers needed as resource people to provide educational development.
- **Adult.**
 - **Adult Formation.** Volunteers needed to lead the Sunday educational program.
 - **Annual Parish Retreat.** Volunteers needed to plan for an annual parish retreat.
 - **JustFaith Ministries Programs.** Volunteers needed to co-facilitate JustFaith Ministries small group studies on community-based topics such as Spirituality, Poverty, Advocacy, Civil Dialogue, Racial Justice, and Eco-Justice.
 - **Theology on Tap.** Volunteers needed on a monthly basis to find or host locations and identify topics.
 - **Seasonal Programs.** Volunteers needed to plan special seasonal programs (Lenten programs, lawn chair seminars, and ecumenical programs). A volunteer is needed to assemble and disassemble the seasonal quadrants on the ambo wall cross.
 - **Adult Bible Study.** Volunteers needed to teach, lead discussions, and provide refreshments.

Fellowship

The Fellowship Committee supports Holy Apostles by bringing parishioners closer as brothers and sisters in Christ through social gatherings designed to foster hospitality not only to its members but add growth and positive relationships with the surrounding community.

Primary Functions: Plan, coordinate and implement social activities within the parish. Provide food and beverage for after-liturgy (coffee and snacks). Help with various functions such as baptisms, funerals, and cookouts. Host other events such as Clericus luncheons and Shrove Tuesday Pancake Supper. Provide help as needed to other committees.

Opportunities:

- **Sunday Coffee Hour.** Volunteers needed to host after-liturgy coffee hour. Usual time commitment is 30 minutes before services and 30 minutes after Fellowship. Volunteer needs to prepare coffee, set up, and clean up each Sunday.
 - On the first Sunday of the month, Fellowship celebrates birthday and anniversaries with a cake after liturgy.
 - On the last Sunday of the month, a luncheon is held at Mangia Qui Italian Bistro coordinated by one of our parishioners.
- **Social Functions.** Volunteers needed for coordinating, planning, food preparation, set-up, and clean-up at the various events throughout the year for special events.
 - **Scheduled Events.** Assist with the following: 90th Birthday celebrations, Shrove Tuesday Pancake Social, Fall Fling and Silent Auction, Anniversary Celebrations, Christian Unity Services, Lenten Suppers, and LARCUM Conference.
 - **Unscheduled Events.** Assist with the following: Sacramental coffee hours (Baptisms, First Communion, Confirmation), Celebration of Life, Bereavement meals after funerals, Intergenerational activities, and Newcomers' Events.

Liturgy

The Liturgy Committee fashions celebrations of faith in accordance with living traditions of both communions, utilizing ministerial roles in liturgy and employing all available resources of the arts to offer fitting worship.

Primary Functions: Assist the co-pastors in planning weekly and special services, and overseeing several sub-committees related to liturgy.

Opportunities:

- **Worship Coordinator.** Checks list of all involved in Sunday liturgy and replaces absentees from list in kitchen. Volunteer needs to be at Church about 20 minutes prior to worship service.
- **Telephone Greeter.** Checks messages and answers the phone Sunday mornings for 30 minutes prior to service.
- **Pre-Liturgy Greeter.** Arrives at church 20-30 minutes in advance. Passes out Sunday bulletins and welcomes people each Sunday. Works with the lay employee designated as Safety Monitor.
- **Shepherding.** Volunteers needed to be available on Sundays, arriving at church 20-30 minutes in advance, to assist greeters with new visitors.
- **Acolytes.** Both adults and children needed to assist priests during services.
- **Lay Reader (E /RC).** Volunteers needed to read the lessons during Liturgy.
- **Eucharistic Minister (E/RC).** Roman Catholics and Episcopalians needed each Sunday to help distribute Holy Eucharist. Currently restricted to one of each to serve the Host. We anticipate needing two of each in the near future to serve the chalice.
- **Altar Guild.**
 - **Worship Setup/Cleanup.** Volunteers needed to prepare the altars for worship each Sunday and clean-up following the Liturgy.
 - **Altar Linens.** Volunteers needed to assist in laundering altar linens weekly.
 - **Flowers.** Money donations are sought to purchase altar flowers in honor or memory of persons or special occasions/intentions. Sign-up sheet located on the bulletin board in the hallway.
- **Music.**
 - **Choir.** Additional voices needed for a “special liturgies choir” and to supplement the cantor.
 - **Instruments.** Musical talent is welcome to complement our organist/pianist.
- **Children’s Chapel.** Teacher and volunteer needed each Sunday to instruct our children during Liturgy.
- **Audio/visual technicians.** Volunteers needed to operate the A/V equipment to livestream our services on the internet.

Social Ministry

The Social Ministry Committee addresses the social dimensions of the Gospel and acts as a catalyst for this Church, enabling its members to respond to societal and human needs effectively through fellowship and outreach programs within the Congregation, the Tidewater, and global communities.

Primary Functions: In-reach projects that support our parishioners. Out-reach programs that minister to people outside our parish family.

Opportunities:

- **Manna Pantry.** We distribute food and hygiene products to families who are referred to us by Va. Beach Human Services and families in our immediate community that need assistance. Volunteers needed to maintain our pantry, shop, and distribute food.
- **Winter Shelter.** We help People in Need (PiN) Ministries and the City of Va. Beach with the Winter Homeless Shelter Program. Volunteers needed to cook and serve meals for homeless individuals.
- **Coat & Blanket Drive.** We collect and distribute coats and blankets to the homeless each year.
- **Food/Toiletries Drive.** We collect and distribute food, toiletries, and other supplies to Samaritan House each year. Samaritan House provides emergency assistance to individuals experiencing domestic violence, human trafficking, and homelessness.
- **Migrant Worker Ministry.** We collect shoes, boots, socks, t-shirts, and hygiene products for Migrant Workers located in South Hill and the Eastern Shore each summer.
- **EDMARC Hospice for Children Christmas Program.** We provide food and financial aid that helps seriously ill children and their families, who face overwhelming challenges during a difficult time; especially during the holidays.
- **Interfaith Alliance at the Beach (IAB).** Volunteers attend meetings once a month for projects that Holy Apostles can act upon.
- **Social Justice League.** Volunteers needed to work in small groups on societal issues of poverty, mental health, non-violence, immigration, racial equity, caregiving, and environmental justice, serving in partnership with other area faith-based congregations.
- **African Team Ministry.** This program supports the Episcopal Diocese of East Africa through the sale of handmade crafts and jewelry made in Kenya. The proceeds provide drip irrigation kits, orphan and refugee relief, missions, and evangelism in East Africa.
- **Sunshine Committee.** We give cards and meals to parishioners as needed.
- **Utility/Rent Program.** For information only - This program is managed by the Social Ministry Co-Chair. Utility and rent assistance are provided on the 2nd and 4th Wednesday of each month from 1:00-3:00pm.
- **Pauline Porter Memorial Fund.** For information only - This program is managed by the Social Ministry Co-Chair. It was created to honor founding member Pauline Porter. The fund gives to organizations that benefit special needs adults and children. Donations are made twice a year.

Social Ministry Committee is open to new opportunities, suggestions, and programs. If you participated in any other program that might enhance our social ministry, please suggest this to our chairpersons.

Christian Unity & Finance Councils

Christian Unity Council

The Christian Unity Council is charged with developing and implementing strategies for community ecumenical activities. Members will be represented on each standing committee to assist in the planning, implementation, and reporting of ecumenical activities.

The Christian Unity Council members will seek out other ecumenical organizations and events with which the Holy Apostles Community can establish working relationships, including the Virginia LARCUM (Lutheran, Anglican, Roman Catholic, and United Methodist) organization. The Christian Unity Council will also plan and implement interfaith activities.

Primary Functions: Promote and participate in ecumenical and interfaith activities.

Opportunities:

- Volunteers needed to create and/or participate in local LARCUM events with other area churches.
- Volunteers needed to prepare for and internally publicize the annual Virginia LARCUM Conference.
- Volunteers needed to participate in the local Christian Ecumenical Network (CEN).
- Volunteers needed to prepare for and internally publicize the Week of Christian Unity held in January.
- Volunteers needed to attend events sponsored by the Virginia Council of Churches (VCC) and the National Council of Churches (NCC).

Finance Council

The Finance Council functions in accordance with the requirements of Code of Canon Law of the Roman Catholic Church to the extent consistent with the Constitutional and mission of the Church of the Holy Apostles.

Primary Functions: Allocates the monetary resources through budget design and expense evaluation.

Opportunities:

- **Finance Council Member.** Volunteers needed to serve on finance council.
- **Sunday Offering/Counting.** Volunteers needed to collect and count offerings from church members for deposit on a rotating basis. This task is done by two people after liturgy each Sunday. Volunteers needed to take deposits to the bank each week.
- **Fund Raising.** Volunteers needed for the 'Fall Fling' annual fundraiser, which is particularly important in the event of unbudgeted expenses.
- **Internal Audit.** Two volunteers needed to perform an annual internal audit for the Diocese of Southern Virginia.
- **Physical Inventory.** Volunteers needed to video tape inventory items by room as well as complete periodic comprehensive written physical inventories.
- **Stewardship.** Volunteers needed as either co-chair or member to implement stewardship programs throughout the year.

Church of the Holy Apostles 2024 Pledge of Time and Talent

I (we) pledge my (our) **Time and Talent** to these ministries:

Write your name in the space [____]. Liturgy - circle choice to specify E or RC

ADMINISTRATION

Building

- Building Maintenance, Repairs _____
- Church Safety _____
- Contractor Estimates _____
- Worship Space _____

Communications

- Historian _____
- Photographer/Videographer _____
- Sign Ministry _____
- Social Media, Facebook _____
- Librarian _____

Grounds

- Gardening _____
- Lawn Mowing, Tree watering _____
- Parking Lot, Walkways, Trash _____

Health Equity Team

Newcomers Ministry

Office Volunteer

- Vacation coverage _____
- Mailings, Special Projects _____

Safe Church Council Member

CHRISTIAN FORMATION

Adult Formation

- Annual Parish Retreat _____
- Bible Study _____
- Retreats & Programs _____
- Speaker/Facilitator _____

Children (PreK thru 8th)

- Support/Resource Person _____
- Teacher _____
- Nursery _____

Young Apostles (9 thru 12th)

- Support/Resource Person _____
- Teacher _____

CHRISTIAN UNITY/ECUMENISM

- Council member _____
- Special Events _____

FINANCE COUNCIL

- Finance Council member _____
- Sunday Counter _____
- Bank Deposit _____
- Fundraisers _____
- Stewardship (time, talent, treasure) _____

FELLOWSHIP

Life Events

Regular/Special Social Events

- Food Preparation _____
- Set-Up _____
- Clean-Up _____

Sunday Coffee Hour

LITURGY

- Acolyte _____
- AV/Technology Team _____
- Eucharistic Minister (E or RC) _____
- Greeter, pre-liturgy _____
- Greeter, telephone _____
- Reader/Lector (E or RC) _____
- Shepherding _____
- Worship Coordinator _____

Altar Guild

- Flowers _____
- Launder Altar Cloths _____
- Worship Setup/Cleanup _____

Music

- Cantor _____
- Instrument _____

MEMBERSHIP

- Newcomers (see Administration) _____
- Prayer chain _____
- Welcome (see Liturgy) _____

SOCIAL MINISTRY

MANNA

- Shopper _____
- Distribute Food _____

In-reach

- Opportunities _____

Out-reach

- Opportunities _____

Other Talents: Please list other talents you can share:

Name: _____

Email: _____

Phone: _____

5/4/2023