

St. Philip Parish Ministry Clusters

**Items in green are new or proposed activities.

1. Communications and Administrative Support Team - Rector
 - Administrative Staff functions
 - Support for the Parish Priest - Dorraine
 - Preparation of Sunday worship materials - Dorraine
 - Taking minutes at Parish Council - Dorraine
 - Weekly time sheets sent to diocese - Dorraine
 - Worship and Diocesan information materials for use on Sunday - Dorraine
 - Directory Updating twice annually - Dorraine
 - Wednesday Newsletters/Special Notifications - Dorraine
 - Booking rentals – Dorraine/Heather
 - Send out revised minutes and other materials for upcoming Parish Council- Dorraine
 - Bulletin and Sunday Worship Support - Eileen and Daryth
 - Monthly Sunday Worship Sign Up - Dorraine and Carolyn
 - Weekly/Monthly Calendar - Ann
 - Warden's Circle and Parish Council - Bishop's/Rector's Warden
 - **Social Media Coordinator - ?**
 - including Website (Don) and Facebook (Catie)
 - **Information materials development (handouts for visitors and newcomers) - ?**
 - **Volunteer Coordinator(s) - from Parish Council**
 - Periodic photo directory once every 3-4 years - ?
 - Safe Church - Heather
2. Finance Team - Art
 - Treasurer - Art
 - Financial entry and reporting - Harriet
 - Stewardship - ?
 - Yearly Budget - Art
 - Envelope Secretary - Ann A.
 - **Promoting and managing rentals - ? (works with media coordinator to ensure a consistent message with all marketing materials)**
3. Hospitality Team - ?
 - Greeters/Sidepersons - Art
 - Coffee Teams - Mark
 - Monthly Chat and Chowder - Kami and Ben
 - Special Events for Parish and with Community, such as Spaghetti Dinner, Strawberry Tea, Shrove Tues. Dinner - various champions
 - **Welcoming Team - new - ?**
 - Duty Hosts - Bishop's/Rector's Warden (also connects with Worship)

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4. Outreach Team - ?

- Designated Charities
 - PWRDF - Louise B
 - Christingle - Glenda
 - Wreaths - Terry
 - Once yearly - the potential to support an international aid project
- Loaves & Fishes - Terry and Anita
- Rector's Discretionary Fund - Priest
- Open Table - once a facility can again be found - Louise B
- Cedar Area Refugee Fund - ministry finished in 2022 - Anita
- Information and Visioning Discussions on Potential New or Renewed ministries and activities, Commercial Kitchen Renovations, Open Table and Indigenous Relations

5. Pastoral Care Team – ?

- Pastoral Care Needs Team - Priest
- Prayer Group - Susan D.
- Spiritual Direction and Spiritual Support - Priest
- Discernment - Priest
- Sunday Morning Healing Prayer Group - Bev M
- Lay Eucharistic Ministry - Terry and Lynn
- Providing food for those recuperating from illness - respond at the time
- Grocery Receipts - Mark B and Susan W

6. Property Management/Buildings and Grounds Team - John T

- Wednesday Warriors - Glenn
 - Maintain, repair, and build things necessary for church maintenance
 - Design and build new projects to enhance the beauty of and worship at our church
 - Spring Cleaning
 - Equipment maintenance
 - Maintain safe premises for parishioners and visitors
- Gardens - Mark
- Weekly Cleaning – John G

7. Social and Community Team - ?

- Pie Making - Daryth
- Crafters Group
 - craft sale - Susan D

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8. Technology Team – Don Ross
 - Streaming (including Zoom) - John and Keith and Don
 - Sound - Don & Keith
 - Screen - if used - requires discussion — ?

9. Worship Team - Priest
 - Altar Guild - Daryth
 - Liturgical Assistants - Mitzi
 - Intercessors - Terry
 - Music Ministry - Priest
 - Readers - Keith
 - Lay Leadership - Terry
 - Bible and Praise Studies - Rev. Deborah van der Goes
 - Ultreya – Louise B
 - Cursillo - Dianne M. regionally and Eileen locally