



How are you being Called to Serve God within your St. James Community?

...because we can't do it without you!

Here is a list of some of the possible service and participation opportunities at St. James

Ministry/Worship

- Lay Eucharistic Visitors
 - Take Holy Communion to those unable to attend church
- Chalice Bearers
 - Administer sacraments during services
- Readers/Lectors/Intercessors
 - Read lessons and prayers during services
- Ushers
 - Greet parishioners, hand out bulletins, clean pews after services, take attendance, assist during communion, take collection
- Greeters
 - Greet parishioners after the service and supply information about the programs at St. James
- Acolytes
 - For ages 8-18
- Flower Guild
 - Prepares flower arrangements for services and special events upon request
- Altar Guild
 - Prepares the altar and sanctuary before and after all sacramental services. Keeps all materials clean, ironed and polished
- Adult Choir
 - Meets Thursday evenings from September through May. Attends services September through July
- Choir Guild
 - Keeps choir robes and accessories in good working order
- Pew Angels
 - Keeps pews clean, tidy and stocked with appropriate materials
- New Member Ministry
 - Contacts new members and helps facilitate their integration into the St. James Community

Pastoral Care

- Stephen Ministers
 - Visitations with care receivers, care giver support meetings (training required)
- Friends of St. Luke
 - Writes and sends postcards of spiritual support
- Parish Health/Wellness Committee
 - Works in conjunction with staff to promote health and wellness programs at St. James
- Birthday Card Ministry
 - Prepare and mail monthly birthday cards to parishioners
- Daughters of the King
 - Promote the mission of the Church at large and the parish as well as daily prayer support for the clergy
 - Prayer Quilting Ministry
- Ministry to Shut-ins
 - Send weekly mailings to shut-ins
- Grief Groups
 - Living with grief through the holidays
 - Grief Share Group

Hospitality/Social

- Hospitality
 - Serve as overall support and coordination of the hospitality ministry of St. James
 - Cooking
 - Setting Up
 - Cleaning Up
 - Decoration
 - Coordination
- Friday Family Dinners
 - Help with set-up and coordination of dinners. Substitute for coordinator on an as needed basis
- The Café @ St. James
 - Order and stock supplies, coordinate catering, man the café after the services
- Women's Dinner Group
 - Help with set-up/break-down and help coordinate speakers/presentations
- Men of St. James
 - Help with set-up/break-down and help coordinate speakers/presentations
- The Lunch Bunch
 - Help with set-up/break-down and help coordinate catering
- Special Events
 - Set-up
 - Breakdown
 - AV Setup

Church and the World Ministries (Outreach)

- Committee on Church and the World
- Golden Elephant Sale/Fundraising
- Participation in Shell Groups
 - Immigration
 - Sri Lanka: Healing Hands, Micro credit, etc.
 - Micro credit: San Diego County
 - Northeast India Collaboration: Education
 - Schools with Special Populations
 - Religion and Geopolitics Series
 - Film Shell
 - Contemporary Issue Programming
- Africa: Namibia, Liberia, etc.
- Anglican Women & The World
- Beijing Circle
- Literacy: Adult/Children
- Knitting (Seafarers)
- Prison Ministry
 - Juvenile Detention Literacy
- Homeless Hospitality
 - Interfaith Shelter
 - Food Pantry
- Affordable Housing
 - Habitat for Humanity
 - Youth with a Mission

Children's Ministries

- Sunday School Teachers
 - Childcare during services and at special events
- Organizing Classrooms
- Nursery Angels
- Drama Camp
- Vacation Bible School

Adult Education

- Bible Study and Related Courses
- Sunday Adult Forums
- Via Media
 - Via Media facilitator (requires training)
- Season Educational Symposiums

Communications

- Are you called to work in the area of Media/Communication Arts?
 - Interviewing
 - Writing
 - Graphics
 - Advertising
 - Digital Photography
 - Website Maintenance
- AV/Sound
 - Learn to operate AV/Sound System
 - Record Services and Special Events
 - Record Sermons
 - Meeting Setup

Office/Administrative

- Part-time Receptionist
- Basic Office Support
- Database Maintenance & Research
- Organizing Parish Records

Facilities Ministries

- General Landscaping
 - Planting/Maintaining Flower Boxes
 - Cutting Lawn/Trimming
 - Gardening
- Electrical
 - Trouble-shooting
 - Minor Repairs
- Handyperson Services
 - Painting
 - Carpentry
 - Minor Repairs
- General Cleaning Services

St. James Gift Shop

- Part-time Retail Sales and support
- Enter inventory into computer system

Church Administration

- Stewardship Committee
 - Annual campaign planning, oversight and implementation - other duties as needed. Includes oversight of the Legacy Society.
- Finance Committee
 - Oversight of financials, monitor budget, propose budget to Vestry, coordinate with Audit and Investment Committees.
- Investment Committee
 - Oversight of invested assets
- Real Estate Committee
 - Review and advise the Vestry on maintenance and investment issues regarding the rectories.
- Building & Maintenance Committee
 - Review and advise Vestry on all issues related to the main campus buildings & grounds.
- Audit Committee
 - RFP for outside auditors and recommend selection to Vestry; oversight of outside audit.
- Vestry
 - The Vestry is the body within a congregation that, with the clergy, leads the parish.
 - Helps to discern the vision toward which God is drawing that particular community; Articulates and communicates the vision;
 - Holds the community accountable for its realization of that vision;
 - Keeps the mission of the Church and that of the individual congregation clearly before the parish community.
- Human Resources
 - Advise administrator on personnel issues including development of job descriptions. Oversight of the personnel manual
- Risk Management
 - Review and assist administrator with insurance issues; Monitor risk issues as needed; Periodic (tri-annual) detailed risk management report; Oversight of claims.