

OPPORTUNITIES FOR SERVICE



TRINITY EPISCOPAL CHURCH
Upperville, VA

Trinity Episcopal Church
PO Box 127, Upperville, VA 20184-0127
(540) 592-3343
www.trinityupperville.org
info@trinityupperville.org

Dear Friends,

The information in this booklet has been compiled to invite you, the reader, into a deeper community of faith with the people of Trinity Episcopal Church, Upperville, VA.

In the body of Christ, we each have been given unique gifts. It is our hope that, by reading these pages, you will be able to match your gifts, interests, experience, and available time with some of the opportunities for service outlined herein. Our gifts can change during the course of our lifetimes. Even if you have been deeply involved in certain ministries for years, this booklet invites you to broaden your participation by considering other opportunities for service.

The list of people who chair the various committees appears on a separate insert page, because committee leadership changes from time to time. It is our hope that the information provided in this booklet will be valuable to you, accurate, and useful for several years to come.

Faithfully,
The Vestry

“...Our service now begins.”



TRINITY EPISCOPAL CHURCH

Dear Friends,

The author of the Letter to James is quite blunt: “What good is it, my brothers and sisters, if you say you have faith but have not works? So faith by itself, if it has no works, is dead.” (James 2:14, 17)

I believe the point here is that the life informed by faith in Jesus Christ is a balanced life. It begins with the praise of God in worship. It continues in a life steeped in prayer and thanksgiving. It is then fulfilled in a life of service to the world around us for God’s sake. In other words, it is a life built up-on the contemplation of the divine love that is then put into practice.

This booklet has been prepared in order to assist you in seeking that balance. Here you will find descriptions of the various ministries present in the corporate life of Trinity Church. They are many and diverse. Some ask for only a moment of your time. Others require a longer commitment. Each represents an opportunity to put into practice the joy of sharing the bread and the wine in communion, of singing that wonderful hymn the previous Sunday, and of reflecting on the challenging Gospel passage that was read aloud. Again, to truly understand the Good News about Jesus Christ is not just about receiving. It is about taking what we have received by grace and then putting that grace into action.

I ask you to prayerfully consider the many wonderful opportunities for ministry described herein. I encourage you to come and join your sisters and brothers in Christ in the work God has given us to do. I humbly invite you to accept the love of God revealed in Jesus Christ and then put that love to work.

Faithfully yours in Christ,

The Rev. Rob Banse

A handwritten signature in dark blue ink, consisting of the letters 'R' and 'B' with a '+' sign above the 'R'.

TABLE OF CONTENTS

Worship Opportunities	5
The Worship Committee	5
Acolytes	5
Altar Guild Ministry	6
Lay Eucharistic Ministers (Chalice Bearers)	7
Flower Guild	7
Lay Eucharistic Visitors	8
Lay Readers	8
Ushers	9
Adult Christian Education	9
Youth Christian Education Committee (Sunday School)	10
Youth Ministry Committee	11
Children's Church	12
Outreach	13
English as a Second Language (ESL)	14
Food Closet	14
Thrift Shop	15
So Others Might Eat (S.O.M.E.)	15
Parish Life	16
Inreach	17
Finance Committee	18
Endowment Committee	19
Planned Giving	19
Stewardship Committee	20
Music Ministries	21
Stable Tour	23
Christmas Auction	23
Buildings & Grounds	24
Healing Ministry	24
Office Volunteers	25
Photography	25
Vestry	26

Worship & Study Opportunities

Our first responsibility to God is to worship on a regular basis. Regularly scheduled worship services are held weekly as follows:

Sundays, 8 AM, Rite I – in the Church
Sundays, 10:30 AM, Rite II – in the Church
Wednesdays, Noon, Rite II – in the Chapel
Wednesdays, 10:30 - 11:45 - Bible Study - Peard House
Sundays, 9:30 - 10:15 - Adult Forum - Cox Hall

The Worship Committee

The Worship Committee consists of the chairs of each of the following committees: Acolytes, Altar Guild, Flower Guild, Music Committee, Ushers, Lay Readers, Lay Eucharistic Ministers (Chalice Bearers), and Lay Eucharistic Visitors. In addition, the Junior and Senior Wardens serve as members *ex officio*.

The purpose of the Worship Committee is to coordinate the efforts of the many ministries that contribute to the whole of our Worship at Trinity Church.

Acolytes

Our main responsibility:

To assist clergy in leading the worship of Trinity Episcopal Church, for the Glory of God.

Types of Activities:

- Light the altar candles before service
- Lead the procession of the choir and altar parties into worship
- Participate in the procession for Children's Chapel each Sunday
- Assist the priest at the altar during the Holy Eucharist
- Lead the recession of the choir and altar parties after the service

Training required:

Provided, graciously, with continuous assistance

Hours:

Sundays, 10:30 a.m. Holy Eucharist Service
Calls are made weekly (to acolytes) to request mutuality in scheduling for the upcoming service.

Altar Guild Ministry

Mission Statement: To reverently prepare our Lord's Table for worship.

What we do:

The Altar Guild prepares the altar for all Trinity Church liturgies and maintains the vessels and special linens used in our celebrations.

Time Commitment:

Volunteers are members of a regularly rotating group responsible for the complete set up and take down of the Altar for each assigned service. Typically, each service requires one hour for set up, 30 to 45 minutes for take-down, and sufficient time to clean, prepare, and return used linens.

Number and Frequency of service opportunities:

The number of teams determines how many weeks during the year each team will serve. The current five teams (four - five members each) are responsible for approximately eight to ten weeks each year, for two weeks at a time. We typically staff two people per service, except for special occasions (Easter, Christmas, etc.) and periodic vessel cleanings.

"Many hands make light work." John Heywood

Each team distributes responsibility for the assigned services according to several factors, including which Sunday worship service members attend and availability of members (out of town, sickness, etc.). Team members make arrangements with their Team Captain for substitutes. Schedules are created and distributed at the start of the church year. The current month's schedule is listed in the monthly Genesis newsletter, and on the Trinity website.

Approximate number of members needed:

Currently there are five teams of four to five members each. We want to build our Guild to six teams of six members each.



Lay Eucharistic Ministers (*Chalice Bearers*)

Lay Eucharistic Ministers assist the Rector in the distribution of the Holy Eucharist during worship services. Two are assigned to each 10:30 A.M. service, and one is assigned to each 8 A.M. service.

There are no formal meetings for Lay Eucharistic Ministers, however, there is usually one annual meeting with the Rector, with the objective of standardizing procedures.

The time commitment includes arriving 20 minutes early for worship to light candles and to pray with the Rector, and staying after worship to assist as needed.

Service as a Lay Eucharistic Minister is open to all who experience a call to serve in this capacity. Interest should be expressed to the Rector. Training and practical mentoring will be provided.

Flower Guild

Mission Statement:

The ministry of the Flower Guild is to assist in beautifying our worship space at Trinity by providing refined floral arrangements.

What we do:

The Flower Guild is a group of dedicated and devoted volunteers who have the responsibility for the arranging and placement of flowers for regular worship and special services within the church.

Helpful skills and training:

No special skills are necessary to be part of the Flower Guild. Current members are eager to share their knowledge and artistry with new members, and are always willing to pass along their experience and skills to others. No training or prior experience is required. A desire to learn, and a love for reverently arranging natural beauty is encouraged.

Time Commitment:

The Flower Guild is divided into teams (currently 7). Each team is scheduled to arrange flowers every seventh week. The arranging and cleanup takes approximately two hours. The Flower Guild is an ideal way for members of our congregation to become involved in a ministry at Trinity, particularly if members are unable to commit more than a few hours of their time every couple of months. In addition, the Flower Guild usually holds an informal gathering of its members once per year.

Number of people needed: New participants are always welcome.

Lay Eucharistic Visitors

Lay Eucharistic Visitors are a group of people who feel a calling to bring the Eucharist from the church to parishioners who are home-bound. Lay Eucharistic Visitors leave church directly following the worship service with the sacred elements of bread and wine.

Training is involved, and participation is at the Rector's discretion. If you feel called to be Lay Eucharistic Visitor, or want to learn more, please contact the Rector.

Lay Readers

The Lay Readers, or Lectors, read the scripture readings appointed for each Sunday from the Revised Common Lectionary.

At the 8 o'clock Rite I service, there is only one Lector who reads the first reading, leads the antiphonal reading of the Psalm, reads the second reading, and leads The Prayers of the People. During the 10:30 Rite II service, there are two Lectors. The first Lector reads the first reading and leads the antiphonal reading of the Psalm. The second Lector reads the second reading and leads The Prayers of the People. Lectors are also needed for special services, for example, special liturgies are offered during Holy Week.

The Lectors are assigned to various Sunday services by the Parish Administrative Assistant in consultation with the Rector. An optimum number of Lectors would allow for participation by a variety of Lectors with some periodicity.

Preparation includes studying the passages that precede and follow the assigned reading and researching the correct pronunciation of proper names. An annual meeting of Lectors is usually scheduled to review and to standardize procedures, to review the use of the microphone, the correct approach to the lectern, etc. An ability to project one's voice is helpful.

Anyone who feels called to serve as a Lector should discuss his or her interest with the chair of the Lay Readers.

Ushers

The Ushers are often the first representatives of Trinity Church who greet visitors to Trinity. Their responsibilities include:

- Smile, and greet the congregation as they arrive for worship. Make people feel welcome.
- Distribute worship bulletins and assist people in being seated in preparation for worship.
- Collect the offering.
- Usher the congregation to and from the holy Eucharist at the high altar.
- Cleanup the church following the service.

Ushers can expect to be scheduled for service approximately once every two months.

Training is provided for anyone interested in joining the Usher team.

Adult Christian Education Committee

Mission Statement:

It is our mission to provide opportunities for the Holy Spirit to enrich the Parish's faith through communal study in order to more fully love God and our neighbors.

What we do:

The committee is responsible for all Adult Christian Education at Trinity Church. It develops long-range plans for the future growth of the Christian Education program, and it seeks out appropriate speakers for the program. The committee is primarily responsible for the Sunday morning Adult Forums and for the Lenten Series, which is a weekly series of dinners and lectures or discussions during Lent. The committee also oversees the Christian Education budget.

Training/Skills:

Training is not required, however an interest in and a commitment to Adult Christian Education is important.

Approximate number of people needed: Eight to twelve.

Youth Christian Education Committee (Sunday School)

Mission Statement:

We proclaim the Gospel and, in partnership with parents, nurture its work in the lives of children.

Statement of Values:

- We value the Christian witness of every child.
- We value relationships more than lesson plans.
- We value compassion, love, and joy.
- We value questions as well as understanding.
- We value play as well as study.

What we do as a committee:

The committee is composed of those called to be Sunday school teachers and is led by the Christian Education Director. It meets three times per year to discuss the teaching calendar, curriculum, and other related topics. A subgroup of the committee helps with the planning and running of the Vacation Bible Study (VBS) in the summer.

Skills helpful to success or training required:

A calling to join in the spiritual formation of the youth of the parish by teaching one of three age level Sunday school classes. Training is required for “Godly Play” for the pre-K through 2nd grade class.

Time commitment:

Teachers teach, on average, nine 45 minute long classes over the course of the church year. These lessons require preparation time. In addition, there are three, two-hour meetings held, one each in the fall, winter, and spring. For those feeling called to help with VBS, there are three or four planning meetings, and three days of dedicated service during the summer.

Meetings:

Three per year for Sunday school; three to four meetings for planning for VBS.

Approximate number of people needed:

This committee is open to as many individuals as feel called to this ministry. A minimum of six committee members are necessary for teaching Sunday School, and a minimum of three individuals are needed to plan for VBS. In addition, many more volunteers are needed while VBS is in session.

Youth Ministry Committee

Mission Statement:

Youth Ministry is vital to the spiritual health of Trinity Church. Through this relational ministry, we seek to nurture the faith of our youth, guide them in becoming followers of Jesus Christ, and send them out into the world to live transformed and transformative lives.

What we do as a committee:

- We support to the Youth Minister by prayer, fellowship, and the volunteering of time.
- We do yearly programmatic planning for the Youth Group, including weekly meetings, 30 hour famine, mission trips, Shrine Mont retreats, and Youth Sunday.
- We do long range planning for Youth Ministry.
- We conduct advocacy for youth and parents within the larger Trinity community and church programs.

Skills helpful to success or training required:

The most important element in participation in this committee is experiencing a “call” to participate in the spiritual formation of the youth of our parish.

Time Commitment:

Committee members would participate as co-leaders with the Youth Minister during youth group meetings for two hours, once per month and attend 1 to 2 hour meetings monthly, except during July. For those interested in serving as a chaperone for one of the two Mission Trips, the time commitment would be for 4 – 6 days per trip, depending on the trip. Meetings are held monthly, except during July.

There is no maximum number of people needed for this committee. As many individuals as feel called would be welcome. A minimum of six members are necessary to help with the important mission of the Youth Ministry Committee.



Children's Church

Mission Statement: "Same Gospel, different vocabulary."

What we do:

We conduct a children's liturgy. This allows parents to focus on the Homily and the prayers without sacrificing the children's worship experience, and the children can focus on their homily and prayers.

Children's Church takes place every Sunday, during the 10:30 worship service. Children's Church begins during the sequence hymn, and the children rejoin their parents for The Peace.

Volunteers are welcome to be lectors, preachers, musicians, and shepherds.

Parents are welcome to observe. The service is designed for children, all are welcome.

On any given week, three volunteers would be helpful, however this could be assigned on a rotating basis.

Time commitment:

For the individual preparing the sermon, two hours of preparation are suggested. For other positions, the time commitment varies.

Valuable skills contributing to success:

Enthusiasm, patience, creativity, love for children.



Outreach Committee

Mission Statement:

Our mission is to provide financial support to organizations that enhance and enrich the lives of people in need.

What we do:

Our outreach efforts assist a wide variety of projects in the local and worldwide communities and are led by the Rector and our Outreach Committee, a group of volunteer church members. Outreach funding is dispersed through a monthly review process managed by the Outreach Committee. Proposals may be submitted to the Outreach Committee by any organization or individual with a Trinity Church parishioner as sponsor (for more information, see the Outreach Submission Guidelines on the website: www.trinityuppperville.org/Outreach/). Examples of projects funded recently include, Habitat for Humanity, S.O.M.E. (So Others Might Eat), Blue Ridge Hospice, MAP International, and Helping Haitian Angels.

In addition to responding to the proposals we receive, Trinity Outreach sponsors many other efforts, including, The Trinity Thrift Shop, ESL (English as a Second Language), the Community Music School of the Piedmont, The Trinity Hunt Country Stable Tour, and the Trinity Christmas Auction.

The Outreach Committee meets either the first or second Tuesday of every month. The meetings, lasting about one hour, are held in the Peard House at 6:30 P.M.

New members are welcome.



English as a Second Language (E.S.L.)

E.S.L. provides an opportunity for Spanish-speaking people in the greater Upperville area to learn English, enjoy fellowship, and be nourished by a dinner. The program is funded through Trinity's Outreach Committee, which allocates funds to pay for a teacher.

In addition to providing funding, Trinity makes Cox Hall available to serve as a venue for this activity. A hostess from Trinity greets the students and facilitates their coming together. The host/hostess also arranges for volunteers to provide a very simple supper for approximately 10 students each week. Examples of the food served include: bread, salad, soup, a casserole, fried chicken, frozen lasagna, and cookies/brownies.

The ESL lessons generally are offered during the academic year, September through June. Lessons are suspended during the summer, as the students are often working during the longer daylight hours.

The scheduled time for ESL is Monday evening, from 7 – 9 PM. Food may be dropped off on either Sunday or Monday. Some people who deliver food choose to stay on and be part of the class; others deliver the food and leave. Either approach is perfectly welcome.

Providing food for E.S.L. is a great way for someone to be involved and to serve the Outreach of Trinity Church without having to make a long-term commitment. It is a very rewarding way to practice the ministry of hospitality.

Food Closet

Trinity maintains a Food Closet in the basement of Peard House offering a supply of non-perishable food items for the benefit of people who need assistance with providing for their families during difficult economic circumstances.

Members of the congregation can serve in several ways. The most obvious way people can help is by donating non-perishable food. Canned fruit and vegetables, canned meats and fish, pasta and spaghetti sauce, soups and stews, small sacks of sugar and flour, vegetable oil, rice, instant mashed potatoes, cereal, canned milk, healthy snacks, peanut butter and jelly, soap, toilet paper, toothpaste, etc. are all welcome.

Volunteers are also needed to monitor the inventory, restock and to arrange the pantry to keep it looking attractive and in good order.

Thrift Shop

The Trinity Church Thrift Shop is one of the oldest and most successful Outreach Ministries of the church.

The shop is governed by a Board of Directors chosen from the parishioners of Trinity Church and the greater Upperville community. The actual shop is located in the Keith House, across the side street from the Upperville Post Office on the east side of the church campus. The shop's inventory comes from donations from the congregation and from local residents. Donations are received on Wednesdays and are sorted and displayed to be sold on Saturdays.

Volunteers are needed to sort, and another set of volunteers are needed to sell. Sorters tend to work weekly. The volunteers who perform the selling function on Saturday rotate this responsibility on a schedule that calls for them to work approximately one Saturday morning every six weeks. The Board of Directors meets once a year.

When the church receives requests for financial assistance, the members of the Thrift Shop Board are all consulted to discuss how best to help each prospective recipient. Checks are never issued directly to the person in need, but rather to the power company, the doctor's office, the landlord, etc.

The Thrift Shop always welcomes volunteers to sort, to sell, or to serve on the Board of Directors.

So Others Might Eat (S.O.M.E.)

Mission Statement: "Restoring hope and dignity, one person at a time."

Volunteers for S.O.M.E. meet six times each year on the third Thursday of the following months: January, March, May, July, September, and November. On the Thursday of those appointed weeks, volunteers prepare a meal in Cox Hall, as one of 93 current "Provide-A-Meal" (PAM) groups that contribute to S.O.M.E. The next day, on Friday, volunteers deliver the meal to S.O.M.E.'s facilities located at 71 O Street, N.W., in Washington, D.C. (Volunteers may commit to serve on Thursday or Friday, or both).

S.O.M.E. serves an average of 400 hungry and homeless people in Washington, D.C. each day. The meal that the Trinity volunteers prepare consists of a main dish, a rice casserole, a vegetable, bread, dessert, and milk.

On Thursday, the cooks generally arrive in the kitchen beginning at 7:30 A.M. The work requires less than an hour's commitment, but is an excellent opportunity for Christian fellowship.

On Friday, the van departs the Trinity parking lot by 8:30 A.M. (so plan to arrive at church by 8:15 A.M.) and returns to the church at approximately 3 P.M. The van seats ten people comfortably, or volunteers are welcome to drive their own vehicles and meet at the S.O.M.E. facility. It would be advisable to let the coordinator know if you are planning to ride in the van, in the interest of ensuring adequate seating.

Parish Life Committee

Mission Statement:

To keep the members of Trinity Church engaged by supporting programs of the church with enthusiasm and providing opportunities for interaction among parishioners. We strive to be welcoming, inclusive and dynamic.

Committee

We have at least 8 members and meet once a month to review monthly activities and to plan for new ideas.

Activities include:

Coffee Hour—Coffee hour is an important opportunity for members of Trinity Church to interact, and enjoy conversation and fellowship. In this day and age of technology, it is the one place where people of all ages have an opportunity to interact. Parish Life tries to ensure that parishioners are volunteering for Coffee Hours and to fill in where there have been gaps. We encourage all members of Trinity to participate in Coffee Hour at least twice per year.

Activities Fair—The Parish Life Committee helps to set up for this important kick-off event in the fall of each year. It is a time when parishioners have an opportunity to learn about the programs and opportunities for service at Trinity Church.

Advent Wreaths—The Parish Life Committee has hosted an advent wreath making party during coffee hour for several consecutive years. This activity is very popular with the parish.

Pancake Supper—The Parish Life Committee is responsible for decorating Cox Hall on Shrove Tuesday in preparation for the Mardi Gras pancake supper.

Caroling— In conjunction with the Youth Group, we encourage parishioners to join for Christmas caroling to Upperville neighbors and to parishioners who may be home-bound.

Newcomers Tea—held in the Peard House during the winter months, this occasion makes it possible for Newcomers to become acquainted with one another and to meet the staff and Vestry of Trinity Church.

Lent—During the Lenten season, Parish Life arranges for a simple supper to be served in Cox Hall in conjunction with the Wednesday evening Lenten program and preparation for confirmation by the confirmation candidates.

Agapé Supper—Parish Life arranges a light meal for parishioners who attend the Maundy Thursday Worship Service.

Easter Coffee Hour—all members of the parish are invited and encouraged to bring refreshments for the Easter Sunday coffee hour, however, the Parish Life Committee coordinates the volunteers for food, set up, and clean-up.

Movie Night—the Parish Life Committee organizes periodic Movie Nights for all ages, providing the film, refreshments, and commentary.

Summer Concert Series—It has been a popular parish-wide event for all ages to gather in the Bishop's Garden, bring a picnic, some libation, and listen to a variety of music provided outdoors.

Welcome Packet—The Parish Life Committee developed an informational “Welcome Packet” to be distributed to newcomers who visit Trinity. The Parish Life Committee coordinates with members of the parish Staff to ensure that the proper follow-through protocol is followed to make newcomers feel welcome in the life of Trinity Church.

Inreach Committee

The Inreach group is a burgeoning ministry of approximately 35 members. It was first initiated in 2005, with the goal of giving to parishioners in need at a personal level. Inreach Committee members write cards offering sympathy and encouragement, deliver food, provide transportation to doctors' appointments, run errands to a pharmacy or grocery, or deliver altar flowers with a warm, personal greeting. The committee monitors the prayer list in an effort to be pro-active about offering help. The Inreach Committee has instituted the use of nametags for coffee hours and other

church sponsored events in the interest of helping members of the congregation become better acquainted with one another. If you don't yet have a nametag, please let the church office know, and the Inreach Committee or church staff will be happy to make one for you.

Inreach operates on a team basis. Currently, each team consists of 6 – 7 members being “on call” for a three month rotation. Inreach meetings are infrequent, though occasionally necessary. Much of the necessary communication is conducted via email and telephone.

The third Sunday in Advent, also known as “Mary Sunday,” has been designated Inreach Sunday. Coffee hour is hosted by the committee on that occasion.

Membership in Inreach is open to all. Anyone with a cheerful heart and a willingness to help others would be most welcome.

Finance Committee

The Finance Committee serves to help to advise the Vestry on the prudent stewardship of Church funds. The committee supports the Treasurer, who works with the committee to establish a preliminary annual budget. This recommended budget is forwarded to the Vestry, who ultimately refines, approves and implements the budget. The Finance Committee frequently advises the Vestry on the financial implications of initiatives being considered, and serves as an ongoing checkpoint to ensure financial procedures and processes are being properly applied. The committee's positive working relationship with the Vestry is critical to Trinity's successful operation.

The committee meets on the second Monday of each month. There are typically 5-10 members of the Finance Committee, including the Treasurer, the Rector, and a member of the Vestry. There are two primary subcommittees of the Finance Committee: Endowment and Planned Giving. These subcommittees both strive to ensure the long-term financial strength of Trinity by working to preserve and to grow the Church endowment. They regularly consult with the Finance Committee but are separate groups.

Endowment Committee

The Endowment Committee was established to provide the church a means to focus specific and separate attention on the management of the endowment funds as distinct from other duties of the Church.

Their duties include managing all endowment funds, monitoring distributions from the endowment fund in accordance with their charter, and enhancing the endowment for the long-term benefit of Trinity Church.

The Endowment Committee consists of a minimum of three and a maximum of five at-large members. The Treasurer and the Chair of the Finance Committee serve as *ex officio* members of the Endowment Committee. The at-large members should have some knowledge of investment markets and practices, finance, and/or fiduciary duties.

Each year, by policy, up to 5% of the endowment (as determined by a formula, as the balance fluctuates) may be used by the Vestry to help fund the operations of Trinity Church.

These endowment distributions, while helpful, only augment the total revenues required to fund the daily life and work of Trinity Church. They are in no way a substitute for the necessity of annual giving through the autumn stewardship campaign.

Donations to the endowment may be given, and will be gratefully received, at any time. The “Donate Now” button on the Trinity website will offer prompts, including an invitation to contribute to the Trinity Endowment.

Anyone wishing to contribute either talent or a contribution should contact the Chair of the Endowment Committee.

Planned Giving Committee

The Planned Giving Committee was formally established in 2011 with the mission to increase Trinity’s endowment. This is being accomplished primarily through the establishment of The Meade Society, a legacy organization which accommodates individuals who wish to include Trinity Church in their estate plans. Individuals who join The Meade Society are making bequests that reflect their values, priorities and gratitude for God’s blessing, while encouraging Trinity’s continued role in supporting and enhancing the lives of others.

There are currently five members of the Planned Giving Committee, including the Rector, and this group is expected to continue to grow and evolve. Members of the Planned Giving Committee contact other members of Trinity about their potential interest in joining The Meade Society and work with them to facilitate an appropriate bequest.

Stewardship Committee

The Stewardship Committee is responsible for a year-round effort to educate the congregation in our responsibility to exercise the many facets of stewardship.

As we grow in our understanding, we come to realize that *all we have comes from God*. We will one day be accountable for how we used our resources to serve God during our lifetimes.

For ease of discussion and programming, we at Trinity have divided the stewardship year into four quarters:

The Stewardship of Treasure – This occurs in the autumn of each year, and includes preparing materials for the stewardship “packets” and pledge cards mailed to Trinity’s members and friends. Individual thank you notes are written to every person who makes a pledge to Trinity Church.

The Stewardship Committee does *not* know the specifics of any pledges. The committee *does* write thank you notes to each person from whom a pledge is received. The names only are given to the Stewardship Chair. The amounts are known only to the Treasurer, Parish Administrator, Bookkeeper, and Administrative Assistant.

The Stewardship of Creation – This occurs in the winter season of Epiphany. Adult Forum Speakers address our responsibility to take care of our planet.

The Stewardship of Time and Talent – This emphasis takes place in the Spring and dovetails well with Trinity’s most ambitious volunteer effort, the Hunt Country Stable Tour.

The Stewardship of the Sabbath – In the summer, we acknowledge our responsibility to follow God’s example set forth in creation (“On the seventh day, God rested”). The Stewardship of Sabbath also reminds us that just as at least one-tenth of our finances belong to the Lord, so also does one day of each week. We are to rest in the summer, but not to rest from our responsibility to participate in worship.

It would be most helpful for Stewardship Committee members to have a working knowledge of the scriptural teachings of the Old and New Testaments on stewardship and a willingness to communicate these teachings either in the spoken word or in print.

There are other ways to serve in the stewardship effort. If you would be willing to share your experience working with volunteer groups, or teaching the congregation about ways to conserve the planet's limited resources, please contact the Rector, the Adult Education Committee, or the Stewardship Committee.

Music Ministries

Music Committee Mission Statement:

It is our mission to enable and to encourage all members of the parish to share in the experience of glorifying God through music; to teach together the skills of music and the practices of faith; and to build the body of Christ through worship, rehearsal, outreach, and fellowship using music as an instrument of God's peace.

Trinity's music program is committed to a ministry where people of all ages and experience can come together in a nurturing, supportive environment to practice the skills of music and the ways of faith.

The church has excellent acoustics and is an inspirational place to sing. The organ is a 55 rank Aeolian-Skinner pipe organ which is ideal for accompanying a wide variety of sacred music styles. Our current music program continues to build on a long tradition of great music with hopes of further perfecting our praises and nurturing each other.

Junior Choir

Children are introduced to the fundamentals of pitch and rhythm as they begin to develop their singing voices. They also learn the basics of worship practice as they prepare to sing in church occasionally. Discovering a joy in singing is the primary goal.

Ages: 4 years through 2nd grade.

Rehearsal: Wednesday 4 – 4:30 P.M. Peard House.

Choristers

This choir is designed to correspond with the Choristers Guild (the national organization of children's choirs). Children will continue to develop their vocal sound as well as skills in music reading and singing in parts. This group attends Choristers Guild events, and sings in church once each month.

Ages: grades 3 – 8.

Rehearsal: Wednesday 4:45 – 5:30 P.M. Peard House.

Chancel Choir

The Chancel Choir is the focal point of our ministry of music, providing offertory anthems and congregational leadership each Sunday for the 10:30 AM worship service. In addition, we present special music services and a large choral work sometime during the year. Group vocal development, musical interpretation, worship practice, and spiritual growth are all emphasized.

Rehearsals are Thursday from 7 – 9 P.M. Sunday morning warm-up takes place at 9:15 A.M.

All are welcome. Some musical experience is helpful, but not essential.

Handbell Choir

The adult handbell choir plays a variety of traditional handbell music, as well as accompaniments to choral anthems and congregational singing, on our 4-octave set of Schulmerich Handbells. The handbell choir participates in worship approximately once per month.

Rehearsals are Tuesday from 7:15 – 8:30 P.M.

All are welcome. The ability to read music is helpful, but not essential.



Hunt Country Stable Tour

The Stable Tour is a parish-wide fundraising event held annually on the Saturday and Sunday of Memorial Day weekend.

Co-chairs and their respective committee members meet monthly from September through May to plan the details of the tour. The entire congregation is invited to volunteer during the actual tour days. The proceeds generated from the Stable Tour are deployed to fund the many ministries of Trinity Church.

All types of wide-ranging skills are helpful to the success of the Stable Tour. Some people will encourage farms to participate, solicit underwriting donations, conduct tours of the church, sell tickets, park cars, describe equestrian activities, design collateral printed materials, and generally practice the ministry of hospitality. A parish celebration is held on Sunday evening as an expression of thanks to all who volunteered. This celebration is a wonderful example of our coming together in Christian community.

Approximately 150 volunteers are needed *per day* to ensure the success of the Stable Tour.

Christmas Auction

The Christmas Auction is held each year on the first Sunday in December. The purpose of the Auction is to generate funds to support the ministries of Trinity Church. For the past several years, all income generated through the Christmas Auction has been donated to support The John Levis Scholarship Fund for the Piedmont Child Care Center in Upperville.

Typically, two co-chairs are needed for the Auction event. Their work consists of soliciting contributions for the live and silent auctions, cataloging the offerings with descriptions and values, preparing advertising materials, and coordinating the efforts of other volunteers. In addition, many volunteers are needed to help with set-up, display, take-down, check-out, acquisition, and publicity.

Helpful skills include strong organizational ability, the ability to create attractive displays, attention to detail in cataloging, being able to visualize the potential in a possible acquisition, skill in streamlining a check-out procedure, a sense of humor, and a resilient smile.

If you are interested in working on the Christmas Auction please make yourself known to either of the co-chairs or to the Parish Administrative Assistant.

Buildings and Grounds

The Buildings and Grounds Committee strives to assure the preservation of the Trinity property and buildings in a manner that inspires all people who behold this place to recognize the glory of God.

The committee's activities involve a close working relationship with our Sexton to direct efforts including the maintenance of the grounds, care of trees, gutters, painting, etc.

The committee also undertakes proactive efforts to reduce energy consumption, assure safety, upgrade appearance and efficiency, and assure the long-term preservation of Trinity's magnificent physical campus.

Healing Ministry

Mission Statement: To listen, love, and pray for all those who come seeking the healing ministry of Jesus Christ.

What We Do: We provide two types of prayer ministry:

1. Intercessory Prayer

Intercessory prayer is prayer for others. A prayer intercessor is one who takes the place of another or pleads another's case. One study Bible defines intercession as "holy, believing, persevering prayer whereby someone pleads with God on behalf of another or others who desperately need God's intervention."

Intercessory Prayer Sessions are held weekly. At this time, we pray for the parish prayer list, the prayer cards submitted by the congregation and others we know to be in need of prayer.

2. Healing Prayer

Healing prayer is praying for those who are sick or in need of healing by bringing them into the healing presence of Christ so that they can be healed and reconciled to God. We pray using Jesus Christ as our model. However, healing prayer ministers do not heal, God does the healing. Our job is to listen, love and pray with those in need, to be God's hands in the world and to be a conduit for His healing power.

Healing may be sought for disease and injury, physical or emotional pain, memories or loss, generational issues, depression, anger, despair or any other physical, emotional or spiritual problems. Scripture reminds us that

our time on earth is finite and that we all will die. Thus, 'healed' is not synonymous with 'cured'. When a healing does occur, it may or may not include a cure.

Healing prayer is offered in two ways:

1. Altar Ministry – healing prayer is offered in the small chapel at the 10:30 service on Sunday following communion.
2. For those with private, complex or serious problems, special appointments may be requested with Prayer Teams trained to minister through in depth prayer sessions.

Skills or Training Needed: An interest in healing, willingness to serve and active listening skills are helpful. All members are required to participate in a 6 month training period.

Time Commitment: The time commitment varies, but, in general, it requires about an hour a week after the initial training. During the training period, it requires about 2 hours per week.

Members Needed: We currently have about 12 members, but we welcome all who feel called by God to enter into this holy ministry.

Office Volunteers

Occasionally, volunteer help is needed in the church office when the staff are either out of the office or occupied with meetings. Activities include a willingness to answer the telephone, deliver messages, and directing visitors to the Food Closet, etc.

It is very important that Office Volunteers be cheerful, helpful, and able to maintain confidentiality.

Anyone interested in helping out in the church office should contact the Parish Administrator.

Photography

Trinity is a very busy place. Photography is one way to document the many activities and service opportunities in which we engage. Photos are used for each month's Genesis, the Trinity website, the bulletin board in Cox Hall, the Annual Report to the congregation, the annual Stewardship Pledge Packets, Stable Tour publicity, and the creation of scrapbooks that depict a visual history of life at Trinity Church for posterity.

Anyone who enjoys taking photos is most welcome. Volunteers should make themselves known to the Parish Administrator.

Vestry

The Vestry is a 12-member body elected by the congregation during the annual meeting. Vestry members serve for a three-year term; four new members are elected each year to replace the four members whose terms expire each year.

The Vestry meets on the third Wednesday evening of each month (except August) to pray for the church, direct the various ministries of the church, assist the Rector in leading the parish, and to consider the matters pertaining to the daily operations of the church. Typically, each Vestry member serves as either a committee chair, or a liaison to a ministry of Trinity Church.

The qualifications for Vestry members include:

- Have a love of God, and be committed to following Jesus Christ.
- Be an active communicant at Trinity who has participated in the stewardship of the spiritual and material life of the church.
- Have a fundamental knowledge of the congregation, its programs and governance.
- Have a mutual relationship of trust and respect with the leadership of the Parish.
- Have a capacity for leadership within the Parish and the larger Church
- Be able to maintain confidentiality as needed.

The Responsibilities of Vestry members include (but are not limited to):

- To pray daily for the Rector, the Vestry, the congregation, and to attend weekly worship.
- To support Trinity Church's Rector, staff, and programs.
- To observe the canons of the diocese and the national church.
- To set goals and to implement priorities for the upcoming year and beyond.
- To formulate and manage the financial operations of Trinity Church.
- To arrange for elections to the Vestry.
- To oversee the physical plant, the buildings and the grounds.
- To maintain Vestry participation in and support for parish, regional, diocesan and national church programs and activities.
- To handle the church's temporal business.

- To welcome new members into the life of Trinity Church.
- To equip and to motivate all church members for service in the many ministries of Trinity Church.

Members of the congregation who feel called to serve on the Vestry should make themselves known either to the Rector, or to any member of the Vestry serving his or her third year.



