

# Lay Ministry Guide

As each has received a gift,  
use it to serve one another, as  
good stewards of God's varied  
grace...in order that in  
everything God may be  
glorified through Jesus Christ.

- 1 Peter 4:10-11



Saint Luke's  
ANGLICAN



# Saint Luke's

## ANGLICAN

### **Dear Fellow Parishioner,**

It is of great delight that we have such a wonderful, well-established congregation that supports the work and mission of Saint Luke's, "To Know Christ and Make Him Known." Our parishioners' collective gifts and talents, both God-given and Holy Spirit infused, are a true blessing and contribute to our combined ability to make a significant impact within our church and for the world.

Lay Ministry is a necessary and vital component of our life together! We're honored and grateful that you'd consider joining our church family in service. We welcome your "partnership in the gospel" and are fully convinced that "He who began a good work in you will bring it to completion at the day of Jesus Christ" (*Philippians 1:1-6*).

Please use this **Lay Ministry Guide** as a resource to explore and discover how best you can "go and love and serve the Lord," through your own interests, gifts, and talents. We hope you'll experience enriching fellowship and renewed joy as you co-labor and fellowship with us in Christ.

Sincerely,

*The Saint Luke's Anglican Staff and Vestry*

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## SAINT LUKE'S MISSION

To know Christ and make Him known.

## SAINT LUKE'S VISION

- ◆ We are a family of believers
- ◆ Growing in the love of Jesus
  - ◆ Sharing the joy of worship
- ◆ Serving our community and beyond

## What does our Mission and Vision mean?

- ◆ **"We are a family of believers"** The implication is that we are more than simply members of a club where we go to church and "punch our ticket." We are meant to be, and many already feel that they are, part of a close knit community who know each other, love each other, care for each other, support and encourage each other; sometimes hold each other accountable, but are always there, just like a family is meant to be. And, this family/community is because we are a part of the Body of Christ, His Church, that we believe in Jesus as our Savior, our Lord; and our love for others as family is born from our love for Him.
- ◆ **"Growing in the love of Jesus"** How do we do that? First, by giving ourselves to Him wholly and completely, humbly emptying ourselves so that we might be filled with Him by His Holy Spirit. Second, that we continue to grow by seeking to worship Him, so that we come to know Him more by spending time in His Word daily and in discipleship classes with others. Third, that we seek Him even as we pray to Him, alone and with others. Finally, we also grow as we serve, giving ourselves away and watching Him use us and work through us.
- ◆ **"Sharing the joy of worship"** is part of not only "keeping the

Sabbath holy" but it is also a weekly source of encouragement and reminder of Who He is, what He has done for us, and sharing that with the people we love. That is where the joy is found.

- ◆ **"Serving our community and beyond"** Jesus, as He went to the Upper Room with His apostles the night before He died, began His time with them by washing their feet. When He finished, He taught and reminded them that He didn't come to be served but to serve. When we talk about following Jesus and being a Christian we sometimes forget that "He came to serve," and that is the same call for our lives. If we're believers in Jesus, we have the Holy Spirit. If we have the Holy Spirit, we have at least one gift of the Spirit (1 Corinthians 12; Romans 12; Ephesians 4), and we are called to use our gift, for our good and the good of the Body, locally, regionally, and globally. The apostles were called, and eventually sent on mission, "to Jerusalem, Judea, Samaria and to the ends of the earth" (Acts 1:8). Some are called to serve overseas, but all of us are called to be His missionaries wherever we are: to be His witnesses; and, to serve Him and others.

### **What does Saint Luke's Anglican believe?**

- ◆ Saint Luke's Anglican church is a member of the Anglican Diocese of South Carolina and the Anglican Church of North America, and, as such, we share the same beliefs.
- ◆ As Anglicans, we believe the Holy Scriptures are inspired, infallible and inerrant in all they affirm. We also subscribe to the 39 Articles and worship according to the Anglican Book of Common Prayer (2019).
- ◆ In addition, Saint Luke's Anglican holds to the Jerusalem Declaration of 2008 as well as the recent Kigali Commitment from GAFCON 2023.

# In His Service



**"Be devoted to one another in love. Honor one another above yourselves."**

**- Romans 12:10**

**"In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, 'It is more blessed to give than to receive.'"**

**-Acts 20:35**

**Therefore if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind.**

**Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.**

**- Philippians 2:1-4**

## Acolyte Ministry

- The Acolyte Ministry recruits, trains, supports and schedules Acolytes to assist the Clergy at our Holy Communion services on Sundays, as well as at Christmas and Holy Week services.
- Students of Middle and High School age are eligible to serve as Acolytes. Some of the Acolyte duties are: carrying the processional Cross, lighting and extinguishing the altar candles, collecting the offertory plates, and assisting the Celebrant in preparing the Communion table.
- **Time Commitment:** Acolytes are required to train at least once a year. They are responsible for making their own schedule changes and to be at church fifteen (15) minutes ahead of the scheduled services. Most acolytes serve until their Senior year of High School.
- **Ministry Contacts:** The Revd. Jacob A. Rogers & Julie Martel

## ACTS Counseling

- ACTS was established in 1996 as an outreach of Saint Luke's to provide professional Christian counseling to all those who are hurting within the body of Christ and as an outreach to the greater Hilton Head and Bluffton community. All are welcome regardless of their faith background or ability to pay. We're blessed to have a Scholarship Fund due to the generosity of our church and The Church Mouse.
- **Need:** We need people to pray for our counselors and clients and to make referrals to us.
- **Ministry Contacts:** Sharon Smith and Cheri Sabo

## Allendale Prison Ministry

- The mission of the Allendale Prison Ministry is to reduce recidivism by using programs that provide rehabilitation through addiction recovery, educational and spiritual opportunities and vocational training.
- Our programs change the character of the inmates, equipping the men with social skills that eliminate the "prison culture" and instead develop character traits necessary to be successful upon re-entry into their communities.
- There are many programs available for volunteers including, including Addiction Recovery, Book Club, Bible Study, Jumpstart Ministries, and more. This is just a few and there is always a need for new programs.
- **Time Commitment:** Most volunteers start with a "come and see" position. Once at Allendale, volunteers are often "hooked" and commitments can be once a month, once a week or whatever suits their

schedule and for how ever long their willing to help serve and change men's lives.

- **Ministry Contacts:** Mike Znachko, Rob Cushman and Tom Conner

## Altar Guild

- Members of the Altar Guild are responsible for: the set-up of communion for the Wednesday morning service and for Sunday morning services; for the care and cleaning of the communion vessels, altar linens and frontals; assembling the Lay Eucharistic Ministry (LEM) communion kits; and for straightening the books in the pews each week.
- An Altar Guild member is (ideally) part of a 4 or 5 person team who work together, sharing weekly duties. Volunteers rotate weekly and if someone is unable to serve during their scheduled time, they're asked to find a substitute.
- Members also:
  - \* Set-up communion (if requested) at weddings and funerals/ memorial services
  - \* Assist with monthly/periodic brass polishing, including the candlesticks, processional cross, candle torches, offering plates and misal stand. Sometimes "brass polishing parties" are held to get the work accomplished.
- **Time Commitment:** Ideally the Altar Guild has 4 teams of 4 or more people, making commitment approximately one Sunday per month. (The more teams/volunteers available, the less frequent the commitment). Set-up before the services generally takes about 15-20 minutes and the same for take-down afterward.
- **Ministry Contact:** The Revd. Dr. Kelly O'Lear

## A/V Ministry

- The A/V Ministry Team assists in operating all the audio/visual needs for the Sanctuary for Sunday morning and other worship services.
- The Team also assists with A/V needs in the Fellowship Hall and the M&M Building.
- This team's technical responsibilities and functionality are essential to the entire worship experience at Saint Luke's. As a team member, you'll assist in tasks such as running the screens/slides, recording the services, livestreaming and operating the sound board.
- **Time Commitment:** Two hours on Sunday mornings and one or two services per month, depending on team size. In addition, special services and events require additional assistance.
- **Ministry Contacts:** Dallas Reese and Norm Galloway



## Being Men of Christ (BMOC)

- Being Men of Christ (BMOC) is open to all men of Saint Luke's Anglican and their guests. BMOC's objective is to enrich the lives of men at Saint Luke's through regular social contact, sharing faith journeys, breaking bread together and other activities of interest. BMOC provides an excellent way for men to get to know one another and encourages them to become more active members of the congregation, which is a vital need for the health of our church.
- Getting connected mainly involves attending the BMOC monthly dinners, which offers the opportunity to socialize with other men and to hear about the faith journeys of the speakers. Dinners are held nine months a year. In addition, the flagship BMOC event of the year is its annual Christmas dinner and Preschool fundraiser
- **Time Commitment:** For most men, the time commitment is attending dinners—two and a half hours (schedule permitting). However, BMOC is always looking for men who are interested in helping guide the organization on the Board of Directors. The Board meets regularly to review our shared time together and to solicit new speakers and ideas for future dinners and activities.
- **Ministry Contacts:** Norm Galloway and The Revd. Dr. Kelly O'Lear

## Bookshop Ministry

- The Bookshop is staffed by Saint Luke's volunteers who share their time and talents and are passionate about offering a quality selection of books and gifts.
- The Bookshop carries Christian literature, devotionals, children's books, Bibles, the ACNA 2019 Book of Common Prayer, and more.
- The mission of the Saint Luke's Bookstore is to provide a nurturing and inspiring environment that supports individuals on their faith journey, and it is a haven where individuals can explore their faith.
- The Bookshop also offers Saint Luke's Anglican branded promotional items for personal use or for gifts.
- **Time Commitment:** A few hours a month, both before and after the 10:30 AM service.
- **Ministry Contact:** Carolyn Mitchell

## Cancer Support Group

- The Cancer Support Group is a free program open to patients, survivors and caregivers. The program is designed to share educational and experiential information, with topics including nutrition, alternative treatments, exercise, support for caregivers and family members,

and more. The open round table format includes discussion topics brought forth by any member of the group.

- **Time Commitment:** One meeting a month
- **Ministry Contacts:** Linda Green and Joan Schramm

### Children, Youth and Family Ministry

- The Saint Luke's Children, Youth & Family Ministry provides discipleship, fellowship, and outreach opportunities for children from infants through 12th grade.
- Sunday School happens every week from 9:30–10:15 AM in the Children's Wing. Here we offer Sunday School for 3rd through 6th graders. Right now, the 7th –12th grade students are invited to attend the Rector's Forum. *(Please see the "Student Ministry" section in this guide for more information about 6–12th grade ministry opportunities.)*
- We also offer Catechesis of the Good Shepherd for our 3–6 year old children. Beginning in the Fall 2024, this will meet in the new "Atrium" near the Grace Café. We will gather at 9:30 AM and the children stay until the "Peace" after the sermon during the 10:30 AM Sunday service.

### Volunteers Needed:

- *Check-In Volunteer:* Welcomes students & families, checks in students, answers guest questions, direct them to the appropriate classroom.
- *Catechesis of the Good Shepherd Assistant:* Help catechist and provide peaceful presence in the Level I Atrium (3–6 year olds).
- *Sunday School Teacher:* Instruct children during Sunday School. Upper Elementary and middle school teachers are needed.
- *Nursery Helper:* Loves on our babies: rocks, reads to, and plays with babies and toddlers.
- **Time Commitment:** Sundays and occasional childcare during church events
- **Ministry Contact:** Amy Reese, Children's Ministry Director

Special events are opportunities for discipleship, fellowship, and/or outreach. Events are usually 2–4 hours and offered annually. Volunteers are needed for arts and crafts, planning, preparations, set-up and clean-up.

- Epiphany Bonfire
- Easter Egg Hunt
- Children's Musical (with Music Ministry)
- Vacation Bible School
- Trunk or Treat
- Operation Christmas Child
- Christmas/Advent Activity
- **Time Commitment:** Varies by activity
- **Ministry Contact:** Amy Reese, Children's Ministry Director

## Columbarium Ministry

The Saint Luke's Columbarium offers a lovely and sacred location for the interment of cremains of Saint Luke's members and their families. This ministry offers support to bereaved families in the participation in the Saint Luke's Columbarium. The ministry assists families in selection of a plot and plaque and maintains files. The ministry works in conjunction with Clergy, the Church Office, and the Saint Luke's Foundation which manages the finances.

- **Time Commitment:** Availability in time of need to provide service to bereaved families.
- **Ministry Contact:** Jan Hunter

## Daughters of the Holy Cross

- Daughters of the Holy Cross is an order for women who make a solemn vow of prayer, service, study and evangelism. They must attend classes before being inducted. At installation, they receive a special cross that they wear daily.
- The DHC is involved with many church activities, sponsors the White Rose Sisterhood ministry to widows, and visits those in nursing homes and shut-ins.
- **Time Commitment:** Weekly meetings during class period then monthly meetings thereafter
- **Ministry Contact:** Betty Hambleton and Elizabeth Glick

## Education and Discipleship

- Education and Discipleship for men and women is offered on Sunday mornings during the Rectors Forum and seasonally for Lenten and Advent Speaker Series, Fall and Spring Bible studies, Winter Discovery Class and other fellowship opportunities.
- The Rector's Forum is held from 9:30 AM-10:15 AM on Sundays in the Fellowship Hall and covers topics related to current events.
- The Advent and Lenten Speaker Series offer an opportunity for food, fellowship and growth, featuring guest speakers/lecturers. Volunteers help with set up/clean up.
- Church-wide Fall & Spring Bible studies offer in-depth dives into books of the Bible. Held Wednesdays evenings in the Fellowship Hall, these feature food, fellowship, teaching and small group discussion. Volunteers help with small group facilitation, plus set up/clean up.
- The Discovery Class teaches parishioners about being Anglican and prepares parishioners to be confirmed, received or reaffirmed by the Bishop during his annual visit.

- **Time Commitment:** Volunteers can offer several hours, depending on the event
- **Ministry Contacts:** The Revd. Dr. Jady Koch and The Revd. Dr. Kelly O’Lear

## The Esther Project

- The Esther Project assists families and individuals during times of unexpected crisis. As Esther 4:14 states “for such a time as this” we’re reminded of God’s sovereignty, as well as our own part to play in “bearing one another’s burdens” (*Galatians 6:2*).
- The Esther Project serves those in our church community who are struggling to meet basic necessities of housing, car repairs, food expenses, medical bills, utility bills, etc. These needs may be caused by a sudden or ongoing financial stress caused by long-term illnesses, job loss, personal casualties, or other unexpected events. The Esther Project also assists families in our Preschool with educational expenses.
- Generous donations from Saint Luke’s parishioners, matching grants from the Church Mouse, support from the St. Luke’s Foundation, as well as an established trust fund have supported The Esther Project.
- Requests for assistance are welcome. Each petition for assistance is prayerfully considered. Payments are made directly to the provider (for example, a payment to a doctor’s office or to Palmetto Electric) rather than directly to an individual. All information is held in strict confidentiality.
- **Time Commitment:** Intermittent, as required.
- **Ministry Contacts:** Frances Worthy, Jennifer Thompson, Judy Pugatch

## Finance Committee

- The Finance Committee is governed by its own By-Laws that work in tandem with the Church By-Laws.
- The Finance Committee’s purpose is to assist the Vestry in carrying out the fiduciary responsibilities of the parish. The scope of the committee includes providing guidance and recommendations regarding financial controls, risk management and fiscal health of the church.
- The Committee also provides financial analysis, advice and oversight of the church budget, so that programs are operating within financial resources that are available.
- Membership on the committee includes the Rector’s Warden, the People’s Warden, and the Treasurer of the church, in addition to other voting members that rotate and who are recruited specifically by the Treasurer.

- **Time Commitment:** Monthly meetings as well as time to review and prayerfully consider necessary financial documents
- **Ministry Contact:** Jim Legg, Treasurer

## Flower Guild

- *“Grow Flowers of Gratitude in the Soul of Prayer”.* The Flower Guild ministry is one that is fortunate to work with so much beauty within our church and its environment. Volunteers give their time and passion for our parish and to the Glory of God.
- Altar flowers for Sunday services are gathered during the week and arranged for placement on Saturday mornings.
- Parishioners have the opportunity to sponsor flowers in memory of loved ones or for special occasions.
- The Flower Guild also assists with memorial services and receptions in the Fellowship Hall.
- Decorating the church for Christmas and Easter are the largest projects, which require additional hours and volunteers.
- **Time Commitment:** 4–6 hours per week
- **Ministry Contact:** Leigh Ann Hoppe

## Greeters

- This is a wonderful way to serve and meet other people!
- Greeters are present at the three church entrances to welcome parishioners and visitors to worship together at our Sunday morning services. There are two teams that serve: 8:00 AM and 10:30 AM.
- Individuals, couples, friends and families, new members, part-timers and long-timers may fill this role on Sundays, or for special occasions such as memorials, Christmas and Holy Week services, and more.
- The main job is to be ready with a smile and welcoming conversation. Warm, friendly encounters create lasting impressions.
- **Time Commitment:** Greeters are scheduled in advance; approx. 20 minutes are needed on Sundays (15 minutes prior and 5 minutes after the service begins).
- **Ministry Contacts:** James Stubbs (8:00 AM) and Nancy Henty (10:30 AM)

## Hospitality

- Hospitality at Saint Luke’s is part of who we are as a parish family. We truly welcome and value all who come and seek to extend Jesus’ hospitality to all who are visiting, exploring or who are members. We serve not only at coffee hour between worship services but also at funerals/memorials, fellowship events, church-wide Bible studies and speaker series, and more. Joining this ministry is an excellent way to get con-

nected at Saint Luke's.

- Work of the ministry involves: welcoming guests; preparing and arranging food and beverages; placing table settings and décor as needed; moving tables and chairs as needed; emptying trash if needed; performing kitchen set up and clean up; monitoring kitchen inventory, washing tablecloths and upkeep of linen/silver closet; and, coordinating with the Executive Parish Administrator regarding the events on the church calendar.
- **Time Commitment:** Sunday mornings: 1-2 hours per week in rotation; 2-4 hours for special events and occasions
- **Ministry Contact:** Beth Meeder and Jessica Maples

### Intercessors

- The Intercessors meet in the Prayer Room weekly at 11:00 AM on Wednesdays just after the 10:30 AM Eucharist Service. New members are welcome!
- Intercessors pray for an hour or more covering our Clergy, Vestry and Staff; our worship services; families, children and students; those with continuing health concerns, in nursing homes or at home with long-term illnesses; specific needs that have been committed to us; those who grieve the loss of loved ones; our missionaries; the Anglican Diocesan Cycle of Prayer; the Church worldwide; our military and their families; our government leaders; and any other items for which we pray.
- Each week we also compile a list of specific requests that are mailed out (USPS or emailed) to our fellow Intercessors.
- **Time Commitment:** One hour each Wednesday
- **Ministry Contact:** Susie Galloway

### Lay Eucharistic Ministry

- The Lay Eucharistic Ministry (LEM) represents the love, care, compassion and prayers of the whole congregation by sharing Christ's Body and Blood to those unable to join Sunday services at Saint Luke's.
- Weekly visits are made to several of the Hilton Head Island elderly care centers, and personal visits are made to those homebound.
- The LEM team works closely with our Clergy; team members mentor and train new members.
- Jesus said, "I am the Bread of Life; whoever comes to me shall not hunger, and whoever believes in me shall never thirst" (*John 6:35*).
- Please consider joining our ministry; it is truly a joyous experience.
- **Time Commitment:** Sundays and some weekdays to visit and serve—approximate 1-2 hours; participate in LEM annual meeting.
- **Ministry Contacts:** The Revd. Dr. Kelly O' Lear and Jim McGuirk

## Lay Readers & Chalice Bearers

- Lay Readers and Chalice Bearers share their gift of speech to proclaim the word of God. and gift of service in distributing the Body and Blood of Christ.
- Lay reading is perfect for members of the congregation who have busy schedules who want to be involved in a ministry.
- Scripture is read from the ACNA standard English Standard Version Bible (ESV).
- We have seasonal training sessions so that we were well-equipped and ready to serve.
- In addition to Sunday readings, there are other readings seasonally (e.g., Lessons and Carols and the Passion of our Lord on Palm Sunday)
- New readers and chalice bearers are always welcome!
- It is good to arrive approximately 30 minutes prior to the Sunday services, which allow lay readers to spend time with other ministry members and members of the clergy.
- **Time Commitment:** Schedules are made quarterly, and Sunday assignments are made every four to six weeks.
- **Ministry Contacts:** Ann Eden (8:00 AM) and Judy Pugatch (10:30 AM)

## Missions Committee

- The Saint Luke's Missions committee seeks to assist people in the mission field in the spread of the Gospel of Jesus Christ.
- Missionaries that are supported may be local, national or international.
- Committee members consider how and to whom funding is disseminated. Funding comes from the church budget, donations from Outreach "Missions" month, the Church Mouse and several other funding sources.
- We currently support approx. seven missionaries as well as other missions organizations on an ongoing basis.
- We host and encourage missionaries to present and speak about their projects to the congregation.
- The committee explores additional ways to support the current missionaries and develops new programs for evangelism. Individuals can be a committee member, chairperson, treasurer or secretary.
- **Time Commitment:** Meetings are held seasonally, based upon any upcoming missions trips.
- **Ministry Contact:** Bill Phillips

## Music Ministry

There are many ways to join the Music Ministry, which is a vital component of our worship at Saint Luke's Anglican Church. Music is a vehicle for worshipping the triune God--Father, Son and Holy Spirit. At Saint Luke's Anglican, we offer both traditional and contemporary music styles. Our 8:00 AM Sunday service is traditional with organ music and traditional hymns. Our 10:30 AM Sunday service is a blended service with contemporary music led by our Praise Team and traditional music led by organ, trumpet, and Praise Team with special presentations by our handbell and children's choirs. Our 6 Music Teams welcome all ages to join in our joyful "ministry through music".

**Children & Youth**—boys and girls explore the world of music with songs, instruments, games and movement. Choristers also listen to Bible stories, learn scripture, develop worship skills, and sing in worship on Christmas Eve (4:00/4:30 PM service), Easter (9:00 AM service), in the children's musical near the end of the choir season plus other special services. Each music team rehearses weekly September—mid-May..

- **CANTERBURY CHOIR** (Boys & Girls, 4 - 6-years old) Rehearsals: Wednesdays, 4:15-4:55 PM.
- **ST. NICHOLAS CHOIR** (Boys & Girls, Grades 2 - 5) Rehearsals: Wednesdays, 5:00-6:00 PM.
- **YOUTH BELLS** (Boys & Girls, Grades 3 & above) Ringers learn music reading skills and develop ringing techniques. Rehearsals: Mondays, 4:00-5:00 PM.

## Adults & Youth

- **SAINT LUKE'S MUSIC TEAM** (high school through adults) The Music Team leads the music weekly at the 10:30 AM service. It is composed singers and band members who enjoy using their gifts and talents to "minister through music." There is a great team spirit among these singers and instrumentalists!
- This team always welcomes new singers and band members. Contact the co-directors Dallas Reese or Nina Rodman.
- This is a year-round commitment because the Saint Luke's Music Team leads music weekly at the 10:30 AM Sunday service 12 months of the year as well as sings for special services. Of course, members will need to take some Sundays off but they are expected to be present on Sundays the majority of the time.
- Rehearsals: Tuesdays, 6:15-8:00PM, September—May: June—August, every other week. Sundays, 9:30—10:15 AM before 10:30 AM service
- **RING & REJOICE HANDBELLS** Ringing handbells is a team sport! The team develops great friendships and are their own "small group".



- Music reading is required, but previous ringing experience is not.
- This Music team rings every 6–8 weeks at the 10:30 AM Sunday worship service, at Christmas, on Easter, and other special services.
- Rehearsals: Mondays, 5:30–7:00 PM.
- **ST. LUKE’S CHOIR (SATB)** This choir comes together to rehearse and present three special musical offerings each season; 1) a large choral work on All Saint’s Sunday (first Sunday in November); 2) lovely carol arrangements at the Christmas Eve 8:00/8:30 PM service, and 3) a second large choral work in late Lent or early Eastertide. These large choral works include soloists and instrumental ensemble accompaniment.
- Rehearsals: Tuesdays, 5:00–6:30 PM plus additional rehearsals.
- **Time Commitment:** For all music teams, members are expected to be present at rehearsals and for scheduled worship service participation on Sundays and other designated times.
- **Ministry Contacts:** Nina Rodman, Minister of Music and Dallas Reese, Praise Team Leader

### Office Volunteers

- Our Office Volunteers support the Clergy and Exec. Parish Administrator by filling the role of receptionist at the front of the Church Office. Volunteers take phone calls, pick up mail, and assist with weekly projects (organizing, copying, printing, typing, sorting, compiling, etc.).
- Part of the job requires an ability to be friendly and welcoming to all who enter the Church Office. Excellent customer service is paramount, discretion is required, and polite, professional demeanor and decorum is expected.
- In addition, Office Volunteers should possess basic office skills, such as a familiarity with phones and computers, as well as other essential administrative tasks.
- **Time Commitment:** Regular volunteers commit to one (or more) weekly 3.5 hour shifts, from either 9:00 AM–12:30 PM, or 12:30 PM to 4:00 PM, Monday–Thursday. Substitute office volunteers are on call, to be contacted when necessary.
- **Ministry Contacts:** Jessica Maples, Executive Parish Administrator and Sheila Rumsey, Volunteer Lead

### Outreach of the Month Ministry

- The Saint Luke’s Outreach of the Month ministry is a means by which Saint Luke’s parishioners can “give back” specifically to local charities outside of the church and to organizations within the church that support missions or activities that reach people beyond our own membership (such as the Preschool or ACTS Counseling Center).

- The core of the program involves selection of twelve (or more) Outreach of the Month recipients from a qualified set of applicants (non-profit organizations) and then organize them so that funds can be collected and distributed each month. As a committee member, you will be a liaison between Saint Luke's and the non-profit contact person.
- **Time Commitment:** Volunteers are expected to attend 7 to 8 monthly meetings throughout the year; host a monthly recipient, which involves helping the recipient get publications to the Bulletin; and, assist them with their presentation. Ministry commitment is one to two years.
- **Ministry Contact:** Robin Berkeley

### Sacred Art Group

The Sacred Art Group coordinates with Sandra and Bob Bowden of the Bowden Collections, and other artists, regarding the beautiful presentations of sacred art in the Sanctuary and elsewhere on the church campus. Art collections by various artists have been made available bi-annually and the Group helps coordinate the collection arrival, mounting and dismounting. This is an exciting group that cares about sacred art!

- **Time Commitment:**
- **Ministry Contacts:** Ruth Hauck and Barbara Wolf

### Saint Luke's Foundation

- The Saint Luke's Foundation was formed to assist our parishioners in their giving process. It is a cost effective, efficient way to provide funds to charities and missions that constantly need our help. The Foundation helps facilitate single gift or long-term giving into a long-term benefit for the needy, usually set up as an endowment.
- The Foundation has also awarded scholarships annually to graduating seniors. The Jennifer Mason Memorial Scholarship, the Saint Luke's Foundation Scholarships, along with a generous grant for the Esther Project have been given.
- The Foundation's capital funds are managed by Wells Fargo Advisors. The Foundation Board provides the boundaries and goals of these investments.
- **Time Commitment:** 1-1.5 hours per month for a board meeting; overall duration of role is two years.
- **Ministry Contacts:** Bill Phillips and Peter Hunter

### Saint Luke's Players-Drama Ministry

The Saint Luke's Players was formed as a way to share our congregation's theatrical gifts and talents with each other and with the community.

- The Saint Luke's Players is open to any member of Saint Luke's or the greater community who has the theatre bug to be either onstage or behind the scenes.
- The Players have performed at various times, including at the BMOCC Preschool Christmas Fundraiser as well as in a dramatic interpretation of The Passion on Palm Sunday.
- The Players have held drama workshops with improvisation and table reads of various comedic and serious scenes and skits.
- **Time Commitment:** Scheduled rehearsals on Saturday mornings and at other times as needed
- **Ministry Contact:** Robyn Zimmerman

### Saint Luke's Preschool

- Saint Luke's Preschool is a Christian and State-Registered preschool, operating under the auspices of Saint Luke's Anglican.
- The Preschool's mission is "to serve God in the community by providing a quality preschool education to children in a loving and joyful environment, where they will come to know Jesus Christ and His Word."
- The Preschool has a dedicated and committed Staff that works Monday-Friday caring for and teaching the children.
- In conjunction with the Staff, volunteers serve on our Board. Board Members are very important in the life of the Preschool.
- These committed men and women bring their gifts and talents together to come alongside the Preschool with fundraising endeavors and other administrative and strategic direction to ensure the school grows and flourishes.
- The Preschool Christmas Auction is an important annual fundraiser for the Board, as well as a wonderful event for the entire church.
- **Time Commitment:** Monthly Board meetings
- **Ministry Contact:** Janice Ring, Preschool Director

### Student Fellowship Ministry

Our Student Ministry is committed to Acts 2:42 which tells us that, "They were devoted to the apostles' teaching and the fellowship, to the breaking of bread and the prayers," to the end that our Students may "Know Christ and Make Him Known."

The Vision for the Student Ministry is that as each student graduates from High School, he or she is a committed disciple of Jesus Christ, is confirmed in the Anglican tradition, is confident and able to answer the questions that will be asked of them in regards to the reasonableness of the Christian Faith when they leave the safety of home, and that he or she

is consistently reading the Scriptures and praying on their own.

In all of this, we look to come alongside the primary Shepherding of their parents in the home and to supplement what is already being done by the ones who know them best. We intend to assist parents as they seek to equip them and prepare their teens to stand firm in their faith. Our desire, alongside parents, is that they are able to leave home as arrows of grace and truth, sharing the love of Christ with those in the next chapter of their life.

To that end, our main Middle School and High School Student Ministry offering in the Fall of 2024 will be Youth Alpha. We will meet weekly. All are welcome and encouraged to attend to explore the bedrock truths of the Christian Faith.

***Other events and activities that Students can participate in include:***

- Rector's Forum on Sunday mornings at 9:30AM. These are weekly cultural and theological discussions for adults *and teenagers* taught by our Clergy. The Rector's Forum reviews current events, giving a helpful commentary as any pertain to the Church, and it explores various helpful topics relating to Christian Theology and Spiritual Formation.
- Wednesday night Bible Study Series: We welcome all of our teens to be present and grow in their understanding of Scripture.
- Our students are also encouraged to participate in the Diocesan Retreats: Mondo for Middle School and Regenerate for High School.
- There are also monthly Youth Fellowship Gatherings for Middle and High Schoolers. Contact Fr. Jacob for more information.

***Volunteers and Support is needed in the following areas:***

- Prayer Ministry for our Teens and for Youth Alpha on a weekly basis. We know that the Lord hears our prayers and moves to care for His children as we seek His face.
- Female Student Ministry Sponsors to provide relational and spiritual support for our young ladies.
- Occasional Drivers for Youth Events, Camps and Retreats.

**Time Commitment:** 3–4 hours per week at Youth Group or supporting with meals.

**Ministry Contact:** Fr. Jacob A. Rogers, Associate for Discipleship & Family.

## Ushers

This valuable ministry is to not only welcome all who attend our worship services, as well as memorial services and special occasions, but also to prepare attendees for worship by providing directions, removing distractions and by being attentive to the immediate needs of people throughout the service.

### **Responsibilities:**

- Provide a warm, friendly welcome to all who come to worship
- Dispense bulletins
- Attend to the needs of visitors and members
- Assist with seating for the congregation, paying particular attention to visitors
- Help visitors locate child care and restrooms
- Pass the offering plates
- Count attendees
- Assist communicants during communion
- After service, collect the offering into deposit bags to be securely placed in the safe
- Clean up pews after the worship service
- Remain vigilant and alert during services, acting as first responders if needed

**Time Commitment:** At least one Sunday per month, on average

**Ministry Contacts:** James Stubbs (8:00 AM) Joe Hunter (10:30 AM)

## Vestry

The Vestry functions like a board in other organizations. Its members are regular participants in the life of the church. The Vestry receives reports on church ministry activities; serves as liaisons between the Vestry, ministry teams, and committees; approves the annual Church Budget; and provides valuable input for the oversight of the church. Vestry members serve on a 3–year rotation. They are recruited by Clergy, then voted upon

by members of Saint Luke’s Anglican at the Annual Meeting.

**Time Commitment:** Meets monthly, plus additional duties as requested

**Ministry Contact:** Wendy Corbitt, wendy@wendycorbitt.com

**2024 Vestry:**

- Rector’s Warden—Wendy Corbitt
- Treasurer—Jim Legg
- John George
- Nancy Henty
- Beth Meeder
- Cathy McDevitt
- John Carroll
- Tom Conner
- Stu Rodman
- Ann Eden
- Mike Mitchell
- *Secretary, Barbara Wolf*

**Women’s Ministry**

Women’s Ministry at Saint Luke’s exists to:

- Support the Mission & Vision of Saint Luke’s Anglican
- Create growth, fellowship, nurturing and service opportunities for women
- Strengthen belonging and connection amongst all women at Saint Luke’s
- Discern the special needs and concerns of women at Saint Luke’s
- Develop programming that addresses key elements essential to the building up of women within the body of Christ
- Foster women’s spiritual lives and grow women’s faith
- Organize Bible studies and other special events
- Fulfill the God-ordained pattern of women mentoring other women, as expressed in Titus 2:3-5
- Encourage fellowship amongst women, and,
- Create unique service opportunities for women both within, and outside of the church, which defend the cause of the “widow and the orphan,” (Psalm 82:3-4; James 1:27; Isaiah 1:17) as well as build up women in Christ

**Time Commitment:** Varies by activity

**Ministry Contact:** Jessica Maples, Director of Women’s Ministry

# CHURCH CONTACT INFORMATION

## Street & Mailing Address:

50 Pope Avenue, Hilton Head Island, SC 29928

## Phone:

- 843.785.4099

**Email:** [stlukes@stlukeshhi.org](mailto:stlukes@stlukeshhi.org) **Website:** [stlukeshhi.org](http://stlukeshhi.org)

**Facebook:** [facebook.com/stlukeshhi](https://facebook.com/stlukeshhi)

## CLERGY/PASTORAL CARE:

- The Revd. Dr. Jady Koch, Rector, [jadykoch@stlukeshhi.org](mailto:jadykoch@stlukeshhi.org); ext. 226
- The Revd. Dr. Kelly O’Lear, Associate Rector, [kellyolear@stlukeshhi.org](mailto:kellyolear@stlukeshhi.org); ext.223

## CHILDREN, FAMILY & STUDENT MINISTRY:

- The Revd. Jacob A. Rogers, Associate for Discipleship & Family, [jacobrogers@stlukeshhi.org](mailto:jacobrogers@stlukeshhi.org), ext. 246
- Amy Reese, Director of Children & Family, [amyreese@stlukeshhi.org](mailto:amyreese@stlukeshhi.org), ext. 247

## ADMINISTRATION:

- Michelle Woodcock, Finance Manager, [michellewoodcock@stlukeshhi.org](mailto:michellewoodcock@stlukeshhi.org), ext. 224
- Jessica Maples, Executive Parish Administrator and Director of Women’s Ministry [jessicamaples@stlukeshhi.org](mailto:jessicamaples@stlukeshhi.org), ext. 221
- Elizabeth Glick, Administrative Assistant, [elizabethglick@stlukeshhi.org](mailto:elizabethglick@stlukeshhi.org), ext. 229
- Chiche VanBochove, Sexton

## MUSIC MINISTRY:

- Nina Rodman, Minister of Music, [ninarodman@aol.com](mailto:ninarodman@aol.com), ext. 234
- Dallas Reese, Music Team Leader, [dallasreese@zoho.com](mailto:dallasreese@zoho.com), ext. 250

## PRESCHOOL:

- Janice Ring, Director of St. Luke’s Preschool, [janicewring@gmail.com](mailto:janicewring@gmail.com), ext. 249

## OTHER:

### ACTS COUNSELING CENTER:

- Sharon Smith, LMFT, Director, [sksacts@gmail.com](mailto:sksacts@gmail.com), ext. 228
- Cherri Sabo, MA, [cowgirlupphi@gmail.com](mailto:cowgirlupphi@gmail.com), ext. 239



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