

# St. Edward's Ministry Booklet

## 2026



ST. EDWARD'S  
EPISCOPAL  
CHURCH

*An inclusive community, building a spiritual home with open hearts and open minds, joyfully serving God and neighbor in Christ's love.*

There are many ministry opportunities at St. Edward's Episcopal Church.



We all have spiritual gifts that we have received, and those which we can give. Our first spiritual gift was the one we received from God in the form of our first breath. And whether we realize it or not, we all possess spiritual gifts from God that are meant to be used in His service.

Recognizing, and then giving, your spiritual gifts are vital to the successful mission and ministry of a parish. The Body of Christ is made up of many members. As Christians, we are all ministers of the church and we all possess unique gifts, given by the Spirit, that allow us to carry out the Great Commission.

#### ***The Commissioning of the Disciples***

*Now the eleven disciples went to Galilee, to the mountain to which Jesus had directed them. When they saw him, they worshipped him; but some doubted. And Jesus came and said to them, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age." (Matthew 28:16-20)*

This booklet provides information about the opportunities for ministry at St. Edward's and is organized by broad area of ministry. As we consider our relevant gifts, calling, and experience, may we seek to love God and neighbor through prayerful discernment in the ways we can participate in **shared** ministry in the areas of Community, Worship, Spiritual Formation, Pastoral Care, Faith-in-Action, Evangelism, and Executive Leadership.

For more information about a specific ministry, you may contact the ministry leader, a member of our vestry, our parish office, and, of course, Father Rick.

## **COMMUNICATIONS**

Communication within our parish empowers people for ministry. Our goal, at St. Edward's is to communicate **"Welcome."** Through consistent and varied forms of communication within the church we strive to keep people informed, support people and programs, provide publicity to the wider community about St. Edward's, strive to hold space for expression and concern about issues, all while building a sense of community.

### **Scepter Newsletter**

Each month, Mac Miller leads in the creation of our parish newsletter. For over 25 years, the *Scepter* has been a source of information and welcoming to our parishioners and the wider community. On the first Sunday of each month, the *Scepter* is printed and available to download, in pdf format, from our website. We rely on our parish family to help us make the newsletter vibrant and interesting by supplying content in the form of images, stories, and articles. The news of happenings in our parish life, our parishioners' lives, and of our ministry happenings show our love, and welcoming, for our spiritual home, one another, and the wider community. ***We are always looking for new content, for photographers to take pictures at services and events, and for proofreaders.***

Contact: H.J. (Mac) Miller at [hj\\_miller@outlook.com](mailto:hj_miller@outlook.com)

### **Publication Backup**

There may be opportunities, during the year, where the parish office requires back-up for getting the mail, checking phone messages, folding bulletins and the *Scepter*, and putting together yearly parish mailings. Would you like to be on a contact list to assist in these tasks? **Contact the parish office.**

### **Livestream Backup**

We offer our 10 AM Rite II Sunday worship service, as well as Christmas, Holy Week, Easter, and other services and events via our YouTube channel. If you are technologically proficient and can assist with the operation of the system remote, as needed, please give your name to the **parish office.**

## **COMMUNITY**

We experience community in so many ways at St. Edward's: in our welcoming and radical hospitality to friends and newcomers who enter our spiritual home on a given Sunday or Wednesday for services; in our coffee hours; in our fellowship shown through seasonal group gatherings and special events; in how we create gathering opportunities and support those in the various seasons of their lives; and in how we maintain our living history.

### **Coffee Hour**

We gather each Sunday, from 9 AM – 10 AM in the parish hall for coffee hour. We are seeking hosts for Sunday coffee hours who will be responsible for making coffee, serving light refreshments that they provide, and cleaning up.

**Contact for 9 AM coffee hour: Parish office at [stedsoffice@comcast.net](mailto:stedsoffice@comcast.net)**

### **Coffee House Band**

On the third Sunday of each month, our Coffee House Band provides music at our 9 AM coffee hour. They have a great time making music together for our church family. We invite newcomers to the group, and if you have an interest in joining us, please contact Randy Westgate or any band member.

**Contact: Randy Westgate at [westgatemd@comcast.net](mailto:westgatemd@comcast.net)**

### **Fundraising**

We hold two signature events each year – Fall basket raffle and pot luck dinner and the Christmas Cookie and Craft Sale. These events are essential to our mission and are a success via the shared ministry of donors and volunteers who create, craft, bake, set-up, decorate, serve, and clean-up. We are always seeking volunteers and new ideas!

**Contact: Parish office at [stedsoffice@comcast.net](mailto:stedsoffice@comcast.net)**

### **Funeral Receptions**

Assist with receptions (set-up, serve, clean-up) held in the Parish Hall following burial or memorial services. **Contact the parish office.**

### **Historian/Archivist**

The legacy of St. Edward's is important. Part of this legacy is in the keeping of records detailing the life of our parish. Interested in helping us preserve our history? **Please contact the parish office.**

### **Knit Wits/Needle Arts**

The "Knit Wits" is truly more than knitting – it is welcoming to ALL who engage in needle arts: from crochet to cross-stitch; quilting to knitting; needlepoint to hemming or repairing a clothing item. . . Welcome to all, and please join us! In speaking with Gail Irons, she conveyed the meaning of this ministry group perfectly by sharing that it is a time to be together in fellowship and to learn from one another. The Knit Wits meet in-person on Tuesdays, at 1 PM in the lounge area, please join each other for fellowship while you pursue your craft.

**Contact: Gail Irons at [gjirons522@aol.com](mailto:gjirons522@aol.com)**

### **Krist Kindling**

Each year, during Advent, we participate in a 32+ year tradition at St. Edward's – Krist Kindling. Participants **secretly** deliver a gift to the receiving family once each week, to special bins at our church home, during the three weeks prior to Christmas. Folks pick up their gifts on Sundays. They also remember that family in their daily prayers during the Advent season. We follow up with a "reveal gathering." This takes preparation and organization.

**Contact: Meredith Westgate at [miamessages@gmail.com](mailto:miamessages@gmail.com)**

## **Special Events/Fellowship**

St. Edward's holds events for our diocese – convocation meetings and special initiatives/receptions; in community fellowship, within the parish – fellowship dinners, parish picnics; and for our outside community – Festival participation and Seminars. Volunteers are always needed to brainstorm event details, help set-up, host, and clean-up. **Contact the parish office** as we are always seeking to expand our roster of volunteers as our “go-to” team.

## **EVANGELISM**

This is our ministry of welcoming and includes not only our Sunday service greeters, but each one of us as members of this beautiful spiritual home. Whether you are a fellow parishioner, a ministry leader, a ministry participant, or a vestry member, we are all an integral part of the St. Edward's “Evangelism Team.” May we invite, greet, orient, incorporate, and involve newcomers in our parish life so that, as disciples of Christ, we live out the ministry and mission of St. Edward's. **Contact the rector, the parish office, or any vestry member with questions.**

## **Ushers/Greeters/Welcomers**

Welcome visitors, encourage them to sign the guest book, offer them a Welcome packet and connect with them post-service either by phone, email, or alerting the parish office so that the rector can send a personal note.

**Contact: Buddy Yeager at [lizbudyeger@verizon.net](mailto:lizbudyeger@verizon.net)**

## **Community Events**

St. Edward's may participate in community events throughout the year. If you would like to add your name to the roster of parishioners who can assist with these evolving outreach events, please **contact the parish office.**

## **EXECUTIVE LEADERSHIP**

Our clergy, staff, and lay leaders foster collaborative ministry to advance the mission of St. Edward's, in forming Christians, and in in shaping our parish.

### **Vestry**

The vestry are the agents and legal representatives of the Parish in all matters concerning corporate property and the relations of the parish to its clergy. Nine vestry members serve 3-year staggered terms. Vestry elections are held at our Annual Meeting in March. Each vestry member is a ministry liaison. Our vestry meets the third Sunday of each month. On the third Friday of each month, the vestry Senior and Junior Wardens meet with clergy and staff to discuss meeting agenda, proposals for vestry consideration, and reflection on our parish life.

### **Senior Warden**

The Senior Warden is appointed by the rector from among the members of the vestry to serve a one-year term. As an officer of the vestry, the Senior Warden may serve consecutive terms.

### **Junior Warden**

The Junior Warden shall be elected from among members of the vestry at the first meeting following an election.

### **Secretary to the Vestry**

An Officer appointed by the vestry to record and distribute minutes from the meetings of the vestry.

Questions about vestry? Please contact Father Rick.

## **Delegates to the Diocesan Convention**

Delegates serve as parish representatives at the annual diocesan convention, typically held in October. Diocesan delegates are also required to attend the spring and fall convocation meetings prior to the annual convention.

**Contact:** Father Rick at [rector@saintedso.org](mailto:rector@saintedso.org) or Michelle Bentley at [stedsoffice@comcast.net](mailto:stedsoffice@comcast.net)

## **FAITH-IN-ACTION**

The guiding principle of St. Edward's **Faith-in-Action** activities is found in Matthew 25:37-40. *'Lord, when did we see you hungry and feed you, or thirsty and give you drink? And when did we see you a stranger and welcome you, or naked and clothe you? And when did we see you sick or in prison and visit you?' And the King will answer them, 'Truly, I say to you, as you did it to one of the least of these my brothers, you did it to me.'*

Our Faith-in-Action "*responds to human need by loving service,*" serves to "*transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation,*" and "*strives to safeguard the integrity of creation, and sustain and renew the life of the earth*" as detailed in The Five Marks of Mission, an important statement that expresses the Anglican Communion's common commitment to, and understanding of, God's holistic and integral mission.

This ministry is committed to the following projects:

**Hempfield Area Food Pantry** – Each month, monetary and food donations are collected and distributed to our local food pantry that serves our Hempfield Community. Monthly needs are published in weekly communications.

**Grocery Card Sales** – Parishioners can purchase grocery cards to Stauffer Kissel Hill and Giant each month. Through this program, the parish receives 5% of each card purchase that supports our outreach programs. Cards are distributed the first Sunday of each month with payment due within that month.

**Jesse Tree** – Each year, we purchase gifts in support of local community groups that serve children in need. This program serves approximately 40-60 families each year. Volunteers are needed to organize gifts and facilitate distribution.

**Recycling** – A receptacle is in the narthex to recycle our service bulletins. We also strive to purchase eco-friendly products for use in our parish activities. Parishioners can also donate their unwanted household items, books, and clothing to Community Aid where we receive funds each quarter for soft goods donations (mention St. Edward's Episcopal Church).

**Books for Prisoners** – Monetary donations are accepted for the Prison Ministry to purchase books they deem appropriate. Checks may be made payable to: St. Edward's Episcopal Church, memo line: Books for Prisoners. Questions should be directed to Randy Westgate at: westgatemd@gmail.com

**Soles for Souls** – Each year, from Ash Wednesday to Palm Sunday, we collect shoes of any style and in any condition which we pair, box, and count to send to St. John's Lancaster for shipment to areas of the world to help in providing relief, creating jobs and empowering people to break the cycle of poverty.

**Feed My Starving Children** – This annual MobilPack event partners with organizations in the local community to send healthy, safe meals to malnourished children around the world. This event is typically in March/April of each year.

**Race Against Racism** – A 5K race cannot end racism but naming the need to create change and working together can make a difference. All proceeds from the Race Against Racism will support the Center for Racial and Gender Equity (CRGE) and their community programs of education, training, advocacy and change. This event typically occurs in April each year and we organize “Team St. Edward’s” in the weeks prior to race day.

**Blood Drives** – Giving the gift of life is so important, especially to folks in our local community, where there is a constant need. The blood drives at St. Edward’s work to support our local hospitals. This is typically a May event.

**Rahim Family Support** – What began as a refugee resettlement ministry, in partnership with Church World Services, has blossomed into a life-giving relationship with this beautiful family. We dine together, participate in family activities together, tutor, attend soccer games, provide legal defense fund support, and extend our love for one another by just being there as they continue to discover their new way of life in our community.

**School Supply Drive** – Each summer, we collect cash and/or supplies for the Hempfield School District is held in the summer months.

**Diocesan Initiatives** – Our Diocese of Central Pennsylvania's Prayer, Advocacy, and Action group of clergy and laity meet monthly to forge meaningful ways to work towards addressing gun violence in our communities. In September 2022, St. Edward's hosted a diocesan event - *Sowing Seeds of Love: A Morning of Action and Prayer on Ending Gun Violence*. The focus of the event was rooted from a faith perspective - responding to God's call to all of us to contribute to the ending of gun violence.

**Contact:** Beth Lynch at [bethlynchgggators@gmail.com](mailto:bethlynchgggators@gmail.com)

## **FINANCE**

This is a ministry of managing our funds, with faith, to support our mission.

### **Treasurer**

An Officer, appointed by the rector of the parish, ensures that funds of the parish are properly received and disbursed under the direction of the vestry; verifies and pay bills presented for payment; prepares all monthly and annual financial reports for presentation to the vestry, parish, and diocese; presents and recommends to the vestry an annual budget; and submits the financial records of the parish to audit by a qualified person in accordance with Diocesan Canons.

### **Finance Committee**

The Finance Committee shall have such authority as is delegated by the vestry with respect to providing advice to the rector concerning the management of the cash, funds, and investments of the parish.

### **Offering Counters**

Count and record offering from Sunday worship services and other money-generating parish events, as well as make bank deposits. Each counter team is a 2-person team.

**Contact: Kevin Milligan at [ekmilligan@comcast.net](mailto:ekmilligan@comcast.net)**

## **PASTORAL CARE**

Pastoral care is spiritual care and is the way we minister to one another. It nurtures the ones in need, and includes formal endeavors, led by clergy, such as visiting the homebound, the sick, and being present with the dying and grieving.

### **Card Ministry**

Sending cards to those in our community who are homebound, ill, or grieving keeps us connected as a community of faith.

### **Craft Ministry**

Sending crafts during the Advent and Lenten seasons to those in our community who are homebound keeping us connected as a community of faith. This ministry is led by Beth Lynch and crafts are made during a designated coffee hour.

### **Parishioners Helping Parishioners**

During COVID, many “normal” rhythms of parish life changed. A portion of our population is currently homebound, and yet, they want to stay engaged in parish life. **We can help** by providing rides to worship services, calls to see how they are doing, and through prayers. This is a ministry of, and for, the people of St. Edward’s!!! Please connect with Beth Lynch or the parish office for more information.

**Contact: Beth Lynch at [bethlynchgggators@gmail.com](mailto:bethlynchgggators@gmail.com)**

### **PROPERTY**

Our spiritual home is a beautiful space and place! Maintaining a well-stewarded campus demonstrates our commitment to the local community and to the legacy of St. Edward’s. Offering open doors, comfortable and safe spaces for gathering and fellowship invites people to “come and see” where our community worships and enables us to share our space with organizations who do not have facilities of their own in which to gather.

### **Property Committee**

Partners with the rector and the parish office in fulfilling our mission to enhance the communal life of our parish by maintaining our campus building and grounds. We encourage parish members who have industry or practical experience in construction and/or trades to contact the parish office as we

seek a combination of professional contractors and parish members to support the routine surveys, periodic/preventative maintenance, repair, and replacement of physical plant structures and assets. We also seek parishioners interested in helping us maintain our beautiful garden spaces.

### **Spring clean-up**

Inside/outside cleaning and maintenance.

### **Fall clean-up**

Rake leaves, clean gutters, additional outside/inside cleaning, and maintenance.

## **SPIRITUAL FORMATION**

Under the direction of Father Rick, and in concert with lay leadership, we offer a robust program of Adult Spiritual Formation and Prayer with opportunities for everyone.

***“Christian Faith Formation in The Episcopal Church is a lifelong journey with Christ, in Christ, and to Christ.”***

– The Charter for Lifelong Christian Formation, approved by the 2009 General Convention

### **Youth Sunday School Teacher**

In each class, we continue to divide the learning into two parts: the first is a share time and storytelling based on the day’s Gospel; the second is devoted to creating or completing a hands-on activity, be it a craft or “game-play.” All lessons are based on the series, “Episcopal Lesson Plans that Work,” and are enhanced by additional learning activities. The “storytelling” utilizes elements of Godly Play, role-playing, and the oral tradition.

To learn more about our Youth Sunday School Programming or to inquire about being a Sunday School teacher, **contact Leslie Arnold at [larnold897@aol.com](mailto:larnold897@aol.com)**

### **Adult Spiritual Formation**

**Wednesday Evening Bible Study: 6:30 PM to 8:00 PM:** A weekly study group reading a variety of texts. Zoom invite in your weekly emails.

**Contact: Bob Mosebach at [rcmosebach@comcast.net](mailto:rcmosebach@comcast.net) or Leslie Arnold at [larnold897@aol.com](mailto:larnold897@aol.com)**

**Friday Lunch & Learn: Fridays, from 12 Noon – 1 PM, via Zoom.** Join Father Rick and Bob Mosebach as we explore a wide range of texts. Zoom invite is in our weekly emails.

**Contact: Bob Mosebach at [rcmosebach@comcast.net](mailto:rcmosebach@comcast.net) or the parish office.**

**Men's Spirituality Group: 2<sup>nd</sup> Saturday of each month, from 8 AM - 10 AM:** Join us at St. Edward's, in the parish hall, in partnership with Saint James Episcopal Church, for fellowship, reflection, and Morning Prayer. Coffee and donuts will be served. **Contact: Bob Mosebach at [rcmosebach@comcast.net](mailto:rcmosebach@comcast.net)**

**Lunch with *The Chosen*: 1<sup>st</sup> Sunday of each month from 11:45 AM – 2:00 PM.** *The Chosen* delves into gospel stories by portraying the life of Jesus through the eyes of those who knew Him. Join us to watch and discuss how the show explores the time, place, and people of His earthly ministry. **Contact: Blair Lord at [brillador122@gmail.com](mailto:brillador122@gmail.com)**

**Sunday Evening Prayer at 7:00 PM: Contact: Br. David Rutledge at [drutledge1225@gmail.com](mailto:drutledge1225@gmail.com)**

**Join Zoom Meeting:** <https://us06web.zoom.us/j/84700614072> Meeting ID: 847 0061 4072  
Passcode: SunEP

**Silent Retreats:** Surrounding each Lenten season, we hold a silent retreat at Mariawald Retreat Center in Reading, PA. This is a self-directed retreat. Our goal is to give you the space and time to listen deeply in silence. Being in silence for 36+ hours will give you plenty of opportunity for self-exploration and rest.

## **STEWARDSHIP**

In the life we share at St. Edward's, we help to live into our mission and vision through our annual stewardship campaign. Stewardship *is* a statement of faith. If you have an interest in assisting with future stewardship campaigns in concept, insight, events, and in our mailings, please **contact the parish office**.

*Please thoughtfully and heartfully contemplate stewardship and ponder what the life of our parish means to you. I trust that our shared life matters deeply to each of us, that our collective awareness and generosity will raise our senses of necessity, enabling us to close the gap between our income and our expenses. I trust that we're invested in our relationships, in our discipleship, and in the flourishing of our spiritual home. – Father Rick*

## **WORSHIP**

Participating in worship together is the foundation of our relationship with God in Christian Community. We give thanks for the blessings we receive through prayer, song, and sacraments.

### **Acolyte**

Participate in the processional (torch bearers and crucifers) during worship services. Ages 8 through adult. Training is provided.

**Contact: Bob Mosebach at [rcmosebach@comcast.net](mailto:rcmosebach@comcast.net)**

### **Altar Guild**

Clean, polish, and prepare the altar for worship and clean up in between and after each worship service on Sunday and for special services including funerals, weddings, Holy Week, and Christmas services.

**Contact:** Lori Miller Iberg1174@comcast.net

### **Choir**

Sing on Sundays at the 10:15 Rite II worship service, from September to early June, and at special services. Rehearsals are on Mondays at 6:30 PM. Adults of all ages! **Contact:** Karen E. Waddill, Director of Music at [bittersweetdissonance@gmail.com](mailto:bittersweetdissonance@gmail.com)

### **Eucharistic Minister**

Assist with Eucharist during worship our 8 AM Rite I and 10:15 AM Rite II Sunday services, as well as special services. Training is provided to Confirmed communicants. **Contact:** Bob Mosebach at [rcmosebach@comcast.net](mailto:rcmosebach@comcast.net)

### **Flower Donor/Flower Arranging**

Everyone LOVES fresh flowers gracing our altar each Sunday and during Christmas and Easter Sunday. We offer a beautiful way for our parish family to lift up – in thanksgiving for, or in memory of – loved ones during our church year by signing up for altar flowers. The flower chart, with envelopes, is in the narthex. Weekly altar flowers are \$100. Participation during Christmas Season and Easter Sunday is \$25/per remembrance. There weekly and seasonal remembrances are printed in our Sunday bulletins. ***It is our desire, and a necessity, to have our fresh flowers supported 100% through parishioner donations.***

Additionally, if you have a love for flowers, arranging, etc., please **contact the parish office** as we welcome others to join us in the flower ministry. This is a “quiet” yet very important ministry!

## **Lector**

Read scripture passages at Sunday worship and other services throughout the year. We will provide training and ongoing formation. The only prerequisite is that the individual has a comfort level with public speaking.

**Contact: Bob Mosebach at [rcmosebach@comcast.net](mailto:rcmosebach@comcast.net)**

## **Usher**

Hand out bulletins, welcome visitors, assist with seating, administer the collection plates, and present them at the Offertory, and guide worshippers during communion to the altar during our 8:00 AM and 10:00 AM Sunday services. Ushers are needed at special services, as well.

**Contact: Buddy Yeager at [lizbudyeager@verizon.net](mailto:lizbudyeager@verizon.net)**

*I will, with God's help.*

REFLECTING ON THE BAPTISMAL COVENANT



***We Episcopalians believe in a loving, liberating, and life-giving God: Father, Son, and Holy Spirit. As constituent members of the Anglican Communion in the United States, we are descendants of and partners with the Church of England and the Scottish Episcopal Church, and are part of the third largest group of Christians in the world.***

***We believe in following the teachings of Jesus Christ, whose life, death, and resurrection saved the world.***

***We have a legacy of inclusion, aspiring to tell and exemplify God's love for every human being; women and men serve as bishops, priests, and deacons in our church. Laypeople and clergy cooperate as leaders at all levels of our church. Leadership is a gift from God, and can be expressed by all people in our church, regardless of sexual identity or orientation.***

***We believe that God loves you – no exceptions.***



Let  
ALL  
THAT YOU DO  
BE DONE  
with love  
1 COR. 16:14



**ST. EDWARD'S  
EPISCOPAL  
CHURCH**

The Rt. Reverend Audrey Cady Scanlan, DMin  
Bishop Diocesan of the Diocese of the Susquehanna  
The Reverend Dr. Richard C. Bauer, Rector  
Michelle Bentley, Parish Administrator  
Karen E. Waddill, Director of Music

**SUNDAY WORSHIP**

**10:00 a.m. service live streamed on YouTube Live – St. Edward's channel**

***In-person Worship***

8:00 a.m. - Holy Eucharist: Rite I ~ 10:00 a.m. - Holy Eucharist: Rite II

**WEDNESDAY WORSHIP**

12:00 p.m. – *Contemplative Eucharist with Meditation*

**SUNDAY EVENING PRAYER**

*Each Sunday at 7:00 PM*

Join Zoom Meeting

<https://us06web.zoom.us/j/84700614072>

Meeting ID: 847 0061 4072

Passcode: SunEP

**ADULT SPIRITUAL FORMATION - WEEKLY**

Wednesday Bible Study: 6:30 PM – 8 PM via Zoom

Friday Lunch & Learn: 12 Noon via Zoom

***Zoom links in weekly emails.***

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