



# ALL SAINTS' EPISCOPAL CHURCH

## Ministry Guide

*Here at All Saints',  
we strive to have active and vibrant  
ministries, where talents and passions  
can be used to bring God's grace  
to the living world.*

*Won't you join us?*

*Founded in 1742*  
106 W. Church Street, Frederick, MD 21701  
301-663-5625  
[www.allsaintsmd.org](http://www.allsaintsmd.org)

## ALL SAINTS' CLERGY AND STAFF

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**The Rev. W. Earl Mullins**, Interim Rector

**The Rev. Jessica Holthus**, Associate Rector

**The Rev. Columba Gilliss**, Assisting Priest

**Carroll Howe**, Music Director

**Katie Schwartz**, Parish Administrator

**Alyssia Turner**, Administrative Assistant

**Debora Van Tongeren**, Accountant

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# PASTORAL CARE

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“Pay careful attention to yourselves, and to all the flock in which the Holy Spirit has made you overseers, to care for the church of God, which he obtained with his own blood.

—Acts 20:28

Email the ministry leaders at: [pastoralcare@allsaintsmnd.org](mailto:pastoralcare@allsaintsmnd.org)

The Pastoral Care ministry strives to provide support to the parish community through prayer and care by demonstrating God’s love and presence. The Pastoral Care program is a coordinated effort of clergy, staff and laity to effectively minister to the needs of parishioners. The Pastoral Care ministry is made up of the following functions:

## Pastoral Care Teams

Pastoral Care Teams help meet the pastoral needs of the parish. The Pastoral Care Team co-leaders meet weekly with a member of the clergy to review current needs and updates from the parish. Care teams make sure a list of those requesting prayers is published weekly in the Sunday bulletin. Care teams receive weekly assignments on a rotating basis. They make phone calls, send cards, visit, and offer other types of support. Communication is received regularly through the office and by word of mouth. The weekly bulletin provides instruction on how to contact Pastoral Care Team members. Oversight and education is provided on a

regular basis to the care team members. Effort is made to celebrate and rejoice as well as to provide emotional and practical support.

## Lay Eucharistic Visitors

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Eucharistic Visitors are lay people who are licensed by the Bishop to take communion to our members who are home-bound or in nursing homes and are unable to come to services at the Church.

*O God we ask your blessing on your Lay Eucharistic Visitors as they extend your communion table to include those who are not able to be here in person. We ask that you watch over them and use them as instruments of your love and presence. Amen.*

## Prayer Shawl Ministry

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This group gathers monthly to knit prayer shawls and pray together. The completed shawls are blessed and made available to those who are in need of prayer or comfort.

## Daughters of the King

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The Daughters of the King (DOK) is an order of prayer and service, open to all women in the Anglican Communion. The All Saints' Chapter continues the order's mission to extend Christ's Kingdom through prayer, service, and evangelism.

## Junior Daughters of the King

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The Junior Daughters of the King (Jr DOK) is a group of young women communicants of the Episcopal Church and of churches in communion with it. Founded more than 125 years ago, it is organized as a religious order. Members vow to live a life of prayer, service, and evangelism.

## Columbarium

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All Saints' Columbarium overlooks the beautiful Memorial Garden—an inviting and peaceful spot for meditation. Arrangements for purchase of Columbarium niches are made through the church office.



# CHRISTIAN FORMATION

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“*Jesus is the image of the invisible God.*

—*Colossians 1:15*

Email the ministry leader at: [formation@allsaintsmd.org](mailto:formation@allsaintsmd.org)

Jesus is the image of God, and as Christians, disciples and apostles of Jesus Christ, we strive to be the image of Jesus in today's world. Through “Christian Formation” (education, prayer, study of Scripture) we embark together on a lifelong journey, growing deeper in our faith and relationship with God. All Saints' Christian Formation is made up of Children's Formation, Youth Formation, and Adult Formation.

## Children's Formation

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*“Jesus said, ‘Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs. Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it.’ And he took them up in his arms, laid his hands on them, and blessed them.”*

—*Mark 10:14-16, NRSV*

Children's Formation (traditionally called “Sunday School”) meets on Sunday morning during the school year and provides spiritual education and enrichment for children of all

ages. Nursery care is available during Formation Hour (for infants up to 3 years old) and during Worship services (for infants up to 6 years old). Please refer to the All Saints' website for information on curriculum—[www.allsaintsmd.org](http://www.allsaintsmd.org).

## Youth Formation

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*“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in faith and in purity.”*

—*Timothy 4:12, NIV*

Youth Formation has two components: Sunday morning Formation, and Youth Events. During Sunday morning Formation hour, the Jr. High and Sr. High groups have separate classes in which they engage with Scripture in creative ways and discuss age appropriate topics. Occasionally the two groups join together for special speakers or activities. During Youth Events all youth gather together for fellowship, prayer, worship, service projects, outreach, and fun.

## Adult Formation

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*“Continue to grow in the grace and knowledge of our Lord and Savior Jesus Christ.”*

—*II Peter 3:18, GNT*

Adult Formation is lifelong Christian education and development through study and practice of Scripture, Tradition, and Reason, as well as exploring upcoming and current events. Adult Formation is held on Sunday mornings, as well as at various times in addition to Sunday morning. Other components of All Saints' Adult Formation include the following:

**Forum of Faith** is a lecture- and discussion-based hour where guest speakers, laity, and clergy address a variety of topics, current events, concerns, and more. Some topics may include: Stories of Scripture Illumine our Lives, Transformation through Transition, Episcopal 101, Creative Prayer, and Life transitions. Join the discussion during Formation Hour.

**Early Birds** is an adult formation class held a little earlier in the morning than our other formation, for early risers or 8-a.m. worshippers. Presenting different series throughout the year, Early Birds is an excellent way to learn in a small-group setting near the start of your day.

**20s/30s** is a group of adults in the age bracket, which meets on a monthly basis for a shared meal, fellowship, and faith-based discussion. They also meet during the summer for a fun activity.

**Family Group** is a fledgling ministry which we expect will grow quickly. Families with children come together for conversation, recreation, and social interaction for the children. Outings include playing the park, geocaching, a ‘treasure hunt,’ and more.

**Small Groups** are offered throughout the year meeting at various times (Sunday mornings, evening, during the week) and focus on a particular book or topic. Some topics or themes may include: ancient prayer practices, spirituality and struggle with unemployment, Bible studies, interfaith exploration, forgiveness and healing, etc. Contact the church office for information on the latest group.



# STEWARDSHIP

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“There are different kinds of spiritual gifts, but the same Spirit gives them. There are different ways of serving, but the same Lord is served. There are different abilities to perform service, but the same God gives ability to everyone for their particular service. The Spirit’s presence is shown in some way in each person for the good of all.

—1 Corinthians 12:4-7

Email the ministry leader at: [stewardship@allsaintsmd.org](mailto:stewardship@allsaintsmd.org)

The Stewardship Ministry exists as both its own practicing entity, and as the sum of eleven other, distinct component ministries: the Archives, Audit, Budget and Finance, Buildings and Grounds, Investments, Landscaping and Gardens, Legacy, Memorials Committees, the ‘Over the Hill’ Gang, the Parish Council, and the Vestry.

The primary objectives that these constituent committees share are:

- To encourage the constant recognition and acknowledgment that God is the source of all our earthly blessings.
- To continually generate and encourage the appropriate, Godly response of gratitude by “sharing” our blessings of time, talent, and treasure.
- To oversee the responsible use and management of All Saints’ secular resources.

- To encourage active, member participation in the work of the Church and the All Saints' community.

## **Archive Committee**

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The Archive Committee is responsible for acquisition, cataloging, and filing of documents, pictures, and other items related to the past and current activities of the All Saints' Parish.

## **Audit Committee**

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The Audit Committee reviews parish income and expenses and establishes best practices for managing All Saints' financial resources.

## **Budget & Finance Committee**

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The Budget and Finance Ministry monitors and develops the annual budget for the parish along with tracking notes payables, cash flow position and financial trends for the current and past years. The ministry also oversees the annual audit and makes recommendations for additional income opportunities and methods on ways to reduce expenses.

## **Buildings & Grounds**

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All Saints' facilities are a home to a variety of groups: banquets, worship services, classes, ministry areas and more. Featuring one of downtown's largest meeting spaces, our buildings couldn't run without the loving care of our Buildings and Grounds committee. The team is responsible for keeping our buildings functional, beautiful, and safe, including décor, upkeep, emergency preparedness, and assisting our parish administrator with outside rentals.

## **Bylaws Committee**

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The Bylaws Committee is responsible for maintaining and updating All Saints' bylaws. Working in conjunction with the diocese and the parish, the committee ensures that the bylaws harmonize with the Canons of the Episcopal Church and Maryland Law. This committee is active only if there has been a need expressed to review the bylaws.

## Heritage Society

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The Heritage Society honors those individuals who have provided a gift to All Saints' endowment funds through a bequest in their will, a charitable remainder trust, charitable gift annuity, life insurance or a retirement asset. All Saints' Heritage Society offers its members the opportunity to designate from among several endowment funds where they would like their gift to be used.

## Investments Committee

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This committee oversees the management of the investment accounts of All Saints', which are maintained by a professional investment service.

## Landscaping & Gardens Committee

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This "hands on" committee oversees the planning, planting, and maintenance of the All Saints' grounds including the Church Street Main entry, the Court Street entry, the Memorial Garden, and the beds adjacent to the Black Horse entry. Their efforts are particularly important during the growing season, and typically include designated "garden clean-up days" when they enlist the efforts of all interested parishioners.

## Memorials

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This committee oversees our memorials, including our memorial brick program.

## 'Over the Hill' Gang

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The 'Over the Hill' Gang is a group of retired professionals who meet and work around the Parish Center, taking care of a number of light maintenance and repair projects.

## Vestry

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The Vestry is the elective body which is responsible for setting policies and for oversight of the parish property and finances. At All Saints' the Vestry consists of the Rector and twelve elected representatives. Four members are elected each year at the Annual Meeting to serve a term of three years. The Youth also select a youth representative and an alternate to serve for one year. Parishioners are welcome to come to the Vestry meetings. If you would like to speak at a Vestry meeting, please speak to the rector or Senior Warden in advance of the meeting to be added to the agenda.

# WORSHIP

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“*I, through the abundance of your steadfast love, will enter your house, I will bow down toward your holy temple in awe of you.*

—*Psalm 5:7*

Email the ministry leader at: [worship@allsaintsmd.org](mailto:worship@allsaintsmd.org)

Worship is one of the fundamental parts of a church. It is the time we take out of our week to rejuvenate and invigorate our relationship with God. Our Worship ministries come together to create and enhance the worship experience here at All Saints’.

These little details are what give the worship here its identity—its uniqueness. Come, join us in making the worship here an enriching, wonderful experience for all.

## Worship Coordinators

To make a worship service go seamlessly, there are dozens of moving parts working in tandem. Each Sunday, two Worship Coordinators help make sure that everyone is in their place, knows what to do, and is ready to go. They anticipate issues before they become problems, help fill empty jobs, and often train new recruits. Coordinators also assist with making the vision of the clergy come to life and executing more complex services, such as Christmas or Holy Week.

## Acolyte Corps

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Acolytes provide a wonderful opportunity to be directly involved in our worship here at All Saints'. While mostly youth, any age can be involved in our Acolyte Corps. They assist in worship by bearing the cross, lighting candles, participating in the procession and recession, and more. If you are looking for a way to become more deeply involved in Sunday worship, this may be the ministry for you!

## Altar Guild

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In all of our worship spaces, the altar serves as an important focal point for our worship. Our Altar Guild provides the invaluable service of preparing the sanctuaries for service. They maintain and change the adorning linen with the season, prepare and set the altar, and help to make the sanctuaries beautiful and ready for worship. The Guild performs these duties for regular worship services, in addition to special services such as burials, weddings, or baptisms.

## Chalichists

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Chalichists are trained to bear the chalice during the Eucharist, and to assist the Celebrant during the celebration of the Eucharist. They are particularly visible and important ministers in our worship and at all of our special liturgies, such as Holy Week and other holidays. The role of Chalichist is a special and intimate ministry: helping to feed the people of God with the Body and Blood of Christ.

## Flower Guild

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Part of the team that helps prepare our spaces for worship, the Flower Guild is by far the most fragrant! The Guild members work with the coordinator(s) to purchase and arrange flowers to adorn our spaces, for both regular services and special services such as weddings and funerals. They also fill our spaces to the brim with gorgeous arrangements for Easter and Christmas.

## Lectors

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The Word of God is a gift to all—that's the main mission of the Lector ministry. The lectors read the biblical lessons in front of the congregation each week, in addition to the Prayers of the People. This ministry is ideal for those who enjoy reading, public speaking, or the beauty of the Word.

## Music Ministries

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The Music Ministry fills our worship spaces with the sounds of praise and glory. Can't play an instrument or read music? We have choirs for all ages and skill levels, including a special bell choir, youth band, and more. Join us in the melodies that enhance our worship!

## Ushers

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If you've ever been to a new church for the first time, you know that it isn't always easy to find your way, or to know where to go or what to do. Our Ushers help our worship services flow smoothly, by greeting parishioners, helping them find seats, take communion, answer questions, or give directions.

## The Worship Team

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The Worship Team makes decisions and recommendations about our worship services here at All Saints'. Everything from liturgy, music, schedule, mood and tone are discussed and considered by our Worship Team. If you are interested in having a direct impact on the weekly worship here, please consider speaking to one of our Worship Coordinators .



# ADMINISTRATION

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“Do you see those who are skillful in their work? They will serve kings.

—Proverbs 22:29a

Email the ministry leaders at: [administration@allsaintsmd.org](mailto:administration@allsaintsmd.org)

The Administration Ministry handles the practical, but by no means unimportant, side of church life. From the undercroft to the spire, our Administration team handles staffing, facilities, grounds, and more.

If you have organizational prowess, the gift of language, a passion for personnel, or flair for technology, you may already have a place in the Administration team and not even know it!

Maybe you saw the newsletter, stopped by our website, read an article about us in the local paper, or have strolled through our grounds. It's all part of our Administration ministry, and more.

## Communications

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'Getting the word out' isn't always easy. Whether it is pitching a story idea to the newspaper, writing and providing voice talent for radio announcements, designing publicity plans for large All Saints' events, or helping a ministry area write pro-

motional material, the Communications Committee strives to encourage the flow of information both inside the parish and in the community.

## **Personnel Committee**

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The clergy and staff who work at the church can be an unlikely but important part of what gives the church its flavor. The Personnel Committee helps to draft advertisements for job openings, to interview candidates, and to make decisions and policies regarding the employees of the church. Their efforts are part of what make the team here at All Saints' so special.

## **Strategic Planning**

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A church, like any other organization, can be a living, breathing entity all its own. The Strategic Planning Committee helps shape the vision and direction of All Saints', by examining leadership, growth, goals, and more. They then identify the areas that need forward movement, and work closely with the parish and ministries to make those benchmarks attainable.

## **Website & Newsletter**

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All Saints' website and newsletter are two vehicles that the Communications team uses to help the parish stay connected. The *Saints Alive!* newsletter is published monthly, and the website is updated in real time. If you have any feedback or improvements you'd like to see in these publications, we invite you to contact our Communications team or the church office. If you have any articles or submissions to the website or newsletter, please contact the coordinator.

# OUTREACH

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“Will you seek and serve Christ in all persons, loving your neighbor as yourself? Will you strive for justice and peace among all people, and respect the dignity of every human being? . . . I will, with God’s help.

—Baptismal Covenant,  
*The Book of Common Prayer*

Email the ministry leaders at: [outreach@allsaintsmd.org](mailto:outreach@allsaintsmd.org)

The Outreach Ministry at All Saints’ has been one of the cornerstones of our Christian witness to the Frederick community and the world. Bishop Lane has said, “a fire is for burning as the church is for mission.” Our mission and witness is to give breath and life to our Baptismal vow “Will you seek and serve Christ in all persons, loving your neighbor as yourself?”

Our Partnership Ministries receive regular financial assistance and/or program support. All of the programs we support have opportunities to help, either through hands-on projects, financial support, donation of materials, and/or fellowship. Individual projects vary from year to year. Please watch *Saints*

*Alive!* and the weekly bulletin for new opportunities to become involved, or contact our ministry leaders for more information. The outreach committee meets quarterly to plan the outreach programs, all are welcome to join the committee.

Please consult the weekly bulletin and monthly *Saints Alive!* for specific information about opportunities to become involved.

# HOSPITALITY AND FELLOWSHIP

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“Do not neglect to show hospitality to strangers, for thereby some have entertained angels unawares.

—Hebrews 13:2

Email the ministry leaders at: [fellowship@allsaintsmd.org](mailto:fellowship@allsaintsmd.org)  
or [hospitality@allsaintsmd.org](mailto:hospitality@allsaintsmd.org)

What makes All Saints' warm and welcoming is our Fellowship and Hospitality. We delight in the opportunity to come together through numerous activities. These opportunities are more than just social (e.g., Coffee Hour, Gourmet Night, etc), they can also be through parish programs (e.g., Christian Formation, Via Media, etc).

These are not only an enjoyable way to get to know each other, but are an important part of building a community where we can grow by learning and sharing our faith with each other. The work of this ministry team is to support and encourage the various groups and activities of our parish. This team also helps to coordinate and schedule our many activities throughout the year.

## Gourmet Night

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Gourmet Night is a night full of wonderful tastes and smells. A group of parishioners gather in our kitchens to prepare a gourmet meal, which is made available to the entire parish and Frederick community. Advance reservations are necessary. There is a cost involved for each person attending and a family cap as well. Specifics about the menu and cost are listed in the monthly newsletter *Saints Alive!* and in weekly bulletins prior to the event. Volunteers are needed and welcome to join the set-up and clean-up crews.

## St. Mary's Chapter

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St. Mary's Chapter was organized in 1886 to help the rector in parish work. The membership of men and women today raises money to help support special projects for the physical plant of the church and provides financial support to groups both inside and outside the church. The group enjoys fellowship and excellent programs at their monthly luncheons.

## Coffee Hour

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Following the morning services, coffee hour allows for everyone to gather for fellowship and conversation. The Coffee Teams are responsible for making sure the coffee is set up, light refreshments are available and clean up is complete. Families, ministries and individuals are encouraged to sponsor a Sunday (or more). All are welcome to participate.



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