

THE CHURCH OF THE HOLY TRINITY  
RITTENHOUSE SQUARE



CHURCH OF THE HOLY TRINITY  
PHILADELPHIA, PA **150 YEARS...**

*Lay Ministry Opportunities*

1904 Walnut Street  
Philadelphia, PA 19103  
Tel: 215-567-1267  
Fax: 215-567-3766  
Email: [office@htrit.org](mailto:office@htrit.org)  
Website: [www.htrit.org](http://www.htrit.org)

Mission Statement:

*In the Name of Christ to deepen our faith,  
to enlarge our community and to act on our beliefs.*

## **Introduction**

*Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good. (1 Corinthians 12:4-7)*

Dear Friends in Christ,

The Christian life has never consisted solely of attending church services and professing certain beliefs. Following Christ also means that we contribute to the ongoing life and work of the church community. As we read in many of Paul's letters, each of us has been given gifts and talents for building up the Body of Christ. At this time, we invite you to consider what gifts you have been given, and how God might be calling to you use them in this time and place.

In the following pages, you will find descriptions of the many different lay ministries that take place at Holy Trinity. These descriptions parallel the Community Life Survey (formerly known as GIVIS), which accompanies this booklet and is also available online at [www.htrit.org](http://www.htrit.org) under "Community Life." If you have not already done so, please take a few moments to fill out this survey. As you do, think about whether there is a new area of ministry that God may be calling you to explore, or whether there is an area where your particular gifts might be useful. After you return the survey, we will put you in touch with people involved in each ministry for which you have offered yourself or about which you requested further information. The survey is also a way for us to make sure we have up-to-date contact information and personal information such as birthdays, baptisms, and anniversaries.

Our life as a parish is always changing and evolving, so these areas of ministry are changing, too. Some areas may be in need of fresh leadership or new ideas. Others are only in the planning stages. And there are certainly more areas of potential ministry that have not been thought of yet! We welcome your insights and suggestions, as well as your offering of time, energy, and talents.

Faithfully,

Alan Neale  
Rector

Diana Carroll  
Assistant to the Rector

Soozung Sa Rankin  
Community Development Coordinator

*Do not neglect the gift that is in you. (1 Timothy 4:14)*

## Administrative Assistance

**Church Mailings-** The CHT Office needs help with assembling and mailing out the monthly CH@T newsletter, seasonal mailings, and holiday mailings. This area of service is on an as needed based (less than once a month) when the office needs additional help.

**Office Volunteer-** The CHT Office occasionally would like additional help when a member of staff is on vacation or has a personal emergency. This area of service would be on a limited as needed basis and would entail making copies, answering the phone, and/or running errands.

## Adult Education

**Adult forums-** Adult forums take place between Sunday services (9:45 a.m. to 10:30 a.m.) and cover various topics. Parishioners assist with selecting areas of interest and leading discussions and studies.

**Bible Studies-** A series of weekly Bible Studies takes place throughout the year. Topics covered in the past include the popular "Bible in 90 Days" program. Parishioners are also sought who would be willing to plan and lead Bible Studies.

**Faith Seminars-** A variety of adult education seminars take place throughout the year. Saturday morning seminars are held regularly on the topics of "What Episcopalians Believe?" and "Who are these Episcopalians?" These seminars use the Via Media program to explore the ways in which Episcopalians understand and express the Christian faith. Special studies also take place in Lent and Advent. Seminars are held at other times of the year on themes suggested by parishioners.

**Home Groups-** Home Groups at CHT are small groups of people committed to meeting regularly in a parishioner's home for Bible study, prayer, and fellowship. Each group meets for a 6-8 week session, at the end of which members can choose to join the next session or take a break. More Home Group leaders will be needed as new groups continue to form. Home Groups are a wonderful opportunity to deepen our relationship with God and one another by sharing our spiritual journeys.

**Lecture Series-** CHT periodically offers lectures that are open to the wider community. Previous speakers/topics include the history of Rittenhouse Square, "Freud and Motherhood," and a lecture by Marilyn McCord Adams. Parishioners assist in planning this series, securing speakers, and providing a hospitable and welcoming setting.

## Children's Programs

**Children's Music Program-** The Children's Music Program aims to provide about 5 to 10 minutes of music immediately before Sunday School lessons begin. Parishioners serve as song leaders; playing a musical instrument is a plus!

**Christmas Pageant-** The Christmas Pageant is held at the early service on Christmas Eve. Parishioners direct the pageant, shepherd the children during the pageant, and also organize, make, and clean pageant costumes.

**Nursery-** Our Nursery is staffed with paid help but may soon grow to need additional adult assistance. Those interested in helping to keep the Nursery an attractive and clean setting are also welcome! The Nursery is open on Sundays from 10:45 am to 12:30pm.

**Sunday School-** There are two age-based classes of Sunday School currently offered during the 11:00 a.m. service. Ages 3-6 follow a Godly Play curriculum, while ages 7-13 follow the Workshop Rotation Model of learning. Sunday School teachers and helpers work on a team and serve on a rotating basis.

**Sunday School Celebration-** The Sunday School Celebration is a time to celebrate the end of the Sunday School year. Parishioners plan for the celebration party in the month of May.

**Vacation Bible School-** CHT has partnered with St Mark's (16<sup>th</sup> and Locust St.) and St Mary's (Bainbridge St.) to offer Vacation Bible School for the children of our parishes and the neighborhood. Parishioners help plan the weeklong VBS; teach Bible lessons; lead crafts, fieldtrips, and other activities; and provide meals for the children.

## Communications

**Publicity-** We are looking to create a publicity committee to garner positive attention for CHT and all of CHT's community ministries, through acquiring free space within various media outlets (newspapers, magazines, radio, and/or broadcast media). If you have experience in media relations and are able to write press materials such as press releases, media advisories, pitch letters, and fact sheets, your expertise is needed.

**Graphic Design-** If you are a creative mind with knowledge of computer based design programs such as Adobe Photoshop, CHT needs your help updating the website and creating supplemental materials such as brochures and advertisements.

**Photograph Board-** The Photograph Board is designed to help both old and new members identify each other and get to know each other better. Help is needed with taking pictures of new members at CHT and updating the board on a quarterly basis to ensure the photographs are consistent with church membership.

**CH@T Newsletter-** The Ch@T is a monthly newsletter that informs members and friends of CHT of what is going on in the church community. We are looking for writers and editorial assistance to help increase the size of the newsletter.

## Evangelism

**Evangelism Team-** It is happening informally, but currently there is no formal program for evangelism at CHT. If you enjoy talking to people about your faith and would like to be part of forming this new ministry, please let us know!

## Events

**BBQ's and Parish Breakfasts-** These social events are a great time for long-time parishioners, new members and visitors to socialize and get to know each other better. CHT holds two to three community BBQ's each summer following the 11:00 service. Parish Breakfasts occur two to four times a year between the two Sunday services. Parishioners help with organizing the events, preparing food, selling tickets, setting up, serving, and cleaning up.

**CHT Outings-** Have a great idea for a church outing? Please share! We are hoping to coordinate church outings every few months that would engage our community in many different activities. In past years, our church has gone to the National Cathedral in Washington D.C., visited the Amish Country, and enjoyed a trip to Bartram's Gardens complete with a River Boat Tour. If you are interested in helping to coordinate a trip, attending an outing, or suggesting more trip ideas, we are all ears.

**Other Annual Events-** CHT hosts many different kinds of events throughout the year. These include the Blessing of the Animals in the fall and Christmas Carol Singing during December. Both of these events are planned and organized by parishioners but open to the wider public, and they serve to increase our visibility and accessibility in the community.

**150<sup>th</sup> Anniversary Event-**The first worship service at CHT was held on Sunday March 27<sup>th</sup>, 1859. In 2009 we will celebrate 150 years of ministry and worship. Parishioners will plan, organize, facilitate, and implement a week-long calendar of events to commemorate the occasion. This area of ministry will be coordinated with the Capital Campaign Committee and will be a long-term commitment starting in 2007 and ending in 2009.

## Finance

**Finance Committee-** We are looking for individuals with experience in business and/or accounting to sit on our Finance Committee. This committee is responsible for helping oversee our church's finances.

**Capital Campaign-** Members and friends of CHT have been entrusted with the care of this historic church and buildings. It is our hope to raise an endowment for the preservation of this historic structure, the income from which would fund ongoing maintenance, preservation and improvement. If you have experience in this field or a love for historic preservation (or both)... this committee is for you. This ministry will be a long-term commitment.

**Stewardship-** The Stewardship Committee's mission is to help members of the parish learn to follow Jesus more faithfully in the use of their money. The primary focus of the committee is an annual stewardship campaign, in which each member of the parish is encouraged to pledge their financial support to the church for the coming year. This support is essential for the continuance of the church's many ministries, as well as the upkeep of the buildings. Pledging a specific amount both encourages a spiritual discipline of giving to God and provides a means for the vestry to budget more effectively. Please consider serving the parish as part of this important team ministry.

### Hospitality

**Coffee Hour Hosting-** After every 11:00 a.m. Sunday service, parishioners provide delicious goodies for worshippers to munch on. Those who volunteer for this area of ministry are asked to provide finger foods for the whole congregation one or more times a year. More coffee hour hosts are always welcome.

**Greeters-** Greeters welcome parishioners and visitors to CHT, hand out nametags, and engage in conversations with visitors and new members. Currently, greeters serve before and after the 11:00 a.m. Sunday service. A training session is provided for greeters, who are expected to serve about once a month or every other month.

**Information Boards-** There are two Information Boards located in the back of the church. These provide visitors and new members with information about the many ministries and areas of church life at CHT. The boards are ideally updated and refreshed on a quarterly basis with information such as calendar dates, interviews, and "what's new" at CHT.

**Trinity Central-** Trinity Central is the program that keeps the church doors open during the week. Parishioners who serve on the Trinity Central staff are responsible for greeting visitors and providing them with information about the parish, church architecture, and history. These individuals are also an important part of maintaining the security of the church building. Volunteers are trained on the history of CHT and are provided with a desk and telephone in the Narthex.

The current hours of Trinity Central are:

Monday through Friday - 11:30 am to 2:30 pm

Wednesday - 5:00 pm to 7:00 pm.

Saturday - 11:00 am to 4:00 pm.

Saturday volunteers are also responsible for opening and closing the building.

### Music and the Arts

**Art Program-** The CHT Art Program sponsors major public art exhibits and sales throughout the year. Believing that art is a gift from God and that our church should be shared with the community, we open our doors to thousands each year who come to view pieces by local artists as well as our wonderful sanctuary. Parishioners serve this program in the areas of planning, hosting, publicity, art intake and pick-up, and set-up and tear-down.

**Brown Bag Lunch Concerts-** Every Wednesday, the Music Committee arranges for local musicians and music companies to perform free concerts at CHT. Parishioners help prepare refreshments for the event, hand out event programs, and clean up the sanctuary space after the concerts are finished.

**Choir-** The CHT Choir performs every Sunday at the 11:00 a.m. service, at festival services, and at special mid-week services. If you are interested in singing with the choir, please arrange an audition with Dr. John French, CHT organist and choir director, by emailing him at [jfrench@ursinus.edu](mailto:jfrench@ursinus.edu)

**College Choir Festival-** The CHT Music Committee holds an annual College Choir Festival that brings college choirs throughout the tri-state area to perform at CHT. Parishioners organize the Festival, help prepare meals for participants, hand out programs, and set up and clean up after festival performances.

**Performance Staff-** CHT hosts many types of concerts and performances throughout the year, ranging from individual recitals by students from The Curtis Institute of Music to full concerts by large musical ensembles. Parishioners help set up and clean up the performance areas, provide hospitality areas for the concert performers and attendees, and hand out programs.

**Organ Restoration Fund-** The organ at CHT is in need of a total restoration as part of the final stages of our sanctuary renovation. It is the responsibility of the Restoration Committee to raise the funds needed to restore the organ. If you have experience in fundraising, grant writing, and/or event planning, your help is much needed.

### **New Member Ministry**

**Find Out Feast-** The Find Out Feast is an opportunity for new and perennial members of CHT to learn more about our history and current areas of ministry. The evening program is a bit of a "who's who at church" and is great way for new parishioners to meet other members and leaders in our community. There are usually two Find Out Feast events a year. Parishioners coordinate the event, provide a potluck meal, set up and clean up, and inform new members of our community about their particular area of ministry at CHT.

**Sunday Brunches-** Current CHT members are sought who would be willing to take new members to brunch at a restaurant or invite them over to one's home following the 11:00 a.m. Sunday service. The goal of this ministry is engage new members in conversation about our community and to further create a welcoming atmosphere. This ministry is in the planning stages and is in need of someone to step forward as coordinator in order to make it happen.

### **Outreach**

**Outreach Committee-** The Outreach Committee is one of the church's oldest entities. Over the past 150 years, CHT has donated millions of dollars to non-profit organizations throughout Philadelphia, while CHT members have also contributed thousands of hours volunteering for various community groups. The Outreach Committee plans to build on this rich history in the coming years by continuing the tradition of fundraising and volunteer service while also exploring pressing issues facing Philadelphia. The committee hopes to choose a social issue affecting the Philadelphia community and spend a year in reflection, prayer, discerning, educating, fundraising, and advocating for understanding and

justice amongst the CHT community. Members of the Outreach Committee contribute varying degrees of service, ranging from leadership roles to organizing a specific event to simply helping out wherever and whenever they can! Some specific activities of the Outreach Committee are listed below.

**Cook Off-** The Cook-Off occurs on the second Sunday of every month after the 11:00 am service. This community outreach event packages foods for shut-ins and the elderly within the city of Philadelphia. Help is needed in both preparing and packaging food.

**Fundraising Events-** Throughout the year, the Outreach Committee raises funds to dispense to various non-profit organizations within the city of Philadelphia and beyond. In past years, events have included a silent auction, wreath sale, handbag sale, pie sale, and a French Cafe during the Rittenhouse Square Fine Arts Festival. Parishioners organize, facilitate, and submit new ideas for fundraising events.

**Saturday Soup Kitchen-** Every Saturday, St Mark's Episcopal Church runs a Soup Kitchen for the city's hungriest. Volunteers prepare and donate homemade soup, set up and tear down the soup kitchen area, and greet and serve participants of the program. We are currently seeking someone to serve as CHT liaison to the soup kitchen, so that interested parishioners may participate regularly in this ministry.

**St. Philip's Food Pantry-** On a monthly basis, the parish collects non-perishable foods to help stock the food pantry at our sister church, St. Philip's Memorial. Parishioners coordinate the collection of food and inform the congregation what kinds of food are needed each month.

### **Pastoral Care**

**Eucharistic Visitors-** Eucharistic Visitors are parishioners who take Communion to parishioners who are confined to home or hospital by illness or disability. Eucharistic Visitors provide the sacramental presence to those who are unable to be with our congregation. To serve in this ministry, one must attend a full day training session, be approved by the Rector and Vestry, and then be licensed by the diocese.

**Healing Prayer Team-** The Healing Prayer Team is a group of parishioners who feel called to participate in the ministry of prayers for healing. Members of the team assist the clergy in offering anointing and prayer with the laying on of hands at the Thursday Healing Service and the Sunday services. Training in the practice of prayers for healing is provided for those participating in this ministry.

**Pastoral Care Team-** The Pastoral Care Team provides spiritual, emotional, and physical support for CHT members who are going through difficult times or who are experiencing a transition like moving or having a baby. The team meets every other month to discuss pastoral needs in the congregation. Team members volunteer for various kinds of service, including sending notes to parishioners for life events (births, deaths, birthdays, and anniversaries) and visiting or calling people in need. Interested parishioners are very welcome to join this special ministry. Training and mentoring will be provided.

### Property

**Property Committee-** The Property Committee oversees the continued restoration of the church building, including the cleaning of all the stained glass windows, maintaining the aesthetic of the church, and general upkeep of the building. Occasionally the Property Committee needs CHT members to take on different responsibilities in order to ensure the church building is running in optimum fashion.

### Worship

**Acolytes -** The acolytes lead the procession of choir and clergy into and out of the worship services and assist the clergy at the altar during the Eucharist. Acolytes are usually scheduled to serve at least one Sunday a month with extra duty during special Festival services.

**All Age Worship Service-** This worship service is in the idea/planning stage. It would most likely take place on a monthly basis, either between the Sunday morning services or during the 11:00 service time, and would aim to offer a 'child-friendly' atmosphere while remaining open and welcoming to all. Assistance is needed with both planning and implementing this special service.

**Altar Guild -** The altar guild prepares the altar linens, frontals, vessels, and candles for all Eucharist services. They also make sure the silver is kept polished. When scheduled on a given Sunday, time is spent preparing before the service and cleaning up the altar and elements following the service.

**Contemplative Prayer-** On Thursday nights at 6:30 p.m. the Contemplative Prayer group meets at a parishioner's home to pray in silence for an extended period of time. All are welcome to come and learn more about this richly rewarding practice of silent prayer.

**Flowers -** The flower committee selects and arranges flowers for the altar, and decorates the sanctuary for Festival Services. It is helpful (but not required!) to have some experience with flower arranging. The time commitment is about 2-3 hours on a Friday or Saturday when arranging altar flowers for the upcoming Sunday service, and extended hours when decorating the sanctuary for special Festival services.

**Morning and Evening Prayer Leaders-** Morning Prayer is held in the church Monday through Friday at 8:30 a.m. Evening Prayer is held on Wednesdays at 6:00, with Choral Evensong the first Wednesday of each month. Morning Prayer is primarily led by lay people, who are trained in how to lead the service directly from the *Book of Common Prayer*. Parishioners interested in learning to lead Evening Prayer are also sought.

**Oblation Bearers-** Oblation bearers serve at the 11:00 Sunday service. As the ushers bring forward monetary gifts from the congregation at the end of the offertory, oblation bearers also bring forward the gifts of bread and wine. This moment in the service symbolizes offering our entire lives to God and giving back to God out of the abundance that God has given us. Oblation bearers receive a simple training and are asked to serve every few months.

**Readers/Lectors-** Lectors read the first and second scripture readings and lead the prayers of the people during the Sunday services, special Holy Days, and the Eucharist/Healing service on Thursdays. The time involved is not only the worship service when scheduled to read, but time spent studying the scripture passages so they can be read with greater understanding and authority.

**Ushers-** Ushers greet parishioners as they step into the nave of the church and are responsible for handing out programs, collecting offerings, bringing up the elements to the altar during Eucharist services, directing people to the altar rail during communion, and collecting bulletins at the end of Sunday services. Ushers serve about once a month during the Sunday 11:00 am service.

### **Young Adults (20's/30's)**

**Social Events-** Numerous social activities are organized throughout the year for Young Adults (20's/30's) at CHT. These include regular Sunday Brunches after the 11:00 service, karaoke nights, sporting events, and other outings. It has also been suggested that the Young Adults might form their own sports team to compete in a local league. Ideas and suggestions for events are very welcome... as long as you are willing to help plan and organize the event!

**Spiritual Formation-** At the present time, there is no program in place that is specifically geared toward encouraging spiritual growth among the young adults of the parish. Previous programs of this kind included Faith Seminars, which focused on a particular issue (such as politics) from a faith perspective. Suggestions for future programs include a book group, a bible study, and forming a Home Group specifically for young adults. Additional ideas and leadership are sought in this area of ministry.

**UnWined-** UnWined is a monthly social gathering of young adult parishioners and friends. It takes place at the Rectory or in a parishioner's home on the last Friday evening of each month. Parishioners are needed to host the event and to assist with set up and clean up.