

TASK DESCRIPTIONS

EDUCATION MINISTRIES

Sunday mornings, 9:30 a.m. to 10:30 a.m.

Very Pre K – 5th grade. You have an opportunity to teach or help in whatever grade you prefer. We are currently using "Our Life in Christ" curriculum, which emphasizes the Gospel—the Good News about Christ—at each and every grade level! Our Life in Christ is anchored on the Bible, God's Word.

Confirmation classes, 6th - 8th grades. Holy Trinity provides the youth of our congregation with three years of study and instruction designed to prepare them for confirmation. The curriculum provides for extensive review of the Scripture, the Small Catechism, and delves into catholic church history as well as Martin Luther's life.

Exceptional Class, Enjoy fellowship with our special members for singing, Bible stories, etc.

Adult Classes, Holy Trinity Evangelical Lutheran Church is committed to a Christian education program for all ages that fosters the strengthening of faith in Christ and deepens knowledge of Christian doctrine and ethics. There are currently 3 Adult Sunday School classes available on Sunday mornings.

Sunday School Secretary (statistical), Keep attendance records.

Sunday School Treasurer, Count & keep income record of the Sunday School offering.

Vacation Bible School, there are many opportunities to help with this very vital ministry. You can help out by being class teacher, class helper, be on the planning team, secretary/treasurer, leader or helper in the Art & Craft center, leader or helper with the music, leader or helper with the snacks, story leader and helpers, nursery staff, and director(s).

MUSIC MINISTRY

Sunday School Music team leads in the Sunday School Worship Sunday mornings 9:30 a.m. - 9:45 a.m. helping with songs and playing the piano.

Music mailing helper - help with mailings for the various concerts at Holy Trinity.

CHOIRS

Chancel Choir - This choir for adults & youth, sings at 11:00 services September through Trinity Sunday and at all festival services. Meets Thursdays at 8:00 p.m. with generous time off from Thursday rehearsals in January and after Easter. New members are always welcome.

St. Gabrielle - for youth grades 6th - 12th, sing on the second Sunday of the month at 8:00 a.m. rehearsals are held Sunday evenings along with youth meeting 5:00 p.m. -7:00 p.m.

Seraphim - grades 2 - 5, sings Psalms, Alleluia verses, anthems, and occasional Introsits, the fourth Sunday of every month at 8:00 a.m. rehearsals are held Sunday evenings 6:30-7:00.

Little Angels - ages 4 - 1st grade, This beginning choir learns to sing and make music through play and movement. They sing on Thanksgiving, Christmas Eve, Easter, and Mother's Day. rehearsals are held on Sunday evenings 6:00 p.m. -6:30 p.m.

Holy Trinity Chorale - for women, sings the first Sunday of each month at 8:00 a.m. rehearses the 3rd, 4th, and 5th Sundays of the month from 9:00 a.m. to 9:30 a.m.

Handbells - If you are interested, speak to the Director of Music. Basic music-reading skills are necessary. It is important for the entire choir to be present for every rehearsal and service when the bells are scheduled to play. This choir plays once a month at the 8:00 and 11:00 services and for special services. Rehearsals are on Tuesday evenings 7:30 p.m. - 9:15 p.m. New members are always welcome when we have openings.

MUSICIANS

Pianist - speak with the Director of music if you are interested in playing the piano for any special services.

Cantors - Those who have the gift of helping to lead the congregation in song will find many opportunities at Holy Trinity. If you are interested in being a cantor, please speak to the Director of Music.

Instrumental Ensemble & Recorder Consort - A loose ensemble of brass, woodwinds, and strings which plays for special services. We also form duets or trios to play for Sunday services. Other opportunities for instrumentalists are Holy Trinity Brass, which plays for Christmas, Easter, and occasionally other festival services, and Recorder Consort, which is formed on an ad hoc basis, playing for summer services or occasional prayer services. These groups rehearse as needed.

WOMEN'S MINISTRIES

Annual retreat for women of Holy Trinity is held in the Spring, usually in April and runs from Friday evening through Sunday noon. Look for details regarding the retreat in the weekly bulletin announcements and the monthly Echoes prior to the event.

CIRCLES - We hope you will make every effort to attend one of the circles listed. If you are already a circle member, then we look forward to seeing you at our regular monthly meetings. If

you are new to Holy Trinity or have not yet visited a circle, then we hope you will select a circle to visit. You will enjoy lively discussions of Bible-based topics, refreshments and social time.

MEN'S MINISTRIES

The Men of Holy Trinity gather on the second Thursday of each month for Bible study. During these gatherings the men have an opportunity to settle in for an hour, explore the Word and discuss how to put those Words into action in daily life.

The Men's Devotional Group also sponsors a annual weekend retreat that provides participants with a wonderful opportunity for men to get away for the weekend and focus on their walk with the Lord. This time together is one of challenging discussion and Spirit filled worship with time spent learning the Word. This event is usually held the second weekend in June. Look for details in the weekly bulletin and the monthly Echoes prior to this event.

The Men's Devotional Group organizes outreach events throughout the year such as support for the Sunday Breakfast Rescue Mission. Volunteering time and talents are a hallmark of this group as we strive to put God's Words into Action.

OPPORTUNITIES FOR ALL

Sewing Group - women meet in Fellowship Hall to work on projects such as Diane throws for Silver Springs School, sleeping bags for homeless shelters, etc.

39R's - Fellowship for retired members of Holy Trinity.

39R's planning team - help plan events for the monthly 39R's meetings.

Free Spirits - support and companionship for widowed, divorcees, older singles

Adult Christian Fellowship Breakfast - Sharing fellowship & breakfast with very interesting topics each month, Sept. through May. Anyone can help with cooking, serving, or leading a topic.

Family Supper Club - Meets in Fellowship Hall for supper, crafts & games. All ages welcome.

Rally Day Breakfast - Also known as the Pancake Breakfast, this family event is held each September the Sunday following Labor Day as a kickoff to the start of the new Sunday School year at 9:30 a.m. in Fellowship hall. We can always use help with setting the tables the day before, cooking and clean-up following the meal. A free will offering is taken to offset the cost.

Easter Breakfast - This family event is held on Easter Sunday each year at 9:30 a.m. in Fellowship hall. For this breakfast we serve French Toast. We can always use help with the setting of the tables the day before, cooking and clean-up following the meal. A free will offering will be taken & given to the youth towards their conference.

Growing Your Soul - This group led by Pastor Mandy, learns & practices spiritual disciplines and meets alternate years from the Bible in a Year.

Bible in a Year - This group also led by Pastor Mandy reads through the Bible in a year and meets alternate years from Growing Your Soul.

Shop for AIDS Dinner - shop with others to purchase food for the AIDS dinners.

Cook for AIDS Dinner - cooks the AIDS dinners.

Deliver AIDS Dinners - leaves church around noon to deliver dinner to Incarnation Lutheran Church/UNILU.

Library Staff - works 2 hours every other month in the Library.

Sanctuary & Office help - straighten pew racks, check brochures and prayer request cards, computer entry of worship attendance, office help putting together weekly bulletins.

Theology with Bagels - This group meets twice a year for 6 weeks each time, in the fall and winter. It is led by Pastor Mike and studies various Christian Theological themes.

Searcher's Bible Study - This group, led by Pastor Mike, meets each Tues. night following Prayer First from Sept. through May for an in-depth study of the Bible. Please come and join us for a wonderful evening studying the Word of God and sharing the fellowship of brothers & sisters in Christ.

EVANGELISM

Sunday Fellowship Hour - This is every Sunday during the Sunday School year and is after the early service before Sunday School in Fellowship Hall. Help is needed to set-up, which is done around 7:30 a.m. and clean-up at around 10:45 a.m.

Greeter Scheduler - Schedules the greeters for each Sunday Service.

Greeter - Stands at the entrance of the Naive in the Narthex and greets everyone who enters, and assists anyone in need. Should be at their station at least 15 minutes prior to the Worship Service.

Very Berry Festival - This fun family event is held annually in June outdoors, weather permitting. Help is needed in planning the event, purchasing food, cooking, set up and clean up.

Fastnacht Gala - This event is held annually on the Tuesday evening before Ash Wednesday. It is a fun filled time for the entire family with skits put on by our very own talented people at Holy Trinity, and then the evening is topped off with yummy donuts. Help is always needed in planning the event, purchasing donuts and other miscellaneous items, set up and clean up.

MEMBERSHIP

College Student Care Packages - This team purchases items (mostly food items) and sends them to our Holy Trinity youth who are away at college. Help is needed in purchasing the items, packing the boxes and mailing them.

Youth Breakfast Club - If you are a youth in 9th - 12th grade, this is the group for you. They meet on Sunday mornings at 9:00 a.m. - 10:30 a.m. (Sept. - June). They have lively discussions on the issues that matter: peer pressure, relationships, faith, parents & family, self-confidence and stress.

WORSHIP SUPPORT

Acolyte/Crucifer Coordinator - Prepares schedule for all Acolytes & Crucifers for every Worship Service and gives schedule to church secretary.

Altar Flower Coordinator - Coordinates with church secretary all flower memorials for the weekly bulletins. Contacts individuals for annual memorials for the bulletin.

Altar Services - Prepare altar, set up and clean up for Communion, set up for Baptisms, fill candles with oil weekly, polish silver, place paraments and banners in chancel area, wash & iron altar linens, take altar flowers down and place in cans for Christopher's to pick up.

Communion Assistant Coordinator - Prepares schedule for Communion Assistants for all Worship Services throughout the year, and gives schedule to church secretary.

Communion Assistant - helps with Communion: holding the chalice of wine, or wine distribution, gate, cushion, tray holder when needed. You will need to wear an alb if you are holding the chalice of wine, or distributing wine. Training is required prior to the first time you are a communion assistant.

Lay Reader Coordinator - Prepares schedule for all lay readers and gives schedule to the church secretary to send out to lay readers with their readings.

Lay Reader - reads first and second lessons at the lectern on two consecutive Sundays.

Usher coordinator - Prepares schedule for all Usher teams and gives copy to church secretary.

Usher - hand out bulletins prior to each service in the narthex, should be there at least 15 minutes prior to the Worship Service. Collect offering. On the first Sunday of the month, ushers are needed to release pews to go up to the Altar for Communion. Take a count of how many are attending Worship each week at each service.

Presenter of the Gifts Coordinator - Prepares schedule for the presenters and gives copy to the church secretary.

Presenter of the Gifts - Bring the communion "gifts" to the Pastors when the offering is taken up to the Altar.

Liturgical Arts team - Design & make paraments, vestments and banners.

Sacristy Vestments team - clean robes, albs, Pastors' vestments at least 3 times a year.

Vestments team - Clean and organize storage of acolyte and communion assistant vestments.

Seasonal Decorations team - Arrange Easter & Christmas plants, Christmas wreaths, advent wreath & candles, set up and decorate Christmas trees.

SOCIAL MINISTRY

CHURCH AND SOCIETY

Blood Drive team - Organize phone callers to confirm donors and mail reminder cards, organize people to cook dinner for nurses and aides for January & June Blood Drives.

CONGREGATIONAL CARE

Christopher's - Visit and deliver the altar flowers to people in the hospital and shut-ins. Pastor Mike oversees this group and has meetings a few times a year with the group. See Pastor Mike if you are interested in becoming a Christopher.

Dinners Ready Team - Provide and deliver dinners to those in need in emergency situations.

Funeral Luncheon Team - volunteers set tables, pick up food trays, serve food, and clean up for Funeral Luncheons at Holy Trinity.

Funeral Luncheon Cake Bakers - volunteers to bake cakes, brownies, pies, etc. for desserts for the Funeral Luncheons at Holy Trinity.

Concert/Pot Luck Dinner Team - volunteers to help with set up, refilling of drinks when needed, and clean up for the Pot Luck dinners prior to the Concerts. We have about 3 to 4 of these a year.

St Benedict's Society - This is a prayer society which meets 3 times a year and sponsors prayer events in the Congregation such as Prayer first, the prayer vigil on Maundy Thursday, prayer walk during Holy Week, Stations of the Cross during Lent, etc. See Pastor Mike if you are interested in joining the St. Benedict Society at Holy Trinity.

Prayer First - This is a vital ministry at Holy Trinity and we provide a weekly & monthly opportunity for members to come together for spontaneous, intercessory prayer. Everyone is welcome to attend and pray for members of Holy Trinity, our families, our communities and the world.

Healing Prayer Ministry Team - This is a new prayer ministry at Holy Trinity. The teams are available before and after the 5:00 service on Saturday, and immediately following the 8:00 a.m. service, and before the 11:00 a.m. service on Sunday morning. Team members will be wearing a name plate and will be in front of the Pulpit to offer prayer for anyone in need. If you are interested in becoming a member of this team, contact Pastor Mike as there is training necessary prior to becoming a member.

IN CHRIST'S WAY/LOCAL MISSIONS

Interfaith food Collection team - Coordinate transfer of weekly food collections from the narthex and Sunday School rooms, and Thanksgiving eve collections, organize bags for summer collection.

Martin Luther/Silver Springs School Team - Run appeals in the weekly bulletin, Echoes and make announcements for gifts for the Good Behavior Store during Advent, Lent, Summer, and the Christmas wish gifts; Sponsor parties twice a year for the children at Silver Springs.

TELEVISION/MEDIA MINISTRY

Audio/Visual Tape Ministry - Tape sermons, special events, congregational meetings & activities.

Audio/Visual Equipment Maintenance Team - volunteer use of personal audio/video equipment for special functions as needed, set up of audio/video equipment as needed for classes, and other special occasions.

Still Photography Team - volunteers to take photographs when needed of new members, new council members, confirmation class, and other special occasions.

FINANCE

Audit Team - Volunteers meet annually, usually the first Saturday in January at 9:30 a.m., to perform an audit on all of the Treasurers' records and the Investment records for the prior year.

Budget Team - This team meets annually in November to prepare the budget for the new year to be presented to the congregation council at their December meeting for approval. They will also meet quarterly in the new year to track the financial situation of the budget, and make recommendations to council if necessary.

Investment Team - Handles investment and accounting of all the Congregations invested funds such as Congregational Fund, Outreach Fund, Parking Lot Fund, Lutheran Youth Fund.

Counter Coordinator - Prepares schedule for the counting teams and provides copy to church secretary; provides training for counters; assigns head counter for each team.

Counting Team - counts the offering after each service when your team is scheduled.

STEWARDSHIP

Financial Gifts team - prepares bulletin & Echoes articles, and schedules announcements for the Fall financial gift mailing, which includes Simply Giving information and pledge cards.

Spiritual Gifts Emphasis Team - prepares bulletin & Echoes articles, and schedules announcements for the Spring Spiritual Gifts Emphasis.

CHURCH PROPERTY

Ground Maintenance Team - Spring & Fall clean up; rake leaves, trim bushes, etc.

Landscaping/Flower Beds Team - Spring & Fall planting annuals & bulbs, watering & maintaining flower beds through Fall, etc.

Interior Wash & Clean Team - Twice a year clean out closets, wash curtains, clean easily accessible windows, and clean kitchen thoroughly.

Painting Team - once a year repaint interior walls, doors, trims as needed.

General Maintenance Team - once a month replace easily accessible light bulbs, hardware and furniture repair, floor & wall patching, all as needed.

Coordinate Repairs/Project Team - Manage repairs, make phone calls to volunteers to periodically go through the Church and make such small repairs as you find need to be made.

Special Skills: Help as needed. For information regarding any property team you can contact the Church Office.