HICKORY NECK EPISCOPAL CHURCH



TIME AND TALENT

MINISTRY GUIDE

2027

Hickory Neck Episcopal Church
8300 Richmond Rd. * Toano, VA 23168
757-566-0276 * www.hickoryneck.org

Time and Talent Ministry Guide

Worship

Altar Guild – Volunteers maintain and prepare the altar paraments and prepare for and clean up after communion.

Flower Guild – Volunteers provide flowers for use in Sunday services at both the New and Historic Chapels.

Eucharistic Minister – Ministers serve at the altar by offering the chalice during communion. Eucharistic Ministers must be trained, confirmed members of the parish.

Acolyte – Acolytes (youth and adults) light the altar candles, assist with communion and offering, and carry the cross during the processional and recessional at the 10:00 am service and for special services as needed.

Lector – Lectors prepare for and read the lessons and Prayers of the People.

Usher – Ushers greet people as they enter the nave, offer bulletins, and assist in seating. They also help with the offering collection and ushering to Eucharist.

Usher for Weddings and Funerals – Ushers serve in the same role as above for special services.

Greeter – Greeters welcome parishioners and guests as they enter the chapel for the 10:00 service They help visitors feel welcome and connect them with clergy and parishioners.

Vestment Maintenance – Monitor the status of vestments used by clergy, acolytes, the Choral Scholars, and Eucharistic ministers.

Pop-Up Prayers - The Pop-Up Prayer ministry sends out Facebook prayers during the week. These are recorded video sessions that are done by parishioners Monday, Wednesday, and Friday. These video sessions are pre-recorded for the week and only 2-3 minutes on average.

Sunday A/V operator – Operate the A/V system for live streaming of the Sunday 10:00AM service.

Sunday A/V assistant– Assist the operator of the A/V for live streaming of the Sunday service.

Music Ministry

Parish Choir –Sing for the 10:00 am service. They rehearse every Wednesday evening from 7:00 pm to 8:30 pm except for June to September.

Instrumentalist – Instrumentalists of all levels are occasionally invited to play for worship (preludes and postludes, anthem, and hymn accompaniments).

Christian Formation

Adult Bible Study Leader – Leaders meets with a small group in regular gatherings to study scripture, utilizing a variety of study formats.

Adult Forum Leader – Leaders hold education discussions after the 10:00 am service each Sunday.

Children's Chapel Leader/Assistant (10 a.m.) – Two persons lead the children (aged 3 – 7) in a children's service of prayer, singing, and stories based on the day's gospel. Lessons are provided.

Nursery Coordinator – Schedules the Nursery Volunteers for the 10:00 am service.

Nursery Volunteer – Volunteers assist the nursery attendant during the 10:00 AM service.

Sunday school: Godly Play Teacher / Assistant – Teachers and assistants prepare and teach a weekly Sunday school session for preschool children. Study materials are provided. Classes are held after the 10:00 a.m. service.

Sunday school: Teacher / Assistant - Teachers and assistants prepare and teach a weekly Sunday school session for children through 5th grade. Study materials are provided. Classes are held after the 10:00 a.m. service.

Vacation Bible School Leader – Lead the planning, coordination, and volunteer recruitment for Vacation Bible School when hosted by Hickory Neck. Responsibilities can be shared by multiple co-leaders.

Vacation Bible School Assistant – Assistants, both adult and youth, help with Vacation Bible School sessions one week during the summer for children of ages 3 – 5th grade.

Youth Group Leaders – Leaders meet for dinner and a program Sunday evening, teaching and mentoring the youth from 6th to 12th grades. They also serve as chaperone for field trips.

Youth Group Support – Volunteers provide a simple meal each week for the youth group. Food may be prepared at home or carry-out. (Pizza is always welcome!)

Kensington School

Godly Play Leader / Assistant – Help with the half hour Godly Play sessions for children from the Kensington School.

Story Time Reader – Read to children at Kensington School.

Joe to Go – Once a month help with coffee and donuts at the Kensington School (set-up, greet parents and clean-up).

Communications

Communication Committee – Committee members plan and implement evangelism efforts in the community, including articles in papers, mailers, social media outreach and other creative ideas. Committee meets periodically; work is seasonal.

Write Articles – Volunteers write articles for newspapers.

Take Pictures – Photographers keep pictorial record of Hickory Neck events.

Website Assistance –Volunteers assist the Parish & Communications Administrator with posting events and assisting with keeping the website up to date.

Graphic Design – Help develop promotional materials, ensuring consistent branding.

A/V operator – Operate the A/V system for live streaming of special services as scheduled.

Pastoral Care

Prayer Advocates – This team prays for those in need, both members and non-members.

Greeting Card Ministry – Volunteers send cards to parish members for life events.

Emergency Meals – As a rotating member of a team, these ministers provide a meal to a person or family in need due to illness or an accident.

Special Deliveries-Meals – Members of the team provide a meal and deliver them parishioners and their family.

Eucharistic Visitor – These ministers take the Eucharist to those who cannot attend services. This takes about an hour on Sunday with a rotation of about once a month. Eucharistic Visitors must be trained, confirmed members of the parish.

Stephen Ministry - Stephen Ministers are lay congregation members trained to provide one-to-one care to those experiencing a difficult time in life, such as grief, divorce, job loss, chronic or terminal illness, or relocation.

Health and Safety Team - The Health and Safety Team works collaboratively providing information about local resources and educational programs to promote the whole person's health and wellness. In addition, the team raises safety awareness and prevention of illnesses and injuries for our parishioners of all age groups including the management of the Emergency First Responder training. The Health and Safety Ministry Team includes Eucharistic Visitors who take Eucharist to those who cannot attend services, those who make phone calls to our homebound parishioners, and those who knit or crochet prayer shawls and lab ropes for parishioners in need.

Newcomers

Newcomers Committee – This ministry focuses on activities and strategies to introduce individuals and groups to Hickory Neck.

Community Engagement

CEC Committee - Community Engagement Council (CEC) is your vehicle to go out into the world and not only serve our community, but also to make our neighbors and one another feel welcome within the Hickory Neck Church community. You have the say in what ministries you would like to participate in – what excites you – what would you like to share with others. We encourage you to join us as we continue to hammer out hunger, homelessness, poverty and loneliness. The CEC committee helps to facilitate these goals.

Winter Shelter – Parishioners assist in conducting the week-long Winter Shelter.

Backpack Committee – Lead or assist the annual back program which provides local school children the supplies they need to start the school year.

Angel Tree Committee – Lead the annual Salvation Army Angel Tree program which provides Christmas gifts for children in need.

From His Hands Ministry, Grove – Parishioners prepare or procure meals which are served at Grove Christian Outreach Center once a Quarter.

GWOM/Meals on Wheels Hotel Dinner Deliveries – Parishioners prepare or procure meals which are served at Grove Christian Outreach Center once a Quarter.

Habitat For Humanity Home Build – On occasion we are asked to provide volunteers to assist in the building of a Habit for Humanity house.

Sleep in Heavenly Peace – A non-profit organization needing a group of volunteers dedicated to building, assembling, and delivering top-notch bunk beds to children and families in need.

Stewardship

Stewardship Committee – Members develop a stewardship campaign for the year, including a brochure, letters and the Time and Talent forms.

Grant Writing – Generate or assist with grant research and writing of grants for funding

Parish Life

Coffee Hour Host – Provides refreshments after the 8:00 and 10:00 am services. They prepare coffee, set up and clean up.

Kitchen Patrol – Maintain the kitchen in the Wilkinson Center. The youth also help after Sunday night dinners.

Event Helper – Coordinate refreshments for special events as well as clean up after the event.

Buildings

Buildings Committee – The members of the committee are responsible for seeing that our Parish House and New Chapel are properly maintained. They evaluate the work that needs to be done, schedule workdays or work with contractors to see that the Parish House and New Chapel are properly maintained

Maintenance – Volunteers complete odd jobs, such as replacing light bulbs and paint touch-ups in the Parish House and New Chapel.

Sexton Committee – Members of the committee set up and take down for events. They also clean up after events.

Grounds

Grounds Committee – The members of the committee are responsible for seeing that our grounds are properly maintained. They evaluate the work that needs to be done, schedule workdays or work with landscapers to see that our grounds are properly maintained.
HNC Garden Care & Maintenance – Volunteer to care for a small section of our grounds.

Workdays – Volunteers weed, mulch, trim, and generally clean up the grounds.

Office Support

Bulk Mail Preparations – Volunteers assist the Parish Communications and Administrator with bulk mailing from the church.

Office Assistant – Assist Parish Communications and Administrator with office duties, such as answering phones, preparing weekly service bulletins, and other duties as needed.

Recommendations

If there is a ministry that is of interest to you and it is not on the Time and Talent Form, please enter it in and tell us about the ministry.

Website: www.hickoryneck.org

Facebook: https://www.facebook.com/Hickory.Neck/

YouTube: https://www.youtube.com/@hncwebminister540