

Trinity Lutheran Church

Clarks Summit, Pennsylvania

Our Strategy for Mission through our Ministry Teams: June 2011 - May 2012

(Initially Developed: June 1, 2011)

(Revised and Updated: June 24, 2011)

Preface

Prior to the June 13, 2011 meeting of the congregation council, each of the five ministry teams will be endeavoring to schedule a reorganization and strategy meeting.

At these meetings, each ministry team will be making every effort to ensure that the following items are accomplished:

1- Determine the roster, the chairperson, and the secretary for each ministry team for the timeframe between June 2011 and May 2012.

2- Determine the specific sub-committees and task-forces that the ministry team will put in place for the coming year (*some we may be added or deleted from the prior year; others might be combined*).

3- Determine the rosters for the sub-committees and task-forces of each ministry team. Determine who will convene each of the sub-committees and task-forces, and who will be responsible for taking minutes of the meetings.

4- Develop a "short list" of very specific *goals (not paragraphs - just a few words)* for each ministry team (*which will be carried out by the ministry team itself, or by a sub-committees or a task-force*) within the timeframe between June 2011 and May 2012.

Please remember that this planning strategy is not "cast in stone." The rosters will always be changing, but even more importantly, circumstances will change and new ideas will arise that will bring about changes in your "short list" over the course of the year.

Worship Ministry Team

(Next 5 pages)

Worship Ministry Team

Strategy for Mission between June 2011 and May 2012

To plan, on a long-term and short-term basis, the worship life of the congregation including both regular and special worship services, to endeavor to enhance the worship experience of the congregation through intentional selection of musical and liturgical resources, to cultivate the development of choral leadership for the services of worship, to provide for the instruction and training of lay worship leaders, and to oversee the responsibilities of the altar guild, the acolytes, the communion assistants, the ushers, and the Sunday morning nursery.

Sub-Committees and Task-Forces of Worship Ministry Team:

Contemporary Worship Sub-Committee
Altar Guild Sub-Committee

Specific goals for the Worship Ministry Team *(noting where responsibility is placed; the ministry team itself, a specific sub-committee, or a specific task-force):*

<u>Goal</u>	<u>Responsibility</u>
Intentional training of all acolytes	Esther and Martin Semkin
Training of current ushers and recruitment and training of new ushers	Ministry Team
Recruitment of three additional Altar Guild members	Altar Guild S.C.
Resolve the location of the Contemporary Worship operator's station	Contemporary Worship S.C.
Refurbish the brass altar candlesticks	Ministry Team
Replace broken communion glasses	Ministry Team
Replace white (ivory) burse and veil set	Ministry Team
Obtain a blue burse and veil set set	Ministry Team

Worship Ministry Team
Staffing for the Worship Ministry Team
between June 2011 and May 2012

Chairperson of the Worship Ministry Team:

Pat Kiefer

Secretary of the Worship Ministry Team:

Suzanne Bolig

Roster of the Worship Ministry Team:

Suzanne Bolig
Bob Davies
Rita Evans
Ed Kiefer
Pat Kiefer
Edith Lloyd
Marci McDermott
Bill Oehler
Glenn Oswald
Bob Smith
Dee Smith

Worship Ministry Team
Staffing for the Contemporary Worship Sub-Committee
between June 2011 and May 2012

Chairperson for the Contemporary Worship Sub-Committee:

Bill Oehler

Secretary for the Contemporary Worship Sub-Committee:

Bill Oehler

Roster of the Contemporary Worship Sub-Committee:

Mary Ann Keller

Ray Keller, Jr.

Kathy Mathews

Bill Oehler

Tammy Rade

Esther Semken

Marty Semken

Worship Ministry Team
Staffing for the Altar Guild Sub-Committee
between June 2011 and May 2012

Chairperson for the Altar Guild Sub-Committee:

Pat Kiefer

Secretary for the Altar Guild Sub-Committee:

(to be determined)

Roster of the Altar Guild Sub-Committee:

Roberta Keiter

Ed Kiefer

Pat Kiefer

Linda Krahling

Bonnie Lesko

Kathy Mathews

Nancy Pacyna

Dee Smith

Barbara Stauffer

Barbara Stich

Education Ministry Team
(Next 6 pages)

Education Ministry Team

Strategy for Mission between June 2011 and May 2012

The responsibilities of the Education Ministry Team may include, but not limited to Sunday Church School, Vacation Bible School, confirmation ministry, Sunday morning adult classes, church library, weekday adult bible study, weekend parish retreats, youth ministry, Trinity Pre-School, Educational Opportunities within existing groups (Church council meetings, congregational ministry teams, subcommittees, and taskforce meetings, youth groups, Women's groups), Study opportunities within worship (Lenten mid-week services), Self Study Opportunities (devotional and study materials, and video tapes and DVD's).

Sub-Committees and Task-Forces of Education Ministry Team:

Sunday Church School
Adult Education
Pre-School

Specific goals for the Education Ministry Team *(noting where responsibility is placed; the ministry team itself, a specific sub-committee, or a specific task-force):*

<u>Goal</u>	<u>Responsibility</u>
Thorough review of the curriculum	Sunday School SC
Develop a Sunday School Website	Heather Klien and Cathy Shleffer
Revitalization of Adult Education	Adult Education SC
Develop a Grade 3 and 4 component to Youth Ministry	Heather Klien
Facilitate the relocation of the church library	Ministry Team
Resolve the location of the pre-school outdoor play area	Pre-School SC
Rejuvenation of the pre-school areas	Pre-School SC
Special Sunday School: Journey of the Cross	Sunday School SC and Youth Group

Education Ministry Team
Staffing for the Education Ministry Team
between June 2011 and May 2012

Chairperson of the Education Ministry Team:

Ken Nealon

Secretary of the Education Ministry Team:

Carole Hamersly

Roster of the Education Ministry Team:

Terry Bockelkamp
Carole Hamersly
Jan Huylo
Heather Klien
Kathy Mathews
Marci McDermott
Debbi Miller
Ken Nealon
Glenn Oswald
Cathy Sheffler
Barbara Strangfeld

Education Ministry Team
Staffing for the Sunday Church School Sub-Committee
between June 2011 and May 2012

Chairperson for the Sunday Church School Sub-Committee:

Heather Klien

Secretary for the Sunday Church School Sub-Committee:

Carole Hamersly

Roster of the Sunday Church School Sub-Committee:

Terry Bockelkamp

Mark Davis

Carole Hamersly

Bill Hamersly

Heather Klien

Kathy Mathews

Ken Nealon

Beverly Phillips

Cathy Sheffler

Dee Smith

Education Ministry Team
Staffing for the Adult Education Sub-Committee
between June 2011 and May 2012

Chairperson for the Adult Education Sub-Committee:
(to be determined)

Secretary for the Adult Education Sub-Committee:
(to be determined)

Roster of the Adult Education Sub-Committee:
Susan Bettum
Stephen Bettum
Bill Oehler
Glenn Oswald
Barbara Strangfeld

***Education Ministry Team
Staffing for the Pre-School Sub-Committee
between June 2011 and May 2012***

Chairperson for the Pre-School Sub-Committee:

Barbara Strangfeld

Secretary for the Pre-School Sub-Committee:

Carole Hamersly

Roster of the Pre-School Sub-Committee:

Terry Bockelkamp, *staff*

Carole Hamersly

Marci McDermott, *staff*

Debbi Miller

Ken Nealon

Jill Sorensen

Barbara Stauffer

Barbara Strangfeld

Service and Outreach Ministry Team
(Next 5 pages)

Service and Outreach Ministry Team

Strategy for Mission between June 2011 and May 2012

The responsibilities of the Service and Outreach Ministry Team specifically include the Parish Health Ministry, Endowment Program, Special Benevolence Program, St. Francis Kitchen "Host for a Day" Program, Red Cross Blood Drives, Meals-on-Wheels, Ugly Quilts, Ministerium Food Pantry, Sunday School Service Projects, and Assistance for Senior Citizens.

Sub-Committees and Task-Forces of Service and Outreach Ministry Team:

Social Ministry
Parish Health Ministry

Specific goals for the Service and Outreach Ministry Team *(noting where responsibility is placed; the ministry team itself, a specific sub-committee, or a specific task-force):*

Goal

Responsibility

Service and Outreach Ministry Team

Staffing for the Service and Outreach Ministry Team between June 2011 and May 2012

Chairperson of the Service and Outreach Ministry Team:

Connie McDonnell

Secretary of the Service and Outreach Ministry Team:

(to be determined)

Roster of the Service and Outreach Ministry Team:

George Duhigg
Carole Hamersly
Sam Lesko
Connie McDonnell
Betty Rowlands
Janice Yost

Service and Outreach Ministry Team

Staffing for the Social Ministry Sub-Committee between June 2011 and May 2012

Chairperson for the Social Ministry Sub-Committee:

George Duhigg

Secretary for the Social Ministry Sub-Committee:

George Mathews

Roster of the Social Ministry Sub-Committee:

Suzanne Bolig
George Duhigg
George Mathews
Kathy Mathews
Larry Wood

Service and Outreach Ministry Team

Staffing for the Parish Health Ministry Sub-Committee between June 2011 and May 2012

Chairperson for the Parish Health Ministry Sub-Committee:

Tammy Rade

Secretary for the Parish Health Ministry Sub-Committee:

(to be determined)

Roster of the Parish Health Ministry Sub-Committee:

Sam Lesko

Kathy Mathews

Debbie Miller

Tammy Rade

Service and Outreach Ministry Team

Staffing for the Blood Pressure Screenings Workgroup of the Parish Health Ministry Sub-Committee between June 2011 and May 2012

Chairperson for the *Blood Pressure Screenings Workgroup*:
(to be determined)

Secretary for the *Blood Pressure Screenings Workgroup*:
(to be determined)

Roster of the *Blood Pressure Screenings Workgroup*:

Diana Pope-Abright
Audrey Cecchetelli
Rita Mae Evans
Brenda Grunza
Suzanne Jones
Bonnie Lesko
Irene Mueller
Linda Murphy
Debbie Miller
Lou Ann Viercinski

Service and Outreach Ministry Team

Staffing for the Card Ministry Workgroup of the Parish Health Ministry Sub-Committee between June 2011 and May 2012

Chairperson for the *Card Ministry Workgroup*:

Betty Wood

Secretary for the *Card Ministry Workgroup*:

(to be determined)

Roster of the *Card Ministry Workgroup*:

Irene Artifitch
Susan Bettum
Suzanne Bolig
Carole Hamersly
Peg Himes
Janice Huylo
Kathy Mathews
Irene Mueller
Nancy Pacyna
Joan Sharpe
Cathy Sheffler
Dee Smith
Brenda Spangenberg
Barbara Stauffer
Barbara Stich
Claire Wagner
Betty Wood

Service and Outreach Ministry Team

Staffing for the Health Education & Support Workgroup of the Parish Health Ministry Sub-Committee between June 2011 and May 2012

Chairperson for the *Health Education & Support Workgroup*:

Sam Lesko

Secretary for the *Health Education & Support Workgroup*:

(to be determined)

Roster of the *Health Education & Support Workgroup*:

Terry Bockelkamp

Carrie Ferrone

Bonnie Lesko

Sam Lesko

Kathy Mathews

Marci McDermott

Debbie Miller

Service and Outreach Ministry Team

Staffing for the Information Sharing Workgroup of the Parish Health Ministry Sub-Committee between June 2011 and May 2012

Chairperson for the *Information Sharing Workgroup*:

Suzanne Jones

Secretary for the *Information Sharing Workgroup*:

(to be determined)

Roster of the *Information Sharing Workgroup*:

Suzanne Jones

Roberta Keiter

Kathy Mathews

Service and Outreach Ministry Team

Staffing for the Endowment Sub-Committee between June 2011 and May 2012

Chairperson for the Endowment Sub-Committee:

(to be determined)

Secretary for the Endowment Sub-Committee:

(to be determined)

Roster of the Endowment Sub-Committee:

Dian Pope-Albright

Steve Bowman

Maxine Gilligan

Nancy Pacyna

Witness and Fellowship Ministry Team

(Next 9 pages)

Witness and Fellowship Ministry Team

Strategy for Mission between June 2011 and May 2012

The responsibilities of the Witness and Fellowship Ministry Team specifically include identifying and attracting new members, assimilation of new members, planning and implementation of fellowship opportunities, Women of Trinity activities, monitoring the activities of the Lutheran/Episcopal Joint Study Committee, , monitoring the activities of the Lutheran/Episcopal Joint Planning activities, and the coordination of volunteer ministries.

Sub-Committees and Task-Forces of the Witness and Fellowship Ministry Team:

Fellowship
Women of Trinity
Trinity Lutheran Men in Mission,
Volunteer Coordination
Telling the Story
Epiphany/Trinity Joint Planning

Specific goals for the Witness and Fellowship Ministry Team *(noting where responsibility is placed; the ministry team itself, a specific sub-committee, or a specific task-force):*

Goal

Responsibility

Witness and Fellowship Ministry Team

Staffing for the Witness and Fellowship Ministry Team between June 2011 and May 2012

Chairperson of the Witness and Fellowship Ministry Team:

Mike Krahlung

Secretary of the Witness and Fellowship Ministry Team:

Barbara Stauffer

Roster of the Witness and Fellowship Ministry Team:

Mike Krahlung
Kathy Mathews
Reynold Morgan
Barbara Stauffer
Barbara Strangfeld

Witness and Fellowship Ministry Team

Staffing for the Fellowship Sub-Committee between June 2011 and May 2012

Chairperson for the Fellowship Sub-Committee:

Barbara Stauffer

Secretary for the Fellowship Sub-Committee:

(to be determined)

Roster of the Fellowship Sub-Committee:

Maxine Gilligan

Barbara Stauffer

Witness and Fellowship Ministry Team

Staffing for the Women of Trinity Sub-Committee between June 2011 and May 2012

Chairperson for the Women of Trinity Sub-Committee:

(to be determined)

Secretary for the Women of Trinity Sub-Committee:

(to be determined)

Roster of the Women of Trinity Sub-Committee:

Bonnie Lesko
Kathy Mathews
Marcie McDermott
Betty Phillips
Esther Semken
Linda Sheehan
Dee Smith
Barbara Stich
Anna Mae Williams

Witness and Fellowship Ministry Team

Staffing for the Trinity Lutheran Men in Mission Sub-Committee between June 2011 and May 2012

Chairperson for the Trinity Lutheran Men in Mission Sub-Committee:

Mike Krahlung

Secretary for the Trinity Lutheran Men in Mission Sub-Committee:

(to be determined)

Roster of the Trinity Lutheran Men in Mission Sub-Committee:

George Duhigg

Mike Krahlung

Bill Oehler

Marty Semken

Tim Sheffler

Witness and Fellowship Ministry Team

Staffing for the Volunteer Coordination Sub-Committee between June 2011 and May 2012

Chairperson for the Volunteer Coordination Sub-Committee:

Kathy Mathews

Secretary for the Volunteer Coordination Sub-Committee:

(to be determined)

Roster of the Volunteer Coordination Sub-Committee:

Kathy Mathews
Barbara Strangfeld

Witness and Fellowship Ministry Team

Staffing for the Telling the Story Sub-Committee between June 2011 and May 2012

Chairperson for the Telling the Good News Sub-Committee:

Secretary for the Fellowship Sub-Committee:

Roster of the Fellowship Sub-Committee:

Carrie Ferrone

Mike Krahling

Cathy Sheffler

Witness and Fellowship Ministry Team

Staffing for the Epiphany/Trinity Joint Planning Sub-Committee between June 2011 and May 2012

Chairperson for the Epiphany/Trinity Joint Planning Sub-Committee:
(to be determined)

Secretary for the Epiphany/Trinity Joint Planning Sub-Committee:
(to be determined)

Roster of the Epiphany/Trinity Joint Planning Sub-Committee:
(to be determined)

Support Ministry Team

(Next 8 pages)

Support Ministry Team

Strategy for Mission between June 2011 and May 2012

The purpose of the Support Ministry Team is to plan the annual Stewardship Program and provide for on-going stewardship education, all financial and audit responsibilities (including the monitoring, on a continuous basis, the income and expenses of the congregation as related to the budget and monitoring the financial resources of the congregation, to provide care for the buildings, grounds, and other property of the congregation, to nominate persons to serve in elected positions within the congregation, to manage the personnel issues, and to be responsible for the long range planning process.

Sub-Committees and Task-Forces of the Support Ministry Team:

Property Sub-Committee
Personnel Sub-Committee
Building (LRP) Sub-Committee
Building Finance (LRP) Sub-Committee
Communications (LRP) Sub-Committee
Technology Sub-Committee
Stewardship Sub-Committee

Specific goals for the Support Ministry Team *(noting where responsibility is placed; the ministry team itself, a specific sub-committee, or a specific task-force):*

<u>Goal</u>	<u>Responsibility</u>
Restructure the budget-building process	Mark Davis
Submit budget proposal for 2012 to the congregation council	<i>Stephen Bettum, Mark Davis, Steve Sloneker, Barbara Strangfeld</i>
Provide for an audit of the 2011 fiscal year	<i>(Ministry Team)</i>
Develop a Property “To-Do” list	<i>(Ministry Team)</i>
Upgrade church computer system	Technology S.C.
Resolve the location of the Contemporary Worship operator’s station	Technology S.C.
Dissolve and restructure the Long Range Planning Committee as a Strategic Planning Committee formed by and responsible to the congregation council – possibly 5 persons; one representative from each ministry team plus the congregational officers.	<i>(Ministry Team)</i>
Long Range Planning Work groups will report directly to the support ministry team.	<i>(Ministry Team)</i>

Support Ministry Team

Staffing for the Support Ministry Team between June 2011 and May 2012

Chairperson of the Support Ministry Team:

Steve Bowman

Secretary of the Support Ministry Team:

Mark Davis

Roster of the Support Ministry Team:

Stephen Bettum
Steve Bowman
Mark Davis
Bill Oehler
Glenn Oswald
John Pacyna
Nancy Pacyna
Mike Rosencranz
Steve Sloneker
Barbara Strangfeld

Support Ministry Team

Staffing for the Property Sub-Committee between June 2011 and May 2012

Chairperson for the Property Sub-Committee:

Mike Rosencranz

Secretary for the Property Sub-Committee:

(to be determined)

Roster of the Property Sub-Committee:

Steve Bowman

Bob Klien

John Pacyna

Mike Rosencranz

Tim Sheffler

Dee Smith

Kurt Sorensen

Bill Striepeck

Marilyn Striepeck

Larry Wood

Support Ministry Team

Staffing for the Personnel Sub-Committee between June 2011 and May 2012

Chairperson for the Personnel Sub-Committee:

BarbaraStrangfeld

Secretary for the Personnel Sub-Committee:

(to be determined)

Roster of the Personnel Sub-Committee:

Mark Davis

Glenn Oswald

Barbara Strangfeld

Support Ministry Team

Staffing for the Building (LRP) Sub-Committee between June 2011 and May 2012

Chairperson for the Building (LRP) Sub-Committee:

Bill Oehler

Secretary for the Building (LRP) Sub-Committee:

Bill Oehler

Roster of the Long Range Planning Sub-Committee:

Diana Albright
Steve Bowman
Maxine Gilligan
Sam Lesko
Bill Oehler

Support Ministry Team

Staffing for the Building Finance (LRP) Sub-Committee between June 2011 and May 2012

Chairperson for the Building Finance (LRP) Sub-Committee:

Mark Davis

Secretary for the Building Finance (LRP) Sub-Committee:

Bill Oehler

Roster of the Long Range Planning Sub-Committee:

Stephen Bettum

Mark Davis

Timothy Sheffler

Bill Oehler

Support Ministry Team

Staffing for the Communications (LRP) Sub-Committee between June 2011 and May 2012

Chairperson for the Communications (LRP) Sub-Committee:

Barbara Strangfeld

Secretary for the Communications (LRP) Sub-Committee:

Bill Oehler

Roster of the Long Range Planning Sub-Committee:

Stephen Bettum

Kathy Mathews

Bill Oehler

Cathy Sheffler

Barbara Strangfeld

Support Ministry Team

Staffing for the Technology Sub-Committee between June 2011 and May 2012

Chairperson for the Technology Sub-Committee:

Tim Sheffler

Secretary for the Technology Sub-Committee:

Roster of the Technology Sub-Committee:

Steve Bowman

Carrie Ferrone

Tim Sheffler

Support Ministry Team

Staffing for the Stewardship Sub-Committee between June 2011 and May 2012

Chairperson for the Stewardship Sub-Committee:

Secretary for the Stewardship Sub-Committee:

Roster of the Stewardship Sub-Committee:

Sam Lesko
Inge Mills
Glenn Oswald
Dee Smith
Bob Smith
Claire Wagner