

# Brotherhood of St. Andrew (BStA)

## Chapter Development Guide Outline – 11/30/21

### Contents

Brotherhood of St. Andrew (BStA) Chapter Development Guide Outline – 11/30/21 .....	1
Objective.....	2
Part I Basics .....	2
1. Meeting Formats.....	2
2. Hymns and Music Suggestions.....	2
3. Biblical & Spiritual Studies.....	2
4. Event Calendar Outline (Feast of St. Andrew, National Day of Service, Founders Day, etc.).....	3
5. Past & Present Service Activities (local congregation) Historical/Traditions .....	3
6. Social/informational events sponsored by BSA, open to entire parish and outside individuals..	3
7. Clergy Role/Participation Expectations .....	3
8. Short History of Men’s Ministry, including James L. Houghteling Foundation .....	4
9. Important websites with supportive information. ....	8
10. National Organization Structure .....	9
11. Field Operations Job Descriptions and Organization Chart .....	10
12. Administration .....	22
13. Chapter Structure.....	22
14. Where is Help.....	22
15. Annual Reporting .....	22
16. Chapter Calling Tree.....	23
17. Chapter Sponsor.....	23
Part II Additional Opportunities .....	23
18. New Member Orientation Program .....	23
19. Stewardship Ministry Pledge.....	23
20. Seven Ministries - BStA officially sponsors seven outreach ministries – .....	24
21. Chapter Retention Plan .....	26
22. Junior Brotherhood Chapters information (Scouting, Boys & Girls Clubs, and Inner City Youth programs) .....	26
23. Recommended prayer and study materials: .....	27
24. Prayers for special occasions (Funerals, Clergy, Sick and distressed, and healthcare individuals).....	28
25. Brotherhood Chapter Activities for the "MAL or members at Large" .....	28
26. Non-Traditional Chapter Meeting Formats .....	29
27. Service and/or Ministry Activities in the community or outside the parish .....	29
28. BStA Men's Ministries beyond the Major Seven.....	29
29. Feast of St Andrew checklist .....	29
30. Anglican Episcopal Men’s Ministry Alliance and Partners .....	31

## *Objective*

This document provides operation basics and other key information that guide activities for a BStA Chapter. More detailed information will be referenced in this document to existing website links. Also critical to effective Chapter Development is the role of a Chapter Sponsor - included in this document.

## *Part I Basics*

1. **Meeting Formats** – they are found in the BStA Devotional Handbook. Meeting structure is important, so that key BStA elements are prayed for and discussed.
2. **Hymns and Music Suggestions**
  - Hymns and music, are designed to support worship services, and can also support BStA gatherings. Selected hymns that have been used at BStA gatherings – retreats, meetings include
    - Jesus Call Us – Hymnal 549/550
    - Here I Am Lord
    - See Ye First
    - Glorify Thy Name
    - See The Morning Breaking
    - This Is The Day
    - They'll Know We Are Christians
    - The Servant Song
    - I Saw The Light
    - I Love You Lord
    - Surely The Presence Of The Lord
    - I Am The Bread Of Life (Toolan)
3. **Biblical & Spiritual Studies**
  - There are several, these have been used – weekly, monthly, etc. – by BStA chapters
    - N.T. Wright series – i.e. Paul for Everyone
    - Lead Like Jesus – requires certified facilitator, contact Tom Martin
    - No Man Left Behind (Man In The Mirror) – requires certified facilitator, contact Tom Martin
    - Edward Clowney Series
    - John Stott Series
    - Josh Moody Series

4. Event Calendar Outline (Feast of St. Andrew, National Day of Service, Founders Day, etc.)
  - BStA website calendar  
<https://www.brothersandrew.net/News%20and%20events/events-calendar.html>
  
5. Past & Present Service Activities (local congregation) Historical/Traditions
  - Supporting local homeless shelters
  - Supporting local recovery institutions
  - BBQs to raise funds for disadvantaged children summer camps
  - Sponsoring various dad and child activities – i.e. baseball games
  - National Day of Service projects
  
6. Social/informational events sponsored by BSA, open to entire parish and outside individuals.
  - Pot Luck gathering
  - Chili Challenge with White Elephant prizes
  - Family Game night – Bingo/Monopoly/Trivia Pursuit
  - A Kayak/canoe summer cruise down the river to “pray & play”
  - Mardi Gras celebration with Pot Luck & variety show
  - Field Day & Fiesta Luncheon (Hispanic multicultural)
  - Field Day & Fiesta Luncheon, veteran recognition with volunteers from local American Legion, VFW, and/or Suicide prevention group
  - Christmas Caroling with holiday cheer
  - Annual pot luck with popular Christian based movie
  - Church-wide excursion to see a local minor league baseball game
  - Family Sunday service monthly with heavy children Worship involvement, and a meal
  - Christmas Fair to raise money with wine tasting/beer tasting local brew masters
  - Typical Shrove Tuesday “breakfast”
  - Weekly” lunch & liturgy” Book of Common Prayer
  - Monthly family breakfast
  - Fellowship – feature lectures workshops, retreats and concerts
  - Adult religious formation classes
  
7. Clergy Role/Participation Expectations
  - Rector and Bishop support is critical to BSA chapter success.
  - Ideally need is based on the potential for men’s spiritual growth and not just for service that a BSA chapter can provide.
  - During Chapter formation, the sponsorship of the Rector is absolutely critical

- Rector or Priest – again, hands-on assistance may not be forthcoming, but their support is vital and their relationship with Chapter Leadership is very important.

## 8. Short History of Men’s Ministry, including James L. Houghteling Foundation

### **Brotherhood of St. Andrew Enters Unchartered Territory**

Prior to 2015 the men’s ministry program through the Brotherhood of St. Andrew was the best kept secret in the church. The Great Recession, Doctrinal Disagreements, Social Media explosion, and an aging membership population provided an impetus for a do or die scenario. Change is difficult enough in the business world. In the non-profit it is worse because most dedicated souls are volunteers.

The men’s ministry program has been around since 1883. We represented laity in the early years with our Evangelism centered on Prayer and Bible Study. We were passing out Bibles in hotel rooms way before Gideons even thought of it. We were responsible for today’s Lay Reader program. Moreover, we put the resolution for the Daughters of the King establishment before the General Convention in 1886.

We were also responsible for missionaries in the 1890’s that accelerated our growth into the Philippines, China, Japan, and South Africa. From 1890 to 1900 chapters had been chartered in Canada, Great Britain, Australia, New Zealand, Panama, Scotland, and Alaska.

In the November 30, 1900 Annual Report, the National Council announced that the Brotherhood had reached the 1,000 Chapter Milestone with 17,000 men in the ranks. We were incorporated by an Act of the U.S. Congress, signed by (Brother) President Theodore Roosevelt, on May 30, 1908.

We were quite active in World War I serving military bases and posts on the east coast. We also welcomed the men home, taking care of them as they transitioned back into everyday life. We repeated these actions in some respects during WW II.

After the war the Men’s Ministry was responsible for creating the Kiyosato Educational Experiment Project (KEEP) in Japan; Faith Alive; Prayer, Evangelism, Worship, and Service (PEWS) Action/Reconcilers for Christ; and the Forward Movement. In the period 1980 to 2010 men were active in extending their discipleship into the African Continent.

At the 2006 Triennial the House of Bishops and Lay Deputies voted to support openly gay and lesbian into the priesthood. This was a doctrinal issue. A profound split ensued with numerous parishes and several dioceses leaving the Episcopal Church to form the Anglican Church of North America (ACNA).

In the end 10% of the Brotherhood’s membership went to the ACNA. The National Council, Brotherhood of St. Andrew decided to stand by its Rule of Life based on Prayer, Study, and Service. The leadership concluded Doctrine and Church politics were something to be avoided. The Daughters of the King whose Rule of Life is founded on Prayer, Study, and Evangelism opted to keep their chapter rooms opened to ACNA

members, too. Politically the Brotherhood was neutral. Remained as such going forward.

This internal battle lingered on for years. Unfortunately, a flurry of tornadoes, explosions, hurricanes and a major Tsunamis meant ministry funds had to be diverted to emergency operations in the U. S. and Japan. But a larger concern became self-evident: The Brotherhood membership was getting older and, like the membership in the Episcopal Church, smaller.

A long period of discernment was begun. The National Body organization was a clumsy top down organization using 1950-60's governing constitution for guidance. Several ideas were bantered back and forth but nothing seemed to be sticking.

Finally, VP for Field Operations, Jeff Butcher, convinced the Executive Board to undertake creating a statistical Benchmark Data matrix to see where we stood at that point in time. It was concluded how can you develop a future plan if you don't know where you are starting. This information was most revealing. It also paved the way for the first ever Public Opinion poll from the membership on how they felt about their men's ministry program. Over 500 men responded to a Survey Monkey 24-question survey.

Ten distinct statements emerged:

- Need a new rebranding approach
- Programs should be useful at the local level
- Start Advertising and promoting a new era
- Bring the printed St. Andrew Cross back from strictly digital
- Recruit younger people
- Adopt concerted effort to use Social Media
- Get the clergy to recognize us as a relevant organization
- Seek out Bishop endorsements
- Fund raise enhancements – Planned Giving
- One vote for every chapter

These findings were really taken to heart. Change was evident. We were like a U.S. Navy Aircraft Carrier that travels 6 miles in the Pacific Ocean before it can come to a complete stop. This was not going to happen overnight either.

Nowhere in the survey or in the responses was there a concern over International Chapter Building stipulated. Neither was there any reference to the Orphanage in Uganda. This was a continuing problem throughout Br. Dennis's term in office. In the end the cost benefit ratio between staff and the orphans served had been tipped to unacceptable level compared to industry standards. The senior leadership determined we needed to find a new partner who had local boots on the ground. The Chain Foundation, Texas, came forward offered to let us merge with them thus relieving the BStA of the financial burden that had become too much to bear. It was closed in 2015.

Dennis and Butcher together concluded the Benchmarking and Survey Monkey would serve as a guide for the coming 2015 Triennial Convention in Philadelphia. This National Council Meeting was built around a Ministry Fair concept. It comprised outside vendors, organizations (except Boy Scouts), and alliances nurtured the last three years. It gave attendees a taste of what was relevant today in men's ministry.

Based on Survey Monkey findings internal changes had to be made first. VPs should have a Presidential appointment over an election. Financial control and stability were next. Constitutional change for phase I was passed. In-coming president could now appoint men for specific missions based on need in the local parish. The Foundation Trustee relationship was By-law driven. That would take one more year to modify.

New leaders plus veterans comprised the Senior Leadership Team. Several key Vice President position appointments took hold immediately. The elected leaders were Jeffrey K. Butcher [29] President; Jack Hanstein, Senior VP for Administration; Dr. Richard "Hoop" Hooper, National Council Chairman; Robert Dennis, Treasurer; and Charles Craven, Secretary.

Over the next five years change was evident that included:

- National Office relocated from Ambridge, PA to Louisville, KY
- Monthly Executive Board Meetings with minutes [55 consecutive meeting months]
- Presiding Bishop keynote speaker at two National Council Meetings
- National President and Executive Director invited to address House of Bishops [1<sup>st</sup> time in 28 years]
- PB appointed 7 Bishops to an Advisory Group to the National President (1<sup>st</sup> Time in 34 years)
- National President and Executive Director made 3 in person visits to the PB and staff (1<sup>st</sup> Time 28 years)
- Organization changed from top down to bottoms up
- Held two National Strategic Planning Sessions with an outside Facilitator
- Sponsored 21 Regional Workshops with 721 brothers and sisters present
- Change Dues format to Ministry Pledge platform
- St. Andrew Cross printing 4 to 6 times per year, digital monthly
- Hired Full Time Executive Director (1<sup>st</sup> in 25 years) Office Manager, EA/CPA, Program Support Manager
- 7-mission based Vice Presidents to support local parishes: Discipleship/Mentoring, Boy Scouts/Youth; Veterans; Restorative Justice; Racial Reconciliation & Healing; Social Justice (Human Trafficking); and Recovery (Alcohol, opioids, and pornography).
- Signed Memorandum of Understanding with Boy Scout 1<sup>st</sup> Time ever).
- Partnered with the Daughters of the King for National Day of Prayer
- Purchased a state-of-the-art traveling exhibit with 3 panels and 6-single panel exhibits
- National President raveled to 45 different dioceses
- Over 40% of the House of Bishops have been spoken to in person

- Met with ACNA Archbishop and two diocesan bishops in an effort to enhance areas of mutual interest
- Became Life Member with the Union of Black Episcopalians and sponsoring member Consortium of Endowed Episcopal Parishes
- Appointed International Vice President
- \$1-million Endowment Fund now managed by State Street Advisors thru Episcopal Church Foundation
- Planned Gifting Legacy Legion Launched

Began 2020 in the black financially with nearly 5400 members in 462 chapters nationwide. Numerous plans were underway for further growth in 32 dioceses where there was not a men's ministry currently.

One primary strategic plan element was the expansion for social media growth using Facebook, ZOOM Meeting Formats, Webinars, Podcasts, Twitters, Instagram. All of these activities were in various stages of solidifying and implementing on March 1, 2020.

Province VII and Province III were holding monthly ZOOM meetings with senior leadership team members in their respective areas of responsibility. Province II was hosting quarterly Free Conference Calling sessions for their leaders. Goal - every province conducting such gatherings before years end 2021.

By April 1<sup>st</sup>, it became evident the quarantines were going to be around for quite some time into the summer. The early adopters of new ideas and meeting formats immediately went about setting up weekly ZOOM meetings which the parish, chapter or an individual offered to cover the costs.

The 25-member Executive Board who had been holding ZOOM meetings monthly took an inventory to discover the board had six subscriptions for hosts. An Ad Hoc committee was formed to develop immediate plans to assist parishes who were wanting to maintain communications.

Meanwhile the National President sent out a constant contact email to all chapter officers. "Brothers and Sisters: This is a most challenging period we are all facing together. We must realize in our community we are never alone. One way for us to reinforce this fact is to create a Brotherhood **Phone Tree** for your chapter. Moreover, you might even include non-BStA members, too. Can you imagine the sense of unity this might create in the men's ministry community at your parish?"

In this same message a mid-week prayer time on Wednesdays at 11:45 am was put forward for the Brothers Andrew network. Men were asked to pause individually to offer silent prayers and intercessions for clergy, health care providers, first responders, sick and quarantine, and the grieving.

Concurrently, a separate National Line was added. Moreover, members were encouraged to email [info@brothersandrew.net](mailto:info@brothersandrew.net) as another way to provide information on those who have been infected and/or who have died due to this terrible invisible enemy.

Community service work continued during this period with appropriate physical distancing and masks. 5 parishes in Phoenix partnered with the US Vets on a rotational basis every Friday to feed 100 vets. Other sites - Arizona (1); California (4); Houston & Hawaii (2 each); Las Vegas; Washington, DC, and Guam.

Atlanta Brotherhood members at St. Peter and St. Paul in Marietta, GA have three different feeding programs for homeless, families, and addicts in recovery. These include "Must Ministries"; "Extension"; and "Hope for the Hungry." according to Tom Martin, team member. In addition, Brothers are involved with Family Promise – supporting those in need with shelter and food.

Rocklin, CA continues doing online fund raising for feeding ministries. Dick Griffith, Villages, FL. commented St. George Parish had to stop serving food in their parish hall due to the CoCvid-19 Virus. However, they continued to keep the kitchen open and packaged the dinners to go. A week later the supply of food dried up, Dick reported, "We had to temporarily close the ministry."

In early May, our regular food sources and some new sources started providing food. Adding, one of the new sources is the farmers in Florida. It is the farmers in Florida. It is harvest time and they had no market. They have provided tons of fresh produce."

Every Saturday morning, we make up family boxes of food and hand them out as the needy drive through our parking lot. # of families increasing each week. On 5/30/2020 we provided food to over 340 families.

Visiting prisons this time around has been non-existent according to the Dr. Ed Davis in Texas.

The men's ministry community is supporting local efforts to find those needing help all over the country despite 2020 complications. These simple acts of kindness are typical in the 7 primary missions BStA is using today to all those who need a helping hand of hope, love, and nurturing in every way possible.

## 9. Important websites with supportive information.

These websites are highly recommended for the wealth of information they have available for you to access, and to download information about men's ministry, leadership, evangelism and training. Some downloadable items will have a cost to purchase, but often they will be free, as indicated. The websites listed here are reference sources from which you can select. You may have other prayer and study resources, but these are listed here to provide more of a variety for your review and consideration.

- Brotherhood of St. Andrew: [www.brothersandrew.net](http://www.brothersandrew.net)
- Lead Like Jesus: <https://www.leadlikejesus.com>
- Man in the Mirror: [www.maninthemirror.org](http://www.maninthemirror.org)
- The Barna Group: [www.barna.org](http://www.barna.org)
- National Coalition of Men's Ministries: [www.ncmm.org](http://www.ncmm.org)

- Campus Crusade for Christ: [www.ccci.org](http://www.ccci.org)
- Church for Men: [www.churchformen.com](http://www.churchformen.com)
- Website for free men's ministry downloads with daily devotional, weekly leadership and evangelism information, which requires signing up:
  - Weekly briefing: [www.maninthemirror.com](http://www.maninthemirror.com)
  - A Look in the Mirror: [www.maninthemirror.com](http://www.maninthemirror.com)
  - Building Church Leaders: [www.christianitytoday.com](http://www.christianitytoday.com)
  - Outreach & Evangelism Today Newsletter: [www.christianitytoday.com](http://www.christianitytoday.com)

## 10. National Organization Structure

- National Officers
  - President
  - Senior Vice President
  - Executive Director
  - National Council Chairman
  - Treasurer
  - Secretary
  - National Chaplain
- Field Operations
  - 1<sup>st</sup> Vice President
    - Province I President
    - Province II President
    - Province III President
    - Province IV President
    - Province V President
    - Province VI President
    - Province VII President
    - Province VIII President
    - Anglican Liaison
    - Chapter Directors
    - Assembly Presidents
    - Diocesan Coordinators
- Program Development
  - 1<sup>st</sup> Vice President
    - Restorative Justice Vice President
    - Scouting Vice President
    - Racial Reconciliation & Healing Vice President
    - Human Trafficking Vice President
    - Veterans Vice President
    - Discipleship, Mentoring, Training Vice President
    - Recovery Vice President

- Fund Development
  - 1st Vice President
    - Finance Committee Chair
    - Endowment Fund Liaison
    - Treasurer
    - Trust Liaison
    - Fund Raising Lead
    - Legacy Stewardship Lead
- Communications and Public Relations
  - 1st Vice President
    - Social Media Chair
    - Chaplain
    - St. Andrew Cross Editor
    - Bishop's Advisory Council & Seminary Liaison
    - Website Manager
    - Cross Editor
- Executive Board
  - President
  - Senior Vice President
  - Executive Director
  - Treasurer
  - National Council Chairman
  - Secretary
  - National Chaplain
  - 1st VP Field Operations
  - All Province Presidents - 8
  - Anglican Liaison
  - All 1<sup>st</sup> Vice Presidents – 4
  - All Vice Presidents – 7
- Bishop's Advisory Committee

## 11. Field Operations Job Descriptions and Organization Chart

Job descriptions for elected and appointed positions are provided in this section for use by a Provincial President (elected), a Diocesan Coordinator (appointed), an Assistant Diocesan Coordinator (appointed), an Assembly President (elected), an Associate Field Secretary (appointed), and two other positions, a Dean of Provincial Presidents (appointed and optional), and a Team Leader (appointed and optional). Job descriptions are essential to a Field Leader who needs to understand what the duties of the position are that he has accepted, and are specifically outlined in detail for this purpose.

### ***Provincial President Job Description***

Provincial Presidents may be elected by the National Council to provide for one for every Province of the Church, with the approval of the President of the Brotherhood. The National President may also appoint a Provincial President when a vacancy of the position becomes open. The Provincial President shall administer and promote all Brotherhood activities in his Province through the Diocesan Coordinators, and with the advice and assistance of the National President and Senior Vice-President.

- Responsibilities: To develop and implement a plan for the growth of the Brotherhood, establishing a vision and mission statement for the future, and to promote the disciplines of the Brotherhood, emphasizing the spiritual growth and evangelistic mission of all members in his Province.
- Duties: He will:
  1. Develop a plan for his Province, including a mission statement, to identify and promote the Brotherhood's men's ministry in his Province.
  2. Appoint Diocesan Coordinators for each Diocese within his Province, to build a field leadership and have presence throughout the geographies they will serve.
  3. Be a member of the Executive Board and National Council, and attend all annual meetings, serve on Committees as is appropriate, utilizing his individual gifts.
  4. Continually seek and mentor new leaders, implement training programs for all officers, and encourage a working relationship within his field leadership.
  5. Submit articles to St. Andrew's Cross magazine for information purposes regarding the Brotherhood work being performed in his Province.
  6. Regularly communicate to the field leadership, and membership the progress of all Brotherhood plans being implemented, either electronically or on paper.
  7. Work closely with other organizations within his Province, to seek cooperation in promoting joint ministries in the Episcopal Church.
  8. Become a resource for his field leadership to share ideas, and recommend specific service projects to encourage spiritual growth and evangelism in his Province.
  9. Submit annual reports to the National President and Senior Vice-President, and the Dean of Provincial Presidents, if requested.
  10. Plant the "seeds" for future chapters in his Province, as he conducts his activities throughout the Province, whether meeting with clergy or lay people.
  11. Continually promote the ministry and mission of the Brotherhood to all he comes in contact with, through the means available to him by the National Brotherhood.
  12. Be an example of the Brotherhood through his leadership, his ideals and his commitment to the spread of "Christ's Kingdom among men and boys".

### ***Diocesan Coordinator Job Description***

The President of the Province, the National President, and together with the approval of the Diocesan Bishop, shall appoint a resident Brotherhood member in good standing, in each Diocese to serve as Diocesan Coordinator of the Brotherhood of St. Andrew.

- Responsibilities: To participate in all activities of the Brotherhood within his Diocese, emphasizing the spiritual growth and evangelistic mission of the Brotherhood membership in the Diocese he serves.
- Duties: He will:
  1. Be the Diocesan Bishop's principal advisor and point of contact for all Brotherhood activities within the Diocese. Assist parishes in the formation and training of new Brotherhood chapters, and act as a guide and advisor to achieve the objectives of the National Brotherhood and the Province.
  2. Coordinate, with the Provincial President, in the formation of Diocesan Assemblies where sufficient chapters exist, and will act as interim Assembly President until elections can be held.
  3. Constantly seek and groom new leadership to fill open positions to strengthen the field operations of the Brotherhood.
  4. Assist Assemblies and chapters with their evangelization efforts to encourage men to attend church and join existing chapters, and form new ones where none exist.
  5. Assist Assemblies and chapter officers in their outreach service projects that he may recommend, or they may identify as the need exists.
  6. Utilize every opportunity to demonstrate the mission and ministry of the National Brotherhood to attract others to the service of our Lord.
  7. Guide chapters in implementing chapter activities he recommends to revitalize and retain an existing chapter when assistance is requested by the leadership.
  8. Continually work with his Bishop and all the clergy to encourage greater participation in the promotion the Brotherhood, and its ministry within his Diocese.
  9. Assist the Provincial President with Brotherhood activities that may be assigned to him, to support the Brotherhood programs within the Province.
  10. Submit a report of activities participated in, for his Diocese annually, to the Provincial President, or to the Senior Vice-President, if requested.
  11. Also be known as "Mr. Brotherhood", as he performs the duties of the position he is appointed to when working in the field to promote the ministry of the Brotherhood, and be an example to the field leaders in his Diocese, and to everyone of his commitment to the disciplines of prayer, study and service in his life.

### ***Assistant Diocesan Coordinator Job Description***

The Diocesan Coordinator, with the concurrence of the President of the Province, shall appoint a resident Brotherhood member in good standing, in each Diocese to serve as an Assistant Diocesan Coordinator of the Brotherhood of St. Andrew.

- Responsibilities: To assist the Diocesan Coordinator with all activities of the Brotherhood within his Diocese, emphasizing the spiritual growth and evangelistic mission of the Brotherhood membership in the area he serves.
- Duties: He will:
  1. Be the Diocesan Coordinator's chief advisor with field operations and be an additional point of contact for all Brotherhood activities in his assigned geographical area.
  2. Assist parishes in the formation and training of new Brotherhood chapters, while acting as an advisor to achieve the objectives of the National Brotherhood and the Province.
  3. Work closely with the Diocesan Coordinator or Provincial President to assist in the formation of Diocesan Assemblies, as is requested.
  4. Seek to identify future leadership to fill open positions, to strengthen the field operations of the Brotherhood.
  5. Assist Assemblies and chapters with their evangelization efforts to encourage men to attend church and join existing chapters, and form new ones where none exist.
  6. Assist Assemblies and chapter officers in their outreach service projects as the need is identified.
  7. Utilize every opportunity to demonstrate the mission and ministry of the National Brotherhood to attract others to the service of our Lord.
  8. Guide chapters in promoting and implementing the "how to" of chapter activities they commit to, when assistance is requested.
  9. Continually work with clergy, to encourage greater participation in the promotion of the Brotherhood and its ministry within his Diocese.
  10. Assist the Provincial President with Brotherhood activities that he may assign to him, to support the Brotherhood programs within the Province.
  11. Submit a report of field activities participated in, for his Diocese annually, to the Diocesan Coordinator and the Provincial President, or to the Senior Vice-President, if requested.
  12. Also to be known as "Mr. Brotherhood", as he performs the duties of the position he is appointed to when working in the field to promote the ministry of the Brotherhood, and be an example to everyone of his commitment to the disciplines of prayer, study and service in his life.

### ***Assembly President Job Description***

The Assembly President is elected annually by members of his Assembly, once it is organized with a minimum of four Chapters, and he is to be the chair of their Executive Committee. He must be a member in good standing, and be active in his Parish, Chapter and Diocese.

- Responsibilities: It is his ministry, and that of his Assembly to promote the mission and ministry of the National Brotherhood. Further, he is to promote evangelism and the spiritual growth of the membership in his Assembly.
- Duties: He will:
  1. Serve as an example to the other elected officers of his Assembly, by his commitment to the disciplines of prayer, study and service.
  2. Promote the mission of the National Brotherhood, and develop programs to be used by the member Chapters in his Assembly, while adhering to the discipline of service.
  3. Work closely with his Diocesan Coordinator, Provincial President or other appointed field leaders to form new Chapters, or reactivate lapsed ones.
  4. Organize his Executive Committee, ensuring active leadership with his Assembly by each elected member of this group of men. Utilize his talents and Brotherhood experience to assist the Provincial President, or other National Officers in promoting the Brotherhood, as called upon.
  5. Visit or hold Assembly Meetings at the various Chapter locations, in his Assembly.
  6. Organize the Assembly meetings as is practicable, and observe the feast day of Saint Andrew, to include a worship service and installation of new officers.
  7. Encourage the regular training of new Chapter or Assembly officers, as an Assembly event, or if needed at a Chapter level.
  8. Be the direct link between the Chapters and the Provincial President, Diocesan Coordinator, or other National or field officer, as is necessary.
  9. Encourage the writing of articles of interest to be submitted to the Editor of St. Andrew's Cross magazine, or a local Newsletter, if there is one, to share information of a spiritual nature, or an Assembly activity that promotes the Brotherhood.
  10. Encourage the youth in parishes to organize into Youth Chapters, providing both assistance and leadership to develop programs for their participation.
  11. Submit annual reports to the National President, Senior Vice-President, and Provincial President of his activities during the year to promote the mission of the Brotherhood
  12. Also be known as "Mr. Brotherhood" to all he comes into contact with in his ministry to the Brotherhood of St. Andrew.

### ***Dean of Provincial Presidents Job Description***

- Responsibilities: To be the liaison between the National President and the Provincial Presidents regarding field operations, training and recruitment. To be the chair of the newly formed Field Operations Committee, and its membership includes all Provincial Presidents.
- Duties: He will:
  1. Identify potential training aides to be utilized by the Provincial Presidents to assist them in their field operations.
  2. Work with the Leadership and Development Committee to develop the tools needed for effective field operations.
  3. Provide training assistance for new Provincial Presidents as needed.
  4. Conduct field operations workshops at National Council Meetings or Triennial Conventions.
  5. Develop a channel of regular communication to share ideas, opportunities, and challenges that have to be addressed.
  6. Report to the National President on a periodic basis to inform him of the status of Committee plans, outstanding projects, and future workshop needs.
  7. Submit articles of importance to St. Andrew's Cross magazine, as to the Committee's activities and plans.
  8. Establish a plan to groom future leaders to fill leadership positions.
  9. Implement the National President's plans as presented and approved at Executive Board Meetings.
  10. Implement the plans agreed upon by the Field Operations Committee.
  11. Encourage the commitment of members of the Field Operations Committee, to promote the Brotherhood Disciplines in their respective Provinces.
  12. Develop plans to promote quiet days, retreats and praise worship at the Provincial or National level.
  13. Develop plans to form and retain chapters within more distant geographies in Provinces that encompass many states.
  14. Promote joint activities, when and where possible with the DOK, to encourage worship, service projects, recruitment, and sharing of information.

### ***Team Leader Job Description***

- Responsibilities: A Team Leader assists the Provincial President in carrying out his field operation responsibilities, as may be directed. He is to be a communication channel between the Provincial President and the field leaders in the exchange of information relevant to the retention and formation of chapters within their geographical areas.
- Duties:
  1. Maintain regular communication with the field leaders and the Provincial President concerning all field activities within their assigned area.

2. Notify the members of their Team when a planning meeting is called by the Provincial President.
  3. Organize individual planning meetings, when necessary to implement new project plans.
  4. Work with the Diocesan Coordinator, Assembly President, or other field leaders to assist them with the formation and retention of chapters.
  5. Report the status of Team projects to the Provincial President, ongoing.
  6. Be a recruiter for men and youth looking to become more involved in Brotherhood activities outside of the chapter.
- Requirements: He must have
    1. a willingness to be a servant leader;
    2. dedicated to the disciplines of prayer, study and service;
    3. a member in good standing;
    4. a desire to promote the Brotherhood as a men’s ministry exemplified by his actions, patience and perseverance.

### ***Chapter Director***

**Position Summary** Is the local presiding officer leader of the Brotherhood of St Andrew chapter, charged with creating an environment where chapter members will live the Brotherhood of St Andrew mission and grow with Jesus Christ.

### **Specific Responsibilities**

- Coordinates planning for regularly scheduled meetings for worship, for study and for all other chapter events - Feast of St. Andrew, National Service Day, St. Andrew Day Rededication service (either during a church) or another specific service for the members and men of the Parish, etc..
- Is key chapter contact, interacts with local Parish, respective Province, Assembly and Brotherhood National Office as needed.
- Completes an annual report on chapter activities for the Brotherhood of St Andrew National Office.
- Exercises Servant Leadership (humility, respect, innovative, integrity, caring about others, living the Brotherhood Vision) in the chapter following the Brotherhood of St Andrew Disciplines of Prayer, Study, and Service.
- Maintains a strong relationship with the Parish Clergy, and staff – with a focus of providing information and urging Clergy and staff to develop a “pull” for Brotherhood of St Andrew through their organizational channels.
- Maintains a strong relationship with and mentors other Leadership Team members sharing knowledge and experiences, and identifying future potential for Brotherhood of St Andrew roles.

**Key Skills** communications, attention to detail, ability to multi-task, effective interpersonal ability, collaboration, creativity, relevant Church experience in coordinating, facilitating, multi-tasking capability

**Key Training Available**

- Lead Like Jesus 6 session course – 6 – 1 hour meetings, sessions can be weekly, bi-weekly, monthly
- Servant Leadership – 90 minute facilitated session done virtually or in person
- Communication Skills – 90 minute pod cast
- Influencing Others When You Don't Have Director Authority – 60 minute PowerPoint slide presentation
- Chapter Development Guide – self review of document, including key areas of
  - Organization Charting: Assembly, Diocese, Province & National Office
  - Brotherhood of St Andrew History and Ministries
  - Service Work: Seven Ministries
  - Brotherhood Networking: Alliances and Partner Organizations

***Chapter Vice Director***

**Position Summary** Is the 2<sup>nd</sup> local presiding officer leader of the Brotherhood of St Andrew chapter, reporting to the Chapter Director and performs the Chapter Director responsibilities when the Chapter Director is unavailable. As with the Chapter Director, the Chapter Vice Director is charged with creating an environment where chapter members will live the Brotherhood of St Andrew mission and grow with Jesus Christ.

**Specific Responsibilities When Performing the Chapter Director Role in the Chapter Director Absence**

- Coordinates planning for regularly scheduled meetings for worship, for study and for all other chapter events - Feast of St. Andrew, National Service Day, St. Andrew Day Rededication service (either during a church) or another specific service for the members and men of the Parish, etc..
- Is key chapter contact, interacts with local Parish, respective Province, Assembly and Brotherhood National Office as needed.
- Completes an annual report on chapter activities for the Brotherhood of St Andrew National Office.
- Exercises Servant Leadership (humility, respect, innovative, integrity, caring about others, living the Brotherhood Vision) in the chapter following the Brotherhood of St Andrew Disciplines of Prayer, Study, and Service.
- Maintains a strong relationship with the Parish Clergy, and staff – with a focus of providing information and urging Clergy and staff to develop a “pull” for Brotherhood of St Andrew through their organizational channels.

- Maintains a strong relationship with and mentors other Leadership Team members sharing knowledge and experiences, and identifying future potential for Brotherhood of St Andrew roles.

**Key Skills** communications, attention to detail, ability to multi-task, effective interpersonal ability, collaboration, creativity, relevant Church experience in coordinating, facilitating, multi-tasking capability

**Key Training Available**

- Lead Like Jesus 6 session course – 6 – 1 hour meetings, sessions can be weekly, bi-weekly, monthly
- Servant Leadership – 90 minute facilitated session done virtually or in person
- Communication Skills – 90 minute pod cast
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- Chapter Development Guide – self review of document, including key areas of
  - Organization Charting: Assembly, Diocese, Province & National Office
  - Brotherhood of St Andrew History and Ministries
  - Service Work: Seven Ministries
  - Brotherhood Networking: Alliances and Partner Organizations

***Chapter Secretary***

**Position Summary** Is the recorder of administrative activities of the chapter, reporting to the Chapter Director. With the other Chapter Officers is charged with creating an environment where chapter members will live the Brotherhood of St Andrew mission and grow with Jesus Christ.

**Specific Responsibilities**

- Maintains key administrative records of the Chapter
  - Member rosters and contact information
  - Minutes of Chapter meetings that may include key Chapter decisions, event dates and other meeting key points that need to be part of the Chapter record
  - Summary recaps of Chapter activities – projects, retreats
- May be the keeper of the Chapter calendar and meeting scheduler
- Provides administrative assistance as needed by the Director
- Assists in the completion of the annual report on chapter activities for the Brotherhood of St Andrew National Office.

- Exercises Servant Leadership (humility, respect, innovative, integrity, caring about others, living the Brotherhood Vision) in the chapter following the Brotherhood of St Andrew Disciplines of Prayer, Study, and Service.
- Maintains a strong relationship with and mentors other Leadership Team members sharing knowledge and experiences, and identifying future potential for Brotherhood of St Andrew roles.

**Key Skills** communications, attention to detail, ability to multi-task, effective interpersonal ability, collaboration, creativity, relevant Church experience in coordinating, facilitating, multi-tasking capability

**Key Training Available**

- Lead Like Jesus 6 session course – 6 – 1 hour meetings, sessions can be weekly, bi-weekly, monthly
- Servant Leadership – 90 minute facilitated session done virtually or in person
- Communication Skills – 90 minute pod cast
- Influencing Others When You Don’t Have Director Authority – 60 minute PowerPoint slide presentation
- Chapter Development Guide – self review of document, including key areas of
  - Organization Charting: Assembly, Diocese, Province & National Office
  - Brotherhood of St Andrew History and Ministries
  - Service Work: Seven Ministries
  - Brotherhood Networking: Alliances and Partner Organizations

***Chapter Treasurer***

**Position Summary** Is responsible for the accounting and finance recordkeeping and activities of the chapter, reporting to the Chapter Director. With the other Chapter Officers is charged with creating an environment where chapter members will live the Brotherhood of St Andrew mission and grow with Jesus Christ.

**Specific Responsibilities**

- Maintains key financial records of the Chapter
  - Member BStA pledge information
  - Use of BStA funds
  - Summary recaps of Chapter finances
- Establishes a separate designated account with the Church Treasurer in the books and records of the Church to control and maintain separate identity of BStA funds from other Church funds
- Assure Chapter spending has been approved in advance by two of the Chapter Officers
- Reports at Chapter meetings the Chapter Financial Status
- Provides administrative assistance as needed by the Director

- Assists in the completion of the annual report on chapter activities for the Brotherhood of St Andrew National Office.
- Exercises Servant Leadership (humility, respect, innovative, integrity, caring about others, living the Brotherhood Vision) in the chapter following the Brotherhood of St Andrew Disciplines of Prayer, Study, and Service.
- Maintains a strong relationship with and mentors other Leadership Team members sharing knowledge and experiences, and identifying future potential for Brotherhood of St Andrew roles.

**Key Skills** communications, attention to detail, ability to multi-task, effective interpersonal ability, collaboration, creativity, relevant Church experience in coordinating, facilitating, multi-tasking capability, finance and accounting capability

**Key Training Available**

- Lead Like Jesus 6 session course – 6 – 1 hour meetings, sessions can be weekly, bi-weekly, monthly
- Servant Leadership – 90 minute facilitated session done virtually or in person
- Communication Skills – 90 minute pod cast
- Influencing Others When You Don't Have Director Authority – 60 minute PowerPoint slide presentation
- Chapter Development Guide – self review of document, including key areas of
  - Organization Charting: Assembly, Diocese, Province & National Office
  - Brotherhood of St Andrew History and Ministries
  - Service Work: Seven Ministries
  - Brotherhood Networking: Alliances and Partner Organizations

***Chapter Chaplain***

**Position Summary** Is responsible for maintaining an published awareness of Chapter members in need of prayer, care, and help, reporting to the Chapter Director. With the other Chapter Officers is charged with creating an environment where chapter members will live the Brotherhood of St Andrew mission and grow with Jesus Christ.

**Specific Responsibilities**

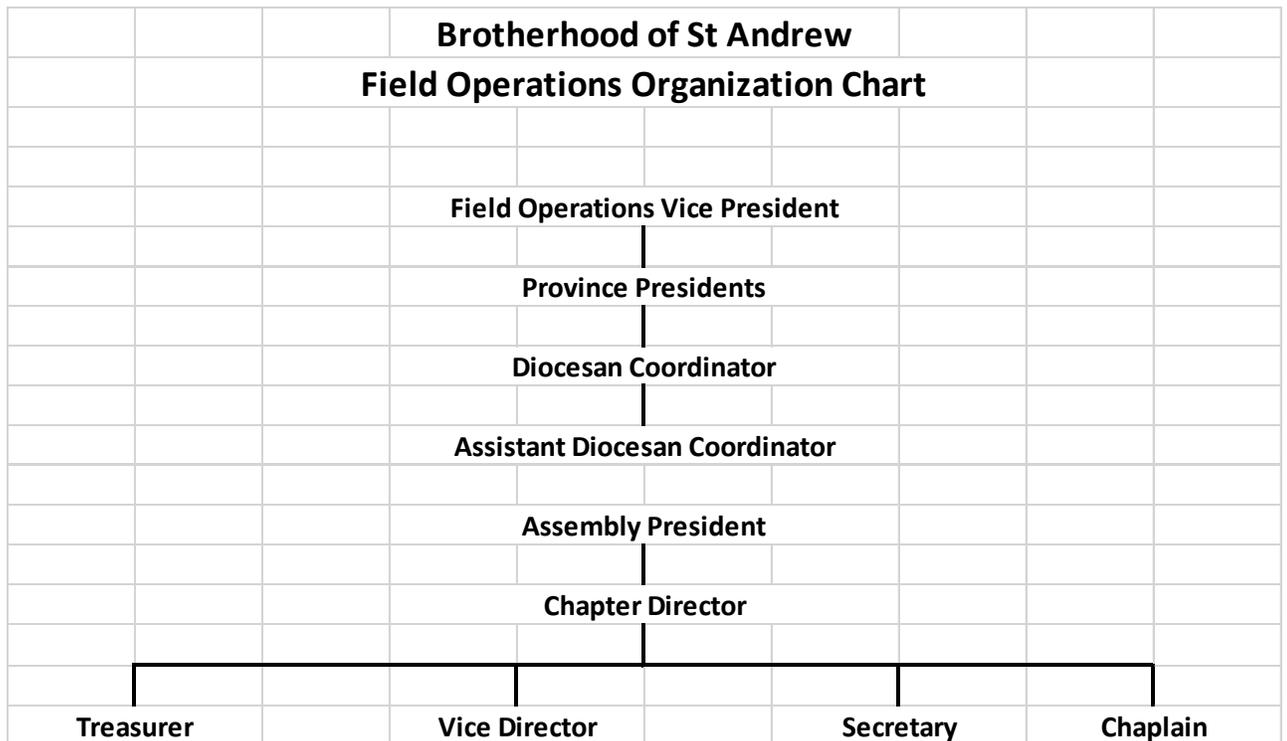
- Maintains knowledge of special Chapter member needs in areas of prayer, care, healing and help
- Stays in contact with those on the Chapter prayer list to discern status and help needed
- Reports at Chapter meetings those Brothers in need of prayer and their status (as long as it is okay with the specific Brother).
- Provides administrative assistance as needed by the Director
- Assists in the completion of the annual report on chapter activities for the Brotherhood of St Andrew National Office.

- Exercises Servant Leadership (humility, respect, innovative, integrity, caring about others, living the Brotherhood Vision) in the chapter following the Brotherhood of St Andrew Disciplines of Prayer, Study, and Service.
- Maintains a strong relationship with and mentors other Leadership Team members sharing knowledge and experiences, and identifying future potential for Brotherhood of St Andrew roles.

**Key Skills** communications, attention to detail, ability to multi-task, effective interpersonal ability, collaboration, creativity, relevant Church experience in coordinating, facilitating, multi-tasking capability

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- Lead Like Jesus 6 session course – 6 – 1 hour meetings, sessions can be weekly, bi-weekly, monthly
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  - Organization Charting: Assembly, Diocese, Province & National Office
  - Brotherhood of St Andrew History and Ministries
  - Service Work: Seven Ministries
  - Brotherhood Networking: Alliances and Partner Organizations



## 12. Administration

- Administration Lead
- Policies and Procedures Lead
- Constitution and Bylaws Lead
- Personnel/Employee Relations Lead
- Awards Committee Lead
- Nominating Committee Lead
- Chancellor

## 13. Chapter Structure

Locally, the team should consist of:

- Director
- Vice Director
- Treasurer
- Secretary
- Chaplain
- Local Clergy, while not necessarily official Chapter officers, should always be invited to attend chapter meetings
- Bishop of the Diocese – He or she probably cannot provide hands-on assistance, but their support is vital and they may appoint a staff person to assist
- Rector or Priest – again, hands-on assistance may not be forthcoming, but their support is vital and they know which men of the parish are the leaders who will be the key recruits
- A sponsoring chapter or Brother, if any are close by

## 14. Where is Help

- BStA website [brothersandrew.net](http://brothersandrew.net), has helpful information
- Each chapter's respective Diocesan Coordinator, Assembly President, and Province President
- National Officers and organization groups

## 15. Annual Reporting

- Annually, chapters are to report to the BStA National office key elements of their Chapter activity using the information found at this link  
[https://brotherhood.brothersandrew.net/dfc/newsdetail\\_2/3196309](https://brotherhood.brothersandrew.net/dfc/newsdetail_2/3196309)

### **Value of the ACR**

- provides the local and National organization key elements of Chapter activities

- provides an opportunity to annually review key contact information and forward changes needed to the National Office so our BStA data can be updated, allowing communications to be improved
- provides an accountability for local Chapters to review key data and accomplishments and identify key projects planned

#### 16. Chapter Calling Tree

- Chapters are encouraged to develop a contact list for members to enable access as needed – suggest including local Chapter, Province, and National Office information.

#### 17. Chapter Sponsor

- This role is one of most critical to a chapter. Please use this link to access this role. [https://s3.amazonaws.com/dfc\\_attachments/public/documents/3261867/Chapter\\_Sponsor\\_Guide\\_2019.pdf](https://s3.amazonaws.com/dfc_attachments/public/documents/3261867/Chapter_Sponsor_Guide_2019.pdf)

### *Part II Additional Opportunities*

#### 18. New Member Orientation Program

- Orienting and welcoming a new member is critical to their aligning with and feeling part of the Chapter. Typically, new member orientation can be assigned to an existing member to shepherd the new member through key BStA elements of this document and local Chapter history. Inviting new members to be included in Chapter Ministries and events will indicate the desire of others to have the new member involved. It is also important to make sure new members are encouraged to furnish their input on how the Chapter might be optimized and/or improved. Key elements of the New Member Orientation Program include:
  - Assignment of an existing member to shepherd the new member
  - Review of key elements of this document
  - Review of key Chapter elements – history, schedule meeting schedule, outreach/service activities, Bible studies
  - Inclusion in Chapter outreach activity support
  - Encourage new member input on how the Chapter may be optimized to drive to our Mission

#### 19. Stewardship Ministry Pledge

All organizations encourage pledged funds to pay for its employees, to cover administrative costs, for any publications sent out, and for outreach. It is essential to have a National Office with salaried employees to perform the duties necessary to support our men’s ministry. We would not function in a cost-efficient manner without one. Therefore, making a pledge is your commitment to BStA, and the retention and

growth of new chapters in the Episcopal Church and Anglican Communion. This is your stewardship to the Brotherhood, and one we encourage you to take seriously.

Annually BStA members are offered an opportunity to make a BStA pledge. This pledge enables BStA to continue to provide support for this Men's Ministry and the related value to all men. Guidelines for this pledge are \$40 annually – all pledge amounts are accepted. Local Chapters will communicate the timing and need of this annual activity and how it is to be processed.

20. Seven Ministries - BStA officially sponsors seven outreach ministries –

- **Prison Ministry and Restorative Justice** BSA Chapters throughout the country have been providing ministries to men in Prison for more than 20 years. BSA Chapters are involved in bible study inside prisons, providing re-entry services and participating in the KAIROS spiritual retreats to some of the most difficult and hardened criminals in the criminal justice system. Results have been nothing short of a miracle, men's lives have changed, and prison systems themselves have been changed. Data is clear, men's lives have been changed and recidivism rate in prisons has been dramatically reduced.
- **Scouting** Scouting is a well-known avenue that has engaged young men throughout the country for more than 100 years. Members of Scout units can range in age from kindergarteners to college age. Episcopal and Anglican congregations are a significant supporter of Boy Scout units (more than 1100 units at the end of 2017). There has been an Episcopal presence at National Scouting Activities for as long as Scouting has been in the United States. Today, three areas, in particular, stand out: Every four years the Boy Scouts gathers Scouts from all over the world at a National Jamboree. There is an Episcopal Eucharist on Sunday during the Jamboree.
- **Veterans Friendly Congregations (VFC)** BStA is drawing on its rich history of supporting servicemen and women by leading creation of VFC. Veterans experience too many instances of struggling to get the help they need: jobs, disability payments, health care and treatment for such afflictions as post-traumatic stress disorder, traumatic brain injuries, physical disabilities and military sexual trauma. In the 12 years since American troops were 1st deployed to Afghanistan & Iraq, > 2.6 million veterans returned home to a place largely unprepared to meet their needs. Rates of suicide, broken families, & unemployment far exceed general population rates. There are about 200 VFCs throughout the southeastern U.S. and the BSA has begun a major push to take the program nationwide.
- **Discipleship, Mentoring, Training** If a man is not spiritually healthy, he may desire training or participation in 1 or more workshops designed to prepare him for a closer walk with Christ. BStA actively participates with the following for guidance, facilitation, and training: Man in the Mirror Ministries, National Coalition on Ministries to Men, Mankind Project, Lead Like Jesus, Lutheran Men's Network.

- **Racial Reconciliation** Recent events in our country make it clear new conversation on race is much needed to silence anyone who wants to argue conversation is no longer needed. While most of us wish that we could move on to some of the other social challenges facing us, race continues to be the text and the subtext of almost every other social challenge before us and will not allow us to put it aside. Racism is an issue that has to be faced in a straight forward and courageous manner and what better place for this work to occur than in the BStA, where we all share a commitment to someone larger than ourselves who can help us find the courage to travel on the road to racial healing and reconciliation.
- **Addiction Recovery (Alcohol, Drug and Pornography)**. Opioid use disorder, like other substance use disorders, profoundly affects the mind, body, and spirit. Scientific research shows that addiction is a disease that originates in the brain - not a moral or spiritual failing. Much like other treatable diseases, many factors contribute to addiction, and the disease affects the whole family. Some factors include behavior, environment, and genetics. Recovery benefits from a variety of support, including medical care, counseling, and faith communities. Often the last line of defense in communities, faith communities now have an important call to foster space for conversation, prevention, education, care, healing, recovery, prayer, and advocacy. Faith communities also have an ongoing responsibility to examine and address problematic contextual factors such as joblessness, trauma, injury, family stability, educational offerings, community resources, and crime.

BSA Vision in this ministry - Implement or adopt a response model that has been proven to be effective in engaging, equipping and empowering parishes to offer addiction and recovery related ministries.

- **Human Trafficking** [January 11, 2018] Episcopal Church Presiding Bishop and Primate Michael B. Curry has issued this statement on Human Trafficking. As we observe National Human Trafficking Awareness Month 2018, it is important we recognize trafficking in persons is a crime that goes against the most basic tenets of our faith. It is also, unfortunately, all too common and puts millions in danger every day.

Human trafficking manifests itself in a variety of ways and in a variety of industries from personal servitude to agriculture to hotels and hospitality or to commercial sex work. But what we know for sure is that in order for this crime to occur, perpetrators must devalue and dehumanize another person. We must be clear that all human beings are made in God's image and each deserves a life free from violence or threat of violence, exploitation, and coercion.

We must condemn structures and systems that make it all too easy for such evil to occur. I commend work of dioceses, congregations, individuals across our Church and Anglican Communion that partner to build awareness, support survivors, and protect against human trafficking. I urge all who follow Jesus to commit to further developing loving, liberating, life-giving relationships with God & one another.

BStA Vision in this ministry - Activate all BStA chapters and their members to be leaders in the eradication of human trafficking in their communities, expand the ministry beyond human trafficking to confront human rights issues in our communities, promote equality without prejudice, and bring awareness of the horrors of human trafficking through education, timely information, and training to allow members to confront human trafficking issues in their communities.

## 21. Chapter Retention Plan

## 22. Junior Brotherhood Chapters information (Scouting, Boys & Girls Clubs, and Inner City Youth programs)

- The information provided in this part is written for use as a guide and to highlight the most important details to understand as you consider sponsoring a junior chapter for your parish. The boys ages range from seven to seventeen and the older boys can act as “big brothers” to the younger ones. As the boys become young adults they will be encouraged to join with the senior chapter, and fewer young men will be inclined to leave the church as so often happens.
- Before a senior chapter decides to form a junior chapter, your clergy must approve this plan, and the men who agree to be sponsors and mentors to the boys, must complete their diocesan requirements for any workshops mandated for adults who are Sunday school teachers, youth workers and ministers, and clergy. It is highly recommended that you adhere to this ruling as may be in force in your diocese.
- At least two adults must be present at junior chapter meetings. A suggestion to consider is for the senior chapter to pay the dues for the boys - the junior chapter can use the Brotherhood’s Devotional Handbook at its meetings and adhere to the same Disciplines as the adult chapter members commit to. The sponsors are mentors and attend meetings to ensure that planned activities are organized in a fashion that keeps the attention and interest for the boys.
- The purpose of a junior chapter is not meant to replace any existing youth activities at your parish, but to focus more on the spiritual life and growth of the boys. Appropriate study materials should be selected by the clergy and chapter sponsors, to include the Bible, the BCP, and relevant books on spirituality. Audios and videos are an excellent tool, and include lectures that are structured to teach the boys about accepting Jesus Christ as their Lord and Savior, and how to live their lives as a Christian.
- The junior chapter can elect officers and conduct a meeting similar to a senior chapter. Most importantly, their meetings need to be run in a manner that captures their interest, and does not need to resemble a senior chapter in its format. The purpose for a junior chapter is to reach the youth now, and avoid the potential of their “graduating” from church after they are confirmed. At that point in time they enter the 18 – 35 year old group which is poorly represented in our Church today. Junior chapter members are the senior chapter’s future leaders, and need our mentoring now.

- The senior and junior chapter members may also join together each month for Corporate Communion, and attend any Assembly, Provincial or National meetings, when possible. If there is an annual Communion Breakfast or an annual St. Andrew's Day celebration, invite the boys to attend and supply transportation for them.
- A senior chapter may also consider taking the boys to places of a historic or important religious nature, as well as youth camps, retreat centers and even sports events as is appropriate. There is no reason why the boys can't have fun and enjoy themselves while they learn. Please take this into careful thought when planning activities.

### 23. Recommended prayer and study materials:

- First and foremost, the *Bible* is by far the best prayer and study reference book to use at chapter meetings. However, to supplement your prayer and study efforts, the books and websites listed here are reference sources for you to explore. They are very useful, enlightening, and current with today's men's spirituality, and by no means are the only resources available. I am sure there are many more that you may be aware of, and that you may be using for training, and for prayer and study.
- BStA Devotional Handbook, in addition to the chapter materials – meeting guidance, member installation, etc. – has devotional readings and prayers that are very useful and thought provoking.
- Daily Devotions - the following daily devotionals listed are widely known and popular. They are well organized and written, provide time for praying, meditating, studying scripture, and have recommended scripture readings. They are a constant daily companion for many who read them during their quiet time with our Lord. If you aren't familiar with each of them, please check the websites that provided, or speak to your parish clergy about them, for guidance.
  - Forward Day by Day: [www.forwardmovement.org](http://www.forwardmovement.org), 300 W 4th Street, Cincinnati, OH 45202-2666
  - Upper Room: [www.UpperRoom.org](http://www.UpperRoom.org), The Upper Room, P. O. Box 340009, Nashville, TN 37203-0009
  - Our Daily Bread: [www.rbc.net](http://www.rbc.net), RBC Ministries, P.O. Box 2222, Grand Rapids, MI 49501-2222
  - Daily Word: [www.dailyword.com](http://www.dailyword.com), 1901 NW Blue Parkway, Unity Village, MO 64065-0001
  - The Fourth Seed: [www.maninthemirror.org](http://www.maninthemirror.org), toll free at 800-929-2536 to order subscription.
- Books to read - Please note resource books listed are suggestions for small group or chapter study, and for personal growth reading. The devotionals are recommended because of their format and content, and are easily available to obtain for your personal use. The websites are highly recommended for the wealth of information they have available for you to access, and to download information about men's ministry, leadership, evangelism and training. Some downloadable items will have a cost to purchase, but often they will be free, as indicated. The books and

devotionals listed here are reference sources from which you can select. You may have other prayer and study resources, but these are listed here to provide more of a variety for your review and consideration.

- The 1978 Book of Common Prayer is highly recommended and often used.
- The Prayer Saturated Church: Cheryl Sacks, 2004, NavPress, Colorado Springs, CO
- Intercessory Prayer: Dutch Sheets, 1996, Regal Books. A Division of Gospel Light, Ventura, CA
- Prayer (Too Busy Not to Pray), Bill Hybels, 1994, Christian Basics Bible Study, InterVarsity Press, P.O. Box 1400, Downers Grove, IL 60515-1426, or visit [www.ivpress.com](http://www.ivpress.com)
- Don't Just Stand There-Pray Something, Ronald Dunn, 1992, Thomas Nelson Publishers, Nashville, TN
- Partners in Prayer, John Maxwell, 1996, Thomas Nelson Publishers, Nashville, TN
- For study and service:
  - A Man's Guide to the Spiritual Disciplines, 12 Habits to Strengthen Your Walk with Christ, Patrick Morley, 2007, order from: Man in the Mirror Books, [www.maninthemirror.org](http://www.maninthemirror.org)
  - The Man in the Mirror: Patrick Morley, First Edition 1997, Zondervan, Grand Rapids, MI [www.maninthemirror.org](http://www.maninthemirror.org)
  - Why Men Hate Going to Church: David Murrow, 2005, Thomas Nelson Books, Nashville, TN
  - Wild at Heart: John Eldredge, 2001, Thomas Nelson Books, Nashville, TN
  - The Way of the Wild Heart: John Eldredge, 2006, Thomas Nelson Books, Nashville, TN
  - No Man Left Behind: Patrick Morley, David Delk, Bret Clemmer, 2006, Moody Publishers, Chicago, IL
  - Leading with a Limp: Dan B. Allender, 2006, WaterBrook Press, Colorado Springs, CO
  - The Ragamuffin Gospel, Brennan Manning, 2000, Multnomah Publishers, P.O. Box 1720, Sisters, OR 97759

24. Prayers for special occasions (Funerals, Clergy, Sick and distressed, and healthcare individuals)

- Book of Common Prayer contains prayers for most every occasion, pages 810 to 841
- Book of Common Prayer also contains prayers and service orders for events – funerals, marriage, etc.

25. Brotherhood Chapter Activities for the "MAL or members at Large"

MAL are individuals who are BStA members not physically located near a chapter to attend and participate in regular chapter activities. Chapters in the same approximate physical location reach out to contact the MAL member to make sure they are

electronically included through email and other means to Chapter calendars and activities. Another alternative is to have all MALs develop their own chapter through electronic media and meet in that format. While it will be limited to the amount of BStA activity collectively done outside of the electronic meeting – it will be a way for MALs to remain connected.

## 26. Non-Traditional Chapter Meeting Formats

- Virtual Meeting Formats and Activities – use of current electronic technology for communications – ZOOM for example, and vital when gathering physically may not be feasible. ZOOM has been used for several years for BStA monthly Executive Board meetings due to the nationwide physical locations of Board members, and has been extremely valuable. There are other electronic meeting solutions beside ZOOM – they are called Electronic Meeting Systems or EMS and can be found by searching the internet. BStA has experience and success with ZOOM.

## 27. Service and/or Ministry Activities in the community or outside the parish

BStA chapters have been very active in outreach and ministry activities outside of the Parish. Below are examples (there are many).

- Five parishes in the Phoenix partnered with the US Vets on a rotational basis every Friday to feed 100 vets. Other locations are in Arizona (1); California (4); Houston and Hawaii (2 each); Las Vegas; Washington, DC, and Guam.
- Marietta, GA BStA members at St. Peter and St. Paul have three different feeding programs for homeless, families, and addicts in recovery. These include “Must Ministries”; “Extension”; and “Hope for the Hungry.” The chapter also supports a program called Family Promise, using Church space 4 weeks a year to provide lodging and meals to those in need, per Tom Martin, team member.
- Rocklin, CA continues doing online fund raising for feeding ministries. Dick Griffith, Villages, FL. commented St. George Parish had to stop serving food in their parish hall due to the CoCvid-19 Virus. However, they continued to keep the kitchen open and packaged the dinners to go. A week later the supply of food dried up, Dick reported, “We had to temporarily close the ministry.”
- In early May, our regular food sources and some new sources started providing food. Adding, one of the new sources is the farmers in Florida. It is the farmers in Florida. It is harvest time and they had no market. They have provided tons of fresh produce.”
- Every Saturday morning, we make up family boxes of food and hand them out as the needy drive through our parking lot. The number of families has been increasing each week. Last Saturday (5/30/2020) they provided food to over 340 families.

## 28. BStA Men's Ministries beyond the Major Seven

## 29. Feast of St Andrew checklist

### Potential Participants

- Seek out Clergy Support to host event
- Invite the Diocesan Bishop to participate, preach, install officers and admit new members
- Extend participation request to Daughters of the King, Daughters of the Holy Cross, or Episcopal Church Women (Co-sponsor)
- Approach Boy Scouts of America to form Honor Guard for the Flag
- Identify if there is local Scottish Society for the posting of the Tartans with a Bagpiper

### **Feast Supporting Props**

- Inventory Chapter Banners
- Piano or Organ Music
- Prepare announcement for the entire Diocese; place invites in the Diocesan newsletter
- Print program with appropriate music, blessing of the Tartans (only if Scottish Society participates), and short state of brotherhood from the National Office or Executive Board.
- Include any special memorial comments for those who have died or hospitalized
- Photographer
- Secure 2 Lay Readers, 2 Chalice Bearers, and one acolyte
- Order “Let Your Andrew Out” and a “Note to Clergy” (option include a stack St. Andrew Crosses)
- Offertory dedicated to a local Brothers Andrew ministry
- Bring Devotional Handbooks for officers and new members (Optional print a separate sheet for candidates)
- Love offering basket for those seeking special prayers

### **Reception**

- Appropriate refreshments and snacks (optional “water of life”)
- Guest Book (optional)
- Sponsoring Chapter Director/Diocesan Coordinator Toast to Officers and New Members

### **Post Event Activities**

- Thank you notes to participating organizations and distinguished guests
- Prospect follow-up letters
- After action lessons learned session with program leaders

### 30. Anglican Episcopal Men's Ministry Alliance and Partners

- Daughters of the King (DOK)
- Episcopal Church Women (ECW)
- Daughters of the Holy Cross
- Union of Black Episcopalians (UBE)
- Episcopal Church Foundation (ECF)
- Consortium Endowed Episcopal Parishes (CEEP)
- Forward Movement
- St. Francis Foundation
- National Coalition Ministry for Men (NCMM)
- United Methodist Men
- Lutheran Men in Mission
- Denominational Men's Ministry Leaders (DMML)
- Project XII
- American Bible Society
- Boy Scouts of America
- Military Chaplains Association
- Cursillo
- Alpha
- Promise Keepers
- American Methodist Episcopal (AME)
- Food for the Poor
- Churchnet.TV
- RedeemTV Christian History Publications
- Episcopal Church Young Adult Service Corps
- FaithX Project