



ST. MARK'S EPISCOPAL CHURCH  
TIME & TALENT  
HANDBOOK  
*A Ministry Guide*

2016-2017

1000 NORTH MISSISSIPPI ST.  
LITTLE ROCK, AR 72207  
501.225.4203  
[www.st-marks.com](http://www.st-marks.com)

## PARISH STAFF

Rector: The Rev. Danny Schieffler  
Associate Rector: The Rev. Lisa Smith Fry  
Deacon: The Rev. Mr. Len Griffin  
Deacon: The Rev. Dr. Susan Lyon  
Organist & Choirmaster: Timothy Allen  
Parish Administrator: Karen Blissit  
Parish Secretary: Carlene Reynard  
Family & Young Adult Minister: Luke Gilbert  
Youth Minister: Ashley Haggard  
Lay Ministries Coordinator: Kyran Pittman  
Bookkeeper: Penny Wallis  
Communications/Website: Linda Walker  
Music Administrative Assistant: Becky Newberry  
Day School Headmistress: Cheryl M. Shelby  
Sextons: Wyamon Stokes, Cedric Gaither

## VESTRY

The Vestry are the lay leaders of the parish. In addition to being responsible for the property and finances of the church, they serve on special projects, are active liaisons with the different ministries of the parish, and work with our clergy and staff to provide support, encouragement and leadership for all of our parishioners. St. Mark's Vestry is composed of 15 lay members elected by the parish. Each vestry member serves a three-year term with one-third being elected each year at our annual parish meeting.

## SCHEDULE OF SERVICES

### **Sunday**

8:00 am Holy Eucharist  
9:15 am Christian Education (ages 2 and up)  
10:30 am Holy Eucharist  
5:00 pm Contemplative Eucharist

Nursery available for infants and toddlers at all morning services

### **Monday through Friday**

8:15 am Morning Prayer

### **Wednesday**

5:30 pm Holy Eucharist with Unction

## TABLE OF CONTENTS

LEARN .....	4
GROW.....	7
WORSHIP.....	9
SHARE.....	13
CELEBRATE.....	17
CONNECT.....	20
LEAD.....	22
SUPPORT.....	25
VISION & MISSION STATEMENT .....	28

# **LEARN!**

## **FORMATION MINISTRIES**

### **ADULT FORMATION COMMITTEE**

The Adult Formation Committee plans adult Christian education programming. It is composed of those who teach or moderate classes and those who are actively involved with formation.

### **ADULT FORUM**

From the moment of birth until the moment of death, we don't stop learning! The **Forum** is a large, informal group that examines a variety of topics presented by members of the clergy, parishioners, and outside speakers. Forum is held at 9:15 Sunday mornings in the Parish Hall. The Adult Forum committee decides what types of programs to present.

### **RECTOR'S STUDY GROUP**

Several times a year, our Rector chooses a book to read and discuss as a group. Sample titles include "Open Heart, Open Mind" by Thomas Keating, "Tokens of Trust" by Rowan Williams, and "Quest for the Living God," by Elizabeth Johnson.

### **SUNDAY BIBLE STUDY GROUP**

A clergy-led group that meets weekly to study scripture.

### **SOCIAL JUSTICE AND ADVOCACY GROUP**

A lively discussion group with an interest in what's going on in our local, national, and world news from the perspective of our beliefs about what God expects of us. Various viewpoints and beliefs are expected and welcomed. Participants are invited to bring topics forward for discussion. Meets Sunday morning at 9:15 a.m. in the parlor.

## **YOUNG ADULTS/PARENTS (JAVA LOFT)**

Small group video series, discussion and Bible study are offered Sunday morning at 9:15 in the Java Loft. The topics connect Tradition, Scripture, and Reason to the cultural topics of today.

## **WOMEN'S BIBLE STUDY**

An all-ages group of women read the Bible as well as group-selected devotionals. Meets Thursdays at noon, mid-August-May in the Parlor.

## **MEN'S BIBLE STUDY**

A men's group who study the Bible, utilizing critical thinking, insight and a sense of humor. Doughnuts every meeting! Thursday mornings at 8:30 in the library August- May.

## **CATECHUMENATE**

For those wanting to become more involved at St. Mark's, for those wishing to be confirmed or baptized, for those wanting to deepen their faith or learn more about the Episcopal tradition. The evening class includes a simple snack and a brief time of fellowship followed by a presentation. Following the presentation, small groups break out for discussion. Tuesday evenings from 6:30-8, September-mid-December. Child care is provided.

## **EDUCATION FOR MINISTRY (EFM)**

This four-year program of theological education-at-a-distance comes from the School of Theology of the University of the South. **EFM** teaches you how to think theologically, deepens your faith and understanding, and provides you with new confidence to be Christ's minister. It covers the basics of a theological education in the Old and New Testaments, church history, liturgy, and theology. Call the office for more information.

## **ASSIST WITH SUNDAY SCHOOL**

### **GODLY PLAY (PRESCHOOLERS)**

Backyard Kids is an introductory Sunday school class for young children that explores Bible stories appropriate to each season of the Church year. This is a first step in their understanding of the Bible and how church can be an important part of their lives. Serve as part of our teaching team for the 3-4 year old Sunday school class from September - May. One teacher and two assistants are present each Sunday. At the beginning of the first semester of teaching, usually in August and in early January, new teachers assist in preparing the stories and crafts.

### **K-5 CLASSES**

Grow, Proclaim, and Serve! This program nourishes and enriches children in faith so they can proclaim the good news of God's love and serve God and neighbor. Serve as part of a teaching team for the K-5th grade Sunday school classes from September - May, or with a one-room program in June-August. In the summer, children ages 3-5th grade gather in the Children's Chapel for a Bible story and worship during large-group time, then divide into small-group breakout activities. Curriculum materials and training are provided.

### **JR/SR HIGH CLASSES**

Classes are held Sunday mornings at 9:30 in the EYC center (downstairs in the Youth building). Curriculum varies, donuts are served, and all are welcome. Email Ashley Haggard at [ahaggard@st-marks.com](mailto:ahaggard@st-marks.com) for more information on how to get involved.

# **GROW!**

## **YOUTH & YOUNG FAMILY MINISTRIES**

### **YOUTH ADVISORY COMMITTEE**

The Youth Advisory Committee meets every other month to help generate ideas and support, and to organize programming for youth ministries at St. Mark's. The committee consists of youth and adults.

### **FAMILY MINISTRY TEAM**

This team develops activities for families to do together, such as Arkansas Travelers games, Thanksgiving and Christmas basket projects, parenting classes, movies, humane society projects, picnics, etc. Meets once a quarter to schedule and coordinate events.

### **VACATION BIBLE SCHOOL**

VBS is offered each summer at St. Mark's. Children from St. Mark's and the surrounding area join as a community of faith to learn how God calls us to be His eyes, arms, legs, and heart in the world. St. Mark's works diligently to present an entertaining, joyful, and spiritual program each year, in July or August.

### **EKC (EPISCOPAL KIDS COMMUNITY)**

This program is designed to help children understand their gifts and how to share them with each other. Open to 3-5 graders and their friends. Meets each Sunday afternoon at 4:00. Parents and parishioners are welcome to cook a simple meal or assist with transportation.

### **EYC (EPISCOPAL YOUTH COMMUNITY)**

A celebration of Christian fellowship for 6-12 graders and their friends. Activities include movies, eating out, service projects and trips, but

more importantly they explore their beliefs with each other. Meets each Wednesday afternoon at 5:30. Parents and parishioners are asked to cook a simple meal or assist with transportation.

## **YOUTH TRIPS**

Youth grades 6-12 participate in several trips each year. A fellowship trip coincides with school break each spring and mission trips occur each summer. All youth are welcome to participate and chaperones are always needed.

## **4 FAMILIES 4 FUN**

4 Families 4 Fun are groups of four families that rotate dinners. Children are welcome. Families do not need to host a dinner. They only need a desire to have a lot of fun getting to know other St. Mark's families with children. Groups are shuffled twice a year, but a family can join at any time.

## **THIRSTY THURSDAY**

This is a monthly event for young adults thirsting for community and faith. The group meets for dinner and beverages of all kinds, then joins in a discussion of a spiritual topic or participates in an outreach project. Childcare is provided for these events.

## **PARENT'S NIGHT OUT**

St. Mark's gives parents a chance to relax and spend some time together. This team takes care of up to 25 kids, ages infant-10 years. There are age-appropriate activities including a nursery, older kid's games, and a movie with dinner.

## **MEALS FOR NEW PARENTS**

St. Mark's offers meals to families during the first couple of weeks after a child is born to show our support and love. Team coordinates

with the family to schedule times, dates and dietary needs for the meals. The team uses an online meal train calendar, invites people to sign up for a date and bring a hot meal.

## **NURSERY**

Professionally staffed nursery care for infants and toddlers is available during Sunday school and morning worship. Volunteers are welcome to serve as part of the Nursery Team.

## **BOY SCOUT TROOP 7**

St. Mark's has served as a charter representative and sponsor for Boy Scout Troop 7 for over 60 years, and has produced 100 Eagle Scouts. Activities undertaken by the troop include camping, hiking, leadership training, outdoor skills, service projects, fellowship and lots of fun. The troop is open to boys ages 11 through 17 and holds regular meetings on Monday evenings at 6:30 p.m. during the school year at the Scout Hut. For more information, contact David Mann at [dkaamann@sbcglobal.net](mailto:dkaamann@sbcglobal.net).

# **WORSHIP!**

## **WORSHIP MINISTRIES**

### **WORSHIP COMMITTEE**

The Worship Committee meets in advance of each liturgical season to plan and organize worship.

### **USHER**

Ushers offer a warm welcome and assistance to parishioners before, during, and after church services. They greet and offer worshippers a

worship bulletin as they enter the sanctuary. During communion, ushers maintain an orderly flow to the altar rail. After the service, ushers collect used worship bulletins and lock the church.

## **LECTOR**

Lectors are lay people who read a designated portion of that day's assigned scriptures. Lectors serve at the 8:00 am and the 10:30 am Sunday service. Lectors may also volunteer to serve at other services such as Evensong, Christmas, Lent, Holy Week, weddings and funerals.

## **VERGER**

Vergers assist in the organization and the operation of the worship service, much like a master of ceremonies. The Verger uses the verge (staff) to clear the path for the procession, and directs the lectors, servers and clergy throughout the festive celebrations.

## **THURIFER**

The thurifer holds and swings the thurible (censer that makes smoke). Incense is burned to symbolize our prayers rising to God. The thurifer participates in special services and festivals.

## **LAY EUCHARISTIC MINISTER (LEM)**

Lay Eucharistic Ministers serve the consecrated wine to communicants during Holy Communion. Instruction covers the use of vestments, how to process, where to sit, administration of the wine, and the rotation schedule for serving. LEM's serve at Sunday Eucharist, and may volunteer to serve at other Eucharist services as needed.

## **CONTEMPLATIVE SERVICE**

Lay Eucharistic ministers get to the Contemplative Service at 4:45 to help light candles for the service. During the service, they read a short passage and lead the prayers of the people, and assist with the chalice

at communion. Afterwards, they help "strike" the set up for the service. A beautiful, relaxing way to end (or begin) your week.

## **MORNING PRAYER**

Morning Prayer is one of the Episcopal Church's daily "office" prayer services. Morning Prayer is a lay-led service, held every weekday beginning at 8:15 am in the Chapel. We are always looking for people interested in leading Morning Prayer. This service gives us an opportunity to intentionally pray for those who request our prayers.

## **ALTAR GUILD**

The Altar Guild serves God by preparing and tending the places and equipment used by God's people in worship. Volunteers prepare the Lord's Table each week for Eucharist, setting up vessels, wine and bread and changing the vestments of the altar, lectern and pulpit as needed. This group works in teams assigned to each service - from the regular Sunday liturgies to services like weddings and funerals.

## **FLOWER GUILD**

The Flower Guild prepares floral decorations on feast days and special occasions.

## **PEW CREW**

The Pew Crew ensures the church and chapel are ready for worship each week. They replace visitor cards and pencils, tidy seat cushions, and straighten Hymnals and Prayer Books in the pew racks.

## **CENTERING PRAYER**

This method of prayer is both a relationship with God and a discipline to foster that relationship. Two Centering Prayer Groups now meet weekly at St. Mark's - Monday at 4:30 pm and Thursday at 11:00 am. Both groups are open to newcomers and to persons who simply want to

know more about and practice centering prayer.

## **MUSIC MINISTRIES**

### **ADULT CHOIR**

At St. Mark's we recognize the power music has to beautify our worship. We place great importance on giving the best we can by using the musical and vocal expertise available in our congregation and beyond. The Parish Choir (8<sup>th</sup> grade-adult) is the most visible musical ensemble in the parish. It sings and leads worship every Sunday morning, for the major church feasts and other special services such as Evensong. The music we sing is from the "Anglican cathedral tradition" – compositions that require preparation and rehearsal. Rehearsals are Wednesday nights from 7:00-8:30 and new singers in all voices are always welcome.

### **HANDBELL CHOIR**

Enthusiasm is the biggest requirement for a hand bell ringer. The technique is relatively easy and once the combination of counting and reading is mastered it is great fun to ring and make music. Ages 8<sup>th</sup> grade -adult meet on Sunday mornings at 9:15.

## **YOUTH & CHILDREN**

### **CHILDREN'S CHAPEL**

Children's Chapel is designed to enhance children's worship experiences by providing age appropriate readings and lessons each Sunday. Children 3 yr. – 3<sup>rd</sup> grade leave the big church to go to Children's Chapel every Sunday prior to the First Reading during the 10:30 service and return before communion. Assistants for Children's Chapel Team are welcome. Children's Chapel meets year round.

## **CHORISTERS**

St. Mark's Choristers, 1<sup>st</sup>-7<sup>th</sup> grade, sing at the 10:30 am service on the third Sunday of each month. In rehearsals, the Choristers learn about music, language, singing and liturgy. Rehearsals take place during the school year from 4- 5 pm on Wednesdays.

## **ACOLYTES**

Acolytes wear vestments, serve as crucifer (carry the processional cross), are torchbearers (carry candles) and assist the clergy in worship services in the church. Young people in grades 5-12, and adults of any age, are assigned to teams that serve on a rotating basis at the Eucharist services each Sunday. Acolytes can also assist at other special services.

# **SHARE!**

## **OUTREACH MINISTRIES**

### **REACH OUT COMMITTEE**

The Reach Out Committee enables members of St. Mark's to become actively involved in the ownership of outreach projects. We provide resources both financial and physical to accomplish projects that are repeatable, sustainable, and have a lasting measurable effect on ourselves and the people we serve.

### **FAMILY PROMISE**

Four times a year, for a week at a time, St. Mark's partners with First United Methodist Church to host a family in need through Family Promise. Families are housed and take their morning and evening meals at another participating church's facilities. At 7:00 am families are picked up at the church to go about their routine. Saturday is a fun day--families and their hosts have gone to the movies, museums and the

zoo. St. Mark's provides cooks, overnight hosts and Saturday volunteers. Cooks are invited to stay for dinner, as are our overnight hosts. Families and hosts have their own separate bedrooms. Watch for dates.

## **FOOD PANTRY**

Starting in May 2016, St. Mark's plans to partner with the Food Pantry currently run from First Christian Church on Mississippi. First Christian is moving west and the food pantry needs a new home. This food pantry serves many people in the neighborhoods near our church and we look forward to doing this ministry in the years to come. Existing volunteers that work with the food pantry, coming from a number of different churches, will continue to staff and volunteer at the food pantry. However, there will be opportunities for St. Mark's members to volunteer and help with this outreach. If you are interested in helping please contact David Mann at [dkaamann@sbcglobal.net](mailto:dkaamann@sbcglobal.net).

## **ARKANSAS FOOD BANK**

Arkansas Foodbank supplies many of the food needs for those who are hungry and have food security issues in their families. St. Mark's offers volunteer opportunities a few times a year, or parishioners may call the AFB directly to volunteer, 501-565-8121.

## **HABITAT FOR HUMANITY**

St. Mark's parishioners have been involved with Habitat for Humanity in various capacities over the past several years. St. Mark's has built a house, helped others build houses, and provided food for those doing the building. Watch for dates.

## **RICE DEPOT**

Arkansas Rice Depot helps children, families and seniors combat food insecurities. We assist the Rice Depot with periodic in-gathering of food

supplies, offer volunteer opportunities to serve yearly, and encourage direct volunteerism. Call 501-565-8855 to volunteer.

## **STEWOPOT**

The Little Rock Stewpot is a simple group with a simple mission - "Feed whoever comes through the door. No questions asked." Stewpot has fed 150 hungry people, 5 days a week, continuously for 40 years. Help us continue to feed the hungry in Little Rock by supporting The Stewpot as a donor or volunteer. Call 501-372-1804 to volunteer.

## **ST. FRANCIS HOUSE**

St. Mark's members are deeply involved with St. Francis House ministry. A Christmas holiday highlight for many St. Mark's families and individuals is the annual creation and delivery of hundreds of food and gift baskets for families in need. Volunteers answer phones in the St. Francis office, translate in the medical clinic, sort clothing, and assist wherever needed. Call 501-664-5036 or go to their website, [www.stfrancisministries.com](http://www.stfrancisministries.com) to volunteer.

## **BREAD BRIGADE**

The Bread Brigade provides more than 2600 lbs. of food over the course of a year to those in need. Volunteers pick up perishable items from grocery stores and deliver to the food pantry.

## **VETERAN'S DINNER**

The veterans from St. Francis House are treated to a home cooked meal prepared by the Thursday morning women's ChristCare group several times a year. Drivers are needed to transport the veterans to and from the church. Parishioners welcome the veterans by dining with them and thanking them for their military service.

## **DOMESTIC MISSION TRIPS**

Our middle and senior high youth work with local, state and countrywide churches, agencies and organizations to assist yearly where there is need. St. Mark's is also in the process of developing parish and family domestic mission trip opportunities. We would love your help.

## **FOREIGN MISSION TRIPS**

St. Mark's took a group to Guatemala on a medical mission trip in 2015. Working closely with the Diocese of Guatemala, parishioners from St. Mark's and St. Peter's in Conway assisted hundreds of people with vaccinations, medicines and surgery. St. Mark's is in the process of developing further trips and welcomes all suggestions and volunteers.

## **ALTAR FLOWERS TO GO**

Each Sunday volunteers disassemble and deliver our flower arrangements for our parishioners who are homebound and in nursing homes. No flower design experience is necessary! Folks meet after the 10:30 am service in the walkway to the left of the altar. All are welcome!

## **ANGEL TREE MINISTRY**

Prior to Christmas, a tree is set up in the Parish Hall to which the youth group has attached the names of needy children in the area. Each card has a name, gender, age and sometimes gift suggestions. Parishioners are asked to take one or more cards as they are able, and bring back UNWRAPPED gifts to the church with the name of the child attached to the bag. All gifts are delivered via St. Francis house in mid- December.

## **SHRIMP BOIL**

St. Mark's annual Shrimp Boil provides an evening filled with live music, big fun and great Cajun shrimp. It is held in the fall and benefits St. Francis House. This signature event draws huge crowds, perfect weather, and fabulous volunteers (over 200 each year). Join in!

# **CELEBRATE!**

## **PARISH LIFE MINISTRIES**

### **PARISH LIFE COMMITTEE**

The Parish Life Committee is composed of a chair, or co-chairs, who coordinate parish life activities, and the volunteers who make it all happen. Whether you love to throw a party, or simply have a killer lemon square recipe, Parish Life has a place for you!

### **1ST SUNDAY BREAKFAST**

Held the first Sunday of each month, St. Mark's enjoys a community breakfast between the 8:00 and 10:30 services. Each month a different team cooks and serves. Teams purchase and prepare food and are reimbursed from a donation basket. Suggested donation is anywhere from \$3.50-\$4 for adults and \$2-\$3 for children. Join a team or forge a new team!

### **CONGREGATION LIBATION**

Congregation Libation is a fun, low-key way to get to know other folks at St. Mark's--and there's even childcare in the Wilcox Building, including pizza and entertainment for the kids! This event takes place twice a year on a Friday in the fall and spring. People bring a dessert, hors d'oeuvre, or a favorite finger food to share, along with a \$4 donation to cover the cost of beverages. Alcohol and non-alcoholic beverages are available.

## **SUNDAY MUNCH**

Sunday Munch ministry is responsible for setting up coffee, doughnuts, and other snacks in the Parish Hall for Sunday Munch which follows the 10:30 am Sunday service, as well as scheduling weekly hosts. Sunday Munch hosts may be parishioners or groups wishing to honor an event or person, highlight a ministry, or simply express appreciation for our parish family. Although there may not be a host each Sunday, Sunday Munch still takes place (unless another event/reception is occurring).

## **ST. MARK'S GOLF ASSOCIATION**

You don't have to be a professional to help us raise money for St. Francis House! Golfers-- male and female-- are welcome to join in for monthly golf scrambles at area golf courses spring-fall.

## **ST. MARK'S SUPPERS**

Groups of eight (usually) people meet for dinner, taking turns hosting and providing the entrée while others in the group round out the menu with appetizers, salads, etc. When the groups have completed their round of dinners, new groups are formed and the process begins again. The suppers are a wonderful way to meet new people in the church, as well as seeing more of those you already know.

## **ST. MARGARET'S GUILD**

Two missions drive St. Margaret's Guild: support women and children, and offer fellowship. Guild membership is open to all women at St. Mark's. Meetings are always in the evening. Every two or three months, SMG meets for a potluck supper at a member's home. Projects include Thanksgiving and Christmas baskets for St. Francis House and other charities, collecting clothing for the Rape Crisis Center, helping with Shrimp Boil, gathering cosmetic and toiletries for storm victims (as needed) and buying classroom computers for elementary school children.

## **LADIES LUNCH BUNCH**

All women of the Parish are invited to meet for lunch on the first Thursday of every month at a different restaurant for fun, food, and fellowship.

## **3RD SUNDAY @ 3 RECEPTIONS**

The 3rd Sunday at 3 reception committee hosts receptions after “3<sup>rd</sup> Sunday at 3” musical events. The Committee provides and prepares food, drink and decorations.

## **BAPTISMAL RECEPTIONS**

The Baptism reception team provides the setting for presenting faith chests to those who are baptized. A reception is held with food and drinks for those who are baptized and their families, Godparents, friends and parishioners.

## **EVENSONG RECEPTIONS**

The Evensong reception committee provides food and drink for receptions after Evensong, 5 or 6 times a year.

## **FUNERAL RECEPTIONS**

The Funeral Reception ministry is responsible for providing a small reception for the family and friends of the bereaved. This team sets up the parish hall for the reception and organizes food and beverages, welcomes the family of the bereaved, and cleans up after the reception.

## **SPECIAL OCCASION RECEPTIONS**

The Special Occasion Reception committee provides receptions as needed that no other group covers.

## **PARISH PICNICS**

In the spring and fall, parishioners gather for a picnic on Rally Day and on St. Mark's day. The meat is provided by the church, and parishioners are invited to bring a side dish and a blanket or lawn chairs. Catch up with friends and turn the kids loose to play games.

## **WOMEN'S CHRISTMAS BRUNCH**

Women's Brunch is a yearly event held during Advent. All women of the parish are invited to a catered brunch with a special guest speaker or entertainer. Proceeds are donated to the local women's shelter.

## **CONNECT!**

### **NEWCOMERS MINISTRIES**

#### **NEWCOMERS COMMITTEE**

Newcomers Committee is made up of chairs of various Newcomers programs, and meets regularly to ensure visitors and new members are being welcomed and integrated into our church family.

#### **NEW MEMBERS DINNER**

Newcomers' dinners extend St. Mark's warm hospitality to all new members for an evening of food, drink and conversation at a parishioner or clergy person's home. Held quarterly.

#### **FIRST FRIENDS**

Each new member is paired up with a "first friend" (an integrated member of St. Mark's) who helps the new member learn about St. Mark's and its many ministries, invites them to join them for an event, and answers any questions they might have.

## **GIFTS FOR VISITORS**

This ministry assembles small gifts to extend our hospitality and welcome newcomers on Sundays.

## **NAME TAGS**

This ministry encourages everyone to wear a name tag to make it easier for the clergy, members of the parish and visitors to know one another. It includes seeing that there are nametags and badges for the ushers to put out each Sunday, having the Parish Administrator to order additional supplies as needed, and quarterly checking the name tag holders to restore order and remove any duplicates or those members who have moved.

## **GREETERS**

Greeters are charged with identifying and welcoming visitors and newcomers to St. Mark's. They answer questions, direct newcomers to the nursery, classrooms and Sunday Munch, and are our first line of welcome at St. Mark's.

## **WELCOME BREAKFAST**

Held quarterly during the first Sunday breakfast, we place special focus on welcoming our newcomers. Join us between the 8:00 and 10:30 am service.

## **BURGER BASH**

First Friends and new members get to know each other while feasting on hamburgers and hot dogs. Held twice a year in the spring and fall and meets in the parish hall following the 10:30 service.

# **LEAD!**

## **ADMINISTRATIVE MINISTRIES**

Parishioners are appointed/nominated based on experience, skills, and talents. Let us know if you are interested!

### **ADMINISTRATIVE ASSISTANCE**

Office volunteers work limited, flexible hours in the church office, providing staff assistance, answering phones and assist with other office tasks. A great way to meet other parishioners.

### **ART & ARCHITECTURE**

Art & Architecture committee is tasked with being the custodians of consistency and aesthetics on the campus of St. Mark's. Committee members provide suggestions and thoughtful leadership on how best to preserve, maintain, and when appropriate, invest in improvements in our facilities.

### **BUILDINGS & GROUNDS**

This ministry offers advice to the Jr. Warden with regards to maintenance, improvements and care of the church buildings and grounds, and other work related issues.

### **GROUNDS WORKDAY**

Twice a year, volunteers gather on a Saturday morning to beautify the grounds by mulching, pulling weeds and gardening. All are welcome to show up! Bring your rakes and shovels and prepare to get your hands dirty.

## **COLUMBARIUM**

The Garden Columbarium at St. Mark's is a beautifully landscaped area adjacent to the church. Board consists of seven voting communicants of St. Mark's, plus one clergy and one member of the Vestry for a total of nine voting members. Individuals serve three-year terms. The board oversees the operations and maintenance of our columbarium.

## **ECOMARK**

The EcoMark team provides information to the congregation and Vestry on the importance of and responsibility for environmental care within the broad concept of stewardship and Christian discipleship. EcoMark is ever conscious of the long term effects of all we do on "this fragile Earth, our island home".

## **FINANCE**

The Finance committee handles all the financial aspects of St. Mark's. Additionally, the committee recommends the annual budget to the Vestry supervises internal controls and manages the annual audit. Meetings are held monthly to review the prior month's financial statements.

## **ST. MARK'S FOUNDATION**

The Foundation administers and manages trusts and bequests. Investment decisions are made based on specific requests. The board meets quarterly or more often, as needed.

## **MEMORIALS**

The Memorial committee helps to oversee expenditure of donations received as memorials and gifts. The committee works with the clergy, Altar Guild, Art & Architecture Committee, and administrative staff to identify needs of the church not addressed in the general budget that could be met with undesignated funds. Meets on an ad hoc basis.

## **MUSIC & ARTS PROGRAMMING**

This group assists the clergy and choirmaster as they develop a strategy for music and arts programming and our relationship with the wider arts community in Little Rock.

## **STEWARDSHIP**

The Stewardship committee was historically defined as a fund raising program to meet the annual budget needs of the church. Over the last several years, this committee has broadened stewardship to include the identification and use of time and talents of our congregation.

## **VESTRY**

The Vestry is the lay leadership of the parish. In addition to being responsible for the property and finances of the church, they serve on special projects, are active liaisons with the different ministries of the parish, and work with our clergy and staff to provide support, encouragement and leadership for all of our parishioners. St. Mark's Vestry is composed of 15 lay members elected by the parish. Each vestry member serves a three-year term with one-third being elected each year at our annual parish meeting.

## **DAY SCHOOL BOARD**

The St. Mark's Day School Board meets quarterly to oversee the ministry of the Day School and to build up the relationship between it and St. Mark's. The Board consists of three vestry members and three interested parishioners appointed by vestry.

## **PARISH LIBRARY**

The Parish Library is housed in the main office building and contains a wide range of reference books, Bibles, prayer books, and other literature. People are needed to organize and maintain the space and its materials.

# **SUPPORT!**

## **PARISH CARE MINISTRIES**

### **FISHES & LOAVES CASSEROLE BANK**

Members of the Fishes & Loaves ministry work in teams to bake and freeze casseroles to be taken to parishioners and others during times of family illness, births, deaths and other events. A variety of casseroles are kept frozen in the church kitchen to be delivered on short notice when a need arises. Great for those with a desire to cook!

### **CHRISTCARE**

ChristCare Groups provide the caring relationships and spiritual growth that occur within the nurturing environment of a small group.

ChristCare Groups usually meet weekly or twice a month. Members grow as disciples of Jesus by participating in the four ChristCare Group activities: community building and care, Biblical equipping, prayer and worship, and missional service. A trained, commissioned, and supervised leader supplies a Christ-centered and life-transformational small group. A congregation's equipper thoroughly trains ChristCare group leaders.

### **EUCCHARISTIC VISITORS**

Following church services each Sunday, Eucharistic Visitors take consecrated bread and wine to sick and shut-in members and conduct a brief but complete Eucharist.

### **GRIEF SUPPORT**

*Walking the Mourner's Path* is an 8-week program developed by the Episcopal Church to help those who are grieving. Lay people are trained as facilitators. Call the church if you are interested.

## **HOSPITAL VISITS**

Hospital Visitors are trained volunteers that take turns visiting people in area hospitals. These visits are in addition to our clergy visits and usually occur weekly in the facility and day of the volunteer's choice.

## **PRAYER INTERCESSOR**

The Intercessor team prays for those on both the private and public intercessory prayer list. Anyone can submit names to either list by calling the parish office. In addition, daily prayers are offered for our clergy, the Episcopal Church, members of the armed forces, for peace, and for an end to violence.

## **HOMEBOUND AND NURSING HOME CARE MINISTRY**

The Homebound and Nursing Home Care Ministry helps connect active members to members who may not be able to attend church often or may not be able to leave their nursing home. This ministry keeps us connected to all parishioners. Volunteers visit people in Hospice care, nursing homes, long term acute care, rehab centers, and those at home. These volunteers assist Clergy by making them aware of any needs or changes with these parishioners.

## **PRAYER SHAWLS**

The Prayer Shawl Guild members knit or crochet beautiful shawls and pray for the recipients. The shawls are blessed at the altar during a Wednesday healing service, and are given to those going through trying times in their lives—major health issues/surgery, divorce, loss of job, etc. as well as those who may be facing death. Beginners welcome! You can also support the ministry with skeins of washable yarn (2 or 3 per shawl, depending on skein size) or with funds—each shawl costs about \$15. The Prayer Shawl Guild has also contributed hundreds of caps for Arkansas Children's Hospital, as well as red scarves for the *Orphan Foundation of America's Red Scarf Project*.

## **SHEPHERD'S CALL MINISTRY**

Parishioners are contacted by our shepherds three times a year to notify them of upcoming events: Rally Day, Advent, and Lent. The Shepherd's ministry reminds parishioners that the St. Mark's community is thinking about them and that they are an important part of the congregation.

## ST. MARK'S VISION

We seek to be a vibrant community of people who worship weekly, pray daily, learn constantly, serve joyfully and live generously.

## ST. MARK'S MISSION

Through worship, prayer, study, and action, we proclaim the Gospel of Jesus Christ. We empower people of all ages to find their places as disciples and to extend God's kingdom of justice, peace and reconciling love.