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IS
THE

OF OUR
CHURCH

VOLUNTEER MINISTRY IS...

a commitment.
sharing.
working.
fellowship.
serving GOD.

VOLUNTEER MINISTRY ON SUNDAY MORNING IS..

singing in a choir.
reading the lessons.
opening the church.
teaching Sunday Church School.
operating the light and sound board.

VOLUNTEER MINISTRY IS ALSO...

visiting a shut-in.
driving the church bus.
folding the bulletins.
making a poster.
working in the library.

VOLUNTEER MINISTRY IS...

YOU!

TRINITY EVAN. LUTH. CHURCH
1000 W. MAIN ST.

COORDINATING COMMITTEES

Christian Education Committee oversees all phases of the Educational Ministry of the church from infants through to adults.

Evangelism - Goal: to expand programs of witness and fellowship and to stimulate response for congregational ministry to Christ.

Finance Committee is responsible for the disbursement of monies. It includes many phases, from reviewing financial status, approving expenditures to budget preparation.

Hospitality Committee is responsible for food preparation and serving for dinners and receptions held within the church.

Property Committee covers all areas for maintaining the church and all property attached to it. This includes everything from security to landscaping to daily maintenance and upkeep.

Social Ministry is responsible for the outreach of the congregation in Lansdale area as well as on an international level.

Stewardship Committee keeps the congregation abreast of the incoming monies as well as time and talent utilized for church service.

Volunteer Ministry - responsible for coordination of volunteers and volunteer activities in the life of the church.

Worship & Music Committee has the responsibility for developing and presenting a program of worship and music which will offer meaningful opportunities for prayer, praise and thanksgiving for each member and guest of Trinity.

Youth provides the planning for youth as well as helping the youth to feel a part of, and responsible in, the congregation.

IT TAKES A LOT OF HARD WORK BY A LOT OF DEDICATED PEOPLE TO MAKE THE INEVITABLE HAPPEN.

TRINITY'S VOLUNTEER AREAS

<u>Service Area</u>	<u>Purpose</u>	<u>Time Commitment</u>	<u>Responsibilities</u>
<u>SOCIAL CONCERNS TASKS</u>			
Clothing Drives	To provide clothing for disaster victims throughout the world	Sponsored by Church World Service (interdenominational) & Lutheran World Relief - held one time a year in October	Packers needed for proper packing & marking of boxes; general organization for shipping of clothing
Flower Delivery	To take flowers at Easter & Christmas to various shut-ins	Lilies are delivered on Easter Monday; Poinsettias after Christmas.	
Justice & Political Action	To provide a way to speak for those who cannot do it themselves	Present pro & con of issue, present church's view, encourage response to legislation.	<ol style="list-style-type: none"> 1. Form steering committee. 2. Inform cong. of current legislation & urge to respond by writing to representatives 3. Committee would also write letters.
Refugee Resettlement	As a response to Lutheran Children & Family Service Appeal to sponsor families		Provide English lessons, transportation, & general support for families sponsored by Trinity. Primary need now-English tutors (lesson plans are provided).
Shut-in Visitors	To show concern & care for those who cannot get out of their homes	Visitation by a member on a regular basis to a shut-in	Orientation available.
World Hunger Committee	To provide assistance in the drive to alleviate world hunger & make the cong. more aware of the hunger problem	Crop Walk Rice Bowl	Assistance in educating the cong. via written information & helping carry out the physical tasks.
<u>WORSHIP & MUSIC</u>			
Acolytes	To light & extinguish candles	Sun. morning church services as well as special worship services	Boys or girls in grades 6-9. Must be in back hall of church 15 min. before beginning of service to check in with Pastor. Training given.
Altar Guild	Group of women and/or men who care for all things directly involved at the altar		This includes caring for & changing paraments, communion linens, altar candles, baptismal candle, altar brass as well as ordering flowers & placing them on the altar. In addition, this group prepares for communion as well as cleaning up.

<u>Service Area</u>	<u>Purpose</u>	<u>Time Commitment</u>	<u>Responsibilities</u>
Choirs:			
Trinity Choir	To lead worship	Practice Thurs. Eve. 8:00 p.m.	Adults
Lifesong Singers	To learn, participate & serve in worship	Practice Sun. 8:00 p.m.	Youth 8th - 12th gr.
Chancel Choir	" "	Practice Wed. 6:30 - 7:30 p.m.	4th - 7th gr.
New Choir	" "	Practice Wed. 4:15 - 5:00 p.m.	2nd & 3rd gr.
Bell Choir	" "	Practice Thurs. 6:30 - 7:30 p.m.	6th gr. & above
Special Bells	" "	Practice Sun. 10:00 - 10:30 a.m.	People in Special Ed S.C.S.
Choir Parent	To assist choir directors at rehearsals		Take attendance, chaperone, help children with robing & organize music as needed.
Crucifers	To carry the cross into church at beginning of worship	Sunday a.m. church services as well as special services	Dependable boys or girls in 10th-12th gr. Check with Pastor 15 min. before scheduled service. Training given.
Element Bearers	Representative of bringing a gift from the people to God, having the gift blessed & then returned to the people.	Communion Services	Carry the communion elements to the altar, the man carries the wine and the woman the wafers. Orientation given.
Lectors	To involve lay people in worship service		Come to the lectern during the appropriate time during the service & read the lessons of the day.
Liturgical Dance	To provide a meaningful variation for worship		Plan and/or teach dances appropriate to the situation, whether for worship services or in musical productions.
Nursery (adults)	To provide supervised care of infants & young children while parents are in church	Crib Rm. (under 2 yrs.) - 8:45 to 10:45 a.m. or 10:45 to close of 11:00 a.m. service Toddlers (2 yrs. & over)-(same times)	Supervise children while in nursery on Sunday mornings
Nursery Teen Helpers	To assist adults in nursery with care of children during worship services under direction of adult.	" " " "	Crib Rm. - should be able to change diapers & hold infants Toddler - entertain & play with child 7th gr. & up - general babysitting abilities; orientation given.
Sunday Church School Music Leaders	To assist choir director in bringing music into each of the classrooms Sunday mornings	Lead singing activities in various age Sunday Church School classes for 15 minute periods	Planning help is readily available.

<u>Service Area</u>	<u>Purpose</u>	<u>Time Commitment</u>	<u>Responsibilities</u>
<u>EVANGELISM</u>			
Greeters	To welcome members & visitors to our worship service		Arrive 15 min. before service. Introduce yourself as necessary & direct visitors to sign guest book in Narthex
New Member Sponsor	To provide new members with a contact in the church		Call incoming new member prior to joining church, sit with them at the service & attend new members' reception on that day.
New Member Visitation	To provide a visit by a layperson to a new member after reception into the church		Training provided.
<u>CHRISTIAN ED.</u>			
Sunday Church School	SCS is the primary method of fulfilling Christ's commandment "Go & teach". SCS is held for ages 2 yrs thru adults.	Team teaching Unit teaching (teaching for periods of 4-6 weeks and then another team takes over) One year commitment	Curriculum provided includes stories, crafts, lesson plans. Supplies provided. Training available. Workshops held throughout the year. Support & assistance readily available.
Vacation Church School Teachers & Helpers	Provides 2/3 of a child's yearly Christian education in a creative & informal way	2 wks in summer 9-11:30 a.m. Generally 1st 2 wks of August	Lessons, stories, crafts, singing, snacks, field trips. Children 4 yrs. to 6th grade. Toddler class & babysitting available for children of those teaching.
Special Workshops for Children	To enrich the educational ministry of our children.	Workshops are held for Advent & Lenten family nights & during Holy Week (as school vacation permits).	Assistance is generally needed to supervise & direct pre-planned craft activities for various age participant Craft ideas welcome!
Weekday Church School for Pre-school children	To provide supervision for pre-school children in a positive setting while parents (moms) attend Bible studies, help with VCS, etc.		All setting up, stories, crafts & snacks are pre-planned by Director of Educational Ministry.
Sunday School Pageants	Provides a special learning experience for	Generally done at Christmas or Epiphany Seasons	Help with planning & carrying out of play.

<u>Service Area</u>	<u>Purpose</u>	<u>Time Commitment</u>	<u>Responsibilities</u>
Writing Devotional Materials for Booklets	To provide devotional materials for all families of Trinity	Needed for use during Advent, Lent, Christian Family Week (May)	Planning or writing or coordinating devotional materials
Library Aides	To oversee the library area in the Media Center	a. Work in Media Center Library on Sundays at 9:15 - 10:45 a.m.	b. Catalogue, repair, trace books c. Set up displays d. Assist with periodic special reading programs
Visual Aids	To facilitate showing of movies, filmstrips, etc. during SCS, VCS & family nights	Setting up, running & returning equipment & films	Training available
<u>YOUTH</u>			
Youth Advisors	To provide supervision of youth happenings in relation to Trinity	2 yr. commitment with a 2 couple minimum per age group	Supervise youth at meetings & outings which have been planned by Youth Comm. Assistance in this task is provided by parents of participating youth. Suggestions for activities welcome.
Boy Scouts	To develop fitness, citizenship & character	1. Cub Pack 2. Scout troops	Training available for leaders from Valley Forge Council as well as local district. Program material provided. In Cubs, women may assume any role including unit leader, whereas in Scouts, men are needed for unit leaders & women are utilized on troop committees.
Girl Scouts	To provide girls with the means to follow Girl Scout Promise & Law, learn about outdoors, learn to work together & have fun.	1 Brownie Troop - 1st grade 3 Brownie Troops - 2nd & 3rd gr. 2 Jr. troops - 4th to 6th grade 1 Cadett troop - 7th to 9th grade 1 Sr. troop - high school	Leadership training available locally through the Girl Scout Council

<u>Service Area</u>	<u>Purpose</u>	<u>Time Commitment</u>	<u>Responsibilities</u>
<u>HOSPITALITY</u>			
Kitchen Help	To provide food for social and fellowship events of the church	Plan, prepare & serve food for dinners, teas & receptions for different occasions in the church such as Family Night Dinners, New Member: Receptions, etc.	Adults as well as teens
<u>PROPERTY</u>			
Landscaping	To enhance the outside areas of the church		General weeding of gardens, flower planting & care
Light & Sound Board	Being responsible for the lighting & sound during worship services	Responsible for either the 7:45 Service OR the 9 AND 11 Services, rotating schedule.	Training given.
Security & Church Lock-up	To make sure the church facilities are properly closed each night	Done for a week at a time, between 9:30 - 10:30 p.m. on a rotating schedule.	Check & make sure church doors are locked, windows closed & inside lights off as well as checking boiler room & turning on security lights. Orientation given.
Stage Crew	Set up and/or dismantle a pre-constructed stage in the church	Generally it is put up after the 11:00 a.m. service on Sunday and taken down immediately following its use.	
<u>CHURCH OFFICE WORK</u>			
Bulk Mailing	To provide a less expensive way of handling mailings	1 time per month on a regular basis plus other mailings as needed.	Properly code bulk mailings as required by Post Office. Training available.
Clerical Workers	To assist the staff with the large amount of paper-work generated by a congregation this size.	Some work done weekly; some monthly, and much on special occasions. Home clerical work also available, on occasion.	General office work such as typing, stuffing envelopes, folding bulletins and making phone calls
Phone Aide	Answer telephone in church office & channel the many calls to appropriate staff & assist staff in office work	3½ hrs./week during winter, 9-12:30 or 12:30-3 or 4 p.m. M-F; 4½ hrs. every other week during summer, 9-1:30 p.m. M-F.	Training given.

<u>Service Area</u>	<u>Purpose</u>	<u>Time Commitment</u>	<u>Responsibilities</u>
<u>GENERAL SERVICE</u>			
Banner Making & Upkeep	To visually enhance the meaning of worship	Banners are made & repaired at various times throughout the church. Currently the committee is meeting as needed.	Assistance needed in all phases from designing to construction to upkeep. No specific sewing skills are needed.
Bus Drivers	To supply transportation for various groups from Trinity as needed	Driving the bus as well as being responsible for enforcing the rules while using it & cleaning it up after a trip	Class 2 drivers license is needed. Trained by Driver Education person at church. Tested by State Police.
Church Decorating	To visually enhance the worship service	Can be done any time through the week including Friday evening or Saturday morning	Help to set up decorations such as banners, window displays, flowers at Christmas & Easter during the various church seasons: Advent, Christmas, Epiphany, Lent, Easter, Pentecost
Movers	To help our interns move into & out of their apartment as they begin & complete their time at Trinity	Usually 2-3 hrs. on a morning	Lifting furniture, boxes, etc.
Stripping palms	To prepare the palms for use on Palm Sunday	Needed the Saturday morning before Palm Sunday	Palm leaves must be separated from crown. This is done in a fashion similar to corn husking.
Transportation	To help those who need rides to various places	Take people, as needed, to and from worship services, especially the 11:00 a.m. Sunday worship. Also drivers occasionally needed to take people to Dr. appointments	

ORGANIZATIONS

Adult Fellowship	To provide a social time of Christian fellowship to all adults of Trinity	Steering committee meets to coordinate activities. Generally each monthly activity is run by a sub-group of adults not on the central committee.
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<u>Service Area</u>	<u>Purpose</u>	<u>Time Commitment</u>	<u>Responsibilities</u>
Auxiliary of Lutheran Home of Germantown	To develop interest & support for the home via membership and support of activities held at the home including Pie Day, Barn Sale & Flea Market, Donation Day, etc.	Luth. Home at Germantown was founded to care for orphaned children. Today it houses senior citizens who need skilled or intermediate nursing care. Silver Springs, Martin Luther Home cares for emotionally & socially maladjusted children.	Women's Auxiliary is known as North Penn Auxiliary. Men's Auxiliary, as listed above. Dues \$2/yr.
Friends of Artman Home	Supportive group for the home	Help with many of the activities at the home such as Christmas Party, programs, card playing, hairdressing.	
Love Links	To provide a prayer chain for all who have a special need for prayer.	Group of people who are willing to remember others in prayer by praying regularly & confidentially as requests are made known to them.	
Lutheran Church Women - LCW	Official auxiliary for women in the Lutheran Church in America	It is divided into 5 circles, which meet monthly for educational topics, fellowship & to perform Christian service projects.	Some services provided include: canned foods for "FISH", layettes & pennies for blankets for Lutheran World Relief, crafts & favors for Artman & Telford Homes, sponsoring annual Mother/Daughter Banquet
Sunshine Circle	To distribute flowers from altar to those in hospitals convalescent homes & shut-ins	Social organization that meets the 2nd Wed. of the month. They care for the altar flowers after services & distribute them to people, as previously mentioned.	Annual dues \$3.00.
Trinity Seniors	Social organization for those members of Trinity who are retired or over 55 yrs. of age.	Meet 9 months of the year for a luncheon with entertainment provided, also plan and participate in day trips & overnight trips.	
Trinity Singles	Support group for all single people	One meeting per week in Luther Hall for recreation & discussion.	Activities done previously: retreat, white water rafting, book reviews, plays

<u>Service Area</u>	<u>Purpose</u>	<u>Time Commitment</u>	<u>Responsibilities</u>
Ushers	To assist at worship services in many capacities	Men's organization that provides the ushers for all worship services. 5 meetings/year consisting of business & entertainment are held. Dues are \$2 annually.	Must be at church 15-20 minutes before service. Rotating schedule with 8 ushers per service. Schedule printed 5 wks in advance. Responsible for own replacement.
Young Adults of Trinity (YAT)	To provide an opportunity to experience a total Christian life through fellowship, activities & learning experiences for people post-high school thru age 26 years	One recreational & one educational enrichment activity per month plus Sunday morning programs, Seminars for Young Adults	
Youth Group	To provide an opportunity for service, fellowship, & study for young people	Senior High - grades 10, 11, 12 Jr. High - grades 8, 9	Meet 2 Sundays/month
RESOURCE BANK: A listing of specific skills that one may have and choose to share with Trinity. Those who offer skills are utilized and rotated as the need arises.			
Examples of Skills:			
Craft abilities	To provide local resources of talent	Teach or demonstrate particular crafts during family nights, VCS, workshops	Anything from being clever with cardboard to calligraphy; soap carving to silk screening, etc., etc.
Costuming		Throughout the church year various productions from different groups are given.	Help in planning and/or making costumes by working along with the person in charge of the production as well as maintenance of previously used ones.
Photographer	To take pictures of events at TLC, such as family nights, pageants, VCS & special church activities (Easter Balloon Launch)	Church will reimburse for film used and developed	
Puppet Ministry	To provide a different approach for worship		Anyone over 12 yrs. old to operate a 2-man puppet, presenting either published plays or our own creations. Workshop will be given.