

GRACE

WAYNESVILLE

*Celebrating that Christ is all and in all by
Seeking, Inviting, Belonging, Serving,
& Reverencing God's creation.*
-Grace Church in the Mountains Mission Focus-

Ministry Handbook

September 2024

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The Purpose of this Ministry Handbook

God gives us the resources to accomplish God’s purposes for our church. Usually these resources come from our members—their free offerings of time, talent and treasure. We invite members to discern annually how they might be a part of God’s work in the world through the ministries of Grace Church and beyond.

Within this handbook, you will find a short description of our parish ministries. Most ministry descriptions also identify a leader who is eager to answer any questions! If you have other questions, contact your Vestry prayer partner or the parish staff.

If there is a ministry you’d like to start that isn’t here, talk to the Rector or a member of the Vestry. Similarly, if our members are no longer called to a particular ministry, we trust it is time to let that ministry go for now.

Worship: Serving God

<p style="text-align: center;">Altar Guild Melanie Walt mgmwalt@gmail.com</p>	<p>Help prepare the sacraments for worship services.</p>
<p style="text-align: center;">Music Sean Coughlin Director of Music music@gracewaynesville.com</p>	<p>Sing or play chimes or any instruments to the glory of God, sharing musical gifts weekly at the 10:30 service, Taizé and other times.</p>
<p style="text-align: center;">Usher Daniel Atterholt dcatterholt@email.wcu.edu</p>	<p>Greet worshippers, collect offerings, manage the flow of communicants at the Eucharist.</p>
<p style="text-align: center;">Acolytes John Raines /Jack Geist raijohn@bellsouth.net jjageist@bellsouth.net</p>	<p>Light candles and process with the torches during the 10:30 Sunday liturgy. Open to adults and children 3rd grade and older.</p>
<p style="text-align: center;">Eucharistic Ministers Natalie Bayless nbayless1@gmail.com</p>	<p>Assist with distribution of Communion, read prayers, lead the Psalm at Sunday worship.</p>
<p style="text-align: center;">Lectors Natalie Bayless nbayless1@gmail.com</p>	<p>Read Scripture at worship services.</p>
<p style="text-align: center;">Flowers Joslyn Schaefer+ rector@gracewaynesville.com</p>	<p>Work with altar guild to provide beauty to our worship Sunday by Sunday.</p>

Parish Programs: Serving One Another

HOSPITALITY TEAM:

<p style="text-align: center;">Coffee Hour Diana Bahm dknoles27@yahoo.com</p>	<p>Prepare refreshments for folks to enjoy after the Sunday services which Enhances fellowship time together!</p>
<p style="text-align: center;">Newcomers' Ministry Orion Davis frorion@icloud.com</p>	<p>Connect with newcomers one-to-one by through calls and invitations to parish events</p>

EDUCATION TEAM:

<p style="text-align: center;">Adult Education / Sunday Forum Susan Williams: susanawilliams330@gmail.com Liza Ely: lizaely@gmail.com</p>	<p>Implement programs for study, prayer, and fellowship including the 9:15 Sunday Forum, Bible studies, Education for Ministry, spiritual retreats, etc.</p>
<p style="text-align: center;">Children, Youth, and Families Ministry Joslyn Schaefer+ rector@gracewaynesville.com</p>	<p>Plan and support fellowship, educational, and/or outreach ministries designed for children, youth and families but open to all.</p>
<p style="text-align: center;">Arts Ministry Suzy LeClaire leclaires@prodigy.net</p>	<p>Develop opportunities to integrate creative expression through various art forms into our parish life.</p>

SPECIAL EVENTS TEAM:

<p style="text-align: center;">Annual / Special Events Watch for announcements</p>	<p>Support our Greening of the Church, Christmas Party, Blessing of the Animals, Cookie Walk, Fellowship Outings, etc.</p>
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SELF-SUSTAINING SMALL GROUPS

<p style="text-align: center;">Daughters of the King Joyce Brooks</p>	<p>An order of lay women dedicated to prayer, service, & evangelism.</p>
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missjwbrooks@gmail.com	
Sisters of Grace/ Men of Grace/ Pub Theology/Joyful Fellowship (LGBT+)	These lay-led small groups provide opportunities for discussion and fellowship. Keep an eye on the announcements and e-news for events and meetings.

Congregational Care: Serving Members in Need

Prayers, Cards and Calls Maureen Hunt mth2188@gmail.com	Send cards, call, and pray for parishioners who may be in special need.
Eucharistic Visitor (EV) Deacon Carter Smith deacon@gracewaynesville.com	Take Holy Communion to those unable to attend worship services.
Visits and Assistance Pat Robinson villad@yahoo.com	Support parishioners in times of crisis or transition.

Outreach: Serving Neighbors

Grace's Outreach Ministries include our ministries **onsite, out in the community** and **education** to help our Grace Church family dive deeper into underlying causes of poverty

Ministry with the Unsheltered Pathways Tracy Bahm: tbahm@yahoo.com	Serve a meal to those living in transitional housing.
Bethel House John Turley johnturleygeo@gmail.com	Serve lunch to neighbors, assist with transportation and other needs

<p style="text-align: center;">Pantry</p> <p>Pam Nolte-Viau: pnolteviau@gmail.com Paula Welling: pmw02176@yahoo.com</p>	<p>Serve our neighbors by giving out food and stocking our 24/7 pantry</p>
<p style="text-align: center;">Children's Literacy – Student & Teacher Support</p> <p style="text-align: center;">Dana Smith danacaudillsmith@gmail.com</p>	<p>Collect and organize books for children both in classrooms and in the community; or as a summer reading buddy; other student-teacher support</p>
<p style="text-align: center;">One-off Projects</p> <p style="text-align: center;">Watch for announcements</p>	<p>Includes things like food giveaways, resource fairs, community education, etc.</p>
<p style="text-align: center;">Marthas Knitting</p> <p style="text-align: center;">Meets every Thursday @ 10:00 am at Church. All invited.</p>	<p>Craft blankets, scarves & hats to give to neighbors in need.</p>

Administration: Serving as Stewards of our Infrastructure

<p style="text-align: center;">Finance Team</p> <p style="text-align: center;">Judy Dykes, Bookkeeper finance@gracewaynesville.com</p>	<p>Assist with finances: work with annual audit team, count Sunday offering, assist with annual budget preparation, review financial reports, enter financial data.</p>
<p style="text-align: center;">Building Maintenance</p> <p style="text-align: center;">Dale Yerse Dale.yerse@yahoo.com</p>	<p>Assist with the maintenance and repair of Grace property.</p>
<p style="text-align: center;">Groundskeeping / Gardening</p> <p style="text-align: center;">Tom Steffel Tsteffel51@hotmail.com</p>	<p>Help with the beautification & maintenance of all our grounds, including the Memorial Garden, Pet Wall, Front Lawn, etc.</p>

<p>Creation Care: Susan Williams Swilliams330@bellsouth.net</p> <p>Mary Alice Lodico Marylodico1@gmail.com</p> <p>Emily Chatfield-Lusto echatfieldlusto@gmail.com</p>	<p>Revere the sacred beauty of God's creation by working with other Grace ministries & the community to foster intentional & sustainable practices by engaging hearts & minds through education, service, advocacy</p>
<p>Office Support Sean Coughlin, Parish Admin admin@gracewaynesville.com</p> <p>IT/AV/Software Support Alex Coímbre ajcoimbre@pm.me</p>	<p>Answer phone calls, welcome office visitors, and offer administrative support on a weekly basis.</p> <p>Help with streaming software, AV presentations and offer other software support.</p>

Grace Church in the Mountains, Episcopal

Stay in touch!

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General: admin@gracewaynesville.com

Rector: rector@gracewaynesville.com

Deacon: deacon@gracewaynesville.com

Music Director: music@gracewaynesville.com

Parish Administrator: admin@gracewaynesville.com

Bookkeeper: finance@gracewaynesville.com

Facebook.com/gracewaynesville • Instagram: @GraceChurchIM

The Rt. Rev. José A. McLoughlin, Bishop of Western North Carolina

The Rev. Joslyn Ogden Schaefer, Rector

The Revs. Orion Davis, Earle Pratt, & Harriet Simmons, Priest Associates

The Rev. Carter Smith, Deacon

Sean Coughlin, Music Director & Parish Administrator

Judy Dykes, Bookkeeper

Tony Caldwell, Sexton

Members of the Vestry:

2024	2025	2026
Barbara Rowe, Sr. Warden John Turley Tracy Bahm	Mary Lockey, Jr. Warden Joyce Brooks Suzy LeClaire	Georgia Raines Jesse Nelson Betty Bradley