



Strategic Ministry Plan:
Altar Guild Ministry
St. David's Episcopal Church and School
 Vestry approved date: September 18, 2017

WHAT:

Mission: (Description of the ministry: i.e. purpose and for whom.)

Setting the Communion Table on Sundays and special occasions for the congregation to participate in worship to the glory of our Lord. Making sure that all supplies are up to date, e.g. wine, linen, candles, etc.

Needs Analysis: (Why does St. David's or the greater community need this ministry?)

The Altar Guild is a small group of members who work in teams to bring attention of detail for the services. This includes weddings, funerals and baptisms.

Expected Outcomes: (Prioritize top three to five objectives. Measurements describe when and how a specific outcome will be measured/tracked.)

OUTCOMES	MEASUREMENTS
<i>Increasing members</i>	
<i>Handbook</i>	In Process

HOW:

Goals: [What are the short (1-3 years) and long term (3 to 5 years) goals for this ministry?]

GOAL	DESCRIPTION	TIMEFRAME i.e. year one; years 2-3, etc
New membership		2 – 3 years

Activities: (What activities and events occur in this ministry? Describe activities and tasks that will achieve expected outcomes.)

- Setting up communion for each service 9 am and 11 am.
- Special occasions: Weddings and Funerals.

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 Submitted September, 2017
 Plan Year 2018

- Changing the liturgical colors as needed for the calendar year.
- Placement of the Baptismal Paschal candle for Baptism

Strategy: (What this ministry is, what the ministry is not.)

What it is...	What it is not...
To provide the sacraments for the congregation	

SPIRITUAL DISCIPLINES:

Spiritual Disciplines: (What spiritual disciplines does this ministry support or enhance, i.e. worship, prayer, Sabbath keeping, small group, bible study, tithing, telling your story?)

- Prayer
- Keeping the Sabbath

FINANCIALS:

Resources Required: (What does this ministry need to succeed i.e. money, staff resources, space, supplies, etc.?)

- Money for supplies, as documented below
- Staff support as needed
- Storage space for supplies and cleaning materials

Budget Requests: (Please attach a detailed budget request if you require funds from St. David's to support your ministry.)

See below.

Fundraising: (Plans for fundraising which include the solicitation of or communicating to parishioners events either on or off St. David's campus, must be a component of the vestry approved Strategic Ministry Plan and confirmed by the Fund Raising Committee.)

- Proposed event(s):

EVENT DESCRIPTION	PROPOSED DATE	LOCATION	\$\$ GOAL
N/A			

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Submitted September, 2017
Plan Year 2018

- Potential upfront costs with explanation: N/A

HUMAN CAPITAL:

Ministry Leader(s):

NAME	PHONE NUMBER	ROLE
Margaret Anderson	703-303-3092	Leader

Position Descriptions: (Key positions, assignments only.)

Ministry Budget Request

Item/Activity	Description	New / Recurring Requirement	Current Year \$s	Next Year \$s
Altar Guild	Communion Wine	Recurring	\$1200	\$1200
	Large and small Communion wafers	Recurring	\$400	\$400
	500 per box Lighting Tapers	Recurring	\$40	\$40
	2 – ½ gallon containers liquid wax	Recurring	\$200	\$200
	Votive Candles	Recurring	\$24	\$24
	Cleaning Supplies: Dish soap, resolve, paper towels. This item previously donated by leadership.	Recurring	\$100	\$100
			TOTAL:	\$1964



Ministry Membership Roster

Name	Position	E-mail	Phone
Margaret Anderson	Ministry Leader Team Four	Maggiemay2309@aol.com	703-303-3092
Katie Graham	Team One	fourgrahams@verizon.net	703-618-9197
Carey Getis	Team One	carey@getis.com	703-627-1532
Charlotte Wood	Team Two	charcwood@verizon.net	703-244-8402
Norma Patterson	Team Two	Junepat4@yahoo.com	703-400-5320
Karen Carter	Team Three	karen@mydigitalsite.net	703-724-0919
Susan Smith	Team Three	Sepsm63@outlook.com	703-338-1487
Josie Sheatsley	Team Three	jvsheatsley@gmail.com	804-370-7748
Nancy Erickson	Team Four	n1erickson@verizon.net	703-926-9915

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Submitted September, 2017
Plan Year 2018