

St. Barnabas' Episcopal Church of the Deaf

Administrative Handbook

Last updated 7/26/06 by Ed Knight

The purpose of this handbook is to help orient new Mission Committee members to the Mission. This is an unofficial "living" document. It is not intended as a statement of policy or an official rule book. It is not the ByLaws. It is only documentation of how we have done things, not necessarily how we must do things. It is to help in the transition to new members of the Committee.

What is:

St. Barnabas' Episcopal Church of the Deaf

A congregation of the Diocese of Washington of the Episcopal Church that serves the deaf community of the diocese. We offer services from two locations: St. John's Norwood in Chevy Chase, MD and Gallaudet University in Washington, D.C. All communication primarily involves the use of American Sign Language at all services, meetings and assemblies.

the Mission Statement

St. Barnabas' Episcopal Church of the Deaf exists to present the gospel of Jesus Christ to deaf people in the diocese and to promote the spiritual and temporal welfare of the deaf community.

the worship schedule

Sunday Worship: 10 a.m.

Holy Eucharist followed by hospitality time

the location of the Mission

6701 Wisconsin Avenue, Chevy Chase MD, 20815

St. Mary's Chapel of St. John's Norwood

(on the Northeast corner of Bradley Lane and Wisconsin Avenue)

the website address

<http://stbarnabasdeaf.edow.org>

the email address: StBarnabasDeaf@aol.com

the office phone number: 301-907-9740 V/TTY/Fax

the legal name of the Mission (to be used in wills, for instance): Saint Barnabas' Episcopal Church of the Deaf

the tax exempt ID number of the Mission: see Treasurer

the Employer Identification Number: see Treasurer

the insurance company: Church Insurance Agency,

service: 1-800-293-3525

claims: 1-800-223-5705

Policy Number: see Treasurer

the set of driving directions: from North (for example Rockville)

Take I-270 S

Take the MD-355 S exit on the left towards BETHESDA Merge onto ROCKVILLE PIKE/MD-355 S, which becomes WISCONSIN AVE. Keep on 355 for about 3 miles. The church is on the left, diagonally across from the fire house. Make a u-turn at the intersection of BRADLEY LN and make a right into the parking lot next to the church. from East (for example College Park)

From the CAPITAL BELTWAY take the MD-185/CONNECTICUT AVE exit- exit number 33- towards KENSINGTON/CHEVY CHASE.

Keep LEFT at the fork in the ramp

Turn LEFT onto MD-185 S/CONNECTICUT AVE and keep on CONNECTICUT AVE for 2 miles. Turn RIGHT onto BRADLEY LN/MD-191. Turn RIGHT on WISCONSIN AVE.

the parking situation: free parking available next to the church (but only in spaces marked St. John's) and free parking on Sundays on Wisconsin Ave

the public transportation access: we are seven blocks south of the Bethesda Metro Station (Red Line). There is a bus down Wisconsin Avenue RideOn #42.

To take Bus from Friendship Heights Metro:

There are two escalators from the Friendship Heights train platform. Go up the escalator on the Western Avenue side. After going through the fare gate, you will go up another escalator to a round room with four exits. Use the second exit from the right, which is marked "Western Ave and Military Road". You will go up another escalator to the street level. You will come to a large bus stop area. Walk to the left of this bus stop area, past a small coffee shop and you will find the bus stop on Wisconsin Avenue which is shared by Metrobus and Ride-on.

Take the Ride-on "42 North" (marked "Medical Center") and get off at the first stop past Bradley Lane, directly in front of the church...

the walking directions:

To walk from Bethesda Metro:

When you emerge from the long escalator ride, turn right and walk through a tunnel marked "East Side Wisconsin Ave and East West Highway". You'll emerge from the tunnel into the basement of an office building. Take the escalator up to the first floor. Exit the building onto Old Georgetown Road, and turn left, then it is just a few steps to the corner and turn left to walk South on Wisconsin Avenue. It is a 15 minute walk to St. John's, which will appear on the left after the Pier One store.

the Messenger: the Mission newsletter, published monthly (occasionally bi-monthly) and available on the website **the Mission Committee:** the mission council made up of the Chairperson (the Vicar), the Vice-chairperson, the Asst. Vice-chairperson, the Secretary, the Treasurer, and four at-large members. The Mission Committee meets at least once every two months and follows either

the “consensus style” of meetings or Robert’s Rules of Order. (The By Laws say we use Robert’s Rules of Order but this has been interpreted to include the consensus style of meetings.) Members of the Mission Committee need to be skilled in American Sign Language and have an understanding of Deaf Culture. Members of the Mission Committee attend training required of them by the Diocese.

the Diocese of Washington: is the Episcopal Church in the District of Columbia and the Maryland counties of Charles, St. Mary’s, Prince George’s and Montgomery. St. Barnabas’ Episcopal Church actively participates in the ministries of the Diocese. The Bishop of Washington has a seat (called a cathedra) at the National Cathedral in N.W. Washington, which is just a few miles down Wisconsin Avenue from St. Barnabas’ Episcopal Church and St. John’s Norwood.

The Episcopal Church of the United States of America is descended from the Church of England, and is a province within the world-wide

Anglican Communion. We have our own form of governance which is particularly democratic and less authoritarian compared to most other provinces.

The Annual Stewardship Program:

Includes year-round stewardship education as well as time each year,

usually in October and November, to prayerfully consider our offerings to God’s work through the church in three ways: Time, Talent and Treasure. Time: Consider the way that you have used your time and offer to God through the church an increase of your time in the new year. Talent: Look at those talents given you at birth and those skills that you have developed in your lifetime. How did you use those gifts last year, and how can you offer your talents in some new ways through the church in the new year?

Treasure: Our treasure includes all the material things we own and receive. We look at our financial income and strive to reach a minimum level of 10% giving to God. If you face unexpected financial hardship after making a pledge, you are welcome to adjust your pledge by contacting the Treasurer.

The Stewardship Program is spearheaded by either the Treasurer or another member of the Mission Committee, who may lead a stewardship committee. The Stewardship Chair keeps the pledge amounts confidential, but tracks and announces pledge totals and the median Pledge. The median pledge is a better indicator of the typical pledge than the average pledge. (To arrive at the median pledge, simply make a list of the pledge amounts and pick the one in the middle of the list.)

The Program can take advantage of one of the tried-and-true Program models used throughout the Episcopal Church.

The same model should not be used two years in a row. Morehouse Publishing (www.morehousegroup.com) publishes stewardship program workbooks (such as “A Manual for Stewardship Development Programs in the Congregation”) and

resource kits. The Diocese can provide a trainer for a training session at the church – to request this service, you can email the Commission on Stewardship whose email address is stewardship@edow.org. There is a volunteer organization named “The Episcopal Network for Stewardship” (www.tens.org) which is made up of stewardship ministers who provide mutual support, ideas and resources.

You can order pre-designed Stewardship mailing materials (including program inserts, posters, etc) from various companies. This makes life easier for the stewardship committee but it is not tailored to our congregation or even tailored for Episcopalians. However, these materials do have a well-designed theme with matching envelopes, posters, etc. A company we used in 2002 was Hensley Publishing, www.hensleypublishing.com

Planning for the Program should begin no later than the end of Spring. The Mission Committee should be encouraged to demonstrate an understanding of the theology of stewardship by pledging early in the Program. People who turn in pledge cards with a pledge should receive Thank You notes.

Usually the last Sunday in November is our Commitment Sunday when we have a blessing of the pledges. At that service we usually also take the opportunity to thank those who have pledged their time in the past year such as the Altar Guild and Mission Committee.

the worship rota: the sign-up board for coming weeks for lay readers, lay Eucharistic minister, prayer leaders, music leaders, and refreshments providers for coffee hour. The rota clipboard is passed around during coffee hour for people to sign up for upcoming weeks.

The By Laws: rules adopted by St. Barnabas' Episcopal Church in accordance with the Constitution and Canons of the Episcopal Diocese of Washington. Note: although the name of our mission was officially changed from "mission" to "church" in 2003, we still operate as a mission according to the canons as we are partially financially supported by the diocese.

The Constitution of the Diocese of Washington: basic diocesan

laws pertaining to the annual convention, members of the convention, the quorum, the election of the Bishop, etc.

The Canons of the Diocese of Washington: diocesan laws pertaining

to a broad range of issues. Of particular interest to St. Barnabas' is

Canon 14, "of organized missions". Our By Laws need to be in compliance with Canon 14. The Canons can be found on the diocesan website as a pdf file.

The Diocesan Council: acts as the Board of Directors for the Diocese

of Washington when the Convention is not in session

Church House: the headquarters of the Bishop of the Diocese and diocesan staff on the "close" (or grounds) of National Cathedral in N.W. D.C.

the annual congregational meeting in March:

Meetings of the whole congregation. The March meeting includes annual reports from the Vicar and the Treasurer, and votes in accordance with the By Laws and the Canons of the Diocese.

the Episcopal campus ministry at Gallaudet University: the Vicar

of St. Barnabas' is the official Episcopal chaplain for Gallaudet University and provides weekly Eucharist services and other religious education activities.

the Episcopal Conference of the Deaf: is an organization of by and for the deaf community of the Episcopal church. It links the Episcopal deaf ministries throughout the United States, offering both spiritual and financial resources. Its website is www.ecdeaf.com. It publishes a quarterly newsletter, the Deaf Episcopalian.

The Little Red Church Ingathering: a fund of the E.C.D. patterned on the United Thank Offering of the Episcopal Church. Money so contributed is currently used as one of the means for general support of the operating expenses of the E.C.D.

The Henry Winter Syle Fund: a fund of the E.C.D. in memory of the first deaf priest to be ordained, the Rev. Henry W. Syle. This fund is used to provide interpreters and note-takers for deaf seminarians. The E.C.D. asks each E.C.D. congregation to give one percent of their annual income to the Syle Fund, comparable to the one percent hearing congregations give for the general support of our seminaries.

United Thank Offering: a fund of the Episcopal Church traditionally raised by churchwomen. There is an ingathering in November of each year. Someone from the mission should serve as coordinator and put out the UTO envelopes on the chairs, and make an announcement. UTO envelopes are kept in the office closet.

At St. Barnabas' Episcopal Church, what are the duties of the following ministries:

Ministries in the worship service (in addition to the Vicar):

acolyte: lights the altar candles at the beginning of the service and

extinguishes them at the end of the service. Currently we do not have a processional cross but if/when we purchase one an acolyte will carry it.

lay reader: participates in reading the lessons and is qualified to lead the Congregation in any liturgy that does not involve the consecration of the sacraments, such as Morning Prayer and Ministry of the Word. To prepare, the lay reader should study the lesson in advance. The Vicar trains a new lay reader and then sends a form to the Bishop for a lay reader license.

The Rev. Dr. Roger Pickering led a Lay Reader Workshop in February 2004 and discussed some of the differences between different parts of the liturgy. When signing the Prayers of the People, you are signing to God, so consider your body language – you may want to look up or perhaps bow your head. He explained when signing Psalms, it is more important to capture the mood of the Psalm with facial expression and body language because Psalms are basically songs. When signing the lessons, on the other hand, it is more important to make the meaning clear and to make eye contact with the congregation. He also reminded us that when a lesson includes dialog between two or more speakers to use certain techniques in sign language for making the identity of each speaker clear.

He taught how to sign the lessons effectively into one's own natural style of signing (as there are different styles just as there are different accents in a spoken language). In particular, he gave pointers on using eye contact, body language and facial expression, and "projecting" by making your signs large—if you are doing it right, your shoulders should be tired by the end of the lesson.

lay eucharistic minister: assists the celebrant with the Offertory and with the sacrament of the Holy Eucharist. According to the Episcopal Catechism, a sacrament is an outward and visible sign of inward and spiritual grace. The outward and visible sign in the Eucharist is bread and wine, given and received according to Christ's command. The inward and spiritual grace is the Body and Blood of Christ given to his people and received by faith.

(Different people have different understandings of the sacrament of the Holy Eucharist. This is a theological debate that has been going on for centuries. Another interpretation I've read, which may be another way of saying the same thing as above, is that the real presence of Christ in the sacrament comes about through the relationship between Jesus and those receiving communion.) The Vicar trains a new LEM and then sends in a form to the Bishop for an LEM license.

Some information about albs: You can order an alb from CM Almy (go to www.cmalmy.com to order a catalog). Fill out an expense voucher and give to the treasurer to be reimbursed. If the alb gets a wine stain on it, put it in water ASAP after the service, then take it home to wash it in accordance with the instructions on the label. (In other words, don't give it to the Altar Guild to wash.) The rope that is used as a belt around the alb is called a cincture. Ask another LEM to show you how to tie the cincture; also inside the closet door there is an illustration showing how to do it.

The celebrant is usually the priest. On occasions when the bishop is the celebrant, the priest assists the bishop instead of the LEM. The LEM should arrive at least 15 minutes before the service to vest. At the beginning of the service, the LEM and the priest enter the chapel, turn to the altar and bow, and the LEM stands behind the small lectern to the side of the altar (between the altar and the credence table). There should be a Book of Common Prayer on the lectern, or large-print pages from the BCP. The Holy Eucharist Rite Two is on page 355. The rubrics are the instructions in italics in the BCP.

At St. Barnabas, the LEM follows the rubrics and typically leads the congregation in responses (wherever the prayer book rubrics say "people" or "celebrant and people").

We call this being the "response leader". The response leader also helps the congregation by showing when to stand and when to sit, in accordance with the prayer book rubrics.

However, the LEM is not necessarily also the response leader. There can be both an LEM and a response leader, and they can both wear albs. This is a nice thing to do for special services.

alms-bearer: receives the offering plates, passes them among the congregation, and returns them to the altar. Typically two ushers.

oblations-bearer: brings the eucharistic elements to the altar. Can be any two members of the congregation, but often members of the altar guild. **reader of Prayers of the People:** selects one of the forms of Prayers of the People from the Book of Common Prayer and reads during the service. If a form is used that requires two persons, two people can sign up, otherwise the Lay Eucharistic Minister on duty will assist in the reading. Solicits prayers for the sick, the dead, and prayers of thanksgiving from the congregation. Included in the programs is a slip of paper on which people can write their prayers to give to the reader of the Prayers of the People. This helps those of us who cannot read fingerspelling well from a distance to read the names correctly.

Mission Committee Information:

Eligibility to vote in elections is defined by the diocesan canons as:

A member of the Episcopal Church whose baptism is recorded in the church
(we are flexible on this)
Age 15 and older
Communicant in good standing
Contributor to the church

Members eligible to vote are also eligible to hold office on the Mission Committee.
If you are not sure that your baptism is recorded in our Parish Register check with the Vicar.

Chair of the Mission Committee: the Vicar, who presides at all meetings of the Mission Committee. Computer note: Needs access to Servant Keeper Membership-Pro program to maintain member information

Vice-Chair of Mission Committee: aka Senior Warden. In the absence of the Chair, serves as Chair.

Asst. Vice-Chair: may be chair of the Stewardship Committee. Supervises the counting of the contributions after the service which involves filling out an “offering sheet” which also includes a count of the number of persons in attendance. AVC may choose an assistant teller or substitute teller from the members of the congregation, who may not be Treasurer. The Treasurer or the AVC can make the bank deposit, but the Treasurer must receive the copy of the deposit slip for record-keeping..

The AVC should learn about the theology of stewardship and be willing to demonstrate it. The AVC, in communication with the Mission Committee, leads the Annual Fall Stewardship Program, learning about various Program models and choosing and implementing a Program model.

Treasurer:

Should be careful with the mission’s finances but also be careful not to cultivate a mindset of scarcity. There are times that the Treasurer together with the Mission Committee needs to step out in faith, to take risks for the sake of mission or to be generous. The Treasurer has some latitude to make purchases but for purchases over \$500 should get permission from the Mission Committee. Also, the Treasurer needs to keep financial records and make them available to the Mission Committee at meetings and also the congregation as a whole.

Here are the details....

On a weekly basis, checks in box for bills, pays bills, inputs offering sheets into Servant Keeper.

On a monthly basis, reviews the bank statement and balances the checkbook. (Can use a program such as Quicken. Currently the Treasurer does this on his own copy of Quicken on his home PC, but in future the Mission may buy its own copy of Quicken to be run on the office PC.) Updates balance sheet in Excel with new balances from bank statements for checking account and other accounts. Also updates the balance for the special funds such as Soper Fund.

Distributes this balance sheet report at the monthly Mission Committee meeting. Each quarter, copies the old file to new file as template for report. An example of this file is “Balance2003, Q1.xls”.

At the Mission Committee meetings for January, April, July, and October, Treasurer distributes the Revenue and Expenditure Report, the Revenue Sheet, and the Expenditure Sheet. An example of

this file is "QUAR2005.xls". Each quarter, Treasurer copies the old file to new file as template for next quarter, and enters revenue sheet data from offering sheets and expenditures from checkbook register, including entries for any voided checks.

On quarterly basis, uses Servant Keeper to print pledge reports and send to pledge unit people.

The Treasurer is responsible with forming a Finance Committee. This should include the Vicar and one or two others from the mission, preferably those with an accounting background.

In the Fall, the Treasurer meets with rest of Finance Committee to work on the budget for the next year. The fiscal year begins on January 1. .

Near the end of the year, the Treasurer receives reminder from printer to order annual batch of Pledge Envelopes, and places order. In January, receives letter from the Auditor (CPA) with checklist for records to submit. Provides required records no later than April. In February, assists the Vicar in filling out the annual Parochial Report. The Treasurer writes thank you notes for contributions that are \$50 or more – this is especially important if the amount is \$250 or greater for tax record purposes. There is a PowerPoint file named "stbThankyou.ppt" on the Mission Office PC under the Treasurer's folder in a folder named "Art Work". The office PC currently does not have PowerPoint installed, but it is on the Treasurer's home PC In addition to the balance sheet, other Excel files include special funds which currently consist of the Soper Fund. They are not separate bank accounts so the bank does not provide a monthly statement on these funds.

These funds are held in our 3 operating accounts. It is up to the Treasurer to keep monthly records of these funds revenue, expenditures and balance.

Keeps backup copies of Excel files and Servant Keeper files at home for safe keeping.

The Treasurer or someone he or she delegates needs access to the Servant Keeper Contribution-Pro program to print the quarterly reports that record all pledge payments

and other gifts to the Mission. The Treasurer distributes the reports to the contributors and with the Asst. Vice Chair is responsible for keeping all contribution information confidential. The Treasurer assigns pledge numbers, provides pledge cards, and distributes pledge envelope boxes. The Treasurer uses the Servant Keeper program to record contributions.

The Treasurer is primarily responsible for paying bills. Recurring expenses include American Express (for AOL), and Staples credit card payments. Other monthly expenses include the Verizon phone bill. There is no payroll; the Vicar is paid through the Diocese. Also, the Vicar receives the bills for interpreters and approves them and forwards them to the Diocese for payment.

The diocese is ultimately responsible for paying supply priests (substitutes) so we send the bill to the diocese.

All bills should be filed in Treasurer's briefcase under Expense folder, and the check number should be noted on the bill.

There are some annual expenses to be aware of because we need to pay even if we don't get bills... January—contribution to St. John's in appreciation for sharing utilities. Currently this is \$1,500 for the utilities plus \$500 for parking annually.

January—gift to the sextons

January—pay St. John’s for flowers for the first Sunday of each month. This is currently \$365 but Treasurer should confirm this with the head of the St. John’s Altar Guild. Be sure to tell the head of the St. Barnabas’ Alter Guild when you have paid.

January—pay the Diocesan Assessment. The Treasurer assists the Vicar in filling out the annual Parochial Report. The Diocesan Assessment is normally ten percent of the Normal Operating Income reported on the Parochial Report for the prior year. The diocese will send a letter indicating the requested amount. You can send the payment to the EDOW lockbox, using the following address:

Diocese of Washington
Dept # 0567
Washington, DC 20073-0567

You really do not need to send a formal cover letter with your payment.

Please include a description on the check stub stating the payment is for Giving. I believe the current terminology we use for the annual pledge is “giving”, but we have referred to it as a pledge or assessment in the recent past.

The Diocese actually invoices all of the parishes in January for the entire annual giving amount each parish pledges. The parishes are expected to make monthly payments against their balance, so that it is paid in full by December. Of course, it is ok to pay the entire balance up front, if you prefer to do so.

February—pay the ECD assessment, which is \$10 per person.

Review ECD membership list with Mission Committee.

August—Syle Day offering which goes to ECD

Another annual expense is the bill from the auditor (which used to be paid by the Diocese but now we pay for it). Expect to receive this bill in May or June. It may have been sent to the Vice Chair so the Treasurer may need to ask the Vice Chair for it or contact the auditor.

A couple of other annual expenses are a birthday gift to the Vicar and a Christmas gift to the Vicar. We don’t vote on these gifts at the Mission Committee meetings because after all, the Vicar is present at those meetings and they should be a surprise. But the Treasurer should discuss the gifts with the Senior Warden. Typically we give a gift certificate. A gift certificate for CM Almy is a possibility.

Another annual payment is charitable giving. At the end of the year, the Treasurer should check to see how much is left in our charity budget and discuss with the Mission Committee what charities to give to. Ideally, discuss the subject of charitable giving at the Mission meeting to get everyone’s input.

Vicar and Treasurer can sign checks from following accounts:

Gallaudet Discretionary Fund, Vicar’s Discretionary Fund

Treasurer, Secretary, and the Asst. Vice Chair can sign checks from following accounts:

Checking Account, Memorial Fund, and two CD accounts To change the authorized signers on the accounts, get the correct form from the bank and also write a letter on the Mission’s letterhead.

This may require some time in collecting the signatures required and seven to ten days for the bank to process the change.

When there is a new Treasurer, the transition involves:

- .. training the new Treasurer
 - .. getting the new Treasurer authorization on the bank accounts
 - .. getting the new Treasurer's name on the church credit cards
 - .. getting the new Treasurer authorization on the Diocesan Investment Fund funds
- St. Barnabas' has the following accounts with the Diocesan Investment Fund:

- Mutual Fund for the Diocese (When there is over \$2000 in the Memorial Fund, we transfer the "surplus" into the Mutual Fund.)
- Otto & MaryAnn Berg Fund (There is a legal document entitled "the Mary Ann Berg Charitable Remainder Unitrust II" in the Mission Office describing restrictions on the use of the fund.)

The Diocesan Investment Fund is a professionally managed fund for participating parishes and missions, overseen by Episcopalians in the investment and financial community who donate their expertise. If the Treasurer has questions, the Comptroller's office (at Church House) should be able to give professional advice.

The Church House staff directory with phone numbers and email addresses is on the web at <http://www.edow.org/contact.html> Per the Assistant to the Comptroller, "the filing of a 1099 MISC form is generally necessary when any payment is made to an individual for a service provided and the annual amount is in excess of \$600... Payments made to corporations and for merchandise are generally not reportable and do not require a 1099... The IRS.gov website is a great resource for any tax issue that may come up." Recently St. Barnabas' has needed to file a 1099 form for a consultant working on our deaf demographic survey. If we pay that individual in excess of \$600 in a year, we need to file a 1099. In this case, we need to collect the payee's SSN and home address. Since we do not file many 1099s this is a manual process. We keep copies of payments to the consultant in a 1099 folder and at year-end we calculate the reportable income for the consultant. Furnish the payee with a copy of FORM 1099-MISC by Jan 31. File Copy A of FORM 1099-MISC with the IRS by Feb 28. In 2003 we bought the Staples 1099-Misc software kit for 2003 which includes 1099-Misc forms which can be printed on an inkjet printer, 1096 Summary forms, and Adams Tax Forms Helper software program. It is simple to install and use. You add up the amount paid during the year and enter the amount in box 10, nonemployee income. You can also buy matching security envelopes.

Send the 1096 Summary Transmittal form and Copy A of the 1099 to:

Internal Revenue Service Center
Ogden, UT 84201

Secretary: records the minutes of Mission Committee meetings and annual mission meetings and maintains a roster of members of the Mission Committee. It is important that the minutes be filed in the binder in the Mission office as they serve as an archive in the event decisions of past Mission Committee meetings need to be revisited.

Records should not be kept only on CDs, since they "rot" over the years.

Other Ministries:

altar guild member: is responsible for setting up the altar for communion, provision of the bread and wine, and cleaning up following communion, and the care of all of the sacramental vessels and linens. There is an altar guild handbook, a copy of which is available in the sacristy, which is shared with St. John's. The Altar Guild maintains its own schedule.

At first, in the Sacristy...

- a. from metal cabinet, remove the chalice, the bread box, the paten, the bread, the wine, the plastic box with the host wafers, the clear plastic box with altar linens, and the appropriate color-coded box with the burse (see Ordo Calendar for color)
- b. from wood cabinet (lower shelf) remove the alms basins (aka collection plates)
 1. place chalice on the sacristy counter
 2. fill the bread box with communion wafers
 3. fill one cruet with wine and the other with water (the wine cruet has a darker color inside)
 4. cover the chalice with a purificator, folded lengthwise across the chalice, not on front
 5. place a paten on top of the chalice with a purificator
 6. if there is an ordained minister, lay a host wafer (big wafer with cross) on the paten; the cross on the wafer should face up
 7. place a pall over the paten
 8. cover the paten, pall and chalice with a veil
 9. place a burse (check the right calendar color) on top of the chalice veil with hinge on left side
 10. open the burse and place a second purificator inside

Then bring the rest to the Chapel:

- a. put alms basins on stool in corner between the credence table and the door
- b. put purificator in back of chapel on piano bench and set up the Altar:
 1. spread out a corporal, a square cloth with a cross in the font (folded in 9 squares)
 2. check that the cross on the chalice faces the people
 3. center the burse and fix the folds at the corner (see photo)

4. put the cruet of water on the credence table
5. put the cruet of wine and the bread box in the back of the chapel on the piano bench
6. put the brass book stand the altar (the left side, meaning the side nearest the door)

set up the books:

1. In Book of Gospels, set ribbon to to the correct Gospel Lesson (check bulletin) -- important!
2. In the Eucharistic Book / lectionary, set first ribbon to first reading and second ribbon to second reading (not so important since most readers read lessons from the bulletin anyway)
3. Put the Gospel book on the altar, with the spine toward the people
4. Put the Eucharistic Book / lectionary on the lectern
5. Put the large print Book of Common Prayer (in binder) on top of the Eucharistic Book on the lectern
6. Put bulletins on the lecterns

Notes on inventory: for wine, we tend to use "Italian Swiss Colony Port" although it is not written in stone.

You can find the communion bread and host wafers at a Roman Catholic supply store (there is one at Wheaton Plaza: Wm. J. Gallery & Co.

11272 Georgia Avenue

P.O. Box 2026

Wheaton, Md. 20902-2026

Phone: 888-942-4702.)

<http://www.wjgallery.com/>

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ASL interpreter: at times the Vicar may hire a qualified ASL interpreter, usually for a special service. This is scheduled by the Vicar and is not a volunteer ministry.

Greeter/usher: welcomes persons as they enter the service and hands out the programs. Arrives at least 15 minutes before the service. May serve during Offertory as a bearer of alms or oblations.

hospitality provider: is responsible to bring refreshments and assist the hospitality committee in setting up prior to the service, which includes making coffee, setting out the paper plates, cups, etc, and also cleaning up after hospitality time.

private visit lay Eucharistic minister: What is a PVLEM? A PVLEM is a Pastoral Visit Lay Eucharistic Minister. PVLEMs attend training at a diocesan workshop and become authorized by the diocese to take the consecrated bread and wine to members of the congregation who are “shut-in”, in other words too sick to come to church. PVLEMs visit sick congregants at home, in a nursing home, a hospice or a hospital.

PVLEMs are “sent forth” after the Sunday service and represent the congregation reaching out to members who cannot attend. A PVLEM goes with at least one other adult member of the congregation. The first time someone serves as a PVLEM, it is helpful to go with an experienced PVLEM or clergy member.

The following website gives information about PVLEM training and the schedule for workshops: http://www.edow.org/diocese/governance/licensing/lay_training.html The PVLEM license is for up to three years, and when it expires the PVLEM must take off at least one year to prevent burn-out and also to encourage new people to get involved in this ministry.

I learned some tips on how to prepare for a visit as a PVLEM:

- pray for the sick congregant
- read the lessons and collect for the day
- call ahead to make an appointment to visit
- learn about the person’s condition and limitations
- include their name in the Prayers of the People
- vestments are not required
- take the communion kit, the service leaflet (program) and a copy of the Order of Service for the Ministry of the Sick and the Homebound
- enter your visit in the mission register If your visit is to a hospital: stop at the nurse’s station to announce your visit and that you will be having a brief religious ceremony with the person
- ask if the person can receive food by mouth
- ask that you not be disturbed for about 20 minutes
- wash your hands When you visit the person in their room: introduce yourself
- sit on a chair, not on the bed
- ask permission to use the tray table and be sure to return objects to their original place on the tray table afterward
- ask the person if there is anything they want you to pray with them about
- describe the Order of Service so the person knows what to expect if there is a roommate or other visitors you can ask if they want to join in the Eucharist. If others present are of different religion(s), invite them to join in the service to the extent they feel comfortable
- consider how to best serve the sick person Communion:
 - if they have a weak immune system, this might be a situation where intincting the bread is called for rather than sharing the common cup
 - if they can’t receive alcohol, serve the communion in one kind, the bread
 - if they can’t receive food by mouth at all, then you can have what is called a spiritual communion (and the workshop describes how to do that)
 - Then you follow the Order of Service

United Thank Offering (UTO) Coordinator: orders the blue boxes from Episcopal Parish Services (www.episcopalparishservices.org) – a box of 50 is \$5 for shipping. Hands out the

blue boxes and explains their purpose – for people to put in a coin or bill when they are feeling thankful, and to encourage people to say a daily prayer of thanksgiving. Each Spring and each Fall coordinates the “ingathering” and works with the Treasurer to send a check to United Thank Offering headquarters in Newark, NJ.

newsletter editor: edits the Messenger newsletter. Takes digital photos for inclusion in the newsletter.

Currently the newsletter is created using MS Publisher.

Saves a “text only” copy of the newsletter and mails it as a draft copy to the Vicar for review and reminds the Vicar of the deadline for the Vicar’s column. Takes the newsletter file to a printer such as Montgomery Printing Services in Rockville. (This is currently done by copying the file to a CD and physically taking it to the printer.) The printer does the folding of the newsletters and fastens them with wafer tabs.

Traditionally we make enough copies for the mailing list plus ten extras for the Gallaudet Office of Campus Ministries.. The editor solicits news items from the congregation. Keeps in touch with the National Cathedral to learn which upcoming special services there will be ASL-interpreted (such as the Christmas Eve service) to include this information in the newsletter.

We subscribe to Anglican news and features through a British company named “Parish Pump”. The Asst. Editor downloads content such as the “picture parable” and Anglican-oriented news and graphics from www.parishpump.co.uk The content there changes the first Friday of each month and unless noted does not require attribution. However, this content is not copyrighted for posting on the web and should be removed from the web edition of the newsletter prior to emailing the web edition to the web master.

The editor uses Servant Keeper Membership Pro program to print mailing labels. With help from the congregation (during or after hospitality time), the editor adds the tab “staples”, the mailing labels and postage. The editor mails the Messenger to members and also emails the webmaster a file of the newsletter for posting on the website, and files a paper copy of the newsletter in a binder in the mission office. Currently our mail list is less than 200 persons. If it exceeds 200 persons, we may consider using non-profit bulk mail as was done at one point in the past. (However, if bulk mail is used, the newsletters must be sorted by zip code and taken to a bulk mailing plant. Another issue with bulk mail is in our experience it can take as long as three weeks for the newsletter to be delivered!)

It is helpful for the newsletter editor to share digital photos of church events with the editor of the newsletter of the ECD (the Deaf Episcopalian)

Steps for converting the MS Publisher newsletter file to a PDF file.

First, compress all photos to save space. Select a photo, right click, select compress pictures, compress all. Change resolution to web/screen.

From MS Publisher, the editor creates a Portable Document Format (.pdf) file from PostScript printer output. This requires a postscript print driver such as Primo PDF. Print to the Primo PDF printer. Select Screen to save space.

webmaster: maintains the website, updates information. Posts the newsletter to website.

The website is <http://stbarnabasdeaf.edow.org>

The website is hosted by the diocese, which offers a nightly server backup and tech support. The diocese also offers webmail, which we may switch to some day.

See Diocesan IT Support for logon information for the site editor or if you need to have the password reset or for other questions.

There is also technical info available at <http://www.edow.org/technology/hosting.html>

Site Editor -- The Diocese offers an online content editing solution for web sites hosted with the diocese. It features a powerful online wysiwyg site editor and site management tools including template and image libraries. It includes File Manager, an online storage center for all of the files used to construct the web site. Everything from logos to templates to text files can be kept there, loaded via ftp. For more information contact the Diocesan IT Support team. Also, the website for the site editor program is www.sitebuilder.com

Note regarding web stats: Frontpage support and web statistical information is available but they require a domain rather than a subdomain, and currently we are on subdomain hosting.

We may want to consider either using a free counter service such as statcounter.com or moving to a domain and getting webstats through control panel access. The control panel includes the webalizer analysis tool.

We have a calendar on the website; go to www.localendar.com to administer it;

see webmaster for logon info. In the future we may have a community discussion forum hosted by the same company. The calendar is free but the discussion forum is a premium service.

To upload digital video to the website we follow the following suggestion from Peter Turner:

For best compression for web streaming, converting to Flash may work well. A quick and free option to try this out would be using Google's free video streaming service. You upload your file (up to 100mb) to their site and they stream it in Flash. For more info on checking this out go to: <http://video.google.com>.

On Google anyone can find and view the video but they can't get into your account. To put on your website, you click on the blue Email/Blog button, then use the embed html option, and paste that onto the website.

Note: This worked in site editor once I toggled to see the HTML view first.

Support Services Provider (SSP): provides tactile or close-up interpreting for a deaf-blind person whenever we know in advance there is a deaf-blind

person attending. We ask deaf-blind persons make their own arrangements for a primary SSP, but we are always looking for secondary SSPs to relieve/take turns with the primary SSP.

Experience in volunteering as an SSP can be gained through Metro Washington Association of the Deaf-Blind. The Mission is not affiliated with MWADB, but several members of the Mission are active in MWADB. SSPs should become familiar with the MWADB SSP guidelines.

How do I:

become a member of the mission:

by baptism, by confirmation, by reception (from the Roman Catholic church), by letter of transfer from another Episcopal parish, or re-affirmation, or statement

become baptized, confirmed, received, or make a re-affirmation:

see the Vicar

add a name to the bulletin prayer list: inform the Vicar

receive the Messenger: request to be placed on the mailing list

through the Vicar or through the asst. editor

include information in the Messenger: submit to the Messenger

Editor by email, tty, letter or note.

make a pledge: see the Asst. Vice Chair or whatever member of the Mission

Committee has taken on the stewardship program

become a lay reader or lay eucharistic minister: see the Vicar

regarding your interest

join the altar guild: inform any member of the Altar Guild or Mission Committee

of your interest

provide refreshments for hospitality time: ask to see the worship rota and sign up. If you're not familiar with this ministry, ask any member of the Mission Committee for details. You don't need to bring paper plates, napkins, utensils – just food and beverages. Bring the type of food that you yourself enjoy at Hospitality Time, but also bring at least one or two vegetable dishes and a diet soda so we don't forget people who are diabetic or on vegetarian diets.

request a sign language interpreter for an Episcopal Church event

within the Diocese of Washington: see the Vicar

attend a Mission Committee meeting: anyone may observe a Mission Committee meeting.

Only members of the Mission Committee are allowed to vote.

indicate interest in serving on the Mission Committee: see the Vicar or a member of the Mission Committee.

reserve Parish Hall or Hines Hall for an event: first get permission

from the Vicar and then contact St. John's Norwood parish administrator (stjohnsnorwood@edowmail.org). Parish Hall has a capacity of 100. Hines Hall has a capacity of 50.

arrange to be married at St. Barnabas' Episcopal Church: see the

Vicar as soon as your decision is made in order to give time for premarital counseling and other requirements.

Misc. Questions:

Who is eligible to receive communion?

Anyone who has been baptized.

Who is eligible to serve as a lay reader?

Anyone who has been baptized and has received lay reader training and been licensed by the Bishop.

Who is eligible to serve on the Mission Committee?

The Vicar and the voting members of the congregation.

Who is eligible to be a voting member of the congregation?

Eligibility to vote in elections is defined by the diocesan canons as:

A member of the Episcopal Church whose baptism is recorded in the church

(we are flexible on this)

Age 15 and older

Communicant in good standing

Contributor to the church

Members eligible to vote are also eligible to hold office on the Mission Committee.

If you are not sure that your baptism is recorded in our Parish Register check with the Vicar..

Where can I find more information about:

the Episcopal Church, the Episcopal Conference of the Deaf, or the Diocese of Washington?

- see the mission website for links to the websites of these

Entities: stbarnabasdeaf.edow.org