Epiphany Season Window
The window expresses the universality of the creative energy of God and our invitation to drink of these streams of living water.

ST. TIMOTHY'S EPISCOPAL CHURCH

MINISTRY HANDBOOK

808 North Mason Road
Creve Coeur, MO 63141
314 434 5906/5909
314 434 4103 fax
Email: sttim@saint-tims.org
Web Site: http://www.saint-tims.org

December 2013

Staff

The staff at St. Timothy's is called to support the mission and ministry of this parish and its parishioners.

Rector	The Rev. Marvin Foltz	mfoltz@saint-tims.org
Associate to the Rector	Heidi Clark	heidi@saint-tims.org
Clergy Associate	The Rev. Dr. Roy Moore	rmooremo@att.net
Clergy Associate	The Rev. Sue Eastes	sueeastes@gmail.com
Clergy Associate	The Rev. Nathanial Pyron	wilsonpyron@sbcglobal.net
Deacon	The Rev. Jan O'Neil	jawoneil@gmail.com
Director of Christian Formation	Peggy Huesemann	peggy@saint-tims.org
Director of Music	Dean Bye	dean@saint-tims.org
Parish Secretary	Alice McLaughlin	alice@saint-tims.org
Parish Treasurer	Alice Fritsch	treasurer@saint-tims.org

Note: This is an annual publication edited by the Membership Ministry. Please notify the office if there are changes or additional organizations that develop during the year. We want to keep this booklet up to date.

St. Timothy's Mission Statement

Inspired by the Spirit of Christ, we glorify God by being a welcoming Christian community with meaningful and joyous worship, challenging education and care and respect for all God's creation, while proclaiming the Gospel and reaching out to the world.

Worship Schedule

Weekly Schedule

Worship

Christian Formation

Service

Fellowship

Leadership

Finance

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Staff

Worship Schedule

5 PM Saturday Weekly communion, limited music with featured soloists, no nursery

8 AM Sunday Weekly communion, no music *

9 AM Sunday First and third of the month, a shorter communion service with music and active participation for families with young children *

10:30 AM Sunday Weekly communion, full choir plus featured instrumental ensembles *

8:30 AM Tuesday - Friday Morning Prayer (Please call the church office at 314-434-5906 to confirm that an officiant is available.)

10:00 AM Wednesday Weekly communion, no music

*professional nursery care provided by TLC, up to 4 years of age, 7:45 AM to 12:15 PM

Finance

Finance: This group is responsible for the financial planning that supports parish ministries, the budgeting process, and supervising the day-to-day financial operations of the parish. The group works with the Rector and the Vestry, the treasurers, the Endowment Trustees, and the Sunday Counters.
Contact: Hank Conard 636 -537 -1701

Sunday Counters: This group processes the plate offerings from all services.
Contact: St. Timothy's 314-434-5906

Stewardship: This group guides the parish in its responsibilities to share its many gifts of time, talent and treasure for the works of the parish and beyond. While stewardship is a year-round parish ministry, the annual pledge ingathering traditionally takes place in the autumn. **Contact:** Jon Hotra j.hotra@ieee.org

Endowment Trustees: This elected group of parishioners oversees the parish endowment, planned giving, and estate management information. Each Trustee serves a five-year term. **Contact**: Cletus Coughlin 314-542-0024

Property

Property: This group addresses minor repairs and upgrades to storage and equipment. Anyone is welcome (and needed) to participate. Work is done on each individual's own time schedule, with an occasional group work time for a specific project.
Contact: Joe Fox, Junior Warden 636- 536-7059

Arts and Environment: This group was formed to coordinate décor and memorials in the building and Columbarium. **Contact**: Ron Batty 314-469-0537

Green Team: This group cares for the immediate environs of the parish facility, including maintenance of the parish Columbarium. There are occasional work days open to any parishioner. **Contact**: Michael Wyland 636-527-9809

Leadership

Vestry: Four parishioners are elected to 3-year terms at the Annual Meeting each January. The Senior Warden is appointed by the Rector and the Junior Warden is elected by the Vestry Members. The twelve members of Vestry are responsible for administration and planning, including Strategic Planning.
Contact: Carolyn Moore, Senior Warden cmoore5711@aol.com

Membership: This group seeks to develop systems that support the wellbeing of current members and to create easy access to the full measure of the community life for prospective members. **Contact**: Chuck Kiefe 636-866-6881

Congregation Development Committee:
Contact: Dennis Whittington denwhittington@charter.net

Communication: This group coordinates all of the ways that the parish communicates within the church and in the community, including the parish newsletter (The Angler), Photo Boards, the TV monitor in the Gathering Space, bulletin boards, the website, "Worthy of Note" emails and media outside the parish. Meetings are quarterly or as needed. **Angler Editor**: Susan Moenkhaus smoenkhaus@gmail.com
PhotoBoards: Ruth Ann Stross rastross16@charter.net
Holly Wilson handhwilson@hotmail.com
Bulletin Boards: Dee Dee Stone deedeeandblainestone@yahoo.com
Social Media: Laura Catalano lauracatalano@gmail.com

Diocesan Ministries: Diocesan Convention Delegates and Alternates for the annual Diocesan Convention are elected to three-year terms at our Annual Meeting. In addition, parishioners are represented on a variety of diocesan ministries and committees. **Delegates**: Jon Hotra, Jane Hood, Rita Podolsky, Agnes Bolwell
Alternate: Caroline Kelsey **Contact:** St. Timothy's 314-434-5906

Weekly Schedule

Sunday	8:00 AM	Holy Communion
	8:55 AM	Youth Choir Rehearsal (2nd and 4th Sunday)
	9:00 AM	Family Worship (1st and 3rd Sunday)
(Nursery	9:30 AM	Adult Forum (September - May)
7:45 AM to	9:30 AM	Children and Youth Classes (September - May)
12:15 PM)	9:30 AM	Choir Rehearsal
	10:30 AM	Holy Communion
	11:45 AM	Rice Bagging (4th Sunday)
Tuesday	8:30 AM	Morning Prayer (Please call the church office)
Wednesday	6:45 AM	Men's Bible Study
	8:30 AM	Morning Prayer (Please call the church office)
	10:00 AM	Holy Communion
	6:00 PM	Spirituality Group (2nd Wednesday Sept. - May)
	6:45 PM	Vestry Meeting (3rd Wednesday)
Thursday	8:30 AM	Morning Prayer (Please call the church office)
	10:00 AM	Knitting Ministry (2nd and 4th Thursday)
	10:00 AM	MOMS Group (3rd Thursday)
	7:30 PM	Choir Rehearsal
Friday	8:30 AM	Morning Prayer (Please call the church office)
	11:15 AM	St. Timothy's Holy Communion Service at Friendship Village (4th Friday)
Saturday	5:00 PM	Holy Communion

St. Timothy's Ministries and Organizations

You are heartily invited to participate in these active ministries at St. Timothy's. Watch the Angler and Sunday Bulletin for more information about evolving ministries. If you are called to a ministry that does not seem to be available at St. Timothy's at this moment, your interest and leadership can make it happen.

Worship

Worship Committee: This group plans and prepares worship events for the liturgical year. We commonly use Rite Two from the Book of Common Prayer, with additional prayers from Enriching Our Worship. Liturgical offerings are varied to provide an experience of the depth and breadth of Episcopal liturgy.
Contact: Mary Robert kb0myx@yahoo.com

Acolytes: This group assists with the worship service at the altar and is open to all parishioners, especially younger members. **Contact**: Stan Viglione 636-220-4103

Altar Guild: This group is responsible for preparing the church for all services: communion, evensong, baptism, weddings and funerals**.**
Contact: Judy Viglione 636-220-4103

Choir and Music Ministries: This group is anchored by the thirty-three voice volunteer choir, which is under the leadership of our professional Director of Music. It also includes the Bell Choir, Brass Ensemble, Recorder Consort, String Ensemble, Youth Choir, and instrumental and vocal soloists to participate in our common liturgy throughout the year. **Contact**: Dean Bye 314-412-2442

Lectors: This group proclaims the Scriptures at all worship services.
Contact: The Rev. Marvin Foltz 314-434-5906

Eucharistic Ministers: This group consists of lay ministers who assist with the Communion cup. **Contac**t: The Rev. Marvin Foltz 314-434-5906

Greeters: This group provides a welcome for those attending services at St. Timothy's. They work with the membership committee to provide hospitality for visitors. **Contact:** Don Dewey 314-378-6015

Fellowship

Fellowship committee: This group oversees a wide variety of activities, acting as a planning and operations center for most social events. Coffee hour refreshments and beverages are provided every Sunday. Supper Club organizes three meals a year for all interested adults. The Holiday Pantry is a Christmas event at St. Timothy's with home-made food and craft specialties that raises money for a variety of causes. Our Funeral Hospitality provides refreshments following parish funeral services. The Lunch Bunch is interested adults who meet on the 4th Sunday of each month for lunch at a nearby restaurant. This committee also hosts Evensong and other special receptions. Meetings are on as needed basis. **Contact**: Caroline Kelsey 314-205-0084

Coffee Hour: **Contact:** Bev Rhea bjpr@aol.com

Supper Club: **Contact:** Betsy Gee 636-391-6083, Marlene Clark, Janine Bosanquet

Holiday Pantry: **Contact:** Beverlee Critchell, 314-469-6570
Sue Ann McAvoy susieq@sbcglobal,net

Funeral Hospitality: **Contact:** Dorothy Bacon 314-576-4162

Lunch Bunch: Contact: The Rev. Sue Eastes sueeastes@gmail.com

Daytimers: This group promotes fellowship for parishioners of all ages and their guests through monthly outings and lunch either around the St. Louis area or at Church. There is one planning meeting a year.
Contact: Lynn Whittington lynnwhittington@charter.net

Men's Fellowship: This group meets periodically throughout the year for programs and a meal. **Contact:** Dennis Whittington denwhittington@charter.net
Don Dewey 314-378-6015

Women's Fellowship: This group meets periodically throughout the year for programs and a meal. **Contact:** Judy Demarco JDSTL40@yahoo.com, Nancy Setzer

Youth Fellowship: All three youth Sunday School Classes have monthly fellowship and service activities throughout the year. **Contact:** Heidi Clark heidi@saint-tims.org

Parents of Younger Children, sometimes called the "Mom's Group", meets from 10:00 to 11:00 AM on the third Thursday of each month in a room adjacent to a play-room for toddlers. **Contact:** Heidi Clark heidi@saint-tims.org

Social Justice Team: This group serves as a coordinating body for the parish's exploration and response to a variety of issues in the social justice arena. These include poverty, inequality, income disparities, status of women, encouraging foreign entrepreneurs, and race relations and diversity. The team believes that the response to these challenges is a measure of our Christian commitment. Meetings and commitment time vary. **Contact:** Danielle Pennel 314-579-9026

Teaching People to Fish Team:
This group supports services and organizations that enable people to become self-sufficient. The team offers assistance, where needed, to allow the organization to feel the support and commitment of the entire St. Timothy's community. At Sigel School, tutors offer weekly assistance to students and a Teacher Appreciation Group takes monthly refreshment to the staff. The Grace Hill Business Center and the Episcopal City Mission are additional programs where parishioners are actively involved.
Contact: Jennifer Barnes 314-542-2186

Grants Team: This group supports the above Teams by reviewing and approving grant requests from parish-designated funds and seeks funding from outside sources. **Contact**: Adrian Moore giluth@yahoo.com

Bea's Certificate Program: This group sells certificates used for the purchase of groceries, entertainment, and merchandise. The money earned is for the Rector's Discretionary Fund, which supports those in need both within and outside the parish. **Contact**: Nancy Sinise 314-434-1488

Knitting Ministry: This group creates "Mantles of Comfort," baby blankets and other tangible expressions of compassion and concern. The group meets on the second and fourth Thursday of the month at 10 AM. If you are interested, just show up – no experience necessary.
Contact: Susan Lounsbury 636-256 –9225

Ushers: This group also welcomes parishioners and visitors, gives out worship programs and assists with the community as it prepares to receive Communion.
Contact: Jim Hood jhoodpro@charter.net

Vergers: This group consists of lay ministers whose role is to assist the Rector in coordinating worship services and the ministries (e.g., acolytes) that support our worship. **Contact**: Stan Viglione 636-220-4103, Ellyn Neise, Lance Kramer, Jennifer Barnes

Wedding Coordinator: This person helps plan and coordinate all aspects of an Episcopal wedding service along with the priest officiating at the wedding. This is both a liturgical ministry and one of hospitality**. Contact**: Linda Wilson 636-273-6400

Funeral Coordinator: This person, along with the priest officiating at the burial, helps the family coordinate all aspects of an Episcopal burial service.
Contact: Linda McDowell 636-329-0526

St. Timothy's at Friendship Village: This group attends a monthly Communion service for parishioners and their friends at Friendship Village, West County.
Contact: Betty Harris 636-733-0399, Bill Alexander, The Rev. Dr. Roy Moore

Eucharistic Visitors: This group of licensed parishioners takes Communion and community to those unable to participate in worship at church.
Contact: Linda McDowell 636-329-0526

Christian Formation

Adult Forum: This group meets on Sundays from 9:30 to 10:15 AM September through May. There are teaching and discussion programs featuring a wide variety of speakers and topics relating to faith and community. The speakers represent biblical scholarship, theology and church life issues, environmental concerns, community and outreach programs, personal and family spiritual development, and the fine arts.
Contact: Amy Conard 636-537-1701

Spirituality Group: This group meets on the 2nd Wednesday of the month, September through May, from 6:00 to 8:00 PM. We provide a community experience of evening prayer and discussion of traditional and contemporary spiritual practices in order to nourish our fundamental Christian call to love, serve and grow our life in Christ.
Contact: Agnes Bolwell bolwell@sbcglobal.net
The Rev. Sue Eastes sueeastes@gmail.com

Book Discussion Groups: This group meets several times a year for a thoughtful discussion on a current book. (Please call the office for information on the next book.) **Contact**: The Rev. Jan O'Neil jawoneil@gmail.com

Men's Bible Study: This group meets every Wednesday at 6:45 AM to read and discuss the lectionary readings for the following Sunday. It is also an opportunity to apply scripture to daily life. **Contact:** The Rev. Dr. Roy Moore rmooremo@att.net

Children and Youth: These classes meet Sunday from 9:30 to 10:15 AM September through May to provide Christian formation.
Contact: Peggy Huesemann peggy@saint-tims.org

Weavers: a curriculum developed and written exclusively for the Episcopal Church. *Weavers 1*: age-ready 4 to 1st Grade, *Weavers 2*: 2nd and 3rd Grade, *Weavers 3*: 4th, 5th, and 6th Grade.

The Journey to Adulthood: a curriculum that focuses on: Self, Spirituality, Sexuality, and Society. *Rite 13*: 6th and 7th Grade, *J 2A*: 8th and 9th Grades, *YAC*: Young Adults in Church, 10th Grade and up.

Professional Nursery Care (TLC) available up to 4 years of age, 7:45 AM to 12:15 PM

Confirmation Class: This class prepares individuals for Confirmation and Reception into the Episcopal Church. It is available also for those who seek a deeper relation with Christ and the Episcopal faith. The preparation begins yearly in the Lenten Season and continues through Eastertide. **Contact**: The Rev. Marvin Foltz 314-434-5906

Service

Pastoral Care Ministry: This group coordinates compassionate caring to the St. Timothy's community and beyond through prayer, pastoral visits, transportation, meal delivery, emergency childcare, dog sitting, notes, and cards. Members are expected to receive appropriate pastoral care training and participate in ongoing education. **Contact**: Ellyn Neise 636-273-4315

Handy Helpers: This group provides services to anyone who needs maintenance assistance in and around their homes. Anything from changing a light bulb, washing windows, painting, to yard work. We may even be able to help with computer questions. This is a new ministry. Participate when your schedule allows.
Contact: Tina Heuer 636-530-1417

Outreach: This group is composed of six separate teams. Outreach projects are initiated from the ground up as a result of passions, interests, and/or involvement any parishioner may have. The Central Team consists of the Team Leaders and serves to coordinate projects. **Contact**: Ginni Campbell 314-878-3627

Hammer and Nails Team: This group provides improved housing and shelter to disadvantaged persons. They have worked with Habitat for Humanity, Beyond Housing, St. Paul's Episcopal Church in Carondelet, and participated in New Orleans and Joplin mission trips following weather disasters. The team actively explores ways to both support our traditional involvement and expand our reach and assistance to new organizations. There are few formal meetings; time is spent on location helping to build new or refurbish existing housing. Participate when your available time matches a project schedule.
Contact: Tina Heuer 636-530-1417

Health and Hunger Team: This group is involved with Peace Meal (preparing and serving a hot meal to the St. John's Episcopal Community), Rice Bagging, the Vegetable Garden, United Nations World Food Day, a Thanksgiving Food Drive for Circle of Concern, and a monthly Food Pantry Collection for Trinity Episcopal Church and Circle of Concern. These are ongoing projects; some are monthly and others are quarterly or annually. The group meets as needed.
Contact: Steve Crock 636-391-5821