

**Grace Episcopal Church  
Ministry Role Description  
2025**

**Ministry name:** Celtic Planning Team & Celtic Leader Description

**Leader:** Laurie Rowe [laura543@gmail.com](mailto:laura543@gmail.com) (804) 761-6104

**Planning Team role, responsibilities and duties**

- Hold monthly meetings
- Write meeting notes and send email reminders and meeting guidelines to the team
- Create service bulletin monthly
- Choose readings, prayers, and liturgy
- Proofread
- Research Celtic history and lore
- Write monthly news article for the Rappahannock Record
- Request helpers for Thank You notes (and similar tasks) after each service

**Leader role, responsibilities and duties**

- Set date and lead monthly meeting
- Assign tasks
- Prepare Outline for meeting (send to attendees)
- Gather Info for bulletin and news articles
- Edit bulletin / create cover / proofread and submit to Parish Admin 1 week before service
- Thank participants by sending Thank You notes as needed (to the Reflector and Guest Participants)
- Request budget items (musician fees, supplies for services e.g. candles)