


The Anglican Church of the Epiphany Doha

Church Helpers Handbook



Ephesians 5:21
Submitting to one another out of reverence for Christ.

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Introduction

The Anglican Church of the Epiphany is a part of the Anglican Diocese of Cyprus and the Gulf. The congregation is an international Christian community whose members come from many different Christian traditions and countries who have found their spiritual home with us during their time in Qatar.

What is the Purpose of the Church in this place?

To live the life of Christ in the desert together, through caring for God and Creation
= The WHY

Church Vocation = The WHAT
Motto = be Intentional, focused and attentional.

Mission = THE HOW
Motto = Connect > Care > Commit

Church Values = THE WHAT
Motto = enrich all life

Christianity means community through Jesus Christ and in Jesus Christ.
No Christian community is more or less than this.
Whether it's a brief, single encounter or daily fellowship over years, this is the Christian community.
We belong to one another only through and in Jesus Christ.

Our Vision

To connect in Christ, commit to Christ and care through the love of Christ. We seek to connect people with Christ and each other by making everyone feel welcome and supported.

We commit to show in our lives what we believe in our hearts.

We care for each other, our community, and the whole of God's creation.

Our Church Vocation

Our Church Vocation is to build...



Our **Vocation motto** is "to be Intentional, Focused and Attentional".

Personal Vocation (Appendix 1)

Church Community (Appendix 2)

Our Mission (Appendix 3)

Our Values (Appendix 3)

"The greatest need of our time is for koinonia, the call simply to be the Church, to love one another and to offer our lives for the sake of the world. The creation of living, breathing, loving communities of faith is the foundation of all the other answers". Jim Wallis

Elected and Appointed Officials Ministries

Church Warden

This ministry involves being a leader and representative of the congregation. A Church Warden should be a person whom people feel comfortable to go with their concerns. They need the ability to identify an individual's problems, especially those that our Church needs to address. They should encourage peace and harmony, as well as spiritual growth.

Ministry of a Warden:

- Be committed to the vision of this Church and supportive of its leadership.
- Organise and implement duty rotas for Friday morning services.
- Be a willing servant of God.

Description of role:

The Church Wardens have important legal duties but the position also has a vital spiritual, pastoral and mission dimension.

1. Represent the congregation and community and co-ordinate with the clergy.
2. Lead by example and use best endeavours to encourage Church members to practise their faith and a love of God - and promote unity and peace among them.
3. Maintain order and uphold decency in the Church, especially during services.

Other important Church Warden duties:

1. Create and maintain an inventory of Church property.
2. Draw up the agenda for Church Council meetings.
3. Act as lay leader of the Council if and when required, chairing meetings in the absence of the Chair.
4. In consultation and rotation with other Wardens, ensure a Duty Warden is in place for every Friday morning service (see duties of Duty Warden ministry below).
5. Share Duty Warden duties according to each individual's talents and availability.
6. Implement any other duties as the Church Wardens may see fit; and divide these, by agreement, between them.

Church Warden

**A servant of
God**



For I have given you an example – you should do just as I have done for you.

John 13:15

Duty Warden

This ministry involves being the Church Warden present at the Friday morning service. It is defined within the Body of Christ by the gift of 'guidance'.

Ministry of a Duty Warden:

- Organise rota for and guarantee attendance of those on duty for the Friday morning service
- Ensure those on the rota are properly briefed and fully prepared.

Description of duties:

1. Set up Greeters' table by laying out the following items which can be obtained from the cupboard on the right in the Vestry:
 - Tablecloths (found in the cupboard on the left)
 - Weekly notices (they may be on the counter top next to the cupboard)
 - Welcome Cards
 - Ensure pens & pencils are ready for use for writing on the above (these are kept in the same trays as the above forms)
 - Offertory bags – 2 on the table at the back, 2 on the kneelers in the front, one to someone upstairs; total of 5 bags)
2. Check the following people are present:
 - Altar Guild
 - A/V technicians
 - Greeters*
 - Bible readers
 - People to carry the elements**
3. Greet the congregation as people arrive into Church.
4. Sit at the back so that you can monitor what's happening during service and respond quickly to any emergency situations. Also greet and hand notices to latecomers, some of whom may arrive quite late, even after the sermon.
5. Clear up afterwards:
 - Take a photo of any completed Welcome Cards and e-mail them to the People's Warden. Put these cards on Betty's desk.
 - Put any remaining notices back in the Vestry, on the counter-top next to the cupboards (these will be used again on Sunday evenings).

Duty Warden

A servant of God



For I have given you an example – you should do just as I have done for you.

John 13:15

* Please remind Greeters to do the following in order to embody the kind of caring relationships we're trying to nurture in the Church

- Smile openly and brightly as people arrive.
- Greet them with a 'Good morning', 'Welcome' or 'Hello, how are you?'
- Shake their hand.
- Give them a notice.

** Ask two people from the congregation to carry the elements, if this has not already been arranged.

Church Council

This ministry involves serving on the Church Council whose purpose is to encourage the Christian community to follow the commandments of Jesus Christ - and to...

- Proclaim the good news of Jesus Christ and actively seek to create disciples.
- Celebrate the Eucharist.
- Form a community characterised by and expressing the love that Jesus had for his disciples.
- Seek to help the needs of others in the wider community.

Ministry of the Church Council:

- Agree a budget and be responsible for the income and expenditure of the parish.
- Maintain the fabric of the Church
- Work with the Parish Priest to advance the mission of the Church, through ecumenical endeavour, pastoral care, Church social life, evangelism and social outreach.

Description of role:

1. Care for and listen to the concern of every Church member to speak and act on their behalf.
2. Be committed to attend council meetings and read any preparatory material.
3. Attend Church on a regular basis.
4. Join a working group of the Church Council.
5. Encourage the Church to live out its purpose, vocation and mission throughout the year.

Church Council

Set our hearts on fire



Do not neglect the **gift you have** which was given you by prophecy when the council of elders laid their hands on you.

1 Timothy 4:14

Church Music & Choir Director

This ministry involves rehearsing the Senior and Junior Choirs, in order for them to take part in and lead the singing at the Friday morning service or any other times required.

Music & Choir Director Ministry:

- Work with the priests and Worship Committee to deliver the music of the liturgy and lead congregational hymn singing.
- Be a committed Christian who wants to deepen his or her personal relationship with Jesus Christ and bring this to others.
- Possess a knowledge of a wide variety of music and the ability to teach different styles to the Choir.
- Have good communication and organisational skills.

Description of Duties:

1. Prepare choir for Church services.
2. Conduct and lead the choir.
3. Train choir members.
4. Set schedule for rehearsals.
5. Research and select suitable music for services.
6. Prepare and rehearse extra pieces when required, for specific services.
7. Act as a spiritual leader for the Choir.
8. Encourage a sense of commitment and dedication among Choir members.
9. Attend any Church meetings to do with music to be played in services.
10. Aim to bring joy to the congregation by sharing the Choir's God-given talents.

Choir Director

Rejoice in the sound!



Because Your loving kindness is better than life,
My lips will **praise** You.

Psalm 63:3

Cultural Ambassadors

This ministry involves making everyone feel welcome in their spiritual home in Doha. The role of Cultural Ambassadors within the Body of Christ is defined by the gift of 'guidance and help'.

Description of role:

1. Help worshippers make the transition from their home church and country to their spiritual home in Doha at the Church of the Epiphany.
2. Help everyone feel that our Church family has a real interest in and concern for all members.
3. Help newcomers and visitors feel welcome when first attending our services.
4. Help everyone become fully aware of the wide range of talents, perspectives and insights that all our different ethnic communities have to offer.
5. Help everyone gain a better understanding of one another's cultural heritage, national customs and traditions.
6. Be aware of any needs arising within an individual ethnic group within our Church family.
7. Pray for the Church of Epiphany's Ministries on behalf of your Church community.

I will seek the lost and I will bring back the strayed, and I will bind up the injured, and I will strengthen the weak, and the fat and the strong I will destroy. I will feed them in justice.

Church Ambassadors

Be kind to one another



So **encourage** each other and help each other grow stronger in faith, just as you are already doing.

1 Thessalonians
5:11

Worship and Music Ministries

Dancers

This ministry involves worshipping God in Church services through the medium of dance.

Ministry of a Dancer:

- Praise and worship the Lord.
- Pray by dancing.
- Lead and encourage others in praise and worship, using music, word and movement.

Description of Duties:

1. Arrange meeting with those interested in this ministry, so that they learn and share more about the Dance Ministry.
2. Teach others in dance workshops.
3. Minister with dance at church services.

Dance

Praise His Name



Let them
praise his name
with
dancing
and make music
to him with
tambourine and
harp.

Psalms 149:3

Choir and Musicians

This ministry involves leading the singing and music in Church services.

Choir and Musician in Music Ministry:

- Commitment - members should be committed to regular attendance at rehearsals and services.
- Responsibility - take the importance of their role in services seriously.
- Punctuality – always be on time for rehearsals and services, a challenge because of the Church location and parking.
- Trust - accept and support the Music & Choir Director's leadership and guidance.
- Respect - be considerate towards other choir members and musicians; and aim to be a good team member.
- Listening - listen to Director's points and to the other sections (soprano, alto, tenor, bass) in the Choir.
- Enjoyment - take pleasure in your contribution to the performance and be thankful for everyone's God-given talents.
- Share - enjoy the moment, share the joy and the passion of singing praise to the Lord.

Description of Duties:

Liturgical:

1. Members should be spiritually focused before a Church service.
2. Be on time and ready to sing or play when the service begins.

Musical:

1. Attend rehearsals on time.
2. Respect other choir members, musicians and the Music & Choir Director.
3. Be open-minded, willing to try new pieces and follow the guidance of the Director.
4. Be musically sensitive to tempo, balance, dynamics, articulation and phrasing.

Outreach:

1. Encourage others to join the Choir and musicians group.
2. Make new members feel welcome.
3. Be a mentor to newcomers

Church Choir

Hallelujah!



Sing to God,
sing praises to
his name;
lift up a song
to him who rides
through the
deserts;
his name
is the Lord;
exult before him!

Psalm 68:4

Weekly Choir
practice:

Time: Friday
mornings at 9.45am

Venue: Epiphany
Offices, Anglican
Centre

4. Be supportive of any younger Choir members.

Educational:

1. Try to increase everyone's musical knowledge, as sensitively as possible.
2. Attend concerts, services and musical events, to broaden your experience and perspective.

Church Choir

Hallelujah!



Sing to God,
sing praises to
his name;
lift up a song
to him who rides
through the
deserts;
his name
is the Lord;
exult before him!

Psalm 68:4

Make a joyful noise to the Lord, all the earth!
Serve the Lord with gladness!
Come into his presence with **singing!**
Psalm 100:1-2

Bible Readers

This ministry involves reading the Bible in Church for the Christian community and is a very important, God-given role in the life of our Church.

Ministry of Bible Readers:

- The Bible is the Word of the living God. It is given to train us in everything necessary for life and godliness. As God's people we are deeply reliant on Scripture,
- To read the Bible in Church is to stand in the place of God and proclaim His Word. It is a ministry to the whole of the Church community, together in worship.

Description of Duties:

Understanding:

Print the reading from the Church web page so that you have the right version. To read a passage well, you first need to understand it – so spend some time to ensure you do so. If you have any problems, try some other translations, do some research or ask one of the Priests or service leaders. This includes any difficult pronunciations, which you can always check with the clergy before the service.

Practice:

Once you understand the passage, you need to practice it. Reading aloud in public is different from reading to yourself, so practice reading the passage out loud. Read it until you're confident you'll be able to deliver it fluently, going over it five or six times. Remember you're telling a story and unless you narrate it properly, the congregation won't understand it. As you practice, underline and make small notes on your script to help you see the words or phrases you'll need to emphasise on the day. Mark your pauses and breaths - and the places where you need to increase or decrease volume. Practice varying your tone and pace. It's a good idea to record yourself on your mobile phone to listen back to your reading.

Make sure you know what you'll say as an introduction (the first reading is from...) and conclusion ('This is the word of the Lord...').

Bible Readers

Word of God



Your
word
is a lamp to
my feet
and a light to my
path.

Psalm 119:105

COMMON MISTAKES

Speed:

Nervousness causes speed-reading. If in doubt, slow down.

Clarity: make sure you enunciate clearly so the congregation can hear every word

Your job is to read the scripture in a way that aids understanding but does not draw attention to you.

Before the service:

Dress appropriately and avoid anything that might be distracting for the congregation. Arrive in Church in plenty of time before the service and make sure the Church Wardens know you are there. Read the passage at least a couple of times before the service starts to make sure your memory of it is fresh. If you're reading at the lectern, check the microphone is in the right position for you before the service.

If you discover you can't attend Church to do the reading, please ask someone else to do the reading for you. Also tell the Church Wardens and Church Office when you have done so.

Reading:

At the appropriate time in the service, walk to the front without hurrying. Bow before you step up into the sanctuary, and turn to face the Church at the lectern.

It's a good idea to use your finger to guide your reading. If you can occasionally raise your eyes to look at people, do so; but don't lose your place by doing so.

Try to keep a natural pace. Remember, you are reading for the benefit of whole the Church. When reading into the microphone, you should be able to hear your voice resonating back at you. If you can't, then increase your volume or get closer to the microphone until you can hear yourself.

At the end of the reading, pause for a moment before saying your words of conclusion: "This is the Word of the Lord".

Don't rush back to your seat.

Preparation:

Do all you can to prepare properly. God's Word deserves our best efforts so as to serve your brothers and sisters as well as you can.

Volume:

Speak loudly enough to you're your voice coming back at you on the sound system.

Feeling:

Do all you can to 'feel' the text as you read it.

Let the Truth make an impact and interact with you as you read. While you want to 'feel', be careful that you do not become an actor over-performing a drama.

Call To Action:

The reading of God's Word is to call people to action; so read as a town crier. You have something to say – so anything less communicates your disinterest.

Greeters

This ministry involves welcoming the congregation into Church for a service and is defined within the Body of Christ by the gift of 'helps'.

Ministry of a Greeter:

- Understand and commit to this important role.
- Be the 'shop window' of the Church community.
- Be the first point-of-contact for the congregation, guests and members of the community.
- Care about people.
- Show a warm heart and smile.
- Be committed to the purpose of this Church and support its leadership.

Description of Duties:

1. Pray for your ministry on the day of the Church service.
2. Arrive 30 minutes before the service starts to set up and welcome those arriving early.
3. Before start of service:
 - a. Organise the welcome table by preparing service sheets, bulletins etc.
 - b. Take one offertory bag upstairs to the organ balcony and appoint someone to take the collection and bring bag downstairs to the Greeters afterwards.
 - c. Place two offertory bags at the front on the Communion cushions. Those who take bread & wine will pick up those bags and begin to take collection from the front pews.
4. Warmly welcome people at the door with a friendly greeting and smile. Hand out bulletins until the Gospel reading is completed and then sit in the back row for the rest of the service.
5. Take the monetary offertory:
 - a. The two Greeters take the offertory collection from the back of the Church using the two offertory bags. Those taking bread and wine will start the collection from the front of the Church.
 - b. Once the collection is complete, the two Greeters take the five bags and wait for the Friday School children to come in with their collection.

Church Greeter

Love one another



A new commandment I give to you, that you love one another: just as I have loved you, you also are to **love one another.**

John 13:34

Friday School

Open: 10.45am

Teacher available to take children to classrooms from the Church entrance.

After 10.45, parents must take their children to the classrooms themselves.

- c. Once all the bags are in, the Friday School children lead the offertory procession, followed by the two Greeters, to give the bags to the clergy.
6. Directing Communion:
 - a. The Greeters should come up to the front as soon as the Communion elements (bread & wine) are being distributed among the clergy. Greeters then begin directing the congregation to queue to receive Holy Communion in an orderly way.
 - b. Try to keep the lines waiting at the front quite short so that people don't have to wait long - but ensure a good enough flow so the priest doesn't have to wait at the Communion rail.
7. Clear up the Church after the service:
 - a. Put all the items on the welcome table into the cupboard in the vestry.
 - b. Give completed Welcome Cards to the People's Warden.
 - c. Collect up any notices left behind in pews and place them in the vestry.
 - d. Collect any plastic bottles and take them to the plastic recycle bins.
 - e. Collect any rubbish and throw it away.
 - f. On the first Friday of the month, put the food brought by the congregation into the storage room.
8. In case of doubt, speak to the Church Warden on duty or the Priests.

Church Greeter

**Love one
another**



A new
commandment
I give to you, that
you love one
another: just as I
have loved you,
you also are to
**love one
another.**

John 13:34

Audio-Visual

This ministry involves providing the smooth running of the Church service by operating the vision equipment (projector) and audio systems (microphones and sound board).

Ministry of Audio-Visual:

- Be able to work well under pressure and in a team.
- Be able to think on your feet and come up with quick solutions.

Description of Duties:

1. Prepare and test microphones before the service
 - a. Get the microphones from their drawer in the Vestry. Place batteries inside and take them to the front of the Church.
 - b. On either side of the altar area are outlets for the microphone cables to be plugged into. Plug the colour-coordinated cables into these outlets.
 - c. With your team member upstairs, test the microphones one-at-a-time to ensure they're all working and properly set up.
2. Prepare the laptop:
 - a. The laptop is kept in the cupboard to the right of the desk in the vestry. Get it and the charger and take them upstairs to the organ balcony. Plug the charger and HDMI cable to the laptop. Once the laptop is on, the access PIN is written on the white rectangle below the keyboard.
 - b. Copy the service slides onto the laptop and open the file.
 - c. Use the program called 'Open LP'. This program is pre-loaded with all the songs, bible verses, themes etc. for the service.
3. Check the service slides against the service sheets:
 - a. Once the service slides are opened, check them against the altar copy of the service, to ensure there are no discrepancies.
 - b. If there are any differences, find the correct slide from the database and upload it to the service slides.
4. Prepare the sound board:
 - a. Switch on the soundboard; press the 'scene memory' button and scroll down to number 111. Press the 'recall' button and our

Audio/Visual

Words



In the beginning
was the
Word,
and the Word was
with God, and the
Word was God.

John 1:1

- controls will then be operational.
- b. Each microphone is controlled by one of the numbered faders. When one of the microphones is being used, press the 'On' button so that the signal is transmitted to the speakers.
 - c. To avoid interference between the microphones during the service, the ones not being used at the time are kept off - and only the ones being spoken into are on.
5. Run the equipment during the service:
- a. The team of two operating the equipment during the service each have their own jobs.
 - b. The team member controlling the laptop changes the service slides. To do so, press the 'down arrow' key to move on to the next slide. The 'up arrow' key moves back to the previous slide. To blank the screen at any point, press the "." Key.
 - c. The team member controlling the soundboard makes sure the correct microphones are on and adjusts the volume faders as required.
6. Put the system away:
- a. At the end of the service, the laptop must be shut down, unplugged and returned to its placed in the vestry.
 - b. The soundboard is powered down and the cover put on.
 - c. The projector screens are retracted using the remote control.
7. The microphones are unplugged, batteries put on the chargers in the vestry and the microphones put back in their drawer.

Audio/Visual

Words



In the beginning
was the
Word,
and the Word was
with God, and the
Word was God.

John 1:1

Acolytes

This ministry involves assisting the Clergy during the service.

Ministry of an Acolyte:

- Welcome any young people that would like to be an altar server at the Church of Epiphany; and provide all the necessary instruction.

Description of Duties:

1. Carry the cross during processions and recessions, going into worship and leaving at the end.
2. Receive the offerings of the congregation and place them on the altar for the blessing.
3. Light the altar and sanctuary candles before worship and extinguish them at the end.
4. Take the bread, wine and water from the credence table and pass them to the Priest in preparation for the celebration of the Eucharist.

Acolyte

Serve and follow



Whoever **serves** me must follow me; and where I am, my servant also will be. My Father will honour the one who **serves** me.

John 12:26

Flowers

This ministry involves beautifying the Church through skill in providing flower arrangements to adorn the sanctuary.

Ministry of Flowers:

Provide flower arrangements to beautify the Church.

Description of Duties:

1. Purchase flowers, arrange them and take them to the church on Thursdays to prepare them for the Friday Service. (The same arrangement is used for the Sunday evening service.)
2. You will be on a rota to provide flowers.
3. For special services such as Easter, Christmas and Confirmations the flowers are planned and arranged together as a group.
4. Training and guidance will be given to newcomers.

Flowers

Beauty



Consider how the wild flowers grow.

They do not labour or spin. Yet

I tell you, not even Solomon in all his

splendour

was dressed like one of these.

Luke 12:27

Counting the Offering

This ministry involves providing quality control and confidence to the Church's finances by ensuring the offering is accurately counted and accounted for.

Ministry of Counting the Offering:

Volunteers are always needed to count the offertory. Please make yourself known to the Treasurer or Church Wardens if you're available to do this.

Description of Duties:

1. Count and record offertory money after services as accurately as possible.
2. Try to be available each week to ensure an efficient recording process.

Counting the Offering

A Pure Heart



Create in me a
pure heart
O God,
and renew a
steadfast spirit
within me.

Psalms 51:10

Setting Up and Clearing Up

This ministry involves setting up the Church and getting it ready for the Church service and clearing up afterwards.

Setting and clearing up ministry:

- Create a peaceful atmosphere by ensuring Church is ready to receive the congregation as people arrive for the service.
- Clear up afterwards and ensure everything is properly put away, either for the following week or the next Church using the space.

Description of Duties:

1. Altar settings are NOT included in this ministry. The Altar Guild does this.
2. Set up the Church in preparation for the service. Set out the following neatly on the entrance table:
 - a. Table cloth
 - b. Welcome Cards
 - c. Notice sheets
 - d. Two offertory bagsPlace two offertory bags on the kneelers at the altar. Take one offertory bag upstairs to the choir. Place ropes over the back three pews to reserve them for latecomers.
3. After the service, put away all the above Church resources.
4. Give completed Welcome Cards to the People's Warden.
5. Collect up any notices left behind in pews and take them in the vestry.
6. Collect any plastic bottles and take them to the plastic recycle bins.
7. Collect any rubbish and throw it away.
8. On the first Friday of the month, put the food brought by the congregation into the storage room.
9. Enjoy refreshments in Corinth Hall with everyone afterwards.

Set up & Clear up

A Pure Heart



Create in me a
pure heart,
O God,
and renew a
steadfast spirit
within me.

Psalms 51:10

Care of Church Brass and Candles

This ministry involves cleaning and taking care of the Church brass and candles.

Ministry of care for Church brass and candles:

Ensure Church brass and candles are kept perfectly clean, as befits a place of worship. Your work may be unseen but it shines brightly in the Church.

Description of Duties:

1. Take the brass home to clean and polish, approximately once every 2 months.
2. Clean candles every 2 weeks after service.

Church brass & candles care

A Pure Heart



Create in me a
pure heart,
O God,
and renew a
steadfast spirit
within me.

Psalms 51:10

Altar Guild

This ministry is known as the 'Servers Guild' and is an 'assisting ministry'.

The Guild assists the Priest in leading the worship of the Church community. All Christians who serve each other are exercising a ministry. The Servers Guild requires knowledge and skill on which the congregation relies.

It is a privilege to serve at God's altar. Servers must have a deep love for our Lord and his Church.

Ministry of A Server

- The ministry of the Servers Guild dates back to the earliest Christian times.
- In the New Testament, it's clear that men and women 'served' the Christian communities in different ways - see Romans 16:1, 1Timothy 3:8-13 and Acts 6 for examples of 'service'. The Servers may also be known deacons or deaconesses.
- In the early Church, this role included preparing for Eucharistic meals. Worship preparation - what we now call the Altar or Servers Guild - was done by men and women of the Church on the understanding that Christians were sharing in a common work. The role was not just the duty of the pastors or priests.

Description of Duties:

1. Prepare for services by laying out all necessary items to be used at the Eucharist.
2. Clear the Sanctuary with care after the service.
3. Care, prepare, clean and store all the sacred vessels, linens, hangings and candles.
4. Be familiar with:
 - a. The names of all parts of the Church.
 - b. Church seasons and colours.
 - c. Names of vestments, linens and sacred vessels.
 - d. The most widely used Church symbols.

Attitude of Altar Members:

Reverence

This is all-important and with sincere devotion of mind and body, the Guild aims to make their service

Servers Guild

A serving heart



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

grace.

1 Peter 4:10

acceptable to our Lord. Servers Guild members make their service a sacred duty under the priest's guidance, taking it as coming from the Lord.

Efficiency

All preparation should be completed as efficiently as possible, at least ten minutes before the service. It must be done quietly and calmly.

Consideration

When a server is unable to attend, they should arrange for another member to deputise as soon as possible.

Taking the Elements

This ministry involves taking the Elements to the Alter. The Elements are the Communion bread and wine.

Ministry of the Elements:

- Understand and commit to fulfilling the vital role.
- Have a 'servant heart'.
- Be committed to the purpose of this Church.

Description of Duties:

1. Ensure you arrive 10 minutes before the service starts so the Warden on Duty can confirm you are present.
2. Towards the end of the peace, go to the table the elements, so that you're ready to take them.
3. After the first verse of the offertory hymn, take the elements to the front of the Church. Ensure the person with the bread is on the left and the one with the wine is on the right. Walk up to the step leading into the sanctuary.
4. Hand the bread to the Priest first. Bow to the Priest as he bows to you after taking the bread.
5. Hand the wine to the Priest. Bow to the priest as he bows to you after taking the bread.
6. Pick up the offertory bags on the kneelers at the communion rail and take the offertory from the front of the Church.
7. When you meet the Greeters taking the offertory from the back of the Church, hand the offertory bags to them.

Elements helper

Serving



For God is not unjust so as to overlook your work and the love that you have shown for his name in **servicing**

the saints, as you still do.

Hebrews 6:10

Church Hosts

This ministry involves welcoming Church guests and newcomers and is defined within the Body of Christ by the gift of 'helping'. It should not be confused with that of Greeter.

Ministry of a Church Host:

- Offer hospitality.
- Offer welcome to guests and newcomers at the entrance to Church and Church life.
- Engage in conversation with newcomers.
- Want to build the community.
- Help people feel at home when far from home.
- Have good knowledge of Church life and ministry.

Description of Duties:

1. Be available to meet arriving guests and/or newcomers in Church 20 minutes before the service and 30 minutes after the Church service.
2. Pray for their ministry on the day of attending Church.
3. Introduce guests and newcomers to their Cultural Ambassadors, Church Wardens, clergy and other Church members.
4. Take guests and newcomers to coffee after the service.
5. To share contact details with Church wardens

Notes:

1. Hosts are encouraged not be 'Greeters' as this duplicates duties.
2. Your focus should be on quality rather than quantity. Hosts need to connect warmly with newcomers, making them feel welcome and introducing them to others in the congregation and community.

Church Host

Servant



Whoever brings
 blessing

will be enriched,
and one who
waters
will himself be
watered.

Proverbs 11:25

Important:

It's important to have a few really good hosts rather than several average ones.

Leading Prayers in Church

This ministry involves preparing and delivering the intercessions during a Church service.

This is about leading the congregation in prayer rather than praying on their behalf.

Ministry of Leading Prayers in Church

Intercessions are different from your own private prayer. Having different styles of intercessory prayer is important but petitions, prayers and thanksgiving need to be for everyone.

Intercessions are pleas we bring before God, petitions we all offer together for the Church, the world, our community, those who are suffering and those who have died. They are the sum of everyone's thoughts and prayers. You are praying **with** the Church. Please leave the preaching to the sermon.

Leading prayers doesn't need a degree in English but it does need simple, everyday language. You don't need to try and impress everyone with sophisticated language.

Description of Duties:

Before the service:

- Arrive at Church a minimum of 10 minutes before the service. Make sure the Church Wardens know you're there
- Ask for feedback from Church Wardens, priest and friends afterwards.
- If you're not available to lead the prayers, please ask someone else to take do so - and tell the Church Wardens and Church Office as soon as possible.

During the prayers:

- Allow the people time to settle before you start speaking.
- Use your own, everyday language.
- Speak clearly and slowly so that everyone hears what you're saying. You need to be audible and clear.
- Use "we" and "our" as in the Lord's Prayer.
- Pray so that others can follow you easily
- When praying for those who are sick, don't go into unnecessary detail of someone's medical condition.

Leading Prayers

Closer to God



The LORD is near to all who **call** on him, to all who call on him in truth.

Psalms 145:18

PREPARATION:

You need to be genuinely prepared for this role.

We recommend using a prepared script – but whether you do so or are experienced enough to lead prayer by using notes, it's unlikely you'll be able to do justice to the responsibility of leading God's people in prayer without spending some quality time with Him ahead of the service.

- Be careful not just to ask God for what we want. Let him teach what we should ask for.
- Try to get the congregation to engage with your prayers, not just listen to you.
- Pray before you pray.

Intercessions structure:

The Church highlights subjects, groups and other churches for special mention each week. You can find these in the Diocesan Prayer Guide. This is available as a hard copy from the Church Office or online on the website of the Diocese of Cyprus and the Gulf. Please try and include these near the start, under prayers for the Church.

There is also a clear structure to intercessions in Anglican worship. Please try and follow this structure each week, as this will help the congregation follow your prayers and enable them to pray.

- **Prayer for the Church of Christ;**
- **Prayer for the world, human society and those in authority;**
- **Prayer for the local community;**
- **Prayer for those who are sick, are suffering or have died; and the communion of saints.**

Each paragraph or section of the prayers should end with your saying: **"Lord in Your Mercy"** and congregations should reply with: **"Hear our prayer"**.

Your prayers should end with everyone saying the final text together, which is in the Order of Service:

Merciful Father, accept these prayers for the sake of your Son, our Saviour Jesus Christ. Amen

Using **silence** in your prayers can be powerful. It's helpful to direct people's prayers into the silence by saying: 'In a moment of silence, let us bring before God....' Allow the right period of silence for the congregation to pray in silence as you have directed. Shorter silences can also be used just before you say "Lord in in Your Mercy..." each time.

The length of intercessions will vary from one person to another. Don't try to cover absolutely everything that's happening in the world. It's better to pray generally for each major topic in one or two sentences; and then to focus on one or two in more detail. Don't rush. Give each topic its due time and consideration. Five minutes should be about the maximum time for all the intercessions.

The readings for the day and the Collect will all give you a clue to the theme(s) of the day. It's important to convey these messages in your prayers. This may mean making extra notes during the sermon. In praying for the world, it's also important to be aware of local, regional and international news and current events.

Don't be anxious - God is with you.

Time yourself in advance, reading at prayer speed.

Five minutes is a good duration.

Discipleship Ministries

Outreach Committee

This ministry involves reaching out with the love of God to all non-Muslim, expatriate families, workers and communities across Qatar.

Ministry of an Outreach Worker:

- Understand and commit to fulfilling the role and working well as part of a team
- Value and care about people.
- Be committed to the vision of this Church and support its leadership.

Description of Duties:

1. Provide support and help to individuals or families who may be straying from Church involvement or questioning their faith.
2. Contact members who have not attended Church for a month or two with a view to their returning and not becoming lost to the Church family.
3. Make follow-up calls to first-time visitors to encourage them to return; do so as diplomatically as possible.
4. Help coordinate and promote events and activities, like day trips, the Easter egg hunt, musical nights and so on.
5. As part of the Outreach Committee, promote these events among the congregation and encourage them to spread the word with family, friends and co-workers.

Outreach Committees

Tender hearted



To the weak
I became weak,
that I might
win the weak.
I have become
all things
to all people,
that by all means
I might
save some.

1 Corinthians 9:22

Friday School Teacher & Assistant

This ministry involves being responsible for running Friday School, with the aim of educating children about our faith.

Ministry of a Friday School Teacher & Assistant:

Children can know God and serve Him even at a very young age, like Samuel. It's very important to teach children to encourage them in the development of their faith. Timothy is another example in the Bible. Friday School Teachers and Assistants believe this and aim to create a loving and protected environment.

Duties of Friday School Teacher:

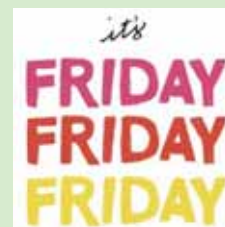
1. Plan lesson and activities in advance from Church subscribed online resource. The Coordinator should email this to the rest of the group by Tuesday to ensure sufficient copies are printed.
2. Teachers should arrive by 10.30am, to set up the class and check all materials are ready.
3. Teachers ensure all new children complete registration form and/or inform Coordinator if any new children attend their class.
4. Report any perceived disruptive behaviour to the Coordinator.
5. Ensure all children are brought back into Church at the end of class.

Duties of Friday School Assistant:

1. Assistants should be in Church by 10.30am to set up the class and check all materials are ready.
2. Take the attendance.
3. Assist the teacher in all class activities.
4. Accompany any child needing to use toilet.
5. Report any perceived disruptive behaviour to the Coordinator.
6. Ensure all children are brought back into Church at the end of class.

Friday School Teacher & Assistant

Loving



Start **children** off on the way they should go, and even when they are old they will not turn from it.

Proverbs 22:6

PLEASE NOTE:
To take part in this ministry, you will be required to undergo mandatory "Protection of Vulnerable People" training.

EpiQ Youth Group Facilitator

This ministry involves organising and leading the EpiQ Youth Group. Facilitators must embody the values of Jesus in their private and public life. They must regularly attend Church, read the Bible and share their life with God in prayer.

Ministry of an EpiQ Youth Leader:

This is one of love and concern for young people and is about helping them in their Christian faith. This ministry might occasionally be frustrating – but it should also be fun, challenging and rewarding, all at the same time. This is genuinely an opportunity to become a fisher of young men and women.

Description of Duties:

1. Pray for the youth group and the ministry.
2. Care, encourage and build personal relationships with youth group members (1 Thess 2:8).
3. Attend Facilitator training events & meetings, sharing a meal at least once per term.
4. Assist in off-site events.
5. Attend at least a third of weekly scheduled meetings per term and lead or assist Bible Study, games, activities, music etc.
6. Be properly prepared for activities you have agreed to lead, conduct or assist.
7. Inform Coordinator as soon as possible if you're unable to attend an event for which you are on the rota.
8. Make youth group a priority ministry after family, over and above any other Church ministry that may clash.
9. Maintain strict confidentiality in all matters shared during EpiQ encounters. The only exception to this is when a group member needs professional counselling. This should be conveyed to the Coordinator and Priest/s for referral, via parents, to qualified counsellors.

EpiQ Youth Facilitator

Caring



Let no one look down on your **youthfulness** but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe. "

1 Timothy 4:12

**PLEASE NOTE:
To take part in this ministry, you will be required to undergo "Protection of Vulnerable People" training.**

Leading Small Adult Groups

This ministry involves coordinating and leading a small Church group such as a Bible Study or prayer group. The group is hosted by the leader, or in someone else's house by another host.

Ministry of a Leading Small Adult Groups

Foster a sense of community and belonging, enable people to form relationships and provide a safe forum for them to ask questions.

Description of Duties:

1. Lead small adult Church groups e.g. Bible studies and prayer groups.
2. The group meeting may be held in your or someone else's home.
3. The group leader will usually prepare materials for study and prayer or organise a speaker. The group may decide to rotate these responsibilities between its members.

Adult Groups

Leading



If your gift is ...

teaching,

then teach; ... if it
is to

lead,

do it diligently

Luke 12:27

Fellowship Ministries

Social Committee

This ministry involves developing strong and loving relationships in order to grow our Church community.

Ministry of a Social Committee member:

- Provide opportunities for members of the Church family to gather together and get to know each other better;
- Develop a sense of community and caring.
- Promote friendship and, ultimately, deep care for members of our community.

Description of Duties:

1. As a member of the Social Committee, help organise social activities in Church life to form become a genuine community.
2. Contribute thoughts and ideas on how to create successful events and other ways of getting members of our church family to socialise and get to know each other better.
3. Assist with efficient event planning, including logistics, event details and identifying all the tasks needing to be done.
4. Provide refreshments for social activities.
5. Organise and lead activities, including games, sports and educational opportunities.
6. Be a warm and friendly presence in the community and at social events, reaching out to people and helping to make connections between them.

Social Committee

Togetherness



And let us consider how we may spur one another on towards love and good deeds, not giving up **meeting together,** ... but encouraging one another

Hebrews 10:24-25

Refreshments

This ministry involves catering after the Friday morning service in Corinth Hall or in Epiphany Room after the Sunday evening service, as a way of fostering a caring Church community.

Ministry of serving refreshments:

- An effective way of getting to know new people, by sharing food and drink with them.
- Practising and sharing Jesus' teaching in a practical way, providing an opportunity to see, feel and understand God's presence in our lives.

Description of Duties:

1. The Anglican Centre has two tables set up in Corinth Hall. Two tablecloths are available in the Church office to cover the tables.
2. Arrive at the Church office between 10am and 10.15 on the day.
3. Fill the large water boiler/urn, which is kept in the Church office kitchen, and switch 'on'.
4. The Church provides coffee, tea, milk, sugar & paper cups and should be available in the church kitchen. The milk is kept in the fridge.
5. The Anglican Centre supplies the large water container.
6. After receiving Communion, go to the Church office to collect and bring the refreshments to Corinth Hall and place them on the tables provided. Do not forget the tablecloths.
7. A trolley is currently being used to transport the boiler/urn from the Church office to Corinth Hall.
8. Please be very careful when moving the boiler / urn as the water inside will be very hot.
9. After refreshments, ensure that the water boiler/urn is returned, with the trolley, to the Church office. There is no need to empty the boiler/urn, as the Tamil congregation will use any remaining water in the evening.
10. Return the tea, coffee and sugar to the office and the milk to the fridge; and wash the cups, spoons and serving trays.
11. Clean the tablecloth with a wet tissue or cloth, roll it and leave it in the office kitchen.
12. Ensure the space we occupied in Corinth Hall is cleared and any rubbish/garbage is put in the appropriate containers
13. Remember Corinth Hall belongs to all the worshippers in the Anglican Centre.

Serving Refreshments

Nourishment



Taking the five loaves and the two fish and looking up to heaven,
he gave thanks and broke them. Then he gave them to the disciples to distribute to the people.

Luke 9:16

Hosting Small Church Groups

This ministry involves hosting small Church groups in your home, such as a Bible study or prayer group. This group may be led by the host or by another leader (refer to the sheet on Leading Small Adult Groups Ministry).

Ministry of a Small Church Group Host:

Foster a sense of community and belonging, enable people to form relationships and provide a safe forum for them to ask questions by opening your home to the group.

Description of Duties:

1. Make your home available to a Church group.
2. If willing, lead one of these groups in your or someone else's home.
3. Organise refreshments; provide tea, coffee and soft drinks; set up a rota for bringing food.

Hosting small Church groups

Meeting together



For where two or three
gather
in my name, there
am I with them.

Matthew 18:20

Appendices

Appendix 1: Our Personal Vocation

Each of us needs to build our personal and Church vocation in order to be Christ's community in this desert country. Personal vocation is the response to the call of God to seek the Kingdom of Heaven on Earth and to live the life of Christ.

Vocation is the response by the whole people of God, the Church community. Our words and actions are our response to the call of God in our life. Vocation is, in a deeply spiritual sense, the simple recognition of what has already been given to of us.

Personal vocation is to answer the question through prayer, reflection, and grace as to what God want me to do with my life today as a part of the Church of Epiphany.

The Holy Spirit enables each of us within the Church community to identify with the footsteps of Christ who continues to walk the earth amongst the hearts of those who know their need of God. Christ's footsteps are also found amid the joys and sorrows of all who live in the reality of the tears of the cross and the joy of the Resurrection. Irenaeus once put it like this "Where the Spirit of God is, there is the Church and every kind of grace."

Appendix 2: Our Community

The purpose of the Church of Epiphany is to share the love of Christ with one another and with visitors and strangers. For that to happen, we need to build relationships of depth. The Church community can offer a person the freedom from isolation and a renewed sense of acceptance and belonging, in a warm-hearted way.

The sole reason for someone to want to become a part of the Church is so that the stranger may become a friend of Jesus. In building the community of the Church we're invited to embrace, as brothers and sisters, the love of Christ in the timeless dance of the Resurrection with the Church, even in the midst of suffering. The Church of Epiphany can have no mission with Christ unless we built community through God's Grace.

Appendix 3: Our Mission & Values

Our Mission:

Our mission is to reach out with the love of God to all non-Muslim expatriate families, workers and others in the Christian communities.

Our Church mission is deeply rooted in our Church purpose to live the life of Christ here in the desert together, through being true to our Church vocation and values.

The reason for living this life here is because we are loved by God.

Our Church mission is always to be relationship-orientated rather than need-orientated.

Our **mission motto** = Be Connecting > Caring > Committed

Our Values:

Extravagant Enrichment, Passionate Generosity, Empowering Justice, Transforming Beauty, Liberating Meaning.

Our **value motto** = Enrich life.

Appendix 4: God's Calling & Your Purpose

Your personal gifts, passion and abilities should determine where and how you use them.

Jesus as a Servant

For even the Son of Man came
not to be served but
to serve...

Mark 10:45



Appendix 5: Welcome Card Process

1. Newcomer completes the Welcome Card at the service.
2. Duty Warden leaves Welcome Card on Secretary's desk after service.
3. Secretary enters details into spreadsheet tab for Newcomers on Sunday.
4. Secretary forwards contact details and any notes on the card (e.g. new to Qatar, would like to know more about...) to the People's Warden on Sunday.
5. People's Warden sends a welcome email (see example below) to visitor copying:
 - a. Cultural Ambassador for that country;
 - b. Friday School Coordinator if there are children aged 3 – 12 listed on the card;
 - c. Epic Youth Coordinator if there are children aged 13 – 18 listed on the card;
6. If applicable, Friday School Coordinator and/or Epic Youth Coordinator contact the newcomer to give them information on Friday School and EpiQ Youth Group.
7. Cultural Ambassador for that country contacts the newcomer, welcomes them and offers to meet them in person at next Church service.
8. Once a quarter, a meeting will be held for newcomers after a Friday morning service. The purpose is to introduce the clergy and wardens to the newcomers, to present information about the Church and to allow newcomers to ask questions. A sample Agenda can be found below.

Welcome Card

Welcome to Church of the Epiphany!
Please tell us about yourself!

Date _____ Service _____

Name _____ Spouse's name _____

Email _____ Mobile phone _____

Family Members

Name _____ Age _____ Name _____ Age _____

Name _____ Age _____ Name _____ Age _____


Is your spouse in Doha with you? Yes No Are your children in Doha with you? Yes No

Where do you live in Doha? _____ Home Country _____

New to Qatar First time visitor to Epiphany Returning member of the congregation

Would you like a visit from a church priest/ lay leader What would you like to know more about

Thank you & God Bless!



E-mail to newcomer template:

The following is a template to be tailored to each newcomer, depending on what they filled in on their card. For example, if they didn't list children or they stated their children were not in Doha with them, the text about Friday School and EpiQ Youth Group should be deleted. Text can be added to address any queries on their card.

Dear *Newcomer*,

Welcome to the Church of the Epiphany! We are very glad that you could join us for a service and that you filled in our visitor card. You indicated on your card that you have children in Doha with you. I have copied our Friday School coordinator, Shammi Michael, on this e-mail so she can contact you with information about the Friday School for NAME (who you indicated is X years old). OR You indicated on your card that you have teenagers. I have copied our EpiQ Youth coordinator, Jaywant Michael, on this e-mail so that he can contact you with information about the EpiQ Youth Group. We also have a cry-room on the right hand side of the Church, between the Vestry and the front of the Church. You are welcome to make use of the cry-room for feeding or if NAME needs attention.

Please note that if you take Communion in your own Church at home, you are welcome to take Communion in our Church, even if you are from a very different Church or denomination. All Christians are welcome at our Communion altar.

In our Church we have what we call Cultural Ambassadors - people from the same country or region who are involved in the Church and can meet you at a service and introduce you to more people. The Cultural Ambassadors for [Country] are [Names]. I have copied them on this e-mail so that they can contact you. If you would like to meet them, please let me know and we can organise to meet after Church one day.

We also have a weekly e-mail newsletter. Please let me know if you'd like to receive it each week.

Finally, please let me know if you'd like to become a member of the Church, either now or at a later date when you feel ready to join. In the meantime, we'd love you to join us at our services.

Please let me know if you have any other queries. Otherwise you can find out more information about the Church on our website (<http://social.epiphany-qatar.org>) or Facebook page for members (<https://www.facebook.com/groups/epiphanydoha/>) or Facebook page for non-members (<https://www.facebook.com/churchofepiphanydoha/>).

I do hope you will join us again.
Blessings - Beth

Sample Agenda for newcomers' meeting

(Global to local i.e. start with community and end with congregation)

1. Religious complex
 - Churches
 - Car parks
2. Anglican Centre
 - Run as separate entity
 - Number of congregations & make-up
 - Number of people each Friday
3. Church of the Epiphany
 - a. Priests & wardens
 - b. Services & congregations
 - c. Youth programmes
 - d. Cultural ambassadors; Social; Outreach
 - e. God's calling (speak to Beth if want to be involved)
 - f. Giving to God (speak to Jaywant if want envelopes / deposit details)
4. Q&A

Appendix 6: Names of Leaders

| | |
|------------------------------|---|
| Parish Priest: | Fr. Paul Davies |
| Priest: | Fr. Jebaraj Devasagayam |
| Church Secretary: | Betty Seruwagi |
| Chaplain's Warden: | Jaywant Michael |
| People's Warden: | Beth Stevens |
| Church Council: | <p>Treasurer: Allen Paul Secretary: Margaret Douglass Councillors:</p> <ul style="list-style-type: none"> Christiana Nwandu Clifford Chigwand Dharmaraj Y Graeme Lauber Joseph Sargunam Mammen Thomas Manoj Abraham Mary Mulqueen Mike Anwana Osoro Omamoke Richard Ward Shinoo Ninan Togar Hasibuan |
| Cultural Ambassadors: | <p>Coordinator: Randall Rhodes Australia & New Zealand: Ian Nicholson Canada: TBC India: Shinoo Ninan & Mammen Thomas Indonesia: Togar Hasibuan Kenya: David & Elizabeth Kamau Multi-cultural: Barney & Beatrice Ong Nigeria: Osoro "Fred" Omamoke South Africa: Randall & Rochell Rhodes Sri Lanka: Joseph Sarguman Uganda & East Africa: Betty Seruwagi UK & EU: Helen Bull USA: Tom Hawkins and Marcia Carlson West Africa: Patricia Thompson Zimbabwe: Faith & Clifford Chigwanda</p> |
| Church Music/Choir Director: | Togar Hasibuan |
| Dance Ministry: | Sally Davies |
| Choir and Musician: | Togar Hasibuan |

| | |
|---|-----------------------------------|
| Flower arrangement ministry: | Sally Davies |
| Bible Readers: | Beth Stevens |
| Greeters: | Beth Stevens |
| Audio/Visual: | Omamoke Osoro |
| Acolyte Ministry: | Fr. Ian Nicholson |
| Counting the Offering Ministry: | Allen Paul |
| Altar Guild: | Jessy George |
| Taking the Elements: | Beth Stevens |
| Church Host: | Beth Stevens |
| Leading Prayers in Church: | Fr. Paul |
| Outreach Committee: | Mary Mulqueen |
| Friday School Teacher / Assistant Ministry: | Shammi Michael |
| EpiQ Youth Facilitator Ministry: | Jaywant Michael |
| Leading small adult groups: | Fr. Paul Davies |
| Social Committee Ministry: | Ozzy Nwandu |
| Refreshments Ministry: | Joseph Sargunam |
| Hosting Small Church Groups Ministry: | Fr. Paul Davies / Jaywant Michael |