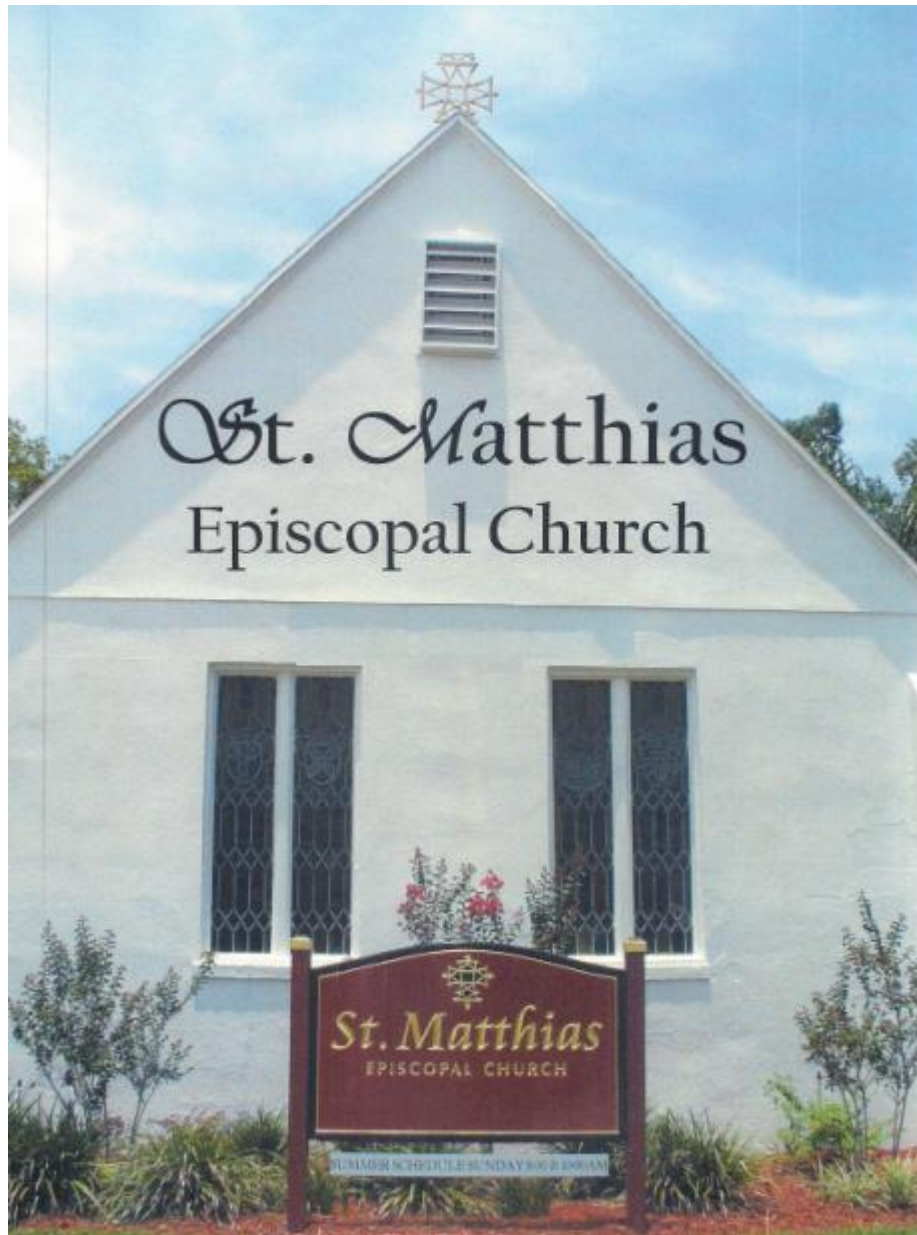


**Communication/Policy and Procedure Manual
(v01.16.16)**



St. Matthias Episcopal Church

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**For all Personnel and Contact Information
See Appendix A - Contact List**

For any changes to this approved policy manual, please fill out Change Request Form found in Appendix B at the end of this manual for approval by the Rector in partnership with the Vestry.

Changes to St. Matthias Episcopal Church Bylaws must first be approved by the Vestry, secondly by vote at the Annual Parish Meeting or a Special Meeting, and finally approved by the Diocese.

Since the Diocese website is always in the process of being updated and changing Internet links to resources, please use the following Internet link(s) to ensure you have to the most up-to-date version of the following items at any time.

<http://www.cfdiocese.org>

1. Constitution and Canons of Diocese of Central Florida, Incorporated:

Constitution Amended Articles of Incorporation of Diocese of Central Florida, Incorporated:

<http://www.cfdiocese.org/resources/articles-incorporation-and-laws>

Canons of the Diocese of Central Florida, Incorporated:

<http://www.cfdiocese.org/resources/constitution-and-canons>

2. Records Management for Congregations: An Archives Manual for Episcopal Parishes and Missions:

http://www.episcopalarchives.org/Records_Manual_Congregations_2014rev.pdf

3. Anti-Racism:

<http://www.cfdiocese.org/community/anti-racism>

<http://www.cfdiocese.org/community/anti-racismGRANTAPPLICATION>

4. The Episcopal Church Manual of Business Methods in Church Affairs:

<http://www.cfdiocese.org/administration/2007-manual-business-methods-church-affairs>

5. Diocese of Central Florida Disaster Plan:

<http://www.cfdiocese.org/resources/diocese-central-florida-disaster-plan>

6. Diocese of Central Florida Policies for the Protection of Children and Youth from Abuse:

<http://www.cfdiocese.org/resources/diocesan-policy-prevention-children-and-youth-abuse>

7. Diocese of Central Florida Policy for the Prevention of Sexual Exploitation of Adults:

<http://www.cfdiocese.org/resources/safeguarding-gods-adult-people>

8. Diocese of Central Florida Policy for the Prevention of Sexual Harassment of Church Workers:

<http://www.cfdiocese.org/resources/diocesan-policy-prevention-sexual-harassment>

9. Bylaws Model:

<http://www.cfdiocese.org/about/model-bylaws-parish>

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Appendix M – Policy for the Prevention of Sexual Harassment of Church Workers

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Appendix N – Model Bylaws for a Parish

Bylaws for St. Matthias Episcopal Church, Inc.

(Any changes to the bylaws must be approved by the Diocese.)

Introduction and Example:

This manual is intended to contain specific information that will facilitate our management of legal risks and help shield our church and its leaders from possible litigation. As such, the Bylaws of St. Matthias Episcopal Church are located in the section at the end of this manual. The manual includes each of the Church's specific functions individually examined.

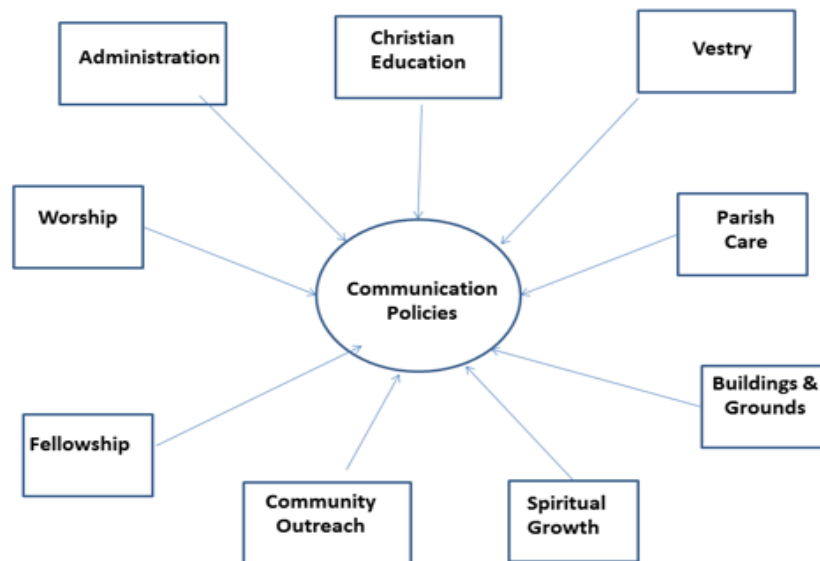
Example:

Purpose and/or Policy

Parish Care focuses on the personal and pastoral needs of the St. Matthias Episcopal Church congregation. Caring for each other is an every-member ministry. When a crisis arises, we talk with the person or family in need to determine how we can best help. Then we contact our volunteers and work together to schedule the delivery of whatever services they may need.

Please note the following general organizational structure of this manual.

General Organization



Each of the noted “functions” shown above represents a specific area within this manual. Here is the alphabetical listing of these functions and their respective numbering sequence:

- Administration_1.0
- Buildings & Grounds_2.0
- Christian Education_3.0
- Community Outreach_4.0
- Fellowship_5.0
- Parish Care_6.0
- Spiritual Growth_7.0
- Vestry_8.0
- Worship_9.0

Using the Table of Contents is one way to find the specific area or function you wish to access directly by its page number. Each function was designed to include its main “Purpose and/or Policy” related to that function.

Difference of a Bylaw and a Policy:

A Bylaw is a “Law” agreed and decreed by the diocese, and all possible effort must be made to adhere to that bylaw. On the other hand, a policy is a guideline that is expected to be followed unless extenuating circumstances require a different course of action. Such determination shall be rendered by the governing body of the church; namely, the Vestry and the Rector.

<http://www.merriam-webster.com/dictionary/bylaw>

bylaw:

: a rule that an organization (such as a club or company) makes and that its members must follow

: a law or regulation that is made by a local government and that applies only to the local area

<http://www.merriam-webster.com/dictionary/policy>

policy:

: a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body

Welcome to St. Matthias Episcopal Church Statement

To all who need a Church home – to all who mourn and need comfort – to all who are lonely and need a friend – to all who know joy and want to share it – to all who are seeking a place to serve – to all who pray and to all who do not – to all who need a Savior – we welcome you in the Holy Name of Jesus.

All of the groups in this manual welcome new participants, even if they are brand new to the parish. If you would like to be a part of one of these groups, please contact the person listed or speak with the Rector or a Vestry member. If you have an idea for a new group or ministry, contact the Rector and he can help you get it started, or connect with people who have similar interests and can help develop a new program.

St. Matthias Episcopal Church Mission Statement

‘To proclaim, embody, and extend the love of Jesus Christ to the world!’

All are welcome!

St. Matthias Episcopal Church Vision Statement

St. Matthias Episcopal Church is a place where God is worshipped, the Bible is preached and taught, we genuinely care for each other and for those around us, and we enjoy each other’s fellowship.

Purpose of Communication/Policy and Procedure Manual

Policies discussed here are general statements of direction and purpose that allow users to exercise good judgment in the daily operation of the Church and promote the efficient use of resources. Policies explain what and why things are done. Procedures explain how things are done.

Policies and procedures are not meant to be restrictive, but to offer guidelines within which we may organize and further develop the Church. Our policies and procedures reflect our Church's vow to strive for justice and peace and to respect the dignity of every human being.

This resource is designed to help our leadership with the effective management of our Church and its ministry, with decision-making, and with accountability. Additionally, this tool will contain information that will facilitate our management of legal risks and help shield our Church and its leaders from possible litigation.

This manual supersedes any previous manual and/or written or unwritten policies. St. Matthias Episcopal Church reserves the right to establish, administer, change or eliminate policies, guidelines, benefits and procedures at any time.

Goals and Objectives

This manual is designed to:

- Help our Church leadership with decision-making
- Help our Church leadership with accountability (i.e., trustworthiness, dependability, reliability, independent action, etc.)
- Help us manage legal risks and protect us and our Church from litigation

An official policy creation, review, acceptance, and update process has been created so that everyone in the Church can understand the policy process. If a change to the manual is needed, a Change Request Form must be filled out and presented to the Vestry for review and acceptance. A copy of the Change Request Form is provided in Appendix 2 at the end of the manual.

Maintenance of the Communication/Policy and Procedure Manual

The digital format of the policy manual will reside with whoever is appointed by the Vestry. For consistency, the file name of this Policy Manual shall include the date of the revision.

(Example: Communication_Policy and Procedure Manual_v01.16.16)

The Communication/Policy and Procedure Manual shall be reviewed annually by the Rector and Vestry to see if any changes need to be made.

Proposed revisions must be approved or rejected by the Vestry; unless they pertain to the function of worship, which can be modified at any time by the Rector. Revised policy statements will be issued to all manual holders using print or electronic means. The person responsible for maintaining the manual and any policy statements held on the Internet, intranet, local area network or stand-alone PCs will keep a current list of all manual holders.

All revisions to the Communication/Procedure Policy Manual will contain the date of Vestry meeting when the revision was adopted as indicated in the Vestry minutes. The Vestry's minutes for that meeting will include complete statements of any new, rescinded or amended policies or procedures. When revisions are issued, all pages for the given section will be reissued unless the numbering is not affected and then only the affected pages need be distributed.

Changes made by the Rector pertaining to Worship will indicate the date the change was made.

Conflict of Interest

It is the policy of St. Matthias Episcopal Church that every Vestry Member, Officer, or Employee shall abstain from involvement, whether by voting or otherwise participating in the decision-making process, in those situations where they have or may have a conflict of interest.

A conflict of interest is deemed to exist where:

- The person has a substantive interest, whether direct or indirect, in the matter at hand,
- The person is either a director, officer, or employee of other parties involved, or
- The person's spouse, children, parent, or siblings are in substantive relationships with other parties involved.

In those situations where a conflict of interest does exist or has the potential to exist, any member aware of such shall notify the administration; namely, the Rector and/or the Parish Administrator.

Leaders of the Church are encouraged to participate actively in community and professional activities. Since they may not always be fully aware of all interagency involvement(s), they should inform the administration; namely, the Rector and/or the Parish Administrator of any intentions to participate in any activity that could potentially give rise to a conflict of interest.

1.0_Administration Rector: The Reverend James M. Dorn III

Parish Administrator: Hope Blume

Organist: Hugh Dial

Musicians and Nursery Caregivers

Note: Canon XVI Section 11, the staff and employees shall serve under the direct supervision and control and at the pleasure of the Rector.

Purpose and/or Policy

The administration of the church encompasses many aspects including strategic planning, collaboration, delegation and accountability. Each member of the administration should have a sense of contributing to the effectiveness of the church as a whole regardless of any individual differences in approach or style.

The leadership, whether volunteer, appointed, elected, or hired should abide by the following:

- Be a person of integrity and good character
- Pray for our world, community, church and leadership.
- Be truthful
- Maintain appropriate confidentiality based upon the bylaws and/or policies of the church
- Abide by my personal commitments to ministry
- Follow the policies and procedures as set forth in this Manual
- Make decisions that are in the best interest of the church and the congregation

1.1 Administration_The Parish Annual Meeting

Per Article 4 of The Bylaws of St. Matthias Episcopal Church, the Parish Annual Meeting is held within 60 days on or before the 31st day of January of each year. There is no Sunday Brunch on that day, but child care is available. All parishioners are encouraged to take part in the Annual Meeting and exercise their privilege to vote on the business matters of the Parish and read the annual reports of the Parish organizations.

1.2 Administration_ Computers and Electronic Files

Password and Encryption - The physical plant of the church is protected against fire, theft, hurricane disaster and water damage, as should the digital assets of this parish.

The computer systems at St. Matthias Episcopal Church shall have adequate protection against hacking of a digital firewall, anti-key-logging (password theft), anti-virus and physical theft of computer related hardware equipment. That includes computers of any size, such as desktops, laptops, smart phones, and Terabyte backup hard drives.

A complete encrypted **backup of data files shall be made weekly** and stored off-site. **(Bright House)**

Emails that are sent to and from church members need special attention due to the ease of hacking such messaging. If confidential information, such as bank account numbers, addresses, phone numbers, etc., must be sent through email, attach a file with the information that has been encrypted with a password. A password should include both letters and numbers of at least 8 characters. Do not send passwords in an email, instead, call the person or relate the password in private.

Electronic File-Naming – If looking for a file, the user needs to be sure it is the latest version of the file. A best practice is to include a brief description of what it is and the date the file was last updated or created in the filename itself. (For example: Administration Policy_090115)

1.3 Administration_Communications

Communications work to ensure information is provided to the parishioners in an effective and timely fashion as well as providing the community at large with information about St. Matthias and the Episcopal Church.

1.4 Administration_Constant Contact

Constant contact is an online email service which provides parishioners timely information on the weekly schedule, upcoming events, and issues related to the life of the parish.

1.5 Administration_Webpage and Website Resources

Information about St. Matthias Episcopal Church is also available on the internet at: www.stmatthiasfl.com.

The St. Matthias Episcopal Church website, www.episcopalchurch.org, has information on what we believe, who we are, and what we do. News and information about the Central Florida Diocese is available at www.cfdiocese.org.

The webpage and website contact is Gina Storr at 352-432-2519 tropicalms@gmail.com

1.6 Administration_Monday Box

Realizing that there may be some Sundays when parishioners need to communicate information to the Rector or the church office staff, there is a "Monday Box" in the Parish Hall. All Monday Box requests are handled first thing Monday morning.

1.7 Administration_ Parish Hall Bulletin Boards

Certain information including announcements, schedules, sign-up sheets, and volunteer opportunities are placed on the Bulletin Boards in the Parish Hall.

1.8 Administration_The Information Center

The Information Center is located in the Parish Hall by the front double doors. Available there are calendars, schedules, Missioners, forms, Diocese information, and additional Church and misc. information.

1.9 Administration_Central Florida Episcopalian

A monthly publication of the Episcopal Diocese of Central Florida, the Central Florida Episcopalian contains news and articles of interest to Episcopalians in the diocese. This paper is mailed to St. Matthias Episcopal Church parishioners. (Done by Parish Administrator)

1.10 Administration_News Articles

News releases and Church advertisements are forwarded to newspapers and other media as deemed appropriate.

1.11 Administration_Ministry Schedule

The Ministry Schedule is a list compiled of all parishioners serving in a ministry position at Sunday, holiday and special services. This schedule is created on a quarterly basis and managed by Hope Blume, Horace Harper, and Arlington Ashby.

1.12 Administration_Volunteer & Ministry Catalogue

The Ministry Catalogue includes contact information, and details all volunteer opportunities available at St. Matthias Episcopal Church. Suzanne Ruryk updates the information on a yearly basis or as needed.

1.13 Administration_Stewardship

Biblical stewardship means handling resources for God's glory. The Bible teaches about the use of money, time, and talents for God's glory.

A steward is someone looking after another's property on that person's behalf. The steward must know that person, his or her goals, plans, and accountability systems. For the Christian, we look after everything we use on behalf of Jesus and let the Holy Spirit lead and guide us in a faithful response.

Stewardship is an act of Worship.

Stewardship in the New Testament means guardian.

Stewardship defines our practical obedience in the administration of everything under our control, everything that is entrusted to us by God.

1.14 Administration_Contact Information List

The Contact Information List is to be kept as both a computerized copy and a hard copy in the administration office at St. Matthias Church. If any changes are made to the list by the administration, those changes must also be made in the copy of the contact list in Appendix 1 of this manual.

1.15 Administration_Advertising

Advertisements announcing the times of services is sent to the local newspapers by the administration.

1.16 Administration_Church Replacement Insurance

Note – See Insurance Policy

1.17 Administration_Job Descriptions – See Appendix C

1.18 Administration_Policy and Procedure Manual

The Communication/Policy and Procedure Manual will be reviewed as needed or every two years. Additions or changes submitted via the Change Request form will reviewed by the Rector in partnership with the Vestry.

2.0 Buildings & Grounds – (Maintenance of Property)

Purpose and/or Policy

The buildings and grounds, including the Memorial Garden and Memorial Walkway, are kept beautiful by many dedicated volunteers.

The purpose of the Buildings and Grounds committee is to have general charge of the administration and upkeep of the buildings and grounds as well as make recommendations as appropriate to the Church for approval.

A Facilities committee headed by the Jr. Warden works to maintain the overall repair, safety and good appearance of the church, inviting and encouraging the surrounding community to join us in worship. The duties of the Junior Warden include the following:

- Maintain a comprehensive directory of Parish buildings and grounds, including a check list of repair and maintenance schedules and needs.
- Present to the Vestry each month an accounting of repair and maintenance activities accomplished.
- Present to the Vestry each month a projection of upcoming repair and maintenance needs and anticipated cost.
- Determine and recommend work to be contracted out.

- Establish and oversee a process for obtaining the services of contractors as needed.
- Organize and shepherd changes, repairs, maintenance to the property of the Church, including landscaping/trimming and thinning of plants and fertilization of landscape plants.
- Form and Chair a maintenance committee for non-contracted self-help work.
- Recommend to the Vestry work that can be contracted out.
- Follow/execute a routine maintenance schedule through the course of the calendar year.
- Sponsor Spring and Fall workdays.
- Oversee the maintenance of all structures:
 - Church and parish hall (574 West Montrose Street)
 - Little House (562 West Montrose Street)
 - Rental Houses (543 & 561 West Minneola Avenue, 528 West Montrose Street)
 - Rental Garage Apartment (539 West Minneola Avenue)
- Oversee the upkeep of:
 - Memorial Gardens
 - Memorial Walkway
 - Parking Lot
 - Vacant Land (13301 Anderson Hill Road)
- Establish and oversee the preventative maintenance of all mechanical systems/equipment noted below:
 - Air conditioning units
 - Plumbing
 - Sewer system
 - Hot water (electrical and gas)
 - Potable water piping
 - Landscape irrigation system
- Oversee the operation and maintenance of electrical and instrument systems, such as:
 - Fire protection
 - Safety equipment, i.e., smoke detectors, fire extinguishers, emergency lights, parking lot lighting
 - Power distribution
 - Security/Communications
- Establish and oversee annual checks by:
 - Fire
 - Police
- Review insurance needs with the treasurer and insurance agent and revise as needed annually.
- Arrange for and oversee below noted contracts:
 - A/C and heating maintenance
 - Janitorial/Sexton
 - Lawn services
 - Pest control
 - Termite protection
 - Rental properties

- Estimate upcoming repair and maintenance needs and costs.
- Liaison with routine contract maintenance and supply companies regarding fire and safety, pest control and cleaning, etc.
- Oversee logistics for events on Church calendar (chairs/tables, lighting, etc.).
- Initiate emergency response during bad weather, etc.
- Oversee building and grounds tasks not handled by a contract service and/or Church volunteers, such as the replacement of ceiling light bulbs and fluorescent tubes, returning premises to a neat and orderly state following services and events, and disposal of rubbish.

2.1 Buildings & Grounds_Memorial Garden

St. Matthias' Memorial Garden with its inlaid cross, water fountain, colorful stained-glass windows and memorial plaques is a beautiful and peaceful courtyard where many of our fellow parishioners, family, and friends have been laid to rest. The Memorial Garden provides a long-lasting tribute to them as well as a place for survivors and friends to remember and to heal. We honor them by lovingly maintaining the garden and encourage family participation.

2.2 Buildings & Grounds_Memorial Walkway

The Memorial Walkway surrounds the Memorial Garden with brick pavers that can be engraved as memorials. This gives parishioners an opportunity to remember and honor departed loved ones, to celebrate baptisms, marriages, and births, to give thanks, or to pay tribute to family members and friends.

2.3 Buildings & Grounds_Rental Property (House and Apartment)

Note: Rental agreements and rent collected by Rocker Realty.

3.0 Christian Education

Purpose and or Policy

Christian Education at St. Matthias Episcopal Church offers many opportunities to enrich one's understanding and experience of the Christian faith. These include introductory material for those new to the Episcopal Church as well as further opportunities for those wishing to delve deep into an understanding of the Church. Regular opportunities include: Adult Forum, Wednesday Evening Bible Study, Women's Bible Study, Book Club, Confirmation Classes, Sunday School, Youth Group and Nursery Care.

3.1 Christian Education_Thursday Book Club

Purpose and/or Policy

The Book Club meets every other Thursday in the Parish Hall. Beginning with a Brown Bag Lunch at 12:00 noon, the group reads and discusses a variety of religious and spiritual books from 12:30p.m. to 1:30p.m.

3.2 Christian Education_Confirmation Classes

Purpose and/or Policy

As preparation for the sacrament of confirmation, these classes begin approximately eight weeks before the Bishop's annual visit. They cover the ABCs of the Episcopal Church and its faith.

3.3 Christian Education_Nursery Care

Purpose and/or Policy

Nursery Care is available for infants and young toddlers in the Little House from 9:45 a.m. to 11.15 a.m. on Sundays. A Nursery teacher is available and during this time the children enjoy stories, music, and play time.

3.4 Christian Education_Sunday School

Purpose and/or Policy

Sunday school offers meaningful instruction concerning doctrine, beliefs, rituals, customs, rights, and personal roles. It is held in the Little House at 10:00 a.m. on Sundays. Currently, children process in and join their families in the church during the "Peace". A variety of youth activities is offered throughout the year to foster friendships within the church family.

3.5 Christian Education_Wednesday Evening Bible Study

Purpose and/or Policy

This study provides opportunities and encouragement for adults to grow spiritually through instruction in doctrine and faith in various aspects of our religious beliefs. The study sessions are held from 7:00- 8:00p.m.

3.6 Christian Education_Women's Bible Study

Purpose and/or Policy

The Women's Bible Study provides an encouraging and supportive learning environment for women members and female friends of St. Matthias. It is held each Wednesday at 10:30 a.m. in the Parish Hall and is followed by Noonday Prayer. Then the group enjoys a Dutch-treat lunch at one of the local restaurants.

3.7 Christian Education_Youth Group

Purpose and/or Policy

The Youth Group is open to all 6th to 12th graders and friends are always welcome to join in on the fun! The main focus of the Faith Youth Group is Faith, Fellowship, Fun and Community Service. Meeting dates and times are announced.

3.8 Christian Education_Resources

Purpose and/or Policy

Christian learning and growth are also supported with the church's library of books and videos and through other extra-parish opportunities. Forward Day by Day contains daily inspirational reflections and meditations centering on one of the daily lectionary readings. These booklets are available in the narthex.

4.0 Community Outreach

Purpose and/or Policy

The mission of the St. Matthias Episcopal Church Outreach Committee is to make Christ's presence known in the community, and in a broader sense, the world. We offer our time, material, financial and human resources to minister to those in need financially, physically and spiritually. Our unifying commitment is to follow Christ's example.

The vision of the St. Matthias Episcopal Church Outreach Committee is to do the work required for fulfilling our group's mission to make Christ's presence known in the community and in the world through following His example. We strive to offer visible, vibrant outreach programs that provide parishioners opportunities to contribute time, talent and resources to minister to those in need.

4.1 Community Outreach_The "Giving Thanks" Project

The parish provides Thanksgiving baskets for families in need who reside in the Lake County area. Baskets include turkeys, potatoes, yams, canned vegetables, fruit, juices, supplies to bake pies, etc. The intent is to make it possible for a family to be able to cook and experience a normal Thanksgiving meal in their home.

4.2 Community Outreach_Prison Ministry Projects

The parish supports the women inmates of the Orlando Community Release Center. Providing bus passes for the women enables them to transition into the community and interview for employment. Our outreach group offers regular intercessory prayer. One of our outreach members offers spiritual guidance, provides religious materials and serves to support and encourage the women at the Center.

The committee facilitates parish participation in the Angel Tree Prison Fellowship Ministry. Through Angel Tree, children of prisoners in the community are provided a gift, given in love, on behalf of the incarcerated parent. Gifts are distributed at a party sponsored by the Saint Matthias outreach committee for the children and their caretakers.

The outreach committee purchases prayer books for inmates at the Lake County Jail.

4.3 Community Outreach_Lenten Project for the Boys and Girls Club

The parish supports at risk children in the community by providing scholarships for participation in the Boys and Girls Club Summer Camp Programs.

Likewise, we **support and participate** in outreach initiated by other groups in our church and community:

4.4 Community Outreach_The FAITH Neighborhood Center

The FAITH Center provides food, clothing, medical support, utility support, and various household items and tools, which make life a bit easier for struggling families in Lake County. Donations of food and cash are made monthly from Saint Matthias to the center. In addition, numerous parishioners volunteer weekly to assist the center with services such as the food pantry, clothing center and front office operations.

4.5 Community Outreach_Missionary Work

The parish provides support for one of our group members who functions as an administrative assistant with the Africa Inland Mission Offices in a number of African countries, as well as the United States.

The parish contributes to the Episcopal Relief and Development Fund, which is a ministry of compassion of the national Episcopal Church, and the principal channel through which the Church responds to human need at home and abroad.

4.6 Community Outreach_Hospice Care

Parish volunteers support the community hospice inpatient care facility. Based on their special areas of expertise, support may include providing services such as hands-on patient care, kitchen assistance, office assistance, and fundraising.

4.7 Community Outreach_Group Meetings

Meeting space at Saint Matthias Episcopal Church is available for community groups and civic organizations. Some of the groups who meet at St. Matthias are: Cornerstone Hospice, FAITH Neighborhood Center, Alcoholics Anonymous and Toastmasters.

We envision the programs of the Saint Matthias Episcopal Church Outreach Committee thriving and growing. We will continue to strive for a greater measure of social and economic justice through all outreach programs because Christ said, *“Whatever you do for the least of these, you do for Me.”*

4.8 Community Outreach_Brown Bag Sunday

Brown Bag Sunday sponsors the collection of food on the first Sunday of each month to do our part in assisting the neediest of our neighbors with their food requirements. A listing of needed food items is customarily attached to a brown bag given out by the ushers on the last Sunday of each month. Members are asked to fill the bags with non-perishable goods and bring them to the church on the following Sunday. Volunteer parish members then deliver the collected food to the FAITH Neighborhood Center..

4.9 Community Outreach_Prayer Shawls

Prayer shawls have been made for centuries. Shawls are given to console those who are grieving, comfort those who are ill and bring hope to those in despair. They may also be given to celebrate life and its milestones. If you like to knit or crochet, consider joining our prayer shawl ministry. It has provided much joy and blessings both for those making the shawls and those receiving them. The group meets the second Thursday of the month at 11:00pm in the Parish Hall.

5.0 Fellowship

Purpose and/or Policy

Fellowship works to provide opportunities for all members of the parish to get to know one another and become friends. As a healthy congregational body, the members of the church know and enjoy the company of each other. As friendships develop, members are better able to minister to one another and to share with one another in spiritual growth and service to the community.

5.1 Fellowship_Kitchen Committee

Kitchen Committee members work to keep the Parish Hall kitchen clean, orderly, well supplied and always ready for the many events which take place in the Parish Hall.

5.2 Fellowship_First Friday Fun

At 7:00 p.m. on the first Friday of every month, adult parishioners and friends get together in the Parish Hall for an evening of games such as Rummikub, Pinochle, Mexican Train Dominoes, Sequence, A to Z and others .

5.3 Fellowship_Mary Jane Sales Women's Fellowship Group

The Mary Jane Sales Women's Group is a social group open to all adult female members of the church. Named after our friend and founder, the late Mary Jane Sales, the group meets and enjoys a variety of activities including day trips, game days, purse auctions, crafts, guest speakers, and retreats.

5.4 Fellowship_Men's Prayer Breakfast

The Men's Prayer Breakfast is a social group open to all adult male members of the church for a morning of devotion, breakfast and Christian fellowship. The men meet on the third Saturday of the month beginning at 8:30 a.m. in the sanctuary for morning devotion and immediately afterwards in the parish hall.

5.5 Fellowship_ Newcomers' Welcome

The Newcomers' Dinner welcomes newcomers to the parish family.

5.6 Fellowship_ Sunday Fellowship

Following each Sunday service, the parish family gathers to socialize, greet new members, and welcome visitors with fellowship, coffee, and refreshments.

5.7 Fellowship_ Christmas Program

A Christmas program, which delights all who attend, is presented by the Sunday School and Youth Group.

5.8 Fellowship_Shrove Tuesday_Pancake Supper

An annual pancake supper is held on Shrove Tuesday. This event has been well attended by the membership and the community. It generates funds for selected upkeep of the building and grounds. Shrove Tuesday occurs the Tuesday before Ash Wednesday. It officially ends the season of Epiphany and is the vigil for the starting of Lent.

5.9 Fellowship_Parish Picnic

A festive family event, the annual Parish Picnic typically takes place in October at the Clermont Waterfront Park. Meats from the grill and drinks are provided. Pot-luck side dishes and desserts are abundant. There are games for the children and fun for all.

5.10 Fellowship_ St. Nicholas Festival

A community event to celebrate St. Nicholas Day, this festival coincides with the Clermont Christmas Parade and features free cookies, games, puzzles, and crafts for the children. A highlight of the event is a picture with St. Nicholas and a traditional gift of candy and fruit.

6.0 Parish Care

Purpose and/or Policy

Parish Care focuses on the personal and pastoral needs of the St. Matthias congregation. Caring for each other is an every-member ministry. When a crisis arises, we talk with the

person or family in need to determine how we can best help. Then we contact our volunteers and work together to schedule the delivery of whatever services they need.

6.1 Parish Care_Pastoral Care Team

Members of the Pastoral Care Team make pastoral visits on behalf of the Church. Team members have attended training or have experience in making pastoral visits. Periodically, members of the team will contact sick, grieving, disabled, and shut-in members of the congregation. This could be in the form of phone calls, home visits, and/or hospital visits. The Pastoral Care Team is not intended to replace the Rector's visitation, but to supplement it with more frequent visits. Team members are also licensed to administer Holy Communion during their visit.

6.2 Parish Care_When Death Occurs

Our clergy, staff, and congregation are here to assist you and your family during the trying times when death occurs. Our Rector is available twenty-four hours a day and requests that he be called when death appears likely or immediately following the death of a church member. He can assist the family in making the necessary service and burial arrangements, including going with the family to meet with the Funeral Director. It is often helpful in advance preparing for death and in making the final arrangements that the living know the final wishes of the deceased. For that reason, we provide a Funeral Planning Form, which we strongly encourage every adult communicant to complete well before it is needed.

After completing it, we encourage you to file a copy with the Church Office as well as keeping one with your important papers and perhaps with other members of the immediate family. The form may be updated at any time. Completing it will be a wonderful gift to your loved ones as they seek to carry out your last wishes in the midst of their grief.

6.3 Parish Care_The Daughters of the King (DOK)

A spiritual sisterhood of women dedicated to a life of Prayer, Service and Evangelism, the DOK have made a commitment to Jesus as their Savior, and they follow Him as Lord of their lives. They meet the fourth Saturday of every month at 11:00 a.m. for worship and prayer.

6.4 Parish Care_Prayer Requests

Prayer requests can be submitted by contacting the Daughters of the King members, by contacting the church office, by placing a note in the communion plate during Sunday services, or by dropping a note in the Monday Box located in the Parish Hall.

6.5 Parish Care_Reception Guild

The Reception Guild coordinates and hosts receptions in the Parish Hall for various events, allowing time for fellowship between parishioners and guests. Receptions are also hosted following funerals held at the church. A major role of the Reception is to help provide a time after the service for the bereaved to gather with family and friends in a warm and supportive environment.

6.6 Parish Care_Stephen Ministry

Our congregation's Stephen Ministry equips lay people to provide confidential, one-to-one Christian care to individuals in our congregation and community who are experiencing difficulties in their lives. We all experience challenges in life - times when we could benefit from the support of a caring Christian friend. Stephen Ministers are ready to provide the emotional and spiritual care we need when faced with a crisis or difficulty such as:

- * Loss of a loved one
- * Divorce or separation
- * Spiritual crisis
- * A terminal illness
- * Aging
- * A chronic illness
- * Relocation
- * Recovery after an accident or disaster
- * Hospitalization
- * Loneliness or discouragement
- * Unemployment or a job crisis
- * Incarceration
- * Birth, adoption, miscarriage, or infertility
- * And many more

Stephen Ministry is a confidential ministry: The identity of those receiving care and what takes place in each caring relationship remain private. Stephen Leaders are Trained leaders in our congregation who oversee and direct our Stephen Ministry.

- If you - or someone you know - could benefit from the care of a Stephen Minister
- If you are interested in possibly becoming a Stephen Minister
- If you have any other questions about Stephen Ministry , talk with one of our Stephen Leaders.

6.7 Parish Care_Transportation

A pool of volunteers is available to help people needing rides to Sunday services and other church events within the local area, with advanced notice.

6.8 Parish Care_ "Feed My Sheep":

Volunteers provide meals for parishioners who are ill, assuring them of God's love through our spiritual concern, as well as our concern for their well-being.

6.9 Parish Care_The Blessing of the Animals

The Blessing of the Animals honors the legacy of St. Francis and may be held annually on St. Matthias' grounds. Parishioners bring their pets on leashes or otherwise properly restrained for the service. Children are always welcome to enjoy the Blessing of the Animals. People find it

a spiritually moving service of fellowship and, surprisingly, the animals are usually well-behaved.

7.0 Spiritual Growth

Purpose and/or Policy:

Spiritual Growth is a process of initiation that establishes a unique relationship to God for all time and for all eternity.

7.1 Spiritual Growth_Baptism

Baptism is the sacrament of the Christian Church by which God adopts us as children of God and makes us members of Christ's body, the Church. While people of all ages are welcome to receive this sacrament, many people in the Episcopal Church present their infants or small children for baptism. In presenting a child for this sacrament, the parent(s) are promising to raise their child in the Christian faith and life and that by their example they will help their child grow into the full stature of Christ. By affirming their intention to raise their child to know and follow Christ, they are making a commitment to be actively involved in the faith community.

Baptism is not a sacrament whereby God miraculously or mysteriously loves the child by protecting him/her from all evil forces. One does not need Baptism to receive God's love. That love is already given, and it is unconditional. Baptism is administered within the context of our worship services on designated Sundays. Periodically throughout the year, the Rector meets with the parents of children being baptized for instruction and as part of church ministries. We believe instruction is key to understanding the sacrament and we encourage parents to sign up for one of the Rector's classes well before the date of the scheduled baptism.

If you would like to be baptized or have your child baptized, please contact the Rector.

7.2 Spiritual Growth_Confirmation

Confirmation is making the mature, public affirmation of one's faith and commitment to the responsibilities of Baptism and receiving the laying on of hands by the bishop. (See page 413 in the Book of Common Prayer for the service.) Confirmation Class is offered annually to both adults and teenagers who have previously been baptized.

7.3 Spiritual Growth_Adult Inquirer's Class/Confirmation Class

An Adult Inquirer's Class / Confirmation Class is offered as early in the year as possible (dates to be announced) for adults wishing to be confirmed or received into the Episcopal Church from another Christian denomination, and for those who desire to simply learn more

about the Episcopal faith traditions. One also may choose to reaffirm his or her baptismal vows at the confirmation service.

Confirmation and Inquirer's classes focus on the history of the Church, the history of St. Matthias Episcopal Church, the Bible, the Prayer Book, the Catechism, the Creeds, the Sacraments, the Hymnal, the Church Seasons, and Church Symbols.

If you are interested in the rite of Confirmation, if you are interested in being confirmed or received into the Episcopal faith, or if you would like to expand your knowledge and experience through the program, please contact the St. Matthias Church office for more information.

8.0. Vestry

Purpose and/or Policy

The Vestry are the lay leaders of the parish. The Vestry shares oversight of the parish with the Rector. It is a nine member group elected by the congregation to serve a three year term from approximately February 1st through January 31st. The Vestry and Rector work together in mutual ministry to further the purpose and vision of St. Matthias. The Vestry meets monthly. Heading the Vestry are Senior and Junior Wardens. They, along with the rest of the Vestry, oversee the work of the commissions of St. Matthias.

The Rector is an ex officio member of the Vestry and usually chairs its meetings. The Vestry defines its primary duties as:

- Assisting and empowering the Rector and parishioners in their ministries
- Working with the Rector to set goals and missions for the parish
- Handling church budgeting and finances
- Maintaining the physical plant of the parish

8.1 Vestry_Long-Range Plan

The long-range plan is continually being developed by the Long-Range Planning Committee.

8.2 Vestry_Budget and Finance

- The Treasurer is responsible for maintaining records on income, expenses, and financial accounts of the Parish. Reports are made to the Vestry on a monthly basis and to the church membership at the Annual Parish Meeting in January. The duties of the Treasurer include the following:
 - Develops the Annual Budget
 - Establishes the financial policies for receipts and disbursements
 - Conducts or arranges for an Annual Audit
 - Ensures that administrative staff have adequate facilities, equipment and supplies

- Administers any special fund-raising drive or Capital Fund campaign authorized by the Vestry
- **See bylaws for more information re: Vestry**

According to the bylaws dated 121211:

Section 5.

Treasurer

The Treasurer, not necessarily a member of the Vestry but elected by the Vestry, shall be responsible for keeping accurate and timely financial records and making monthly reports to the Vestry regarding the accounts of the parish. Assistant Treasurers may be appointed by the Vestry to assist the Treasurer. The Vestry shall furnish a bond of suitable amount to cover the Treasurer.

9.0. Worship

Purpose and/or Policy

Worship Ministries, under the direction and guidance of the Rector, are responsible for seeing that all worship services are provided with the best possible people, materials, and space to ensure a quality experience of worship for every person who participates in a service at St. Matthias.

It is the policy of our church that worship will be of high quality, offering our best to the glory of God and to the encouragement of the worshippers who attend.

9.1 Worship_Acolytes

Purpose and/or Policy

Acolytes are active and dedicated members of the church who are trained by the priest and a lay chair. According to Church legend, the patron saint of acolytes is St. Vincent. St. Vincent was both dependable and courageous in his service to the Lord, and those qualities of his character are today associated with the acolyte. An acolyte, from the Greek word meaning “follower” or “one who serves,” is formally known as an attendant in the Church, its roots extending back to the 3rd century.

Acolytes carry out the sacred duties at the altar in the celebration of the Eucharist, in addition to other services of the Church such as baptism, confirmation, marriage, funeral, etc. Acolytes also perform such duties as leading the processional as crucifer (cross bearer), lighting candles, and carrying torches in procession for the proclamation of the Gospel. You must be in the 4th grade or above to become an acolyte.

9.2 Worship_Altar Guild

Purpose and/or Policy

Altar Guild work is a labor of love offered to God. It is an honor and privilege to be an Altar Guild member and to serve God in His Church. The Altar Guild is composed of dedicated volunteers, men or women, who are 14 years of age and older of the church. The volunteers work in groups each week under the guidance of a co-director. Members prepare the altar for all services by providing and arranging the altar flowers, changing the linens and all accessories, making sure the proper vestments are used for each service and assuring that the altar is vested for the occasion. Altar Guild members also clean and care for the silver and brass, as well as the altar linens. Altar Guild members are appointed by the Rector.

9.3 Worship_Music

Purpose and/or Policy:

Music is very important to the liturgy and the Eucharist celebration at Saint Matthias. The Choir is featured at the 10:00 am Sunday services and other selected services. More Contemporary music at 5:00 pm Sunday service. Volunteers practice weekly and are trained to sing parts of the Communion services, anthems, and motets as well as lead the Congregation in the singing of hymns. They are dedicated to making music a vibrant part of the weekly worship experience and to deepening our community fellowship. All music is under the direction of a staff Choirmaster/ Organist.

9.4 Worship_Greeters & Ushers

Purpose and/or Policy

“Good morning! Welcome to Saint Matthias.” Said with a smile, this is one of the simplest forms of evangelism. The primary role of Ushers and Greeters at Saint Matthias Church is hospitality. Ushers and Greeters typically serve one Sunday per month, normally in teams of two or three persons. Greeters are those who welcome members and visitors as they enter the church for worship. At St. Matthias the greeters help ensure that everyone gets a friendly welcome each Sunday. First time visitors are invited to sign the guest book at the welcome table and receive a welcome packet.

Ushers have several duties. They are responsible for cleaning and straightening the materials within the pews before and after each service. They distribute bulletins, help people find seats, take a headcount, carry the bread to the altar, pass the offering plate, and assist by directing people to the altar during the Communion.

9.5 Worship_Eucharistic Ministers (EMs) & Eucharistic Visitors (EVs)

Purpose and/or Policy:

Eucharistic Ministers (EMs) are lay persons chosen to support the clergy in a unique way by distributing the wine to the members of the Body of Christ at the Eucharist. Eucharistic Ministers administer the consecrated wine at any celebration of the Eucharist in the absence of a sufficient number of priests and deacons to assist the celebrant.

This ministry is understood to be an extraordinary ministry, and is not to take the place of the ministry of priests and deacons concerning the administration of the Eucharist. LEMs also read one of the assigned lessons for the day and the Prayers of the People. It is a great honor to be an LEM because one becomes a part of the central aspect of Anglican worship – Holy Communion – respectfully giving the cup of salvation to the members of the Body of Christ.

Eucharistic Visitors (EVs) are also licensed to go from a Sunday Eucharist or other principal celebration of the Eucharist to share the sacrament with members of the congregation who were unable to be present at the celebration because of illness or infirmity.

9.6 Worship_Lectors

Purpose and/or Policy

Lectors provide assistance to the priest at the Eucharist and on other occasions during services by reading the first assigned lesson of the day. This ministry helps create a deeper awareness of the relationships that sustain the gathered church family.

9.7 Worship_Verger

Purpose and/or Policy

While serving the Church, its Rector, and the Congregation, a Verger may undertake various roles as circumstances dictate. A unique, front-line lay ministry in the Anglican Communion, the Office of Verger dates from the 16th century. As the Protector of the Procession, the Verger led the way for the church procession from the Vestry* around the church into the front doors, clearing a pathway with his verge (or mace) through the crowds of people and animals. As the first person in procession, he cleared the way for the Thurifer, Crucifer, Acolytes, Choir, and Ministers by swinging his verge.

A Verger's measure of success is when worship services and ministries of the church are performed successfully, in a timely manner, are grace-filled and are without incident. The Verger is selected by, receives his assigned duties from, and is responsible to the Rector. The Verger is responsible for maintaining the Worship Ministry schedule.

9.8 Worship_Flower Guild

Under the instruction of the co-director, the ministry of the Flower Guild is to enhance the beauty of St. Matthias with floral arrangements and decorations consistent with the season of the church and the type of service. Parishioners are invited to participate by choosing a Sunday to make a contribution for the altar flowers in memory of or in thanksgiving for those whom they love.

9.9 Worship_Easter

Services are held on Easter Sunday. Additional services may be added if deemed necessary in order to accommodate the growing number of parishioners.

9.10 Worship_Holy Days

A holy day is any day set apart for special observance because of its significance for faith. The Book of Common Prayer Calendar lists as holy days the Feasts of our Lord (such as the Presentation, and the Transfiguration), other major feasts (such as all feasts of Apostles and all feasts of Evangelists), and fasts (such as Ash Wednesday and Good Friday). In this sense, holy days are distinguished from principal feasts (such as Christmas Day and Easter Day), Sundays, and Days of Optional Observance (such as the Ember Days and the Rogation Days) (BCP, pp. 15-18). The Calendar also lists major holy days at pp. 32-33. The BCP Lectionary provides a proper collect and readings for all holy days. See Calendar of the Church Year, The. Services are held on Holy Days as needed.

http://archive.episcopalchurch.org/109399_14508_ENG_HTM.htm

9.11 Worship_Sanctuary Candles

It is the custom to set aside a small portion of the consecrated bread and wine for emergency use in ministering to the sick or dying. This “Reserved Sacrament” is usually stored in one of two places - in a Tabernacle (a cupboard built into the front center of the altar upon which the cross is usually placed), or in an Aumbry (a cupboard built into the wall of the sanctuary, close to the altar). It is customary to have a candle burning (symbolic of the Light of Christ) above the Tabernacle or Aumbry whenever the Sacrament is present.