

# Hearts and Hands

Volunteers, please realize how much we appreciate you! Without your efforts, our worship and fellowship experiences would be impossible. Thanks for all the energy, love, and commitment you put into your tasks. Listed with each section are church members who coordinate that area of volunteer responsibility. Please call them if you have questions, need more information, or want to participate. **Please check to see if your name and phone are listed correctly!**

## CHURCH OFFICE HELPERS

Responsibilities include answering phones, gathering friendship pads, making copies, folding and stuffing bulletins, and other duties as the need arises. Your time and effort is a tremendous help to the office staff. Office helpers work from 9 AM to noon.

—Cathy Germanowski and Tricia Truax (682-3865)

First Monday of the month:	Marie Grauerholz	Fourth Monday of the month:	Susie Wootton
Second Monday of the month:	Harriet Barr	Fifth Monday of the month:	Judy Johnson
Third Monday of the month:	Phyllis Cagle	All other Tuesday mornings:	Corlis Wood
Third Tuesday of the month:	Jane Eakle	Every Thursday afternoon:	Corlis Wood

## SANCTUARY GUILD

A detailed checklist of your special duties will arrive in the mail a week before your time of service. If you have questions, please call me. A big thank you goes out to each one of you for all your help and energy in making our church a warm and welcoming place for family and friends to worship each Sunday. Thanks again.

—Linda Braddock (493-5321)

<b>AUGUST</b>		<b>SEPTEMBER</b>		<b>OCTOBER</b>	
Phyllis Cagle	489-4760	Gerda Medley	383-7621	Connie Kearney	493-4991
<i>Volunteer needed</i>		<i>Volunteer needed</i>		Suzy Ward	490-6551

## 9:00 AM COMMUNION PREPARATION

**Before the service:** Unlock the communion closet with key #22 and take the box labeled "9 am communion." Set table with cloth, chalice (goblet), ewer (pitcher) with enough juice in it to half-fill the goblet, and the tray with about 40 to 45 Matzo crackers. Put cover on tray. Be sure there is an elder to help serve.

**After the service:** Wash and replace silver in box and closet. Put juice in refrigerator and Matzo crackers back in box labeled "9 am communion." Return key #22 to key box. Record the number taking communion and the number in attendance in the book in the bureau in the narthex.

—Bob and Hildur Blake (490-6750)

<b>AUGUST</b>		<b>SEPTEMBER</b>		<b>OCTOBER</b>
02 No 9:00 AM service		06 Hildur & Bob Blake		04 Hildur & Bob Blake
09 No 9:00 AM service		13 Ann & Barry Wood		11 Ann & Barry Wood
16 Carol & Roland Kurtz		20 Carol & Roland Kurtz		18 Carol & Roland Kurtz
23 Pat & Don McIntire		27 Pat & Don McIntire		25 Pat & Don McIntire
30 Phyllis & Dan Cagle				



## USHERS

Ushering is an important duty in the church. Good ushering makes a definite contribution to the worship service. This information is intended to acquaint you with the duties of ushers so that the church may enjoy consistent and organized ushering service. The following are the responsibilities of all ushers.

1. Ushers are scheduled to serve for a full calendar month. Upon notification that you have been scheduled, please arrange to be present for each service during the month when ushers are required. If you are unable to be present for any occasion, it would be greatly appreciated if you would get a replacement usher who is scheduled for a different month. If unable to obtain a substitute, it is very important that you provide as much notice as possible to the usher-in-charge.
2. Ushers for the 9:00 AM service are also responsible for UNLOCKING the building at 8:00 AM so that communion can be prepared and unlocking the school parking lot if it is locked. Ushers for the 11:00 AM Sunday morning services are to be in the narthex by 10:30 AM. Be in the narthex 30 minutes in advance of the starting time for any other services.
3. Put on a happy face. Smile and be friendly. Your job is structured; however, there is plenty of time available for you to be helpful and supportive of the congregation. You, as an usher, make a big impression on those in the pews. Do your best to make that a *good* impression.
4. Put on an usher pocket insert. This has proven to be valuable to church members in getting to know who is ushering.
5. Help keep the narthex clear for members and visitors to enter the sanctuary.
6. Advise visitors with small children of the availability of the nursery
7. In seating those in attendance, remember the following:
  - Observe any reserved seats.
  - Do seat latecomers during the prelude and lighting of the candles. Do not seat anyone during the prayers or scripture/responsive readings. Notations will appear in the bulletin designating appropriate times for seating latecomers.
  - If you cannot spot vacant seats from the rear of the sanctuary, go forward to locate vacant seats and then return to usher the attendees.
  - Distribute as required 'large-print' hymnals and bulletins, which are kept in the narthex.
8. Record attendance in the book in the bureau in the narthex.
9. Ensure that any offering (e.g., Pennies for Hunger) and extra bulletins left in the narthex at the end of the service are delivered to the office.

Additional responsibilities for the 9:00 AM ushers and the 11:00 AM USHER-IN-CHARGE can be found in the church office and in a top drawer of the bureau in the narthex.

*Ralph Gunderson (933-5570)*

AUGUST	SEPTEMBER	OCTOBER
09:00 Dan Cagle Phyllis Cagle	09:00 Jeff Reedy Al Thorn	09:00 Chris Perry Cathy Perry
11:00 Jim Petrea (in charge) Mary Gunderson J D Wilson	11:00 Noell Tillett (in charge) John Reeves Janene & Peter Tompkins	11:00 Bill Waddell (in charge) Al Joyner Bill Martin Doug Sammond

## GREETERS

Greeters welcome both members and visitors. Encourage everyone to wear a nametag. Remember that you make the first impression for visitors about the warmth and spirit of Trinity Avenue. If you cannot serve on the date assigned, please switch with another person on the schedule.

*Ralph Gunderson (933-5570)*

AUGUST	SEPTEMBER	OCTOBER
02 Doors Teresa Roberts & Bill Waddell Ramp Helen Idol	06 Doors Rick & Suzanne Freeman Ramp Nancy Williams	04 Doors Beverly & Gary Pellom Ramp Jo Deckard
09 Doors Noell & Kathy Tillett Ramp Becky Bowden	13 Doors Ginger & Andy Lane Ramp Ann Johnson	11 Doors Ralph & Melanie Gunderson Ramp Mary Gunderson
16 Doors Phil & Connie Kearney Ramp Carol Berman	20 Doors Chris & Tom Berry Ramp Connie Badger	18 Doors Crawford & Jane Eakle Ramp Jon Inglefield
23 Doors Julie & Mike Mangano Ramp Beth Pierce	27 Doors Jim & Ruth Petrea Ramp Wendy Hoffman	25 Doors Anna & Uwe Beckmann Ramp Jacksie Crossman
30 Doors Bobby & Tonya Stockburger Ramp Susie Gilbert		



## NURSERY HELPERS DURING MORNING WORSHIP

Please arrive in the nursery room you are to work in no later than 10:35 AM. If a schedule conflict arises, trade with another person on the schedule and notify the Superintendent of this change. Please contact us if you have any questions or concerns. Many thanks for all your efforts in this important area of ministry!  
 —Lisa Drummond (477-9818) and Daryn Berlin (471-5048)

### INFANT SUNDAY SCHOOL

AUGUST	SEPTEMBER	OCTOBER
02 Bill Drummond 477-9818	06 <i>Volunteer Needed</i>	04 Carolyn Andrews 688-7857
09 Karen Welty-Wolf 309-0079	13 Carolyn Andrews 688-7857	11 Dianne Moore 477-7696
16 Beth Drake 471-3002	20 <i>Volunteer Needed</i>	18 Bruce Lobaugh 493-4418
23 Beth Drake 471-3002	27 <i>Volunteer Needed</i>	25 <i>Volunteer Needed</i> 477-7696
30 <i>Volunteer Needed</i>		

### INFANT NURSERY (ages 6 weeks to 14 months)

AUGUST	SEPTEMBER	OCTOBER
02 <i>Volunteer Needed</i>	06 <i>Volunteer Needed</i>	04 <i>Volunteer Needed</i>
09 Karen Welty-Wolf 309-0079	13 Bill Breeze 688-5761	11 <i>Volunteer Needed</i>
16 Bob & Hildur Blake 490-6750	20 Joe & Beth Rusnak 493-7556	18 <i>Volunteer Needed</i>
23 Bruce Lobaugh 493-4418	27 <i>Volunteer Needed</i>	25 Dianne Moore 477-7696
30 <i>Volunteer Needed</i>		

### WALKERS (ages 14 months to 2 years)

AUGUST	SEPTEMBER	OCTOBER
02 Jo Deckard 471-4598	06 <i>Volunteer Needed</i>	04 <i>Volunteer Needed</i>
09 Bill Breeze 688-5761	13 Teresa Roberts/Bill Waddell 403-1921	11 David & Sherry Coulter 286-7278
16 Bill Drummond 477-9818	20 Nancy & Megan Williams 383-2064	18 <i>Volunteer Needed</i>
23 Jon Inglefield 309-0817	27 <i>Volunteer Needed</i>	25 <i>Volunteer Needed</i>
30 <i>Volunteer Needed</i>		

### 2s AND 3s

AUGUST	SEPTEMBER	OCTOBER
02 Bob & Margaret Clarke 596-5707	06 <i>Volunteer Needed</i>	04 Carolyn Andrews 688-7857
09 Janene & Peter Tompkins 683-2587	13 Ruth Petrea 477-7634	11 <i>Volunteer Needed</i>
16 Linda Braddock 493-5321	20 Linda Braddock 493-5321	18 Linda Braddock 493-5321
23 Paul & Marion Pierce 528-1073	27 Paul & Marion Pierce 528-1073	25 Marion & Paul Pierce 528-1073
30 Carol Berman 419-6467		

### 4s AND 5s

AUGUST	SEPTEMBER	OCTOBER
02 Bert Wolf 309-0079	06 Jon Inglefield 309-0817	04 Susie Gilbert 286-2689
09 Carolyn Andrews/Bert Wolf 688-7857	13 Bob & Margaret Clarke 596-5707	11 Cheryl & Lewis Blake 477-7069
16 <i>Volunteer Needed</i>	20 Bruce Lobaugh 493-4418	18 <i>Volunteer Needed</i>
23 Sara Williams 477-2872	27 Amy Daniels & Sandy Freeman 477-8182	25 <i>Volunteer Needed</i>
30 Connie Badger 493-4134		



## SUNDAY MORNING OFFICE & ACCOUNTING

Totaling the gifts and offering received during worship service (both Sunday morning services and for special services) is a vitally important task. The person designated as "in charge" should take the offering plates to the church office immediately after the benediction. *Please do not leave the plates unattended in the sanctuary.* When totaling and recording the offering, remember:

- All checks not in numbered envelopes should be copied on the copy machine.
  - Please write the amount of the contribution and the check number on the numbered envelopes in the upper right corner as a double check.
  - Count all checks and cash at least twice.
  - Remember Trinity Avenue's bookkeeper does not see the checks enclosed in numbered envelopes, and thus needs as much information as possible to properly record all gifts. Thanks for all your help!
- Chris Perry, Treasurer (383-2222)*

### AUGUST

- 02 Chris Perry (in charge)  
Marion Pierce & Corlis Wood
- 09 Jeff Reedy (in charge)  
Paul Pierce & Bill Medley
- 16 Bill Ross (in charge)  
Suzanne Freeman & Tom Berry
- 23 Bill Telford (in charge)  
Tom Hadzor & Bill Breeze
- 30 Joe Beavers (in charge)  
Joanne Franke & Corlis Wood

### SEPTEMBER

- 06 Al Thorn (in charge)  
Louise Noel & Lisa Drummond
- 13 Steve Yova (in charge)  
Ralph Gunderson & Phil Kearney
- 20 Bill Waddell (in charge)  
Susan Ross & Chris Berry
- 27 Ed Coman (in charge)  
Kerry Draeger & Tom Hadzor

### OCTOBER

- 04 Jim Elkins (in charge)  
Peggy Waters & Steve Edwards
- 11 Tom Beavers (in charge)  
Betty Beavers & Becky Bowden
- 18 Jim Vander Weide (in charge)  
Gail Vander Weide & Bill Wilcox
- 25 Bob Peake (in charge)  
Martha Sparks & Jim Petrea

## BUILDING LOCKERS

If you need to change with someone, please call them directly. I have tried to assign your Sundays to match counting assignments, although this was not possible in every case.

Lockers are responsible for turning out all lights and securing the building on Sunday after the noon fellowship time. A security/lock up checklist is available in the church office. 9:00 AM ushers will unlock again this quarter.

Thanks for your continued support.

*—John Faulkenbury (477-4679)*

### AUGUST

- 02 Al Thorn 489-7101
- 09 John Reeves 490-0679
- 16 Noell Tillett 383-4679
- 23 Phil Kearney 493-4991
- 30 Jeff Reedy 383-8706

### SEPTEMBER

- 06 Don McIntire 383-6998
- 13 Bill Waddell 403-1921
- 20 Kerry Draeger 383-8945
- 27 Mark Ahrendsen 419-1155

### OCTOBER

- 04 Bill Wilcox 493-1966
- 11 Bobby Stockburger 471-9028
- 18 Daryn Berlin 471-5048
- 25 Jim Petrea 477-7634

## ACOLYTES

**Recruiting** of acolytes and an acolyte coordinator will take place in August. If you are interested in coordinating the acolytes or being an acolyte or a parent-in-charge, please call the church office at 682-3865. Schedules for September and October will be mailed to all participating acolytes.

**Parents:** Please read carefully the mailed schedule, and make note of the days on which your child is listed. If your child is unable to serve on their scheduled day, please make arrangements to switch with another acolyte and notify the parent-in-charge of the change.

**Acolytes:** You should be in the Sacristy by 10:35 AM and be robed and ready for duty by 10:40 AM. Please be mindful of your behavior while you are in the sanctuary; avoid distracting the ministers and choir. Following the service, please hang up your robes in the Sacristy, then return to the sanctuary to remove discarded bulletins from the pews, restore hymnals and pencils to the pew racks, and collect friendship pad attendance sheets for the church office. We appreciate all your terrific efforts!

*—Judy Wooden (383-2860)*