

Church of the Northern Apostles



Mutual Ministries Brochure January 2020

*45 Boxwood, Whitehorse, Yukon Y1A 4X8
867-633-4032*

*Facebook: Church of the Northern Apostles, Porter Creek
anglican.yukon.net*

Total or Mutual Ministry

“Is a way of being intentional about the cooperative relationships between the ministries of all the baptized, in the mission of the church in the world and the ministries of the ordained at the service of that mission. From this have evolved new models of parish ministry involving mutual or total ministry ‘teams’, in a variety of contexts, with the end goal of nurturing the ministries of the baptized.”

(www.anglican.ca) It is also called Circle Ministry.

Mutual Ministry

“A term given to the concept of shared ministry and leadership in a congregation. Mutual ministry is an approach to Christian ministry that is lived out of the promises made in baptism. It sees the ministry of the whole congregation as the primary ministry. All members of the congregation are doers of ministry. Deacons and priests serve as resource and support persons to the congregation, and perform the other duties appropriate to their orders. The work of Roland Allan (1868-1947), an English missionary and parish priest, is the background of mutual ministry. Allan emphasized the training and empowerment of local leadership in the church, the importance of laity, and the use of voluntary clergy.” (www.episcopalchurch.org)

Dear Friends,

Welcome to Northern Apostles! This brochure has been prepared for:

- Long-time parishioners
- New members
- Inquirers wanting to know more about our Church.

We are a community of people who celebrate God's love for us in Jesus Christ. Our desire is to put Jesus at the center of our lives and to make Him known to others. We believe that all Christians have talents and spiritual gifts to offer in the service of our Lord. This is why we call ourselves a "**mutual ministry parish**" - all have a valued place and contribution to make in Christian ministry at the Church of Northern Apostles (CNA).

The following pages describe most of the ministries that are taking place right now. Please let us know how you might like to be involved if you are not already. Perhaps there is a ministry you don't see that you would like to see started – please let us know that as well!

Yours in Christ, *The Ministry Team*

Worship Services and Prayer Ministries

Worship Committee

- Members are Incumbent, Lay Ministers, representatives from parish groups.
- Meets about 3 times per year to discuss and evaluate different aspects of worship at CNA.
- Aims to develop worship in ways that honour and glorify God.
- Connects with Sunday School in service planning.
- Prepares Sunday Service.
- Sub-group plans periodic Family Services (intergenerational worship).
- Meetings last about 1 hour; ongoing prayerful consideration of worship life needed; other duties as required.

Licensed Lay Ministers (Licensed by the Bishop)

- Share with the incumbent in the leadership of worship at CNA (robed for Sunday Services).
- Exemplify and uphold in a visible way the baptismal ministry of all Christians.
- Provide moral support and practical help to Incumbent.
- Other duties vary in time commitment depending on the gifts of the Lay Minister, ie preaching preparation (approx. 10 hours per week).
- Required course of study for preparation as well as ongoing study.

Preaching (Licensed by the Bishop)

- Ministry of Incumbent, Lay Ministers, others gifted and licensed by the Bishop.
- Requires ability to expound the Word of God in an intelligent and understandable way.
- Aims to understand through the Holy Spirit what the scripture originally meant and what it means today, using practical applications for people's lives.
- Involves prayerful study and preparation (approx. 10 hours) using commentaries, Lectionary aids, Bible Dictionaries and other tools.
- Training occurs in Lay Ministry preparation.
- Periodic evaluation occurs with the Incumbent and training is ongoing.

Music Ministry

- Purpose to offer various gifts of music (instrumental, vocal), primarily during Sunday Worship, to glorify God.
- Picking music involves reading Scripture for the day and coordinating with Service leadership on the theme and direction of the service.
- Musicians can choose music in consultation with the Incumbent/Lay Minister
- Piano ministry approx. 1-3 hours per week.
- CNA Singing Group offers periodic music specials; practice required; time commitment varies.

Reading (Proclamation of the Word) Ministry

- Requires love for the Word of God and strong, clear enunciation
- Assignment is usually, but not always, Epistle and Old Testament readings, as well as the Psalm.
- Preparation: prayer and practice before the service.

Prayers of the People (Intercessory Prayer) Ministry

- Involves leading the congregation in corporate prayer.
- Needed: belief in the importance and power of prayer, awareness of resources, and ability to compose prayers in a clear and organized fashion which invites participation and honours God.
- Prayer leaders should read the scriptures for the day, be aware of parish/other needs, and consult with the preacher and/or service leader about theme for the day.
- Time: whatever is needed for personal prayer and preparation before Sunday Worship.
- The Scripture Readers Coordinator also coordinates interested parishioners for Prayers of the People, which are combined and distributed as one schedule, usually for 4-5 months at a time.

Scripture Readers Coordinator

- Prepares Scripture readings by date from the appropriate Lectionary, engages with interested parishioners to ensure that all Sunday services have Readers, and communicates Readings to participants, primarily by emailing the schedule. Also produces hard copies for upstairs (lectern and cork board at the back), downstairs (cork board by coffee area), and for Readers without computer/printer access.
- For Sundays not covered on the sheet, phones parish members to do the readings (Epistle, Psalm, and Old Testament)
- When Readers not available, coordinator fills in or informs Service Leader.
- Recommends "Training Notes for Readers" sheet and/or other training for those new to this ministry
- For Readers' concerns, acts as liaison between Reader and Incumbent
- Worship Committee provides Scripture Reading List; Incumbent provides Parish List.

Prayers of the People Book

- Duties are to have the "Red Book" at the back of the Church ready for each Sunday morning by having different national/diocesan/parish prayer cycles set out.
- Time required is approx. 15 minutes per week to update prayer cycles and add additional prayers (usually done several weeks at a time).
- Prayer cycles are on computer.

Altar Guild

- The purpose of this ministry is to tend to and prepare the Church sanctuary for services that will glorify God.
- Main ongoing duties are to set altar/table for Sunday services and at other times, set Bible passages and Psalm for services, and ensure all linen is cleaned.
- Ensures all supplies (wine/wafers/candles etc.) are in stock.
- Purchases flowers as needed and decorates the sanctuary for special occasions.
- Altar Guild sets its own roster; members are on duty about once every two months for two weeks.
- Weekly time commitment anywhere from fifteen minutes to one hour for set-up and five minutes for "take-down" after the services, in addition to 15 min. to wash and iron linens.
- Other commitments: 1.5 to 2 hours each for Easter cleaning (with others) and Christmas decorating (with others).

Lay Administrators of the Chalice (Licensed by Bishop)

- This ministry is to administer the Chalice at Holy Eucharist.
- An initial training session under the supervision of the Incumbent required.
- Duty time is scheduled Sunday morning communion services.

Bulletin Ministry

- Preparation of Bulletins for Sunday services and special occasions.
- Computer skills needed.
- Involves acquiring information from individuals and groups in the parish.
- Time commitment is about one and a half hours per week.

Teaching and Youth Ministries

Sunday School Teacher

- Upholds the truth of God's Word.
- Important attributes are patience, enjoyment in working with children, and ability to make things fun for children through organizing activities and crafts.
- Sunday School is currently using a Gospel-centered, scripture-based program called *One Room Sunday School*.
- Program is very user-friendly; don't have to be overly creative as everything is laid out.
- Preparation time is minimal - less than one hour for each Sunday ministry.
- Attendance varies from about 2 to 10 children.

Baptismal Preparation

- Baptism is our initiation into Christ and His Church, the "outward sign" and pledge of forgiveness and salvation in Christ.
- The promise of baptism is realized through repentance and faith in Jesus Christ as Lord and Saviour.
- Preparation time and resources vary according to age and spiritual maturity of candidates.

5 years and younger:

- 4-6 one hour sessions with parents, last session includes sponsors,
- Some recommended resources: *The Book of Alternative Services* (BAS); John Stott, *Becoming a Christian* and/or *Being a Christian*

6-12 years

- 5-8 one hour sessions
- Some recommended resources: Bible; BAS; Billy Graham. *Steps to Peace with God*

13 and up

- 5-8 one hour sessions.
- Some recommended resources: Bible; BAS; Nicky Gumble, *Why Jesus*; John Stott, *Being a Christian*

First Communion Preparation

- Holy Communion is a thanksgiving and remembrance of the death and resurrection of Jesus, a sign of our unity in Christ, a real means of spiritual grace, and an anticipation of Christ's return in glory.
- Baptized children five years and older can be admitted to Holy Communion in the Diocese of Yukon provided they express faith in Jesus and a personal desire to receive communion, and their parents and Incumbent agree on their admission.
- Preparation time and resources will vary depending on age and spiritual maturity of candidates.

5-9 years:

- Parents, on their own schedule, work through *Life in the Eucharist*
- Final one hour session with Incumbent.

10 and up

- Some recommended resources: Bible; BAS; Nicky Gumble, *Why Jesus*; John Stott, *Your Confirmation* chapters.

Confirmation Preparation

- Confirmation is a time of making a mature commitment to Christ and being strengthened by the Holy Spirit through the laying on of hands and prayer by the Bishop.
- Candidates for confirmation are teenage and older.
- Preparation and resources will vary according to age and spiritual maturity of the candidates.
- Some recommended resources: Bible; BAS; Nicky Gumble, *Why Jesus*; John Stott, *Becoming a Christian*, *Being a Christian*, Jan Stuchbery, *This Is Our Faith*, Jesus Video (Campus Crusade For Christ)

Note: Baptism, First Communion and Confirmation preparation are, at present, led by the Incumbent but could in future also be led by others with a mature Christian faith, the gift of teaching and an ability to facilitate discussion and who have received training for these ministries.

Marriage Preparation

- To prepare couples for marriage in the Church.
- A strong grounding in the Christian faith with a gift of teaching and ability to facilitate group discussion is needed.
- Couples meet with Incumbent for planning of the service and rehearsal.

Mission/Outreach Ministries

Ministerial Food Drive

- Yearly event organized by the Whitehorse Ministerial to collect food for those in need; food supplies distributed through Mary House and Salvation Army; various Churches participate.
- Time commitment for CNA participants 2-4 hours, spread out over two days, first to distribute food bags to a section of Porter Creek and second, to knock on doors to pick up

food supplies a few days later.

- A coordinator is needed to gather bags and routes and coordinate the volunteers on specific routes. A gathering place is also needed whether that is at the church or the coordinators home – this is about a 2 hour commitment.

Mitten Tree Coordinator

- Oversees the set-up of a Christmas tree in the back of the Church at the end of November.
- Communicates to the parish the need for donations of winter socks, hats and mitts to be distributed to those in need through Mary House, the Outreach Van and other agencies.
- Arranges for the decoration of the tree with donations and the transportation of donations to Mary House in mid- December.

Foster Child Ministry

- An outreach project to support a foster child through World Vision.
- The ministry is to receive correspondence from and about our foster child, and to arrange correspondence to him/her on behalf of the parish; also to communicate with CNA about our foster child's needs and the nature of our financial support/fundraising.

Follow-up of New People

- Follow-up people newly connected to the Church through letters, phone-calls, personal contacts.
- Tasks to be warm and welcoming; communicate information about membership at CNA; assist with information about how to become a Christian and how to grow as a Christian.

Administration, Governance and Finance Ministries

Priest-in-Charge (or Incumbent)

- Licensed by Bishop; also called presbyter.
- Focuses on training and equipping Church members for ministry and has responsibility for:
 - Sacramental Ministry;
 - Preaching and teaching, enabling and encouraging others who undertake this ministry with him;
 - Pastoral care, sharing this ministry with others and making sure they are equipped for this work;
 - General spiritual oversight to help mutual ministry parish CNA to develop and grow.
 - Overall, honours principles of circle or mutual ministry, and seeks to help CNA to grow as an effective missionary congregation.

Vestry Member

- Vestry or Church Council, works together with the Incumbent to develop ministry programs and initiatives in the Church and oversees the financial and administrative aspects of parish life.
- Members elected each year at the Annual General Meeting in January or February; term is for one year.
- Vestry meets once a month eleven times a year; meetings last two to two and a half hours.
- Regular attendance and ongoing support for the Church expected, as well as reading of Agenda material and prayerful preparation for meetings.
- See Canons 38, 45-47.

Churchwardens

Incumbent's Warden

- Assists the Incumbent, with the People's Warden, in the overall administration of the parish. Helps to "interpret" the Incumbent to the people, identifying any problems that may exist between Incumbent and people and enabling communication and harmony. Provides personal counsel, support and encouragement to the Incumbent.
- Usually appointed by Incumbent; term of office one year.

People's Warden

- Assists the Incumbent, with the Incumbent's Warden, in the overall administration of the parish. Helps to "interpret" the people to the Incumbent, acting as spokesperson of the people of the parish as necessary. With the Incumbent's Warden, identifies matters to the Incumbent that need attention and helps foster communication and harmony. Usually elected at AGM; term of office one year.

Both Wardens

- Form, with the Incumbent, the Executive of Vestry
- Keep informed about finances, property management and spiritual concerns and direction of the parish.
- Help, with the Incumbent, to interpret the parish to the Diocese, and the Diocese to the parish, especially encouraging the parish to understand the important role it plays in the life of the Diocese.
- Keep aware of the general conditions and living arrangements in the Rectory, and make sure repairs are attended to.
- See Canons 40-41.
- At the discretion of Incumbent, one and/or the other Warden may alternate chairing vestry meetings.

Treasurer

- Ex officio member of Vestry
- Commitment to faithful financial stewardship in the Church needed.
- Also required: computer skills, basic knowledge of bookkeeping, reading financial statements and knowledge of, or willingness to learn, bookkeeping software system.
- On a monthly basis:
 - Writes cheques and pay invoices
 - Reconciles bank statements
 - Keeps a simple filing system for invoices and weekly deposits sheets
 - Prepares monthly and year-to-date financial statements for Vestry.
- Prepares quarterly reports for Church Members.
- Prepares year-end report and budget for Vestry and Annual Congregational Meeting (ACM) (sometimes called Annual General Meeting or AGM)
- Prepares and submits Annual Charitable Organization Report to Revenue Canada.
- Requires attendance at monthly Vestry Meeting (2 hrs per meeting) and at AGM (2 hours).
- Monthly time commitment 3-4 hrs. (as well as time at Vestry meetings).
- See Canon 44.

Envelope Secretary

Duties are to:

- Issue donation envelopes to parishioners at the beginning of the fiscal year and as needed during the year,
- Keep a list of envelope subscribers;
- Keep records of any charitable donations from envelope subscribers;
- Issue charitable donation receipts to subscribers at year end;
- Compile a report for the congregation for the annual congregational meeting;
- Store records for the standard seven year period.(this is done in the church office)
- Time commitment is approximately 10-20 minutes per week for inputting and approximately 5-6 hours per year for inputting and downloading information.

Pastoral Care Ministries

Home Visitation

- Visits homes of parishioners and others to offer pastoral care.
- Works at building relationships; offers a listening ear and seeks to discern needs and concerns; gives encouragement.
- Makes people aware of parish events as needed.
- Able to pray in homes and bring resources of scripture and Christian faith into situations.

Hospital Visitation

- Visits parishioners in the hospital to offer pastoral care.
- Seeks to discern patient's condition and give encouragement and support.
- Able to pray with the patient for healing and other concerns and to bring the resources of scripture and Christian faith into situations.
- If requested, communicates information from the patient to family and others.
- Ensures that other prayer is offered and support given by the Church as appropriate.

Counselling

- Offers counselling to parishioners and others as requested and/or if able.
- Requires sensitivity and a listening ear to understand and empathize with people.
- Able to bring scriptural truth to bear on problem areas of people's lives, and to pray with them if requested.
- Upholds the principle of confidentiality and respects the dignity of the one being counselled to the highest degree.
- Understands the importance of referring the one being counselled to other counsellors and resources as needed.

Funerals

- Offers pastoral care to families of the bereaved.
- Visits in homes as requested, to be with people in the fullest sense, offering concern, love, and support.

- Able to listen and let people say what they need to say.
- Able to offer comfort and hope in the Good News of the Gospel, to bring biblical resources to bear in different situations, and to pray with people.
- Works out the funeral service with the family and oversees the final liturgy; arranges the date and conducts the service.
- Generally speaking, does not undertake other funeral arrangements, but is able to tell families what needs to be done.
- Attends to appropriate follow-up visits after the service.

Note: These four pastoral care ministries are primarily ministries of the Incumbent at the present time. However, they can all, with the exception of certain features of the Funeral ministry, be undertaken by others who are gifted for them, have a mature faith, and have received appropriate training.

Social Events/Strengthening Parish Family

Coordinator Ladies Night

- Coordinates an evening for ladies to share fellowship and be encouraged in their faith.
- Organizes the format for the evening, which is a time of music and a quiet time of fellowship in the midst of the Christmas rush.
- Ladies are invited to bring a poem, short story or something else that is meaningful in their lives.
- Usually held on the first or second Sunday of December, for CNA members and their guests.

Pre-Christmas event coordinator (fundraiser)

- Organizes date and time in consultation with Vestry.
- Communicates with parish about the event (incl. need for baking goods and other items);
- Oversees set-up, running the event, clean-up and assistants;
- Time commitment: 2-3 hours for coordination, advertising, organizing set-up and one hour to take down; event itself two to three hours.

Shrove Tuesday Pancake Supper Coordinator

- Coordinates an event in which Christians gather to enjoy a meal together, celebrate God's love in Christ, and prepare for the season of Lent.
- Organizes food supplies, asking the parish for donations of ham and buying the rest of the food as needed.
 - Oversees cooking, recruiting helpers, set-up and clean-up.
 - If the event is advertised to the public coordinator organizes food permits, propane grill, and other supplies as needed, and advertising on a bigger scale.
 - Time commitment: about 8 hours, including the supper.
 - Note: Meal is by donation; also this event serves as a church fundraiser.

Physical Plant and Use of Church Ministries

Building Maintenance

- Keeps up on the general state of the Church Buildings - electrical, plumbing, outside appearance etc. - and helps ensure, in consultation with Wardens and Vestry when necessary, that necessary repairs are made.
- Oversees watering when necessary and snow clearing in winter
- Presents ideas for beautifying and upgrading the property (inside and out) to Vestry.

Hall Rentals and Users Coordinator

- Encourages hall rentals by various means.
- Keeps a calendar of dates the hall is used, for both profit and non-profit functions.
- Acts as contact for groups at all times; when in doubt about a rental request, runs it by Chair of Vestry who in turn may take it to the Wardens and/or the Vestry for a decision.
- Supplies a sheet with fees and rental regulations for user groups (i.e. workshops who will be charging participants); many groups are by donation as CNA wishes to offer space for community functions.
- Informs the Treasurer of funds received on a regular basis; responsible for invoicing these rental organizations.
- Responsible for keeping a list of parish members and user groups who have been given keys to the Church and making sure those keys are returned when no longer needed.
- Replenishes coffee, kitchen and bathroom supplies and ensures kitchen clean-up.
- Ensures sanctuary and other areas of the Church are cleaned (usually a contract position)
- Ensures hall in shape for renters.