



St. David's Episcopal Church
3916 SW 17th Street
Topeka, KS 66604

Roles and Responsibilities

I. Name of Ministry Group or Committee

Outreach Core Ministry Group

II. Mission Statement of Group or Committee

To extend the outreach of St. David's Church, bringing the love and grace of Christ to people in need and want.

III. Duties and responsibilities of Chairperson

- a) The chairperson will serve a two-year term from the Annual Meeting following his/her appointment.
- b) He/She will assist the ministry groups within Outreach to fulfill their respective responsibilities.
- c) He/She will meet with the Rector (and Senior Warden when possible) to share the work and gain understanding of upcoming parish events and projects.
- d) He/She will submit timely information for the weekly and monthly parish publications and the parish website.

IV. Areas of Responsibility

a) Community Ministry

- Making small grants to various.
- Reporting on appropriate charity opportunities for the members of St. David's Church

b) Welcoming

- Welcoming every guest and visitor to the parish
- Maintaining a guest book and providing an information card on each visitor (family) and submitting it to the parish office.
- Preparing welcome bags for visitors.
- "Tracking" or following how visitors are received, welcomed and later become participating members of our parish.

c) Let's Help

- Preparing, serving and cleaning up following one meal for the homeless and hungry once per month at Let's Help facility.
- Collecting hats and gloves in October for delivery to Let's Help.
- Serving as volunteers at the clothing bank.

d) Doorstep

- Collecting and delivering food staples, paper products, clothing, school supplies, personal hygiene products, and linens for distribution to needy individuals.
- Providing volunteers at clothing bank and Christmas shop.

e) Servant Shop

- Selling grocery cards to parish members in exchange for a percentage return from merchants
- Selling religious items that relate to St. David's, the Episcopal Church, Christianity and other items deemed appropriate.

- Using profits derived from above activities to distribute to charitable organizations based on a giving plan.

V. Objectives for 2014

- a) The current areas of responsibility will continue.
- b) Meetings in all areas will be held to review what, if any, changes are appropriate and what additional responsibilities should be undertaken.
- c) A concerted effort will be made to determine the members and participants in each area.
- d) A plan will be developed outlining criteria for grants to charities from both budgeted and nonbudgeted (Servant Shop revenue, gifts, etc.) sources.
- e) Strive to recruit younger members and participants in the various ministry areas.
- f) Coordinate welcoming activities with Worship Ministry (Ushers) and Inreach Ministry (Parish Life/Coffee Hour)

VI. List of members of all groups in 2014

- a) Community Ministry—Don Beymer, Chairperson
- b) Welcoming—_____, Chairperson
- c) Let's Help—Diana Allen, Coordinator
- d) Doorstep—Sharon Koepke, Coordinator
- e) Servant Shop—Pam Tregemba, Coordinator

VII. Concluding statement

Outreach and/or its individual areas of ministry will meet as the need arises, at least once per quarter, dates to be decided by the group as determined to be most convenient.

(Revised— 8 OCT 2014)