



ALL
SAIN'S
CHURCH

Sharing Christ's Love

New Vestry Members Orientation

MINISTRY & ADMINISTRATION
OVERVIEW

JULY 28, 2022



Gather

Matthew Kozlowski



Grow Mac Stewart/Gary Wieder



Adult Education Mac Stewart

Live out your
God-created identity.
Live generously and
graciously toward others,
the way God lives
toward you.

Adult Education

All Saints has been blessed for many years with a congregation hungry for the Word of God. The recent Strategic Plan reflects this deep desire to “increase Biblical engagement” and to “increase spiritual formation and development,” among other growth goals. **The variety and frequency of Adult Education offerings, Bible studies, small groups, and formation events on Sundays and weekdays at All Saints seek to feed this hunger and nurture this desire for growth in Christ.**

Adult Education – Sunday Morning

Adult Education on Sunday mornings has, in recent years, consistently included two main classes, sometimes three (pre-pandemic). The two main classes – usually in Memorial Hall and the Library, respectively – seek to give a well-rounded approach to Christian formation. Normally, one class is *topical*, and examines a guiding theme from several angles through a series of weeks. Examples include the “Salt” series and the C. S. Lewis series this past spring, and a series on the “Healing Miracles of Jesus” the previous fall.

The other class is programmatically *Bible-based* and looks more directly at particular books or themes in Scripture. Examples include Bible Sprints, a study of the theme of “Light” in Scripture, and a recent study of the Old Testament Historical Books.

Both classes, of course, are thoroughly biblical; the difference is just in presentation/organization. Prior to the pandemic, another small group would sometimes gather after the principal worship service in the Parlor to discuss informally the Eucharistic Lectionary readings for the day (i.e., the Scripture readings from worship).

Adult Education – Weekdays

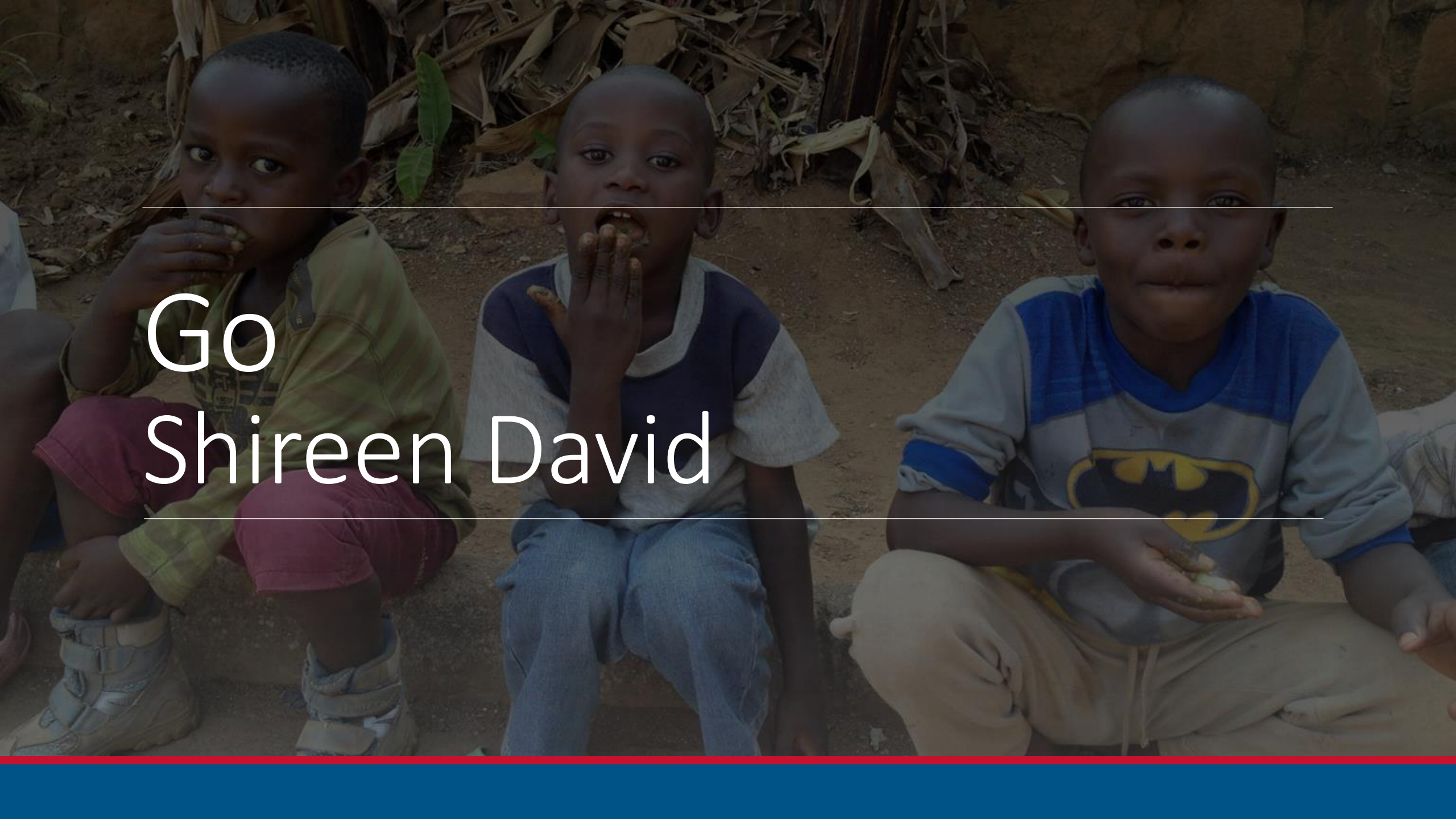
Weekday Adult Formation includes a healthy mix of Bible study and small group formation:

- ❖ Wednesday groups: 11am Ladies Bible Study and a 7pm General Bible Study, each with their own separate topics (usually on particular biblical books); Fr. Matthew's "Men of Virtue" small group at lunchtime; and the "Prayer Furnace" meeting at 6:30pm, a time of robust intercessory prayer for the parish and community.
- ❖ Tuesday and Thursday, morning and evening (7:30am and 6pm): groups gather via Zoom for Morning and Evening Prayer from the Book of Common Prayer.
- ❖ Thursday morning: Chevy Chase Women's Bible Study meets at All Saints.
- ❖ Friday morning: a Men's Bible Study gathers in the Library at 7am.

A family of four is playing mini-golf in a large indoor facility. A man stands on the right, looking at a game board. A woman and two children are on the left, also engaged in the game. The facility has a high ceiling with many vertical support poles and a green artificial turf floor. The background shows a large window or open area with trees outside.

Family Ministry

Gary Wieder



Go
Shireen David

Go

❖ Local

- ❖ Little Lights (Saturday Serve, Coat Drive, Thanksgiving Meals, Summer Lights)
- ❖ Knollwood Military Retirement Community
- ❖ Interfaith Works Women's Center (Rockville)
- ❖ Central Union Mission

❖ Global

- ❖ Zoom Around the World
- ❖ Uganda/Rangers
- ❖ Dominican Republic/Dr. Silvia
- ❖ Rwanda/Bishop Deo and Bishop Sam



Preschool Matthew Kozlowski

Communications

Teri Ballou



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Communications

❖ Goals

As stated in the Strategic Plan, we continue to improve communications and transparency, create a deeper sense of connection in the parish, and to celebrate the work God is doing among us.

❖ Who We Are

- ❖ Teri Ballou – Communications Director – 31 hours
- ❖ Edyta Cousens – Communications Assistant – 28 hours
- ❖ Brad Record – Communications Specialist – 20 hours
- ❖ John Ballance – IT Administrator – 35 hours (split between communications and other IT/AV responsibilities)

Communications

❖ What We Do

❖ Worship Support

- ❖ Bulletins
- ❖ Liturgical support documents
- ❖ Livestream & captioning

❖ Internal Communications & Publicity

- ❖ Weekly & special eblasts
- ❖ Websites updates & calendars
- ❖ Posters & other internal publicity
- ❖ Monthly email newsletter

❖ External Publicity

- ❖ Website
- ❖ Social Media
- ❖ Signage
- ❖ Other external publicity (e.g., *Living Church* articles)



IT/AV
John Ballance

A background image showing a person's hand holding a pen and writing on a document. In the background, there is a white cup and a pair of glasses. The image is dimmed to make the text stand out.

Human Resources/Clerical

Lois McDonald

Human Resources/Clerical

❖ Who We Are

- ❖ Lois McDonald, Parish Administrator
 - ❖ Ellen Kroger, Human Resources Assistant (30 hours)
 - ❖ Matilda Carter-Stokeley, Executive Administrative Assistant (24 hours)
 - ❖ Lucie Lytle, Family Ministry Administrator (20 hours)
 - ❖ Liz Marr, Receptionist (14 hours)
 - ❖ Linanne Breslin, Preschool Receptionist (8 hours)
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- ❖ Robert Half Talent Solutions – Shakeyda Dent, Receptionist (21 hours)

Human Resources

❖ What We Do

- ❖ Assist with recruiting employees
- ❖ Hire the right employees
 - ❖ Employment agreements (preschool employees receive annual contracts)
 - ❖ Onboarding and training
 - ❖ Background checks and Safeguarding training
- ❖ Process payroll (bi-monthly) – 62 employees in 2021
 - ❖ Accurate withholdings
 - ❖ Benefit management (health insurance, FSA, 403(b) retirement, pension, income replacement ins., housing)
- ❖ Facilitate annual reviews
- ❖ Assist in conducting disciplinary actions
- ❖ Maintain employee records (inc. Preschool in accordance with Office of Child Care requirements)
- ❖ Update personnel manuals, documents, and HR forms
- ❖ Assure compliance with all State and Federal laws

Clerical

❖ What We Do

❖ Data Management

- ❖ Realm Database Maintenance
- ❖ Sacraments (paperwork, scheduling, planning meetings, certificates, and parish registers)
 - ❖ Baptisms
 - ❖ Confirmations
 - ❖ Marriages
 - ❖ Funerals
- ❖ Membership Records (transfers in/out, declarations of baptism, welcome letters)
- ❖ Parochial Reporting
- ❖ Lay Licensing
- ❖ Reception Desk Coverage: 9 – 10 Monday through Thursday and 9 – 5 on Friday, as well as special events on weekends
- ❖ Events – planning, set ups, insurance

Clerical

- ❖ Insurance paperwork
- ❖ Prayer list, flower memorials, dearly departed list
- ❖ Clergy and other ministry support
- ❖ Vestry support
- ❖ Volunteer support
- ❖ Parishioner support
- ❖ Archives and permanent records