



CHURCH OF THE  
HOLY TRINITY

PATHWAY  
TO  
PARTICIPATION

A stylized illustration of a winding path leading up a hill. The path is a light gray color with a darker gray border, curving from the bottom left towards the top right. The hill is a simple gray shape with a few small dark green bushes on its peak. The word 'TO' is written in a serif font, centered over the path.

A GUIDE TO THE MINISTRIES OF THE  
EPISCOPAL CHURCH OF THE HOLY TRINITY

SEPTEMBER 2010

# PATHWAY TO PARTICIPATION

## A GUIDE TO THE MINISTRIES OF THE EPISCOPAL CHURCH OF THE HOLY TRINITY

This brochure briefly describes the many ministries of the Episcopal Church of the Holy Trinity based in West Chester, Pennsylvania.

It's designed to introduce our work to visitors and newcomers as well as current members of Holy Trinity. We hope to inspire you to support these ministries as you can – with your time, your talents or your treasure. Many of these ministries invite donations, and all strive to serve our community, as we focus on the mission of our church:

*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.*

Our work together concentrates on four areas, as you'll see on the next page.

- **Pastoral Care & Worship** nurtures the church membership through In-Reach programs and involves us in Music and Worship for the glory of God.
- **Out-Reach** is the work we do to serve our broader communities, whether in West Chester or further afield, such as our support for work in Haiti.
- **Christian Formation & Stewardship** brings us together to educate and nurture our Christian spirit and to help us live out a life of witness and service.
- **Administration, Finance & Property** work are ministries as well. Volunteers come together to organize, manage, support, inform and maintain our organization and the church we love.

We hope this booklet inspires you to follow a Pathway to Participation with us. All are welcome to participate.

Feel free to contact individuals identified as contacts for the ministries. Your contact would also be warmly welcomed by our Rector, Rev. Paul Hunt, at the church office at 610-696-4640.

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## ACCESS CENTER

The Child Access Center works to improve the lives of children who endure personal stress accompanying the separation and divorce of their parents. Our focus is helping non-custodial parents succeed in becoming more involved in their children's lives by providing a calm, safe and welcoming atmosphere where children can be exchanged for week-end visitations or for a visit with a parent in a supervised environment.

**SKILLS REQUIRED:** Volunteers must be warm, loving individuals with good social boundaries who is able to keep confidentiality concerning the families who are part of the program.

**TIME COMMITMENT:** On-site training is provided through use of written materials, role play and observations. Additional training is provided through The Children's Rights Council ([www.crckids.org](http://www.crckids.org)) under whose guidance we operate. Our Transfer Program is held Friday and Sunday evenings from 6:30 to 7:30 p.m. bi-weekly. Volunteers are present for approximately an hour and a half. Supervised Visitation is held every other Saturday from 9:00 to 11:00 a.m. with volunteers present 2-3 hours. A volunteer's commitment can be as little as 3 hours every 6 weeks after training, or more frequent as able. Volunteers can also commit seasonally.

**MINISTRY CONTACT:** Sandra Fischler @ 610-696-4640 (church office)

## ACOLYTES

Acolytes are part of the altar party and assist clergy by helping to prepare the table before the service, lighting the candles, setting the table during the Offertory and leading the procession in and out of the celebration of the Eucharist. This ministry is an important part of our worship as a faith community.

**SKILLS REQUIRED:** The desire to become involved in the worship service.

**TIME COMMITMENT:** Training is held annually to educate newcomers and reinstate practices for experienced acolytes. Acolytes are required to serve as scheduled.

**MINISTRY CONTACT:** Cari and Joe Heumann @ 610-738-1409 or Fred Koerber @ 610-873-3859

## ADOPTED FAMILY PROGRAM

The mission of the Adopted Family Program is to assist families with a monthly food donation; to provide assistance with transportation to doctor appointments; to provide Christmas and birthday gifts for children; and to be available to listen.

**SKILLS REQUIRED:** Time and willingness to be flexible

**TIME COMMITMENT:** As the volunteer is available

**MINISTRY CONTACT:** Carol Samuelson @ 610-692-5115

## ALTAR GUILD

The Altar Guild meets and works with the clergy to prepare for all services that take place under the Church of the Holy Trinity jurisdiction. Members are divided into groups; each group is responsible for the duties required for certain weeks each month. At certain times of the year, all members work together.

**SKILLS REQUIRED:** Dedication, congeniality, flexibility, and the willingness to be of service to others.

**TIME COMMITMENT:** New members are assigned to a group. Training is provided.

**MINISTRY CONTACT:** Jane Pengelly Brigman @ 610-431-2539

## 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 REQUIRED:** Volunteers are needed to organize and replenish supplies and communicate with Shepherd's Hands when the supply of baby blankets is low.

**TIME COMMITMENT:** As the volunteer is available

**MINISTRY CONTACT:** Heather Robino @ 610-873-8984

## BLOOD DRIVE

Red Cross Blood Drives are held periodically in the Parish Hall. Volunteers are needed to assist with scheduling appointments and donating blood.

**SKILLS REQUIRED:** The desire and ability to keep oneself healthy

**TIME COMMITMENT:** As the volunteer is available - appointments are scheduled.

**MINISTRY CONTACT:** Roberta Feder @ 610-696-2262

## CAFÉ (CHRISTIAN ADULT FORMATION & EDUCATION)

Weekly programs are provided between Sunday services to inspire worshipers at Holy Trinity to grow in their Christian lives by examining modern-day issues in the context of Holy Scripture.

**SKILLS REQUIRED:** Volunteers are needed to help coordinate and plan programs from September-June; listening skills and an interest in learning more about God's message through scripture are desired.

**TIME COMMITMENT:** Six meetings a year are scheduled for planning purposes

**MINISTRY CONTACT:** Lars Knutsen @ 610-410-5810 or Jennifer Seaver @ 610-692-0653

## CATACOMB CLOSET

The purpose of the Catacomb Closet is to collect, price, and sell donated clothing and household items to benefit Holy Trinity ministries and charities while distributing items to the needy who turn to Holy Trinity for assistance.

**SKILLS REQUIRED:** Must be physically able to put out and arrange clothing and miscellaneous items.

**TIME COMMITMENT:** Fridays as scheduled (9:30 a.m. - 3:30 p.m.) from September through June

**MINISTRY CONTACT:** Alice Calvert @ 610-399-1216 or Dolores Glatts @ 610-793-2906

## 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 disciplines." 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 efforts to learn the music which will require focus at rehearsals and, if needed, a willingness to work on the music outside of rehearsals.

**SKILLS REQUIRED:** 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 to 9:30 p.m. Sunday commitment is from 9:30 a.m. through the end of the 10:30 a.m. service. Additional rehearsals are scheduled during Christmas and Holy Week preparations.

**MINISTRY CONTACT:** Andrew Hauze @ 610-696-4640, ext. 17

## CHILDREN'S CHOIR

The purpose of the Children's Choir is to instill a love for singing all types of worship music and learn basic diction, dynamics, phrasing, intonation and proper breathing. Students gain confidence through their performances during worship services.

**SKILLS REQUIRED:** The ability to sing with reasonably good pitch and blend well with other voices. Adult volunteers are needed to accompany the children by singing soprano/alto parts at rehearsals.

**TIME COMMITMENT:** The Children's Choir rehearses on Sunday mornings at 9:00 a.m. from September through mid-June.

**MINISTRY CONTACT:** Rosalie Jerrehian @ 610-696-4146

## CHILDREN, YOUTH & FAMILY MINISTRY

Christian Formation begins at baptism and continues throughout our life. On Sunday mornings from September - June from 9:30 to 10:15 a.m., there are formation opportunities for children age 2 through graduation from high school. In addition to Sunday morning formation for children, there are also opportunities for adults through Sunday morning CAFÉ, the Moms' Group and the Couples' Group. You can find more information about these groups in this brochure.

**SKILLS REQUIRED:** Behind-the-scenes and teaching opportunities are available for those who enjoy children and teens, value finding the good in all people, are good listeners, and have a sense of humor.

**TIME COMMITMENT:** Sunday mornings for teachers; occasional meetings as needed

**MINISTRY CONTACT:** Pastor Pat Stelz @ 610-696-4640 (church office)

## CHILDREN'S SUNDAY MUSIC PROGRAM

This music program supports the teachings of the church using music and movement. Children learn to sing, play instruments, and move together to the glory of God. The songs chosen reinforce the church school curriculum. The entire church school sings in worship and for special events at appointed times during the year.

**SKILLS REQUIRED:** An enthusiasm for music and a willingness to help children engage with new musical experiences.

**TIME COMMITMENT:** Assist with leading singing for occasional special events, such as rehearsals for the Christmas Pageant and other dramatic presentations.

**MINISTRY CONTACT:** Andrew Hauze @ 610-696-4640, ext. 17

## COMMUNICATIONS COMMITTEE

The purpose of this committee is to create and maintain a variety of welcoming communication vehicles to help Holy Trinity spread the word of its mission and ministries.

**SKILLS REQUIRED:** 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

## COMMUNITY DINNERS

The purpose of Community Dinners is to feed weekly those who God sends to us with a good meal, a welcoming smile, and an absence of judgement. By doing Christ's work, we hope to help our guests better know Christ.

**SKILLS REQUIRED:** Training provided. Positions are as follows: Leader (general manager of weekly dinner); Set-up (arrive at 3:45 p.m.); Servers/Clean-Up (arrive at 4:30 p.m. to serve food to guests); General (help as needed).

**TIME COMMITMENT:** Volunteers are assigned to handle one Friday dinner a month from 3:45 - 6:00 p.m.

**MINISTRY CONTACT:** Hallie Romanowski @ 610-431-2015

## COUPLES' GROUP

The mission of this group is to provide a relaxed, Christian environment for couples to share experiences with others and to grow together. Through the use of group prayer and sharing of faith journeys, group members will get to know other couples more intimately than occurs through the usual church-related activities.

**SKILLS REQUIRED:** Couples open to speaking in a group setting and to different points of view. Volunteers are needed to coordinate the meeting schedule, communicate/publicize programs to the congregation, and screen materials for use by the group.

**TIME COMMITMENT:** Meetings are held bi-weekly on Sundays from September through June

**MINISTRY CONTACT:** Bob and Elizabeth Burkholder @ 610-696-0440

## EDUCATION FOR MINISTRY (EfM)

EfM helps lay people develop an understanding of their faith through the study of the Bible, church history and theology, and to bring that material into dialogue with the events of their everyday lives. EfM encourages lay people to discover and reflect on their call to ministry in the church and in the world.

**SKILLS REQUIRED:** The desire to learn and a willingness to commit a significant amount of time and effort.

**TIME COMMITMENT:** Meetings are held every Wednesday from 6:30 - 9:30 p.m. from September through May. This is a 4-year program.

**MINISTRY CONTACT:** Pat and Tom Platt @ 610-696-5054

## EUCCHARISTIC MINISTERS

Eucharistic Ministers are chosen by the clergy to assist in worship by distributing Eucharistic elements to parishioners.

**SKILLS REQUIRED:** A reverence for this ministry.

**TIME COMMITMENT:** Ministers are scheduled to serve on Sundays and are expected to attend worship regularly.

**MINISTRY CONTACT:** Joan Orr @ 610-696-5657

## FINANCE COMMITTEE

This committee 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. Monthly pledging barometer and quarterly financial updates are published periodically for the congregation.

**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 the second Tuesday each month at 7:00 p.m. Additional time may be requested for monthly reviewing of financial reports and/or parish and Vestry communications.

**MINISTRY CONTACT:** Nancy Needhammer @ 610-793-2888

## FLOWER MEMORIALS

Flower memorials may be ordered by parishioners to honor loved ones. Volunteers are needed to prepare and manage the annual church schedule for Ordinary Time and Special Schedules for Easter and Christmas seasons; to follow up each month with previous memorial supporters; to prepare notices for the Sunday bulletins reminding parishioners of flower memorial opportunities; and to receive and schedule new requests.

**SKILLS REQUIRED:** Interest and willingness to help.

**TIME COMMITMENT:** As the volunteer is available

**MINISTRY CONTACT:** Anne Fuller @ 610-363-5828

## FOOD CLOSET & HOLIDAY FOOD BASKETS

The Food Closet provides food to any person who needs our help, provides Thanksgiving food baskets to needy families; and assists families at other designated holidays.

**SKILLS REQUIRED:** Bring weekly donated food from back of church to Parish Hall; help fill weekly bags of food for easy distribution

**TIME COMMITMENT:** As the volunteer is available

**MINISTRY CONTACT:** Carol Samuelson @ 610-692-5115

## GARDENING COMMITTEE

Also known as the “Keepers of the Grounds,” this group of volunteers maintains and updates the gardens to provide a welcoming atmosphere to all who pass by with the hope of attracting the attention of newcomers and visitors.

**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 as noted in the Sunday bulletin. Individuals are encouraged to take responsibility for certain plots that they can maintain as they are able.

**MINISTRY CONTACT:** Ginny Zahn @ 610-436-6142

## HANDBELL CHOIR

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

**SKILLS REQUIRED:** Ability to read music is desired but not necessary.

**TIME COMMITMENT:** Monday night rehearsals September through mid-June from 6:30 - 8:00 p.m. Warm-up time prior to performances.

**MINISTRY CONTACT:** Elaine Cumens @ 610-436-5290

## 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 REQUIRED:** 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:** Ann Barbarin @ 610-399-1018

## HUMAN RESOURCES COMMITTEE

This committee provides to the Rector and the Vestry the necessary resources and support for issues and needs arising from 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 (church office)

## 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 in Journey to Adulthood 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 REQUIRED:** 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:** Pastor Pat Stelz @ 610-696-4640 (church office)

## LAY READERS

Lay Readers lead the worship service by reading the Lessons, Psalms and the Prayers of the People.

**SKILLS REQUIRED:** Ability to read and enunciate clearly so that the congregation can understand the Lessons, Psalms and Prayers of the People. Coaching is provided by experienced Lay Readers.

**TIME COMMITMENT:** Serve as a Lay Reader for Sunday and holiday services as scheduled in advanced; attend one meeting a year following a Sunday service

**MINISTRY CONTACT:** Andrew Hauze @ 610-696-4640, ext. 17

## LUNCH & LISTEN CONCERTS

The Lunch and Listen Concert Series provides monthly concerts in the Holy Trinity sanctuary for the benefit of the West Chester community. All concerts are free; a wide array of prominent local musicians donate their time and talents for this project. Concert goers are welcome to bring a bag lunch to eat during the concerts, and a free-will offering is taken to benefit the Out-Reach ministries of Holy Trinity. These concerts help to raise awareness of Holy Trinity in the community and to provide a respite in the middle of a busy day with God's gift of music in a magnificent space.

**SKILLS REQUIRED:** Volunteers are needed to help advertise the concerts by posting flyers throughout the community, and to usher and hand out programs at the concerts.

**TIME COMMITMENT:** Approximately one hour per month to usher at concerts (held on Thursday afternoons)

**MINISTRY CONTACT:** Andrew Hauze @ 610-696-4640, ext.17

## MEN'S BREAKFAST

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

**SKILLS REQUIRED:** A willingness to participate

**TIME COMMITMENT:** A breakfast meeting is held every third Saturday from 7:30 - 9:00 a.m. September through June. Men are encouraged to participate in outreach projects as planned.

**MINISTRY CONTACT:** Don Stout @ 610-933-2771

## MINISTRY OF THE BELLS

Our purpose is to support the Salvation Army in their seasonal fundraising at Christmastime 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 communicate with strangers

**TIME COMMITMENT:** One or two hours at a time as the volunteer is available

**MINISTRY CONTACT:** Roberta Feder @ 610-696-2262

## MOMS' GROUP

Meeting once a week, our intent is to build successful relationships with each other, our families, the church and the larger community. We come together in prayer and confidential support, bringing our strengths and vulnerabilities to laugh and cry together, revealing, discerning and developing our gifts from God.

**SKILLS REQUIRED:** Interest and willingness to participate

**TIME COMMITMENT:** Weekly meetings are held on Wednesdays from 10:00 - 11:30 a.m. with childcare available. Occasional evening gatherings and fundraisers as planned.

**MINISTRY CONTACT:** Kate Gouery @ 484-593-0599

## OFFICE SYSTEMS

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

**SKILLS REQUIRED:** Good interpersonal skills and a sense of humor. Five+ years 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 Exchange/Service/Sharepoint is helpful.

**TIME COMMITMENT:** As required for situations such as system outages and problems

**MINISTRY CONTACT:** Bill McKay @ 610-692-9917

## PARISH LIFE

In support of the ministries of Holy Trinity, the Parish Life Committee fosters a sense of community by providing opportunities to come together, build social relationships, and have these relationships and attachments grow. The more comfortable we are together as a community, the more we can progress in our personal spiritual lives and in our mutual care and support. In addition to the weekly Sunday coffee-hour refreshments, past events have included an Epiphany party, annual meeting, parish picnic, Sundaes Sunday and the parish dinner.

**SKILLS REQUIRED:** If you can fill a water pitcher, you are ready to get involved! We hope to have a different committee member chair each event.

**TIME COMMITMENT:** As the volunteer is available

**MINISTRY CONTACT:** Joe McAllister @ 610-389-4505

## PRAYER CHAIN

The Prayer Chain is a group of parishioners who pray for special intentions - confidentiality assured. This is a ministry where we can truly respond to God's call to love one another and offer prayers to help.

**SKILLS REQUIRED:** Interest and willingness to pray for the needs of others.

**TIME COMMITMENT:** As the volunteer is available

**MINISTRY CONTACT:** Barbara Ramsay @ 610-363-6899

## PRAYER SHAWL MINISTRY

This ministry supports parishioners and the community by making prayer shawls, lap robes and Christening blankets, as well as items of clothing for those in our community who are in need. Members are encouraged to attend meetings, but may also knit or crochet at home.

**SKILLS REQUIRED:** A willingness to learn from others and to be patient with oneself. We will teach volunteers to knit or crochet and share our knowledge.

**TIME COMMITMENT:** Wednesday morning meetings from 10:00 to 11:30 a.m. the second and fourth weeks of each month from September through June

**MINISTRY CONTACT:** Pastor Pat Stelz @ 610-696-4640 (church office)

## PROPERTY COMMITTEE

Supporting Holy Trinity's mission, this group maintains 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 Barnard Street also falls into this category.

**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 issues of safety, structure, electrical and plumbing. 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:** As volunteer is available. Time is required for small repair and painting tasks, contacting vendors, and managing contractors on-site.

**MINISTRY CONTACT:** Gwen Gouery @ 484-593-0599

## PSALM 150

PSALM 150 gathers musical instrumentalists of all ages on an occasional basis to make music together to the glory of God. The Minister of Music creates arrangements specifically designed for the instrumentalists participating. This ensemble provides an inter-generational opportunity to make music together and to grow closer to one another in Christ's love through music.

**SKILLS REQUIRED:** The ability to play an instrument (any instrument!). Instrumentalists must be in fifth grade or older.

**TIME COMMITMENT:** Occasional rehearsals after the 10:30 a.m. Sunday morning service and participation in worship 2-3 times a year, as scheduled.

**MINISTRY CONTACT:** Andrew Hauze @ 610-696-4640, ext.17

## 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

## SECOND THURSDAY STUDY GROUP

This group explores topics centered on Biblical life-lessons as pathways to individual spiritual growth. Members of the Holy Trinity clergy or an occasional guest speaker serve as guides and moderators.

**SKILLS REQUIRED:** An inquiring mind

**TIME COMMITMENT:** Meetings monthly (September-June) at noon with a brown-bag lunch, in the St. Andrews Room

**MINISTRY CONTACT:** Betty Engan @ 610-696-6571

## STEPHEN MINISTRY

Stephen Ministers/Leaders provide Christian care-giving to people who are experiencing a crisis in their lives. Our immediate focus is to help our church family; but we also extend care to the community. Stephen Ministers spend time each week with a care-receiver. Stephen Leaders train new Stephen Ministers and carry out twice-a-month supervision and continuing education.

**SKILLS REQUIRED:** 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 go through 50 hours of training and commit to two years of service. They meet with a care-receiver once a week and take part in supervision and continuing education. Stephen Leaders train for one week at a specific location. They then conduct training for new Stephen Ministers and take a leading part in twice-a-month supervision and continuing education.

**MINISTRY CONTACT:** Cathy Smith @ 610-793-7779, Lars Knutsen @ 610-410-5810, or Elspeth Zaayenga @ 610-594-6950

## STEWARDSHIP COMMITTEE

The purpose of this committee is to develop a network of church leaders who encourage generosity through year-round stewardship that encompasses Time, Talent and Treasure, to nurture stewards through sharing our stories and witnesses; and to support stewardship ministry as we journey toward greater spiritual life and health.

**SKILLS REQUIRED:** An awareness of the Grace that provides all that we “owe” to our generous and gracious Creator

**TIME COMMITMENT:** As the volunteer is able. Consultants are available from many sources if there are skills that need to be developed.

**MINISTRY CONTACT:** Jim Hemphill @ 610-399-9255

## ST. MARGARET'S HAITIAN PROJECT

Through shipments of food and supplies, and craft sales of Haitian cottage industry, 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, and scholarships and supplies for students.

**SKILLS REQUIRED:** 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

## USHERS & GREETERS

Ushers and Greeters welcome parishioners and newcomers to the Church of the Holy Trinity on Sunday mornings; assist congregants during the service; ensure the smooth delivery of the offertory gifts to the altar; and straighten the pews following services. Training is provided by experienced volunteers.

**SKILLS REQUIRED:** A bright smile and friendly personality

**TIME COMMITMENT:** As the volunteer is available. Ushers and Greeters will typically be scheduled to serve once a month.

**MINISTRY CONTACT:** Ginny or Bill Zahn @ 610-436-6142

## VESTRY

Vestry members accept a call to lead the congregation to a closer relationship with God through Jesus Christ by delivering on a shared vision. Vestry members participate actively in group meetings and endeavors. Among the members, the Senior Warden is appointed by the Rector, and the Accounting Warden and Clerk are elected by the Vestry. All members have liaison responsibilities where they are charged to be in regular communication with particular ministries of the Church and to work with those ministries to help ensure alignment of activities with Holy Trinity's overall mission, objectives and programs.

**SKILLS REQUIRED:** Good interpersonal, relationship and communications skills. Vestry members should have a love of God and demonstrate a commitment to following the way of Christ. They should be active in and knowledgeable about the congregation, its governance and one or more of its programs. Candidates for Vestry must have been registered members of Holy Trinity for at least one year prior to

election by the congregation and be pledging members of the Church. Leadership skills are desirable as tasks include: discerning a vision for the future, articulating and communicating the vision, generating enthusiasm and buy-in from the congregation, setting the tone for leadership, and encouraging the congregation to grow and flourish.

**TIME COMMITMENT:** Regular Vestry meetings are held on the third Monday evening of each month. Additional time will be required to attend bi-annual Vestry retreats, complete liaison responsibilities and attend parish forums.

**MINISTRY CONTACT:** Fr. Paul Hunt, Rector @ 610-696-4640 (church office)

## WELCOME MINISTRY

The Welcome Ministry provides an intentional method of recruiting and training individuals to help welcome our visitors, introducing them to parishioners, shepherding them during their transition into the life of the parish, and helping them to discern their call to serve God at Holy Trinity.

**SKILLS REQUIRED:** Must be a “people person,” open and friendly, and a good listener.

**TIME COMMITMENT:** As the volunteer is available

**MINISTRY CONTACT:** Anne Bainbridge @ 484-947-5144 or Mary Johnson @ 610-347-1881

## WOMEN OF HOLY TRINITY

Through two or three parish-wide outreach projects and one spiritual in-reach 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 REQUIRED:** A servant’s heart; two or three additional committee members would be welcomed

**TIME COMMITMENT:** As the volunteer is available

**MINISTRY CONTACT:** Ann Wilcox @ 610-692-6366

## WORSHIP SERVICES

We offer two worship services on Sunday mornings in the church and a Wednesday morning service in the Chapel of the Ascension located off our courtyard. Our summer schedule runs through the summer months.

**SUNDAY 8:00 A.M. – RITE I HOLY EUCHARIST** (*Summer schedule is 7:45 a.m.*):

For those who prefer a quiet, contemplative service, there is no music at this service. The one-hour service features Rite I Holy Eucharist and a sermon.

**SUNDAY 10:30 A.M. – RITE II HOLY EUCHARIST** (*Summer schedule is 9:00 a.m.*):

This is a Rite II service with music by the Chancel Choir. Once a month, the Handbell Choir also participates. Along with music, this service offers worship that is meaningful and accessible to all ages.

**WEDNESDAY 9:00 A.M. – HEALING SERVICE:**

This Rite II service includes a Litany for Healing and anointing with oil. The service is held in the Chapel of the Ascension.

**SPECIAL SERVICES:**

Occasionally, Holy Trinity will host or participate in an ecumenical Thanksgiving service. Our clergy also officiate at the annual Blessing of the Animals service for the community, held at a nearby park on or around the Feast of St. Francis on October 4.

*We hope you have found this information helpful in discovering places in our church community where your God-given talents may be utilized. Please feel free to provide your comments and suggestions concerning the content of this booklet. All responses may be returned to the church office or placed in the collection plate on Sunday mornings.*

**THE CHURCH OF THE HOLY TRINITY**  
*EPISCOPAL*

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**STAFF:**

**The Rev. Canon Paul S. Hunt**  
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*office@htrinitywc.com*

**VESTRY MEMBERS:**

**Hallie Romanowski**, *Senior Warden*  
**Nancy Needhammer**, *Accounting Warden*

**Anne Bainbridge**, *Pastoral Care & Worship*

**Jane Brigman**, *Out-Reach*

**Meryl Dowdy**, *Out-Reach*

**Gwen Gourey**, *Administration, Finance & Property*

**John Klanderma**, *Out-Reach*

**Lars Knutsen**, *Christian Formation & Stewardship*

**Judith Shannon**, *Administration, Finance & Property*

**Don Stout**, *Christian Formation & Stewardship*

**Ann Wilcox**, *Christian Formation & Stewardship*

**Elsbeth Zaayenga**, *Pastoral Care & Worship*

