

# St. Stephen's Episcopal Church Programs & Ministries



## *St. Stephen's Episcopal Church*

Brothers and Sisters in Christ Jesus,

We are all baptized by the one Spirit into one Body, and given gifts for the common good. We ask that you prayerfully consider using your gifts for the building up of the Body of Christ in this place and in our community. This booklet contains some of the many ministries of St. Stephen's — ways in which your gifts might be utilized.

*Canon Wilmot—a son of God*

**THE REV. CANON DR. WILMOT T. MERCHANT, II, RECTOR**  
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# St. Stephen's Episcopal Church Programs & Ministries

**Serving God by demonstrating our love for him.**

## **Flower Guild**

The ministry of the Flower Guild is to enhance the beauty of our worship and communal space. Anyone who wishes to be involved in this ministry and is willing to learn floral arranging is invited.

## **Greeters and Ushers**

A Greeter is the first person at our church (worship) entrance who welcomes visitors when they enter. Our Greeters encourage our visitor (s) to get a nametag and sign our guest book. First-time visitors are given a gift bag after worship. Greeters also serve as Assistant Ushers, helping with the offertory and directing congregants to the communion rail. After worship on Sunday, Greeters collect the nametags to replace them on the nametag racks. Greeters also serve at special times, such as funerals and weddings.

Just like the Greeters, the Ushers welcome, direct and assist worshippers as they enter the Church. The ushers are responsible for distribution of worship bulletins, bringing the elements to the Altar rail, the offertory collection and for directing parishioners at the time of distribution of communion. The ushers also assist by collecting bulletins that are left in the pews or bookrack, after the service.

## **Fellowship Ambassadors**

This ministry calls for individuals willing to invite our visitors to coffee and fellowship hour. In light of the fact that our church and parish hall are in two different buildings, it is very important for us to invite and escort visitors to the parish hall and to introduce them to other parishioners.

## **Worship Ministries**

### ***Acolytes***

The ministry of assisting in worship goes as far back as the Old Testament: Samuel assisted Eli in worship and Elisha assisted Elijah. This tradition continued to the present day as the honored office of Acolyte. Acolytes serve clergy in celebrating the Holy Eucharist and other rites of the Church by working as torch bearers, flag bearers, crucifers, and Altar servers.

We welcome both adults and youth to this ministry at the 8:00 and 10:30 am services and on special occasions. Training classes are held to teach and refresh those as they begin their service as Acolytes. Those called to this ministry should be willing to be prompt, attentive to detail, and able to work as a team member.

### ***Altar Guild***

The Altar Guild works diligently behind the scenes caring for our altar and preparing it for worship services. Members are responsible for Sunday services and any special Eucharistic services such as weddings, funerals, baptisms, and other Church celebrations. This ministry is a wonderful way to understand more about our Episcopal worship traditions.

### ***Lay Readers, Lectors, and Chalice Bearers***

Lay Readers and Chalice Bearers read the lessons, lead the Psalm, read the Prayers of the People and assist the clergy in the distribution of the Body and Blood of Jesus Christ. Because we do not assign acolytes for the Sunday 8:00 am service or the Wednesday 12:00 Noon service, the Chalice Bearer/lay reader is trained to serve as an acolyte for these services. If you attend worship services regularly, have a love for liturgy, a teachable spirit, and a desire to work with a team, this ministry may be a good way for you to serve God.

Lectors do not gown or walk in the Processional, but may be scheduled to read the Old Testament reading or Prayers of the People. A Lector does not have to be licensed. He or she is allowed to read at any time during the worship service.

Since the beginning of congregational worship services, communities have chosen persons for the task of reading Scriptures and prayers in worship. Both Lay Readers and Lectors act as vehicles for God's Word when they effectively read Scripture during worship services.

### ***Music***

Music is an important ministry at St. Stephen's. Choir, soloists, instrumentalists, and a seasonal concert series provide inspiration for worship and special events. Chancel Choir presents an Offertory Anthem at the 10:30 services. Organ, piano and instruments lead the congregation in song. Chancel Choir meets on Wednesday evenings at 5:30 pm in the Choir Room. During summer months, our choir has a well deserved vacation and music is provided by soloists. We always welcome new members into our music program.

## **Demonstrating God's love for each other *within and outside* our church family.**

### **Adopt-A-Beach Access**

St. Stephen's "adopted" the 12th Avenue North Beach Access. Volunteers clean up the parking area, beach, and dunes on a regular basis.

### **Aid for Students**

Students in local schools may have emergency needs of hygiene items or clothing that the school system does not provide. We work with guidance departments of local schools to supply these items.

### **American Red Cross Blood Drive**

Periodically throughout the year, St. Stephen's provides space for the American Red Cross to hold community blood drives.

### **Christian Education**

#### ***Adult***

St. Stephen's is interested in accommodating any individual or family at any point on their Christian Journey. Group Adult Christian Education classes are held at convenient times throughout the year to support you in your spiritual journey.

#### ***Children and Youth***

St. Stephen's has traditionally provided Sunday School or Children's Chapel for our children and youth. While we currently do not have enough children in the congregation to provide this ministry, we hope there will be a future need for Sunday School teachers. If you feel led by God to teach Sunday School you can become prepared. All the resources you will need are provided and there will be workshops to assist you in this ministry. Because of the nature of this ministry, there are background checks and Diocesan on-line classes that must be completed before one can serve in this ministry.

### **Coffee Hour**

The primary purpose for Coffee Hour is to allow fellowship time for parishioners and visitors. This ministry calls for individuals who are willing to host the fellowship hour by helping to prepare the trays of refreshments and hosting the fellowship on Sunday morning. The Parish Life Commission oversees this ministry.

## **Episcopal Church Men (ECM)**

All men of the church are members of ECM. They meet periodically for spiritual growth and fellowship and guest speakers are invited.

### ***Cox's Corner***

Named after one of our beloved parishioners, "Cox's Corner" is the Hot Dog/Hamburger Stand during our Rummage Sale. This is a service activity to provide good quality food and beverages for our Rummage Sale volunteers and customers, as well as a fund-raising effort for the ECM. ECM also cooks for the golfers and workers at The Annual Rich Jacobs Memorial Golf Tournament held at Arrowhead Country Club.

### ***Valentine's Celebration***

At this event, the men serve the women of the church for a Valentine's Day dinner and dance, which is typically one of the year's best attended events.

## **Episcopal Church Women (ECW)**

Any woman who is a member or affiliate of St. Stephen's is automatically a member of the ECW. St. Stephen's Episcopal Church Women offers programs of worship, study, service and fellowship as well as opportunities for development of ministries to strengthen their own spiritual lives.

***Annual Cookie Walk*** is an Episcopal Church Women fund raiser in December that enables ECW to support their outreach efforts.

***Woman/Women of the Year.*** Every year, St. Stephen's parishioners nominate a woman or women they believe should be recognized for their service to the parish and the community. This event is sponsored by ECW and a presentation is made during our Annual Parish Meeting in January.

## **Funeral/Memorial Service Ministry**

At St. Stephen's, we offer companionship and support to those whose loved ones have died, helping them to plan a funeral or memorial service that will celebrate the life of their loved one. The liturgy, music, flowers, worship bulletin, and reception are all a part of this planning process.

## **Mobile Meals of the North Strand**

Mobile Meals of the Grand Strand has three sub-groups, Mobile Meals of the North Strand, Mobile Meals of the South Strand, and Mobile of Myrtle Beach. Mobile Meals of the North Strand delivers nutritionally balanced meals to individuals in Little River and North Myrtle Beach. The ministry requires only a few hours and is always humbling and rewarding. This ministry was started by St. Stephen's and other community churches years ago and we continue to support it financially along with volunteers to rotate every 7-8 weeks with other churches and organizations to deliver meals. Canon Merchant is the President, and St. Stephen's office is home base for phone calls and administrative duties.

## **North Strand Helping Hand**

NSHH distributes food, clothing and other items to those in the community who need a "helping hand." St. Stephen's has been designated the "Rice Church" by NSHH. Over and above the collection of rice, St. Stephen's contributes financially and otherwise to the ongoing ministry of NSHH. Parishioners are encouraged to bring one pound bags of rice to be donated to North Strand Helping Hand ("NSHH") whenever able. Canon Merchant is a member of the Board.

## **Outreach Feeding Ministry**

Our Outreach Feeding Ministry prepares and delivers nutritious hot meals every Saturday afternoon for residents, staff, and volunteers of the North Strand Housing Shelter and Sea Haven Youth Crisis Center.

## **Pastoral Care Ministry**

The "St. Stephen's Pastoral Care Ministry" encompasses the following three ministries.

***Eucharistic Visitors*** – Parishioners who have been licensed to bring the Eucharist to other parishioners who cannot worship with us regularly because of their health. From time to time, parishioners may request the visit of the Priest, or a Eucharistic Visitor.

***Drivers*** – parishioners who are willing to drive other parishioners to church, doctor's appointments, or run other errands; and

***Pastoral Visitors*** – parishioners willing to visit those who are home-bound, in an assisted living facility, nursing home or in the hospital. These volunteers are visiting



on behalf of the parish, but not taking communion. There may be times when these volunteers will visit in order to give the existing caregiver a respite so that he or she may have some time away.

There may be an overlap among these groups, however, it is our hope to continue to connect with parishioners unable to worship with us regularly. This also provides various opportunities for parishioners who wish to volunteer in a way they feel most comfortable.

The Holy Eucharist is available for individuals or families who are unable to worship at St. Stephen's Church during regularly scheduled services due to age, illness, or other debilitating life circumstances. The Lay Eucharistic Ministers are licensed by the Bishop of South Carolina in order to serve in this capacity. The Ministers work in teams of two in order to bring the Eucharist to parishioners. Ongoing training and workshops are offered for those who are interested. **Drivers and Pastoral Visitors must undergo Diocesan training and be approved by the Episcopal Church in SC through a background and DMV check.**

### **Prayers & Squares Prayer Quilt Ministry**

The Prayer Quilt Ministry was established as a way for our congregation to express our love and prayers for members who are in need of support and prayers. They meet monthly in the Parish Hall to create the quilts. After the quilt is completed, it is blessed by our Rector. During a worship service members of the congregation are invited to tie a knot and say a prayer for the individual that the quilt was created for. You do not have to be a quilter to join the group. There are many tasks, other than the actual sewing, to be done. The group provides fellowship for its members while providing support for our church family.

### **Prayer Shawl Ministry**

Prayer shawls are available in the Narthex to bring comfort and joy to our elderly, ill, shut-ins, anyone who would enjoy such a gift. This is a ministry for someone who likes to knit/crochet, and all shawls are blessed by Canon Merchant.

### **Rummage Sale Ministry**

The Rummage Sale Ministry has been a part of this parish since its beginning. It has grown over the years to become a major event in the life of the parish. The net proceeds of the rummage sale are used for outreach and parish operations. The preparation for each sale is an ongoing process of collecting, sorting, pricing, and

storing — requiring MANY hands! It is a wonderful weekly fellowship on Tuesday mornings and the first Saturday of every month.

### **The Rich Jacobs Memorial Golf Tournament**

In partnership with the Myrtle Beach Golf Desk our parish hosts a PGA sanctioned Pro-Am Golf Tournament which has now become a Memorial to Rich Jacobs, a beloved parishioner. The net proceeds from this event over the years have been given to a number of charities on the Grand Strand. Volunteers sell sponsorships and work at the tournament selling raffle tickets, placing tee signs, and furnishing food and drink for the golfers.

### **Maintaining and Caring for our Church home.**

#### **Church Historian/Archivist**

The witness of our own Church history provides a wealth of information of where we came from into the body we've become. There are many photographs and articles which need to be kept organized.

#### **Columbarium**

Our Columbarium is located between our church building and parish hall. The Bell Tower, niches, and surrounding grounds are maintained by the Columbarium Fund. A pet cemetery (for the interment of ashes) and memorial wall are located behind one of the columbarium walls.

#### **Communications**

##### ***Church Photographers and Videographers***

We currently have a small dedicated team who video records Father Merchant's sermons and photographs various parish events. Having up-to-date videos and photographs to post on Facebook and/or our website is critical to letting the world know who we are and what to expect when they visit.

##### ***Social Media***

A Facebook page is maintained for the church, and Rummage Leadership maintains a Facebook page for the Rummage Ministry. Whether it is Father Merchant's sermons, or pictures and comments about our various outreach efforts, musical events, social happenings, celebrations, etc. the content serves to paint a picture of who we are and what we represent.

### ***Website***

Our website [www.ststephensnmb.com](http://www.ststephensnmb.com) or Facebook is likely the first look a person gets of St. Stephen's Parish. We strive to keep this site updated, which hopefully will lead to a visit to our Church. The website is a readily available source of all kinds of information about St. Stephen's including location, service times, what to expect when you visit, a history of the church, etc. It also contains a number of links aimed at making it easier for our parishioners to access resources, such as, the church calendar that the office maintains, the Sunday Announcements, the Anglican News Service, The Episcopal Church in SC, etc.

### **Finance Committee**

This ministry works closely with the Vestry, monitoring where we have been, where we are, and where we are going financially. This Committee meets monthly and reviews the finances of the parish.

#### ***Treasurer***

The Treasurer is elected by the Vestry for a term of one year and may serve successive one-year terms. It is the duty of the Treasurer to receive all contributions and assessments for the support of the Parish. The Treasurer submits a monthly written report of receipts/disbursements for the previous month and year to date. Additionally, the Treasurer submits an Annual Report at the Annual Meeting. The Treasurer is a steward who serves under the direction of the Vestry.

#### ***Weekly Counter Ministry***

Each Monday, a team of 3 parishioners counts the collection and makes the deposit. Each week, the Financial Secretary records all of the giving for the week, and double-checks the counter's entries of giving.

### **Nominating Committee**

Each year, three parishioners rotate off of our vestry. These three form a Nominating Committee who are responsible for preparing a slate of prospective vestry members and delegates to the convention. Their commission is to direct, represent and guide our church members in the path of our mission, vision and growth.

## **Office Support**

This ministry supports our Administrative Assistant by answering the phone, answering the door, running copies and using administrative talents as needed in the church office. No specific qualifications are needed, and only one morning per month is necessary.

## **Parish Council**

The Parish Council is comprised of all the lay and ordained leaders of the parish, i.e., Vestry, leaders of the ECW, ECM, DOK, Boards, Commissions and Committees. The Parish Council meets regularly to share and discuss issues and concerns of the parish. The Parish Council does not have authority to make decisions, but may recommend issues to the Vestry for consideration.

## **Parish Life Commission**

The Parish Life Commission keeps supplies in our kitchen and coordinates activities surrounding our Parish Hall. They also prepare refreshments for the weekly coffee hour and for other special functions of the parish such as fellowship on the Fifth Sunday, funeral receptions, etc.

## **Parish Hall Rental Committee**

The Parish Hall Rental Committee oversees rental of the parish hall for wedding receptions, HOA/POA meetings, social events, educational events, etc.

## **Property Commission**

Through this ministry, our buildings and grounds are maintained and improved. In addition, our “furniture” (tables and chairs) is moved by volunteers to accommodate various meetings and affairs we host.

## **Triple T Commission (Stewardship)**

Time, Talent, and Treasure “Triple T” is St. Stephen’s form of the stewardship ministry. This ministry encourages parishioners to have an open heart in the ways in which they give to the parish by way of their time, their talents, and their finances. Every one of us has something to offer and by way of our giving, we help to create a church family.

## **Trust & Endowment Board**

This Board oversees all of the endowment funds of our parish. The Board meets quarterly or, as needed, to review the performance of the funds. Members of the

Board are elected for a 3-year term and they cannot be re-elected until after a one-year hiatus. The Board has an Ad Hoc Committee that is available to assist in the transfer of stock as annual pledge payment. The Committee will also work with you if you choose to leave St. Stephen's in your will.

### **Vestry**

The Canons of the church give exclusive authority over the fiscal affairs of the parish to the Vestry. But, Vestry members are also spiritual leaders who are committed to building up the Body of Christ so that it can be an effective instrument of mission and ministry in the world. There are nine (9) Vestry members and two (2) of the nine serve as Wardens. A Vestry member is elected to a three (3) year term, and cannot be re-elected until after being off the Vestry for one (1) year.

## *Who to Contact*

### **Serving God by demonstrating our love for him.**

Flower Guild.....	Lesley Clark, 843-267-1533
Greeters/Ushers (8:00 am) .....	Bud Nelson, 603-404-0847
Greeters/Ushers (10:30 am) .....	Peter Fellows, 704-619-9036
Fellowship Ambassadors .....	Pete & Betsy Barr, 304-904-2040
Worship Ministries	
Acolytes (10:30 am).....	Cathy Fellows, 704-619-4745
Acolytes (Youth) .....	Joe Lenhard, 843-685-0562
Altar Guild .....	Carolyn Huyck, 843-315-9246
and Elaine Guillot, 631-944-2252	
Chalice Bearers, Lay Readers/Lectors:	
(8:00 am) .....	Babs Raley, 703-893-8330
(10:30 am).....	Cathy Fellows, 704-619-4745
Music .....	Roberta Rowland-Raybold, 607-282-2350

### **Demonstrating God's love for each other *within and outside* our church family.**

American Red Cross Blood Drive .....	Office, 843-249-1169
Christian Education (Adult) .....	Father Merchant, 843-249-1169
Coffee Hour.....	Betsy Finamore, 843-287-2056
Episcopal Church Men.....	Pete Barr, 304-904-2040
Rich Jacobs Memorial Golf Tournament:	Henry Saunders, 843-450-7461
Episcopal Church Women.....	Anne Seeley, 540-588-8341
Funeral Service Commission .....	Cathy Fellows, 704-619-4745
Funeral Remembrance DVD/CD.....	Scott Dilliard, 843-390-5667
Mobile Meals.....	Wyck Richards or Bernie Walsh, 843-582-3666
North Strand Helping Hand.....	Bruce & Donna Wilt, 843-280-7457
Outreach Feeding Ministry .....	Bill DiMartini, 610-724-8960
Pastoral Care .....	Ron Hall, 843-280-0766, and Sally Davis, 843-249-9768.

Prayers & Squares Quilt Ministry.....Betty Berginski, 843-283-3306  
 Prayer Shawl Ministry ..... Cheri Spence, 804-241-4105  
 Rummage Sale.....Mike Raley, 540-850-9047  
 Sue Crouch, 774-526-6040, Donna Walsh, 631-560-6597,  
 Donna McElveen, 843-602-7980, Wyck Richards, 843-582-3666,  
 and David Huyck, 440-812-7681.

### **Maintaining and Caring for our Church Home.**

Church Historian/Archivist..... Henry Saunders, 843-450-7461  
 Columbarium ..... Eileen Carzon, 843-222-2417  
 Communications  
     *Church Photographers/Videographers* .....Joe Lenhard, 843-685-0562  
     Babs & Mike Raley, 703-893-8330, Peter Berthrong, 856-912-1043, and  
     Scott Dilliard,843-390-5667.  
     *Social Media: Facebook, YouTube* ..... Peter Berthrong, 856-912-1043,  
     Babs Raley, 703-893-8330, Scott Dilliard, 843-390-5667, and  
     Joe Lenhard, 843-685-0562.  
     *Website* ..... Office, 843-249-1169  
 Finance Committee ..... Bill Mann, 404-626-4706  
 Nominating Committee..... BJ Mills, 843-314-2028  
 Office Support ..... Peter Fellows, 704-619-9036  
 Outreach.....Betty Berginski, 843-283-3306  
 Parish Council..... Father Merchant, 843-249-1169  
 Parish Life Commission .....Sue Reynolds, 843-222-9835  
     and Anne Seeley, 843-273-4477  
 Parish Hall Rental Committee .....James Ginley, 843-427-7700  
 Property Commission .....Betty Berginski, 843-283-3306  
 Triple T Commission (Stewardship)..... **Position open.**  
 Trust & Endowment..... Jerry Howard, 607-316-7702  
 Vestry Wardens..... B.J. Mills (Senior), 804-314-2028,  
     Betty Berginski (Junior), 843-283-3306

Revised October 2023



**Our Mission**  
is to be one with God and  
humanity in Christ  
by living the Gospel  
with love and compassion.



**Our Vision**  
is to become comfortable  
with Jesus Christ  
and boldly proclaim Him.

For where your treasure is,  
there your heart will be also.

*Matthew 6:21*