

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

With the introduction of this ministry guide, you, along with all current and future members of the Church of the Ascension are invited on a journey in faith. This journey begins with quiet recognition that all of us have been abundantly blessed and gifted in our relationship with Jesus Christ and our incorporation into the Parish family at Ascension.

Once we have “taken stock” of all that God has done in our lives, we come away with the spiritual understanding that truly “it is more blessed to give than to receive.”

In our giving, God promises that we will also be rewarded with the satisfaction of meeting the needs of others but at a personal level, we find that the deepest needs of our souls are also benefitted. So it is in that spirit of selfless giving and growing ourselves in the process that this Parish Ministry Guide is being offered for your consideration.

You will find over thirty ministry opportunities which represent efforts on the part of individuals, groups and organizations to share one thing in common: Make God’s Love Known Through Service. Truly we are seeing the stated mission and purpose of the Church of the Ascension being carried out in these pages:

*“Ascension is a community of faith committed to share and grow  
in Christ’s love, bound together in worship, fellowship  
and ministry to others”*

The **Yes!** page (page 2) invites you to join a ministry team. Please prayerfully examine the various ministries in the coming weeks, print out the page, choose a ministry of interest and turn the page into the office, a ministry leader, or just put it in the offering plate on Sunday.

Won’t you join the challenge of living out our mission in the world?

*Father Bob Davidson, Interim Rector*

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**Yes!**

## I'd like to join a ministry team!

*Print this page (page 2), fill it out, turn in to the church office, place in the Sunday offering plate OR contact the ministry leader for more information.*

My Name \_\_\_\_\_

My contact information \_\_\_\_\_

*I am interested in (check one or more)*

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- Women's Weekday Bible Study*
- Monthly Spirituality Sessions*
- Tract Rack*
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## **Adult Education** *Men's Friday Bible Study*

**The ministry purpose or goal:**

Gather weekly for fellowship and prayer. Morning Prayer is said and the Sunday lectionary facilitates discussion.

**The ongoing projects:**

The Sunday lectionary.

**The sessions' content:**

In the context of an educational forum, participants share and pray with the group. Breakfast pastries and coffee.

**Qualifications or interests the participants should have:**

No special qualifications needed, just a willingness to share and pray with fellow male members of the congregation.

**The training that is offered:**

Biblically based, this is an opportunity to examine and discuss our core beliefs.

**The typical time commitment:**

Once a week, each Friday from 7:00 to 8:00 a.m.  
Fall session has begun but drop-ins are welcome.

**Preparation/homework:**

No advance preparation is necessary prior to each meeting.

**Ministry leader:**

Shared leadership under the Rector's guidance.

**Current ministry team members:**

Fr. Bob, Bill Dorn, Buzz Schaumberg, Eric Hammerberg, Jim Macdonald and Tyler Ray.

**Ministry contact:**

Buzz Schaumberg

e-mail: [Egseagle171@aol.com](mailto:Egseagle171@aol.com)

Cell phone: 303-478-4641

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Adult Education** *Women's Weekday Bible Study*

**The ministry purpose or goal:**

Study the Holy Scriptures for the upcoming Sunday so that we may discern God's message to both our Christian ancestors and to us today.

**The ongoing projects:**

The Sunday lectionary.

**The sessions' content:**

Read the scriptures from the lectionary; open discussion.

**Qualifications or interests the participants should have:**

No special qualifications needed, just a desire to read God's word.

**The training that is offered:**

This is an opportunity to learn more about the people of the Bible and how God's relationship with them informs our own lives.

**The typical time commitment:**

Once a week, each Thursday from noon to 1:00 p.m.

**Preparation/homework:**

No advance preparation is necessary prior to each meeting.

**Ministry leader:**

Mary Ruth Schaumberg.

**Current ministry team members:**

Mary Ruth Schaumberg, Palma Chambers, Elinor Davis, Jane Medina, Maris Riegel and Cynthia Voight.

**Ministry contact:**

Mary Ruth Schaumberg

e-mail: [mamataxico@aol.com](mailto:mamataxico@aol.com)

Cell phone: 303-699-1721

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Adult Education** *Monthly Spirituality Sessions*

**The ministry purpose or goal:**

Learn and practice diverse spiritual disciplines to improve your personal relationship with God.

**The sessions' content:**

Monthly teaching with discussion that is facilitated by trained leaders. The sessions include time for practice and prayer.

**Qualifications or interests the participants should have:**

Participants should have a desire to grow spiritually.

**The training that is offered:**

Different spiritual practices are explored in a group setting. Participants share their experiences as they apply these practices to their lives.

**The typical time commitment:**

The sessions are 90 minutes on the second Wednesday evening of the month plus the time you are willing to invest practicing the disciplines each day or week.

**Preparation/homework:**

Assigned scripture may be read optionally and time may be spent practicing new disciplines you have learned about.

**Ministry leaders:**

Al Starkey, Spiritual Director, and Mother Cass.

**Current ministry team members:**

Attendance is open and drop-ins are always welcome.

**Ministry contact:**

Mother Cass

e-mail: [cass@strotheide.com](mailto:cass@strotheide.com)

phone: 303-699-7223

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Adult Education** *Tract Rack*

**The ministry purpose or goal:**

Offer inspirational pamphlets to members and visitors.

**The volunteer duties:**

Order and stock the rack with pamphlets and the Forward Day by Day daily meditation booklets.

**Special qualifications or interests the volunteer should have:**

An interest in providing inspirational literature to members and Ascension visitors at no cost through a light volunteer commitment.

**The training that is offered:**

Instructions provided.

**The typical time commitment:**

One to two hours per quarter.

**Tract Rack schedule:**

The literature is always available in the church's north entry. The rack is self-serve. Volunteers may set their own schedule to maintain the rack.

**Volunteers may use their cars:**

To pick up pamphlet orders.

**Ministry supervisor:**

The ministry leader, Mary Ruth Schaumberg.

**Who may I contact for more info?**

Mary Ruth Schaumberg

**e-mail:** [mamataxico@aol.com](mailto:mamataxico@aol.com)

**phone:** 303-699-1721

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Adult Education** *Book Table*

**The ministry purpose or goal:**

Offer for sale books, media and other materials that will enhance our Christian walk, including Bibles and Advent calendars.

**The volunteer duties:**

Be available at the Book Table during the coffee hour period and answer questions to the best of our ability about the books we offer. Sell books; take orders for books that we do not stock; special orders.

**Special qualifications or interests the volunteer should have:**

A love of reading, learning and a willingness to interact with congregation members at coffee hour.

**The training that is offered:**

On the job training available when the book table is open.

**The typical time commitment:**

Weekly, with duties shared by 3 to 5 people.

**Book table schedule:**

Sundays during coffee hour. If available at other times, sharing trips to Cokesbury to pick up books and media.

**Volunteers may use their cars:**

Only if they are able to assist with picking up book orders.

**Ministry supervisor:**

The ministry leader, Buzz Schaumberg.

**Who may I contact for more info?**

Buzz Schaumberg

**e-mail:** [Egseagle171@aol.com](mailto:Egseagle171@aol.com)

**phone:** 303-478-4641

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Ordained Ministry** *Clergy*

### **The ministry purpose or goal:**

The priests and deacons provide leadership and spiritual support to church members and those outside of the parish seeking God.

### **Contacting the clergy:**

Each clergy staff can be approached on Sunday services to request appointments or consultations. Messages may be left through the parish office at their respective extensions.

The rector receives e-mail at: [rector@ascensiondenver.org](mailto:rector@ascensiondenver.org)

### **Emergency Contact:**

Parishioners may contact a member of the clergy any time through a paging system accessed by the main number: 303-388-5978. Dial extension 504 to connect you with the clergy on call. We work to respond to such emergency calls within one hour. Other calls for information/updates may be left on the voice mail of the church.

### **Sacramental Services:**

Requests for baptisms, weddings, funerals or other pastoral ministry of the clergy should be scheduled well in advance of the anticipated date. Most of these services require advance planning and counseling sessions. Informational material is available through the church office or by speaking to the clergy directly.

### **Discernment of ordained ministry:**

Occasionally God will call a member of the parish to consider ordained ministry within the church in their own lives. There is a formal “discernment” process that the clergy can outline for anyone interested. Set up an appointment for initial discussions before any plans are made.

### **Delegations to church conventions:**

Clergy and lay members represent the Church of the Ascension at various church conventions and gatherings within the Diocese and High Plains region. If you are interested in representing the parish in such a capacity, please let a member of the clergy or the Senior Warden know of your interest.

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Outreach** *Nurturing the Community*

### **The ministry purpose or goal:**

The committee is sensitive to the needs of the greater community, educates and organizes the congregation, and acts as stewards to the least, the last and the lost.

### **The ongoing projects:**

We actively support local and national organizations & projects:

- Episcopal Relief and Development
- St. Francis Center
- St. Clare's Kitchen
- Metro CareRing Food Pantry; Colorado Food Bank
- Colorado Haiti Project
- Fleece Navidad
- Ascension Request for Assistance Funds

### **The volunteer duties:**

Committee members meet once a month on the 4th Sunday at 9 a.m. in the parish hall to identify community needs and to garner parish support. They recruit and organize parish volunteers for specific projects. Project volunteers may work 2 or more hours a month, depending on the project and your level of engagement.

### **Special qualifications or interests the volunteer should have:**

A heart for stewardship and desire to manifest God's love of God beyond Ascension. Computer skills, e-mail access is helpful.

### **The training that is offered:**

One-on-one with the team members.

### **The typical time commitment:**

Two hours a month is typical. Participation can include weekends or weekdays.

### **Ministry contacts:**

Shared governance: Barb Watson, Dorothy Wilson, Jack Moore, Joan Casey, Roz Dudden, Betty Arkell

### **Who may I contact for more info?**

Dorothy Wilson

**e-mail:** [daw10@comcast.net](mailto:daw10@comcast.net)

**phone:** 303-321-6114

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Pastoral Care** *Nurturing the Church*

### **The ministry purpose or goal:**

We provide prayer, meals and transportation for Ascension parishioners in time of need; Eucharistic ministry for shut-ins (see next page); craft birthday cards to send to parishioners.

### **The volunteer duties:**

- Prepare a meal
- Drive a parishioner to a doctor's appointment
- Pray as a member of the prayer chain
- Craft birthday cards twice a year

### **Special qualifications or interests the volunteer should have:**

A desire to address needs within the Ascension community.

### **The training that is offered:**

Eucharistic ministers are trained and licensed by the Diocese. Other roles require no training.

### **The typical time commitment:**

The commitment is minimal. You will be put on our volunteer list. As need arises, we ask for available volunteers.

### **The work done on weekdays, weekends and/or evenings:**

All of the above, but the work is based on your availability.

### **Do volunteers need to use their cars?**

Yes, if you are able to deliver a meal that you have prepared. If you cannot deliver, another volunteer will pick up the meal for delivery. Eucharistic visitors use their cars to take communion.

### **The ministry leaders:**

Diane Ipsen, meals; Jane Medina, prayer chain; Deacon Bobbie, Dorothy Wilson, Eucharistic ministers; Elinor Davis & Roz Dudden, cards

### **Current ministry team members:**

Diane Ipsen, Jane Medina, Dorothy Wilson, Elinor Davis, Roz Dudden, Joan Casey, Palma Chambers, Barb Watson, Paul Abdo, Mother Cass, Deacon Bobbie

### **Ministry contact:**

Paul Abdo

e-mail [paul@abdoostudio.com](mailto:paul@abdoostudio.com)

phone 303-898-9987

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Pastoral Care** *Eucharistic Visitors*

**The ministry purpose or goal:**

Take communion to parishioners who are unable to come to Sunday services.

**The volunteer duties:**

The Eucharistic Visitor will be sent out (commissioned) during the regular Sunday service to visit and take communion to a parishioner.

**Special qualifications or interests the volunteer should have:**

A person should feel that this is a special lay ministry they are called to. They need to feel comfortable visiting people who might be in a hospital or nursing home.

**The training that is offered:**

A license is needed to be an EV. The diocese offers a 4-hour training with trainings scheduled several times a year.

**The typical time commitment:**

The EV is scheduled once a month. A visit may last about an hour.

**The visitor's schedule:**

The communion must be administered the same Sunday that the EV is commissioned.

**Do volunteers use their cars?** Yes

**The ministry leader:**

Deacon Bobbie Girardin

**Current ministry team members:**

Dorothy Wilson, Stephanie Johnson, Joan Casey, Barbara Watson

**Ministry contact:**

Deacon Bobbie

**e-mail:** [kgirardin@msn.com](mailto:kgirardin@msn.com)

**phone:** 720-308-0209

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Music** *Praise & Celebration*

### **The ministry purpose or goal:**

Lead worship in contemporary music for the church services.

### **The volunteer duties:**

Attend rehearsals twice a month for **Praise** ensemble and once a month for **Celebration** ensemble. Arrive early on Sunday mornings to warm up on the 3<sup>rd</sup> Sunday (Praise) and 4<sup>th</sup> Sundays (Celebration) of the month. Participate in special services such as Christmas and Easter.

### **Special qualifications or interests the volunteer should have:**

You should be interested in contemporary Christian music that inspires and informs worship. Experienced instrumentalists are welcomed. Some singing experience is preferred.

### **The training that is offered:**

The **Praise** ensemble rehearses from 6:00 to 7:00 p.m. on the 2<sup>nd</sup> and 3<sup>rd</sup> Thursdays of each month in the church sanctuary.

The **Celebration** ensemble rehearses with the adult choir on the 4<sup>th</sup> Thursday of the month in the choir room.

### **The typical time commitment:**

The commitment is weekly as above.

### **The ministry leaders:**

Volunteer members under the auspices of the Music Director

### **Ministry contacts:**

#### **Praise ensemble:**

Margie Holcomb

e-mail: [Holcomb9494@msn.com](mailto:Holcomb9494@msn.com)

phone: 303-656-8828

#### **Celebration ensemble:**

Oressa Wise

e-mail: [ow2145@comcast.net](mailto:ow2145@comcast.net)

phone: 303-671-8352

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Music** *Adult Choir*

**The ministry purpose or goal:**

The choir leads worship in the Anglican tradition for the church services.

**The volunteer duties:**

Attend one choir rehearsal each week and arrive early on Sunday morning to warm up for the 10:00 service. Participate in special services such as Christmas and Easter.

**Special qualifications or interests the volunteer should have:**

The choir is an open ensemble, no auditions are held. You should be interested in developing your singing voice and expanding your musical experience. Adults from high school students and up are welcomed.

**The training that is offered:**

Choir rehearsals are held on Thursday evenings at 7:00 p.m. in the church choir room. All music and materials are provided. The music director is available for individual assistance upon request.

**The music:**

The repertoire is diverse and includes anthems in the Anglican tradition, a cappella motets, spirituals and contemporary anthems that serve to lead and inspire worship.

**The typical time commitment:**

Thursday evening rehearsal, Sunday morning warm-up and the 10:00 a.m. service. Choir takes a break in the summers.

**Choir schedule:**

As above. Additionally, post-rehearsal treats and choir parties are routinely held.

**The ministry leader:**

The Music Director.

**Ministry contact:**

Greg Larson, the Music Director

**e-mail:** [music@ascensiondenver.org](mailto:music@ascensiondenver.org)

**phone:** 303-909-0433

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Music** *Children's Choirs*

### **The ministry purpose or goal:**

A musical outlet for the youngest members of the congregation, offering vocal training and performance skills. Musically support worship on scheduled Sundays.

### **The volunteer duties:**

Under the direction of the Music Director, the children prepare service music in rehearsal and participate in Sunday services. Parents may get involved to support the Music Director's efforts.

### **Special qualifications or interests the volunteer should have:**

A desire to sing!

### **The training that is offered:**

The **Youth Choir** (grades 2-8) rehearses Wednesday evenings, 6:15 to 7:00 p.m.

The **Cherub Choir** (preschool & first grade) rehearses during the school year on Sundays at sermon time for about 15 minutes and occasionally during the coffee hour period.

### **The typical time commitment:**

During the school year, one evening a week and then scheduled Sundays. The choirs go on break in the summer.

### **The choirs' schedule:**

Weeknight rehearsals, Sunday practice and performance as scheduled.

### **Ministry supervisor:**

The Music Director, Greg Larson.

### **Who may I contact for more info?**

Greg Larson, the Music Director

e-mail: [music@ascensiondenver.org](mailto:music@ascensiondenver.org)

phone: 303-909-0433

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Youth** *Children's Christian Education*

### **The ministry purpose or goal:**

Nurture parish children in a vibrant and safe community where they can share and grow in Christ's love.

### **The ongoing projects:**

Faith formation: engaging, educational program for Children during Sunday worship.

### **The volunteer duties:**

You may choose to participate in many ways:

- Classroom teacher
- Chaperone/supervise special activities
- Assist during faith formation
- Drive for special activities

### **Special qualifications or interests the volunteer should have:**

Patience, love for children and a good sense of humor helps. An educational background is useful but not a requirement. Volunteers do not have to be parents!

### **The training that is offered:**

Volunteers are certified by taking a 4-hour video training, Safeguarding God's Children, once every four years, offered at church.

### **The typical time commitment:**

Once or twice a month, depending on your availability.

### **The work schedule:**

Christian Education meets every Sunday morning during the school year in addition to scheduled special events at other times.

### **Ministry leaders:**

The Youth and Children's Coordinator, Rachel Patrick and the Youth Education team leader, Amy Leonard.

### **Current ministry team members:**

Katrina Benes, Michelle Cory, Holly Butler, Ann Davis, Lisa Neal

### **Ministry contact:**

Rachel Patrick: e-mail: [youth@ascensiondenver.org](mailto:youth@ascensiondenver.org) phone: 864-723-0925

Amy Leonard: phone 303-263-4680

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Youth** *Teen Youth Group*

### **The ministry purpose or goal:**

Offer a safe community where teenagers in sixth grade and up can share and grow in Christ's love.

### **The ongoing projects:**

Youth Faith Formation

Epicenter (every other Sunday for fellowship and discipleship)

### **The volunteer duties:**

- Mentor youth
- Supervise/chaperone activities and trips
- Cook for youth activities
- Drive for off-campus events

### **Special qualifications or interests the volunteer should have:**

A good sense of humor! Patience and an interest in middle and senior high-aged youth. An educational background is helpful but not a requirement. You do not have to be a parent.

### **The training that is offered:**

Volunteers are certified by taking a 4-hour video training, Safeguarding God's Children, once every four years, offered at church.

**The typical time commitment:** Once a month.

### **Volunteer schedule:**

Sunday mornings/every other Sunday afternoon/special events, scheduled based on your availability.

### **Do volunteers use their cars?**

Drivers for off-campus events are needed.

### **The ministry leader:**

The Youth and children's coordinator, Rachel Patrick.

### **Current ministry team members:**

We are currently forming the adult volunteer team.

### **Ministry contact:**

Rachel Patrick

**e-mail:** [youth@ascensiondenver.org](mailto:youth@ascensiondenver.org)

**phone:** 864-723-0925

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Worship** *Acolytes*

### **The ministry purpose or goals:**

The acolyte program serves to instruct our youth in the liturgy by providing opportunity to actively participate. Acolytes support the sanctity of our worship by “lighting the way.”

### **The volunteer duties:**

Acolytes carry the torches alongside the cross in the procession and recession; they light the gospel book during the reading; they assist at the Eucharist by delivering the sacred elements to the altar. Lead acolytes (usually the teens) act as crucifer, assist with the priest’s hand washing at Eucharist, and mentor the younger acolytes.

### **Special qualifications or interests the volunteer should have:**

The program is for interested children from 8 years of age to high school who are baptized Christians.

### **The training that is offered:**

Training is offered at the beginning of the fall season. Throughout the year, individual training is available.

### **The typical time commitment:**

One Sunday every four to six weeks. Acolytes must arrive early to vest. The acolyte calendar runs from September thru May. There are no acolytes scheduled during the summer months.

### **The acolyte’s schedule:**

Acolytes serve only at the 10:00 a.m. Sunday service and at occasional weekday services such as Christmas.

### **The ministry leaders:**

Vergers Stephanie Johnson; Youth Minister Rachel Patrick

### **Who may I contact for more info?**

Stephanie Johnson

**e-mail:** [sradisi@msn.com](mailto:sradisi@msn.com) **phone:** 303-394-3852

Rachel Patrick

**e-mail:** [youth@ascensiondenver.org](mailto:youth@ascensiondenver.org) **phone:** 303-388-5978

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Worship** *Chalice Ministers*

### **The ministry purpose or goal:**

As members of the worship team, chalice ministers participate in the Eucharist by offering the chalice, the transmuted Blood of Christ, to congregation members at communion.

### **The volunteer duties:**

The chalice ministers “vests” wearing vestments that the church provides. You’ll process and recess with the other members of the worship team and you will be present at the altar during the Eucharist. Chalice ministers work in teams. You and your teammate will assist the priest dispensing communion at the communion rail.

### **Qualifications or interests the volunteer should have:**

You will be a baptized Christian who is interested in being an active part of the worship service.

### **The training that is offered:**

Group training is scheduled once a year. Training is available individually as well as “on the job.” Written guide is provided.

### **The typical time commitment:**

The recommended participation is one Sunday a month and occasional special services such as Christmas and Easter.

### **The Chalice minister’s schedule:**

The role is performed on Sunday mornings at both services, 8:00 a.m. and 10:00 a.m. Choose the service that best fits your schedule. Occasional services may be scheduled on weekday evenings.

### **Current ministry team members:**

Nancy Yeaman	Paul Abdo	Roz Dudden
Cora Neslin	Virginia Deal	Mary Ruth Schaumberg
Judith Muller	Kathleen Reilly	Mary Price

### **Who may I contact for more info?**

Nancy Yeaman (*ad hoc leader*)

**e-mail:** [njyeaman@msn.com](mailto:njyeaman@msn.com) **phone:** 303-831-4232

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Worship** *Altar Guild*

### **The ministry purpose or goal:**

Prepare the altar and sanctuary for weekly services and special weekday services as needed. Maintain the liturgical elements.

### **The volunteer duties:**

There are four teams; each week one team is scheduled to set up the altar and prepare the liturgical elements (chalices, candles, etc.) for both Sunday services. Set up for baptisms, weddings, and memorial services in addition to other special service needs as needed.

### **The ongoing projects:**

- Educate parishioners about the ministry
- Provide assistance at weddings
- Under pastoral advice, examine and re-evaluate current practices
- Cut costs as appropriate
- Recruit new members

### **Special qualifications or interests the volunteer should have:**

An appreciation of the beauty and solemnity of the worship service; desire to assist in the realization of these characteristics.

### **The training that is offered:**

New members are trained on the job by senior members. Members always work in teams.

### **The typical time commitment:**

One weekend a month: Saturday set-up takes about 1 hour as a team; breakdown and clean-up after the service takes about ½ hour.

### **The work is scheduled:**

Set-up is usually done on Saturday; breakdown on Sunday. Twice a year, a general meeting and workday is held to prepare for the high seasons.

### **Current ministry team members:**

Fifteen parishioners currently—need a few more men and women!

### **Ministry contact:**

Kathleen Reilly

e-mail [reilly725@yahoo.com](mailto:reilly725@yahoo.com) phone: 303-333-2913

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Worship** *Vergers*

### **The ministry purpose or goal:**

Organize the worship ministers and prepare the sanctuary for the 10:00 a.m. Sunday service.

### **Describe the volunteer duties:**

The verger acts as the house manager by lighting candles, preparing details for the priests and deacon on the altar, accounting for and organizing all the scheduled worship ministers, and any other duties the priest may request.

### **Qualifications or interests the volunteer should have:**

An ability to organize and delegate, a good eye for detail, respect for the sanctity of the altar space and an interest in learning more about Episcopal tradition.

### **The training that is offered:**

Volunteers work with an experienced verger.

### **The typical time commitment:**

One Sunday a month and occasional special services such as Christmas, Lent and Easter Vigil.

### **The vergers' schedule:**

The role is performed Sunday mornings only at the 10:00 service. You should arrive 30 minutes prior to the service to vest, make final altar preparations and check in the worship ministers. At the end of the service, you extinguish candles and assist the Altar Guild in closing the altar space; you lock the church doors and check lights before departing.

### **Current ministry team members:**

Kerry Girardin and Stephanie Johnson

### **Ministry contact:**

Kerry Girardin

e-mail [kgirardin@msn.com](mailto:kgirardin@msn.com)

Phone: 720-308-6202

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## Worship *Lectors*

### **The ministry purpose or goal:**

Read the lessons during the service and lead the intercessory prayers appointed for the day.

### **Describe the volunteer duties:**

Volunteers are assigned to read one or more lessons or to lead intercessory prayer on a rotating basis. The frequency depends on the number of people who volunteer. Currently, each person reads about once a month for the 10:00 a.m. service. The 8:00 a.m. has fewer readers, therefore each person reads more frequently.

### **Qualifications or interests the volunteer should have:**

A strong, clear voice speaking voice and a love for God's Word is desired. Be able to stand for a short period of time.

### **The training that is offered:**

While there is no formal training, direction is periodically provided. Volunteers may request personal assistance at any time.

### **The typical time commitment:**

Currently, about one Sunday a month.

### **The lectors' schedule:**

The role is performed on Sunday mornings at both services. You may choose the service that best fits your schedule. Lectors are asked to read on Sundays and at other services as required by the Christian year or requested by the clergy.

### **The ministry leader:**

Oressa Wise coordinates readers for the 10:00 a.m. service; Jim Macdonald does so for the 8:00 a.m. service.

### **Current ministry team members:**

There are about a dozen members who are on the list for the 10:00 and about 4 for the 8:00.

### **Ministry contact:**

Oressa Wise e-mail [ow2145@comcast.net](mailto:ow2145@comcast.net)

**Phone: 303-671-8352**

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Worship** *Ushers*

### **The ministry purpose or goal:**

Greet the congregation and visitors as they arrive on Sunday morning for 10:00 a.m. services, distribute service leaflets & announcements. Manage the offering and communion portions of the service.

### **Describe the volunteer duties:**

Greet members and visitors before church. Assist people with seating. Fill out a weekly attendance report for the church office. Pass the offertory plates and deliver the offering to the altar. Direct the flow of communicants to the altar rail. Inspect pews after the service for items left behind, pick up stray service leaflets.

### **Qualifications or interests the volunteer should have:**

Be able to stand for short periods of time; be available about every sixth Sunday at the 10:00 a.m. service.

### **The training that is offered:**

You'll be paired with experienced ushers and learn on the job.

### **The typical time commitment:**

It's necessary to arrive slightly early and remain after service about 15 minutes. Based on your availability, you may be asked to serve at special services such as Christmas and Easter Vigil.

### **The ushers' schedule:**

The role is performed on Sunday mornings only at the 10:00 a.m. service. Occasional services may be scheduled on weekday evenings during Lent and at Christmas.

### **The ministry leader:**

Ushers are scheduled by Henry and Erin Dougan.

### **Current ministry team members:**

Henry Dougan	Hazel Stevens-Price	Guy Arnold
Bill Dorn	Thayer McDougal	Hea Suk Berger
Priscilla Licht	Scott Zumbahlen	Mel Berger

### **Ministry contact:**

Erin Dougan e-mail: [erindougan@gmail.com](mailto:erindougan@gmail.com)

phone: 303-249-0368

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Fellowship** *Grub Club*

**The ministry purpose or goal:**

Fun and social time for young adult members of the Parish

**The ongoing activity:**

Dinner and/or a social activity approximately every 6th week.

**The participant's duties:**

Simply come and have fun. If you are interested in planning one of our events or have an idea for a theme or location, you are more than welcome to organize an event.

**Qualifications or interests the participant should have:**

All young adult members of the parish are invited. Children are welcome as well.

**The typical time commitment:**

A few hours every six weeks for dinner and socializing.

**The social activity is held:**

Either on a Friday or Saturday night. Members meet at the scheduled location.

**Current participants:**

All of the young adult members at Ascension are on the invitation list and are welcome to attend. Our group tends to vary in size from 10 to 35.

**The Grub Club contact person:**

Ann Collier

e-mail: [ann.u.collier@gmail.com](mailto:ann.u.collier@gmail.com)

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Hospitality** *Greeters*

### **The ministry purpose or goal:**

Our goal is to extend the hospitality of the Ascension family to all who enter the church for worship and to make visitors feel comfortable and welcomed.

### **The volunteer duties:**

Greeters welcome all who enter for worship, but especially we offer a friendly greeting and assistance to new visitors. We make brief introductions, invite visitors to sign the guest book, offer to hang up coats, provide directions to the sanctuary, classrooms, elevator and bathrooms. After the service, we invite visitors to coffee hour and introduce them to other parishioners. If they have provided an address, a brief personal note is sent the next week.

### **Special qualifications or interests the volunteer should have:**

A genuine interest in others.

### **The training that is offered:**

A new volunteer assists a current greeter and learns “on the job.” We also provide written instructions.

### **The typical time commitment:**

One Sunday a month, but occasionally you may fill in for someone else or cover the sporadic “fifth Sunday.”

### **Greeters’ schedule:**

Sunday mornings throughout the year and special evening services at Christmas and Easter.

### **Ministry supervisor:**

The Ministry leader.

### **Current ministry team members:**

Cora Neslin, Elinor Davis, Thayer McDougal, Virginia Deal, Anne Hautzinger, and Diane Ipsen.

### **Ministry contact:**

Diane Ipsen (*ad hoc leader*)

**e-mail** [ddidesign@aol.com](mailto:ddidesign@aol.com) **phone: 303-333-7813**

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Hospitality** *Coffee Hour*

**The ministry purpose or goal:**

Facilitate social contact among the parishioners by hosting coffee hour on Sunday after church.

**The volunteer duties:**

Prepare (or purchase) and serve light refreshments in the parish hall following the 10:00 a.m. Sunday service. The duties include coffee preparation in the provided coffee urn as well as cleaning up after the coffee hour ends. Expendable supplies including paper cups, paper plates, napkins, and utensils are provided as are sugar and sugar substitutes.

**Special qualifications or interests the volunteer should have:**

An interest in eating!

**The training that is offered:**

Instruction on how to use the kitchen facilities including the coffee urn, stove, and dishwasher is available upon request.

**The typical time commitment:**

Once or twice a year. The commitment involves arriving at church about 9:30 a.m. to set up; clean up takes about an hour.

**Work schedule:**

The food may be prepared anytime during the week prior to the service. The coffee hour itself lasts from 11 a.m. to noon on Sunday.

**Ministry supervisor:**

The Ministry team leader.

**Current ministry team members:**

The entire parish.

**Ministry contact:**

Priscilla Licht and Bill Dorn

**E:mail:** [billdorn@mac.com](mailto:billdorn@mac.com)

**Phone:** 303-756-1097

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## **Stewardship** *Counters*

**The ministry purpose or goal:**

Count the weekly offering for deposit.

**The volunteer duties:**

After the Sunday service, two volunteers take the offering plates to the office, count the monies and record in the offering journal.

**Describe the training that is offered:**

Instruction is provided; you'll partner with experienced counters.

**The typical time commitment:**

About one hour after church, scheduled once every six weeks.

**The volunteer schedulers:**

Henry and Erin Dougan

**Current ministry team members:**

Bill Dorn, Henry Dougan, Priscilla Licht, Pam Matthews, Jack Moore, Claude Coffey, Barb Watson, Eric Hammerberg, Katrina Benes, Sarah Alijani, Palma Chambers

**Ministry contact:** Erin Dougan

**e-mail:** [erindougan1@gmail.com](mailto:erindougan1@gmail.com) **phone:** 303-249-0368

# The Church of the Ascension, Denver Parish Ministry Guide - October, 2011

## Leadership *Vestry*

The Vestry is the "Board of Directors" for the parish corporation. It is the authoritative body of the congregation, subject to the Diocesan and National Church Canons. The Vestry is responsible for setting the policies and goals of the congregation and to supervise the business of the church. The Rector is a member of the Vestry; general members of the Vestry are elected by the congregation at the parish's Annual Meeting. The duties of the vestry and officers are prescribed in the Canons of the Diocese and in the charter and bylaws of the parish corporation.

**For more information:** Eric Hammerberg, Senior Warden  
e-mail: [erichammerberg@comcast.net](mailto:erichammerberg@comcast.net) phone: 303-399-8218