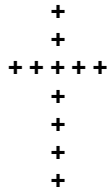


**OPPORTUNITIES
FOR
GROWTH AND SERVICE**

**(A Summary of
Volunteer Ministries)**



May 7, 2012

**Trinity Lutheran Church
Clarks Summit, Pennsylvania**

There are many opportunities for members of Trinity to participate in the various ministry areas of the congregation. This booklet is compiled to serve as a practical information guide on how you can be involved in the different aspects of ministry available to you as a member of Trinity.

OUR MISSION

The purpose of Trinity Lutheran Church is to be a family of believers in Christ who grow in their relationships with God and each other by participating in common experiences of worship, Christian Education and fellowship.

Inspired by Christ's love we are called to witness to the Good News and reach out to serve the needs of people within our congregation, the community and the world.

WORSHIP MINISTRY TEAM

WORSHIP MINISTRY TEAM: Persons who have an interest in the worship life of Trinity will find many opportunities to serve as a volunteer on this team.

(Commitment of time Required: Usually meets about four times a year)

ALTAR GUILD SUB-COMMITTEE: A volunteer serving on the Altar Guild cares for the chancel arrangements on Saturday evening and/or Sunday morning. Responsibilities normally include preparation for Holy Communion, changing paraments, preparing for Baptism, and caring for the altar flowers, and cleaning up following the service.

(Commitment of time Required: Participants assume these responsibilities on a schedule based upon personal; availability)

CONTEMPORARY WORSHIP SUB-COMMITTEE: This sub-committee is responsible for planning, and overseeing all aspects of the weekly contemporary worship service.

(Commitment of time Required: Usually meets about four times a year)

AUDIO/VIDEO OPERATOR: Audio/Video Operators are needed to run the computers during the Contemporary Worship Service. They control the display on the Video Screen and the music for the Service.

(Commitment of time Required: Volunteer responsibilities are fulfilled during a worship service)

SENIOR CHOIR: The Senior Choir is a wonderful way of helping make our liturgy a meaningful experience. The choir sings at the 10:30 AM service and special services from September until the end of May. The choir needs additional support and always welcomes new members.

(Commitment of time Required: Volunteer responsibilities are fulfilled during a worship service plus participation in the weekly choir rehearsals)

USHER: Being an usher at Trinity involves arriving fifteen minutes before the service, greeting the worshippers, distributing bulletins, receiving the offering, and assisting persons to and from the altar for communion. Ushers are needed for all services. Usher guidelines and instructions have been posted on the church web page.

(Commitment of time Required: Volunteer responsibilities are fulfilled during a worship service)

COMMUNION ASSISTANTS: Communion Assistants assist the Pastor in the distribution of the Eucharist when there are two chalices for communion (usually the first and third Sunday of the month at the 10:30 AM service during the winter schedule). This is a very meaningful, sharing experience and an opportunity to volunteer your services on Sundays.

(Commitment of time Required: Volunteer responsibilities are fulfilled during a worship service)

LECTOR: Here is an opportunity for you to volunteer your services by reading one of the lessons. Lectors are needed to read the lessons at all services

(Commitment of time Required: Volunteer responsibilities are fulfilled during a worship service)

ACOLYTE COORDINATORS: Acolyte Coordinators would advise and train acolytes in their duties.

(Commitment of time Required: Volunteer responsibilities are fulfilled prior to worship services and at periodic training meetings)

ACOLYTE: The acolyte is needed at all services. Some of the duties involved in being an acolyte are helping to set up for communion, lighting and extinguishing the candles, carrying the banner and cross in the procession, and distributing the offering plates to the ushers. (There is a DVD available for training as well as individual instruction.)

(Commitment of time Required: Volunteer responsibilities are fulfilled during a worship service)

SUNDAY NURSERY: A nursery is provided during the traditional worship service each Sunday morning for children ages birth through kindergarten. Two nursery attendants are in the nursery each week. The attendants are responsible for the safety and welfare of the children they are watching.

(Commitment of time Required: Volunteer responsibilities are fulfilled during a worship service)

CHILDREN'S WORSHIP KITS: Volunteers are needed on a weekly basis to maintain the worship packets that are used by small children during the worship services. Additionally, volunteers need to shop for and otherwise provide items that are appropriate for the seasons and festivals of the church year.

(Commitment of time Required: Extensive, but depends upon the number of persons who are sharing this responsibility)

EDUCATION MINISTRY TEAM

EDUCATION MINISTRY TEAM: The purpose of the Educational Ministry Team is to manage all aspects of Christian Education within the congregation, and to cooperate with other ministry teams to provide and promote additional education opportunities. It has the responsibility of developing the most meaningful and exciting educational experiences possible.

(Commitment of time Required: Usually meets about four times a year)

SUNDAY CHURCH SCHOOL SUB-COMMITTEE: The Sunday Church School Sub-committee plans and provides for education in the Sunday School Hour.

(Commitment of time Required: Usually meets about four times a year)

ADULT EDUCATION SUB-COMMITTEE: The Adult Education sub-committee focuses on educational opportunities that would include not only the Adult Forum, but also offering courses related to the Book of Faith Initiative as well as other possible resources.

(Commitment of time Required: Usually meets about four times a year)

PRE SCHOOL SUB-COMMITTEE: Members who serve on this committee oversee the operation of the Trinity Lutheran Preschool School. The school provides a pre-school educational experience from September to June for children ages 3 and 4 from the congregation as well as the community.

(Commitment of time Required: Usually meets about four times a year)

SUNDAY SCHOOL TEACHER: The Sunday Church School program at Trinity is made possible through the dedicated efforts of those who comprise the teaching staff. The classes are held at the nursery level thru adult levels. Some teachers assume the responsibility for the entire 9-month school year, while others assume responsibility for a briefer "teaching unit" (4 to 12 weeks).

(Commitment of time Required: Requires an hour on Sunday mornings in addition to lesson preparation time. Also attendance at periodic staff meetings is necessary for coordinated planning.)

SUNDAY SCHOOL SUBSTITUTE TEACHERS: Substitute teachers are needed if there is a Sunday when the regular teacher is unable to attend. Substitute teachers will often volunteer for a particular age level.

(Commitment of time Required: Requires an hour on Sunday mornings when serving in addition to lesson preparation time. Also attendance at periodic staff meetings is helpful for coordinated planning)

SUNDAY SCHOOL SUPERINTENDENT: The administration of a smooth functioning Sunday Church School program is the responsibility of the Sunday School superintendent. The superintendent recruits the teaching staff, plans staff meetings and training events, and maintains regular contact with the teachers and the pupils.

(Commitment of time Required: Extensive and will vary upon the time of the year)

VACATION BIBLE SCHOOL TEACHER: Vacation Bible School is a meaningful program which occurs each summer. It is conducted with the Church of the Epiphany as part of the joint covenant with that congregation. It is the responsibility of the teaching staff to provide Christian education experiences to the pupils during this summer program.

(Commitment of time Required: Requires four hours daily during the five days of the school in addition to lesson preparation time. Also attendance at the general planning meetings is helpful for coordinated planning)

VACATION BIBLE SCHOOL CLASSROOM ASSISTANT: Classroom assistants are needed for each of the age levels.

(Commitment of time Required: Requires four hours daily during the five days of the school. Also attendance at the general planning meetings is helpful for coordinated planning)

VACATION BIBLE SCHOOL COORDINATOR: Planning for vacation church school begins in late winter. Vacation Bible School Coordinator, working with a person in a similar capacity from the Church of the Epiphany, enlists the Vacation Bible School staff. Program details as well as registration information are announced by the coordinator in early spring.

(Commitment of time Required: Extensive and will vary upon the time of the year)

CHURCH LIBRARIAN: The librarian maintains the church library. During the year the librarian coordinates special activities and library visits for the classes of the Sunday Church School and the Trinity Lutheran Preschool.

(Commitment of time Required: Extensive and will vary upon the time of the year)

TRINITY LUTHERAN YOUTH FELLOWSHIP: The Trinity Lutheran Youth Fellowship program at Trinity is made possible through the dedicated efforts of the Youth Ministry Director and volunteers who are needed to facilitate Youth Group Events and Service Projects. A Catalog of the Youth Group Events and Service Projects, with the commitment of time required, will be published as a supplement to this document.

SERVICE AND OUTREACH MINISTRY TEAM

SERVICE AND OUTREACH MINISTRY TEAM: The responsibilities of the Service and Outreach Ministry Team specifically include the Parish Health Ministry, Endowment Program, Special Benevolence Program, St. Francis Kitchen "Host for a Day" Program, Red Cross Blood Drives, Meals-on-Wheels, Ugly Quilts, Ministerium Food Pantry, Sunday School service projects, and assistance for Senior Citizens.

(Commitment of time Required: Usually meets about four times a year)

SPECIAL BENEVOLENCE SUB-COMMITTEE: This committee oversees the Special Benevolence Fund of the congregation by encouraging contributions to the fund, receiving requests for funds, and making grants from the fund. The fund is designed to address emergency needs which arise within the lives of individuals and families as well as other emergency needs which arise within the community.

(Commitment of time Required: Meets as necessary to act on requests)

ENDOWMENT SUB-COMMITTEE: This committee oversees the Endowment Fund of the congregation by receiving requests for funds, and making grants from the fund. The purpose of the fund is to provide seed-money for the development of new ministries by the congregation and within the community. The committee is composed of two members of the congregation council and three at-large members of the congregation.

(Commitment of time Required: Meets as necessary to act on requests)

SOCIAL MINISTRY SUB-COMMITTEE: This committee provides an area where various service ministries within the congregation and the community are planned and coordinated.

(Commitment of time Required: Usually meets about four times a year)

MEMBER-TO MEMBER MINISTRY: The Member-to Member Ministry is a process of inviting members of the congregation to assist other members of the congregation with particular needs such as prepared meals, transportation, and visitation.

MEALS ON WHEELS: An important part of Trinity's service ministry is helping with meals on wheels. People are needed to deliver meals to shut-ins within the community. As volunteers deliver meals they are also visiting people who in most cases live alone. Trinity is responsible for delivering meals each Thursday.

(Commitment of time Required: About two hours each Thursday during the month of service)

DRIVE A SHUT-IN TO CHURCH ON SUNDAY: A few of our members need a ride in order to attend church on Sunday. If you normally drive to church, would you be willing to pick up one of our shut-ins on the way?

(Commitment of time Required: Only the extra time required to pick up and drop off someone at their residence)

ST. FRANCIS KITCHEN: Volunteers are needed on three or four days each year to visit the St. Francis Kitchen in Scranton as a group to assist by helping to prepare and serve food, and to clean-up. St. Francis provides daily meals to those in need in the Scranton area.

(Commitment of time Required: About four hours for each visit to the kitchen)

RED CROSS BLOOD DRIVES: Periodically throughout the year Trinity sponsors Red Cross Blood Drives held at the Clarks Summit United Methodist Church. Volunteers are needed on the day of the blood drive to assist in a variety of ways to support the effort.

(Commitment of time Required: About three hours for each blood drive)

PARISH HEALTH MINISTRY SUB-COMMITTEE: Members of this sub-committee oversee and manage the Parish Health Ministry of the congregation. This ministry currently consists of four components: Support groups and health education seminars health screenings, card ministry, and information sharing. These functions are carried out by separate work groups.

(Commitment of time Required: Usually meets about four times a year)

BLOOD PRESSURE SCREENING WORK GROUP: Qualified volunteers are needed to conduct blood pressure screenings before and after the worship services on the first weekend of the month (Saturday evenings and later service on Sunday mornings).
(Commitment of time Required: Usually about 30 minutes before and after each service)

CARD MINISTRY WORK GROUP: Volunteers are needed to address, sign, and mail appropriate cards for members of our congregation and other persons who appear on the prayer list. Volunteers assume this responsibility on a monthly basis.
(Commitment of time Required: An hour or two during the month when a person is serving)

HEALTH, EDUCATION, AND SUPPORT WORK GROUP: Members who serve in this work group plan and implement seminars on timely health-related topics for the benefit of members of the congregation as well as the community at-large.
(Commitment of time Required: Meets as needed depending upon the nature and number of events being planned.)

PRAYER SHAWL MINISTRY: This Ministry is composed of members of the congregation who enjoy knitting or crocheting. A prayer shawl is given as a testimony of the prayerful support by our faith community to persons in the midst of experiences of illness, sorrow or grief, as well as experiences of joy such as at the birth of a child.
(Commitment of time Required: Depends upon the commitment of time that a volunteer is able to make)

ANGEL TREE: Volunteers sponsor and shop for gifts for children at Christmas which are distributed through United Cerebral Palsy of Northeastern Pennsylvania *(Commitment of time Required: Depends upon the commitment of time that a volunteer is able to make)*

MITTEN TREE: We need donations of mittens and gloves which are distributed to United Neighborhood Centers of Northeastern Pennsylvania and The Boys & Girls Clubs of Northeastern Pennsylvania for children in need. A collection takes place during the month of December.
(Commitment of time Required: Depends upon the commitment of time that a volunteer is able to make)

LUTHERCARE: Participants in this ministry prepare and deliver light meals to congregation members as well as other persons in the community who are in situations of special need often resulting from an illness, injury, birth, adoption, etc.
(Commitment of time Required: Depends upon the commitment of time that a volunteer is able to make)

LUTHERCARE COORDINATOR: A volunteer is needed to organize and coordinate the "LutherCare" program of the congregation.
(Commitment of time Required: Depends upon the number of persons who are in need of this service)

WITNESS AND FELLOWSHIP MINISTRY TEAM

WITNESS AND FELLOWSHIP MINISTRY TEAM: If you enjoy sharing your faith with others through word or deed or if you enjoy serving the Lord through a ministry of hospitality, this ministry team would welcome your participation. Team members explore ways to increase membership through witness and to care for current members through fellowship. This Ministry Team particularly welcomes people of all ages to participate and share their ideas and talents.

(Commitment of time Required: Usually meets about four times a year)

WOMEN OF TRINITY: "Women of Trinity" gather in a variety of different interest groups for a various purposes, such as making Prayer Shawls, conducting Bible studies, discussing a "book of the month," identifying and supporting a variety of mission projects, and assisting with many other events in the life of the congregation.

(Commitment of time Required: Depends upon the nature of the involvement and the commitment of time that a volunteer is able to make)

TRINITY LUTHERAN MEN IN MISSION: Trinity has one of the most active chapters of Lutheran Men in Mission. The group of men of all ages meets quarterly for breakfast, devotions, fellowship, and planning-service projects for church and community. Activities include conducting Bingo at the Gino Merli Veterans Center, serving dinner at the Scranton Rescue Mission, assisting with the periodic Red Cross blood drives (when they are sponsored by Trinity), and assisting with the ministerium food pantry at Thanksgiving. In addition, it hosts an annual Ladies dinner.

(Commitment of time Required: Depends upon the nature of the involvement and the commitment of time that a volunteer is able to make)

EVANGELISM SUB-COMMITTEE: A committee comprised of members whose responsibility is to guide the witness ministry of Trinity. The committee oversees the process of identifying and assimilating new members into the life of the congregation, implements a process of intentional membership retention, and continuously endeavors to equip the membership of the congregation with witness skills and a desire to engage others with the Good News of Jesus Christ.

(Commitment of time Required: Usually meets about four times a year)

VOLUNTEER COORDINATOR: This is an exciting position to help increase the involvement of our congregation's members. A database will be developed and maintained of volunteer positions and names of potential volunteers to which ministry team and committee members may refer when the need arises to fill a vacancy. A Volunteer Coordinator helps recognize and support the people volunteering in the many capacities that keep our church running smoothly. The volunteer coordinator also reviews news articles and posts the articles on the bulletin board when members of Trinity are mentioned.

(Commitment of time Required: Extensive and will vary upon the time of the year)

TELLING THE STORY: "Telling the Story" is a sub-committee composed of persons who enjoy graphic design and advertising. The sub-committee develops creative ways to use media and technology to spread the good news of God's salvation to the church community and the community-at-large. In addition, it receives requests from the other ministry teams and their sub-groups to assist with the computer design of flyers, brochures and other printed material.

(Commitment of time Required: Usually meets about three times a year)

FELLOWSHIP COMMITTEE: Members of this committee are responsible for planning and executing a broad variety of fellowship events such as covered dish suppers, after worship coffee hours, and picnics, for the congregation.

(Commitment of time Required: Depends upon the number of events for which a person is available)

SUPPORT MINISTRY TEAM

COFFEE HOUR COMMITTEE AND SPONSORS: Sponsors provide for the weekly coffee hours following the 10:30 AM worship service between September and May. Sponsors normally provide the coffee and refreshments, prepare for and host the coffee hours. Members are needed to acquire participation of sponsors.

(Commitment of time Required: (for sponsors) About 30 minutes before a service and about 60 minutes after a service in addition to the time required to shop for and prepare refreshments)

PRAYER MINISTRY COORDINATOR: A primary responsibility of the Prayer Ministry Coordinator is to manage the Trinity prayer list. The coordinator receives prayer requests from the congregation and updates the prayer list so that it remains current. The Prayer Ministry Coordinator also supports those individuals who are participating in the Email Prayer Group as well as the Daily Readings and Prayers by providing them with current prayer list information.

(Commitment of time Required: A few hours a week on a continuous basis)

E-MAIL PRAYER LIST PARTICIPANT: Participants in the Email Prayer List Group have indicated a willingness to pray on a regular basis for those persons who are included on the Trinity prayer list. Participants in this group will receive updates from the Prayer Ministry Coordinator whenever changes appear on the prayer list.

(Commitment of time Required: Depends upon the commitment of time that a volunteer is willing to make)

EPIPHANY/TRINITY JOINT PLANNING SUB-COMMITTEE: A covenant relationship has been in place for many years between Trinity and the Church of the Epiphany (Episcopalian church in Glenburn). The Joint Planning Sub-Committee periodically reviews the covenant, implements ways to highlight the significance of the covenant before the congregations, and implement a variety of programs and projects which are cooperatively shared by the congregations.

(Commitment of time Required: Usually meets about four times a year)

SUPPORT MINISTRY TEAM: The responsibilities of the Support Ministry Team specifically include the planning of the annual stewardship program, providing for on-going stewardship education, finance and audit responsibilities (including monitoring on a continuous basis the income and expenses of the congregation as related to the budget and monitoring the financial resources of the congregation), the care of the buildings, grounds and other property of the congregation, the nomination of persons to serve in elected positions within the congregation, management of personnel issues, and responsibility for the long range planning process.

(Commitment of time Required: Usually meets about four times a year)

PROPERTY SUB-COMMITTEE: Tending to the needs of Trinity's property is an extensive and expensive task. Much expense is saved by the extensive efforts of volunteers as projects are "done by ourselves." If you are a "do-it-yourselfer" let us know what you would like to do. Whatever it is, it will need doing at Trinity sooner or later.

(Commitment of time Required: Usually meets about three times a year)

PERSONNEL SUB-COMMITTEE: Members of the personnel committee are responsible for overseeing and maintaining the relationship between the congregation and its salaried employees.

(Commitment of time Required: Meets only as needed)

"COME AND SEE:" "Come and See" is our theme as we move forward with our vision for our future. The "Come and See" Committee will enable the congregation to identify, articulate and interpret to the community all that Trinity has to offer now and the intentional ways in which our ministries will grow through our new church life center.

(Commitment of time Required: Meets as needed to manage the financing of the Parish Center development project)

STEWARDSHIP SUB-COMMITTEE: Trinity's Stewardship Committee plans and conducts the annual stewardship program. The committee encourages the generous giving of time, talent and treasure to the work of our church at home and elsewhere. Its responsibilities are to educate and encourage our members to respond as an act of gratitude to God's love.

(Commitment of time Required: Usually meets about six times a year)

FINANCE SUB-COMMITTEE: Members of this committee prepare the annual budget and oversee the handling of the congregation's funds.

(Commitment of time Required: A few hours at the time the budget for the coming year is developed; meeting throughout the year as necessary)

TECHNOLOGY SUB-COMMITTEE: Members of this committee research, plan for, purchase, and oversee the installation of "high-tech" equipment (computers, printers, broadband routers, sound systems, etc.) for the support of the work of the other ministry teams of the congregation.

(Commitment of time Required: varies depending upon the nature of the project being researched, purchased, and installed)

TRINITY PHOTOGRAPHER: If your favorite hobby is photography, you can serve Trinity in a very special way by taking pictures of congregational activities. Your digital images will be used to build an archived library of pictures of activities and events in the life of Trinity which will be used as needed for a variety of publicity materials. Several persons are needed to serve as photographers so that we will be able to photograph a variety of events over the course of the year.

(Commitment of time Required: varies depending upon the availability of the photographer)

TRINITY DIGITAL LIBRARIAN: A person is needed who can serve as the "digital librarian." The Digital Librarian will consult with the photographers so that pictures of events that need to be taken are photographed. In addition, this person will collect and organize the digital pictures so that they are readily available when they are needed for publicity materials.

(Commitment of time Required: varies as pictures are saved and retrieved according to need.)

OFFERING COUNTER: An offering counter processes the church offering following the worship service and cares for the bank deposit. Two people serve in this capacity each Sunday.

(Commitment of time Required: Usually requires about 75 minutes following the last service on Sunday morning)

ADMINISTRATION

CONGREGATION COUNCIL: The Congregation Council is the managing body of Trinity. Twelve members of Trinity serve on the council. The council meets on the second Monday of the month. Members of the council also serve on various ministry teams and sub-committees of the congregation.

YOUTH MINISTRY DIRECTOR: The Youth Ministry Director is a paid employee of the congregation and has the following responsibilities and duties:

- Develop a youth program for both Junior and Senior High School age groups.
- The Senior High age group meetings that include Bible Study, discussions of current events and appropriate life issues.
- The Junior High age meetings include some Bible Study, discussions of current events and appropriate life issues.
- Planned activities for both groups promote discipleship for service/ministry and various fun activities.
- The Youth Ministry Director is present for and participates in worship services to connect and identify with Trinity's youth and their families
- The Youth Ministry Director manages content on the Trinity Lutheran web site relative to youth ministry activities and general youth information and opportunities.
- The Youth Ministry Director attends any meetings related to the youth of Trinity.
- The Youth Ministry Director generates monthly articles for either the web or the newsletter.
- The Youth Ministry Director serves as the primary leader and organizer for an annual youth event for both groups as applicable.

The Youth Ministry Director endeavors to be in contact with youth and their families outside of the church times. The director works collaboratively with the youth committee in developing the mission activities and the youth budget.

AUDIO/VIDEO WORSHIP COORDINATOR: The Audio/ Video Worship Coordinator is a paid employee of the congregation and has the following responsibilities and duties:

- Research and acquire appropriate graphics and music files for use during the contemporary worship services and the monthly family services of the Word.
- Develop PowerPoint presentations no later than the prior Thursday for the contemporary worship services and the monthly family services of the Word.
- Develop the audio resources for use at each of the contemporary worship services and the monthly family services of the Word.
- Responsible for enlisting, training, and scheduling persons to run the PowerPoint presentations as well as the audio resources during the contemporary worship services.
- Responsible for initiating the use of the audio, video, and computer resources at each of the contemporary worship services and the monthly family services of the Word.
- Responsible for shutting down the audio, video, and computer resources at each conclusion of each of the contemporary worship services and the monthly family services of the Word.
- Prepare a PowerPoint presentation of the announcements for the weekend that will be used prior to each of the worship services (contemporary and traditional).
- Enlist persons to run the PowerPoint presentations for use at each of the traditional worship services.
- Prepare and run PowerPoint presentations for weddings and other special occasions as requested.
- Responsible for the preparation of printed resources for the operators of the computer and audio presentations for the contemporary worship services.
- Responsible for the preparation of weekly e-mail announcements stating the hymns and any other musical considerations for the service.