

Episcopal Church of the Incarnation

Directory of Ministries

Updated September 2023

*As each has received a gift, use it to serve one another,
as good stewards of God's varied grace.*

1 Peter 4:10



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Prayer and Worship Ministries

Altar Guild

Altar Guild members care for the altar and its furnishings. Members polish, dust, arrange flowers, clean linens and vessels, and set up the credence table tray for each service. It's a prayerful ministry of service that can be deeply satisfying.

Ways to be involved:

- *Altar Guild team member.* Teams serve on a rotating schedule.

Leadership: Diana Ardley is lead Altar Guild member and handles scheduling. Email altarguild@incarnationsantarosa.org

Meeting Schedule: Altar Guild teams are scheduled for weekly assignments, which run from Saturday through Friday, and perform the tasks necessary for all regular and special services during that week. The Altar Guild also has 2 meetings and 2 work parties each year, before Christmas and Easter.

Anam Cara

Anam Cara, which means 'Soul Friend' in Gaelic, is a contemplative prayer/meditation group, and open to all. It was founded by Suzanne Kurtz and Patricia Moore in 2007. We meet twice a month, the 1st and 3rd Wednesdays of the month. After chanting a simple chant together, the first 20-30 minutes of our gathering is spent in silent contemplative prayer/meditation. After contemplative prayer, we spend another 30 minutes or so, reading from and reflecting on our current text of choice (examples: *The Cloud of Unknowing*, *The Varieties of Religious Experience*).

Ways to be involved:

- Attend the gathering.
- Cantor.
- Pre-gathering set-up when meeting in church/ Post-gathering clean-up.

Leadership: Lisa Jang. Email anamcara@incarnationsantarosa.org

Meeting schedule: 1st Wednesday of the month, 6:00 - 7:00 p.m. in the church *and* via Zoom. Online 3rd Wednesday of the month, 7:30 p.m. - 9:00 p.m. via Zoom.

Arts@Incarnation

Arts@Incarnation is dedicated to the celebration of the artistic expression of spirit. Our mission is to offer fine musical and artistic performances, as well as experiences in the expressive arts and spiritual practice. The currently scheduled programs are *Through the Ear to the Heart* and *Sung Prayer*.

Ways to be involved:

- *Through the Ear to the Heart.* More information is provided under this ministry.
- *Sung Prayer.* More information is provided under this ministry.

- *Develop a new Arts@Incarnation ministry.*

Leadership: Daphne Vernon. Email spiritualdevelopment@incarnationsantarosa.org

Meeting Schedule: See information for *Through the Ear to the Heart* and *Sung Prayer* ministries.

Bread Bakers

Communion bread bakers bake the loaves of bread for the Eucharist.

Ways to be involved:

- *Baker.* Using a simple-to-follow recipe and diagram, bread bakers buy and assemble ingredients and prepare loaves of bread in their home kitchens.

Leadership: Linelle Lane. Email breadbakers@incarnationsantarosa.org

Meeting schedule: Informal, by email or in-person during coffee hour. Depending on the number of bakers, each will be asked to bake bread approximately 3-4 times a year.

Children's Chapel

During the 10:15 liturgy, preschool through elementary-age children may choose to join in Children's Chapel during the first half of the service. Together we sing songs, hear and respond to one or more of the day's scripture readings, and pray for our own needs and the needs of God's world. Participants return to "big church" for the second half of the service to participate in Communion.

Ways to be involved:

- *Children's Chapel Leader.* Children's Chapel leaders lead the Children's Chapel service, including sharing a response to the scriptures of the day. Training and background checks are required for all volunteer ministries with children.

Leadership: Daphne Vernon. Email spiritualdevelopment@incarnationsantarosa.org

Meeting schedule: For preschool through elementary-age children, every Sunday at 10:15 am in Classroom 1.

Eucharistic Ministers and Acolytes

Together with the clergy, Eucharistic Ministers serve God's people by nourishing them with the Body and Blood of Christ through the ministration of communion. Eucharistic ministers serve the consecrated Bread and Wine, and generally assist in other roles in the liturgy as well. Acolytes are not licensed to serve the Bread or Wine but assist in other roles, including carrying the cross and torches in procession.

Ways to be involved:

- *Eucharistic Minister.* Eucharistic Ministers are adults who go through a period of training and receive a license from our Diocese to do this ministry.
- *Acolyte.* Acolytes can be youth or adults. No license is needed, just some training and orientation.

Leadership: Diana Ardley handles scheduling. Email altarservice@incarnationsantarosa.org

Meeting Schedule: Eucharistic Ministers and Acolytes serve one or more times per month, usually at their regular service of attendance, and may be asked to serve during other Sunday services and at funerals or other special services, as needed.

Eucharistic Visitors

Eucharistic Visitors take the eucharist to parishioners who are unable to attend church services due to illness or infirmity. Their role is both pastoral and sacramental, and they serve as a reminder that we are all members of the Body of Christ.

Ways to be involved:

- *Eucharistic Visitor.* Eucharistic Visitors must be licensed by the diocese and complete Safe Church and antiracism training, as well as be trained in the specific practices we follow at Incarnation. Commitment can range from taking the eucharist to a parishioner weekly to being “on call” to serve when needed.
- *Friendly Visitor.* Some EV team members also serve as “Friendly Visitors,” providing attention to those who wish to have a visit from a member of our parish family, but do not desire communion.

Leadership: Joanie Jasper serves as Eucharistic Visitor Coordinator. Email eucharisticvisitors@incarnationsantarosa.org

Meeting Schedule: Eucharistic Visitors meet quarterly, typically on the 3rd Wednesday of the designated month from 11:30 a.m.-1:00 p.m. on the church campus

Liturgy Committee

The Liturgy Committee is an advisory group to the Rector which serves as our congregation’s liturgical “think tank,” thinking creatively to plan, reflect on, and evaluate our collective worship life.

Ways to be involved:

- *Liturgy Committee member.* Members should be regular participants in worship at Incarnation with a love of liturgy and an interest in deepening their familiarity with it. They should be willing to commit to attending meetings, doing some reading or other assignments in between, and growing in their own life of faith, prayer, and service.

Leadership: Stephen Shaver serves as Committee chair. Contact Stephen Shaver at sshaver@incarnationsantarosa.org.

Meeting schedule for 2023-24: 1200-1:30 p.m. on Oct 15, Nov 19, Dec 17; (no January meeting), Feb 18, Mar 17, Apr 21, May 12

Morning Prayer

This community gathers each Tuesday morning in the church at 8:30 a.m. for this half-hour, lay-led service of psalms, scripture, and prayer, a core part of the Anglican spiritual tradition. This is a wonderful way to start your day. All are welcome!

Ways to be involved:

- *Just show up!* All are welcome at Morning Prayer.
- *Become an Officiant.* Regular participants at Morning Prayer may feel called to learn how to officiate. While we have a regular lineup of officiants currently in place, it's always good to have more people who are able to lead this service.

Leadership: Patrick Lancaster. Email morningprayer@incarnationsantarosa.org

Meeting Schedule: Tuesdays at 8:30 a.m. in the church

Parish Choir

The indescribable beauty of music bears God into our very hearts and souls. The sound of our organ, the leadership of our choirs, the concerts that take place in our space, and our own voices lifted up in song glorify God and elevate our spirits in praise. The Parish Choir leads our music at the 10:15 Sunday Eucharist and other special liturgies. This choir welcomes beginners and experienced singers alike—all that's needed is a willingness to commit to rehearsals and services, and a desire to worship through song.

Children & Youth Choirs - In January 2023, sixteen enthusiastic children and youths were welcomed to a reestablished youth music ministry at Incarnation. Following Royal School of Church Music (RSCM) curricula, instructions in voice, music theory, and choristership are given weekly, but more important, children and youths are aided in discovering the beauty of their voices and in realizing the power of the unified choral sound.

Ways to be involved: Music Ministry at Incarnation welcomes all interested in serving the church and community with the gift of music. Contact Jun Kim, Director of Music, for details.

Meeting Schedule:

- Primary Choir (ages 4-6): Thursdays 4:00 pm - 5:10 pm
- Junior Choir (ages 7-11): Thursdays 4:40 pm - 5:50 pm
- Adult Choir: Thursdays 6:30 pm - 8:30 pm

Leadership: Jun Kim. Email music@incarnationsantarosa.org

Readers

Readers, also called lectors, read the scripture lessons and lead the prayers of the people in our liturgies. As you proclaim God's Word, the scriptures flow through your body, your breath and your voice.

Ways to be involved:

- *Reader.* Readers should have good public reading skills and be willing to engage in preparation, prayer, and practice.

Leadership: Diana Ardley. Email altarservice@incarnationsantarosa.org

Reading Schedule: Readers are scheduled approximately every six weeks usually at their regular service of attendance and may be asked to read during other Sunday services and at special services as needed.

Sung Prayer

In Sung Prayer, we gather together in the church for a contemplative hour of singing and silence where we can commune with ourselves, with each other and with God. We repeat simple songs from the Taizé community and others, bringing our attention to the peace that lives beyond our understanding. The songs are simple and repetitive, allowing us to settle deeply into prayer. All are welcome.

Ways to be involved:

- *Sing.* Open to everyone who enjoys singing – no prior experience or music training needed. Drop-ins and newcomers are always welcome.
- *Musician.* Participants are welcome to add their instrumental music to the gathering.
- *Photographer.* Anyone who has a knack with a phone camera.
- *Audio recorder.* Feel free to use your own device.

Leadership: Robin O'Brien. Email sungprayer@incarnationsantarosa.org

Meeting schedule: In the church on the second Friday of the month, 6:00 p.m. to 7:00 p.m. We will meet April 14, 2023, break for summer and begin again August 11, 2023.

Through the Ear to the Heart

This is a regular gathering to sing the music of 12th century mystic St. Hildegard of Bingen. Her songs are beyond beautiful and inspiring – they're encoded with wisdom and insight that lifts the spirits of all who sing them. At these gatherings we experience her music the way she shared it with the women and men who sang with her, in a restful, nourishing, contemplative process of listening and echoing what we hear.

Ways to be involved:

- *Sing.* Open to everyone who enjoys singing – no prior experience or music training needed. Drop-ins and newcomers are always welcome.

Leadership: Devi Mathieu. Email singhildegard@incarnationsantarosa.org 707-829-0815

Meeting schedule: We meet in person in the church on the first and third Monday evenings every month, from 6:45-8:15 p.m.

Ushers

Do not hesitate to show hospitality to strangers, for by doing that some have entertained angels without knowing it.
(Hebrews 13.2)

Ushering is a welcoming ministry. We welcome newcomers and parishioners into our sacred space. Ushers also participate in the worship service, work to help the service run smoothly and provide a safe space to worship. Joining this ministry is a way to get involved at Incarnation and get to know people.

Ways to be involved:

- *Usher.* We try to schedule just one shift per month per usher. In addition, there are special services,

e.g., funerals and holidays, that are filled on a volunteer basis. If you would like to be a part of this ministry, you will be enthusiastically welcomed.

Leadership: Jim Furness. Please contact me at ushers@incarnationsantarosa.org or see me in person.

Meeting schedule: In addition to serving on Sunday as assigned, ushers gather together as a group two or three times per year.

Study and Learning Ministries

Education for Ministry

Through study, prayer, and reflection, EfM groups move toward a new understanding of the fullness of God's kingdom. Participants are given weekly assignments to study with the help of resource guides. Participants are responsible for setting their own learning goals. Through discussion and guided reflection, the seminars furnish an opportunity to deepen understanding of the readings. More important is the development of skills in theological reflection. The goal is to learn to think theologically. By examining their own beliefs and their relationship to our culture and the tradition of our Christian faith, participants can learn what it means to be effective ministers in the world. In coming to terms with the notion that everything we do has potential for manifesting the love of Christ, we discover that our ministry is at hand wherever we turn.

The seminar is supported by a life of prayer and regular worship. EfM groups are encouraged to develop a pattern of worship appropriate to their situations. Liturgical materials are furnished with the course materials.

Ways to be involved:

- Register and pay fee / Attend seminars and study.

Leadership: For more information contact Daphne Vernon; email spiritualformation@incarnationsantarosa.org

Meeting Schedule: The seminar group meets from September - June.

Godly Play

What is Godly Play? Children have an innate sense of the presence of God. The Godly Play approach helps them to explore their faith through story, to gain religious language and to enhance their spiritual experience through wonder and play. Based on Montessori principles and developed using a spiral curriculum, the Godly Play method serves children through early, middle and late childhood and beyond. Come join us!

Ways to be involved:

- *Teacher / Doorperson.* The Doorperson greets children, helps them enter the circle, and serves as an assistant to the Storyteller. New Godly Play teachers generally start by serving as a Doorperson.
- *Teacher / Storyteller.* The Storyteller learns and tells the week's story, facilitates the wondering time, and supports children as they work with materials in response to the story. We can offer initial

training here at Incarnation. Formal Godly Play training is also available and is highly recommended for those who will serve regularly as Storytellers.

Leadership: For more information contact Daphne Vernon. Email spiritualformation@incarnationsantarosa.org

Meeting Schedule: Godly Play runs from September-May, Sundays at 9 a.m. Teachers serve approximately once a month. All Godly Play teachers meet two to three times a year for fellowship and ongoing training.

Nursery

Our nursery cares for children, from infants through 8 years old, during the 10:15 Sunday services, and at other times when there are programs or services at church involving parents. We provide a loving, safe environment for all our children. We have a wide range of toys for all age levels as well as an outdoor play area. Parents are welcome to come and help their children settle in.

Ways to be involved:

- Children from infants to 8 years old are welcome.

Leadership: For more information contact Daphne Vernon. Email spiritualformation@incarnationsantarosa.org

Meeting Schedule: The Nursery is open every Sunday and at some special services and events throughout the year.

Seasonal Classes

Living Compass, short-term classes: Small groups meet on a weekly basis for 6, 8, 12 weeks focusing on Advent, Lent, aging, spiritual wellness and other topics. Invitations to these sessions are always in *News and Notes*.

Ways to be involved:

- *Attend classes.* Watch *News & Notes* for announcements of new classes. Registration instructions will vary; sometimes there is a book to purchase and sometimes material is provided at no charge. People are encouraged to RSVP in advance.

Leadership: For more information contact Daphne Vernon.

Email spiritualformation@incarnationsantarosa.org

Meeting Schedule: Classes' schedules TBD

Spiritual Formation Committee

The Spiritual Formation Committee serves as a “think tank” to support the Director of Spiritual Formation and the Rector in planning our Christian Formation calendar and curriculum. What do we want to learn about? What practices will help us grow in faith?

Ways to be involved:

- *Spiritual Formation Committee member.* If you are interested in the possibility of serving on this committee, please contact Daphne Vernon.

Leadership: Daphne Vernon. Email spiritualformation@incarnationsantarosa.org

Meeting Schedule: Meets in Room 3; meeting schedule varies.

Sunday Forum

Lifelong learning is an important part of Christian faith and practice. At Incarnation we have lots of opportunities for adults to grow in faith, from first explorations through advanced Christian education. It's usually led by Pastor Stephen and sometimes by other guest leaders.

Ways to be involved:

- All adults are welcome to participate. No need to sign up in advance. Topics are announced in advance in *News & Notes*.

Leadership: Stephen Shaver. Email sshaver@incarnationsantarosa.org

Meeting Schedule: Sunday mornings, September to June at 9:00 (between the 8:00 and 10:15 services) in Short Hall.

Youth Group

Youth ages 4th grade to 12th grade are invited to join us in church during services, and join us as a group one to two Sundays per month during the formation time at 9 a.m.

Ways to be involved:

- *Youth Group member.* All youth from Incarnation are welcome to join us.
- *Acolytes.* Older elementary, middle and high school youth are also invited to be trained as acolytes (liturgical assistants in Sunday services).
- *Parent volunteer.* Parents of participating youth are encouraged to help during periodic Pancake Breakfasts.

Leadership: For more information contact Daphne Vernon.

Email spiritualformation@incarnationsantarosa.org

Meeting Schedule: Group meets one to two Sundays per month at 9 a.m. throughout the school year.

Life in Community Ministries

Bookstore + Welcome Center

The Bookstore + Welcome Center in Farlander Hall offers bibles, the *Book of Common Prayer*, and spiritual books of many faiths by many well-known authors. We also sell icons, greeting cards, jewelry, wall crosses and many other gift items. All sales support Incarnation ministries.

Ways to be involved:

- *Sales support.* We need one volunteer for one hour after each service on Sunday mornings to help in the shop and to ring up sales.
- *Inventory and display helper.* As needed, one or two volunteers to help refresh displays and organize new inventory.

Leadership: Inese Heinzl handles signups & scheduling: email welcome@incarnationsantarosa.org

Meeting Schedule: TBD, as needed.

Coffee Hour

Are you a latent cook, baker, or host / hostess and have nowhere to display your gift? JOIN the Coffee Hour Ministry! You will never be alone; we work in teams. We have room for you!

Ways to be involved:

- *Host.* Make and serve coffee, arrange food on platters and the tables, monitor food tables, clean-up afterwards.
- *Baker.* We ALL will enjoy and appreciate your homemade baked goods on Sunday mornings.

Leadership: Julie Verhoeff. Email coffeehour@incarnationsantarosa.org

Meeting schedule: Teams are assigned a particular Sunday of the month, based upon the need and on volunteers' availability.

Cursillo

A Cursillo weekend includes fifteen talks, called *rollos*, which are given by laypeople. The major emphasis of the weekend is to ask participants to take what they have learned back into the world, on what is known as the "fourth day." The method stresses personal spiritual development, as accelerated by group reunions after the initial weekend.

Ways to be involved:

- Attend 3-day Cursillo weekend.
- Participate in periodic "4th Day" meetings. Information on 4th Day meeting times and locations is shared at the end of each Redwood Empire Cursillo.
- Work on future Cursillo Teams.

Leadership: For information contact Catherine Priestley. cursillo@incarnationsantarosa.org

Meeting Schedule: Incarnation's 4th Day is open to members who have made Cursillo. It is held in Farlander Hall on the 3rd Monday of each month, from 6:45 - 8:15 p.m.

Daughters of the King

The Order of the Daughters of the King (DOK) undertakes a Rule of Prayer, Service and Evangelism. We

follow a 3-month study of reflection prior to taking our vows. We can be identified by the silver cross that we wear daily (either as a pin or necklace), signifying that we cannot live a day without Christ. Prayer requests from the congregation are welcome and encouraged to add to our list.

Ways to be involved:

- *Daughters of the King.* Members commit to daily prayer. Prayers requested are confidential and listed by first name only on our monthly prayer list.

Leadership: Nancy Hanke. Email dok@incarnationsantarosa.org

Meeting schedule: We meet once a month on the third Sunday after the second service for about an hour. Twice a year we are invited to attend a Northern California DOK assembly, which is voluntary.

Green Team

As the Green Team, we stand ready to assist the parish in all matters as stewards of protecting God’s Earth and its atmosphere. This involves encouraging waste reduction and other actions to be energy efficient and reduce our carbon footprint. The Green Team represents Incarnation in a diocesan effort to achieve carbon neutrality by 2030 and is excited about this new opportunity to partner with congregation leadership, other ministries, and interested parishioners to achieve this ambitious goal.

Ways to be involved: The Green Team welcomes new members and new ideas!

For more information: email greenteam@incarnationsantarosa.org or contact Miriam Casey, (650) 380-2747 or Cathy Wolf (973) 941-8852.

Meeting Schedule: We do not have a set meeting schedule and meet as needed.

Hospitality Team

The Hospitality Committee is responsible for providing receptions for special church events and memorial services.

Ways to be involved:

- *Committee member.* Committee members will perform various tasks, including planning, shopping, food preparation, cooking, dining room set-up, clean up and laundering of tablecloths (reimbursed; laundromat recommended).

Leadership: Daphne Vernon. Email hospitality@incarnationsantarosa.org

Meeting schedule: Volunteers meet once or twice a year for fellowship and training and serve at Memorial Services and/or Special Events as they are able.

Invite-Welcome-Connect Team

“I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me.” (Matthew 25: 31-40). Invite-Welcome-Connect is a ministry of transformation that equips and empowers

individuals and congregations to cultivate intentional practices of evangelism, hospitality, and belonging. The Invite-Welcome-Connect Team invites you to join in this ministry of welcoming visitors and newcomers and helping all parishioners to participate more deeply in the life of our church. The Welcome Center + Bookstore is in Farlander Hall.

Ways to be involved:

- *Invite-Welcome-Connect Team formation.* Meet to discuss ways to facilitate communication and deeper connections within the church community.
- *Welcome Volunteer.* The Welcome Center is staffed by volunteers for 1 hour after each Sunday service to help visitors and newcomers feel at home, answer their questions, and orient them to community life at Incarnation.

Leadership: Inese Heinzl. Email welcome@incarnationsantarosa.org

Meeting schedule: TBD. Welcome Center volunteers are coached in welcoming visitors & newcomers, and in providing basic information about our church and community.

Needleworkers' Guild

The Needleworkers guild meets on Fridays to enjoy fellowship and pursue needle art crafts. This year, celebrating the 150th year for the Church of the Incarnation, we have taken on a group project stitching needlepoint kneelers for the communion rail. They have been specially designed for our church by a designer in Texas. The group has been meeting on Sundays following the 10:15 service in the Gathering Room as well as Fridays to assist one another with this exciting project.

Ways to be involved:

- Attend Friday or Sunday sessions. Drop-ins welcome!

Leadership: For more information contact Diane Schoenrock.

Email needleworkers@incarnationsantarosa.org

Meeting Schedule: Fridays 1-3 in the library in Farlander Hall.

Pastoral Care Team

The Pastoral Care Team consists of Incarnation volunteers led by Pastoral Care Coordinator Doreen Van Leeuwen, who are committed to helping members of our church family in time of need through prayer, listening, companionship, and sometimes practical assistance, in partnership with our clergy.

Ways to be involved (our team might include some or all of these roles, as we see what gifts people have):

- *Care Companion.* Visit with parishioners going through a difficult time. Training and a commitment to confidentiality will be essential.
- *Note-Writer.* Write encouraging notes to others.
- *Meal Coordinator.* Organize schedules for making meals for those who can use them, using an online tool like MealTrain.
- *Community Shepherd.* Reach out to folks who haven't been at church in a while or may have slipped through the cracks.

Leadership: Doreen Van Leeuwen. Email pastoralcare@incarnationsantarosa.org

Meeting Schedule: Visits are scheduled as requested. People in need can contact the church office, the clergy, or the team leader.

Rainbow Group

The Incarnation Rainbow Group is dedicated to fostering an environment of inclusion for LGBTQ+ people, and to reaching out to members of Incarnation and people beyond Incarnation who are looking for a safe, inclusive environment to fulfill their spiritual needs. The Rainbow Group plans the Incarnation entry for the annual Sonoma County Pride Parade, and works with clergy for developing other pride month activities.

Ways to be involved:

- Sonoma County Pride Parade and Festival - Help plan and/or participate in the Incarnation Parade Entry and Festival Booth
- Be an ally to the LGBTQ+ members of the congregation

Leadership: Allan Bolchazy. Email rainbow@incarnationsantarosa.org

Meeting Schedule: Informal, by email or in-person

Tables of Eight

The purpose of Tables of Eight is to meet, share a meal, and get to know members of the Incarnation congregation that you don't already know. You might meet in private homes, in restaurants, at the church, or in a park—whatever works for your group. Groups will be put together depending on who signs up to participate and will be reconfigured every few months. You may be in groups with couples, singles, or a mix.

Ways to be involved:

- *Tables of Eight participant.* After signing up to indicate your interest, you will be placed in a group of people who will meet for meals over a period of months.
- *Logistical helper.* Volunteers help with the group configuration process every few months.

Leadership: Nancy Wegge. Email tablesofeight@incarnationsantarosa.org

Meeting Schedule: Each group of 8 will determine how and when they would like to meet.

Action Ministries

Becoming Beloved Community

Our ministry works to create opportunities where we can build beloved community through relationship with our neighbors, hearing their stories and lived experiences in Sonoma County. Our goal is building

relationships and pursuing wholeness and kindness individually and collectively. We strive to understand for the sake of the flourishing of the greater whole and for the end of all forms of domination and oppression that diminish the children of God, through book study, field trips and building relationships in Santa Rosa/Sonoma County.

Leadership: For more information, contact Daphne Vernon.

Email spiritualformation@incarnationsantarosa.org

Buildings and Grounds Committee

The Buildings & Grounds Committee is charged with planning for, and oversight and maintenance of, the facilities owned or operated by the Church.

Ways to be involved:

- *Planning Team member.* Planning team members are appointed by the Vestry, and may have experience with building trades, facility management, or other relevant experience or interest.
- *Maintenance Team member.* Maintenance team members are appointed by the Committee Chair and help with specific projects needing attention around the parish properties.

Leadership: Steve Layton. Email buildingsandgrounds@incarnationsantarosa.org

Meeting Schedule: The Planning Team will meet on a quarterly basis, or more often, as required. Meeting schedule TBD. Maintenance Team meets as needed to complete projects.

Development Committee

The Vestry's Development (also known as Stewardship) Committee plans programs and activities to generate financial resources to support the congregation's worship and ministries. We are guided by our belief that the giving of our Time, Talent, and Treasure is a spiritual practice. Stewardship reflects our commitment to making God's love known through the realities of human life and our use of all that God has given us. It is also our service to God's world and our care of creation. In truth, stewardship is a year-round commitment. There are innovative, creative and even joyful ways to energize financial giving by our congregation, outside of the annual pledge campaign.

Ways to be involved:

- *Development Committee Member.* Members are appointed by the Vestry. Members should have a personal commitment to financial stewardship. Members are expected to: Attend quarterly Committee meetings and periodic fundraising training opportunities; participate in Incarnation's annual pledge campaign, outreach events, and fundraisers; thank donors for their gifts; be creative and have fun!

Leadership: Inese Heinzl. Email development@incarnationsantarosa.org

Meeting Schedule: Meetings are held quarterly, with more frequent, task-oriented touch-bases leading up to the annual pledge campaign in the fall.

Finance Committee

The Finance Committee keeps the vestry informed about our finances and makes recommendations for improving our financial health.

Ways to be involved:

- *Finance Committee member.* Members must be nominated and approved by the Vestry. Members should have some familiarity with basic budgeting and accounting principles and an interest in learning more about healthy church finances.

Leadership: David Jasper, parish Treasurer. Email finance@incarnationsantarosa.org

Meeting Schedule: Monthly on the third Tuesday, 6:30-8:00 p.m.

Generational Plan Task Force

Back in 2020 our vestry established a task force to help generate ideas for the future of Incarnation's campus. Now, as we regather after two years of disruption, that task force has invited our congregation into a broad conversation about how our buildings and grounds can best serve God's mission in the years ahead. We're calling that conversation *Imagine Incarnation*. The Task Force is currently working with our chosen planning firm, Siegel and Strain, to develop a participatory process to create a generational campus plan. We expect this next phase to start in fall 2023. Please plan to participate so we can gather the best collective wisdom and creativity of our whole congregation as we seek to follow God's dream for this corner of downtown Santa Rosa.

Leadership and Membership: Pastor Stephen currently chairs the task force. Members are appointed by the Vestry. Email GenerationalPlan@IncarnationSantaRosa.org

Heavenly Treasures

Heavenly Treasures is Incarnation's thrift store, located on Mendocino Avenue, just to the north of the Church. The store is open Thursday through Saturday, from 10 a.m. to 4 p.m., and is staffed largely by volunteers. All sales fund Incarnation's Outreach ministries.

Ways to be involved:

- *Store worker.* A large group of volunteers is needed to work 2- and 4-hour shifts from Thursday - Saturday to sort through and price donations, arrange merchandise and displays, staff the cash register, and more. Come share your own special talent. We work together as a team and would love for you to join us.
- *Make a donation.* Gently used, clean donations are always welcome.
- *Shop at Heavenly Treasures.* Support the store by shopping for wonderful used items.

Leadership: Kathy Fleming. Email heavenlytreasures@incarnationsantarosa.org

Meeting Schedule: Work shifts are arranged by the volunteer and store manager.

Office Volunteers

Often invisible to many parishioners, the work of the Church office is critical to the smooth functioning of our worship and community life together. Our paid office staff is also supported by volunteers.

Ways to be involved: Work in the Copy Room, assembling bulletins and inserts, helping with seasonal mailings, or other projects depending on your skill set. Plus, you get to hang out at church and see people you care about!

Leadership: Parish Administrator, Alison Cole. Contact Alison at alison@incarnationsantarosa.org or 707-579-2604.

Meeting Schedule: Volunteers work with Alison to schedule a time during office hours.

Sunday Open Table

Sunday Open Table provides a hot breakfast for 80-100 people each and every Sunday morning of the year. This is an important ministry and provides support for our neighbors who are homeless, disabled, suffering from mental health issues and who struggle to make ends meet. Although most of the people we serve are single adults, we also frequently have families with children that come for our breakfast specials. We also provide a healthy bagged lunch to go.

Ways to be involved:

- *Open Table volunteer.* We have been providing this breakfast for many years and it takes a lot of help to make everything run smoothly. We have volunteers who help shop for food and supplies during the week, who help prepare sandwiches and set up the day before, who arrive early (very) to begin the process of cooking a hearty meal, who arrive later to serve food and hear all the gratitude, and who arrive a little later yet, to pass out vitamins, orange juice and help clean and sanitize the tables before parishioners arrive for their morning reception time. It is a friendly and kind group, and we would love to have more volunteers to share the work. To volunteer, sign up at incarnation.ivolunteer.com.

Leadership: If you are interested, please contact Allan Bolchazy or Mark Neumann at SundayOpenTable@IncarnationSantaRosa.org.

Meeting Schedule: Volunteers are scheduled to work as they are available. The core planning team meets periodically, as needed.

Vestry

The Vestry is the official body responsible for the mission, finances and buildings of the Church of the Incarnation. They are elected by the members of the parish for rotating three-year terms, with elections held yearly at the Annual Meeting.

Ways to be involved:

- *Vestry member.* Vestry candidates are active baptized members of Incarnation with a demonstrated commitment to regular worship, service, and giving. If you are interested in being nominated for election as a member of the Vestry, please contact the Rector or Senior Warden.

Leadership: The Rector, Stephen Shaver, heads the Vestry. Email vestry@incarnationsantarosa.org

Meeting Schedule: The full Vestry meets once a month, usually on the fourth Tuesday at 6:30 p.m. (see parish calendar for specific schedule). Meetings are open to all parishioners.

Website Content Providers

Up-to-date content is necessary for a vibrant website that invites and welcomes people to Incarnation. Every ministry is responsible for providing content, both text and images.

Ways to be involved:

- *Website Content Provider.* This is a writing/reporting and creative “reporting” role—you do NOT need to know how website software works! Work with your ministry to write content and take photos and submit to one of the web publishers. We need content from all ministries, from Godly Play to the organ, from Eucharistic Visitors to Sunday Open Table.

Leadership: Linelle Lane. email linelle@incarnationsantarosa.org

Youth Mission Trips

In some years, youth (and adult leaders) from Incarnation go on mission trips. Destinations have included Mexico, Honduras, and other places. In recent years youth from Incarnation have also participated in our diocesan Pathways pilgrimage, a trip somewhere in California that focuses on spirituality and justice.

Ways to be involved: For information, contact Daphne Vernon.

Email spiritualformation@incarnationsantarosa.org

Leadership: Daphne Vernon.

