

SL & W Team Responsibilities

Team responsibilities not covered by other complementary groups are handled by the members of the SL&W team. This includes many of the activities surrounding the Lenten season.

Responsibilities

The SL&W Team members generally coordinate the activities during the Lenten season, including:

- Ash Wednesday Communion breakfast
- Good Friday Soup Supper - soups are prepared and served by members of the Team to the congregation immediately before the Good Friday evening service.
- Easter Vigil - a constant vigil is kept in the Chapel from the end of the Good Friday evening service until the 6 am Easter morning service. Members of the congregation are invited to participate in 2-hour watches.

The SL&W team works with the Minister to prepare a special service on World Communion Sunday.

The team is also responsible for the selection and election of Church Elders, and a for preparing a luncheon honoring the Elders.

In cooperation with the Administration Team, SL&W has oversight responsibility for the North Church Memorial Fund.

Details for each of these activities are on the following pages.

Ash Wednesday Communion Breakfast

A simple continental breakfast is served for those attending the Ash Wednesday morning communion service. Breakfast is generally served from 7 to 7:30 am in Wright Pavilion, with the service beginning at 7:30 am in the chancel.

Expect to serve 20 - 24.

Sample Menu

Fruit salad

Coffee cake or Bagels (12 halved)

Muffins - full size muffins should be cut in half

Coffee and tea - regular and decaf

Orange juice - ½ gallon is plenty

Condiments - whipped cream cheese, strawberry jam, butter

During the prior week:

- Check condition of sage green tablecloths (top of refig in Wright Pavilion)
- Purchase paper plates, cups and plastic ware
- Email office or sexton for set up of coffee pots, 4 round tables and 2 rectangular tables in Wright Pavilion on Tuesday.
- Remind Communion Coordinator of elements needed for service early Wed. AM.
- Obtain a key to church from office for 6 am early access on Wednesday morning.
- If Wright Pavilion is free, set up on Tues. evening
 - Set round tables with cloths, place settings, and small flower arrangements. Usually 5 place settings per round table, but be prepared to add a few more places for latecomers.
 - Set up tables for food and beverages on either side of kitchen door. Set out butter and cream cheese to soften

Wednesday morning - arrive early - 6 am

- Coffee pots take 45 minutes - start immediately on arrival
- Heat water on stove for tea, pour into carafe and set on beverage table
- Set out food including condiments on one table.
- Set out beverages including cream, sugar, low-cal sweetener, and cups for juice and coffee on the other table.
- Check the chancel to make sure elements are ready for the 7:30 service.
- Set out basket for donations on one of the food tables.

Guests serve and seat themselves when they arrive. Refill tables and coffee cups as necessary. Minister will offer grace at 7:00 am.

SL&W crew will clean up at 8:00, following the service.

(May 2014)

Easter Vigil

One month before Easter Sunday

- Prepare Easter Vigil Sign Up sheet - allow spaces for two persons per 2 hour shift, from Friday evening at 8 pm to Sunday morning at 6 am. Space should request name and e-mail or phone number.
- Display sign up sheet just outside the sanctuary door leading to Wright Pavilion
- Begin recruiting vigil watchers during the worship service announcements.

Second Wednesday before Easter Sunday

- Give Easter Vigil sign up sheet to church office to verify e-mail or phone numbers
- Be prepared to make phone calls to fill any empty time slots

Week before Easter

- Contact participants either by phone, e-mail or letter (sample attached) to verify their participation date and time.
 - **Note:** Participants during the 4-6 am on Sunday morning should be reminded to blow out the altar candle before leaving.
 - **Note:** The office hopes to have a program in place to notify participants, by e-mail, requiring an e-mail response.

Thursday or Friday before Easter

- Verify that Sexton has set up a table for meditation resources in the back of the chapel.
- Verify that the resources are in place - Bible, devotional booklets, meditative notebook for reflections, list of prayer concerns, and a copy of the Easter Vigil sign up sheet.
- A vigil folder will be left in the office after 6 am Sunday.

(May 2014)

Sample Easter Vigil Reminder Letter

April 2012

Dear AnnElissa,

Thank you for your willingness to participate in this year's Easter Vigil which will begin at the close of our Good Friday service. As we watch and wait, we recall the wait of the disciples following Christ's crucifixion until they received the news of his resurrection.

This note is your reminder that your vigil watch is Sunday, April 8th from 12am to 2 am.

The vigil is kept in the chapel. Please use the Cottage Road entrance to the church office wing. During the day on Saturday, the church will be open until the 4:00pm team has arrived. During evening and nights, all doors will be locked for safety. For watchers during these periods, we ask the previous shift of watchers to wait in the hallway about 10 minutes prior to the end of their watch, to let the next vigil keepers in. We hope that the comings and goings will be in the meditative spirit of an uninterrupted vigil.

You may wish to bring materials to use in prayer and reflection, however there will be several resources available on a table at the rear of the chapel - Bibles, devotional books, a meditative guide, prayer concerns, etc.

May your participation in this vigil bring you a time of peace, wonder and closeness to God as you prepare for Easter.

Thank you and God Bless,

Elaine J. Brownell
The Spiritual Life and Worship Team
207-799-4932

Soup Supper - Good Friday evening

The SL&W Team members serve a simple supper for the congregation as we gather to remember Christ's suffering and pain.

Supper is served from 6:00 - 7:15 pm followed by the service at 7:30 pm.

We served 65 in 2012 and 68 in 2013.

8 - 10 pots of soup are needed

Ask for delivery by 5:30 pm Friday evening

Recruit soup makers from the SL&W team members and prior team members.

Women's Guild members are often willing to contribute soups

Fish chowders are always favorites - need at least 2 pots

Other Items needed

- Servers - 4 for soup, 2 for beverages, 2 dishwashers (use automatic dishwasher in the kitchen) and 1-2 bus persons to clear dirty dishes
- Bread - home made bread is best if you can recruit bread bakers
- Small packages of oyster crackers
- Peanut butter and jelly sandwiches for children - ½ loaf white bread, small jar peanut butter and jam
- Packages of store baked cookies (40 per package)
- Beverages
 - Coffee, hot tea, iced tea, punch or juice, ½ gal milk
 - Half & half, sugar, low-cal sweetener, etc for coffee
 - 2 bags of ice for cold drinks
- Paper Goods
 - Paper napkins, hot and cold drink cups
- Table cloths - have used 6 yellow, 6 green from the Dollar Store

One Week before

- Remind sexton for set up - Thursday - Guptil Hall, 9 long tables for diners, 3 for serving, and coffee for Friday night to serve 25-30
- Confirm soup donors for delivery by 5:30pm Friday

Day Before - Set Up

- Set up dining tables - tablecloths, soup spoons and napkins for place settings, salt & peppers, bowls of oyster cracker packets. Decorate with palms from Palm Sunday service if available.
- Set up serving tables
 - Beverage table - cold and hot cups, sugar and sweetener, 2 carafes for coffee, 1 carafe for hot water, 1 pitcher for juice and 1 pitcher for milk

- Bread table - bread baskets and/or platters for bread
- Soup table - 60-70 bowls stacked at end of table, extension cords/surge protectors for plugging in slow cookers, place cards for flavors of soups,
- Easel and newsprint pad to list soup flavors at leading edge of table
- Donation basket on leading edge of soup table

Good Friday evening

- Arrive 4:30 - 5:00 to start coffee
- Heat water for tea.
- Fill carafes with coffee, hot water and pitchers with juice and milk, fill creamers
- Slice bread and arrange - place bread and butter on serving table
- As soups arrive - list flavor on easel pad and place card to go in front of the pot
- Extra or duplicate pots of soup should be kept warm in the kitchen until needed.

(May 2014)

Easter Sunrise Service

The service is held annually at 6:00 am of Easter morning at Fort Williams (weather permitting).

Confirm “acceptable” weather conditions with the minister late in the week prior.

Service is conducted on the bluff closest to the lighthouse and usually lasts approximately 20-25 minutes

The SL&W liaison should coordinate with the minister and the church communion coordinator during the prior week to resolve who is going to bring the elements for communion and what is needed.

The order of worship is defined by the minister

Larger print bulletins and song sheets are recommended since the sun is often not up when the service begins.

Attendance is generally around 150 people which should be the bulletin count

A table is required for the communion elements. There may be picnic tables in the area that can be used but it is easiest to just bring a folding table.

A white cloth should be brought to cover the table

The table and elements should be set up 15 minutes before the service begins

You should have a couple of volunteers to distribute bulletins to people as they approach the gathering. There are a couple of people (e.g. Ed Saxby) that traditionally perform that function.

Someone to lead the singing is good to identify ahead of time. Choir members make good candidates (e.g. Evie Strom)

Given the number of attendees and generally cold conditions, a minimum of two intinction lines is recommended. People to serve in addition to the minister should be identified ahead of time.

(May 2014)

World Communion Sunday

World Communion Sunday is celebrated on the first Sunday of October. This is the day that we remember that the Church of Jesus Christ covers the whole world, and help the congregation to understand and relate to how communion may be celebrated in other ways and other places.

Preparations for World Communion Sunday are generally at the discretion of the pastor. This celebration has ranged from setting up “communion stations” around the sanctuary, each representing a different area of the world, and having the congregation visit the one that interest them, to something as simple as using prayers in different languages during the service.

Elders

From the Bylaws, January 2009, Section 6.2.C

“Elders are elected from the membership in such number as the congregation, on recommendation of the Spiritual Life and Worship Team, may choose. This honor will be accorded in recognition of their exemplary longstanding service to the Church. Membership is honorary and will be for the lifetime of the recipient. Because of temperance and wisdom, the Elders may be called upon in an advisory capacity.”

The following criteria is suggested for selection of Elders:

- Currently an active member in good standing of the Church, who regularly attends services of worship and participates in the life of the Church.
- Continued interest in the Church and the Community as a whole over a significant period of time. Membership in other churches should be considered in conjunction with a period in this church that is long enough to have established a sense of connectedness with the Church.
- Has provided exemplary service to the Church in a variety of capacities. Areas to consider would include service and leadership on teams and committees; Church school leadership or teaching; youth group involvement; participation in choir; support of Bazaar or other church fund raisers; membership in women’s/men’s groups such as Guild, Eskimos or Women’s Fellowship; volunteer work within the church; service as an Usher; etc.
- The number of Elders nominated each year should generally be 0 - 4. However the actual number is left to the discretion of the SL&W Team based on the qualifications of the nominees.
- It is suggested that current Elders be polled for recommendation of new nominees. The Church membership in general may also be requested to make recommendations to the Elder Selection Committee.

In March each year, the Coordinator begins the process of deciding which person(s) will be recommended for the office of Elder at the annual meeting of the Church. Nominations are requested from current Elders and the congregation at large. Utilizing the above criteria, the SL&W Team may propose no Church member or several Church members for further consideration. The Elder Selection Committee may review Church records to verify the nature and scope of a candidate’s service and devotion.

It is a long-standing tradition that no one, other than the SL&W Team and the Ministers, know the name(s) of any person(s) being considered for Elder(s) until the person is nominated at the Annual Meeting. After the Committee is satisfied that it has sufficient information about the candidate(s), the Team members vote by secret ballot to nominate the candidate(s) for Elder. A candidate must receive a favorable vote from 2/3 of the Team members present to be nominated for Elder. Prior to Annual Meeting, the Coordinator

should contact the candidates to be sure that they will accept the nomination. At the Annual Meeting, a member of the SL&W Team introduces and nominates the person(s) for election to the office of Elder by the congregation. Once the Elders are elected by the congregation, the Coordinator notifies each newly elected elder and invites them to the Elders Luncheon, immediately following their installation on Founder's Day Sunday morning worship service.

The Elder Coordinator organizes and/or prepares a luncheon honoring all of the Elders of the church. This luncheon follows the Sunday morning worship service in which the new Elders are installed. Current Elders are invited, with their spouse or guest, by written invitation. The Eskimos underwrite the funding for the Elders Luncheon. The SL&W Team should request funds from the Eskimos in February or March each year.

The following time line assumes that Founder's Day/Elder Sunday is the first Sunday in June. "Do By" dates are counted back from June 1st.

A list of living Elders and Notes for organization of the Elders Luncheon may be found in Appendix B.

(May 2014)

Spiritual Life & Worship Team Handbook

Activity	Do	By	✓	By Whom	Notes
Discuss schedule and roles at SL&W meeting	Mar	Wk 1		SL&W Team	
Review process with Church Secretary	Apr	Wk 2		Church Sec & Coordinator	Obtain list of living Elders, Beacon and Bulletin examples, Church directory, invitation wording, certificate template, and card stock example.
Solicit candidates via Sunday Bulletins	Mar	Wk 2, 3,4		Coordinator	Deadline is Wednesday pm before Sun. Announce Mar wk 2,3,4 & Apr wk1
Solicit candidates via Beacon article	Mar	Wk 1		Coordinator	Deadline <i>x</i> for issue date <i>y</i> .
Solicit candidates via chapel/pulpit announcements	Mar	Wk1,2		Minister	
Request lunch funding donation from Eskimos (\$100) from Pres.	Apr	Wk 1		Coordinator	Funds likely are in their budget.
Nominations due	Apr	Wk 1		Congregation	
Finish identifying all candidates	Apr	Wk 2		Coordinator	
Prepare list of nominations	Apr	Wk 2		Coordinator	Separately provide nominations from recent years past.
Prepare church service records	Apr	Wk 3		Church Sec.	
Meet with Pastor and subcommittee to decide on recommended nominations	Apr	Wk 4		Minister, Coordinator &?	
Solicit lunch cooks and servers via Bulletin	Apr	Wk 4		Lunch Chair	Wednesday deadline
Solicit lunch cooks and servers via Beacon	Apr	Wk 4		Lunch Chair	Deadline <i>x</i> for issue date <i>y</i> .
Obtain SL&W approval for nominees and assign champions	May	Wk 1		SL&W Team	May be SL&W team or person who nominated.
Contact nominees for permission; confirmation of annual meeting & Founders Sunday attendance; service record.	May	Wk 1		SL&W or other Champions	
Print lunch invitations and hand address envelopes	May	Wk 1		Church Sec. or volunteer	Office should have note card stock. Include spouses in address. Use SASE for RSVP Ask for any dietary restrictions.
Send lunch invitations to all elders	May	Wk 1		Church Sec.	
Present nominations at annual meeting	May	Date		Champions	
Create certificates through Church office and get signed	May	Wk 3		Church Sec & Minister	
Frame certificates	May	Wk 3		Coordinator	Christmas Tree Shop was recommended in the past.

Spiritual Life & Worship Team Handbook

Activity	Do	By	✓	By Whom	Notes
Solicit lunch cooks and servers directly	May	Wk 2		Lunch Chair	
Contact invitees who have not RSVP'd	May	Wk 3		Church Sec.	
Confirm total attendees to cook for	May	Wk 3		Lunch Chair	
Set up for lunch including prep & decorations	June	Sat		Lunch Chair	
Announcement ceremony on Elder Sunday (Founder's Day)	June	Wk 1		Champions	Help hand out the framed certificates.
Serve lunch on Elder Sunday, greetings & grace	June	Wk 1		Team	

North Church Memorial Fund

The Spiritual Life & Worship Team is responsible for authorizing the disbursement of funds from the North church Memorial fund and for authorizing dates to the Memorial Book.

The North Church Memorial fund was established by the Trustees in 1977, to serve as a vehicle to receive and conserve the many smaller memorials. Technically, the fund is in the custody of the Administrative Team, but the SL&W Team authorizes the Admin. Team to disburse payments for specified purposes.

The fund's principal and income may be used to purchase items for the church which are intended for long-term use, as opposed to items which are short-term in nature. Some examples of items the fund has paid for include updates to the Memorial Book, Flower stands, hand bell repair and organ repair. Money from the Fund is used to purchase Bibles for the Bible Discovery program, baptisms, etc.

Requests for the use of any funds from the North Church Memorial Fund should be done through the SL&W Team. Approval of these requests will be done at the monthly meetings. It was voted by the Diaconate in 2002, to maintain a minimum balance of \$11,000 in the Memorial Fund.

Memorials are recognized by authorizing an entry into the Memorial Book. It is recommended that the book should be updated ever two or three years. Arrangements for updating the Memorial Book are made by the church administrator. Updates to the book are generally paid for from the Memorial Fund. The book has been updated by:

Tyler-Millar Art Services
23 Fowler Road
Cape Elizabeth, ME 04107

The North Church Memorial Fund account is updated yearly as part of the annual budget. The Fund is account number 3810, and can be found under Permanent Funds in the church's budget.

(March 2013)