



Holy Trinity Evangelical Lutheran Church

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www.holytrinity.net

April 2018

Dear Parish Family,

Stewardship is defined as "using God-given talents to attain God-ordained results."

The Lord has given us our every possession: all of our time, all of our abilities, all our our money. As stewards, we simply manage and administer things on His behalf. He gives us money, talents, and skills & then holds us accountable for their use. The recognition that God owns it all is crucial in allowing Jesus Christ to become the Lord of our money and possessions.

Spiritual Gifts Commitment Weekend this year will be the weekend of May 12 & 13, 2018 (the weekend of Mother's Day). This will be the Saturday and Sunday when members of this congregation will express their intended time-commitment to the church for the coming year – a very tangible way to show our love, devotion, and thankfulness to God.

Attached to this email (or available in the Narthex) you will find a Spiritual Gifts Commitment Sheet as well as the Tasks and Teams Descriptions guide. As Commitment Weekend approaches, your pastors ask you to make your commitment of time and talents to-God-through-Holy-Trinity a matter of prayer. That way, whatever commitment you decide to make in May will be a decision you and God have made together. Then, during worship on that weekend, you will have an opportunity to lay these commitment sheets in the Jehoiada Chest before the altar.

We pray that you will let God lead you as you reflect on your gift of time to His ministry through Holy Trinity.

May God continue to bless and protect you and all those you love and pray for.

In Christ's love,

Pastor Michael G. Tavella

Pastor Mandy Grimmer

Linda Bell-Powell
Chairperson,
Stewardship Committee

SPIRITUAL GIFTS COMMITMENT SHEET 2018

Last Name _____ First Name _____ Date _____
Address _____ Email _____
Phone _____

EDUCATION MINISTRIES

SUNDAY 10:30 AM

TEACH

HELP

SUB

MEMBER

____ Pre – K _____
____ 1st – 5th Grades _____
____ Confirmation (6th – 8th Grades) _____
____ Youth Bible Study (9th – 12th Grades) _____
____ Confirmation Planning TEAM _____
____ Adult Class _____ SS Peter & Andrew Study (Tom Schied) _____ Paraclete (Pastor Tavella)
____ Sunday School Secretary (statistical) _____
____ Sunday School Treasurer _____

VACATION BIBLE SCHOOL

9 AM until Noon (Grades Pre-K through 5th Grades)

____ Planning Team
____ Director
____ Teacher- Grade Preferred _____
____ Classroom Helper-Grade Preferred _____
____ Art/Craft Center
____ Music
____ Snacks

MUSIC

____ Music Mailing Helper

CHOIRS

____ Chancel –Adults (Thurs 8 PM)
____ Handbells (Thurs. 6:30PM)

MUSICIANS

____ Pianist (varies)
____ Cantor
____ Instrumental Ensemble (Varies)

OPPORTUNITIES FOR WOMEN

_____ Annual Retreat

WOMEN'S BIBLE STUDY

_____ Miriam Circle (2nd Mon 12:30 PM)

_____ Sarah Circle (2nd Thurs Noon)

_____ Ruth Circle (2nd Wed 7:30 PM)

_____ Eve Circle (2nd Thurs 7:30 PM)

_____ Hannah Circle (2rd Mon 7:30 PM)

WOMEN'S PRAYER GROUP

_____ Women's Prayer Group – 1st & 3rd Monday evenings from Sept. – May. Meets at Rosemary Hinkle's.

OPPORTUNITIES FOR MEN

_____ Annual Retreat

_____ Devotions (2nd Thurs 7 PM)

_____ Sunday Breakfast Rescue Mission (at least twice a year)

OPPORTUNITIES FOR ALL

_____ Adult Christian Fellowship Breakfast (1st Sat 9 AM)

_____ Rally Day Breakfast _____ set up _____ clean up

_____ Easter Breakfast _____ set up _____ clean up

_____ Supply cookies/baked goods for Special Events

_____ The Pastors' Bible Study (Tues. 9:30 AM & 7:30 PM SS Peter & Andrew Study)

_____ Library Staff (2 hours every other month)

_____ Sanctuary Help (Mon AM)

_____ Office Help (Thurs AM)

_____ Theology with Bagels (Thurs 9:30 AM Fall & Spring 6 week courses)

_____ Compline Prayer (Tues 8:30 PM Chapel)

_____ Society of the Hours

_____ Coram Deo (Every Monday 7:30 PM in the SS Peter & Andrew Study)

EVANGELISM

_____ Sunday Fellowship Hour _____ 8:00 AM set up _____ 11:30 AM clean up

_____ Greeter Scheduler

_____ Greeter _____ 8:45 AM

_____ Church Picnic (First Sunday in August)

MEMBERSHIP

_____ College Student Care Packages

_____ Sons of Thunder Youth Group (6th – 12th grade)

_____ Family Lunch Bunch (meets one Sunday a month Sept. – April 11:30 AM – 1:00 PM)

WORSHIP SUPPORT

_____Acolyte/Crucifer Coordinator
_____Crucifer
_____Altar Flower Coordinator
_____Altar Services
_____Communion Assistant Coordinator
_____Communion Assistant
_____Lay Reader Coordinator
_____Lay Reader
_____Usher coordinator
_____Usher
_____Presenters of Gifts Coordinator
_____Presenter of Gifts
_____Liturgical Arts TEAM
_____Sacristy Vestments TEAM
_____Vestments TEAM
_____Seasonal Decorations TEAM

TELEVISION/MEDIA MINISTRY

_____Audio/Visual Equipment
_____Maintenance
_____Still Photography

FINANCE

_____Audit TEAM
_____Budget TEAM
_____Investment TEAM
_____Counter Coordinator
_____Count Offering After Service

SOCIAL MINISTRY/ CHURCH & SOCIETY

_____Shop For Aids Dinner (Mon before 3rd Tues.)
_____Cook Aids Dinner (Mon before 3rd Tues 6:30PM)
_____Deliver Aids Dinner (3rd Tues. 9 AM)
_____Blood Drive TEAM
_____Blood Donor _____Type
_____Bread of Heaven Food Pantry - Shop for food
_____Bread of Heaven Food Distribution
(Thursdays 10 AM to Noon)
_____Bread of Heaven Organize food on shelves
_____Kensington Ministry Go in (every other Thurs.)
_____Kensington Ministry (make PB & J sandwiches)
_____Kensington Ministry (donate clothes)
_____ARTIS Sing-along (Thursdays at 1 PM)
_____Martin Luther/Silver Springs School Team

STEWARDSHIP

_____Financial Gifts Team
_____Spiritual Gifts Emphasis Team

CHURCH PROPERTY

_____Ground Maintenance
_____Landscaping/Flower Beds
_____Interior Wash & Clean
_____Painting
_____General Maintenance

CONGREGATIONAL CARE

_____Christophers
_____Dinners Ready Team
_____Funeral Luncheon Team
_____Funeral Luncheon Cake Bakers
_____Hospitality Team
_____Healing Prayer Ministry

TASK DESCRIPTIONS

EDUCATION MINISTRIES

Sunday mornings, 10:30 a.m. to 11:30 a.m. Sept. – May

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.

Youth Bible Study – This group is for High School and College age students. They are using the Serendipity curriculum Bible Study.

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 2 Adult Sunday School classes available on Sunday mornings. Tom Schied's class meets in the SS Peter & Andrew Study. Pastor Mike's class meets in Fellowship Hall.

Sunday School Secretary (statistical) – Keep Sunday School 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, leader or helper in the Art & Craft center, leader or helper with the music, leader or helper with the snacks, story leader and helpers, and director(s).

MUSIC MINISTRY

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

CHOIRS

Chancel Choir – This choir for adults & youth, sings at 9:00 service 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.

Handbell Choir – 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 9:00 service and for special services. Rehearsals are on Thursday evenings 6:30 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, 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.

WOMEN'S BIBLE STUDY:

Circles – The Women's Circle groups meet each month from Sept. – June. 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 one to visit. You will enjoy lively discussions during our Bible study, wonderful refreshments and fellowship time.

The Holy Trinity Lutheran Church Women organize outreach events throughout the year such as Blanket Sunday and LWR Health Kit collections.

Women's Prayer Group – The prayer group meets at 7:30 PM the first and third Monday of the month (Sept. – May) at the home of Rosemary Hinkle. This very vital ministry allows the women to confidentially share any concerns, praises and thanksgiving they wish to lift up to God in spontaneous, intercessory prayer. All women of Holy Trinity are welcome to attend and pray for members of Holy Trinity, our families, our communities and the world.

MEN'S MINISTRIES

The Men of Holy Trinity gather on the second Thursday of each month for Bible study in the Sons of Thunder Youth Room. 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 an 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.

The Men's Devotional Group also organizes outreach events throughout the year such as support for the Sunday Breakfast Rescue Mission. See Tom Schied for details on when they will be going to the SBRM. Volunteering time and talents are a hallmark of this group as we strive to put God's Words into action.

OPPORTUNITIES FOR ALL

Adult Christian Fellowship Breakfast – Sharing fellowship & breakfast with very interesting topics the first Saturday each month at 9:00 AM, Sept. through May. Anyone can help with cooking, serving, or leading a topic.

Rally Day 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 10:30 am in Fellowship Hall. Even though this is a Continental Breakfast, we can always use help with setting the tables the day before and clean up following the meal. A free will offering is taken to help offset the cost.

Easter Breakfast – This family pot-luck event is held on Easter Sunday each year at 7:30 a.m. in Fellowship hall. We can always use help with the setting of the tables the day before and clean-up following the meal.

Supply Cookies – For Sunday School Christmas party, which is held each year the Sunday before Christmas during the Sunday School hour. We also supply baked goods for other special events as needed during the year.

Pastors' Bible Study – This group meets on Tuesdays at 1:00 PM and 7:00 PM from Sept. – May. Look for details on the various topics in the weekly bulletin and monthly Echoes.

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 Thursdays at 9:30 AM, twice a year for 6 weeks each time in the Fall and Spring. It is led by Pastor Mike and studies various Christian Theological themes.

Compline – This is one of the prayer offices found in the LBW, and follows Searcher's Bible Study at 8:30 PM.

Society of Hours – This group meets occasionally on Sundays at 11:30 AM in Fellowship Hall from Sept. – May and once during the summer. Lunch is provided with a free will offering. The Society exists to encourage the daily recitation of the Divine Office by individuals according to evangelical and catholic principles found in the LBW, recite the appropriate Office when the Society meets, promote daily use of the Psalms in the Society and the congregation, emphasize the spiritual value of silence, give historical, theological, liturgical, and biblical instruction on the prayer offices, provide opportunities for the congregation to participate in the Liturgy of the Hours in the Chapel of the Good Shepherd and encourage attendance at the Prayer Offices prepared and planned by the Director of Music and Choir.

The Offices observed are: Matins/Lauds, Terce/Sext/None (the little offices during the day), Vespers and Compline.

Coram Deo – Translation – Living in the presence of God. This group meets on Mondays at 7:30 PM in the SS Peter & Andrew Study. This is a literary group led by Pastor Mike and Nancy King-Berkovitz. If you love literature, wish you knew more about literature, or want to discuss books and poetry within a Christian context, then this is your kind of book club.

EVANGELISM

Sunday Fellowship Hour – This is every Sunday during the Sunday School year (Sept. – May) and is after the service before Sunday School in Fellowship Hall. Help is **very much needed** for clean-up at 11:30 a.m.

Greeter Scheduler – Schedules the greeters for Sunday Service.

Greeter – Stands at the entrance of the Nave 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. (8:45 AM).

Church Picnic – This fun family event is held annually in August at Carson Simpson Farm. Help is needed in planning the event, purchasing food, cooking, 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.

Sons of Thunder Youth Group - If you are a youth in 6th - 12th grade, we are looking for you! The group meets the first Sunday of the month on Sunday evenings at 5:00 – 7:00 (Sept. – June) for food, fellowship & fun.

Family Lunch Bunch – Meets in Fellowship Hall once a month (Sept. – April) from 11:30 AM – 1:00 PM, for lunch, crafts & games. All ages welcome.

WORSHIP SUPPORT

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

Crucifer – Carries the Processional Cross at the beginning and end of each Worship Service.

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.

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.

Lector Coordinator – Prepares schedule for all lay readers and gives schedule to the church secretary to send out to lay readers with their readings.

Lector – reads the first and second lessons at the lectern.

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

ARTIS Ministry – This a hands on ministry that is right in the middle of the growing dementia crisis.

If you sign up for this you are volunteering to:

- Go to Artis on Thursdays at 1:30 PM. You will be helping Pastor Mandy lead a sing-along with residents of Artis. Artis is a residential facility for adults with dementia. This sing-along is actually music therapy.

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.

Bread of Heaven Food Pantry – The Food Pantry hours are Thursdays between 10:00 AM – 12:00 PM at Holy Trinity. This is a ministry that cares about feeding souls as well as bodies. If you sign up for this you are volunteering to:

- Volunteers bag and give out the food to our *Bread of Heaven* guests.
- Go food shopping when the need arises and help put away and organize the food shelves.
- Coordinate transfer of weekly food collections from the narthex and Sunday School rooms, and Thanksgiving eve collections, organize bags for summer collection.

Kensington Ministry – Every other Thursday morning. This is a hands on ministry that is right on the front lines of the Opioid Epidemic. If you sign up for this you are volunteering to:

- Go in to Kensington & Allegeny with Pastor Mike to work at The Last Stop and Sarnelli House, two Christian Ministries that are non-traditional rehabs. You would be handing out food & distributing clothes to addicts. On the job training is provided.
- Make PB & J sandwiches to take to The Last Stop.
- Bring your gently used clothes to church to donate.

Silver Springs/Martin Luther 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.

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

Cook for AIDS Dinner – Cooks the AIDS dinners on the Monday evening before the 3rd Tuesday of the month. They meet in the kitchen at 6:30 PM.

Deliver AIDS Dinners – Leaves church around noon to deliver dinner to Incarnation Lutheran Church/UNILU.

CONGREGATIONAL CARE

Christophers – 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.

Hospitality Team – Volunteers help with set up, refilling of drinks when needed, and clean up for the Pot Luck dinners prior to the Concerts, as well as other special events, such as Ecumenical events, meetings, etc.

Healing Prayer Ministry Team – This is a prayer ministry at Holy Trinity. The teams are available immediately following the 9:00 a.m. service on Sunday morning. Team members will be in the Chapel of the Good Shepherd to offer prayer for anyone in need. Prayers are offered for your physical, emotional and spiritual health. If you are interested in becoming a member of this team, contact Pastor Mike as there is training necessary prior to becoming a member.

TELEVISION/MEDIA MINISTRY

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 quarterly, to perform an audit on all of the Treasurers' records and the Investment records for the prior year.

Budget Team – This team prepares the budget for the new year to be presented to the congregation council at their December meeting for approval. They may 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, Building Maintenance Fund, etc.

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 the 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 – 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., also clean up, rake leaves, trim bushes, 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: once a month replace easily accessible light bulbs, hardware & furniture repair, floor & wall patching, all as needed. For information regarding any property team you can contact the church office.