

# TIME, TALENTS AND OPPORTUNITIES

Serving and Participating at the Hills Church

2022



*Now there are varieties of gifts, but the same Spirit;  
and there are varieties of services, but the same Lord;  
and there are varieties of activities, but it is the same God  
who activates all of them in everyone. To each is given the  
manifestation of the Spirit for the common good.*

--1 Corinthians 12: 4-7



## AN INTRODUCTORY MESSAGE FROM THE MODERATORS

### Dear Hills Church Friends,

Among the multiple portrayals of the church is that of the human body. It is a powerful image. It expresses the solidarity of many working together, the critical importance of each, and, of course, the variety of gifts, skills, or commitment for the accomplishment of a joint task.

When the new church in Corinth was in turmoil over who may be more important than another, whose identity may be more privileged, or whose gifts or talents may be more valuable, Saint Paul cautioned them, saying, church people, though many, are all one. Our particular identities neither advantage nor disadvantage us. And without different gifts and skills, there would be no body: “There are many members, yet one body. The eye cannot say to the hand, ‘I have no need of you’, nor again the head to the feet, ‘I have no need of you.’” (1 Corinthians 12:18-21)

This booklet introduces all the many facets of the Hills Church’s ministry. For the ministry to be sustained, we cannot all be the same, with all the gifts, or all the same skills. It takes all of us and all of our differences.

We hope you will hear your name called as you read through the different ministries and activities that create this body called Hills Church, now in our 175th year, and empower us to fulfill God’s purpose.

If you are interested in participating in one of these ongoing ministries, please speak to the church leader whose name accompanies the definition of that board, ministry team, working group, or other entity. You may also contact one of us.

Thank you and we look forward to your participation in this body of Christ.

Grace and peace,

Jack Morgan, Moderator

Sarah Pedersen, Former Moderator

Laurie Otten, Rising Moderator



# TABLE OF CONTENTS

Worship-Connect-Learn-Serve-Give: Opportunities by Theme	5
Governance Chart and Visioning Hallmarks	6
Church Council and Officers	7
<b>Special Ministry Teams:</b>	9
Delegates	9
Participation & Involvement	10
Personnel	11
Safe Church	12
<b>Working Group:</b>	13
Racial Justice	13
Support Boards and Ministry Teams	14
Spiritual Care Support Board/Deacons	14
<b>Ministry Teams:</b>	16
Care Team	16
Chancel	17
Community Hour	18
Hills Bells	19
Membership	20
Parish Life	21
Seniors Ministry	22
Ushering	23
Women's Ministry	24
<b>Special Ministry Team:</b>	25
Pastor-Parish Relations	25
<b>Working Group:</b>	26
Welcoming Diversity, Equity, and Inclusion	26
Stewards Support Board	27
<b>Ministry Teams:</b>	28
Communications	28
Livestream Technology	29
Property Maintenance	30
Christian Service Support Board	31
<b>Ministry Teams:</b>	32
African Indian Alliance	32
Christmas Gifts for Low-Income Families	33
Collections	34
Family Promise	35
Habitat for Humanity	37
Honduras Hope	38
Hunger Ministry	39
Pumpkin Patch	40
Faith Formation Support Board	41
<b>Ministry Teams:</b>	42
Backyard Ministries	42
Faith & Fun	43
Clergy and Staff Led Opportunities	44
A Cup of Monday Morning Prayer	44
Caring for the Caregiver	45
Chancel Choir	46
Church School	47
Church School Teachers and Assistants	48
Confirmation	49
Connections	50
Morning Meditation	51
Noontime Prayers	52
Nursery Assistants	53
Parents' Companion Bible Study	54
Pop-up Ministries: Cookies with Santa, Easter Egg Hunt	55
Youth Group Advisors	56
Youth Groups: Senior High and Middle School	57
Additional Opportunities	58
Wellesley Food Pantry	58
A Note About This Publication	59



# WORSHIP - CONNECT - LEARN - SERVE - GIVE

## Opportunities By Theme

### WORSHIP

A Cup of Monday Morning Prayer  
Lay Led Services (Wednesdays)  
Morning Meditation  
Noontime Prayers  
Sunday Morning Services

- Acolytes
- Chancel Choir
- Greeters
- Hills Bells
- Livestream Technology
- Scripture Readers
- Ushering

### CONNECT

All-Church Retreat  
Caring for the Caregiver  
Community Hour  
Confirmation  
Connections  
Faith & Fun  
Lay Led Services  
Parish Life Events  
Seniors Ministry  
Women's Ministry  
Youth Groups: Senior High & Middle School

### LEARN

Adult Education

- Book Discussions
- Advent & Lent Books
- Open and Affirming Working Group
- Racial Justice Working Group

Church School  
Confirmation  
Parents' Companion Bible Study

### SERVE

Backyard Ministry  
Bake Sale  
Care Team  
Church Governance

- Church Council
- Church Officers

- Support Boards
  - Christian Service
  - Faith Formation
  - Spiritual Care / Deacons
  - Stewards
- Task Forces
  - Reopening
  - Strengthening Church Governance

Community Hour  
Cookies with Santa  
Easter Egg Hunt  
Family Promise  
Habitat for Humanity  
Hunger Ministry / Common Cathedral  
Knitting Ministries

- Baptismal Blankets
- Prayer Shawls
- Senior High Scarves

Pumpkin Patch  
Service Trips - Youth and Adult  
Wellesley Food Pantry

### GIVE

Capital Campaign  
Christmas Gifts for Families  
Collection Drives

- Books, Coats, Food

Special Offerings

- Christmas & Easter
- Others

Stewardship (annual giving)

### CHILDREN AND YOUTH

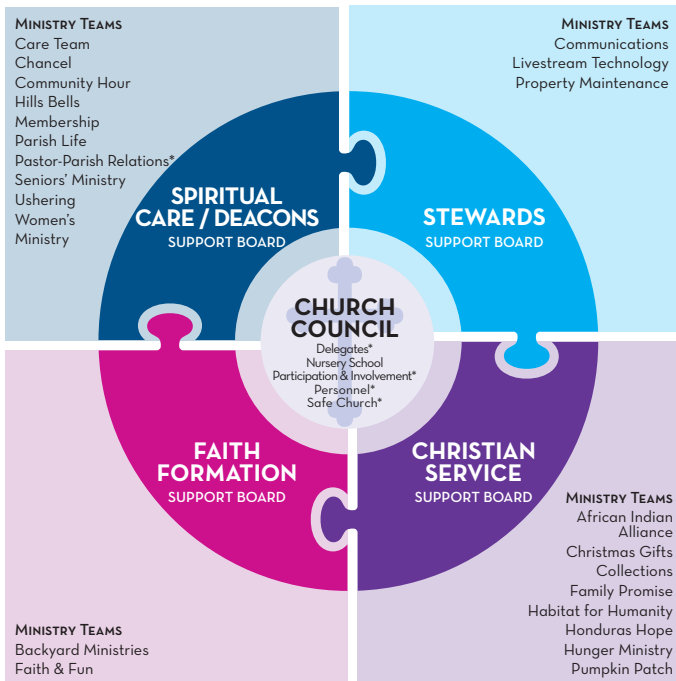
Backyard Ministries  
Church School  
Confirmation  
Youth Groups - Senior High & Middle School  
Youth Group Advisors  
Youth Service Trips

### MUSIC

Chancel Choir  
Hills Bells

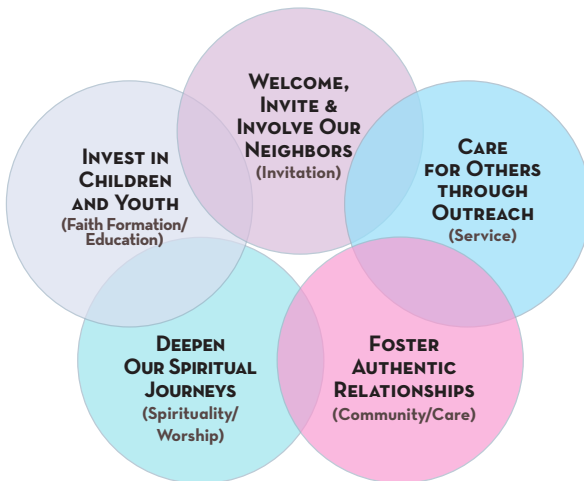


# HILLS CHURCH GOVERNANCE CHART



\*Special Ministry Team

# HILLS CHURCH VISIONING HALLMARKS



# CHURCH COUNCIL AND OFFICERS

**DESCRIPTION:** Church Council is the principal governing body of the church, representing the membership of the congregation between congregational meetings, supporting the spiritual life of the congregation, and enhancing the spiritual development of each member through the practice of prudent decision making and planning. The Council is responsible for all governing decisions which are beyond the scope of other governing bodies within the church. With concern for the mission of the church in its entirety, the Council works in consultation with the Support Boards, Special Ministry Teams, and clergy to establish and implement the overall policies of the Church; coordinate church activities and operations, including its Support Boards and Ministry Teams; engage in long-range planning; approve the church budget for presentation to the church membership; call meetings of the church; and more.

Church Council oversees four Special Ministry Teams: Delegates, Participation & Involvement, Personnel, and Safe Church. The Council also appoints at-large members of the Wellesley Nursery School in the Hills Advisory Board, which reports to the Council. As needs arise Church Council may also appoint task forces to address shorter term issues facing the church. Current examples include the Re-Opening Task Force to deal with issues arising from the COVID-19 pandemic and the Strengthening Church Governance Implementation Task Force.

**TEAM MEMBER PROFILE:** Elected by the congregation at the Annual Meeting, it is expected that Church Council members have a demonstrated knowledge of church life and prior experience serving on Support Boards and/or Ministry Teams, preferably in a leadership role. Church membership is required. The Council is comprised of five church officers, including the three members of the Office of the Moderator (Moderator, Rising Moderator, Former Moderator) and the Clerk and Treasurer. In addition, there are four at-large members, each of whom serves as a liaison to one of the four Support Boards. The Senior Minister serves as an ex-officio member of Church Council. In addition to the church officers on the Council there are two other slate-elected officer roles, Assistant Treasurer and Assistant Clerk, who do not sit on the Council.



**TIME COMMITMENT:** Church Council meets monthly on the second Tuesday of the month from September-June, with summer and occasional special meetings as needed

**CURRENT LEADERS:**

**Moderators:**

Jack Morgan, Moderator - [morganbiotech@comcast.net](mailto:morganbiotech@comcast.net)  
Laurie Otten, Rising Moderator - [laurieotten50@gmail.com](mailto:laurieotten50@gmail.com)  
Sarah Pedersen, Former Moderator - [sarahpedersen515@gmail.com](mailto:sarahpedersen515@gmail.com)  
[moderator@hillschurch.org](mailto:moderator@hillschurch.org)

**Other Church Officers:**

Rich Sweeting, Clerk - [rich@sweeting.us](mailto:rich@sweeting.us)  
Nancy Simons, Treasurer - [nmsimons@gmail.com](mailto:nmsimons@gmail.com)  
Kelly Ford, Assistant Clerk\* - [tjfketos@rcn.com](mailto:tjfketos@rcn.com)  
Nana Poku, Assistant Treasurer\* - [poyaw@hotmail.com](mailto:poyaw@hotmail.com)

\*Do not sit on Church Council

LAST REVIEWED: July 2022





# SPECIAL MINISTRY TEAMS OF CHURCH COUNCIL

## DELEGATES

### Special Ministry Team

**DESCRIPTION:** From time to time the church may seek to be formally represented beyond the church body. For this purpose, Delegates are identified by the congregation. When duly elected and installed as representatives of the church, Delegates are authorized to vote on behalf of the church at meetings of the SNEUCC (Southern New England Conference of the United Church of Christ) and other UCC or ecumenical gatherings, seeking guidance from Church Council or the congregation as appropriate.

**TEAM MEMBER PROFILE:** Church membership required. Delegates are nominated by Participation & Involvement and elected on the slate at the Annual Meeting to serve a one-year renewable term. The role of Delegate is one elected position that is not mutually exclusive with any other elected position – that is, a Delegate can also hold a position on a Support Board, Church Council, as an Officer, or any other nominated role.

**TIME COMMITMENT:** In the spring and fall the SNEUCC hosts one-day conferences on a variety of topics. SNEUCC also hosts its annual meeting in June of each year. Following each meeting, Delegates submit reports to Church Council identifying any learnings or observations that might inform the work of the ministries and governance of the Hills Church.

**SUPPORTED BY:** Church Council

**CURRENT CONTACT:** Mary Hill Canavan, [mhillcanavan@gmail.com](mailto:mhillcanavan@gmail.com)

LAST REVIEWED: July 2022



# PARTICIPATION & INVOLVEMENT

## Special Ministry Team

**DESCRIPTION:** The mission of the Participation & Involvement Special Ministry Team (P&I) is to foster participation in all church activities, encouraging people to recognize their own call to support the work of the church, to grow in their own leadership capacity, and to find their own passion for God's work in our midst and in the world. P&I works with our ministers, our Support Boards, our Special Ministry Teams, and our individual members to help match those who want to serve with those who have needs for service. P&I is responsible for presenting the slate of candidates for the Support Boards, Church Council, Special Ministry Teams, and church officer positions at the church's Annual Meeting in January of each year.

**TEAM MEMBER PROFILE:** Church membership required. P&I team members should have a broad knowledge of the church's activities and be able to encourage others to deepen their own faith experience through participation with others at the church.

**TIME COMMITMENT:** P&I meets about once per month but may meet more frequently, especially in the fall with leaders of Support Boards and Special Ministry Teams as needed. P&I also works with the Church Council to facilitate church-wide activities intended to further P&I's mission and spread the good word about the church's many activities and opportunities to serve.

**SUPPORTED BY:** Church Council

**CURRENT LEADER:** Kevin Groppe, [kevin@kevingroppe.com](mailto:kevin@kevingroppe.com)  
[participation@hillschurch.org](mailto:participation@hillschurch.org)

LAST REVIEWED: July 2022



# PERSONNEL

## Special Ministry Team

**DESCRIPTION:** The Personnel Special Ministry Team works with the Senior Minister, Office of the Moderator, church staff, Support Boards and other entities in the church to define job responsibilities, recruit staff, and set competitive and equitable compensation levels for the church's clergy and staff. In addition, the Personnel SMT helps to establish parameters for job reviews and performance evaluations and, when necessary, seeks legal advice on employment law issues. One of the key responsibilities of Personnel is reviewing and incorporating competitive market data to ensure that compensation for all categories of Hills Church employees – both non-clergy and clergy – is competitive, fair, and equitable. The SMT is also responsible for ensuring that employee benefits offered to church staff members, such as health insurance and vacation days, are competitive and appropriate. In addition to the foregoing, the Personnel SMT is responsible for ensuring that the church's policies comply with all applicable laws and regulations.

**TEAM MEMBER PROFILE:** Church membership required. We seek church members to serve on the Personnel SMT who are committed to the church's mission and to creating and maintaining a supportive work environment for our staff and clergy. Professional personnel management experience is warmly welcomed but not a requirement for serving.

**TIME COMMITMENT:** The committee meets monthly from September to June. These meetings are typically held in the evening.

**SUPPORTED BY:** Church Council

**CURRENT LEADERS:** Ruth Persson, [ruth.persson@gmail.com](mailto:ruth.persson@gmail.com)

LAST REVIEWED: July 2022



# SAFE CHURCH

## Special Ministry Team

**DESCRIPTION:** The Safe Church Special Ministry Team's mission is to provide a safe and positive environment for the members of the Hills Church. As people of faith all church members have an obligation to respect the dignity of every human being. Where the young members of our church, who may be particularly vulnerable, are involved we expect the adults of the church community to consider the health and well-being of these children and youth at all times.

**TEAM MEMBER PROFILE:** Church membership required

**TIME COMMITMENT:** Twice yearly meetings

**SUPPORTED BY:** Church Council

**CURRENT LEADER:** Nick Bahns, nickbahns@gmail.com

LAST REVIEWED: July 2022



# WORKING GROUP OF CHURCH COUNCIL

## RACIAL JUSTICE

### Working Group

**DESCRIPTION:** The Racial Justice Working Group (RJWG) was formed by Church Council in January 2021. Seeking a just world for all, the RJWG has developed this mission statement: A commitment by our congregation to seek, create, and live into the promise of God's Beloved Community, celebrating diversity, equity, and inclusion through:

- An increase of truth in the telling and hearing of our racial history
- The continued healing of the disordered imaginations or hearts that nurture or passively permit racism
- Intentional actions to become anti-racist.

The RJWG is working toward this vision by offering multiple opportunities to members of the congregation for education and discussion.

**TEAM MEMBER PROFILE:** We seek members of all ages, from Middle School on up, with a desire to work for justice for all

**TIME COMMITMENT:** RJWG typically meets monthly via Zoom

**SUPPORTED BY:** Church Council

**CURRENT LEADER:** Mimi D'Angelo, [mimi8386@hotmail.com](mailto:mimi8386@hotmail.com)

LAST REVIEWED: July 2022



# SUPPORT BOARDS AND MINISTRY TEAMS

## SPIRITUAL CARE SUPPORT BOARD / DEACONS

**DESCRIPTION:** As ordained representatives of the church, Deacons assist the ministers in leading the congregation spiritually by:

- Welcoming new members
- Distributing Communion and witnessing and welcoming at Baptisms
- Delivering weekly and holiday cards and flowers
- Coordinating lay-led worship services
- Organizing Memorial Teas
- Filling the pulpit: calling ministers to the church
- Sponsoring church-wide and special events to build community
- Sponsoring Advent and Lenten groups
- Leading special meetings and church retreats

In addition to the foregoing responsibilities, working with their ministry teams and other groups the Deacons also oversee:

- Coordinating care of the congregation with Care Team Ministry
- Providing greeters, ushers, and hosts for church services
- Hosting Community Hour after Sunday services
- Decorating our sanctuaries
- Supporting the Diversity, Equity and Inclusion Working Group.

**TEAM MEMBER PROFILE:** Church membership required. Deacons serve three-year terms

**TIME COMMITMENT:** The Deacons meet monthly, September-June, usually on the first Monday of the month. In addition, Deacons serve Communion monthly and are responsible for Community Hour on the fifth Sunday of the month and from mid-June through Rally Day.

Deacons share these responsibilities among themselves and with other groups so that each individual Deacon should perform each task about four times a year. Deacons also host memorial teas for families of church members who have passed away and also have the opportunity to read



scripture lessons at special services such as Maundy Thursday, Easter Sunday, and Christmas Eve.

Deacons serves as the Support Board for the Care Team, Chancel, Membership, Seniors, Ushering, and other ministry teams that are identified with the spiritual care of the church.

Note that some Deacon duties have been or continue to be suspended or conducted differently in response to health and safety protocols established during the COVID-19 pandemic.

**SUPPORTED BY:** Church Council

**CURRENT CHAIRS:** Co-Senior Deacons - Janeen Hansen, hans1234@comcast.net Steve Groff, steve.groff@comcast.net

LAST REVIEWED: July 2022



# CARE TEAM

## Ministry Team

**DESCRIPTION:** The Care Team reaches out to members of the congregation experiencing life's joys, sorrows, and other challenges. Each week clergy suggest individuals who might benefit from special care, and four Care Teams rotate being responsible for kindnesses, such as checking in with a phone call, writing encouraging cards, providing meals or rides.

**TEAM MEMBER PROFILE:** Anyone with an empathetic heart who can write notes and make phone calls. We also welcome people who are able to make visits to the sick and shut-ins though these activities have been curtailed during the COVID-19 pandemic. Also needed occasionally are those who can make and deliver soups, casseroles, and the like.

**TIME COMMITMENT:** No meetings per se, but team leaders meet periodically to discuss concerns or issues which are then shared with team members. Team members typically spend time writing notes, making phone calls, providing meals and rides, and the like.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADER:** Saranel Payne McGuirk, [smcguirk@comcast.net](mailto:smcguirk@comcast.net)

LAST REVIEWED: July 2022





# CHANCEL

## Ministry Team

**DESCRIPTION:** The Chancel Ministry Team decorates the church's main sanctuary and the one in Wallace Chapel throughout the year with special emphasis on making them beautiful for Advent, Christmas, and Easter.

**TEAM MEMBER PROFILE:** Members must have availability during Advent, Easter, and at other times as needed

**TIME COMMITMENT:** As needed to meet at the church for sanctuary decoration. No meetings.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADERS:** Marbo Hansen, [marbo@hansenlink.com](mailto:marbo@hansenlink.com)

LAST REVIEWED: July 2022



# COMMUNITY HOUR

## Ministry Team

**DESCRIPTION:** The time after every worship service represents a unique opportunity for fellowship including catching up with friends or making new acquaintances. The Community Hour Ministry Team facilitates and supports this by providing refreshments. When the weather is cold we serve coffee for adults and juice for children plus snacks in the Assembly Room. During the summer lemonade or iced tea are substituted and served on the front lawn. If you like to provide hospitality, this is an excellent way to serve your fellow worshippers. Tasks include shopping, setting up, serving, and cleaning up.

**TEAM MEMBER PROFILE:** Open to all, especially those interested in hosting, serving, and welcoming their fellow congregation members after each weekly service

**TIME COMMITMENT:** Volunteers are coordinated through SignUp Genius and an e-mail list of those interested in serving. As noted above, duties are shared by team members for purchasing, set-up, serving, clean up, and take-down.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADERS:** Mimi D'Angelo, [mimi8386@hotmail.com](mailto:mimi8386@hotmail.com)  
David Otten, [otten@mit.edu](mailto:otten@mit.edu)

LAST REVIEWED: July 2022



# HILLS BELLS

## Ministry Team

**DESCRIPTION:** The goal of this musical team is twofold: to enhance our worship services through the use of handbells, and to develop a community of individuals who are kind and caring towards one another and who then take that kindness out into the greater world. We hope to bring to those who hear us joy, meaning, and time for contemplation. No matter where we go, what kind of music we play, or what activity we engage in, we wish to reflect back on the church in a positive way.

**TEAM MEMBER PROFILE:** Ability to read music is helpful, but prior handbell experience not required. We welcome anyone with the slightest interest to get in touch.

**TIME COMMITMENT:** Rehearsals are on Sunday afternoons, 4:00-5:30 pm, between September and June. (Rehearsal time may change to fit the availability of group members.) We play approximately once a month in church services. Small groups have played for the Salvation Army Kettle during the Christmas season and for the Angel Run in Medfield.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADER:** Martha Stowell, cpbranwell@gmail.com

LAST REVIEWED: July 2022



# MEMBERSHIP

## Ministry Team

**DESCRIPTION:** The primary goal of the Membership Ministry Team is to recruit and retain members of the congregation. This encompasses welcoming and on-boarding new members, keeping existing members engaged in church life and activities, and raising awareness of the Hills Church in the community. Our goals serve two of our Visioning Hallmarks:

- Welcome, Invite, and Involve our Neighbors
- Foster Authentic Relationships

**TEAM MEMBER PROFILE:** Church membership required. We seek those with an interest in helping us achieve our goals and a desire to share the joys of membership in our community. Ideally two or three positions are occupied by people currently serving as Deacons on the Spiritual Care Support Board.

**TIME COMMITMENT:** We meet approximately monthly, usually by Zoom

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADERS:** Chris Stowell, christopherstowell@gmail.com  
Rev. Anne Marie Holloway, annemarie@hillschurch.org

LAST REVIEWED: July 2022



# PARISH LIFE

## Ministry Team

**DESCRIPTION:** Parish Life is dedicated to fostering community and caring within the congregation by facilitating social activities and opportunities for fellowship. Regular events include an Ice Cream Social on Rally Day in the fall and the All-Church Picnic in the spring. In between we have sponsored a multi-generational Hoedown, a Progressive Dinner, a Pot-luck Dinner, and Souper Sundays where we serve soup and bread after the Sunday morning service. It is our hope that members will worship in church among friends, not strangers.

**TEAM MEMBER PROFILE:** We welcome anyone who is interested in creating and realizing social events for the congregation.

**TIME COMMITMENT:** Team members share event planning, gathering supplies, set-up, serving, and take-down. Recently we have met by Zoom to plan our events.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADERS:** Mimi D'Angelo, [mimi8386@hotmail.com](mailto:mimi8386@hotmail.com)  
David Otten, [otten@mit.edu](mailto:otten@mit.edu)

LAST REVIEWED: July 2022



# SENIORS MINISTRY

## Ministry Team

**DESCRIPTION:** Seniors Ministry supports and encourages the older members of the church through monthly get-togethers, programs, recitals, and teas, either in-person or online (Zoom). The emphasis is on checking in with friends, maintaining valued relationships with the church and each other, and having fun.

**TEAM MEMBER PROFILE:** A caring heart and a sense of humor

**TIME COMMITMENT:** Team meetings are held as needed. We plan monthly programs for seniors, each typically lasting an hour or so. Team members are asked to provide cookies and other refreshments for in-person gatherings on a rotating basis.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADERS:** Susan Walton, [susanswalton@comcast.net](mailto:susanswalton@comcast.net)  
Lucy Sur, [lhsur@aol.com](mailto:lhsur@aol.com)

LAST REVIEWED: July 2022



# USHERING

## Ministry Team

**DESCRIPTION:** Ushers are often the first person a worshiper sees when they come to church. This represents a unique opportunity to welcome them into our fellowship. Ushers are asked to arrive half an hour before the Sunday morning service to welcome members and guests into the sanctuary, distribute Orders of Worship, and answer any questions that may arise. If anyone arrives at the North Entrance Ramp and requires help with a walker or wheelchair, the ushers can assist them. During the service ushers count the number of attendees, monitor for late arrivals to make sure they receive an Order of Worship, distribute the handheld microphones as needed during announcements, collect the offering, and see to any other needs in the sanctuary as they arise. After the service the ushers pick up and recycle any leftover Orders of Worship in the pews and also collect the completed Fellowship Pad slips and leave them in the church office with the attendance sheet.

Occasionally ushers are required for Memorial Services, funerals, or other special services.

**TEAM MEMBER PROFILE:** Typically church members interested in providing a friendly and welcoming atmosphere at Sunday services for church members and guests alike

**TIME COMMITMENT:** Sundays for 2 hrs. maximum, 9:30-11:30 am. Ushers are coordinated through SignUp Genius and an e-mail list of those interested in serving. Some ushers may be contacted by telephone.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADERS:** David Otten, [otten@mit.edu](mailto:otten@mit.edu)

LAST REVIEWED: July 2022



# WOMEN'S MINISTRY

## Ministry Team

**DESCRIPTION:** Women's Ministry provides opportunities for fellowship and service primarily for, but not limited to, women of the church, through sponsorship of activities such as the Women's Retreat, the annual Bake Sale Plus, and the Rummage Sale. Women's Ministry also provides resources for knitting and quilting groups as well as funds charities focusing on women and children, both nationally and internationally.

**TEAM MEMBER PROFILE:** Women's Ministry welcomes participation by anyone with an interest in creating and/or staffing events such as the Rummage Sale or Women's Retreat.

**TIME COMMITMENT:** Our large public functions have been suspended during the COVID-19 pandemic but we hope to re-group as soon as we are able. Planning for and executing the functions can be time-intensive but most are short-term in nature.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADERS:** Laurie Otten, [laurieotten50@gmail.com](mailto:laurieotten50@gmail.com)

LAST REVIEWED: July 2022





# SPECIAL MINISTRY TEAM OF SPIRITUAL CARE SUPPORT BOARD/ DEACONS

## PASTOR PARISH RELATIONS

### Special Ministry Team

**DESCRIPTION:** The purpose of Pastor Parish Relations Special Ministry Team (PPR) is to support an open relationship between the clergy and the church, as well as the Director of Music and the church, by fostering communication, discussing strengths and weaknesses, and providing a framework in which issues can be dealt with constructively and confidentially.

**TEAM MEMBER PROFILE:** PPR members are church members who are either current Deacons or Deacons Emeriti. Members are nominated by the Co-Chairs (i.e., Senior Deacons) of the Spiritual Care Support Board in consultation with the clergy and current members of PPR. They are elected for 4-year staggered terms.

**TIME COMMITMENT:** PPR meets monthly, meeting with members of the clergy or the Director of Music as needed on a rotating basis.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADERS:** Sarah Pedersen, sarahpedersen515@gmail.com  
Laurie Otten, laurieotten50@gmail.com

LAST REVIEWED: July 2022



# WORKING GROUP OF SPIRITUAL CARE SUPPORT BOARD/ DEACONS

## WELCOMING DIVERSITY, EQUITY, AND INCLUSION Working Group

**DESCRIPTION:** The Hills Church seeks to ensure a safe and engaging environment for all LGBTQ+ individuals, inclusive of gender, gender identity, gender expression, sexual orientation, and gender-nonconforming people of all ages. The Hills Church strives to promote awareness of the church's Open & Affirming (ONA) policy by creating positive impact within its sanctuary and for the entire community through education, advocacy, discussion, and any other appropriate means. The Hills Church believes that love is at the center of our ministry, and we want to share the joy of church life with all. Hoped for 2022 outcomes:

- To educate the congregation about the need for ONA and why it is the church's work. It is what Jesus has called us to do, living out God's hope for all God's children.
- To have more people in the congregation be comfortable with talking, learning, and understanding language and issues for people to gain more awareness and bring attention to LGBTQ+ issues
- To support and celebrate the LGBTQ+ community. When people can be themselves it leads to a healthier community/congregation for all.
- To designate the ONA working group as a ministry team to clarify its role in the life of the church.

**TEAM MEMBER PROFILE:** We seek those interested in helping to create a safe and engaging environment for all LGBTQ+ individuals in the church community, through education, advocacy, discussion, and other appropriate means.

**TIME COMMITMENT:** Meetings are typically held monthly via Zoom

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**CURRENT LEADERS:** Mimi D'Angelo, mimi8386@hotmail.com



# STEWARDS SUPPORT BOARD

**DESCRIPTION:** The Stewards Support Board oversees the financial and physical assets of the church, prepares the annual budget, and manages the maintenance of all church properties. The board also provides financial support and guidance to the Church Council for any significant unplanned projects or expenditures that arise throughout the year.

**TEAM MEMBER PROFILE:** Church membership as well as a willingness to contribute to a constructive dialogue are the only requirements for membership on this slate-elected board. Terms are three years. Financial or legal backgrounds are not necessary but welcome.

**TIME COMMITMENT:** The board meets quarterly and may conduct ad hoc meetings during the annual budgeting period (fall) or at any other time that deliberations are required before the next scheduled meeting.

**SUPPORTED BY:** Church Council

**CURRENT CHAIR:** Andy Wilson, [aw6022@gmail.com](mailto:aw6022@gmail.com)

LAST REVIEWED: July 2022



# MINISTRY TEAMS OF STEWARDS SUPPORT BOARD

## COMMUNICATIONS

### Ministry Team

**DESCRIPTION:** The Communications Ministry Team provides support and consultation to church operations in the areas of design, printing, content creation, and the like. This primarily includes support to the church office and staff but may also extend, on occasion, to lay-led areas such as Church Council, support boards, ministry teams, task forces, etc. Projects may include church logos, printed matter (fliers, brochures, pamphlets), selected mailings, seasonal marketing materials, floor banners, PDFs, website content, and more. Support may also be provided on press relations or related church marketing matters.

**TEAM MEMBER PROFILE:** While not required, background and/or interest in one or more aspects of communications – content creation, editing, graphic design, publishing, journalism, marketing, social media, etc. – are helpful.

**TIME COMMITMENT:** Varies depending on projects. No scheduled meetings; meet as needed, often virtually, in response to current projects.

**SUPPORT BOARD AFFILIATION:** Stewards

**CURRENT LEADERS:** Noreen Young, [nyoung@gotomsn.com](mailto:nyoung@gotomsn.com)  
Doug Eisenhart, [douglaseis@comcast.net](mailto:douglaseis@comcast.net)

LAST REVIEWED: July 2022



# LIVESTREAM TECHNOLOGY

## Ministry Team

**DESCRIPTION:** The Hills Church went live on Livestream in June 2021. This ministry team was formed to acquire the technology and determine what was needed to live-stream the church's Sunday services and related events. Initially the team met at the church to get the system working. Now that the system is stable and reliable the group has met a number of times to discuss improvements, figure out how to take advantage of improving technology, and provide a remote capability for the church. We are still working to improve and welcome help.

**TEAM MEMBER PROFILE:** Most important is a desire to learn video technology and to recognize that through livestream God has given us a means of supporting our church community even when they cannot be here in person. If you already know things like OBS, PTZ cameras, BlackMagic cameras, audio technology, you are perfect to help out this team. Or, if you are willing to try these things out and are willing to learn, we want you! Contact Bill Spencer below, or just talk to Kenny or Steven who will be operating the cameras at church on Sunday.

**TIME COMMITMENT:** We meet occasionally on Zoom or often connect at the back of the church on Sundays to discuss how things are working. If you would like to sit in and help with the actual livestream you will be welcome to watch on a given Sunday, and even participate. We recently acquired a BlackMagic 6K studio camera which we could use an additional pair of hands to operate.

**SUPPORT BOARD AFFILIATION:** Stewards

**CURRENT LEADER:** Bill Spencer, notbill.spencer@gmail.com

LAST REVIEWED: July 2022



# PROPERTY MAINTENANCE

## Ministry Team

**DESCRIPTION:** The Property Maintenance Ministry Team plans and oversees the maintenance and repair of the church property, including the interior and exterior of church buildings and the surrounding landscape. We provide an annual budget and control the spending for ongoing operations. We interact with a broad range of trades people and specialty service providers. Among other activities we seek quotes from outside vendors and select vendors for projects and see that the work is completed as specified. Property Maintenance also arranges selected service contracts for the church. The ministry team also participates in planning selected capital improvements. We also provide basic record-keeping as well as meeting minutes and notes.

**TEAM MEMBER PROFILE:** Property Maintenance welcomes organized individuals with a basic understanding of building and grounds maintenance and operations. Some knowledge of building operations, construction, and engineering are a definite plus, even just as an involved homeowner, but are not essential.

**TIME COMMITMENT:** The Property Maintenance Ministry Team meets quarterly. Aside from meetings, team members must have the time and ability to interact with/follow through with vendors on specific projects relating to the maintenance and repair of church buildings and grounds.

**SUPPORT BOARD AFFILIATION:** Stewards

**CURRENT LEADER:** George Pettee, [gpettee@verizon.net](mailto:gpettee@verizon.net)

LAST REVIEWED: July 2022



# CHRISTIAN SERVICE SUPPORT BOARD

**DESCRIPTION:** The purpose of the Christian Service Support Board (CSSB) is to promote opportunities to carry out Christ's call to love our neighbor and to care for the least of these, knowing that in so doing we find joy and purpose in our own lives and bring vitality into the life of the congregation. The board seeks to fulfill its mission by channeling opportunities to serve others as part of our participation in our church community, by distributing financial resources allocated by the congregation to local, national and international charities and by supporting and publicizing church ministry groups and Christian partnerships.

**TEAM MEMBER PROFILE:** Church membership required. We seek members who share our belief that service to others in the name of Christ is an essential part of being of a Christian.

**TIME COMMITMENT:** CSSB meets once per month, except during the summer, to keep up to date on the various ministry teams; to allocate funds to charities; to consider the authorization of new ministry teams; to review the overall scope of the church's Christian Service efforts and consider new opportunities for growth; and to support the members of the ministry teams for which this board is responsible with gestures of appreciation. Board members are asked to commit to three-year terms.

**SUPPORTED BY:** Church Council

**CURRENT CHAIR:** Mark Fraga, markdfraga@gmail.com

LAST REVIEWED: July 2022



# MINISTRY TEAMS OF CHRISTIAN SERVICE SUPPORT BOARD

## AFRICAN INDIAN ALLIANCE

### Ministry Team

**DESCRIPTION:** The African Indian Alliance (AIA) Ministry Team supports the non-profit organization The African Indian Alliance: A Siddi Partnership, Inc., which was founded by the Hills Church. The African Indian Alliance serves the Siddi people (African Indians) who are living in the state of Karnataka in southwestern India. The Siddis are descendants of Africans who arrived in India as a result of the Indian Ocean slave trade that occurred over 600 years ago. Over the centuries the Siddis have been forced into debt-induced slavery, human trafficking, and subsistence living. Our goal is to enhance the dignity and economic well-being of the Siddis through education and related programs. The non-profit AIA organization was granted tax-exempt status under section 501(c)(3) of the Internal Revenue code in 2015.

**TEAM MEMBER PROFILE:** Those with an interest in furthering the AIA mission and goals

**TIME COMMITMENT:** The AIA holds evening meetings throughout the year, usually in January, March, May, September, and November. Individuals also commit to board projects as needed.

**SUPPORT BOARD AFFILIATION:** Christian Service

**CURRENT LEADER:** Katie McCabe, klm4192@yahoo.com

LAST REVIEWED: July 2022





# CHRISTMAS GIFTS FOR LOW-INCOME FAMILIES

## Ministry Team

**DESCRIPTION:** We provide Christmas Gifts for low-income families in Waltham. All of the families on the list have at least one child under three years old who has developmental challenges due to identified disabilities or whose development is at risk due to certain birth or environmental circumstances. Church members sign up to shop for individuals and families using the families' wish lists as guidance.

**TEAM MEMBER PROFILE:** Everyone is invited to participate!

**TIME COMMITMENT:** Family wish lists are available in early November (on SignUp Genius) and wrapped gifts are dropped off at the church in early December.

**SUPPORT BOARD AFFILIATION:** Christian Service

**CURRENT LEADER:** Sue Spencer, [suespencer42@gmail.com](mailto:suespencer42@gmail.com)

LAST REVIEWED: July 2022



# COLLECTIONS

## Ministry Team

**DESCRIPTION:** At different times during the year the Collections Ministry Team collects wearables (e.g., winter coats, clothing) and books that will be given to charitable organizations who distribute the items to those who have need of them. Each year organizations are contacted before a collection takes place to assess the needs of the organization. If a need is identified, additional items may be collected.

**TEAM MEMBER PROFILE:** We are always looking for individuals willing to collect items, sort them, and/or store them briefly until they can be donated to the partner organization.

**TIME COMMITMENT:** Conversations, rather than meetings, take place, often in the course of a Christian Service Support Board meeting.

**SUPPORT BOARD AFFILIATION:** Christian Service

**CURRENT LEADERS:** Martha Stowell, cpbranwell@gmail.com  
Tina Andersson, tina.andersson987@gmail.com

LAST REVIEWED: July 2022



# FAMILY PROMISE

## Ministry Team

**DESCRIPTION:** The Family Promise Ministry Team provides support and volunteers to Family Promise, a national cooperative, interfaith partnership offering hope to at-risk and homeless families with children through safe transitional shelter, meals, and supportive case management as they seek permanent housing. There are 190 networks throughout the US, and the Hills Church is one of 50 congregations that comprise Family Promise Metrowest (FPM). We provide support and meals to families for one week at a time, three to four times per year, at the FPM facility in Natick.

**TEAM MEMBER PROFILE:** Volunteer roles at the FPM facility must attend a two-hour training session and, as of May 2022, must show a valid vaccination card indicating the required COVID-19 vaccination status. Volunteer roles include:

- **Program Coordinators** - responsible for administration and coordination, including volunteer recruitment and sign-up during support weeks; varying time commitments
- **Dinner Chefs** - prepare and deliver a meal for families.  
Time: 1-2 hours
- **Dinner Support** - dinner hosts are present from 6-8 pm to help set up for dinner, share a meal and companionship with families, and help clean up afterward. Post-dinner, hosts can be available to offer specific support to parents or children in areas of need, such as homework help, job search, or other needs expressed by a family. Time: 2 hours
- **Parent Helper** - aka, childcare helper. Geared toward teens, child-focused activities could include: story time, homework support, game nights, music-making, or cookie baking. Teens may also be asked to provide babysitting while parents attend evening trainings in the meeting room. Shifts take place between 6-8 pm when adult volunteers are present. Time: 2 hours



- **Grocery Shoppers** - volunteers shop for and donate supplies that we distribute to families across all our programs, including breakfast/lunch items for shelter families and non-perishable pantry items for families in LIFE/SAIL programs. Time: 1-2 hours
- **Additional opportunities** still to be determined!

**TIME COMMITMENT:** There are no scheduled meetings. Coordinators may schedule meetings as necessary. There is a required two-hour training session for those who wish to be Evening Support, Parent Helpers, or volunteering at the FPM facility. Other volunteer time commitments vary by task as noted above.

**SUPPORT BOARD AFFILIATION:** Christian Service

**CURRENT LEADER:** Neely Dodge, nadodge@me.com

LAST REVIEWED: July 2022



# HABITAT FOR HUMANITY

## Ministry Team

**DESCRIPTION:** The purpose of the Habitat for Humanity Ministry Team is to give Hills Church members and friends the opportunity to live out their faith by serving our neighbors in need. Habitat for Humanity helps lower-income families construct and purchase their own homes. Our congregation helps by working alongside other volunteers and future homeowners constructing houses 3x/yr. Merrimack Valley Habitat for Humanity provides all tools and supplies required for the work that needs to be done on any particular workday. They also provide instruction and supervision for the tasks. The Ministry Team leaders provide logistical information to the group participating that day. The Hills Church provides lunch to volunteers on workdays, usually organized and delivered to the work site by Carol and Jerry Cole.

**TEAM MEMBER PROFILE:** Team members need to be at least 16 years old and be reasonably able bodied. The work that is done is physical and participants need to be able to be on their feet, or hands and knees, for much of the day. Beyond that, no actual construction knowledge is necessary.

**TIME COMMITMENT:** The Ministry Team leaders schedule three Habitat trips per year; send out e-mail invitations to all team members; and publicize the workdays in the church e-mail newsletters and Orders of Worship. The team leaders also send logistics instructions to the group participating on a particular workday. Team members volunteer as desired for workdays and devote 6-8 hrs. on the scheduled day at the Habitat build site. There is no set yearly commitment for team members.

**SUPPORT BOARD AFFILIATION:** Christian Service

**CURRENT LEADERS:** Nana Poku, poyaw@hotmail.com  
Rob Andrews, andrews.robert@gmail.com

LAST REVIEWED: July 2022



# HONDURAS HOPE

## Ministry Team

**DESCRIPTION:** Honduras Hope (HH) is a non-profit 501(c)(3) that has been supported by the Hills Church for many years through financial commitments, donations of needed items, and service trips. Honduras Hope works to promote stronger, more resilient, and self-sufficient communities in rural Honduras. Working primarily with women and children, Honduras Hope focuses on five key areas: health and wellness, education, infrastructure development, economic development, and community engagement.

**TEAM MEMBER PROFILE:** A desire to serve, a willingness to be stretched and challenged, and an open mind and heart.

### TIME COMMITMENT:

- Service Trips - Honduras Hope organizes service trips to Honduras a minimum of four times a year. While in Honduras, travelers participate fully in the work of HH. Any interested person is invited to join one of these trips, or a Hills Church specific trip can be organized. Adults and children (age 12 and older accompanied by a parent) are welcome on a trip. Trip participants cover their own travel and in-country expenses.
- Fundraisers - occasionally Honduras Hope organizes local fundraisers. Volunteer help is always appreciated.

**SUPPORT BOARD AFFILIATION:** Christian Service

**CURRENT LEADER:** Sue Spencer, [suespencer42@gmail.com](mailto:suespencer42@gmail.com)

LAST REVIEWED: July 2022



# HUNGER MINISTRY/COMMON CATHEDRAL

## Ministry Team

**DESCRIPTION:** The Hunger Ministry Team, aka Common Cathedral – A Ministry with the Unhoused, provides sandwiches, fruit, and granola bars once a month for the weekday programs at Common Cathedral, a community of the unhoused. Our youth groups often add cookies! We sometimes partner with the Union Church in Waban. There may also be the renewed opportunity to provide Sunday lunch on Boston Common and participate in that group’s weekly worship service.

**TEAM MEMBER PROFILE:** Concern for our neighbors who are unhoused and hungry. Minimal culinary skills required.

**TIME COMMITMENT:** Currently Common Cathedral requests meals for Wednesdays, and our delivery person leaves about 8:30 am with the food, which may be dropped off the day before.

**SUPPORT BOARD AFFILIATION:** Christian Service

**CURRENT LEADERS:** Susan Walton, [susanswalton@comcast.net](mailto:susanswalton@comcast.net)  
Nana Poku, [poyaw@hotmail.com](mailto:poyaw@hotmail.com)

LAST REVIEWED: July 2022



# PUMPKIN PATCH

## Ministry Team

**DESCRIPTION:** The Pumpkin Patch Ministry Team has the dual purpose of raising important funds and providing a beautiful, welcoming, and seasonal presence to the community. The Pumpkin Patch is one of the most effective ways in which the church engages with the broader community of Wellesley (and beyond!) as it is a tradition for many residents to get their annual pumpkins from the Hills Church. Fundraising occurs through the sale of pumpkins based on a contractual agreement with the Pumpkins USA/Pumpkin Patch Fundraisers. A portion (60%) of the dollars earned from pumpkin sales goes back to support the Mother Patch and the indigenous farming communities that bring us our pumpkins each year, while the remainder is generously donated to support the ministry of our youth programs in the church and charitable organizations of the church's choosing through the Christian Service Support Board.

**TEAM MEMBER PROFILE:** The Pumpkin Patch has thrived as a church tradition for so long because of the help and support of our team members. To be successful, the Patch requires a large number of volunteers with a wide range of skills. As such, the committee seeks interested members with:

- Strong organizational skills to manage the Patch and its sales
- Good communication and interpersonal skills to publicize the event and enlist volunteers
- Physical strength to unload the pumpkins
- Availability during the weekday and on weekends to sell pumpkins
- Financial expertise to keep track of the proceeds (in partnership with Stewards).

Past and current leaders will serve as mentors to facilitate the process and help train new members.

**TIME COMMITMENT:** The bulk of the time commitment is in the month of October, with the Patch typically open for business from mid-October through Halloween. Pumpkins are unloaded on a designated day where we seek a large number of active and enthusiastic “unloaders,” and we then seek volunteers for 2 hour shifts to manage pumpkin sales on the church front lawn during the weekdays and on weekends (6-8 hours a day / 7 days a week).

**SUPPORT BOARD AFFILIATION:** Christian Service

**CURRENT LEADERS:** KC Kranker, kckarlson@gmail.com

Julie Safaii, juliekarlson@gmail.com

LAST REVIEWED: July 2022





# FAITH FORMATION SUPPORT BOARD

**DESCRIPTION:** The Faith Formation Support Board (FFSB) oversees and nurtures the deepening and strengthening of faith for children, youth, and adults through a range of spiritual experiences and practices, activities, and traditional Christian education, both within the congregation and extending outward to our local neighbors and the world.

**TEAM MEMBER PROFILE:** Church membership required. Faith Formation is at the heart of the Christian life. If you wish to help others nurture, nourish, and form their faith, FFSB is the ministry for you.

**TIME COMMITMENT:** This board meets four times a year or more often as needed.

**SUPPORTED BY:** Church Council

**CURRENT CHAIRS:** Mary Hill Canavan, [mhillcanavan@gmail.com](mailto:mhillcanavan@gmail.com)  
David Otten, [otten@mit.edu](mailto:otten@mit.edu)

LAST REVIEWED: July 2022



# MINISTRY TEAMS OF FAITH FORMATION SUPPORT BOARD

## BACKYARD

### Ministry Team

**DESCRIPTION:** Backyard Ministries Team (BYMT) was born in the time of COVID-19 when our youth were unable to go out and serve with the local organizations we partner with in an attempt to bring food and comfort to those in need. Our Backyard Ministry Team leaders are High School Juniors and Seniors who have a gift for leadership and a passion for service. Youth who are feeling called to serve the needs of others “in their own backyards” are invited to form a BYMT proposal and share it with the Associate Minister of Youth and Families. Examples of previous backyard ministry teams include:

- Cookie Baking - cookies freshly baked and distributed to those facing food insecurity
- Winter Warmers - care packs for the homeless
- Words of Inspiration - kind notes to those in recovery/shut ins
- Beyond Words - care packages for those supported by Boston Health Care for the Homeless.

Service Projects must be proposed to the Associate Minister of Youth and Families and the Faith Formation Support Board.

**TEAM MEMBER PROFILE:** Must be a Junior or Senior High School student

**TIME COMMITMENT:** BYMT meets on the first Saturday of the month throughout the school year between 10 a.m. and 12 p.m. Project preparation and execution involve additional time as needed.

**SUPPORT BOARD AFFILIATION:** Faith Formation

**CURRENT LEADER:** Rev. Anne Marie Holloway, Associate Minister of Youth and Families, [annemarie@hillschurch.org](mailto:annemarie@hillschurch.org)



# FAITH & FUN

## Ministry Team

**DESCRIPTION:** The Faith & Fun Ministry Team provides spiritual and joyful fellowship opportunities by supporting lay leaders in sharing their passions and talents with the congregation. Our hope is to offer unique spiritual opportunities that invite members of the congregation to experience the joy of gathering in community around shared interests and activities. The ministry team assists in scheduling and organizing the lay-led programs that can be offered either as a series or as a one-time event.

**TEAM MEMBER PROFILE:** We embrace members inspired to create opportunities of joyful fellowship for the community!

**TIME COMMITMENT:** Faith & Fun meets 2-3 times a year (September, December, and March) to plan and schedule program offerings for the next season.

**SUPPORT BOARD AFFILIATION:** Faith Formation

**CURRENT LEADER:** KC Kranker, kckarlson@gmail.com

LAST REVIEWED: July 2022



# CLERGY AND STAFF LED OPPORTUNITIES

## A CUP OF MONDAY MORNING PRAYER

**DESCRIPTION:** Breathe in/out the Creator's bounty, connect to the life source of your breathing, be still and know that God is with you. Hills Church family and friends are invited to bring your favorite cup of coffee/tea, sit outside in God's sanctuary, turn on your devices and settle in and join us in this virtual space for a prayerful time of reflection and connection on Monday mornings @ 7:00 am via Facebook LIVE.

**REQUIREMENTS FOR PARTICIPATION:** Due to the nature of prayers shared, this is a "private" access group on Facebook (although you do not need to be on Facebook to participate). Upon request, Rev. Anne Marie will add interested participants as they wish to join. Each Monday morning prayer time is approximately 7-10 minutes in length.

If Facebook LIVE isn't your thing, I invite you to find a space outdoors, and practice the breath prayer. Rev. Anne Marie has a collection of resources to share! A recording is made of each prayer session and can be digitally shared via e-mail.

**TIME COMMITMENT:** 7:00 am every Monday morning, unless otherwise specified

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**LEADER:** Rev. Anne Marie Holloway, [annemarie@hillschurch.org](mailto:annemarie@hillschurch.org)

LAST REVIEWED: July 2022



# CARING FOR THE CAREGIVER

**DESCRIPTION:** Caring for the Caregiver gathers monthly to provide mutual support and comfort for caregivers of spouses, adult children, grandchildren, and relatives. Caregiving is often an overwhelming responsibility. This gathering is a time for confidential sharing of our experiences held within a mutual covenant of trust. Our format is informal: we share our joys, responsibilities, and at times, concerns, encourage wellness, and pray for those we care for, and for each other.

**REQUIREMENTS FOR PARTICIPATION:** Any who are interested are welcome. If we are meeting remotely a computer or mobile device (cell phone, iPad, etc.) will be required.

**TIME COMMITMENT:** We meet monthly, year-round, for about 90 minutes.  
We meet either in person or on Zoom, depending on individual preferences or constraints.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**LEADER:** Rev. Judy Swahnberg, [judy@hillschurch.org](mailto:judy@hillschurch.org)

LAST REVIEWED: July 2022



# CHANCEL CHOIR

**DESCRIPTION:** The Chancel Choir provides music leadership for the Sunday worship services, encouraging the Congregation in the singing of hymns and other service music. The choir also enhances the worship services through the singing of anthems and offertories.

**REQUIREMENTS FOR PARTICIPATION:** No audition is required, but some choral experience is helpful. Ability to read music is also helpful. New members, from novices to experienced singers, are welcome. Attendance at rehearsals and services is crucial.

**TIME COMMITMENT:** Beginning after Labor Day in September and continuing through the end of May the choir rehearses every Wednesday from 8:00-9:30 p.m. Beginning after Labor Day and continuing through the middle of July the choir sings in the weekly Sunday morning worship services, rehearsing at 9:00 a.m. with worship typically running from 10:00-11:15 a.m.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**LEADER:** John Finney, Director of Music, [johnf@hillschurch.org](mailto:johnf@hillschurch.org)

LAST REVIEWED: July 2022



# CHURCH SCHOOL

**DESCRIPTION:** The Church School at the Hills Church creates a whole faith experience for children with Bible stories, activities, crafts, videos, and games. Colorful, engaging, theologically sound materials invite children to explore the Bible in fun, age-appropriate ways, capturing their attention and ensuring that God’s message is taken to heart.

**REQUIREMENTS FOR PARTICIPATION:** Pre K-5th Grade

**TIME COMMITMENT:** Sunday morning, 10:00-11:15 am

**SUPPORT BOARD AFFILIATION:** Faith Formation

**LEADER:** Sally Tomasetti, Children’s Ministry Director,  
sally@hillschurch.org

LAST REVIEWED: July 2022



# CHURCH SCHOOL TEACHERS AND ASSISTANTS

**DESCRIPTION:** Come help us teach our Hills Church children about our faith stories – lead Bible stories, activities, crafts, or games. Colorful, engaging, theologically sound materials will be provided, and training will be provided.

**REQUIREMENTS FOR PARTICIPATION:** Ability to sign up for one month or four Sundays in a row. Church School teachers need to be adults, while assistants can be aged 14 and up.

**TIME COMMITMENT:** Sunday mornings, 9:45-11:15 am. Typical prep time: 1 hour.

**SUPPORT BOARD AFFILIATION:** Faith Formation

**LEADER:** Sally Tomasetti, Children’s Ministry Director,  
[sally@hillschurch.org](mailto:sally@hillschurch.org)

LAST REVIEWED: July 2022





# CONFIRMATION

**DESCRIPTION:** Confirmation classes are uniquely designed to support our teens as they explore the faith of their childhood through the lens of a young adult. Each week our confirmands will be invited to gather together in community, share a story, music, film clip, scripture lesson reflection, or service experience. Each class is designed to provide a sacred space in which our youth can explore their faith, ask questions and share experiences with one another, Rev. Anne Marie, and Deacon Mimi D'Angelo.

**REQUIREMENTS FOR PARTICIPATION:** Participants should be at least 14 years of age

**TIME COMMITMENT:** Confirmation classes meet on the 2nd, 3rd, and 4th Wednesdays of each month from September-May, beginning at 7:00 pm with dinner in the You Room on the 3rd floor of the Parish House. Confirmation Discussions follow the shared dinner from 7:30-8:15 pm. Confirmation Class celebrates with the Rite of Confirmation and a special worship service in May.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**LEADER:** Rev. Anne Marie Holloway, Associate Minister of Youth and Families, [annemarie@hillschurch.org](mailto:annemarie@hillschurch.org)

LAST REVIEWED: July 2022



# CONNECTIONS

**DESCRIPTION:** The purpose of the Connections group is to enjoy each other and have fun -- and learn from each other -- as we navigate our lives. We gather informally on Friday evenings about once a month during the church program year. People take turns hosting the group in their homes, and those who attend that month are invited to bring desserts, drinks, and other offerings, with no worries if life intrudes. The combination January/February and May/June gatherings are potluck dinners.

During the COVID-19 pandemic we have enjoyed meeting on Zoom. We hope to meet in person going forward, but we will not be deterred if in-person gatherings in homes seems unwise. As we laugh together and learn from each other, we form new friendships and add depth to old ones. We also encourage each other to live lives of spirit.

Our topics of discussion range in subject matter and scope. Sometimes our time together involves unstructured conversations. We are always open to sharing wisdom, joys and sorrows, perspectives gained through lived experiences. We also frequently share book and film recommendations and discussions of course work. A tradition we cherish is our December gathering—a Yankee Swap—featuring a “regifted” household item.

**REQUIREMENTS FOR PARTICIPATION:** Women of all ages are welcome!

**TIME COMMITMENT:** Friday evenings, 7:30-9:30 pm, about once a month, September-June.

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**LEADER:** Rev. Judy Swahnberg, [judy@hillschurch.org](mailto:judy@hillschurch.org)

LAST REVIEWED: July 2022



# MORNING MEDITATION

**DESCRIPTION:** Morning Meditation provides an opportunity to step aside from the busyness and challenge of our days and pause for an hour to explore the spiritual practice of meditation and to experience how this ancient practice of “resting in God” through simple breathing exercises, stillness, and prayer, can lower blood pressure, enrich our days, and deepen our faith journeys.

**REQUIREMENTS FOR PARTICIPATION:** Open to all

**TIME COMMITMENT:** Weekly gatherings on Tuesdays, 9:30-10:30 am

**SUPPORT BOARD AFFILIATION:** Faith Formation

**LEADERS:** Rev. Judy Swahnberg, [judy@hillschurch.org](mailto:judy@hillschurch.org)  
Mary Hill Canavan, [mhillcanavan@gmail.com](mailto:mhillcanavan@gmail.com)

LAST REVIEWED: July 2022



# NOONTIME PRAYERS

**DESCRIPTION:** This is a clergy led offering that is held on Facebook Live every Wednesday and Thursday at noon. Participants are invited to join the clergy in this virtual space for a time of reflection and prayer.

**REQUIREMENTS FOR PARTICIPATION:** Open to all. Need computer or other digital device with access to Internet and Zoom.

**TIME COMMITMENT:** 10-15 minutes each session

**SUPPORT BOARD AFFILIATION:** Spiritual Care / Deacons

**LEADERS:** Rev. Judy Swahnberg, [judy@hillschurch.org](mailto:judy@hillschurch.org), Rev. Anne Marie Holloway, [annemarie@hillschurch.org](mailto:annemarie@hillschurch.org)

LAST REVIEWED: July 2022



# NURSERY ASSISTANTS

**DESCRIPTION:** The Nursery is our Sunday morning care for God's littlest. Our Nursery provides a safe, loving, fun, and comfortable Sunday morning church experience for our babies. Assistants work alongside a Nursery staff member. Consider reading, singing, and hugging our cutest church members!

**REQUIREMENTS FOR PARTICIPATION:** Ability to sign up for one month or four Sundays in a row. Assistants can be aged 14 and up.

**TIME COMMITMENT:** Sunday mornings, 9:45-11:15 am

**SUPPORT BOARD AFFILIATION:** Faith Formation

**LEADER:** Sally Tomasetti, Children's Ministry Director, [sally@hillschurch.org](mailto:sally@hillschurch.org)

LAST REVIEWED: July 2022



# PARENTS' COMPANION BIBLE STUDY

**DESCRIPTION:** Once a month parents are invited to gather together at the church to share and reflect on scripture through a guided Bible Study that is designed to provide companions for the ups and downs of parenthood.

**REQUIREMENTS FOR PARTICIPATION:** An open heart and commitment to gathering once a month to reflect on scripture

**TIME COMMITMENT:** The second Thursday of each month, parents will gather from 7:15-8:15pm with the Minister of Youth and Families for Bible study, reflection and prayer. At the start of each monthly Bible Study, parents will be paired with a “companion” to touch base with throughout the month. Each companion pairing will be provided a simple discussion prompt to reflect on together.

**SUPPORT BOARD AFFILIATION:** Faith Formation

**LEADER:** Rev. Anne Marie Holloway, Associate Minister of Youth and Families, [annemarie@hillschurch.org](mailto:annemarie@hillschurch.org)

LAST REVIEWED: July 2022



# POP-UP MINISTRIES: COOKIES WITH SANTA AND EASTER EGG HUNT

**DESCRIPTION:** Pop-up Ministries provide an opportunity for members of the congregation to help plan the Cookies with Santa and Easter Egg Hunt events. There are small but essential tasks to prepare for each event, including purchasing supplies, filling eggs or gifts, making signs, organizing items, etc.

**REQUIREMENTS FOR PARTICIPATION:** None – all are welcome!

**TIME COMMITMENT:** Preparation usually begins 1-3 weeks before each event

**SUPPORT BOARD AFFILIATION:** Faith Formation

**LEADER:** Sally Tomasetti, Children’s Ministry Director, [sally@hillschurch.org](mailto:sally@hillschurch.org)

LAST REVIEWED: July 2022



# YOUTH GROUP ADVISORS

**DESCRIPTION:** Youth Group Advisors play an integral role in the building of positive and supportive relationships for our youth during our youth group meetings on Sunday evenings. Youth Group Advisors work closely with the Associate Minister of Youth and Families to build programming that focuses on supporting our youth on their journeys.

**REQUIREMENTS FOR PARTICIPATION:** Adults/parents and/or college-aged leaders who have a gift for working with teens, have an excellent sense of humor, and wish to serve as mentor and support to our youth on their journeys of faith. Preferably members of the church. All must have a current CORI on file with the church office.

**TIME COMMITMENT:** Advisor Meeting 15 minutes before the start of Youth Group Meetings for meeting preparation with the Associate Minister of Youth and Families, plus stay 15 minutes following the conclusion of the Youth Group gatherings for reflection and prayer. Hills Church Youth Groups meet most Sunday evenings throughout the school year (September-June) from 6:30-8:30 p.m. Participation also welcomed during a weeklong service trip in early July.

**SUPPORT BOARD AFFILIATION:** Faith Formation

**LEADER:** Rev. Anne Marie Holloway, Associate Minister of Youth and Families, [annemarie@hillschurch.org](mailto:annemarie@hillschurch.org)

LAST REVIEWED: July 2022





## YOUTH GROUPS: SENIOR HIGH (Gr. 9-12) AND MIDDLE SCHOOL (Gr. 6-8)

**DESCRIPTION:** Hills Church Youth Groups for Senior High School (Grades 9-12) and Middle School (Grades 6-8) meet in the Youth Room (Upper Room) on the 3rd floor of the Parish House. Upon arriving attendees will be able to enjoy delicious treats and fellowship during the open free time of “The Upper Room Cafe” (URC). The URC is open 30 minutes before Youth Group meetings begin. Attendees are invited to enjoy snacks, play the Wii (old school), charge phones, listen to music, laugh, sing, and find a chance to recharge spirits before breaking into small groups for conversation circles and activities. After the URC, attendees meet in small groups for faithful conversation circles and team building activities. Additional retreats, day trips, and overnights are offered throughout the school year to our High School teens.

**REQUIREMENTS FOR PARTICIPATION:** Must be in the 6th-12th Grades. You do not need to be a member of the Hills Church to attend our youth groups. Regular participation in service projects is encouraged and required. Laughter is also a requirement! Registration required here: <https://form.jotform.com/212344098949163>

**TIME COMMITMENT:** Hills Church Youth Groups meet most Sunday evenings throughout the school year (September-June) from 6:30-8:30 p.m. From 6:30-7:00, treats and fellowship as part of the URC; from 7:00-8:15, small group conversations and team building activities. Other opportunities as scheduled.

**SUPPORT BOARD AFFILIATION:** Faith Formation

**LEADER:** Rev. Anne Marie Holloway, Associate Minister of Youth and Families, [annemarie@hillschurch.org](mailto:annemarie@hillschurch.org)

LAST REVIEWED: July 2022



# ADDITIONAL OPPORTUNITIES

## WELLESLEY FOOD PANTRY

### Special Service Partner

**DESCRIPTION:** The Wellesley Food Pantry serves approximately 400 clients in about 200 households in Wellesley and nearby towns. About a third of the clients are children (18 years old and younger) and another third are seniors. The Pantry is housed in the Hills Church buildings below Wallace Chapel. It receives no government funding and relies solely on volunteers and donations from individuals, businesses, and civic organizations to stock shelves and serve clients.

**REQUIREMENTS FOR PARTICIPATION:** Those interested in volunteering should fill out a volunteer form available at the Food Pantry website, <https://www.wellesleyfoodpantry.org>. Note: Hills Church volunteers should note on the form that they are a member of the Hills Church -- the Food Pantry will give priority attention to potential volunteers from our church due to the special relationship we have.

**TIME COMMITMENT:** Time commitment varies. The Food Pantry is usually "full" with volunteers who participate frequently. Others participate only now and then in special events such as food drives.

**SUPPORT BOARD AFFILIATION:** Christian Service

**CURRENT LEADERS:** Hills Church: Mark Fraga, [markdfraga@gmail.com](mailto:markdfraga@gmail.com)  
Wellesley Food Pantry: [manager@wellesleyfoodpantry.org](mailto:manager@wellesleyfoodpantry.org)

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## A NOTE ABOUT THIS PUBLICATION

This revised and updated 2022 edition of the *Time & Talents* booklet originally published in 2017 was prepared under the auspices of the Strengthening Church Governance Implementation Task Force, a group commissioned by the Church Council in April 2021. The task force consists of the following members:

- Rev. Rick Edens, Interim Senior Co-Pastor (Clergy Liaison)
- Doug Eisenhart, Church Council (Co-Chair)
- Laurie Stewart Otten, Rising Moderator (Co-Chair)
- Sarah Pedersen, Former Moderator
- Rich Sweeting, Clerk
- Becky Williams, Former Leader, Participation & Involvement

We wish to thank all church members, clergy, and staff who contributed content to this revised edition. Special thanks to Noreen Young for her inspired design.

For updated information on Hills Church volunteer opportunities please visit the church website at [www.hillschurch.org](http://www.hillschurch.org).

*In memory of Sarah Pedersen,  
who as Moderator initiated this task force  
and both championed and participated in our efforts  
to strengthen congregational governance at the Hills Church*





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