

# Ministry Guide

## 2025 - 2026



**Christ Church Episcopal**  
5000 Pouncey Tract Rd | Glen Allen, VA  
[ccerva.org](http://ccerva.org)

# Ministries

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## Acolyte Ministry

Acolytes - typically youth in grades 3-12 - serve as leaders in worship by lighting candles, carrying the cross or torches, assisting at Communion, and helping clergy. Adult “acolyte masters” guide and support the youth. Both roles usually serve once a month, arriving early to prepare for the service.

## Advent and Lenten Quiet Days

Quiet day retreats are held on a Saturday at the Virginia Diocesan Center at Roslyn. These retreats are designed to give participants a day of quiet reflection and prayer in a beautiful setting. Sarah Vale, Ph.D., (a CCE member) facilitates the five-hour retreat, inviting participants into Advent and Lenten meditations followed by silence. Lunch is provided and the afternoon concludes with Eucharist. All are welcome.

## Altar Guild

The Altar Guild lovingly prepares and cares for the Altar for every worship service, setting the Lord's table and tending to the sacred vessels, linens, and hangings of the church. Members serve behind the scenes, ensuring everything is ready for Holy Communion, baptisms, funerals, and seasonal changes in the church year. New volunteers are always welcome to learn and serve alongside experienced members.

## Candle Ministry

This quiet, behind-the-scenes ministry cares for six candle stations on a rotating basis. Teams of two serve about once every six weeks, taking 30 minutes to clean and prepare the candles before Sunday services. Training is provided, and volunteers are welcome to bring a helper. It is a meaningful way to support worship by creating a space for prayer.

## CCE Creation Care

This new ministry will work to care for God's creation, starting with initiatives here at Christ Church as part of the Episcopal Church's Creation Care program. Plans will be shaped together in upcoming meetings.

## CCE Preschool

Our carefully curated half-day program meets CDC established developmental guidelines, and our staff are able to differentiate to meet students' growing needs due to our small class sizes. From after dismissal extension programs, to parent and family volunteers throughout the building, it is easy to understand why CCEP establishes life long bonds with our students and families. Everyone soon discovers the magic in our building lies with our incredible and devoted staff and our commitment to play for healthy brain development.



## **Children's Ministry**

Christ Church's ministry with children is a safe, welcoming, and affirming community that nurtures Christ-like wonder in children from birth to grade 5, invites the whole family into the journey of faith, and imparts God's abundant love to our younger disciples.

## **Compline**

At Christ Church, we offer compline every Monday at 8:45 P.M. on Zoom following the Book of Common Prayer, beginning on page 127. The leader will read the liturgy and the participants will be lead through the words of repentance, the Lord's prayer, the psalm, prayers, petitions, intercessions, and thanksgivings. The service also includes a collect which asks for God's protection during the night, and favorite prayer concludes the service: "Guide us waking, O Lord, and guard us sleeping, that awake we may watch with Christ, and asleep we may rest in peace." Please join us on Zoom. All are welcome.

## **FeedMore/Meals on Wheels**

Volunteers deliver meals to individuals in need and assist with other food-related opportunities. Routes are scheduled regularly, and volunteers sometimes deliver with family or friends. This ministry provides tangible service, empowering volunteers to embody the hands and feet of Jesus.

## **Flower Ministry**

The Flower Ministry provides beautiful floral arrangements for Sunday services and special occasions. Volunteers commit to four or five two-week periods per year, designing arrangements either at home or in the church kitchen. Flowers may be purchased within a modest budget or sourced from home gardens. Members also help with seasonal decorations like Advent wreaths and planting flowers at the church entrance.

## **Hospitality & Fellowship Committee**

We organize parish dinners and seasonal receptions, provide refreshments at church events and retreats, and host receptions for funerals upon request. We also staff the Welcome Table on Sundays and host welcome dinners to greet and connect with new parishioners. This ministry is all about creating a warm, welcoming community.

## **Ladies Who Lunch**

A casual gathering for conversation, prayer, and discussion, meeting every third Thursday of the month. Participants bring a brown bag lunch, enjoy laughter, and explore a different topic each month.

## **Lay Eucharistic Ministers (LEMS)**

LEMs are trained by the clergy to assist during Sunday eucharists or other principal celebrations. They may, on occasion, share the sacrament with members of the congregation who are unable to be present at the celebration because of illness or infirmity.

## **Liturgical Readers and Prayer Leaders**

Lectors read scripture passages aloud during worship, lead the psalm response, and offer the Prayers of the People. Volunteers should be comfortable speaking to the congregation and passionate about sharing God's Word.

## **Men of CCE Ministries**

Includes Men's Friday Morning Bible Study and Men's Breakfast Speaker Series. This group meets Fridays from 7:30–9:00 am year-round (except holidays and August) for Bible reading and discussion. No homework is required, and members enjoy fellowship as well as spiritual growth.

## **Missions & Outreach**

Christ Church sponsors serving opportunities and supply drives throughout the year—harvesting food at Shalom Farms, volunteering at Henry L. Marsh Elementary, building with Habitat for Humanity, and more. We invite you to join us in caring for others in Christ's name. Stay connected through our website, weekly eNews, and Realm, where upcoming opportunities are shared.

## **Music & Audio Visual Ministries**

The Music Ministry is comprised of the Adult Choir, Youth Singers (6<sup>th</sup> – 12<sup>th</sup> Grade), Children's Choirs (K – 5<sup>th</sup> Grade), and Instrumentalists of Christ Church. We help people connect with God and with one another through music, and to transform lives through worship. The Audio-Visual Ministry is made of the Sound Team and the Video Team. We are responsible to provide technical support for worship services, including live-streaming, as well as other technical production needs throughout the year.

## **Nursery**

The Nursery provides loving care for our youngest members during the 9:00 and 11:00 services. More than childcare, this ministry offers a safe and nurturing environment where children experience God's love and parents can worship with peace of mind.

## **RVA Kid's Consignment Sale**

This twice-yearly volunteer-run sale offers gently used baby and children's items at bargain prices, serving over 500 shoppers and 120 consigning families. Since 2008, proceeds (over \$200,000) have supported Christ Church missions, and leftover items are donated to local charities. Volunteers are needed for setup, cleanup, and sale days to greet shoppers, organize items, and assist with logistics.

## **Scouting America**

Christ Church is home to Scouts BSA Troop 788, a welcoming troop where all youth can explore the adventure of Scouting. Since 2016, the troop has helped young people grow in leadership, service, and friendship—whether pursuing Eagle Scout, joining the Order of the Arrow, or simply enjoying camping and learning new skills. Troop 788 meets on Thursday evenings at 7:00 pm in “The Garage,” and all are invited to be part of the journey.

## **Shrine Mont Camps**

The Diocese of Virginia's summer camp program at Shrine Mont exists to promote the emotional and spiritual development of children, youth, and young adults through the fostering of a safe and positive environment for all. It is the goal of this program to encourage the growth of relationships with self, others, and God.

## **Sisters of Bethany Prayer Shawls**

Volunteers knit or crochet shawls and scarves as tangible expressions of God's love, combining prayer with craft. The ministry meets monthly, and members bless the shawls in community. All skill levels are welcome, and December features a potluck dinner.

## **Softball**

This ministry combines fellowship, exercise, and community. Practices are weekly in the spring, followed by evening games through spring and summer. Participants pay a small fee to cover league costs and are expected to attend most games.

## **Stewardship**

At Christ Church, stewardship is our grateful response to God's abundant gifts. Giving of our time, talents, and treasure allows us to sustain our ministries, care for our community, and share God's love with others. Rooted in the biblical tradition of tithing, stewardship here is more than financial giving—it is a way of life shaped by generosity, gratitude, and trust in God's abundance.

## **Ushers**

Ushers create a welcoming, prayerful environment at worship services and funerals while supporting the clergy in leading the liturgy smoothly. They help with seating, distributing bulletins, and managing the flow of the service.

## **Vestry**

The Vestry is the elected governing body of Christ Church, responsible for managing the parish's finances, property, and resources. Working closely with the rector, members help guide the church's mission and ensure faithful stewardship of our community's life together.

## **Western N.C. Mission Trip 2025**

In September 2024, Hurricane Helene devastated a large portion of Western N.C., Eastern Tennessee, and Southwest Virginia, with the Buncombe County/Asheville region of N.C. experiencing the greatest devastation. A year on, the devastation and impact on the people and community is still profound. A team from CCE will be going to Black Mountain, N.C. on a mission trip October 12-17, 2025.

## **Women's Bible Study**

Meeting Wednesdays from 9:30–11:30 am during the academic year, this group studies scripture through video teaching, workbooks, and group discussion. Each 6–8 week unit offers a warm, supportive, and confidential space for learning and connection.



# Our Program Staff

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**Fr. Ken Malcolm**  
Rector



**Rev. Dn. Drew Downey**  
Assistant Rector



**Adam Williams, M.Div.**  
Minister to Families



**Keith Tan**  
Minister of Music and Missions

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## Worship Service Times

### **Family Worship | Sundays at 9 A.M.**

This spirited and joyful service is for babies to great-grandparents. A dedicated "playground" at the front of the worship space encourages children to engage their senses while actively participating in a holy service that's meaningful for all ages. The Homily shared by the preacher is geared toward young listeners with elements for adults, too.

### **Traditional Worship | Sundays at 11 A.M.**

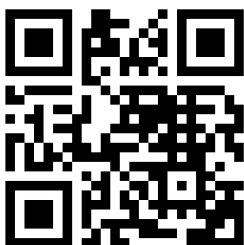
Through this service, timeless traditions with modern elements will renew your spirit and bring you closer to God. Gather in community with others for inspirational music, scripture, prayer, and a Message for that will fill your mind and heart. Come, hear the Good News!

### **Online Worship | Sundays at 11 A.M. or stream later**

Worship live on Sundays at 11 A.M. or stream later: whenever, wherever, on YouTube.

### **Monday Compline Service | Online, Mondays at 8:45 P.M.**

### **Wednesday Morning Prayer/Eucharist | Sanctuary, Wednesdays at 8:30 A.M.**



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for more information**