

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:	Harriet Barr	Third Tuesday of the month:	Jane Eakle
Second Monday of the month:	Marie Grauerholz	All other Tuesday mornings:	Corlis Wood
Third Monday of the month:	Phyllis Cagle	Third Thursday of the month:	Helen Hilderman
Fifth Monday of the month:	Judy Johnson		

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.

—Dianne Moore (477-7696) and Anne Kern Carpenter (383-7075)

MAY		JUNE		JULY	<i>August</i>
Beth Drake	471-3002	Gloria Driver	383-5401	Volunteer Needed	<i>Lise Drummond</i>
<i>Donovan Drake</i>		Volunteer Needed		Volunteer Needed	<i>Ruth Petree</i>
<i>Yvonne Crumpacker</i>		<i>Marian Wright</i>			

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)

MAY		JUNE		JULY	
	Hildur & Bob Blake	06	Hildur & Bob Blake	04	Hildur & Bob Blake
09	Ann & Barry Wood	13	Ann & Barry Wood	11	Ann & Barry Wood
16	Carol Kurtz	22	Carol Kurtz	18	Carol 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.

Flo Bivins (493-5977)

MAY	JUNE	JULY
09:00 Dan Cagle Phyllis Cagle	09:00 Chris Perry Cathy Perry	09:00 Al Thorn
11:00 Sunny Wooden (in charge) Fritz Hine Bill Telford Al Joyner	11:00 John Reeves (in charge) Steve Edwards Geoffrey Edwards Linda Braddock	11:00 Bill Wilcox (in charge) David Wilcox Tom Beavers Joe Rusnak

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.

Flo Bivins (493-5977)

MAY	JUNE	JULY
02 Doors Randy & Judi Bishop Ramp Jacksie Crossman	06 Doors Lee & Frances Clement Ramp Margaret Gilbert	04 Doors Dave & Judy Patton Ramp Helen Hilderman
09 Doors Randy & Bridgett Ray Ramp Corlis Wood	13 Doors Bill & Gerda Medley Ramp Susan & Jennifer Medley	11 Doors Bill & Ann Martin Ramp Peggy Waters
16 Doors Bob & Hildur Blake Ramp Carol Rose	20 Doors Noel & Virginia Johnston Ramp Jane Thorn	18 Doors Ginger & Brian Lane Ramp Joanne Franke
23 Doors David Ross & Becky Bowden Ramp Jack Crumpacker	27 Doors Gerald & Cammie Gibson Ramp Gloria Driver	25 Doors Crawford & Jane Eakle Ramp Bob Blake
30 Doors Jack & Yvonne Crumpacker Ramp Anne Carpenter		

Jack & Yvonne Crumpacker

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!

—Carolyn Andrews (688-7857) and Daryn Berlin (471-5048)

INFANT NURSERY (ages 6 weeks to 14 months)

MAY
 02 Volunteer Needed
 09 Volunteer Needed
 16 Volunteer Needed
 23 Volunteer Needed
 30 Volunteer Needed

JUNE
 06 ~~Volunteer Needed~~ Breeze
 13 ~~Volunteer Needed~~ Beth Drake
 20 ~~Volunteer Needed~~ Grauerholz
 27 Volunteer Needed

JULY
 04 Volunteer Needed
 11 Volunteer Needed
 18 ~~Volunteer Needed~~ Beth Pierce
 25 Volunteer Needed

WALKERS (ages 14 months to 2 years)

MAY
 02 Volunteer Needed
 09 Volunteer Needed
 16 Volunteer Needed
 23 Volunteer Needed
 30 Volunteer Needed

JUNE
 06 ~~Volunteer Needed~~ Blakes
 13 ~~Volunteer Needed~~ Sara Williams
 20 ~~Volunteer Needed~~ Teresa Roberts
 27 ~~Volunteer Needed~~ + Bill Waddell
 Connie Rod

JULY
 04 Volunteer Needed
 11 Volunteer Needed
 18 Volunteer Needed
 25 Volunteer Needed

2s AND 3s

MAY
 02 Volunteer Needed
 09 Volunteer Needed
 16 Volunteer Needed
 23 Volunteer Needed
 30 Volunteer Needed

JUNE
 06 ~~Volunteer Needed~~ Beth Pierce
 13 Volunteer Needed
 20 Volunteer Needed
 27 Volunteer Needed Kirsten Berlin

JULY
 04 Volunteer Needed Beth Pierce
 11 Volunteer Needed
 18 Volunteer Needed
 25 Volunteer Needed Beth Pierce

4s AND 5s

MAY
 Volunteer Needed
 09 Volunteer Needed
 16 Volunteer Needed
 23 Volunteer Needed
 30 Volunteer Needed

JUNE
 06 Volunteer Needed
 13 Volunteer Needed
 20 Volunteer Needed
 27 Volunteer Needed

JULY
 04 Volunteer Needed
 11 Volunteer Needed
 18 Volunteer Needed
 25 Volunteer Needed

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 have a pink record card filled out.
- Please write the amount of the contribution and the check number on the numbered envelopes in the upper right corner as a double check.
- Separate cash envelopes from check envelopes and put in "cash" or "check" clear plastic record envelope located in file drawer.
- Count all checks and cash at least twice.
- Thanks for all your help!

—Chris Perry, Treasurer (383-2222)

MAY	JUNE	JULY
02 Chris Perry (in charge) Noell Tillett & Chris Leach	06 Bob Peake (in charge) Joanne Franke & Esther Krigbaum	04 Jeff Reedy (in charge) Peggy Waters & George Hare
09 Len Stockburger (in charge) Bill Breeze & Bill Medley	13 Bill Waddell (in charge) Lisa Drummond & Phil Kearney	<i>Judy Johnson</i> 11 Tom Beavers (in charge) Betty Beavers & Bill Wilcox
16 Bill Ross (in charge) Tom & Chris Berry	20 Ed Coman (in charge) Tom Hadzor & Susan Ross	18 Chris Perry (in charge) Steve Edwards & John Reeves
23 Joe Beavers (in charge) Becky Bowden & Mark Ahrendsen	27 Al Thorn (in charge) Kerry Draeger & Martha Sparks	25 Jim Vander Weide (in charge) Gail Vander Weide & Jim Petrea
30 Bill Telford (in charge) Paul & Marion Pierce		

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. Thanks for your continued support.

—John Faullkenbury (477-4679)

MAY	JUNE	JULY
02 Virginia Barrett 489-5596	06 Leslie Lobaugh 493-4418	04 Al Thorn 489-7101
09 K. Alton Joyner 471-8108	13 John M. Reeves, II 490-0679	11 Betty Beavers 489-0178
16 Yvonne Crumpacker 489-9460	20 Marion Pierce 528-1073	18 Bobby Stockburger 471-9028
23 Carol Wilcox 493-1966	27 Daryn Berlin 471-5048	25 Noell Tillet 383-4679
30 Paul Pierce 528-1073		

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 (383-28...)