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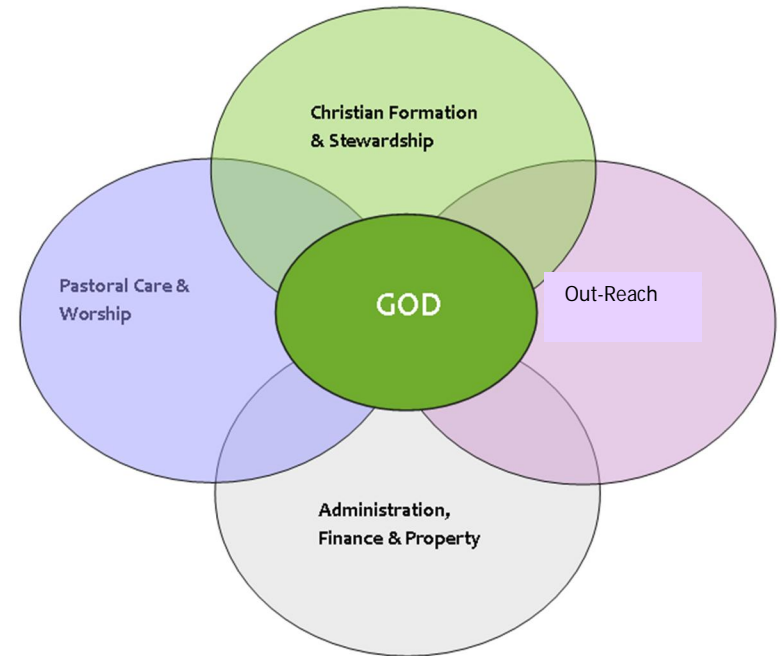
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Church of the Holy Trinity
(Episcopal)

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A Guide to the Ministries of the Church of the Holy Trinity (Episcopal)



2015

Church of the Holy Trinity

GUIDE TO MINISTRIES

We hope this guide will help you to find a ministry you would like to explore in your journey “to love and serve the Lord.” We invite you to contribute your time, talent and treasures as we work together to build “a visible, vibrant body of Christ, open and welcoming to all.”

The booklet is organized in four parts. Each ministry is explained with skills need, time commitment, and the contact person(s) name and phone number /or email address.

- Part 1 - Pastoral Care and Worship
- Part 2 - Christian Formation and Stewardship
- Part 3 - Outreach
- Part 4 - Administration, Finance, and Property

Feel free to contact the person identified as the contact for the ministry. Your questions about the ministries would also be warmly welcomed by our Rector, The Rev. Paul S. Hunt, at the church office at 610-696-4640 or at any time in person.

Mission of the Church of the Holy Trinity

The Mission of the Church of the Holy Trinity is to be a visible and vibrant body of Christ open and welcoming to all.

We are committed by our faith in God to nurture each other on our lifelong journey of discernment, and to be dedicated to healing, witness and service so that all who enter our doors may discover a deeper relationship with God through Christ Jesus.

Notes:

VESTRY

Vestry members accept a call to lead the congregation to a closer relationship with God through Jesus Christ by the formation and promotion of a shared vision. Vestry members participate actively in group meetings and endeavors. The vestry is led by the Rector and Senior Warden, who is appointed by the Rector. All members have liaison responsibilities where they are charged to be in regular communication with the ministry groups outlined in this pamphlet. As part of this relationship each member of the vestry works with their ministry group to ensure that they have the resources needed to carry out their mission in alignment with Holy Trinity's overall mission, objectives and programs.

Skills Required: A love of God, a commitment to following Jesus through the mission and ministries of Holy Trinity, the ability to work as part of a team, good listening skills, regular and active participation in the worship life of the church, active and knowledgeable in the ongoing life of the congregation, knowledgeable about the programs and governance of the church.

Candidates for Vestry must be members of Holy Trinity for at least one year prior to election by the congregation and must be a pledging member of the Church. Election is held at the Annual Meeting in February.

Time Commitment: Regular Vestry meetings are held on the third Monday evening of each month. (4th Monday in January and February) A full day, Saturday retreat in October. Additional time is required to complete liaison responsibilities, and to attend parish forums.

Ministry Contact: Fr. Paul Hunt, Rector @ 610-696-4640

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Part 1 - PASTORAL CARE and WORSHIP

INREACH

FLOWER MEMORIALS & THANKSGIVINGS

Flower Memorials & Thanksgivings may be ordered by parishioners to honor loved ones. Volunteers are needed to prepare and manage the regularly scheduled memorials and those specially scheduled for Easter and Christmas seasons; to follow up each month with previous memorial supporters; to prepare notices for the Sunday Bulletins reminding parishioners of memorial opportunities and to receive and schedule new requests.

Skills Needed: Interest and willingness to help.

Time Commitment: As the volunteer is available.

Ministry Contact: Ann Fuller @ 610-363-5828

PRAYER CHAIN

The Prayer Chain is a group of parishioners who pray for special requests, confidentiality assured. This is a ministry where we can truly respond to God's call to love one another and offer prayers to help. Prayer requests should be made to Barbara Ramsey.

Skills Needed: Interest and willingness to pray for the needs of others.

Time Commitment: As the volunteer is available.

Ministry Contact: Barbara Ramsay @ 610-363-6899

PROPERTY

Supporting Holy Trinity's mission, this ministry group oversees buildings, grounds, and associated systems on an on-going basis by initiating and completing projects which will improve the safety, functionality and beauty of our facility. Managing the relationship with our tenant at 10 West Barnard Street also falls under this ministry.

Skills Required: A reasonable knowledge of the layout, structure and particular challenges of Holy Trinity's physical plant would be highly desirable. Comfortable dealing with safety, structure, electrical and plumbing issues. Able to work effectively with contractors and people in the building trades. Ability to handle small repairs, upgrades and painting projects. A detailed discussion/review as to the current status of the physical plant including locations of key systems, problems and opportunities for improvement will be provided.

Time Commitment: When volunteer is available. Time is required for small repair and painting tasks, contacting vendors, and managing contractors on-site.

Ministry Contact: George Pease @ 610-299-9810

HUMAN RESOURCES

This ministry team provides to the Rector and the Vestry the necessary resources and support as needed on personnel and employment situations.

Skills Required: A background or experience in areas of human resources, hiring, firing, employee benefits, etc. is helpful.

Time Commitment: Meetings are called by the Rector as needed.

Ministry Contact: Fr. Paul Hunt, Rector @ 610-696-4640

OFFICE SYSTEMS

This group provides support to all Holy Trinity staff and church school for routine office systems and internet access. Support is extended for equipment and services including email, bulletins, newsletters, membership records, financial reporting/tracking, general office computing & software, printing, copying, equipment leasing, security systems, purchasing and maintenance records, and administration.

Skills Required: Good interpersonal skills and a sense of humor. Experience managing office systems and technology in a non-profit environment is beneficial. Additional expertise in desktop publishing, networking, office productivity software, web management and Microsoft Office is helpful.

Time Commitment: As required for situations such as system outages and problems.

Ministry Contact: Fred Koerber @ 610-873-3859

STEPHEN MINISTRY

Stephen Ministers are people trained to provide Christ-centered care to anyone hurting and/or those experiencing a difficult or life changing event. Our immediate focus is to help our church family but we also extend care to anyone in the community at large. Stephen Ministers spend time each week with a care-receiver one-to-one; men are assigned with men, and women with women. Stephen Leaders train new Stephen Ministers and meet twice-a-month for supervision and education.

Confidentiality and anonymity for care-receivers are of paramount importance throughout the care process. Currently there are four Stephen Leaders: Elspeth Zaayenga, Cathy Smith, Lars Knutsen and Bill McKay.

Skills Needed: A deep spiritual belief that Christ is the true care-giver, a loving heart and willingness to dedicate the time to help others in need.

Time Commitment: Stephen Ministers receive fifty hours of training and commit to two years of service. They meet weekly for one hour with care-receivers and participate in supervision and continuing education twice monthly. **Stephen Leaders** train for one week at a specified training conference. They then conduct training for new Stephen Ministers and lead the supervision and continued education meetings (usually second and fourth Tuesday, 7:00 p.m. at church).

Ministry Contact: Bill McKay @ 610-692-9917, or
@ 484-888-9555 (cell).

The clergy may be contacted anytime.

TRINITY STITCHERS

This ministry has a dual purpose: “Inreach” to encourage Christian fellowship among the participants, and “Outreach,” to serve the community.

Trinity Stitchers support the congregation and community by making prayer shawls, lap robes, Christening blankets as well as hats, gloves, scarves and mittens for those in need. Although members are encouraged to attend the weekly gathering and share in our fellowship, participants may also knit or crochet at home.

Skills Needed: A desire to help our congregation and our community. Our group has all skill levels of knitters and crocheters. If you would like to learn, we can assist you.

Time Commitment: Weekly, Monday, 10:30 a.m. to noon.

Ministry Contact: Alice Koerber @ 610-269-7670 or Rev. Lorna H. Williams, Asst. Rector @ 610-696-4640 (Church Office) or assistant@holyltrinitywc.com

FINANCE

This ministry group provides general oversight and care of all monies, investments and securities for Holy Trinity. Financial recommendations are made to the Vestry consistent with the highest fiduciary standards and in consideration of the Church's immediate and long-term goals. A monthly pledging barometer and quarterly financial updates are prepared and published periodically for the congregation. They are also responsible for preparing the annual budget for vestry approval.

Skills Required: Comfortable with accounting, investment and/or general financial management (i.e. checkbook balancing) concepts. Writing and communications skills are also valuable.

Time Commitment: Meetings are held approximately eight times a year on the 2nd Tuesday at 7:00 p.m. Additional time may be requested for monthly review of financial reports and/or parish and Vestry communications.

Ministry Contact: Greg Robino @ 610-873-8984

GARDENING

Also known as the "Keepers of the Grounds." This group of volunteers maintains and updates the gardens to provide a welcoming atmosphere with the hope of attracting the attention of newcomers and visitors. Individuals are encouraged to take responsibility for certain plots that they can maintain as they are able.

Skills Required: No skills are required. Volunteers may do as little as picking up trash or watering newly-installed plants; or weed, plant, mulch and trim bushes at the level they are comfortable. Training is available.

Time Commitment: As the volunteer is available. The committee strives to work together twice a month; see Sunday bulletin.

Ministry Contact: Open

MUSIC

Part 4 ADMINISTRATION, FINANCE and PROPERTY

COMMUNICATIONS

Members of this ministry group strive to get timely, accurate information available in a number of ways, so visitors or newcomers to our area have ready access to information about Holy Trinity. Today, a website is the first place more and more people turn for basic information. The local newspaper publishes notices about services and church events we provide. We contribute to the Sunday service bulletin and to the Narthex News newsletter. The continuing goal is to spread the word so visitors and members, alike, can know what is happening at Holy Trinity.

Skills Needed: Possess creativity, organizational skills and the willingness to think out of the box and see the big picture. Expertise, experience and/or interest in writing, web development, marketing and networking are helpful.

Time Commitment: As the volunteer is available; informal meetings held as needed.

Ministry Contact: Judith Shannon @ 610-696-4590

CHANCEL CHOIR

From September to mid-June, choir members sing choral and solo music to support the worship service, inspire, educate and build a stronger community to the praise and glory of God. As worship leaders, choir members should adopt “spiritual discipline.” Members must attend one rehearsal and one church service per week unless s/he has a necessary conflict, is sick, or a sudden conflict arises. Each individual must be prepared to exert his/her best effort to learn the music which will require focus at rehearsals and, if needed, a willingness to work on music outside of rehearsals.

Skills Needed: Ability to sing on pitch. The ability to read music is helpful but not required.

Time Commitment: September through mid-June rehearsals are held every Thursday from 7:30 p.m. to 9:00 p.m. and Sunday from 9:30 a.m. through the end of the 10:30 a.m. service. Additional rehearsals are scheduled during Christmas and Holy Week.

Ministry Contact: Charlie de Mets @ 610-696-4640, Ext. 17
or music@holyltrinitywc.com

CHILDREN'S CHOIR

The Children's Choir is a great way to sing with others and begin learning the fundamentals of music. The group learns fun and spiritually uplifting music. All are welcome to give it a try.

Skills Needed: The children should be able to sing with good pitch and learn to blend well with other voices.

Time Commitment: The children rehearse every Sunday morning from 8:45 -9:25 a.m. before Church School and present an anthem every 4-6 weeks.

Ministry Contact: Rosalie Jerrehian @ 610-696-4146

HANDBELL CHOIR

This three-octave choir rings to the glory of God and His people through monthly performances during worship services.

Skills Needed: Ability to read music is desired but not necessary.

Time Commitment: Thursday night rehearsals September through mid-June from 6:30 p.m. -7:30 p.m. and warm-up time prior to performances.

Ministry Contact: Charlie de Mets @ 610-696-4640, Ext. 17
or music@holyltrinitywc.com

WOMEN OF HOLY TRINITY

Through two or three parish-wide outreach projects and one spiritual Inreach event each year, the Women of Holy Trinity invite all women of the parish – from pre-teens to grandmothers, stay-at-home moms, women who work, and those retired – to come together for fun, fellowship, and volunteer opportunities. A coordinating committee meets 4-5 times annually to plan and implement programs.

Skills Needed: A servant's heart; two or three additional committee members would be welcome.

Time Commitment: As the volunteer is available.

Ministry Contact: Ann Wilcox @ 610-692-6366

TRINITY STITCHERS

This ministry supports the congregation and community by making prayer shawls, lap robes, Christening blankets as well as hats, gloves, scarves and mittens for those in need. Although members are encouraged to attend weekly gathering and share in the fellowship; participants may also knit or crochet at home.

Skills Needed: A desire to help our congregation and our community. Our group consists of all skill levels of knitting and crocheting. If you would like to learn, we can assist you.

Time Commitment: Monday mornings from 10:30 a.m. - Noon weekly.

Ministry Contact: Alice Koerber @ 610-269-7670

WELCOMING MINISTRY

This ministry group is committed to showing a warm welcome to visitors and organizing hospitality to incorporate new members into the congregation. Everything we do is to ensure that “All Are Welcome!”

Visitors are invited to sign a guest book and are offered a welcome bag of information and thoughtful items. Personal notes are sent later to these visitors. New church members are invited to a small social event to talk with clergy and other parishioners to build relationships.

One part of Welcoming is the Coffee Hour served in the Narthex after the 10:30 service with refreshments.

Skills Needed: A warm, outgoing personality.

Time Commitment: Varies, based on the activity the volunteer chooses to do.

Ministry Contact: Judith Shannon @ 610-696-4590

Coffee Hour: Tracy Koerber @ 610-873-3859

WORSHIP

ACOLYTES

Acolytes are comprised of young persons who feel called to serve with the clergy at the altar on Sundays and other Holy Days. Children must be eight years or older to join.

Skills Needed: Attention to detail and a desire to serve.

Time Commitment: Training is held a few times a year, after the Sunday service. They serve under the supervision of Rev. Lorna H. Williams.

Ministry Contact: Rev. Paul Hunt
@ 610-696-4640 (Church Office) or
rector@holyltrinitywc.com

ALTAR GUILD

The Altar Guild work with the clergy to prepare the sanctuary and altar for all services. New members are assigned to a group and training is provided by the group.

Skills Needed: Dedication, congeniality, attention to detail, flexibility and a desire to be of service to others.

Time Commitment: Members are divided into teams. Each team is responsible for a specified week of the month. At certain times of the year all members work together.

Ministry Contact: Jane Brigman @ 610-431-2539

EUCCHARISTIC MINISTERS

These individuals are chosen by the clergy to assist in the distribution of the Elements during Eucharistic services.

Skills Needed: Reverence for this ministry and exemplary pattern of attendance at worship services.

Time Commitment: Eucharistic Ministers are expected to attend worship regularly and to serve as scheduled. Usually this is once a month and at special services.

Ministry Contact: Roberta Feder @610-696-2262 or feder2@comcast.net

LAY READERS

Read the assigned Lessons, Psalms and Prayers of the People during the services.

Skills Needed: Ability to read and enunciate clearly so the congregation can understand what is communicated. Training is provided by experienced Lay Readers.

Time Commitment: Serve as scheduled. Usually once a month and at holiday services. One meeting a year after Sunday service.

Ministry Contact: Roberta Feder @ 610-696-2262 or feder2@comcast.net

USHERS

Welcome parishioners and newcomers to the Church of the Holy Trinity on Sunday morning; hand out service bulletins, assist worshipers during the service and carry the offertory gifts to the altar. At communion time they guide the communicants to the altar rail. After the service, they restore order to the kneelers and books in the pews.

Skill Needed: A bright smile and friendly personality.

Time Commitment: Usually once a month. The schedule is made out a month in advance.

Ministry Contact: Ginny or Bill Zahn @ 610-436-6142

SARAH'S CIRCLE

Sarah's Circle is a fellowship of quilters that meets weekly to create quilts and related items that are sold to support women and children and church-related projects.

Skills Required: An interest in and skills to complete quilted items.

Time Commitment: Weekly Monday meetings from 10:30 a.m. to 2:00 p.m.

Ministry Contact: Anne Pippin @ 610-431-4942

THANKSGIVING FOOD BASKETS

The Thanksgiving Food Baskets ministry provides for community members who are in need of assistance. Families contact the church office or Act in Faith to receive a Thanksgiving food basket. Generous contributions of non-perishable food and monetary donations by the members of our congregation fund this outreach.

Skills needed: Must be able to lift and carry heavy boxes.

Time commitment: Approximately two hours the Monday morning before Thanksgiving.

Ministry contact: Carol Samuelson @ 610-692-5115

FRIDAY NIGHT SUPPER

Every Friday our Parish Hall doors open wide to provide hospitality through a good and nutritious meal to those whom God sends to us; always with a welcoming smile, and a non-judgmental atmosphere. This ministry provides volunteers with an opportunity to honor Christ's call to serve the neediest in our community in God's name.

Skills Needed: Training is provided by other experienced volunteers.

Time Commitment: From preparation to clean-up, the meal runs from 3:30 p.m. to 6 p.m. on Fridays in the Parish Hall. Volunteers can come for set-up 3:30 - 4:30, meal service 4:30 - 5:30 and/or clean-up 5:30 - 6:30. Volunteer food prep shifts are held on Thursday evenings, as needed.

Ministry Contact: Joe McAllister @ 610-389-4505,
Deacon Karen Kaminskas @ 610-350-8831 or
Hallie Romanowski @ 610-659-8007

MINISTRY OF THE BELLS

Our purpose is to support the Salvation Army in their seasonal fundraising at Christmas time by staffing a collection kettle and ringing bells to attract attention of those passing by.

Skills Required: The ability to stand outdoors for an hour, be friendly and to give every donor a "Thank you."

Time Commitment: One or two hours at a time as the volunteer is available.

Ministry Contact: Roberta Feder @ 610-696-2262 or
feder2@comcast.net

PART 2 - CHRISTIAN FORMATION & STEWARDSHIP

BAPTISM GIFT BAGS

Gift bags are presented to welcome the newly baptized, create a caring connection with Holy Trinity, and encourage or affirm an active prayer life.

Skills Needed: Volunteers are needed to organize and prepare the bags and communicate with Trinity Stitchers when the supplies are low.

Time Commitment: As the volunteer is available

Ministry Contact: Alice Koerber @ 610-299-7670

CAFÉ (Christian Adult Formation and Education)

This weekly program covers a wide variety of topics, inspired discussions and spiritual exploration in a safe, welcoming environment. Most frequently facilitated by Holy Trinity parishioners, the program also hosts guest and clergy presenters.

Skills Needed: An interest in learning more about God's message, a "teachers heart", experience in leading small groups is helpful.

Time Commitment: Sunday from 9:30 to 10:20 am., Sept. to early June. Held in the St. Andrew's Room.

Ministry Contact: Lars Knutsen @ 610-410-5810 or
Ed Romanowski @ 610-213-0323

CHILDREN, YOUTH & FAMILY MINISTRY

Christian Formation begins at baptism and is “a lifelong journey of discernment.” Sunday mornings, September-June from 9:30-10:15, there are classes for children from age 2 through high school.

Modernization of the lower level classroom area was completed in 2014, and today there is a bright, cheery environment for learning. The classroom area is accessible by elevator or the central stairway.

Skills Needed: Teachers should have a love of children, good listening skills, and a sense of humor.

Time Commitment: Sunday mornings and occasional planning meetings.

Ministry Contact: Rev. Paul Hunt, @ 610-696-4640 or rector@holytrinitywc.com

EfM (EDUCATION FOR MINISTRY)

EfM is a group reflection process for the formation of Christian ministry through the development of knowledge, attitude, skill and identity as Christians. Not a traditional Bible study, EfM is an opportunity for lay persons to study scripture, church history and theology as they apply to our lives.

Skills Needed: The desire to learn and a willingness to commit a significant amount of time and effort.

Time Commitment: Wednesday, 6:30 p.m. - 9:00 p.m., September - May.

A weekly investment of time for reading is required. This is a 4-year program which requires annual enrollment. EfM meeting location is determined by the group each year.

Ministry Contact: Hallie Romanowski @ 610-659-8007
or Ed Romanowski @ 610-213-0323

BLOOD DRIVE

Red Cross Blood Drives are held periodically in the Parish Hall. Volunteers are needed to assist with scheduling appointments. Blood donors are also needed.

Skills Needed: The desire and ability to be blood donor, or the computer skills to enter appointments.

Time Commitment: About two hours, twice a year.

Ministry Contact: Roberta Feder @ 610-696-2262, or feder2@comcast.net

CATACOMB CLOSET

Volunteers collect, price, and sell donated clothing and household items to benefit Holy Trinity ministries and charities, as well as distributing items to the needy who come to Holy Trinity for assistance.

Skills Needed: Must be physically able to organize and arrange clothing and miscellaneous items.

Time Commitment: Volunteers work in pairs on Fridays. Morning group work 9:30 to 12:30; afternoon group work 12:30 to 3:30 p.m.

Ministry Contact: Alice Calvert @ 610-399-1216
or Delores Glatts @ 610-793-2906

Part 3 - OUTREACH

ADOPTED FAMILIES MINISTRY

Adopted Families is a ministry that provides assistance to families in our community through prayer and caring support at Christmastime. Using the resources of the social workers in the West Chester Area School District, we receive names of families. Adopted families provide a wish list that is used to provide each child a toy and two items of clothing. Each family also receives a complete Christmas dinner. Funds to purchase these items comes from Catacomb Closet proceeds, Women of Holy Trinity and the generosity of Holy Trinity parishioners.

Skills Needed: Time and willingness to help.

Time Commitment: As the volunteer is available.

Ministry Contact: Carol Samuelson @ 610-692-5115

BARRELS FOR HAITI & THE SISTER OF ST. MARGARET

Through shipments of food and supplies, this ministry supports the Sisters of St. Margaret (Port au Prince Convent) in their work in Haiti. Their emphasis is on Foyer Notre Dame Nursing Home, an everyday "Door Ministry" distribution of food, clothing and monetary aid for children's school supplies.

Skills Needed: Donations of supplies or money to help with the cost of shipping; daily prayers for the Sisters of St. Margaret and the people of Haiti.

Time Commitment: As the volunteer is able.

Ministry Contact: Pat Platt @ 610-696-5054 or
Jane Brigman @ 610-431-2539

HUMAN RELATIONS TASK FORCE

The Human Relations Task Force exists to address issues that interfere with and diminish the relationships that we have with each other. The mission of the Task Force is to promote the personal dignity of all people and to eliminate any barriers that prevent each person from reaching their full potential and each person from being able to experience the closest of human relationships. Barriers include racial and cultural discrimination, bias and intolerance.

Skills Needed: Volunteers are needed to plan events and educational forums, participate in discussions, bring family and friends to events, pray and seek God's guidance on how to become an open and welcoming community for all who walk through our doors at Holy Trinity and in all aspects of our lives.

Time Commitment: As the volunteer is available; meetings are held every 6-8 weeks after the 10:30 a.m. service.

Ministry Contact: The Rev. Paul S. Hunt,
rector@holyltrinitywc.com or 610-696-4640;
Ann Barbarin @ 610-399-1018

JOURNEY TO ADULTHOOD

This program is designed for young people in grades 6 through 12 to affirm, celebrate and speak to the developmental tasks of adolescence, especially in areas of self, spirituality, sexuality and society. The theological underpinnings of the journey from childhood to adulthood that are emphasized are:

- (1) The goodness of the gift of creation and our partnership with God;
- (2) The development of the whole person;
- (3) The liturgical celebration of rites of passage; and
- (4) The task of the community in this important ministry.

Skills Needed: Be a good listener and enjoy the company of teens; have a sense of humor, flexible spirit and the ability to share your faith journey with others and find the good in all people. Also needed are individuals who can organize events.

Time Commitment: Sunday mornings and/or availability once a month for fellowship activity.

Ministry Contact: Rev. Paul Hunt @ 610-399-9518

MEN'S BREAKFAST

Men's Breakfast provides fellowship, Bible study, Christian book reviews, and outreach opportunities for men in the parish.

Skills Needed: A willingness to participate.

Time Commitment: A breakfast meeting is held every third Saturday from 7:30 to 9:00 a.m., September through June, in the parish hall. Men are encouraged to participate in outreach projects as they are able.

Ministry Contact: Bill McKay @ 610-692-9917

SECOND THURSDAY STUDY GROUP

This group explores topics centered on Biblical life lessons as pathways to individual spiritual growth. Currently, Ed Romanowski is serving as mentor and program director.

Skills Needed: An inquiring mind.

Time Commitment: Meet monthly September-June. Come, with a brown bag lunch, at 11:30 a.m. in the St. Andrews Room. Program is 12-1 p.m.

Ministry Contact: Ann Wilcox @ 610-692-6366

STEWARDSHIP

The purpose of this ministry is to develop a network of church leaders who encourage generosity through year-round stewardship. In turn, this inspires giving of one's time, talent, and treasure to accomplish God's work in the world. We strive to nurture and form each individual as a good steward through the sharing of our stories and witnessing the power of Jesus in our lives.

Skills Needed: An awareness of the grace that provides all that we "owe" to our generous and gracious Creator.

Time Commitment: The ministry is most active during the fall. Stewardship meetings are held 4-5 times over a two month period.

Ministry Contact: Greg Robino @ 610-873-8984